



ACCREDITATION 13SCH0100008 EMIS 122581 NPC 2023/797905/08

DOMINO SERVITE SCHOOL

SAFEGUARDING POLICY



1. POLICY STATEMENT

Domino Servite has positioned itself as an institution where children gather, and it is therefore imperative that all stakeholders understand Domino Servite 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, unless otherwise stipulated, applies to all stakeholders.

2. INTRODUCTION

The main business of Domino Servite is to promote and develop a strategy and framework for education, guided by the South African Schools Act, 1996. Included in its objectives is to act against any form of unfair discrimination and violence in Domino Servite.

Domino Servite 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. Domino Servite strongly subscribes to the protection of everyone involved in Domino Servite. Domino Servite believes that all teachers, learners, administrators, coaches, and any other staff and volunteers who wish to participate in any capacity at Domino Servite, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence, and neglect.

Safeguarding at Domino Servite is the responsibility of Domino Servite and we will endeavour to ensure all our staff, volunteers, operations, and programmes and/or interventions 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 the policy is to ensure that learners and other stakeholders can do so without fear of harassment or abuse. The key objectives of the policies are to:

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

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 but not limited to race, religion, colour, creed, ethnic origin etc. 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.

BOD means Board of Directors, Domino Servite.

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, hazing, 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 adolescent is deemed 18 years or younger.

Designated Safeguarding Officer (DSO) means the designated persons from Domino Servite 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.

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 Domino Servite 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 is any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation.

Physical abuse is non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a learner.

Psychological abuse is a pattern of deliberate, prolonged, repeated non-contact 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 with Domino Servite.

Safeguarding partner means a person or organisation appointed by Domino Servite as an outsourced partner to consult on any or all matters pertaining to safeguarding within Domino Servite. 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 safeguarding matter that Domino Servite needs assistance with.

Safeguarding policy means this document concerning the protection against harassment and abuse in Domino Servite.

Service provider means any person or organisation who or that renders a service to the school, regardless of the nature of the service.

Sexism means 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 means 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 means 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 is 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 Domino Servite 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 may not have developed resilience and be more at risk of exploitation harm or abuse.

5. APPOINTMENT OF THE GUARDIAN AS DOMINO SERVITE'S SAFEGUARDING PARTNER

Domino Servite recognises that the prevention of harassment and abuse at Domino Servite requires a systematic and coordinated approach. This approach must be adopted by everyone involved at the school. It is for this reason that Domino Servite 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 Domino Servite can access The Guardian to ensure best safeguarding practices and compliance.

Domino Servite 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 Domino Servite for both levels of training.

5.1 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 Domino Servite complete their SAC certificate once this policy has been signed and ensure that

it is renewed annually.

5.2 Designated Safeguarding Officers (DSO)

It is imperative that Domino Servite appoints DSOs. 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.

6. RESPONSIBILITIES OF DOMINO SERVITE TO SAFEGUARDING

6.1 Domino Servite recognises that it has a responsibility for guiding all structures of Domino Servite in safeguarding in school life.

6.2 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.

6.3 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.

6.4 Domino Servite has an important leadership role in embedding a no-tolerance approach towards all forms of harassment and abuse.

6.5 Domino Servite 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.

6.6 Domino Servite undertakes to ensure that due diligence of every staff member and volunteer affiliated to Domino Servite is carried out to ensure that all staff and volunteers have met best Safeguarding Practices. The due diligence and inspection of all safeguarding regulations will be completed annually by the Appointed Safeguarding Partner.

6.7 Domino Servite 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 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.

6.8 Domino Servite is to ensure all existing and new volunteers and employees working in roles that involve 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, complete a vetting process.

