



# MIS- Maputo International School

## Safeguarding Policy

AGAINST HARASSMENT AND ABUSE

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## 1. Policy Statement

**Maputo International School** has positioned itself as an institution where children gather, and it is therefore imperative that all stakeholders understand **Maputo International School** policies and procedures regarding the protection of children.

All stakeholders must place the protection and well-being of children in a place of paramount importance.

This Safeguarding Policy & Procedure Manual, unless otherwise stipulated, applies to all stakeholders.

## **2. Introduction**

The main business of **Maputo International School** is to promote and develop a strategy and framework for education as defined in the Education Act 1996.

Included in its objectives is to act against any form of discrimination and violence in **Maputo International School**.

**Maputo International School** must create an atmosphere in which everybody who engages with the school can have a safe, rewarding, and positive experience.

Harassment and abuse can occur in any school and could impact the well-being of everyone. **Maputo International School** strongly subscribes to the protection of everyone involved in **Maputo International School**. **Maputo International School** believes that all teachers, learners, administrators, coaches, and any other staff and volunteers who wish to participate in any capacity at **Maputo International School**, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence, and neglect.

Safeguarding at **Maputo International School** is the responsibility of **Maputo International School**, and we will endeavour to ensure all their staff, volunteers, operations, and programmes do no harm to any child who enters the school's premises, or expose them to harassment, abuse, or exploitation.

### **3. Purpose**

The purpose of **Maputo International School's** Safeguarding Policy is to ensure that learners and others taking part in **Maputo International School** can do so without fear of harassment or abuse. The key objectives of the policies are to:

- Ensure everyone in **Maputo International School** understands that all forms of harassment and abuse are unacceptable and will not be tolerated.
- Ensure anyone who has witnessed or experienced harassment or abuse within **Maputo International School**, has the ability to report the incident without fear of victimisation or retaliation.
- Ensure an appropriate and coordinated response to any incidents of harassment or abuse that happen within any environment connected to the participation of a **Maputo International School** event, irrespective of whether it is on school premises or not.
- Implement effective measures that minimize the likelihood of incidents of harassment and abuse arising in **Maputo International School**.
- Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working at **Maputo International School**.

#### 4. Definitions

- **Abuse** refers to any form of abuse or harassment which may occur in one of 6 forms either in isolation or in combination. These are, but not limited to Psychological Abuse; Physical Abuse; Sexual Harassment; Sexual Abuse; Neglect or Bullying. This can happen based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status, and athletic ability. It can include a once-off incident, or a series of incidents and it may be in person or online.
- **Adult** means persons 18 years and older, men and women including persons with impairments.
- **Board** means **Maputo International School's** Governing Body.
- **Bullying or cyberbullying** means unwanted, repeated, and intentional, aggressive behaviour usually among peers, and involves a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone verbally or deliberately excluding someone. This can happen in the real world or the cyberworld.
- **Child** means any person who has not turned 18 years of age unless, under the law applicable to the child, maturity is attained earlier. Early childhood relates to those below 8 years of age. A juvenile, young person and adolescents are 10-18 years of age.
- **Designated Safeguarding Officer (DSO)** means the designated persons from **Maputo International School** who are appointed, trained as a DSO and take responsibility for leading the school's safeguarding.
- **Harassment** (See definition under Abuse).
- **Hazing** also referred to as initiation, is a form of induction bullying. It is usually a ritual, run by older learners that creates a "rite of passage" for a new learner into the school or sports team.
- **Homophobia:** antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals.
- **Learners** means all learners of all ages.
- **Learners with disabilities** means those who have long-term physical, mental, intellectual, or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others.
- **Neglect** is the failure of parents or caregivers to meet a child's physical and emotional needs or failure to protect a child from exposure to danger. This definition equally applies to teachers and any **Maputo International School** staff.
- **Negligence** is the failure of an educator or another person with a duty of care towards a learner to provide a minimum level of care to that learner, who may cause harm, allow harm to be caused, or create an imminent danger of harm.
- **Non-accidental harm:** any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse, and child



exploitation.

- **Physical abuse:** non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a learner.
- **Psychological abuse:** a pattern of deliberate, prolonged, repeated non-physical behaviours within a power-differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's innerlifeinner life in all its profound scope.
- **Safeguarding Awareness Certificate (SAC)** means the safeguarding training to be completed by every educator and staff member (volunteer or remunerated) affiliated with **Maputo International School**.
- **Safeguarding Partner** means a person or organization appointed by **Maputo International School** as an outsourced Partner to consult on any or all matters pertaining to Safeguarding within **Maputo International School**. This may refer to any form of abuse, harassment or proactive measures including but not limited to recruitment, general school safeguarding (both reactive and proactive), or any matter that **Maputo International School** feels they may need assistance in Safeguarding.
- **Safeguarding Policy** means this document concerning the protection against Harassment and Abuse in **Maputo International School**.
- **Service Provider** means any person or organisation who or that renders a service, no matter what the nature of that service is, to the school
- **Sexism:** the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on a person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism.
- **Sexual abuse:** any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given.
- **Sexual harassment:** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.
- **Staff** means all people who are working for some form of remuneration which may include, but are not limited to, cash or favour, and who are bound or not bound by a contract of employment.
- **Volunteers** means any person, adult or child who is working for or assisting **Maputo International School** in the continuation of any service, event or function or serving on any committee, or volunteering in any capacity for any function in any structure.
- **Young adults** are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience, they might not have developed resilience and may be more at risk of exploitation harm or abuse.

## **5. Responsibilities of Maputo International School to Safeguarding**

**Maputo International School** recognises that it has a responsibility for guiding all structures of **Maputo International School** in safeguarding in school life as defined in the Education Act 1996.

Additionally, The Children's Act 38 of 2005 as amended requires a person who has no parental responsibilities and rights in respect of a child but who voluntarily cares for the child either indefinitely, temporarily or partially, including a caregiver who otherwise has no parental responsibilities and rights in respect of a child, must, whilst the child is in that person's care safeguard the child's health, well-being and development; and protect the child from maltreatment, abuse, neglect, degradation, discrimination, exploitation, and any other physical, emotional or mental harm or hazards.

Harassment and abuse can have a significant long-term negative impact on a child and young adult's life and performance as well as general health and well-being, particularly if the child has not been able to disclose their experiences or access support.

**Maputo International School** has an important leadership role in embedding a no-tolerance approach towards all forms of harassment and abuse.

**Maputo International School** is committed to the principles of safeguarding and good governance and has developed this policy for the prevention of harassment and abuse within the school which requires every staff member and volunteer to adopt and implement these policies and procedures.

**Maputo International School** undertakes to ensure that due diligence on every staff member and volunteer affiliated to **Maputo International School** is carried out to ensure that all **Maputo International School** staff, and volunteers have met best Safeguarding Practices. The due diligence and inspection of all safeguarding regulations will be completed annually by the school's Appointed Safeguarding Partner.

**Maputo International School** is to ensure that all applications for roles in the school that involve "regular contact" with children, young people, persons with a mental and/or physical disability should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

**Maputo International School** is to ensure all existing and new volunteers and employees working in roles that involves "regular contact" with children, young people, persons with a mental and/or physical disability and other vulnerable adults; or where they hold a position of trust; or existing staff or volunteers who change their role to work with these vulnerable groups, are required to complete a vetting process.

## 6. Expectation of Maputo International School Designated Safeguarding Officer

- **Maputo International School** must appoint a Designated Safeguarding Officer. (It is advisable that there is a minimum of 2, one for sport and one for school and if the school is Co-Ed then one male and one female in school and sport) These people should be suitably qualified. These DSOs will act individually or in collaboration, when it is required.
- The Principal of **Maputo International School** must appoint the Designated Safeguarding Officers.
- The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge the **Maputo International School** Safeguarding Policy Manual.
- The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge **Maputo International School** Code of Ethics.
- The Designated Safeguarding Officer must ensure that all school safeguarding measures are fulfilled. These duties include but are not limited to:
  - Ensuring all staff and volunteers, defined in the policy, are cleared against the Sexual Offences Register, Child Protection Register, and have a criminal check as defined in the Safeguarding Policy.
  - Ensure all staff and volunteers, defined in the policy, have completed their Safeguarding Awareness Certificate.
  - Ensure that all staff and volunteers defined in the policy have signed their Declaration of Good Standing ([As per annexure A](#)) and Code of Ethics ([As per Annexure B](#)).
- **Maputo International School** Designated Safeguarding Officers have the following additional roles and duties:
  - a) To be the main point of contact for any learner of their school needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time.
  - b) To be the main point of contact for The Guardian or whoever the school's safeguarding partner is.
  - c) Investigating any allegations of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time:
  - d) To be the main point of contact for their school's staff and learners or parents about any request concerning the Safeguarding Policy or safeguarding matters.
  - e) To provide, if requested, support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of harassment and/or abuse.
  - f) To implement and uphold all elements of the **Maputo International School's** Safeguarding Policy.

- g) To agree on safeguarding plans with coaches for any trips or tours.
- h) To respect the confidentiality, as set out in this Policy.
- i) To inform the principal or relevant HOD, if there are any allegations that may in any way lead to the registering of a criminal offence and to ensure without fear or ~~favor~~favour that the matter is reported to the relevant authorities in accordance with the applicable law and this needs to happen as soon as possible.
- j) To ensure that the safeguarding responsibilities of the school are always displayed in the school and are always adhered to.
- k) To ensure that the changeroom policy is visible to all learners, educators or any person that may be using the changeroom and that all elements of this policy are always adhered to, especially The Rule of Two.
- l) To ensure that every person has the ability to report anonymously if need be and that these anonymous reports are treated in alignment with this policy.

## **7. Responsibilities of any person affiliated to Maputo International School**

It is the responsibility of every person employed or volunteering at **Maputo International School** to:

- Have a basic knowledge of how to ensure the safety of all learners and to have completed their Safeguarding Awareness Certificate
- Have appropriate opportunities to develop and maintain the necessary attitudes, skills, and knowledge to do this.
- To ensure everyone has the right to participate in **Maputo International School** in an environment free from non-accidental harm, discrimination, bullying, harassment, abuse, violence, and neglect, irrespective of their race, gender, sex, ethnic or social origin, skin colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.
- Recognise that the welfare of all who take part in **Maputo International School**, regardless of their role, is important and they place the safety and well-being of all learners at the center of everything we do.
- To ensure that they have been vetted against the Sexual Offences Register, Child Protection Register, and have completed a criminal Check in accordance with this policy.

