MAMA HOPE Global Safeguarding and Child Protection Policy

INTRODUCTION

Safeguarding is the responsibility that an organization has to ensure that their employees and volunteers, partners, contractors, visitors, operations and programmes do no harm to children, young people or vulnerable adults (together referred to as 'vulnerable people' under this policy); that they do not expose them to the risk of discrimination, neglect, harm and abuse; and that any concerns the organization has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities. It is also the responsibility that the organization has for protecting its employees and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

Child protection is a central part of, but not separate from, safeguarding. It is the process of protecting children from violence, exploitation, abuse, and neglect, and includes the measures and structures designed to prevent and respond to harm. MAMA HOPE acknowledges that certain groups - including Children, Women, Young People, LGBTQI+ identifying population, Persons with Disabilities, Refugees and Displaced persons - may be disproportionately vulnerable to discrimination and abuse, and is committed to advancing safeguarding practices that are inclusive, affirming, and grounded in dignity and human rights.

Over recent years, there has been increasing recognition of the way in which children, young people and vulnerable adults can be at risk of discrimination, neglect, abuse and exploitation by those who are in positions of trust and power over them, including through international development activities.

As a consequence, there has been a significant increase in the efforts made by development organizations to ensure that no harm results from the contact their partners, employees, volunteers and other representatives have with vulnerable people living in communities with which they work.

Through the course of MAMA HOPE's work, MAMA HOPE employees, volunteers and associated people and employees and volunteers of MAMA HOPE's partner organizations may engage with young people and vulnerable adults either directly or indirectly.

MAMA HOPE recognises that it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those under the care and living in the communities of the organizations we partner with. This includes individuals and communities who

may be at increased risk of harm or discrimination, including LGBTQI+ individuals.

1. **PURPOSE**

The purpose of this policy and associated procedures is to provide clarity to ALL on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with MAMA HOPE. It is also to help us make sure that employees, volunteers and other representatives are protected.

It is intended to help us to have a common understanding of safeguarding issues, develop good practice across the diverse and complex areas in which we operate and thereby increase accountability in this crucial aspect of our work.

This policy constitutes MAMA HOPE's global policy. Whilst it is recognised that local legislation may vary from country to country, this policy identifies our minimum standards and may exceed the requirements of local legislation.

Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

2. Definitions

Child: MAMA HOPE regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognised that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others.

Vulnerable Person/People: For the purposes of this policy, this is an umbrella term which covers children, young people, and vulnerable adults, as well as individuals who, due to social, economic, or cultural factors, may be at increased risk of harm or discrimination, including LGBTQI+ individuals and communities.

Vulnerable Adult - a person, 18 years and above, who by reason of disability, age, gender, sexual orientation, social and economic status, or illness, the context they are in, may be unable to take care of or to protect themself against abuse, harm or exploitation.

Youth or Young people: Individuals aged 15 to 25 (15 to 35 in some countries) – MAMA HOPE recognises that this group spans the categories of 'children and 'adults' but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial, discriminatory or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health,survival, development or dignity of a child, young person or vulnerable adult.

Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

Discriminatory abuse – abuse motivated by a vulnerable person's age, race, ethnicity, nationality, sex, sexual orientation, disability, or other personal characteristic.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person's developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

Sexual abuse - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in

sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be carried out by adults or other children.

Child sexual abuse - involves a child (as defined above) being forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Contact abuse involves activities where an abuser makes physical contact with a child. It includes: sexual touching of any part of the body, whether the child is wearing clothes or not, forcing or encouraging a child to take part in sexual activity, making a child take their clothes off, touch someone else's genitals or masturbate, rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.

Non-contact abuse involves activities where there is no physical contact. It includes: flashing at a child, encouraging or forcing a child to watch or hear sexual acts, not taking proper measures to prevent a child being exposed to sexual activities by others, persuading a child to make, view or distribute child abuse images (such as performing sexual acts over the internet, sexting or showing pornography to a child), making, viewing or distributing child abuse images, allowing someone else to make, view or distribute child abuse images, meeting a child following grooming with the intent of abusing them (even if abuse did not take place), sexually exploiting a child for money, power or status (child sexual exploitation).

This definition also includes the formal or informal marriage of a child.

