



Collegiate Girls' High School

SAFEGUARDING POLICY

AGAINST HARASSMENT AND ABUSE

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1. Policy Statement

Collegiate Girls' High School has positioned itself as an institution where children gather, and it is therefore imperative that all stakeholders understand Collegiate Girls' High School's 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 and visitors.

2. Introduction

The main business of Collegiate Girls' High School is to promote and develop a strategy and framework for education as defined in the South African Schools Act 84 of 1996.

Included in its objectives is to act against any form of discrimination and violence in Collegiate Girls' High School.

Collegiate Girls' High 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 on the wellbeing of everyone. Collegiate Girls' High School strongly subscribes to the protection of everyone involved in Collegiate Girls' High School. Collegiate Girls' High School believes that all teachers, learners, administrators, coaches, and any other staff and volunteers who wish to participate in any capacity at Collegiate Girls' High 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 Collegiate Girls' High School is the responsibility of Collegiate Girls' High School and we will take reasonable steps to ensure all our staff, volunteers, operations, and programmes do no harm to any child who enters the school's premises, nor expose them to harassment, abuse, or exploitation.

3. Purpose

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

- Ensure that everyone in Collegiate Girls' High School understands that all forms of harassment, bullying or abuse are unacceptable and will not be tolerated.
- Ensure that anyone who has witnessed or experienced harassment, bullying or abuse within Collegiate Girls' High 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, bullying or abuse that happen within any environment connected to the participation in a Collegiate Girls' High School event, irrespective of whether it is on school premises or not.
- Implement effective measures that minimize the likelihood of incidents of harassment, bullying and abuse arising in Collegiate Girls' High School.
- Ensure that all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working at Collegiate Girls' High School.

4. Definitions

- **Abuse** refers to any form of abuse or harassment which may occur in one of six forms either in isolation or in combination. These forms are, but not limited to Psychological Abuse; Physical Abuse; Sexual Harassment; Sexual Abuse; Neglect or Bullying. This can happen based on any grounds including but not limited to 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 Collegiate Girls' High 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 is known as repeated harassment. 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, majority 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.
 - **Cyberstalking** means the use of the internet, phones or other electronic means, to harass and/ or intimidate a selected victim.
 - **Designated Safeguarding Officer (DSO)** means the designated persons from Collegiate Girls' High School who are appointed and trained as the school's Designated Safeguarding Officers.
 - **Harassment** is behaviour that causes harm or the reasonable belief that harm may be caused. Harassment conduct is often directed to an individual or group on the grounds listed in the definition of "Abuse" above.
 - **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" to a new learner into the school or sports team.
 - **Homophobia:** antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay, bisexual, transgender, queer or questioning, or asexual (LGBTQ+ community) individuals.

- **Humiliation** means to reduce (someone) to a lower position in one's own eyes or others' eyes, to make someone ashamed or embarrassed.
- **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:** 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/or any Collegiate Girls' High School staff.
- **Negligence:** 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-contrast 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 inner 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 to Collegiate Girls' High School.
- **Safeguarding Partner** means a person or organization appointed by Collegiate Girls' High School as an outsourced Partner to consult on any or all matters pertaining to Safeguarding within Collegiate Girls' High 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 Collegiate Girls' High School feels they may need assistance in Safeguarding.
- **Safeguarding Policy** means this document concerning the protection against Harassment and Abuse in Collegiate Girls' High 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:** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender.
- **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 not limited to, cash or favour, and who are bound or not bound by a contract of employment.
- **Volunteer** means any person, adult or child who is working for or assisting Collegiate Girls' High 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 Collegiate Girls' High School to Safeguarding

Collegiate Girls' High School recognises that it has a responsibility for guiding all structures of Collegiate Girls' High School in safeguarding in school life as defined in the South African Schools Act 84 of 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 care-giver 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 significant long-term negative impact on a child and young adults' 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.

Collegiate Girls' High School has an important leadership role in embedding a no-tolerance approach towards all forms of harassment and abuse.

Collegiate Girls' High School is committed to the principles of safeguarding and good governance and have 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.

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

Collegiate Girls' High School is to ensure that all applications for roles in the school that involve "regular contact" with children, young adults, persons with a mental and/or physical disabilities 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.

Collegiate Girls' High School is to ensure all existing and new volunteers and employees working in roles that involve "regular contact" with children, young adults, 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 thorough vetting process.