7. EXPECTATION OF DOMINO SERVITE DESIGNATED SAFEGUARDING OFFICER

- 7.1 Domino Servite must appoint a Designated Safeguarding Officer. (It is advisable to have 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. They will act individually or in collaboration when it is required.
- 7.2 The principal of Domino Servite must appoint the Designated Safeguarding Officers.
- 7.3 The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge the Domino Servite Safeguarding Policy.
- 7.4 The Designated Safeguarding Officers, on behalf of their school, must sign that they understand and acknowledge Domino Servite Code of Ethics.
- 7.5 The Designated Safeguarding Officers must ensure that all school safeguarding measures are fulfilled. These duties include but are not limited to:
 - 7.5.1 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.
 - 7.5.2 Ensure all staff and volunteers, defined in the policy, have completed their Safeguarding Awareness Certificate.
 - 7.5.3 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 (found in the Staff Recruitment, Selection and Appointment Procedures Policy).
- 7.6 The Designated Safeguarding Officers have the following additional roles and duties:
 - 7.6.1 To be the main point of contact for any learner of their school needing assistance with the reporting of suspected non-accidental harm, unfair discrimination, bullying, harassment, abuse, violence and/or neglect at any time.
 - 7.6.2 To be the main point of contact for The Guardian or whoever the school's safeguarding partner is.
 - 7.6.3 Investigate any allegations of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time.
 - 7.6.4 To be the main point of contact for their school's staff and learners or parents regarding any request concerning the Safeguarding Policy or safeguarding matters.
 - 7.6.5 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.
 - 7.6.6 To implement and uphold all elements of the Safeguarding Policy.
 - 7.6.7 To agree on safeguarding plans with the Health & Safety Officer and coaches for any trips or tours.
 - 7.6.8 To respect the confidentiality, as set out in this policy.

- 7.6.9 To inform the principal or BOD if there are any allegations that may in any way lead to the registering of a criminal offence and to ensure that the matter is reported to the relevant authorities in accordance with the applicable law as soon as possible.
- 7.6.10 To ensure that the safeguarding responsibilities of the school are displayed in the school and adhered to.
- 7.6.11 To ensure that the Changing Facilities Policy is visible to all learners, educators or any person that uses the changeroom and that all elements of this policy are adhered to, especially the Rule of Two.
- 7.6.12 To ensure that every person can report anonymously if need be and that the anonymous reports are treated in alignment with this policy.

8. RESPONSIBILITIES OF ANY PERSON AFFILIATED TO DOMINO SERVITE

It is the responsibility of every person employed or volunteering at Domino Servite to:

- 8.1 Have a basic knowledge of how to ensure the safety of learners and to have completed their Safeguarding Awareness Certificate
- 8.2 Have appropriate opportunities to develop and maintain the necessary attitudes, skills, and knowledge to do this.
- 8.3 To ensure everyone has the right to participate in Domino Servite in an environment free from non-accidental harm, unfair discrimination, bullying, harassment, abuse, violence, and neglect.
- 8.4 Recognise that the welfare of all who take part in Domino Servite, regardless of their role, is important and they place the safety and well-being of all learners at the centre of everything the school does.
- 8.5 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.

Domino Servite is committed to implementing robust procedures to safeguard and protect all learners including procedures to address the risks associated with relevant vulnerable groups.

9. VETTING PROCEDURES

9.1 Sexual Offences Register

The purpose of this clause is to ensure compliance with Chapter 6 of the Sexual Offences Amendment Act 2007. Domino Servite undertakes to ensure that staff and volunteers affiliated in any way with Domino Servite are cleared in accordance with the Act.

It is the policy of Domino Servite that all adult persons working in any capacity, for a period of more than 5 days in a 3 month 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.

9.2 Child Protection Register

The purpose of this clause is to ensure compliance with Section 126 of the Children's

Act 38 of 2005. Domino Servite undertakes to ensure that all staff and volunteers affiliated in any way with Domino Servite are cleared in accordance with the Act.

It is the policy of Domino Servite 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.

9.3 Criminal Check

The purpose of this clause is to ensure alignment to best pre-employment practice and further safeguarding, 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.

It is the policy of Domino Servite 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 Domino Servite, 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 be employed at Domino Servite rests with the BOD and the process in reaching this decision must be transparent and in keeping with this policy. The DSO will be consulted.

- 9.4 Refer to the Staff Recruitment, Selection and Appointment Procedures Policy for further details regarding safeguarding practices in the appointment of staff.

10. REPORTING ABUSE OF CHILDREN

Any disclosure of child abuse must be reported as soon as possible to a DSO. Any staff member or volunteer who suspects or is aware of child abuse should follow guidelines given in this section for reporting the incident.