3. SCOPE

This policy is mandatory for all MAMA HOPE employees and partners worldwide. For the purposes of this policy, 'employee' is defined as anyone who works for or on behalf of MAMA HOPE, either in a paid or unpaid capacity. This therefore includes directly employed staff, Board of Directors, contractors, employees, Mentors, consultants, volunteers, interns and all visitors to MAMA HOPE work programs.

It also covers partners from the Localization Development Accelerator (LDA) Program, the Diversity Equity Accelerator Lab (DEAL) Program, and the Social Entrepreneur Accelerator Lab (SEAL) Program whom we fund, and who we expect to work under the policy as part of their agreement of partnership with MAMA HOPE.

This policy demonstrates how MAMA HOPE will meet its legal obligations and reassure volunteers, employees, partners and members of the public:

a) On what they can expect MAMA HOPE to do to protect and safeguard vulnerable people.
b) That they are able to safely voice any concerns through an established procedure.
c) That all reports of abuse or potential abuse are dealt with in a serious and effective manner. d) That there is an efficient recording and monitoring system in place.
e) That employees, volunteers, partners and any other associated parties receive appropriate

induction on safeguarding.
f) That a robust 'safe' recruitment procedure is in place.

There are additional procedures in place that apply to those that work or have contact with, either directly or indirectly, children, young people or vulnerable adults or who live in communities alongside them.

4. POLICY STATEMENT

MAMA HOPE has zero tolerance against abuse and exploitation of vulnerable people. MAMA HOPE also recognizes that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom we work and those in the communities with which we partner.

SAFEGUARDING STANDARDS

MAMA HOPE ensures that the following four standards are consistently kept.

- Standard 1: Policy
  MAMA HOPE has in place a policy that describes how it is committed to preventing and responding appropriately to harm to vulnerable people.

- Standard 2: People
  MAMA HOPE places clear responsibilities and expectations on its staff, partners and associates and supports them to understand and act in line with these.

- Standard 3: Procedures
  MAMA HOPE creates an environment that is safe for vulnerable people through implementing safeguarding procedures that are applied across the organisation.

- Standard 4: Accountability
  MAMA HOPE monitors and reviews its safeguarding measures.

See Appendix 1 for further detail.

KEY PRINCIPLES

MAMA HOPE works to the following key principles to protect vulnerable people:

- Everyone has an equal right to protection from abuse and exploitation regardless of age, race, ethnicity, sex, sexual orientation, gender identity or expression, marriage and civil partnership, pregnancy or having a child, language, religion, political or other opinion,

national, ethnic or social origin, property, disability, birth or other status, including individuals from LGBTQI+ communities.

- The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision making.

- MAMA HOPE will take responsibility to meet our obligations regarding our duty of care towards vulnerable people, and take action where we believe that a child, young person or vulnerable adult is at risk or is actually harmed.

- MAMA HOPE will ensure that employees and volunteers are inducted in our Safeguarding Standards and procedures as a key part of the recruitment and onboarding process.

- MAMA HOPE will ensure that all partners are informed and in compliance with our Safeguarding Standards.

- When working with or through partners or contracted agencies, MAMA HOPE will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this policy.

- MAMA HOPE recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.

- MAMA HOPE respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a need to know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.

- MAMA HOPE commits to monitoring the implementation of the safeguarding policy. This policy will be reviewed every three years and earlier if necessary.

- Partner Independence and Cultural Sensitivity; MAMA HOPE seeks always to work in ways which are culturally sensitive, that respect the diverse nature of the people we work with and the independence of our partner organizations. We recognise that there are many different ways of thinking, taking care of vulnerable people and making sure they are protected. It is acknowledged that protecting these groups of individuals, being culturally sensitive and respecting the independence of our partner organisations can be a difficult balancing act. As an international organization, we endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights to protection for children from abuse. Every child matters everywhere in the world. MAMA

HOPE will prioritize the rights and welfare of the vulnerable person above all other considerations.

INCLUSION COMMITEMENT

MAMA HOPE is committed to fostering inclusive, equitable, and safe environments for all individuals. We recognize that LGBTQI+ individuals may face heightened risks of discrimination, exclusion, and harm in many contexts in which we work. We therefore actively integrate inclusive safeguarding practices across our programs and partnerships to ensure dignity, safety, and respect for all.