6. Expectation of Collegiate Girls' High School's Designated

Safeguarding Officer

- Collegiate Girls' High School must appoint a Designated Safeguarding Officer. (It is advisable that there is a minimum of two). These person/persons should be suitably qualified persons. Each one of them will act individually or in collaboration, when it is required.
- The Principal of Collegiate Girls' High School must appoint the Designated Safeguarding Officers.
- The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge the Collegiate Girls' High School Safeguarding Policy Manual.
- The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge the Collegiate Girls' High 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 that 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.
 - Ensuring that all staff and volunteers, defined in the policy, have completed their Safeguarding Awareness Certificate.
 - Ensuring 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](#)).
- Collegiate Girls' High 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 schools safeguarding partner is.

- c) Investigating any allegations of suspected accidental/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 accidental/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 Collegiate Girls' High 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 favour that the matter is reported to the relevant authorities in accordance with the applicable law and time frames.
- 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 Collegiate Girls' High

School

It is the responsibility of every person employed or volunteering at Collegiate Girls' High 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 Collegiate Girls' High 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 or on any unlisted grounds.
- Recognise that the welfare of all who take part in Collegiate Girls' High School, regardless of their role, is important and that they place the safety and well-being of all learners at the centre of everything the school does.
- 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

Collegiate Girls' High School is committed to implementing robust procedures, including procedures to address the risks associated with any vulnerable groups, to safeguard and protect all Learners-

8. Appointment of The Guardian as Collegiate Girls' High School's

Safeguarding Partner

Collegiate Girls' High School recognises that the prevention of harassment and abuse in Collegiate Girls' High 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 Collegiate Girls' High School has appointed **The Guardian** as our Outsourced Safeguarding Partner.

Collegiate Girls' High 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** is the approved service provider to Collegiate Girls' High 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 Collegiate Girls' High School complete their SAC certificate.

- **Designated Safeguarding Officer (DSO)**

It is imperative that Collegiate Girls' High School appoints DSO(s).

9. Recruitment Policies

a) Recruitment Policy

Purpose

Collegiate Girls' High School must ensure all reasonable steps are taken during recruitment of staff or volunteers to prevent unsuitable individuals from working with learners.

Policy

1. Any staff member or volunteer involved with Collegiate Girls' High 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 Collegiate Girls' High School, who will have any access to learners must have traceable references from their most recent previous employers. Collegiate Girls' High School will do a reference check, to establish the character of the prospective employee, with preferably three of the prospective employee's referees, most recent previous employers or the previous employer of the last ten years depending on which goes back further.
3. Collegiate Girls' High School will, through a google search and various other social media searches, establish what the online persona of the applicant is and ensure it meets the ethical and standards that align to Collegiate Girls' High School.
4. Collegiate Girls' High School DSO will ensure that new employees are cleared in accordance with the [Sexual Offences Register Policy](#), [Child Protection Register Policy](#) and the [Criminal Check Policy](#)

a) Sexual Offences Register Policy

Purpose:

The purpose of this policy is to ensure compliance with Chapter 6 of the Sexual Offences Amendment Act 2007 and the Protection from Harassment Act 17 of 2011. Collegiate Girls' High School undertakes to ensure that all staff and volunteers affiliated in any way to Collegiate Girls' High School are cleared in accordance with the Act.

Policy:

It is the policy of Collegiate Girls' High School that all adult persons working, within reason, in any capacity, for a period of more than five days in a three months' cycle, either in a staff or in a volunteer capacity, including, but not limited to educators, coaching staff, volunteers, technical assistance, 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.

b) 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. Collegiate Girls' High School undertakes to ensure that all staff and volunteers affiliated in any way to Collegiate Girls' High School are cleared in accordance with the Act.

Policy:

It is the policy of Collegiate Girls' High 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.

c) 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 positioned that is being applied for.

Policy:

It is the policy of Collegiate Girls' High School that all persons working in any capacity either as 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 Collegiate Girls' High School, based on that previous conviction. The applicant will have the right to, in writing explain their previous conviction, and reason that their application should still be considered. The decision to allow an applicant, who does have a previous conviction to still be employed at Collegiate Girls' High School, must be decided by way of a recorded vote which must be placed on the applicants file, should the applicant be successful in their application for employment. Votes from the School's Principal, HR, HOD who will oversee the applicant.

10. Policy for Reporting Abuse of Children

Purpose

The purpose of this policy is to ensure all employees and volunteers associated in any way to Collegiate Girls' High School are aware of the reporting of abuse structures. Furthermore, it strives to ensure that the threat of secondary abuse is reduced and 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 a Collegiate Girls' High School DSO.
- Any staff member or volunteer to whom a child or learner makes the disclosure to will immediately complete the [Annexure C: Reporting of Non-Accidental Harm or Deliberate Neglect of Child](#) and submit to a 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 a 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, with guidance of the principal and the school psychologist undertakes to report all incidents of Child abuse to the SAPS.