- 10.1 Any staff member or volunteer to whom a child or learner makes the disclosure, will immediately report the incident to the DSO and 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.
- 10.2 Under no circumstances may details of the abuse be divulged to any person within the school other than the DSO, unless a DSO deems that transference of this information will benefit the child directly. The DSO may report to the BOD and/or to the KSB Education Trust.
- 10.3 The DSO undertakes to report all incidents of child abuse to the relevant authorities.
- 10.4 Any person directly or indirectly involved in the reporting of the incident may contact the DSO for advice.
- 10.5 The DSO, in consultation with the BOD, may contact The Guardian for advice.

11. CONFIDENTIAL INFORMATION TO THE PRINCIPAL

11.1 The procedure for the distribution of child abuse information to Domino Servite should be as follows:

11.1.1 Regardless of whether the information is received directly or indirectly, any DSO who becomes aware of any harm to a child, which is either non-accidental or because of negligence, must within 24 hours of receiving the report, submit a report to the principal.

11.1.2 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 BOD with whom to share the disclosure.

11.2 Guidelines for managing disclosure

11.2.1 Stay calm and be reassuring.

11.2.2 Find a quiet, but not necessarily private place to talk.

11.2.3 Ensure that the child knows that you believe what he or she is telling you.

11.2.4 Listen, but do not press for information.

11.2.5 Tell the child you are glad that he or she has told you.

11.2.6 Never promise the child that you will keep their secret but promise to tell only those you really must.

11.2.7 If it will help the child to cope, tell them that the abuser has a problem.

11.2.8 Tell the child that you will do your best to protect and support him or her.

11.2.9 If necessary, seek medical help and contact the police or social services.

11.2.10 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.

11.2.11 Acknowledge that you may need help dealing with your own feelings. If necessary, ask your DSO for assistance.

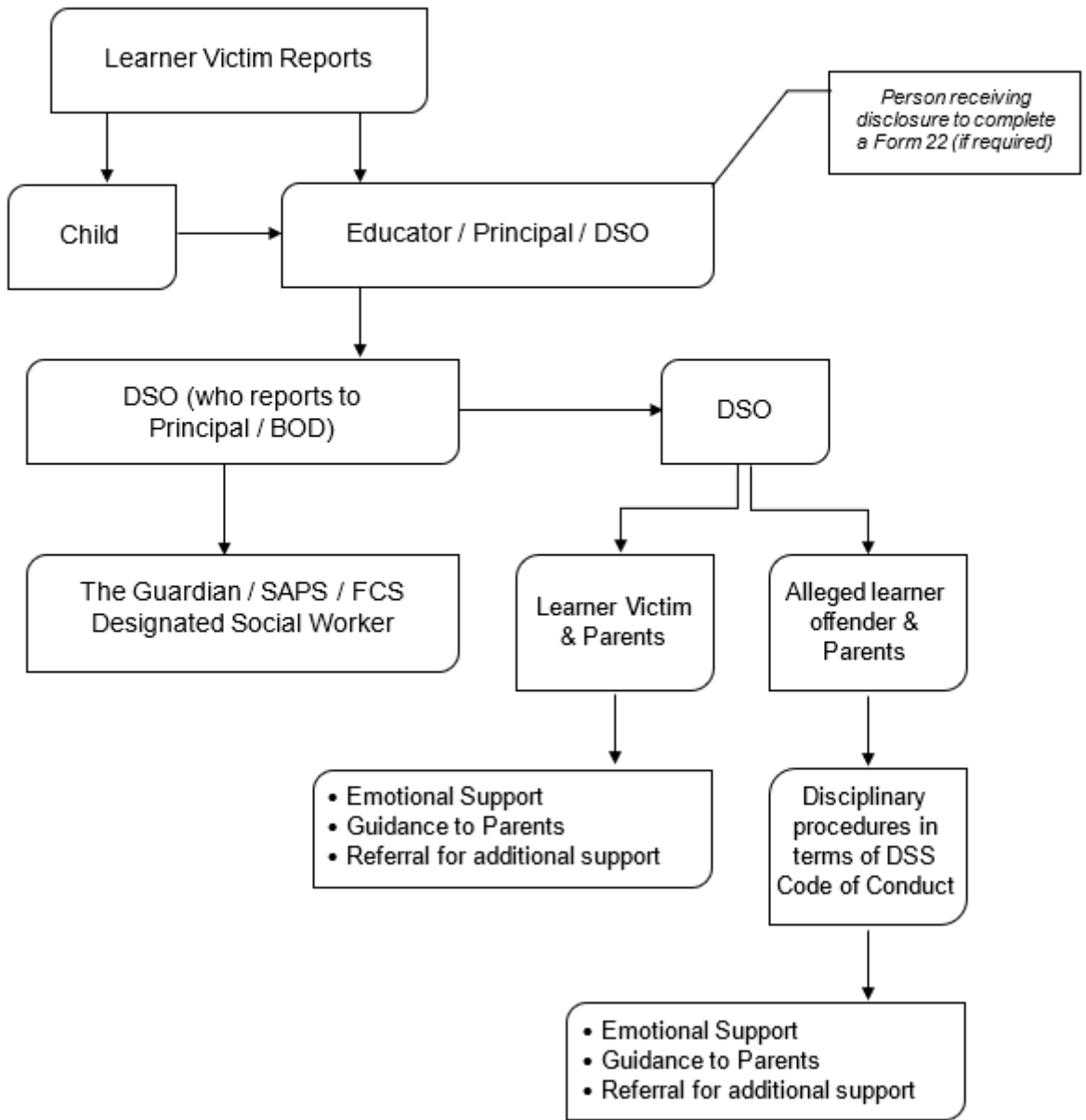
11.2.12 Always remain objective and do not allow personal matters, feelings, or pre-conceptions to cloud your judgment.