5. RESPONSIBILITIES

All MAMA HOPE employees, volunteers, consultants, contractors, partner organizations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse and which encourages reporting of breaches of this policy using the appropriate procedures.

All people working with or in partnership with MAMA HOPE will:

- Read, understand and adhere to the MAMA HOPE Global Safeguarding Policy and MAMA HOPE Global Code of Conduct Policy.
- Strive to promote a zero tolerance approach to discrimination, sexual harassment and abuse in all working environments.
- Strive to develop relationships with all stakeholders which are based on integrity, love, respect and honesty.
- Place the safety and welfare of children and vulnerable people above all other considerations.
- Report any concerns they may have about the welfare of a child or vulnerable person.
- Report any concerns they may have about the behaviour of a MAMA HOPE representative in relation to safeguarding.
- Ensure that consent from vulnerable people or their guardians is sought prior to disclosing or use of any personal information.

- In a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the contact is taking place and why. If possible ensure another adult is in sight and that the child or young person knows another adult is around

All people working for, with or in partnership with MAMA HOPE will not:

- Sexually harass, assault or abuse another person
- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- Condone, or participate in behaviour which is abusive, discriminatory, illegal, or unsafe
- Develop, encourage or fail to take action of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive
- Act in ways that may be violent, inappropriate or sexually provocative
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people.
- Engage in any form of stigma, exclusion, or harmful behavior toward individuals or groups based on their sexual orientation, **including LGBTQI+ individuals and communities**

EMPLOYEES

All MAMA HOPE employees are responsible for ensuring employees, volunteers, consultants, visitors and partner organizations are aware of the policy and are supported to implement and work in accordance with it, as well as creating an organizational culture that encourages a focus on safeguarding and the freedom to report. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who report breaches in this policy.

DESIGNATED SAFEGUARDING OFFICERS

Designated safeguarding officers are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

MAMA HOPE will appoint a Safeguarding Officer as a member of the board of Directors and MAMA HOPE Operating Team. They will be responsible for:

- monitoring and recording safeguarding concerns

- ensuring referrals to the relevant authorities happen without delay
- updating safeguarding training for all staff
- ensuring this policy is reviewed every 3 years or earlier if necessary
- ensuring it is implemented throughout the organization and MH network and safeguarding training given
- ensuring monitoring and recording procedures are implemented

MAMA HOPE Boards - For the MAMA HOPE board a member is appointed to be responsible for ensuring this policy is being implemented.

6. PROCEDURES OVERVIEW

RECRUITMENT & SELECTION

Safe recruitment and vetting processes are followed for all employees, volunteers, consultants, and partners. MAMA HOPE conducts due diligence processes that assess safeguarding practices, organizational capacity, leadership, and alignment with MAMA HOPE's values, including a commitment to equity, inclusion, and non-discrimination, including for LGBTQI+ communities.

As part of the application and interview process, MAMA HOPE clearly communicates that our programs work with vulnerable populations and require all partners to be able to engage respectfully and effectively with diverse groups of organizations and individuals, including those who identify as part of the LGBTQI+ community. Alignment with these values is a requirement for full participation in MAMA HOPE programs.

Where an employee, volunteer, consultant, or partner is engaged in 'regulated activity' (direct work with children, young people, or vulnerable individuals), appropriate background checks, including criminal record checks where feasible and contextually appropriate, will be undertaken as part of the recruitment or partnership process.

All MAMA HOPE employees and volunteers must sign and abide by this safeguarding policy and the Code of Conduct. The code sets out the standards of practice we expect of employees and volunteers - in terms professional competence, integrity, acting as a representative and in safeguarding - which support our vision, mission and values. (For more detailed guidance, refer to the Code of Conduct).

INDUCTION & SUPPORT

Ensure that clear processes for reporting and dealing with safeguarding concerns and incidents are widely communicated, regularly reviewed and consistently applied. Where allegations are made about an employee, careful consideration must take place about the appropriateness of the person continuing to work with MAMA HOPE.

GLOBAL PARTNERS

All MAMA HOPE partner organizations must be provided with this policy and briefed on it on an annual basis. MAMA HOPE will also carry out an annual review of the policy with our partners in order to ensure that it is having an effect in their programs.