**Maputo International School** is committed to implementing robust procedures to safeguard and protect all Learners including procedures to address the risks associated with specific any vulnerable groups.

## **8. Appointment of The Guardian as Maputo International School's Safeguarding Partner**

**Maputo International School** recognises that the prevention of harassment and abuse in **Maputo International School** requires a systematic and coordinated approach. This approach needs to be adopted by everyone involved at the school. It is for this reason that **Maputo International School** has appointed **The Guardian** as our Outsourced Safeguarding Partner. It is vital that in as much as legislation and best practice dictate that allegations be reported to various South African statutory authorities it is important that anyone affiliated to **Maputo International School** have the ability to access **The Guardian** to ensure best safeguarding practices and compliance.

**Maputo International School** recognises that the effectiveness of safeguarding is dependent on ensuring learners and staff are involved and engaged and receive appropriate training and support. **The Guardian** are the approved service provider to **Maputo International School** for both levels of training.

- **Safeguarding Awareness Certificate (SAC)**

It is imperative that every person, including but not limited to educators, administrators, coaches, volunteers, permanent contractors etc. working within the structures of **Maputo International School** complete their SAC certificate as soon as possible once this policy has been signed and ensure that it is renewed annually.

- **Designated Safeguarding Officer (DSO)**

It is imperative that **Maputo International School** ensure that their school appoint DSO's. It is highly recommended that a male and a female DSO are appointed and that those persons complete their DSO course and the annual refresher.

## POLICIES

### 9. Recruitment Policies

#### a) Recruitment Policy

##### **Purpose**

**Maputo International School** must ensure all reasonable steps are taken during the recruitment of staff or volunteers to prevent unsuitable individuals from working with learners.

##### **Policy**

1. Any staff member or volunteer involved with **Maputo International School** who may have any access to learners must be vetted in accordance with this policy.
2. Any staff member or volunteer applying to work at **Maputo International School**, who will have any access to learners must have traceable references from their most recent previous employers. **Maputo International School** will do a reference check, to establish the character of the prospective employee, with 3 of their most recent employers or the previous employer of the last 10 years depending on which goes back further.
3. All recruitment advertisements will have a safeguarding statement as part of the advertisement to inform all potential applicants of the schools commitment to safeguarding.

For example: At MAPUTO INTERNATIONAL SCHOOL, we are committed to proactive safeguarding and promoting the welfare of all our children. All staff and volunteers who have access to children will be vetted in accordance with the MAPUTO INTERNATIONAL SCHOOL safeguarding policy. This policy stipulates that staff and volunteers are required to undergo all the necessary background checks in keeping with the requirements for safeguarding and child protection in South Africa and all staff perform duties in accordance with our school's Code of Ethics.

4. **Maputo International School** will request a personal reference from at least 3 persons who have known the applicant well, for at least the last 3 years. All references must be traceable, and it is the responsibility of the school DSO to ensure that all references are contacted.
5. **Maputo International School** DSO will, through a google search and various other social media searches, which is deemed appropriate by the DSO, establish what the online persona of the applicant is and ensure it meets the ethical and standards that align to **Maputo International School**
6. **Maputo International School** DSO will ensure that all applicants are cleared in accordance with the [Sexual Offences Register Policy](#), [Child Protection Register Policy](#) and the [Criminal Check Policy](#)

## b) Sexual Offences Register Policy

### **Purpose:**

The purpose of this policy is to ensure compliance with Chapter 6 of the Sexual Offences Amendment Act 2007. **Maputo International School** undertakes to ensure that all staff and volunteers affiliated in any way with **Maputo International School** are cleared in accordance with the Act.

### **Policy:**

It is the policy of **Maputo International School** that all adult persons working in any capacity, for a period of more than 5 days in a 3 months cycle, either in a staff or in a volunteer capacity, including, but not limited to educators, coaching staff, volunteers, administrators or, service providers are cleared in the prescribed manner in accordance with Chapter 6 of the Sexual Offences Amendment Act 2007 and that they all have a certificate proving that the check has been conducted and that certificate is not older than 24 months and must be renewed every 24 months.



### c) Child Protection Register Policy

**Purpose:**

The purpose of this policy is to ensure compliance with Section 126 of the Children’s Act 38 of 2005. **Maputo International School** undertakes to ensure that all staff and volunteers affiliated in any way with **Maputo International School** are cleared in accordance with the Act.

**Policy:**

It is the policy of **Maputo International School** that all adult persons working in any capacity either as staff or in a volunteer capacity, including, but not limited to educators, coaching staff, volunteers, technical assistants, administrators or service providers are cleared in the prescribed manner in accordance with Section 126 of the Children’s Act 38 of 2005 and that they all have a certificate proving that the check has been conducted and is no older than 24 months and must be renewed every 24 months.

#### d) Criminal Check Policy

**Purpose:**

The purpose of this policy is to ensure alignment to best Pre-Employment practice and further safeguarding. The purpose is to establish whether the person has a previous conviction for any crime which may be construed as negatively aligned to the position that is being applied for.

**Policy:**

It is the policy of **Maputo International School** that all persons working in any capacity either as a staff member or in any volunteer capacity, including, but not limited to educators, coaching staff, volunteers, technical assistants, administrators, or service providers must obtain a criminal check, and that all staff, volunteers, or service providers have a certificate that is not older than 24 months.

Any staff member or volunteer who does have a previous conviction, may be excluded from employment at **Maputo International School**, based on that previous conviction. The applicant will have the right to, in writing explain their previous conviction, and the reason why their application should still be considered. The decision to allow an applicant, who does have a previous conviction to still be employed at **Maputo International School**, must be decided by way of a recorded vote which must be placed on the applicant's file, should the applicant be successful in their application for employment. Votes from the School's Principal, HR Manager, HOD who will oversee the applicant, Head of Sport, (if the applicant is applying for a position within the sport) and the most relevant **Maputo International School** DSO must be cast, and the decision will be based on the majority vote. If the vote is split a second DSO should be brought in to consider the employment decision. This DSO will consider the reasons of all who voted in the original vote and cast the deciding vote.

## 10. Policy for Reporting Abuse of Children

### Purpose

The purpose of this policy is to ensure all employees and volunteers associated in any way with **Maputo International School** are aware of the structures for reporting of abuse. Furthermore, it strives to ensure that the threat of secondary abuse is reduced and the likelihood of a successful prosecution of the perpetrator is increased.

### Policy

Any staff member or volunteer who suspects child abuse must follow these steps outlined below for reporting the incident:

- Any disclosure of child abuse must be reported as soon as possible to **Maputo International School** DSO.
- Any staff member or volunteer to whom a child or learner makes the disclosure to will immediately complete [Annexure C: Reporting of Non-Accidental Harm or Deliberate Neglect of Child](#) and submit it to the DSO within 24 hours of the disclosure being made.
- If a child makes a disclosure, the person to whom the disclosure was made must report this to the DSO.
- Under no circumstances may details of the abuse be divulged to any person other than the DSO unless the transference of this information will benefit the child directly.
- The DSO undertakes to report all incidents of Child abuse to the ~~the~~ Police.
- Any person may contact The Guardian for telephonic advice.

#### a) Information to the Principal of Maputo International School

The procedure for the distribution of child abuse information to **Maputo International School** is to be as follows:

Any DSO, who becomes aware of any harm to a child, which is either non-accidental or as a result of negligence, and whether the DSO receives the information directly or indirectly, must, within 24 hours of receiving the report, submit a report to **Maputo International School** principal. If the DSO is of the opinion that disclosing the information to the principal would adversely affect the well-being of the child or investigation, then the DSO must choose another member of the School Executive Management Team or The Guardian to share the disclosure with.

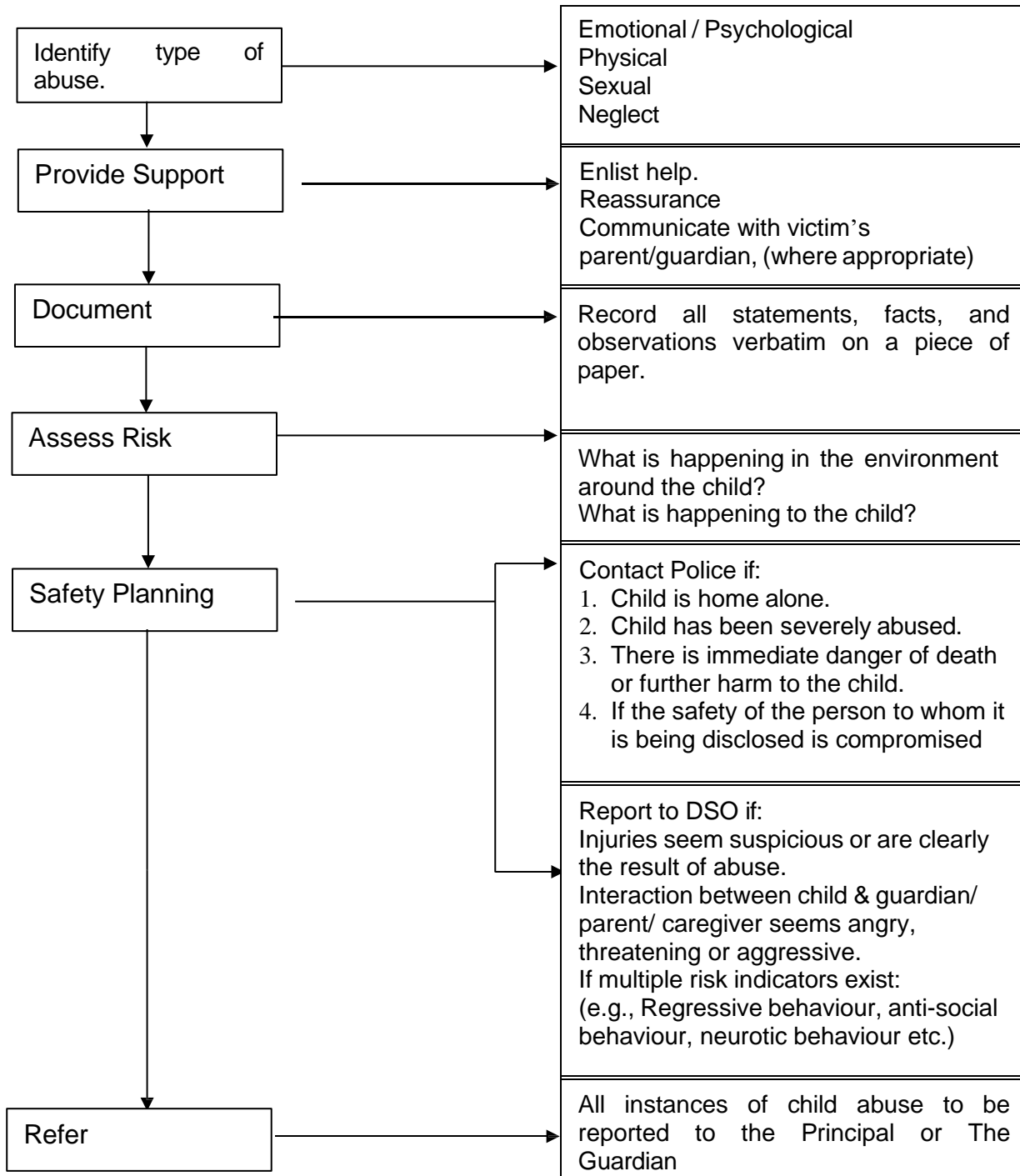
#### b) Guidelines for Managing Disclosure