11.2.13 The reporting and investigation of child abuse must ensure the safety of the child.

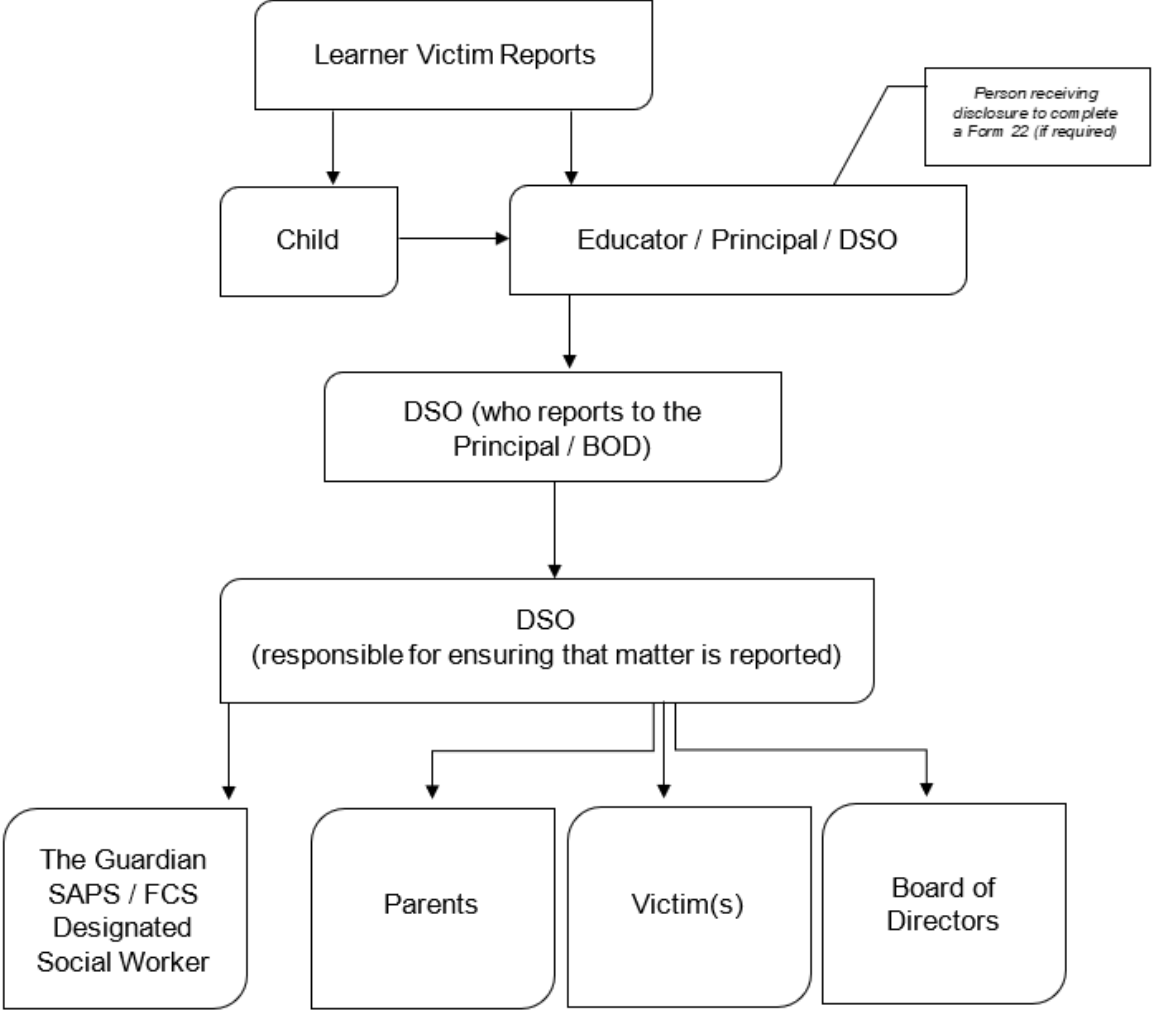
11.3 All staff and volunteers are legally bound to report all matters of suspected and actual child abuse to the DSO.

