



ST PAULUS PRE-PRIMARY AND PRIMARY SCHOOL CHILD SAFEGUARDING POLICY

August 2025

1. PREAMBLE

Matthew 25:40 – “Whatever you did for the least of these brothers and sisters of mine, you did for me.”

Children are an integral part of the community, and for schools, the reason for being. Children must be cherished, cared for and safeguarded. St Paulus is committed to making sure that the welfare and rights of children are promoted and protected, and that children are not harmed, exploited or abused. This policy reflects the gospel values of freedom, justice and respect for all children, as well as the values enshrined in Catholic Social Teaching.

2. PURPOSE

The purpose of this policy and procedure is:

- To make sure that the children are safe.
- To make sure that everyone involved in the running of the School – Board of Governors, Senior Management Team, Teachers, Support Staff and Parents – takes every possible measure to safeguard the children and prevent abuse.
- To make sure that no person at the school does anything that would allow abuse to occur, or that could be misinterpreted by children, their families, or other adults as being leading to abuse.

3. SCOPE

The care and protection of children involved in school activities is the responsibility of the whole school community, and it is a requirement that applies regardless of the nature of the activities in which the children are involved. Everyone who participates in the life of the School has a role to play in creating an environment in which children can develop and be safe. Child safeguarding measures need to be integrated throughout the School's systems, processes and operations. This policy is thus addressed to all members of the school community and all members are required to comply with it.

4. COMMITMENT

St Paulus Primary School commits to:

- caring for the welfare of all the children and the adults who work with them.
- responding appropriately to child protection suspicions, concerns, knowledge or allegations.
- caring pastorally for complaints and other affected persons.
- managing the care of respondents and other affected persons.

5. SEVEN SAFEGUARDING STANDARDS

The seven safeguarding standards represent the commitment and expected level of performance that St Paulus should reach to ensure that the children, and staff of St Paulus are protected.

5.1 STANDARD ONE: ADOPTING THE WRITTEN SAFEGUARDING POLICY

The St Paulus Board of Governors adopted the written Child Safeguarding Policy approved by the Catholic Board of Education in 2012, committing their obligation to safeguard all on the school premises.

The policy is promoted and made available to ensure that every member of the school community complies with the policy and does everything they can do to prevent abuse. The Senior Management Team and Wellness Team take on the responsibility of the implementation of the policy.

5.2 STANDARD TWO: CREATING AND MAINTAINING SAFE ENVIRONMENTS

St Paulus is committed to creating and maintaining a safe school environment through:

5.2.1 Secure and Safe Premises

St Paulus creates a safe and secure environment by following an extensive OSH plan and ensuring annual OSH compliance according to the Health and Safety Policy. A biannual check of the school's facilities and buildings takes place according to a set Maintenance Checklist and action plan. An annual check (and action plan) of the buildings and facilities is undertaken by a structural engineer. Access to the premises is strictly controlled according to the Safety Measures and Access to School Premises Policy.

5.2.2 Safe Recruitment

St Paulus follows a fair, efficient and effective recruitment and selection process, according to the Safe Recruitment Policy. Operating within child safeguarding standards, the recruitment process sets in place a process to ensure that only individuals who are suitable to work with children are appointed. Police Clearance and clearance on National Registers is sought, and all educational staff must be legally registered with SACE.

5.2.3 Codes of Conduct

Codes of Conduct, and clear procedures, are in place for Staff, Parents, Children and Support Staff which outline acceptable behaviour and practice for adults working with children. These include, but are not limited to:

- Code of Conduct and Disciplinary Procedures for Staff
- Code of Conduct for Parents/Guardians/Visitors
- Code of Conduct and Disciplinary Procedures for Pupils
- Bullying Policy
- Staff Ethos Statement
- Distinctive Catholic Ethos and Identity Statement

5.2.4 Safe Activities

St Paulus maintains a safe environment in compliance with OSH requirements and provides clear guidelines on how to keep the children safe during all school related activities. Policies are promoted, are readily available and are implemented for effective practice of these guidelines. These policies include, but are not limited to:

- Sports Policy
- Excursions Policy
- Transport Policy
- Safety Measures and Access to School Property Policy
- Electronic Media, Internet and Social Media Policy

5.3 STANDARD THREE: RESPONDING TO KNOWN, SUSPECTED OR ALLEGED CHILD ABUSE

St Paulus follows a clear, legally compliant Child Safeguarding Procedure that provides step-by-step guidance on procedures to follow in the case of abuse being suspected or disclosed. The Child Safeguarding Procedure is in line with the Child Safeguarding Policy of Catholic Public and Independent Schools in South Africa, the ISASA Child Protection Policy and provincial and national requirements.