- Stay calm and be reassuring.
- Find a quiet, but not necessarily private place to talk.
- Ensure that the child knows that you believe what he or she is telling you.
- Listen, but do not press for information.
- Tell the child you are glad that he or she has told you.
- Never promise the child that you will keep their secret but promise to tell only those you

really must.

- If the child gives you permission, seek the DSO's involvement.
- If it will help the child to cope, tell them that the abuser has a problem.
- Tell the child that you will do your best to protect and support him or her.
- If necessary, seek medical help and contact the police or social services.
- Acknowledge that the child may experience a range of feelings about the abuse such as anger, sadness, and guilt. It is important to stress that the abuse was and is not the child's fault.
- Acknowledge that you may need help dealing with your own feelings. If necessary, ask your DSO for assistance.
- Always remain objective and do not allow personal matters, feelings, or pre-conceptions to cloud your judgment.
- The reporting and investigation of child abuse must ensure the safety of the child.

**c) Procedure for Responding to Actual or Suspected Abuse**



**d) Legal Responsibilities when Reporting**

All staff and volunteers are legally bound to report all matters of suspected and actual child abuse to the Police Services, **Maputo International School** DSO and The Guardian.

## 11. General Safeguarding Policies

### Introduction

**Maputo International School** is committed to the safety of all learners with special attention to the rights of children which subscribes to the Constitutional Right, “The Rights of a Child are Paramount.”. By this concept, **Maputo International School** and all stakeholders, will, at all times, endeavour to safeguard learners, not only from abuse, but also from anything else that may cause harm to a child physically and/or emotionally.

## a) Media Policy

### **Purpose**

The purpose of this policy is to first and foremost ensure that all learners are protected from exposure through media. The learner's right to privacy must also be protected.

### **Policy**

Anyone interested in conducting any type of media interview (e.g., documentary film, drama workshop, interview etc.) in which learners, staff or volunteers affiliated to **Maputo International School** are involved, must: -

- 1 Complete the [Annexure D: Photography and interview of Children Application Form](#) submit it to the DSO of the school.
- 2 The application form must be accompanied by a signed acceptance of the [Annexure E: Terms and Conditions of Photography at Maputo International School](#)
- 3 If interview and/or photography, videography/live stream is of 5 children or less then the parents of those children must also consent.
- 4 If the child is over 12 the child must also consent.
- 5 For consent to be authorized, the DSO for the school must have authorized the [Annexure F: Photography Consent by Designated Safeguarding Officer](#) form.

**The following methods of data collection are prohibited for all interviews:**

#### **1. Asking direct questions to the children concerning their home or family life.**

Journalists may not ask questions of under 18 learners of a personal nature such as information about the child's financial status, home situation and or personal relationships.

Questions, such as but not limited to,

- Tell me where you live?
- What grade are you in?
- Do you have a boyfriend/girlfriend?

Are forbidden.

Questions along these lines by a stranger can be an extremely traumatic experience for the child and it is almost impossible for the child to protect him or herself against such invasion of privacy. Furthermore, as stated by the Children's Rights Centre: "Children will always have raised expectations of help from adults to whom they tell their stories, as a relationship of trust has been built".

Every child must be informed beforehand of their right to not answer any questions that they are uncomfortable with.

Also note that if a child has been through any Children's Court proceedings or is a Ward of the Court, no pictures are legally allowed to be taken of the child.

## **2. Visiting the home of a child.**

No one will be allowed to visit the home of a child unless explicit permission is given by the parent, caregiver, and/or adult over the age of 18, who lives with the child. The rule of 2, stating that an adult should never be alone with a child, is also best practice in home visits when permission has been given.



## b) Service Provider Policy

### Purpose

To ensure that all Service Providers who are contracted or volunteer to do any form of work within **Maputo International School** are aware of the need to safeguard all learners and their presence is consistently monitored whilst on the premises.

### Policy

- All Service providers, paid or volunteer, will sign this policy before commencing any work.
- No service provider paid or volunteer, maybe alone with any learner at any time.
- No service provider, paid or volunteer, may be alone in any changeroom or toilet at the school or event, or tournament, at any time with a learner.
- Any service provider paid or volunteer, who will do any work in **Maputo International School** and as a result will work in the school, full time, or part time for a period of more than a week will be expected to have a clearance in accordance with the Sexual Offences Act and a Criminal check.
- No service provider, paid or volunteer, may take any photos or videos of any learner without first having adhered to the [Media Policy](#)
- No service provider, paid or volunteer, may drink alcohol or be drunk on the premises of **Maputo International School**.
- Any service provider, paid or volunteer, who notices anything such as, but not limited to, behaviour or verbal communication that may be construed as placing a learner at risk, will report it immediately to the [Schools](#) DSO.

School Designated Safeguarding Officer : \_\_\_\_\_

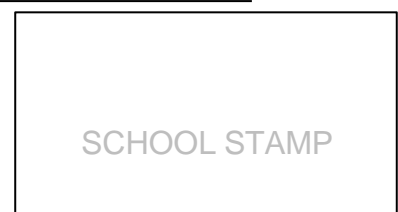
Contact Number : \_\_\_\_\_

I understand this policy and accept the conditions and will adhere to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name



### c) Staff Smoking, Drugs & Alcohol Policy

#### PURPOSE

The purpose of this policy is to provide a healthy and safe environment for all employees, learners, parents, guardians, contractors, and other visitors to the school.

- No employee, locum, student teacher or substitute is allowed to smoke or vape in the presence/sight of learners. This includes during excursions and after hours.
- No smoking is permitted at the school.
- Alcohol and the consumption of alcoholic beverages are not permitted on-site, or to be consumed during working hours, unless special permission is acquired from school Principal.
- Use of drugs that cannot be acquired with a prescription are prohibited at all times.
- Employees, locum or student teachers and governing body members are not permitted to attend work under the influence of any intoxicating substance, which in certain instances may include prescription drugs.
- Misuse of prescription drugs and over the counter drugs is prohibited.
- All new and prospective employees, locum or student teachers and governing body members will be advised of the restrictions and rules in this regard.
- It is the responsibility of the DSO to enforce this policy at all times and to advise employees, student teachers, board members and visitors to the school to comply with these arrangements.
- Any contractor employed at a school will be made aware of the policy before work is undertaken.

#### **d) Learner Drug and Substance Abuse Policy**

The South African Schools Act (84/1996) declares all schools drug free zones. This means substance abuse, possession of illegal drugs on school premises or being at school under the influence of alcohol or illegal drugs is not allowed. The school will also in accordance with the Occupational health and Safety Act place signs around the school stating that the school is a “Drug Free Zone”. The number of boards and position of placement is at the discretion of the DSO.

Substance abuse / illegal drug use means the use of any unlawful, intoxicating, or stupefying substances, these include tobacco, alcohol, prescription drugs dagga, vaping paraphernalia, and other hard drugs.

Substance abuse is prohibited, and severe action will be taken against perpetrators. In identified situations where the individual struggles with substance abuse, the correct support measures should also be implemented in conjunction with the designated sanctions if they are discovered to be at school under the influence of alcohol or drugs.

#### **Purpose and Scope**

The aim of this policy is to encourage all learners to abstain from using drugs (other than those which are medically prescribed) including alcohol and nicotine. This document should be given to each learner and his/her parents/guardians are required to sign it as acknowledgement that they have read and understood it, and they have agreed to abide by this policy.

#### **Policy**

The school does not tolerate:

- the use of any illegal or prohibited substance.
- the possession of drug-related equipment such as cigarette papers, pipes, matches, lighters, bottle ends, foils or vaping paraphernalia.
- performance enhancing drugs.
- the inappropriate use of solvents, inhalants, aerosols, and similar agents.
- the consumption of alcohol, the smoking of tobacco or vaping.

If any learner is involved in dealing or selling of any of the abovementioned substances, action will be taken either through the police or in a disciplinary hearing.

The school will respond to substance abuse with both discipline and compassion. We will seek to educate learners with the hope of preventing these occurrences and make use of specialist speakers and exhibitors to inform, but also guide, and support.