11.4 Below follows the procedures for responding to disclosures, including a form to be completed for the attention of the DSO. Where necessary, the person who received disclosure will be required to complete a Form 22.

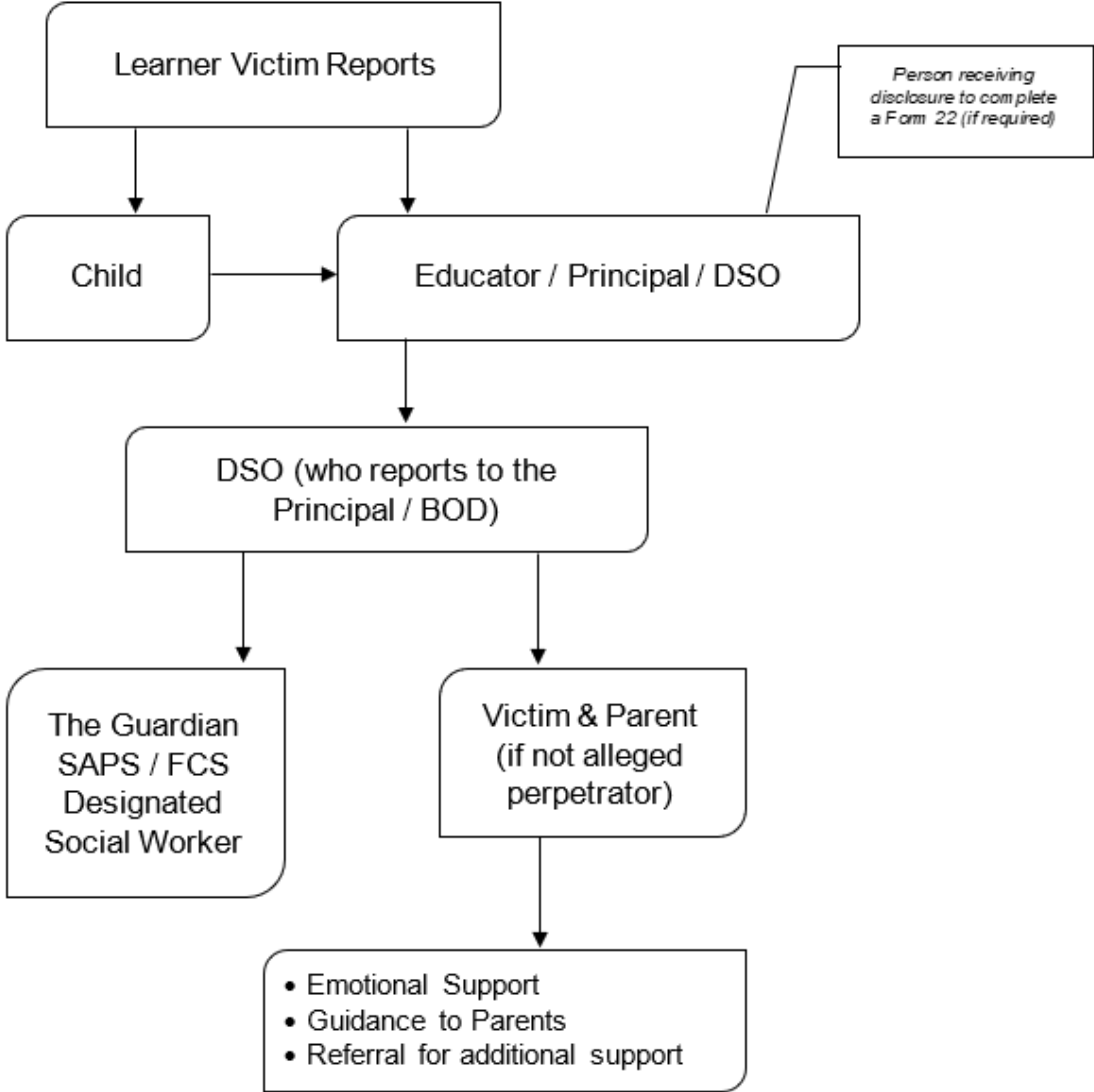
DISCLOSURE PROCESS
Learner on Learner disclosure