Procedure

The procedure for the distribution of child abuse information to Collegiate Girls' High School is to be as follows:

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 Collegiate Girls' High School Principal.

11. General Safeguarding Policies

Introduction

Collegiate Girls' High 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, Collegiate Girls' High School and all stakeholders, will, at all times, take reasonable steps 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.

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 Collegiate Girls' High 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 Collegiate Girls' High School](#)
- 3 If interview and/or photography, videography/live stream is of five children or less then the parents of those children must also consent.
- 4 If the child is over twelve 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.

Every child must be informed beforehand of their right not to 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.

b) Service Provider Policy

Purpose

To ensure that all Service Providers who are contracted or volunteer to do any form of work within Collegiate Girls' High School are aware of the need to safeguard all learners and that their presence is 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, may be 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 Collegiate Girls' High School will held liable for any actions of their employees
- 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 Collegiate Girls' High 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 School DSO.

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 users of and visitors to the school.

- No employee, contractors, student teacher or substitute is allowed to smoke in the presence/sight of learners. This includes excursions and after hours. Smoking is not permitted on premises
- 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, contractor 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, contractor or student teachers and governing body members will be advised of the restrictions and rules in this regard.

d) Learner Drug and Substance Abuse Policy

Please refer to the Drug Policy of Collegiate Girls' High School

e) Child Collection Policy

Purpose

To regulate who can and who cannot collect a child from Collegiate Girls' High School and what procedures should be followed if a child is not fetched. Only the parent or guardian of a child may fetch a child from Collegiate Girls' High School.

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 and when arriving or leaving.

If a child is to be fetched by someone other than the parent/guardian during the school day, the parent/guardian must contact the Collegiate Girls' High School and in the case of boarders, the Head of Hostel must be informed.

To whom this policy applies

It is the responsibility of the DSO to ensure that all Collegiate Girls' High School employees are aware of and adhere strictly to this policy.

Procedure

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 SAPS should be contacted.
- During this time the child will remain in a safe and normal environment.

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 SAPS 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 SAPS 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 Collegiate Girls' High 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.
- At all times, and where possible, learners must wear seat belts.
- When using the motor vehicle, a charged cellular phone must always be available in case of an emergency.
- 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.
- If the transport to be used is arranged by an outside organisation 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.

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 of any serious injury, medication error or unexplained injury has occurred.
3. Complete the [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. 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).
5. The DSO will report the incidents to the Principal who in turn will inform the Eastern Cape Department of Education, if necessary.
6. Collegiate Girls’ High 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**

Refer to the Collegiate Girls' High School policy on bullying.

Sexual Harassment Policy

Purpose

Ensuring that all learners at Collegiate Girls' High School are free from all forms of harassment, especially Sexual Harassment.

Policy

Collegiate Girls' High School is committed to providing a safe environment for all its staff, volunteers and learners which is free from any sexual harassment. Collegiate Girls' High 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 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, and inform them of the allegation, and explain the stance of Collegiate Girls' High 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.

j) Travel and Tour Policy

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 Collegiate Girls' High School that every trip or tour, no matter whether it is a day trip or longer in that would include overnight stays, must be cleared by either of the School's DSOs.

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.

Please refer to page 82 of the policy.

k) Changeroom Policy

Purpose

There are times when learners, will be in the changeroom at the school or even at events at other schools for the purpose of using toilet facilities or changing into appropriate sport or other attire.

Issues to consider and address

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

Children, especially younger 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 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.

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.

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

- learners 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 behaviours taking place which need to be managed.

3. 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.

4. 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).

5. 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 time slot
- everybody changing at home before arriving
- each gender having an allocated area of a larger shared facility.

Policy

It will be the policy of Collegiate Girls' High School that:

- ☐ 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 the same time 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 Collegiate Girls' High School MUST HAVE AN OVERVIEW OF THIS POLICY VISBLE IN EVERY FACILITY AT THE SCHOOL.

l) Protection of Information

Please refer to the Protection of Personal Information policy.

m) 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 Collegiate Girls' High 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 Collegiate Girls' High 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 roll out 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.

n) Emergency Policy

Layout of School and Evacuation Plan

Refer to the emergency evacuation plan.

o) 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 five 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.

p) Discipline vs Punishment Policy

Refer to the School's Code of Conduct.

q) 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 is of paramount importance to Collegiate Girls' High School.

Policy

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