## **Procedure for Searching**

- Other than the principal, DSO, and the service provider of the search, no one will be informed when a possible search may take place.
- The DSO and principal will decide what areas of the school need to be searched.
- No property, including bags, lockers, blazers, or private property of a learner may be searched without the learner present.
- The search will be performed by a trained narcotics dog, a qualified narcotics dog handler and a school drug specialist.
- The learners whose areas will be searched will be told to place cell phones on their desk during the search to ensure that no communication happens with anyone during the search.
- If the dog indicates that there is a suspicion of drugs in the learner's private property, then the learner will be removed from the class and have their property searched by the school drug specialist in private with an educator of the same sex present.
- If the dog has identified something which is not a banned substance (e.g., prescription drugs, biltong, and other food stuffs) the learner will be allowed to return to class.
- If the learner is found to be in possession of a banned substance, the parents of that learner will be contacted immediately. At least one parent / guardian will be expected to come into the school for a meeting to decide on a date for a disciplinary enquiry.
- No learner will ever have their person searched.

## **Procedure for testing**

### **Deliberate testing**

Anybody found in possession of, or using any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions including sport outings, tours, and social events, will be subject to the following procedure:

- The learner will be expected to have a urine drug test administered.
- If the learner tests positive for a substance, the learner will first be interviewed by the school DSO, a senior school manager or the school ~~counselor~~counsellor to determine the nature and extent of the learner's involvement with the drugs

(casual

experimentation / habitual use /dependence / dealing etc.) and to determine the appropriate response.

- The learner's parents/Guardian will be informed of the alleged involvement and will be required to attend a meeting with the school Principal and DSO.

### **Random Testing**

The DSO and/or principal will be entitled to do random drug testing if there is a suspicion or drug use, and the following process will be followed:

- Learners will be randomly selected.
- Should a learner be selected, the learner's parent / guardian will be contacted telephonically, before the learner is informed, to be informed of the test. Telephonic consent from the parent will be required. Should the parent not consent to test, the learner will be removed from the list.
- If a learner tests positive the learner's parents/guardian will be informed and will be required to attend a meeting with the school Principal and DSO.
- The agenda for this meeting will be to inform the parents of a pending disciplinary hearing.
- Disciplinary action against the learner may follow if, in the opinion of the hearing, this is warranted by the nature of the learner's involvement with drugs. The sanction of the hearing may include the provision of support, including ~~counseling~~counselling, to a range of sanctions which may include recommendation for expulsion.

### **Please Note!**

- Drug testing and searches will be done when substance abuse or the possession of illegal substances is suspected, and the searching and testing may be done on a random basis depending on the information received.
- In the case of illegal substances, the school reserves the right to inform the South African Police Services.
- Dealing in drugs or involving others in the use will normally result in a recommendation that the pupil be expelled from the school.

### **Prescription Drugs**

The school needs to be informed if any learner needs to bring prescription drugs to school. Learners are not to bring more than one day's dose to school.

## **Addiction, treatment, and help**

- The school understands that addiction is a medical problem. Any learner, who asks for or is identified as needing assistance in coping with drug use, will be expected to attend appropriate ~~counseling~~counselling.
- This will be done in consultation with the parent(s) / guardian(s) and any cost will be paid by the learner's parent(s) / guardian (s).

Learners who experience problems with substance abuse or related matters and ask for help will be treated in confidence and will not be discriminated against in any way. Learners who have voluntarily gone to rehabilitation or attended drugs education programs will be allowed to return to school with certain conditions. Part of being helped / ~~counseled~~counselled will include signing an agreement / contract and agreeing to random testing.

The drug policy is for the benefit of all parties concerned. The aim of the policy is to assist, educate and guide learners, and to help those who want to be helped or who need help.

The school will assist in the rehabilitation efforts of learners.

## e) Child Collection Policy

### **Purpose**

To regulate who can and who cannot collect a child from **Maputo International School** and what procedures should be followed if a child is not fetched.

### **Policy**

The well-being of all learners at the school is of primary importance and it is our responsibility to see that the children are always supervised safely when arriving or leaving.

Only the parent or guardian of a child may fetch a child from **Maputo International School**.

If a child is to be fetched by someone other than the parent/guardian, the parent/guardian must contact the **Maputo International School** and inform the DSO of either the Junior or Senior School respectively, in the case of boarders, the Head of Boarding must be informed.

### **To whom this policy applies**

It is the responsibility of the DSO to ensure that all **Maputo International School** employees are aware of and adhere strictly to this policy.

### **Procedure**

If a person other than the child's parent/guardian, arrives to fetch the child the following steps must have been taken:

- The guardian/parent of the child must have given at least 2 hours' notice of the details of the person who will fetch the child.
- The guardian/parent must furnish the school with the name, ID number and relationship to the child of the person collecting the child.
- The alternative authorized person must be in possession of their ID document, passport, or drivers' license as proof of who they are.
- If a person arrives and no notice has been given, the parent or guardian of the child must be contacted to verify.

If a person fails to arrive to fetch the child, the following steps need to be taken:

- If the child is not collected within 30 minutes of the agreed collection time, parents/ guardians: will be contacted using the provided contact numbers. If after a further 15 minutes, contact has not been established the emergency contact numbers will be used.
- The contact numbers of the parent/guardian and emergency numbers should be tried every 15 minutes for a period of 2 hours. If the contact has not been established after this time the Police Services should be contacted.



- During this time the child will remain in a safe and normal environment.

The use of unsupervised public transport, (~~eg-e.g.~~ Taxi/Uber etc.) is not allowed. If a parent or guardian has to use such facilities, then the parent must authorize the school in writing to allow the school to release the child onto that service. No child will be allowed to use public transport without prior arrangements and said arrangements must be in writing.

**f) Releasing a child to an impaired Adult**

When an adult appears to be under the influence of any intoxicating substance and or otherwise impaired in their ability to get their children safely home, the following procedure must be instituted:

- Where the adult is not the child's parent or legal guardian, the employee must contact the parent to make an alternative arrangement for the collection of the child. If the adult is the parent or legal Guardian, the employee will contact the emergency contact person listed in the child's file to make an alternative arrangement.
- When necessary, the employee will assist in making alternate arrangements for getting the child or children home safely.
- If the person(s) is aggressive or threatening, the employee or DSO/Principal must call the local Police and move the child to a place where they cannot see or hear the aggressive adult or have to deal with the situation.
- If the individual insists on taking the child, the employee must report the individual to the Police and report the situation to the DSO/Principal.
- The employee is required to complete [Annexure G: Checklist for intoxication](#) as the report on the incident in full and submit to the DSO.
- The incident must be documented, and a copy needs to be kept in the child's file

## **g) Transport Policy**

### **Purpose**

It is the single and most important priority to safeguard children while they are in the care of **Maputo International School**. This document outlines the policy when the school needs to use outsourced Transport.

### **Policy**

The DSO will ensure that:

- The driver of the vehicle must have a full driving permit for the vehicle to be used for transport.
- The vehicle to be used for transport has a full-service record and that services of the said vehicle are up to date.
- The motor vehicle complies with all appropriate legislation.
- The motor vehicle has appropriate insurance, and it covers business use.
- Where possible, the vehicle's fuel will be filled prior to the children embarking to reduce the possibility of the vehicle having to stop at a filling station with the pupils in the vehicle.
- The vehicle will be registered with a breakdown service to provide an emergency response should there be a problem.
- At all times, and where possible, children will be correctly strapped in.
- When using the motor vehicle, a charged cellular phone will always be available in case of an emergency, but the cellular phone will not be operated whilst driving.
- On all trips, identification of the child must be carried at all times in the case of an emergency.
- A first aid kit must be carried in the vehicle in the case of an emergency.
- No child or children may be left alone in a vehicle.
- If the transport to be used is arranged by an outside organization and there will be more than 12 children carried by the vehicle or the driver of the vehicle is being paid to transport the children, the DSO needs to inspect the driver's license and PDP permit of the driver.
- The Rule of 2 is also best practice when transporting children

## **h) Incidents and Accidents Procedure**

All incidents and accidents, which occur at the school, are first and foremost dealt with in a “safety first” manner and then the incident/accident is used as a learning curve to ensure that a similar event does not occur.

All stakeholders or visitors who witness, discover, or are notified of an incident/accident must:

1. Take immediate action to protect, comfort, and arrange for emergency medical treatment, if necessary.
2. Immediately notify the Principal and DSO when any serious injury, medication error or unexplained injury has occurred.
3. Complete [Annexure H: Incident Reporting Form](#) and give it to the DSO as soon as possible, but no later than the end of the day on which the incident occurred.
4. The DSO should, as soon as possible, take any action that is deemed necessary to ensure that there is no reoccurrence of the incident.
5. Send the Incident Report to the DSO by the close of business the following working day, unless the incident is of a serious nature (Death, serious injury, physical abuse, or sexual abuse).
6. Report an incident of a serious nature (Death, serious injury, physical abuse, or sexual abuse) immediately to the DSO for guidance on how to proceed.
7. **Maputo International School** encourages the principal to initiate an investigation by the health and safety rep to advise of steps that can be taken to reduce the likelihood of such an incident reoccurring.

## i) Anti-Bullying Policy

### Purpose

**Maputo International School** acknowledges that bullying exists in our society. It is the responsibility of all employees and volunteers to work together to address bullying. This Policy will help all employees and volunteers recognize and challenge bullying behaviour and increase proactive responses from bystanders.

### Policy

**Maputo International School** is an organization that encourages all learners to respect and accept individual differences and promotes fairness for all. **Maputo International School** has zero tolerance for bullying.

### Forms of bullying

Bullying can involve all forms of harassment based on sex, race, religion, disability, or sexual orientation. It can be expressed in different forms including:

- **Verbal:** This may include Name calling, teasing, abuse, putdowns, sarcasm, insults, threats, harassment, insults against a student and/or his family, etc.
- **Physical:** This may include spitting, hitting, punching, kicking, scratching, tripping, pushing, biting, pulling hair, throwing objects at another person, invading personal space to intimidate, etc.
- **Social/Psychological:** This may include Ostracizing (group consents to deliberately exclude or ignore), alienating (one or more people excluded), making inappropriate gestures to humiliate, mocking others, spreading stories and ~~rumors~~ rumours, hiding, damaging, or stealing possessions, malicious SMS or email messages, inappropriate use of camera and or cell phones, note passing with inappropriate comments or stand-over tactics, e.g., Demanding money, etc.
- **Cyber Bullying:** This may include when someone repeatedly and intentionally harasses, mistreats, or makes fun of another person online or while using cell phones or other electronic devices. Some of the most common cyberbullying tactics include:
  - Posting comments or rumours about someone online that are mean, hurtful, or embarrassing.
  - Threatening to hurt someone or telling them to kill themselves.
  - Posting a mean or hurtful picture or video.
  - Pretending to be someone else online in order to solicit or post personal or false information about someone else.
  - Posting mean or hateful names, comments, or content about any race, religion, ethnicity, or other personal characteristics online.
  - Creating a mean or hurtful webpage about someone.