DISCLOSURE PROCESS
DSS Employee on Learner disclosure



DISCLOSURE PROCESS
Parent, Family Member or Community
Member on Learner disclosure



11. GENERAL SAFEGUARDING POLICIES

Domino Servite is committed to the safety of all learners with special attention to the rights of children which subscribes to the Constitutional Right, "The child's best interests are paramount". By this concept, Domino Servite 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.

11.1 Sexual Harassment Policy

The purpose of this policy is to ensure that all learners at Domino Servite are free from all forms of harassment, especially Sexual Harassment.

Domino Servite is committed to providing a safe environment for all its staff, volunteers and learners which is free from any sexual harassment. Domino Servite 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 victimised 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 Domino Servite to sexual harassment (refer to the Prevention and Elimination of Harassment in the Workplace Policy).

If the complainant in a sexual harassment allegation is a child, then the DSO should, pending the outcome of a disciplinary enquiry, and in consultation with the Board, take the necessary steps to ensure the safety and well-being of all parties concerned.

11.2 Anonymous Reporting Policy

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.

It is the policy of Domino Servite 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, if known.

Learners may report in person, in writing, or via an e-mail to DSO@dss.org.za for the attention of a school DSO.

11.3 Discipline vs Punishment Policy for Sport

Physical punishment such as push-ups, running laps and climbing stairs should not be used as a means of managing behaviour in sport. Behavioural management should be in keeping with the Code of Conduct. Teachers are responsible for all necessary corrective measures. Under no circumstances may a captain or learner discipline another learner.

11.4 The following DSS policies are to be read in reference to this policy:

11.4.1 Media Policy

11.4.2 Drug and Substance Abuse Policy for Learners

- 11.4.3 Drug and Substance Abuse Policy for Permanent, Temporary or Contracted Employees
- 11.4.4 Child Collection Policy (refer to the Health and Safety Policy)
- 11.4.5 Policy on the Prevention and Elimination of Harassment in the Workplace
- 11.4.6 Transport Policy (refer to the Health and Safety Policy)
- 11.4.7 Incidents and Accidents Procedure (refer to the Health and Safety Policy)
- 11.4.8 Anti-Bullying Policy
- 11.4.9 Travel and Tour Policy (refer to Health and Safety Policy)
- 11.4.10 Changing Facilities Policy
- 11.4.11 Protection of Information (POPI) Policy
- 11.4.12 Emergency Policy (refer to the Health and Safety Policy)
- 11.4.13 Visitors Policy (refer to the Health and Safety Policy)

12. ACCEPTANCE OF PROTOCOLS, PROCEDURES AND RULES

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 Domino Servite.

Any staff member or volunteer must ensure that they have read and understood Domino Servite Safeguarding Policy, including the policies referenced therein.

The DSOs appointed to Domino Servite will sign Annexure B: Acknowledgement of Safeguarding Policies and Procedures. They will take responsibility for ensuring that all staff and volunteers adhere to this policy document.

