



Early Childhood Development Programme

SAEP CODE OF CONDUCT & CHILD/ YOUTH PROTECTION PHOTO POLICY FOR VISITORS

All SAEP visitors who have or will have contact with children and young people must sign and abide by this document.

This policy aims to protect all children and young people involved in SAEP programmes (and with whom SAEP visitors come into contact) from unprofessional or abusive behaviour and neglect. It is guided by the Children's Act (38 of 2005) and the Constitution of South Africa, and the overriding concern is that the interests of the child are paramount. A **child** is defined as anyone under the age of 18, and a **young person** as any learner or student aged 18 and over who is involved in an SAEP programme.

Visitors must also agree never to:

- Assault or physically abuse children/ young people, or allow them to be abused (this includes bullying between children and young people);
- Develop physical/sexual relationships with children/ young people or behave in any way in which this might lead the child/ young person to suspect that this is the intention;
- Develop relationships with children/ young people which could in any way be deemed exploitative or abusive;
- Act in ways that may be abusive or may place a child at risk of abuse;
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive about or towards children/ young people;
- Exchange money, goods, favours or services for sex with children/ young people;
- Behave in a manner which is inappropriate or sexually provocative;
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive;
- Act in ways intended to shame, humiliate, belittle or degrade children/ young people, or otherwise perpetrate any form of emotional abuse;
- Drink or take illegal drugs in the presence of children/ young people, or encourage or allow them to do so. The one exception to this is when young people in the Tertiary Support Programme are over 21 and where it is appropriate to drink moderately with them in a social situation (such as a graduation celebration). However the onus is on the SAEP visitor to act as a positive role model, within the law.
- Smoke in front of children (See SAEP smoking policy).
- Report any cases (or suspected cases) of child abuse/neglect to the social worker/ director at SAEP for official investigation/ reporting if necessary;
- Be aware of situations which may present risks and manage these risks;
- Always be visible to other adults when working with children;
- Report any cases of inappropriate behaviour by children/ young people which might put staff in a vulnerable position, and take steps to minimise risks;
- Abide by the SAEP dress code;



Early Childhood Development Programme

- Be aware of the cultural context in which SAEP is working;

Agreement and commitment to policy above: I, (full name) hereby agree to abide by this code of conduct while involved with children and young people through SAEP.

..... (Signature) Date:.....

For further information see UNICEF **CHILD PROTECTION POLICIES AND PROCEDURES TOOLKIT**
www.unicef.org/violencestudy/pdf/CP Manual - Introduction.pdf

Early Childhood Development Programme Photography Policy

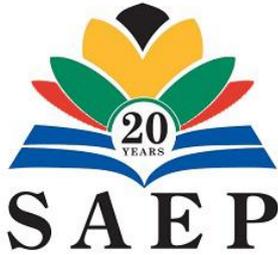
The Early Childhood Development (ECD) Programme works with children between the ages of 0-6 years. Due to the vulnerable age of the children in our programme and their inability to understand the outcome of a photograph or to verbally consent to their photograph being taken, we have a **strict no photo policy for visitors** of our partner ECD centres. Cameras and expensive cell phones with cameras are not only a disruption to the classroom teaching environment, but they are a safety risk. For those who are visiting our programme on a once-off visit, please visit our website <http://www.saep.org> or our Facebook page <https://www.facebook.com/SAEP.org> if you would like to see or share photos of the work that we do.

Should you require photos for a specific reason, i.e. you've funded a project at one of the centres, please arrange a meeting to discuss it with the ECD staff first. We have a DSLR camera and are experienced in taking appropriate, non-invasive photos and are happy to photograph your project and send you the photos. Please note that these are not professional photos, but they do follow the standards to ensure the **children's rights to safety, privacy, dignity and respect**.

All members of your group who will be helping with the project at the centre must agree to and sign this policy prior to the project. They will not be allowed to take personal photos of the children and SAEP staff will ask them to delete the photos if they see them being taken. This is because it is very difficult for us to acquire the permission from every child's parent or guardian for their photos to be taken and because these children are minors their parent's permission is a requirement.

In order to take a photo of a child, the photographer would need to explain the risks and benefits of the photograph to the child's parents/guardian, the parents/guardian must understand those risks and benefits in addition to what the photos will be used for, and the parents/guardian must sign a formal written consent form. This is a challenging process that would require the photographer to engage with the centre and parents prior to their official visit and is usually not a possibility for visitors of our partner ECD centres.

If your organisation plans to share the photos the ECD staff takes of their project on their professional website, they must do so with written permission from SAEP. The ECD staff will send only photos where the



*South African Education
and Environment Project*

Early Childhood Development Programme

children are not easily identifiable for your website. These photos are only for professional use and not for use on personal websites, blogs, Facebook, twitter, or other forms of social media.

If your organisation would like these photos to go on their professional Facebook page, they must be shared from the SAEP Facebook page so that they are affiliated with SAEP. We will take the photos, post them on our Facebook page, and you can share them with your followers. Photos of children from the ECD Programme are not allowed to be posted on Facebook by any other party than SAEP.

While we trust that most of SAEP's visitors have the children's best interests in mind, photos cannot be controlled once shared on the internet and can put children at risk. As adults, we have a responsibility to ensure every child's safety and privacy.

I, _____, affiliated with _____, hereby agree to abide by this photography policy.

Signature

Date