- Doxing, an abbreviated form of the word documents, is a form of online harassment used to exact revenge and to threaten and destroy the privacy of individuals by making their personal information public, including addresses, social security, credit card and phone numbers, links to social media accounts, and other private data.

### **A Statement of Purpose (To be displayed at the school)**

**Maputo International School** seeks to promote a safe environment where quality education and sport will help learners to become self-directed. This This outcome cannot be achieved when bullying occurs.

Learners, coaches, parents, and anyone who is affiliated with or who is a guest at **Maputo International School** has a shared responsibility to create a safe and happy environment, free from all forms of bullying. Specifically, they have a responsibility to:

- Promote positive relationships that respect and accept individual differences and diversity within the whole school community.
- Support and promote the development of the Anti-bullying Plan.
- Actively work together to resolve incidents of bullying behaviour when they occur.

**ANY PERSON** affiliated with **Maputo International School** can expect to:

- Be treated with dignity and respect.
- Know that their concerns will be taken seriously and handled in a sensitive manner.
- Be provided with appropriate support (for both the victim and the bully, including counselling, arranged by DSO if necessary)
- Understand that severe cases of bullying can result in suspension or even expulsion from the school.

**ANY PERSON** affiliated with **Maputo International School** has the responsibility to:

- Treat other learners, educators, administrators and coaches with dignity and respect.
- Behave appropriately and respect individual differences.
- Refuse to bully and to challenge inappropriate behaviour.
- Refuse to watch, laugh or join in when someone is being bullied.
- Report any bullying incident directed at self or others to the DSO.
- Help break down the code of secrecy.

**Staff and Volunteers** have a responsibility to:

- Model appropriate behaviour in word and action
- Identify signs of bullying and try to prevent repeat offences

- Respond quickly and sensitively to bullying reports and report all bullying incidents to the DSO
- Assign consequences for bullying in consultation with the DSO.

**Parents and caregivers** have a responsibility to:

- Explore their children's concerns.
- Be aware of the signs and symptoms of bullying for example, sport or training avoidance, persistent headaches, stomach aches, damaged clothes, bruises, sleep disturbance, etc.
- Contact the school promptly if bullying ~~behavior~~behaviour is suspected.
- Be willing to attend interviews at the school, when appropriate.

**The school** has a responsibility to:

- Take seriously parent concerns about bullying.
- Provide students with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers.
- Provide parents, caregivers and students with strategies that promote appropriate behaviour, and information on the consequences of bullying.
- Communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.
- Follow up appropriate action and document complaints of bullying, harassment, and intimidation.
- Ensure ongoing strategies to prevent bullying ~~behavior~~behaviour.
- Ensure that all staff are aware of **Maputo International School** Anti-Bullying stance.

## j) Sexual Harassment Policy

### **Purpose**

Ensuring that all learners at **Maputo International School** are free from all forms of harassment, especially Sexual Harassment.

### **Policy**

**Maputo International School** is committed to providing a safe environment for all its staff, volunteers and learners which is free from any sexual harassment. **Maputo International School** will operate a zero-tolerance policy for any form of sexual harassment in any environment and treat all incidents seriously, and promptly investigate all allegations of sexual harassment.

All complaints of sexual harassment will be taken seriously and treated with respect and in strict confidence.

No one will be victimized for making such a complaint.

If the complainant in a sexual harassment allegation is an adult, then there is an expectation that the complainant informs the DSO of the allegation. The DSO must engage in a counselling session with the suspect, inform them of the allegation, and explain the stance of **Maputo International School** to sexual harassment.

If the complainant in a sexual harassment allegation is a child, then the DSO must immediately suspend all interactions between the suspect and the school pending the outcome of a disciplinary enquiry.

k) **Travel and Tour Policy (\*risk assessment. Add the risk assessment shared by Mr. Dave)**

**Purpose**

Travelling to away games and having trips away from home should be both safe and fun for everyone. It should be a chance for everyone to grow in confidence, self-esteem, and skills.

Parents and guardians will often worry when their children are away, but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

**Policy**

It is the policy of **Maputo International School** that every trip or tour, no matter whether it is a day trip or longer that would include overnight stays, must be cleared by the school DSO.

The appropriate sections of [Annexure I: Trip/Tour Check](#) List must be completed by the person responsible for the trip and said document must be given to the school DSO.

The checklist is a guide to assist the trip manager with ensuring all safeguarding protocols and overviews have been considered.



## I) Changeroom Policy

### Purpose

There are times when learners will need to change into appropriate attire for sports or other activities. This may be at their own school or while on tour or visiting another school. In order to change, they need to have proper access to facilities that allow them to do so discreetly.

### Issues to consider and address.

#### 1. Adults using the changing rooms at the same time as children.

Children should have sole use of changing facilities. This obviates any risks and potential vulnerability associated with mixing adults or other young people (known or unknown to them) when changing and/ or showering. Even when using public facilities, arrangements should be considered to address this.

The school should also ensure different time slots in the change rooms for older children and younger children.

#### 2. Remember that many children and young people are very self-conscious and anxious about undressing in front of others. Staff/volunteers should consider offering the option of changing at home as a matter of course.

If mixed use of the changing facility is unavoidable, then at least two members of staff (of the same gender as the children and cleared against Child Protection Register and sexual Offences Register and having passed their Safeguarding Awareness Certificate) should supervise the group. It is important that staff/volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

#### 3. Supervision in the changing facility may also be necessary when:

- children are too young to be left alone or change themselves. Employees and volunteers of groups of children who are under eight years should plan for their supervision while changing before and after the activity.
- the group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional caregiver)
- children could injure themselves or access a potential risk such as a swimming pool that is unattended.
- there are concerns about bullying, fighting or other troublesome ~~behaviors~~behaviours taking place which needs to be managed.

#### 4. Who should supervise?

If you have decided that the children and young people need supervision, staff/volunteers should consider who will carry this out. This task provides access to children, in circumstances of increased vulnerability, and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

- Numbers – Employees and volunteers are recommended to have more than one adult supervising if any supervision is necessary.
- Gender – it is vital that children are supervised by staff/volunteers of the same gender while changing.

#### 5. Parents as supervisors

Parents are often involved in supervising children during change room times and can provide valuable support to employees and volunteers. Where they are responsible only for their own child (or by agreement their relatives' or friends' child/ren) this constitutes a private arrangement outside the responsibility of the school. However, when parents undertake a formal supervisory role at the request of or with the agreement of the school which includes having responsibility for other people's children, the same steps should be taken to establish their suitability as for any other supervisory position (Recruitment Policy is to be considered).

#### 6. What about mixed gender teams?

If teams are mixed gender arrangements to enable the groups to change separately should always be made. Solutions may include:

- each gender using a different room or facility.
- each gender having a distinct changing time slot.
- everyone changing at home before arriving.
- each gender having an allocated area of a larger shared facility.

#### Policy

It will be the policy of **Maputo International School** that:

- Any child aged 10 years and under must be supervised at all times in changing rooms by two members of staff of the same gender as the learners. Those 2 staff members should both be cleared in accordance with the Sexual Offences Register Policy and the Child Protection Register Policy.
- Adults working with school teams, including volunteers, coaches, umpires, or staff, will not change or shower at the same time in the same facility as

learners.

- Mixed gender teams must have access to separate male and female changing rooms
- If young people are uncomfortable changing or showering in public changerooms, no pressure should be placed on them to do so. Encourage them to do this at home.
- If there is no facility for adults or educators or volunteers to shower or change at times to learners, then those adults must not change, or shower, until the facilities are vacated by the learners.
- No mobile phones may be used in changing rooms.

**ALL CHANGEROOMS AND TOILETS AT Maputo International School MUST HAVE AN OVERVIEW OF THIS POLICY VISIBLE IN EVERY FACILITY AT THE SCHOOL.**

## m) Protection of Information

### **Purpose**

The purpose of this policy is to ensure ~~is~~ that all rights afforded to children and/or learners in the constitution and all elements of the Protection of Public Information Act are adhered to.

### **Policy**

1. Sharing personal information about children and their families is forbidden.
2. Keep all social services, medical and personal information about a child, and his or her family in a safe and secure place, inaccessible by individuals other than appropriately authorized employees and the DSO.
3. All children and families have a right to the same level of confidentiality, irrespective of sex, race, religion, medical concerns, and special educational needs.
4. No stakeholder may discuss any child's behaviour or circumstances in the presence of another child.
5. It is important that in certain circumstances, to safeguard a child, a coach and/or staff member may need to be aware of confidential matters usually only known by the DSO in order to support the child and his / her family. In this situation, the information must be treated with sensitivity, and the coach, staff or volunteer who receives such information may never divulge this information to anyone.
6. Staff and coaches should be aware of children with medical needs. This information should be accessible to staff and volunteers who need it, but not in general view to other parents/caregivers or children.
7. You may only share personal information about a child with the child's parents or guardians, the school DSO and those who would ordinarily have access to that information. If you are unsure that a person would ordinarily have access to that information you may not share the information.
8. You may not give addresses and telephone numbers of guardians or children to anyone in accordance with The Protection of Personal Information Act unless it is in the best interest of the child to do so, and this decision must be made by the principal or school DSO.

## n) Anonymous Report Policy

### **Purpose:**

The purpose of this policy is to give all learners the ability to report challenges being faced by them or fellow learners anonymously, and to ensure that all reports are recorded.