All DSS staff members will complete a Declaration of Good Standing and will sign the Code of Ethics, found as addenda to the DSS Employment Contract.

ANNEXURE B: REPORTING ABUSE OF LEARNERS

To _____
Name of DSS 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 to 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 HONOURED)

Who made the report? _____

What is their relationship to the child? _____

Contact number of person _____

Date and time report was made _____

1.1 CHILD AT RISK						
Surname			Full name(s)			
Gender	M	F	Date of Birth	DD	MM	CCYY
School name			Grade	Age/Estimated age		
ID/Passport no						
Contact numbers	Child		Mother		Father	

1.1 CHILD AT RISK (if there is a 2 nd child)						
Surname			Full name(s)			
Gender	M	F	Date of Birth	DD	MM	CCYY
School name			Grade	Age/Estimated age		
ID/Passport no						
Contact numbers	Child		Mother		Father	

1.1 CHILD AT RISK (if there is a 3 rd child)						
Surname			Full name(s)			
Gender	M	F	Date of Birth	DD	MM	CCYY
School name			Grade	Age/Estimated age		
ID/Passport no						
Contact numbers	Child		Mother		Father	

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	
Contact number/s:	

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/s	E-mail

4. ALLEGED ABUSER						
Surname			Full name(s)			
Date of birth	DD	MM	CCYY	Gender	M	F
ID/Passport no			Age			
Also known as			Relationship to child			
Street address			<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/doctor/locum or student teacher <input type="checkbox"/> Other (specify)			
Postal code						
Whereabouts of alleged perpetrator						

5. PARENTS OF CHILD

Surname of father/stepfather				Full name(s)		
Date of birth	DD	MM	CCYY	Gender	M	F
ID/Passport no				Age		
Also known as				Other information		
Street address					Postal code	
Surname of mother/stepmother				Full name(s)		
Date of birth	DD	MM	CCYY	Gender	M	F
ID/Passport no				Age		
Also known as				Other information		
Street address					Postal code	

6. ABUSE			
Date/s of Incident/s	Time period over which incident/s occurred		Date reported to DSO
	From	To	
Place/address of incident			

7. TYPE OF ABUSE (Tick only the one that indicates the key motive of intent)			
Physical	Emotional	Sexual	Deliberate neglect
INDICATORS (Complete any that apply)			
Detailed description of physical injuries, if relevant			
Detailed description of behavioural signs of emotional abuse, if relevant			
Detailed description of injuries pertaining to sexual abuse, if relevant			
Reason for suspected neglect, if relevant			
Brief explanation of occurrence(s) (including a statement describing frequency and duration)			

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"/> Registered Nurse	Hospitalised <input type="checkbox"/> For assessment <input type="checkbox"/> For treatment <input type="checkbox"/> As place of safety
Name of hospital/clinic	Contact person	Telephone number

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. SAPS (ACTION RELATED TO ALLEGED ABUSER(S)) (if relevant)					
Reported to SAPS <input type="checkbox"/> Yes <input type="checkbox"/> No	Charges laid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	MM	DD	CCYY
CASE NR (CAS no)	Police station	Telephone no			
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 and signature of person reporting alleged abuse

Date

ANNEXURE B: ACKNOWLEDGEMENT OF SAFEGUARDING POLICIES BY DSO

Domino Servite School



Accreditation Number 13SCH0100008 Registration Number 122581

I, _____, DSO hereby acknowledge that I have familiarised myself with the policies and procedures defined in Domino Servite Safeguarding Policies and I hereby accept that I will at all times assist Domino Servite staff, volunteers, learners, parents and anyone else who is in any way affiliated to Domino Servite to adhere to all elements of said Safeguarding Policy.

I further undertake to investigate 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 Domino Servite, I will take responsibility to ensure that it is dealt with to the best of my knowledge.

I undertake to fulfil my role to Domino Servite to the best of my ability by always ensuring.

- Domino Servite always has a minimum of one appointed DSO.
- Domino Servite always communicates safeguarding policies effectively.
- Domino Servite, learners, staff, volunteers, and any person affiliated to the school can 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 annually and will complete the Safeguarding Awareness Certificate annually.

I hereby accept the above stipulations.

This document was signed by me on _____ at _____

Signature

Print name