- Safeguarding is integrated into MAMA HOPE's relationships with each partner as a key element of the design and implementation of their programs.
- MAMA HOPE will integrate safeguarding in line with a community led approach.
- MAMA HOPE will have the responsibility of sharing copies of this policy with its partner and to engage them in its implementation and development.
- A session regarding MAMA HOPE values, policies and guidelines should be held during events that bring its partners together such as the annual conference.
- It is a requirement for partner organizations interested in a partnership with MAMA HOPE to have in place measures aimed at the protection of children and vulnerable adults.
- MAMA HOPE will regularly offer support, encourage and engage partner organizations to strengthen their safeguarding measures.
- Organisations will carry out local mapping exercises which provide information on the legal, social welfare and child protection arrangements relevant to their work and area.
- Safeguarding risks and mitigation strategies are incorporated into existing vetting and risk assessment processes at all levels.
- Procedures for responding to safeguarding concerns when they arise are developed and partners are engaged in this process and well informed on them.

DATA PROTECTION

Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialised child welfare or law enforcement agency in relation to a safeguarding incident.

MINIMUM STANDARDS

Where employees or volunteers are contracted by other employers, or when working with partners, sub contracted agencies, MAMA HOPE will brief them on our safeguarding policy and ask for information on how the organization works to protect vulnerable people and ensure that they meet our Safeguarding Standards.

SOCIAL MEDIA

MAMA HOPE has a policy regarding the media and the use of actual names, images, including photographs and recordings (the 'Social Media Policy'). This should be applied in all situations.
Specifically relating to protection of children, young people and vulnerable adults, we will:

- Use names and images of children, young people or vulnerable adults which are respectful and not expose them to further vulnerability (not degrading or showing sexual images of children naked or partially clothed).

- Reproduce images and use names of children only where we have the written permission of their parents / guardians using a consent form (Appendix 2).

- Reproduce images and use names of young people and vulnerable adults only where we have their written permission or that of their parents/guardians, whichever is the most suitable.

- Make clear to vulnerable people and their families that agreement to providing information or images is not a condition of involvement in MAMA HOPE activities and programmes.

- Work with community partners to communicate with vulnerable people and guardians about the possibility of their images being taken and used for marketing. Partners only allow images to be taken if granted direct permission from the vulnerable people or their guardians (whatever is more suitable) on an annual basis through the signing of a permission form (Appendix 2).

- Inform employees, volunteers and partners about the MAMA HOPE policy in relation to the use of technology (the IIT Policies), and understand that they must not use this technology for the purpose of accessing, producing or distributing any information or violent or sexual images that are harmful to vulnerable people. This includes adult pornography.

Each employee or associated person must read and sign a temporary permission slip to take photographs.

RAISING & RESPONDING TO CONCERNS

View Full Whistleblower Policy

MAMA HOPE places a mandatory obligation on all employees, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation of vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the employees to decide whether or not abuse has taken place, however, concerns should be raised to an individual's Growth Guide or the designated Safeguarding Officer who will initiate the procedure for dealing with suspected or actual incidents of abuse.

Designated Safeguarding Officers known as our Compliance Officers are responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority.

To ensure that all such situations are handled appropriately and effectively:

The following is the procedure taken by MAMA HOPE when an allegation of abuse is brought to a Safeguarding Officer:

- Reach out to relevant partner organizations to hear their point of view and their recommendations.

- The Keeping Children Safe Allegation Management Flow Chart (Appendix 1) and Guide will be used by staff to guide them through the process.

- If relevant, focus available funding on improving safeguarding at the partner organisation for a time bound period.

- MAMA HOPE is not an investigative authority. If required, it is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law.

- All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly 'need to know basis', that is, access must be necessary for the conduct of one's official duties.