5.4 STANDARD FOUR: ACCESS TO SUPPORT AND INFORMATION

St Paulus ensures that anyone affected by the alleging or disclosing of abuse receives access to support and essential information.

The School:

- Openly displays lists of services, authorities and organisations that can assist those affected.
- Supports anyone who discloses or alleges abuse by responding according to the Child Safeguarding Protocol.
- Supports someone who is alleged to have perpetrated abuse by informing them of available support and advising them to seek legal advice.

5.5 STANDARD FIVE: TRAINING AND SUPPORT

As part of the School's commitment to child safeguarding, St Paulus ensures that all mandatory vetting, compliances and regulations are adhered to, including:

5.5.1 SACE

The Teaching Staff at St Paulus must be 100% SACE Compliant, with each teaching staff member being in possession of a valid South African Council of Educators (SACE) Certificate.

5.5.2 Vetting

Every staff member and outsourced staff member must be in possession of a recent *Criminal Clearance Certificate* and been cleared against the *National Register for Sexual Offenders* and *National Child Protection Register*. According to best practice, these clearances will be renewed for all staff on a biennial basis.

When interviewing prospective staff, a strict safe recruitment process (following the Safe Recruitment Policy) is followed to ensure that only individuals who are suitable to work with children are appointed. Should a candidate be shortlisted, previous employment reference checks as well as back-door reference checks are completed. Once a contract is entered into, mandatory child safeguarding training must take place.

All Staff members are required to immediately inform the Principal should he or she be the subject of an investigation related to the safeguarding of children.

5.5.3 Child Safeguarding Training

As a Catholic School, St Paulus Primary School falls under the authority of the National Catholic Board of Education (NCBE) and complies with annual child safeguarding for all staff. This includes teachers, coaches, administrative staff or outsourced service providers. Child safeguarding training will take place for all staff on an annual basis.

5.6 STANDARD SIX: COMMUNICATING THE CHILD SAFEGUARDING POLICY

The Child Safeguarding Policy and Procedure is available and communicated clearly and effectively to all stakeholders of the school. It is easily accessible on the School's website, and on each staff members individual G-Drive.

5.7 STANDARD SEVEN: MONITORING THE IMPLEMENTATION OF THE STANDARDS

St Paulus will review the Child Safeguarding Policy and Procedure on an annual basis and report on its compliance with the standards. The School will take the necessary action to remedy any procedure, action, or lack thereof.

6. GENERAL GUIDELINE FOR EDUCATORS

All staff, coaches and outsourced staff at St Paulus must:

- Treat all children with respect.
- Be examples of good behaviour.
- Be visible to others when working with children, whenever possible.
- Challenge and report behaviour, both from adults and children, that you think might be abusive or inappropriate.
- Develop a way of doing things where children can talk openly about their contact with staff and others.
- Respect each child's boundaries and help them to develop their own sense of their rights, as well as help them to know what they can do if they feel there is a problem.
- Where possible, adopt the principle of "reward in public and chastise in private".

In general, it is inappropriate and prohibited to:

- Be with children alone in a closed room.
- Interact with children outside of the school context, without the consent of parents or guardians.
- Spend too much time alone with individual children away from others.
- Take children to your own home, especially if they are alone with you.
- Transport children alone.

Staff, coaches and outsourced staff must never:

- Hit (or otherwise physical assault or physically abuse) a child or use any other ways of punishment that are not allowed. This includes the verbal abuse of a child.
- Allow children in their care to abuse one another in any way.
- Develop sexual relations with children.
- Develop relationships with children which could be exploitative, abusive or considered inappropriate.
- 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.
- Behave in a way which is inappropriate or sexually provocative.
- Having a child or children (with whom they are working) stay at home with them overnight unsupervised.