### **Policy:**

It is the policy of **Maputo International School** to ensure that all learners have the ability to anonymously report on challenges that they may be facing or that they are aware are being handled by fellow learners. All reports will receive attention within 72 hours and that attention will include responding to the reporter. It is common knowledge that children today are more comfortable using communication in the cyber world, and for that reason **Maputo International School** in conjunction with all school DSOs will encourage all learners to make use of The Guardian Anonymous Reporting App.

At the inception of the app, the school will follow the Anonymous Reporting App ~~rollout~~Rollout Guide.

At the beginning of every year every learner who is new to the school will be expected to attend an online induction meeting hosted by The Guardian and every other learner will be expected to watch the refresher video produced by The Guardian.

The school will do at least 2 push notifications every month to ensure that everyone downloads the app and that the app stays front of mind for anyone who may be facing any challenges.

## o) Emergency Policy

### **Purpose**

The purpose of this policy is to ensure that **Maputo International School** have the necessary plans should an emergency arise.

### **Policy**

1. Every DSO affiliated to **Maputo International School** must, where necessary implement safeguarding procedures to ensure the safety of all learners in any emergency situation.
2. Emergencies always happen without notice and for that reason, it is important that all staff and volunteers know what procedures to follow in these emergencies. It is therefore required that **Maputo International School** conducts an emergency drill at least twice a year.
3. All safeguarding procedures for every school should be developed in collaboration with the DSO, and the head.

### **Examples of procedures to be developed and reviewed annually.**

1. Evacuation Announcement
2. Evacuation Guidelines
3. General Evacuation Procedures
4. Telephonic Threats
5. Suspicious Package
6. Explosion
7. Armed Attack and Hostage Situation
8. Dos and Don'ts

## Layout of School and Evacuation Plan

**NOTE:**

This Emergency Evacuation Plan serves as a guideline for evacuation procedures and emergencies. It is advisable to update the plan on an annual basis and to conduct evacuation exercises twice a year.

The following documentation is to be attached:

A valid certificate/letter of approval from the Department of Emergency Services, Fire Safety (Municipal)

A valid certificate/letter from the Health Department (Municipal)

A valid electrical certificate

Approved Building Plans (Municipal)

Copies of valid First-Aid/Basic Fire Fighting certificates



## p) Visitors Policy

### **Purpose**

It is accepted that all schools value visitors to their school and that all visitors are made to feel welcome, however any person visiting the school may be a threat to children.

### **Policy**

1. The school reserves the right of access to any person to the school property.
2. Unless it is the parent or guardian no visitor may engage in any form of intimate contact with any child, e.g., taking them to the toilet.
3. Where possible, any maintenance work will be carried out outside of normal operating hours and any contractor who is unable to work outside of operating hours and who will be at the school for more than 3 days must be cleared against the Sexual Offences Register Policy, Child Protection Register Policy and have a Criminal Check Policy. These certificates must be inspected by the school DSO before the commencement of any work.
4. A visitor's book should be maintained to record anyone entering the school including but not limited to parents, visitors, visiting educators, Department of Education Officials etc.
5. ID and visitors cards. All visitors will need to present a form of identification and wear a guest identification badge to be able to differentiate them from staff and volunteers.

## q) Discipline vs Punishment Policy

### Purpose

The purpose of this policy is to ensure that all staff, coaches, and volunteers affiliated with **Maputo International School** understand the difference between discipline and punishment and act accordingly in all instances of challenging behaviour by a child.

**Discipline** is defined as the ongoing process of helping children to develop self-control for self-management, whilst protecting and maintaining the integrity of the child. It is a positive method of teaching a child self-control, confidence, and responsibility. The key to positive discipline is teaching a child what behaviour is okay and what behaviour is not okay. The focus is on what children are expected and allowed to do. It includes catching kids being good and encouraging appropriate behaviour. It also includes ~~modeling~~modelling appropriate ~~behavior~~behaviour.

**Punishment** is quite different from discipline. Punishment may be physical as in spanking, hitting, or causing pain. It may also be psychological as in disapproval, isolation, shaming, screaming at, belittling, or excluding. Punishment focuses on past misbehaviour and offers little or nothing to help a child behave better in the future. When punishment is used, the person who punishing the child becomes responsible for the child's behaviour. Whilst discipline is creating an environment where the child will take responsibility for their own behaviour.

Children who are mentored in a way that stresses positive discipline will understand their own behaviour better, show independence, and respect themselves and others. Positive discipline is a process, not a single act. It teaches children how to get along with other people. Children are held responsible for misbehaviour, but the consequences are meaningful and related to the behaviour.

### Policy

It is vital that all stakeholders, especially staff and volunteers, affiliated directly to **Maputo International School** ensure that any behaviour-altering methods align to discipline rather than punishment.

No staff member or volunteer is allowed to engage in any of the following actions toward children:

1. Inflict corporal punishment, in any manner, upon a child's body.
2. Hit, spank, beat, shake, pinch, or any other behaviour that produces physical discomfort.
3. Use cruel, harsh, unusual, humiliating, or frightening methods of punishment, including threatening the use of physical punishment.
4. Publicly or privately humiliate, yell, or use abusive or profane language.
5. Associate disciplinary action or rewards with rest, food, or going to the toilet.
6. Use "time out" for any purpose other than to enable the child to regain control.

7. Physically restrain children except:

- a. When it is necessary to ensure their own safety or that of others.
  - b. Only for as long as it is necessary for control of the situation.
8. Benching as a punishment should not be used. Stakeholders, especially coaches, should adopt pedagogical methods that have been proven to develop children through discipline rather than punish, isolate, or hurt.

**Examples of preferred disciplinary actions include.**

1. Individual counselling to establish the reason for challenging behaviour and to explain reasons as to why a certain behaviour is challenging
2. Individual conditioning without ridicule
3. Team conditioning without ridicule.

## r) Acceptance of Protocols, Procedures and Rules Policy

### **Purpose**

The purpose of this policy is to ensure that all staff, volunteers, and anyone who works in any capacity, whether paid or as a volunteer knows and understands that the safety of learners of paramount importance to **Maputo International School**.

### **Policy**

Any staff member or volunteer must ensure that they have read and understood **Maputo International School** Safeguarding Policy and Procedure Manual. The DSO's appointed to **Maputo International School** will sign [Annexure G: Acknowledgement of Safeguarding Policies and Procedures](#) and take responsibility for ensuring that all staff and volunteers adhere to this policy document.

## s) Access to contraception

### **Purpose**

The purpose of this policy is to ensure that all **Maputo International School** employees are aware of the legislation set down in the Children's Act 38 of 2005, regarding the distribution and accessibility of contraceptives to children.

### **Policy**

Any child over the age of 12 years who makes a request for condoms will be provided with the condoms or assisted with directions on where to obtain them.

Contraceptives other than condoms must be provided to a child over the age of 12 on request; on condition, the child has received adequate medical and psychological counselling. This contraception can be supplied without the parents', guardians' or caregivers' consent.

Any child who obtains condoms, contraceptives, or contraceptive advice in terms of the Children's Act is entitled to confidentiality in this respect.

## **ANNEXURES (PROCEDURES)**

### **a) Annexure A: Declaration of Good Standing**

#### **Reason for Declaration of Good Standing**

In all schools, teachers, staff, coaches, administrators, assistants, volunteers, and anyone affiliated to **Maputo International School**, whether employed, working as an official volunteer or as a contractor, accepts that they are in a position of trust and are respected for their integrity, honesty, and commitment to a Code of Conduct/Policy Document and Code of Ethics.

#### **Declaration of Good Standing**

I acknowledge that to be a person in good standing in all aspects of **Maputo International School**, I must be of good character.

I further warrant that my answers to the below questions are true and complete:

<b>Question</b>	<b>Yes</b>	<b>No</b>
Have you ever been found to have breached (including for misconduct or incompetence) any rule or policy, which was in place in an organisation, school, club, place of worship or any place where children are present or congregate, which was in place to safeguard children or young adults?		
Have you ever been accused of a criminal offence for which you have not yet been found not guilty??		
Have you ever left any school, organisation, sports club, place of worship or any place where children congregate or are present because there was an active, or potential for an active, investigation into any misconduct against any child, athlete or staff member, vulnerable person or otherwise?		

If the answer to any of the above four questions is “yes”, please provide details of the breach/violation/conviction(s) below

Date	Organisation	Breach / violation / conviction	Explanation

By answering “no” to all the above questions, I hereby certify that I am of good standing with all organisations that I have come into contact with. I further warrant that I know of no circumstances whatsoever that would call into question my fitness to be a member in good standing with **Maputo International School**.

I declare that the information in this declaration is true to the best of my knowledge and there is no information that I am aware of that may undermine my good character.

I also acknowledge that by making this declaration I understand **Maputo International School** Policy Manual and agree to be bound by its terms. I understand that failure to comply with the **Maputo International School** Safeguarding Policies may result in disciplinary sanctions or, in extreme cases, expulsion from **Maputo International School**.

I understand that a false statement or misrepresentation may disqualify my existing employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## **b) Annexure B: Code of Ethics**

### **CODE OF ETHICS**

#### **Introduction**

All educators, staff, coaches, volunteers, and anyone who may come in contact with any learner from Maputo International School, must strive to create a learning environment that nurtures the potential of all students. This must be done by acting conscientiously to exemplify the highest ethical standards of any profession that engages with the dictating and/or mentoring of children and must accept responsibly for the fact that every child has a right to an uninterrupted education free from all work stoppage tactics.

This Code of Ethics is based of 4 governing principles:

1. Ethical Conduct towards Students
2. Ethical Conduct towards Educating
3. Ethical Conduct towards Colleagues
4. Ethical Conduct towards Parents

#### **Ethical Conduct toward Students**

All educators, staff, coaches, volunteers, and anyone who may come in contact with any learner from Maputo International School, accepts personal responsibility for teaching students the ability to evaluate the consequences of and accept the responsibility for, their actions and choices. In as much as it is accepted that parents are the primary moral educators of their children, all persons who may come into contact with any learner at Maputo International School are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect for the law, for human life, for others, and for self.