- Where a MAMA HOPE employee is the subject of an investigation, the lead designated safeguarding officer will lead the case

DEAL PROGRAM SAFEGUARDING APPROACHES

Recognizing the high-risk environment, MAMA HOPE has built a multi-layered safeguarding framework to protect DEAL participants:

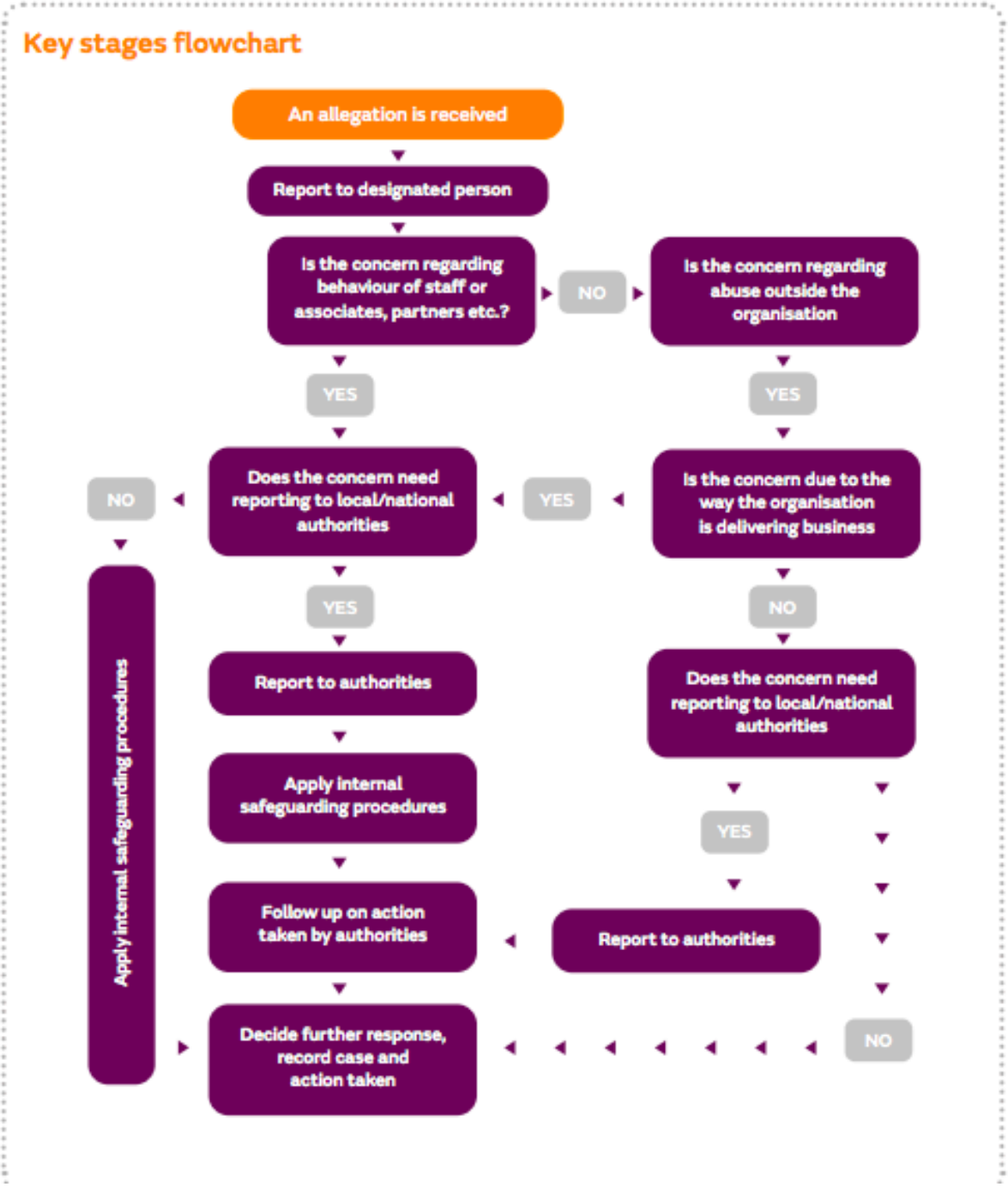
1. **Proactive Vetting:** All potential partners are informed in the application form that MAMA HOPE works with queer leaders and organizations. It is also reiterated during the one-on-one interview process and those leaders whose values do not align are excluded from the program.
2. **Safe Learning Environments:** DEAL provides a safe, inclusive space where coursework is specifically designed to reflect the operational and unique security needs of queer leaders.