- Sleep in the same room or bed as a child.
- Do things for children (of a personal nature) that they can do for themselves.
- Allow, or take part in, behaviour with children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade.
- Participate in any discussion or communication with a child that may be considered as “grooming”.
- Discriminate against, show different treatment, or favour particular children to the exclusion of others.
- Correspond or communicate directly with a child via voice calls, email, sms, WhatsApp or the like.
- Befriend a child on any social media platform.

CHILD SAFEGUARDING PROCEDURE

7. DEFINITIONS OF ABUSE

For the purpose of the Child Safeguarding Procedure, it is important to have a clear understanding of what constitutes abuse.

In South Africa, child abuse includes any form of harm or ill-treatment deliberately inflicted upon a child. Child abuse can take various forms inclusive of but not limited to:

- **Physical Abuse** – any deliberate infliction of physical harm (this includes corporal punishment) on a child.
- **Sexual Abuse** - any sexual activity with a child, including rape, molestation, or exposing a child to sexual materials or activities, whether physically or online. It includes grooming, sexual exploitation, and child pornography.
- **Emotional Abuse** - any actions that harm a child's self-worth or emotional well-being, such as constant criticism, threat, rejections, or withholding love or support, whether in person or online.
- **Neglect** - any failure of a caregiver to provide for a child's basic needs, including food, shelter, clothing, education, medical care, or supervision
- **Exploitation** – any use of a child for labour, begging, drug trafficking, or sexual exploitation. This includes child trafficking and forcing children into work that is harmful or interferes with schooling.
- **Exploitative use of technology** – any creation or distribution of content that manipulates, deceives, seeks to groom or exploits children. This includes creating or sharing explicit images (including AI generated) which violate the dignity and privacy of an individual or are deemed inappropriate given the age of the receiver thereof, and AI driven algorithms that encourage addictive behaviours (such as gambling and pornography).
- **Grooming** - patterned behavior designed to increase opportunities for sexual assault, minimise victim resistance or withdrawal, and reduce disclosure or belief

(collectively herein referred to as Abuse)

For this policy it is important to note behaviour or actions which are natural for children, which may be unpleasant but that are not considered bullying or abuse. These behaviours and actions include, but are not limited to, verbal or physical arguments and disagreements, expressing unpleasant thoughts or feelings about someone, or random and unintentional acts of excluding or hurting someone.

8. REPORTING LEGISLATION

Criminal Law Amendment Act

In terms of section 54 of the Criminal Law Amendment Act, every person has a duty to report knowledge, reasonable belief or suspicion that a sexual offence has taken place. Failure to report is a criminal offence.

Children's Act

The Children's Act mandates that an educator (or any person working with children) who, on reasonable grounds, concludes that a child is being abused must report this in a prescribed manner. Failure to report is a criminal offence.

9. MANAGING DISCLOSURES OF ABUSE

In all incidences of disclosure, it is the obligation of the School to act in the best interest and ensure the safety of the child.

When a child discloses alleged abuse to a staff member, the staff member must:

- Report it immediately to the Principal / Child Safeguarding Officer (CSO) even if they are possibly implicated
- Listen calmly and supportively without judgement or asking leading questions.
 - Do not investigate
 - Do not insist on seeing physical evidence of abuse
 - Do not examine the child for signs of abuse by removing clothes or touching
 - Do not ask the child to verify the truthfulness of the accusation
- Document accurately by recording exact words and details including type of abuse, when and where the abuse took place, and alleged perpetrator (*Who, What, Where, When, How* using the Child Safeguarding Incident Reporting Form)
- Assure confidentiality but clarify that other professionals will have to be informed
- Never confront or discuss the disclosure with the alleged offender
- Report to the authorities according to mandatory reporting guidelines (Department of Social Development and SAPS) using Form 22 [ensure a duplicate is made for school record keeping].
- Provide support by providing a safe space or counselling connections
- Ensure all actions and interventions are immediate (same day).
- Document all actions and decisions taken. These records must be safely stored electronically.