All educators, staff, coaches, volunteers, and anyone who may come in contact with any learner from Maputo International School, accepts that his or her position is one of public trust and must measure success, not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

#### **Ethical Conduct towards Educating**

All educators, staff, coaches, volunteers, and anyone who may come in contact with any learner from Maputo International School, assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence and endeavours to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

#### **Ethical Conduct toward Colleagues**

All educators, staff, coaches, volunteers, and anyone who may come in contact with any learner from Maputo International School, in exemplifying ethical relations with colleagues, agrees to just and equitable treatment of all members of the staff.

It is with these 3 underlying ethical principals in mind that any educators, staff, coaches, volunteers and anyone who may come in contact with any learner from **Maputo International School**, who is affiliated with **Maputo International School**, and ~~w~~h~~o~~who is employed, volunteers, contracts or in any other capacity assists the school, must ack ~~nowledg~~nowledge and adhere to the following Ethical Standards.

1. Treat and respect everyone equally, regardless of race, language, religion, culture, gender, or physical ability.
2. Recognise that all learners can contribute to their own education. Be a good listener when occasions for such interaction arise.
3. Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who requested confidentiality.
4. Be sensitive to the feelings of your learners when providing feedback on their progress and performance from exams. Challenges and lack of understanding of anything, should not be directed at the learner personally, but rather focus on the learner's performance.
5. Be responsible for periodically updating your expertise through participation in courses, conferences, and workshops and through information available in resource materials.
6. Prepare well-planned and sound lessons and execute them in a manner that would benefit all your learners.
7. Recognise the limits of your knowledge and collaborate with other educators. Where appropriate, refer your learners to a qualified specialist.
8. Ensure that all safety and safeguarding standards are always met.
9. Any physical contact with learners should only be when absolutely necessary and during appropriate situations.
10. Educators should never engage in sexual intimacy with any learner and if a consensual relationship does develop this information must be reported to the principal and DSO ASAP
11. Be honest and sincere when communicating with learners. Do not allow false hopes to develop.
12. Ensure you are aware of and adhere to the Safeguarding Policy Manual and the HR Policy Manual.
13. Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass your mannerism, dress, and language.
14. Be aware that the cyber world is a public space and always ensure that the ethical standards and moral obligations of teaching at **Maputo International School** are adhered to in both the cyber world and the real world. Be aware that pictures, comments, and posts should always align with the ethical standard of the profession.
15. Exercise self-awareness and evaluate how your values and actions influence your teaching activities positively or negatively.
16. Ensure all learners show respect to fellow learners, educators, administrators, and contractors.

I, \_\_\_\_\_, hereby accept this Code of Ethics and will endeavour to ensure that I uphold and respect all elements of this code and undertake to challenge those who may, through their actions, and in violation of this code, bring **Maputo International School** into disrepute.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

c) **Annexure C: Reporting of Non-Accidental Harm or Deliberate Neglect of Child**

**TO:** **Maputo International School DSO**

: \_\_\_\_\_

**From:** Name of Reporter : \_\_\_\_\_

Contact number of Reporter : \_\_\_\_\_

Date of Report : \_\_\_\_\_

Pursuant to the Children’s Act, 2005, and The Sexual Offences Amendment Act 2007, you are hereby advised that there is an obligation to report Non-Accidental Harm of a child, whether that harm be sexual, emotional or physical, and whether that harm be intentional or as a result of neglect.

**Source of the report (Optional – Protected Disclosures will be ~~honored~~honoured)**

Who made the report : \_\_\_\_\_

What is their relationship to the child : \_\_\_\_\_

Contact number of person : \_\_\_\_\_

What date and time was the report made : \_\_\_\_\_

1. Child at risk:						
Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
Maputo International School:			Grade:		Age / Estimated Age:	

* ID/Passport no:				* School:				
Contact no. of child:			Mom:			Dad:		
<b>1.1 CHILD: (Complete if there is a 2nd child)</b>								
Surname				Full name(s)				
Gender:	M	F	Date of Birth:	DD	MM	CCYY		
<b>Maputo International School:</b>				Grade:		Age / Estimated Age:		
* ID/Passport no:				* School:				
Contact no. of child:			Mom:			Dad:		

## 1.2 CHILD: (Complete if there is a third child)

Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
<b>Maputo International School:</b>			Grade:		Age / Estimated Age:	
* ID/Passport no:			* School:			
Contact no. of child:			Mom:		Dad:	

## 2. CONTACT PERSON TRUSTED BY CHILD (Did child disclose to anyone else)

Surname:	Name:
Address:	Telephone number:
Other children interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No      Number:	

**3. PRIMARY CAREGIVER INFORMATION (If not same as trusted person or parent(s) of child)**

Surname:	Name:
Physical Address:	Postal address
Relationship to child:	
Telephone number:	Mobile:

**4. ALLEGED ABUSER**

Surname				Full Name(s)		
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Date of Birth:	DD	MM	CCYY	Gender:	M	F
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ID/Passport No:	Age:
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Also known as:	Relationship to child:
Street Address (include postal code):	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Grandfather <input type="checkbox"/> Grandmother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Foster father <input type="checkbox"/> Foster mother <input type="checkbox"/> Uncle <input type="checkbox"/> Aunt <input type="checkbox"/> Sibling <input type="checkbox"/> Caregiver <input type="checkbox"/> Professional: social worker/police officer/teacher/caregiver/priest/Dr/locum or student teacher <input type="checkbox"/> Other (specify)
Postal Code:	

WHEREABOUTS OF ALLEGED PERPETRATOR:

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## 5. PARENTS OF CHILD

Surname: Father / Stepfather				Full name(s)			
Date of Birth:	DD	MM	CCYY	Gender:	M	F	
ID no:				Age:			
Surname: Mother / Stepmother				Full name(s)			
Date of Birth:	DD	MM	CCYY	Gender:	M	F	
ID no:				Age:			
Also known as:				Other information:			
Street Address (include postal code):						Postal Code:	

## 6. ABUSE

Date of Incident:			Time over which incident has occurred						Reported to DSO:		
			From			To					
DD	MM	YY	DD	MM	YY	DD	MM	YY	DD	MM	YY

Place/Address of incident:

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TYPE OF ABUSE (Tick only the one that indicates the key motive of intent)

Physical	Emotional	Sexual	Deliberate neglect
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INDICATORS (Check any that apply)

Detailed description of physical injuries, if relevant

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Detailed description of ~~behavioral~~behavioural signs of emotional abuse, if relevant

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Detailed description of injuries pertaining to sexual abuse, if relevant

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Reason for suspected neglect, if relevant

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Brief explanation of occurrence(s) (including a statement describing frequency and duration)

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### 8. MEDICAL INTERVENTION (If Relevant)

Treated outside hospital: <input type="checkbox"/> Yes <input type="checkbox"/> No	Examined by: <input type="checkbox"/> Doctor <input type="checkbox"/> Reg. Nurse	Hospitalized: <input type="checkbox"/> For assessment <input type="checkbox"/> For treatment <input type="checkbox"/> As place of safety
Name of Hospital or clinic	Contact person	Telephone Number
Relevant Details		

### 9. CHILDREN'S COURT INTERVENTION (If relevant)

Removal of child to temporary safe care <input type="checkbox"/> Yes <input type="checkbox"/> No	Date		
	MM	DD	CCYY

**10. Police : (ACTION RELATED TO ALLEGED ABUSER(S)) – (If Relevant)**

Reported to Police:  <input type="checkbox"/> Yes  <input type="checkbox"/> No	Charges laid:  <input type="checkbox"/> Yes  <input type="checkbox"/> No	Date		
		DD	MM	CCYY
CASE NR (CAS no)	Police Station	Telephone Nr		
Name and phone number of Police Officer to whom reported		Name and phone number of investigating Officer		

**11. CHILD KNOWN TO WELFARE ORGANISATION/SOCIAL DEVELOPMENT? (If relevant)**

Is the child known to welfare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Organisation	Contact number	Reference number

I declare that the particulars set out in the above-mentioned statement are true and correct, to the best of my knowledge.

\_\_\_\_\_  
Name & Signature of person reporting alleged abuse

\_\_\_\_\_  
Date

**d) Annexure D: Photography and Interview of Children Application Form**

This form is required for any person(s) intending to conduct any type of research, media interview, inquiry or to take pictures or video in which children affiliated to **Maputo International School**, would be involved and they would be interviewed for any reason which aligns to **Maputo International School**. The purpose of this form is to assess the nature of your enquiry, in order to ensure rights and safety of all children is adhered to.

Name of Photographer/Interviewer	
Institution or Company	
Contact number and email address	

1. What are the objectives of the photographs/interview?

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2. Where do you intend to conduct the interview or photography? (e.g. At competition, At Event)

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3. Who are you intending on photographing or interviewing? (Please be as specific as possible, including age range, girls/boys, teams etc.)

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4. Who from outside your organization (even if it is just one person) will be involved in this interview or the capturing of these photographs? Please list names, contact numbers, the relationship to your organization and whether they have been cleared against the respective registers defined by the Policies of **Maputo International School**.

Name	Number	Position	S.O.R.		C.P.R.		Crim	
			Y	N	Y	N	Y	N
			Y	N	Y	N	Y	N
			Y	N	Y	N	Y	N
			Y	N	Y	N	Y	N
			Y	N	Y	N	Y	N

5. What is to be done with the raw interview data, footage, recordings, or film after the project?

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6. How is the confidentiality of information to be guaranteed?

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**DECLARATION BY APPLICANT**

I, \_\_\_\_\_, the undersigned hereby acknowledge that all information in this document is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





e) **Annexure E: Terms and Conditions of Photography at Maputo International School**

- By signing this document, I am stating that I (and my company/institution and/or organisation) accept the below-listed guidelines and, therefore, understand that any staff represented by my company understand that the safety of all learners, who in any way are affiliated to **Maputo International School** super cedes any story, interview or photograph or video footage captured.
- No recording of any matter may happen in the toilets, changerooms, bathrooms or any such place deemed for private use.
- If necessary, the **Schoolschool** DSO has the right to view all photographs, film, recordings, or research, and deny its use, if the DSO feels that the rights of a child are being infringed upon. The DSO furthermore has the right, if he/she so chooses to approve or disapprove the final product before publication, dissemination, or distribution.
- I acknowledge that for any child's photograph to be taken or for them to be interviewed, permission must be granted by the child's parent/guardian. If the child is over the age of 12 then the child must also give their permission.
- For any type of photography or film, I agree that all images of the child will only be reproduced as a positive story/content/documentation, which will do no harm to the child.
- I acknowledge that the final decision on whether a learner may have their picture taken or an interview conducted lies solely with the School DSO or the **Maputo International School** Management.