3. **Active Safeguarding & Whistleblowing:** Participants have access to anonymous whistleblowing forms to report discriminatory situations directly to leadership. In every class session MAMA HOPE's values are stated ensuring a culture of mutual respect is built.
4. **Rapid Response Crisis Management:** In the event of a safety breach or discriminatory incident, MAMA HOPE's leadership follows a documented protocol that includes:
    a. Informing the affected partners that the leaderships are aware of the situation and are taking steps.
    b. Holding internal crisis meetings to deliberate on what needs to be done
    c. Holding meetings with the partner who breached safety, informing them of their mistake, and giving recommendations to the partner.
    d. If necessary, issuing official termination letters to unsafe partners.
5. **Storytelling & Image Protection:** To protect individuals from being targeted, partners maintain full control over their 'Image Protection.' They must give explicit consent before any visual images or stories are shared on social media, websites, or donor packs.

Through this holistic focus, the DEAL program ensures that **leaders do not have to choose between their safety and their professional/organizational growth**, supporting them to build the **resilient systems** required to serve their communities for the long term.

Policy Created: March 2019
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Responsible Owner: Margot Hinchey

Appendix 1: *Keeping Children Safe Flowchart for guiding decision making*



Appendix 2: *MAMA HOPE Safeguarding Standards*

Standard		Potential evidence of standard being met
1. Policy	1.1 The organisation has a clear safeguarding policy that seeks to prevent harm to children, young people and vulnerable adults	• A copy of the policy, signed by the management board or trustees • For programme or recruitment partners, that
	1.2 Policies are publicised to staff, beneficiaries and wider communities	• Policy or summary translated into local languages • Examples of ways the policy has been promoted, including to children, young people or other community members as necessary
2. People	2.1 The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these	• Clear responsibilities for a Designated Safeguarding Officer at appropriate level
	2.2 Key staff are designated at different levels with clearly defined roles and responsibilities.	• Job descriptions with clear expectations on those with contact with vulnerable people • Job descriptions for VSO long-term volunteer include details of any contact
	2.3 There are written guidelines for appropriate and inappropriate behaviour	• A written code of conduct; evidence of this being shared to staff and volunteers
	2.4 There are appropriate learning opportunities to develop and maintain the necessary attitudes, skills and knowledge to keep vulnerable people safe.	• A copy of training plans, course attendance records and course evaluations. • Evidence of induction for VSO volunteers
3. Procedures	3.1 Organisations carry out local mapping exercises which provide information on the legal, social welfare and child protection arrangements.	• Legal requirements are included in policies
	3.2 Safeguarding risks and mitigation strategies are incorporated into existing risk assessment processes at all levels.	• Risk assessments include appropriate and relevant risks • Evidence of mitigation strategies implemented • Risk assessments shared with VSO
	3.3 Safeguarding issues are integrated into programme design, delivery and evaluation	• Evidence of safeguarding issues in project proposals, plans, needs
	3.4 There are procedures for responding to safeguarding concerns arise	• A copy of a concern/allegation management
4. Accountability	4.1 Implementation of safeguarding policies and procedures is monitored	• Copies of reporting to boards, donors, etc • Copies of minutes of meetings to review practice
	4.2 Learning from issues captured and informed future policy and procedure reviews	• Incident reports produced
	4.3 Policies and procedures reviewed at least every three years	• Evidence of review in annual plans / strategies

Appendix 2 : ***Sample Parental Consent for Photographic/Film Use of Children under 18 years of age/vulnerable adult:***

I, _____ (adult's name) _____Of (address)

Being the child/children's/ parent or legal guardian, hereby give permission for

_____(School name)

_____(School address)

To take and use publicity photographs/film of

(child/children's name/s) _____ Age of child _____

_____ Age of child _____

_____ Age of child _____

I also consent to use of the photos for publicity, marketing, and advertising for _____(organization) projects. I agree that the photos/film may be combined with other images, text and graphics and be cropped, altered or modified in any way that _____(organization) deems appropriate.

I consent to the provision of this form and the details within it to _____(Organization), and to their storing these on a database.

I understand that the child's/children's name/s will not be given to press or public without my consent. I also understand that I may cancel this permission in writing, and that _____(Organization) will take all reasonable steps to ensure that the photograph/film is withdrawn from future use. I further understand that I shall receive no remuneration for this assistance.

Signed _____ Date _____