By signing below, I acknowledge that I have read and understand the terms of this Interview and Photography Consent Form

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address, Phone number: \_\_\_\_\_

**NB: THE BELOW MUST BE COMPLETED IF THE FOCUS IS ON 5 OR LESS CHILDREN**

**Parent / Guardian**

I voluntarily grant \_\_\_\_\_ permission to capture and publish photographs, or recordings taken of my child, \_\_\_\_\_ who is \_\_\_\_\_ years of age and of whom I am the legal guardian.

I am aware that I can, at any point during an interview, request it to end without being subjected to any consequences.

I acknowledge that if my child is over the age of 12 that his/her permission must be received and that my permission alone is not enough. I also acknowledge that the DSO from **Maputo International School** also needs to consent to the photographs, video or interview.

By signing below, I acknowledge that I have read and/or understand the terms of this consent.

Signature: \_\_\_\_\_ Parent/ Guardian name: \_\_\_\_\_

Signed on this date: \_\_\_\_\_ at (Place): \_\_\_\_\_

**Child**

I \_\_\_\_\_ being of \_\_\_\_\_ age hereby consent to my picture being captured or my opinions being recorded for use in any mainstream media environment including T.V., radio, movie, documentary, or internet

Signature of child: \_\_\_\_\_ Print Name: \_\_\_\_\_

f) **Annexure F: Photography Consent by Designated Safeguarding Officer**

I, \_\_\_\_\_ the Designated Safeguarding Officer for

**Maputo International School**, hereby approve \_\_\_\_\_ to conduct the following practices:

Interview	YES	NO
Photograph	YES	NO
Video	YES	NO
Live Stream	YES	NO

This authorization will be effective from \_\_\_\_\_ to \_\_\_\_\_.

The Photographer / Interviewer has acknowledged that he/she accepts the terms and conditions set out by **Maputo International School** and has signed acceptance thereof.

**Special Conditions**

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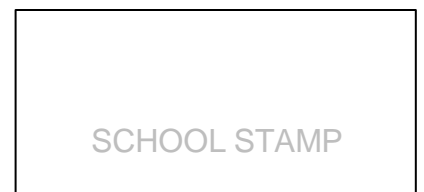
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Signature of DSO: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed on this date: \_\_\_\_\_ at (Place): \_\_\_\_\_



**g) Annexure G: Checklist for intoxication**

NAME OF INDIVIDUAL: \_\_\_\_\_

CHILDREN WHOM INDIVIDUAL ATTEMPTED TO COLLECT:

\_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OBSERVATION OF DRUNK PERSON:	REMARKS	YES	NO
Abnormal behaviour, <del>e.g.</del> , aggression			
Appearance, e.g. untidy, unreceptive eyes			
Smell – (of alcohol)			
Coherence, e.g. slurred speech			
Co-ordination, e.g. unsteady, staggering			
Could the person have caused injury to self			
To someone else			

ANY OTHER OBSERVATIONS / REMARKS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Not every answer has to reflect yes. It is the overall impression, based on a number of the above which will be relevant.

Conclusion on the above observation	YES	NO
Consumed alcohol/substance		
Verified by witness		

NAME:

SIGNATURE:

NAME OF WITNESS:

SIGNATURE:

RECEIVED BY:

PRINCIPAL .....

SIGNATURE: .....

DATE: .....

**h) Annexure H: Incident Reporting Form**

Name of DSO	
Name of person completing report	
Tele number of persons completing report	

**OTHER WITNESSES**

Name	Contact Number

**FACTS OF THE INCIDENT (ATTACH ADDITIONAL PAGES AS NEEDED)**

Date of Incident	Time	Name of Employee on duty	Location of Incident
<p>Explain what happened/describe injuries (if any)</p> <hr/> <hr/> <hr/>			

Action taken by staff/treatment given.

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Corrective measures taken to remedy and/or prevent recurrence:

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Name of Doctor	Phone No. of Doc	Date of treatment	Time

#### Persons Notified

Parent/ Guardian: _____  Date / Time _____	Parent Comment:  _____
Which DSO is informed?  _____	Suggestion by DSO:  _____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





**i) Annexure I: Trip/Tour Check list**

Destination : \_\_\_\_\_

Departure Date : \_\_\_\_\_

Tour DSO : \_\_\_\_\_

Reason for trip : \_\_\_\_\_

**TO BE COMPLETED BY TRIP MANAGER AND RETURNED TO DSO 2 DAYS BEFORE TRIP**

PURPOSE OF THE TRIP			
TYPE	YES	NO	COMMENTS
Competition/Tournament			
Field TRIP			
Awards			
Other (specify)			
Combination, please state			

PLANNING			
ARRANGEMENTS	YES	NO	COMMENTS
When			
Where			
staff/ volunteers/ participants have been selected			

TRANSPORT			
ARRANGEMENTS	Yes	No	COMMENTS
Journey times and stopping points planned			
Driver's License checked			
Insurance			
Vehicle Safety checked			

INSURANCE			
ARRANGEMENTS	YES	NO	COMMENTS
Liability			
Accident			
Medical			

EMERGENCY PROCEDURES ARRANGED			
ARRANGEMENTS	YES	NO	COMMENTS
First Aid			
All Specific Medical needs met			
All children aware of all reporting procedures			
Home contact details for all learners collected			

SUPERVISION AND STAFFING			
ARRANGEMENTS	YES	NO	COMMENTS
Ratio of staff to Learners			
Ratio of Male / Female			
Ratio of child/adult			
Clear Responsibilities			

COMMUNICATION WITH PARENTS			
ARRANGEMENTS	YES	NO	COMMENTS
Destination and accommodation details (address / contact details / person in charge at the venue)			
Name / contact details of Tour DSO			
Drop off / pick up times			
Transport Arrangements			
Kit and equipment list			
Emergency procedures, home contact			
Consent form			
Information regarding medical conditions ( <del>Impairment</del> Impairment, medication, allergies etc.)			
Code of Conduct			
Safeguarding arrangements (reporting concerns, supervision etc.)			
Process for parents contacting trip Leader or young person			
Process for young person contacting parent			

DOCUMENTATION			
ARRANGEMENTS	YES	NO	COMMENTS
Consent Form from parents			
Medical Form			

**THIS PART MUST BE COMPLETED IN ADDITION IF THERE IS AN OVERNIGHT STAY**

HOSTING OR BEING HOSTED			
ARRANGEMENTS	YES	NO	COMMENTS
Hosts vetted?			
Hosts aware of any special requirements (diet, medication, allergies, impairments etc.)			
Language			
Transport arrangements			
Telephone contact			
Local map and information			

ACCOMMODATION			
ARRANGEMENTS	YES	NO	COMMENTS
Type (hostel, hotel, hosting, camping etc.) and contact details of venue			
Pre-event visit and risk assessment made			
Catering, special diets, food allergies			
Suitability for group, including accessibility			
Room lists			
Supervising adults' sleeping arrangements			

SUPERVISION AND STAFFING			
ARRANGEMENTS	YES	NO	COMMENTS
Cover for all activity and free time periods			

COSTS AND CASH			
ARRANGEMENTS	YES	NO	COMMENTS
For travel			
Payment Schedule: deposit, staged payment			
Extra meals, refreshments			
Spending money			
Security			

ARRIVAL			
ARRANGEMENTS	YES	NO	COMMENTS
Check rooms, mealtimes, phones, valuables			
Check venues			
Collect in money, valuables			
Information on medications			
Arrange group meetings			
Confirm procedures with staff			
Rules (e.g., curfews etc.)			

**THIS FINAL SECTION MUST ALSO BE COMPLETED FOR INTERNATIONAL TRAVEL**

EMERGENCY PROCEDURES			
ARRANGEMENTS	YES	NO	COMMENTS
International Medical Travel Insurance			
Details of South African Embassy / consulate			

PREPARING YOUNG PEOPLE			
ARRANGEMENTS	YES	NO	COMMENTS
Local culture, language			
Expectations on dress code and behaviour			
Food and drink			
Currency			
Telephones			
Maps of area			



DOCUMENTATION			
ARRANGEMENTS	YES	NO	COMMENTS
Travel tickets			
Passports, VISA's			
Accommodation and travel booking documents			

I acknowledge that this document was completed by me, and I am the appointed Tour Manager for this trip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**j) Annexure G: Acknowledgement of Safeguarding Policies by DSO**

I, \_\_\_\_\_, DSO at **Maputo International School**, hereby acknowledge that I have familiarised myself with the policies and procedures defined in **Maputo International School** Safeguarding Policies and Procedure Manual and I hereby accept that I will at all times assist **Maputo International School** staff, volunteers, learners, parents and anyone else who is in any way affiliated to **Maputo International School**, to adhere to all elements of said Safeguarding Policy Manual.

I further undertake to challenge any suspicion or knowledge of any behaviour that is or may lead to any form of Safeguarding Challenges.

I further accept that should I believe that any practice may lead to, or is, creating an environment which may in any way negatively impact any learner, staff member, volunteer or any adult who is in any way affiliated with **Maputo International School**, I will take responsibility to ensure that it is dealt with to the best of my knowledge.

I undertake to ~~fulfill~~fulfil my role to **Maputo International School** to the best of my ability by always ensuring.

- **Maputo International School always** has an appointed DSO
- **Maputo International School always** well communicated Safeguarding Policies
- **Maputo International School, learners, staff, volunteers, and any person affiliated to the school have the** ability to report anonymously.
- **All staff and volunteers** by virtue of our policy, **have a** Sexual Offences Register Clearance, Child Protection Register **Clearance** and a Criminal Check **that is less than 24 months old.**
- **All staff and volunteers** by virtue of our policy, have signed their Declaration of Good Standing and Code of Ethics every year and will complete the Safeguarding Awareness Certificate annually.

I hereby accept these conditions.

This document was signed by me on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name