Helpful Responses

- *That must have been hard*
- *I am glad you have told me*
- *It's not your fault*

Don't Say

- *Why didn't you tell anyone before?*
- *I can't believe it!*
- *Are you sure this is true?*
- *Why? How? When? Who? Where?*
- *Never make false promises*
- *Never make statements such as "I am shocked, don't tell anyone else"*
- *Anything about the alleged perpetrator*

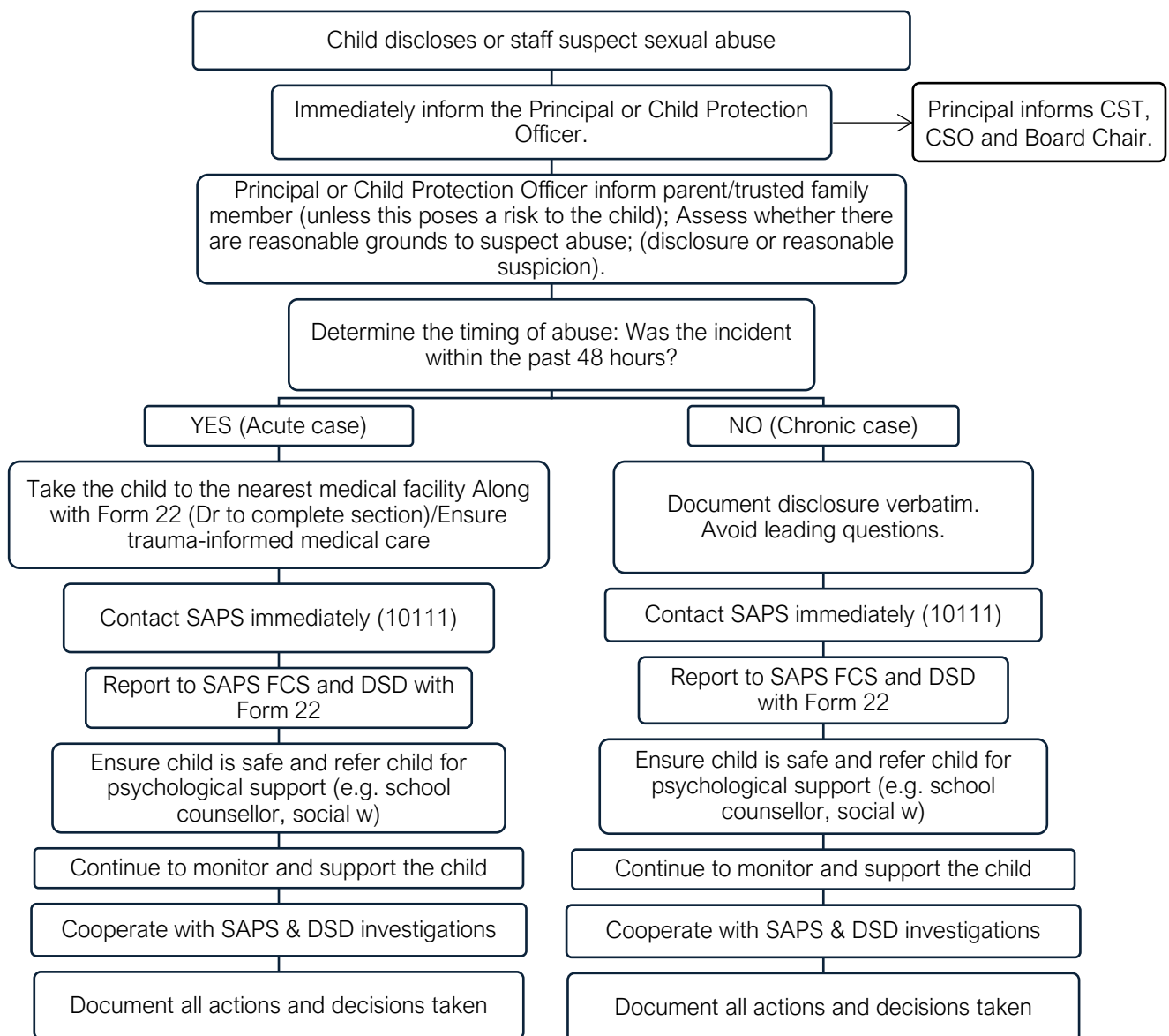
10. MANAGING REASONABLE SUSPICIONS OF ABUSE

All incidents of suspected abuse must be reported to the Principal / CSO. Failure to do so will be considered grounds for disciplinary proceedings and possible dismissal. When a staff member has reasonable suspicions that a child has been or is being abused, the staff member must:

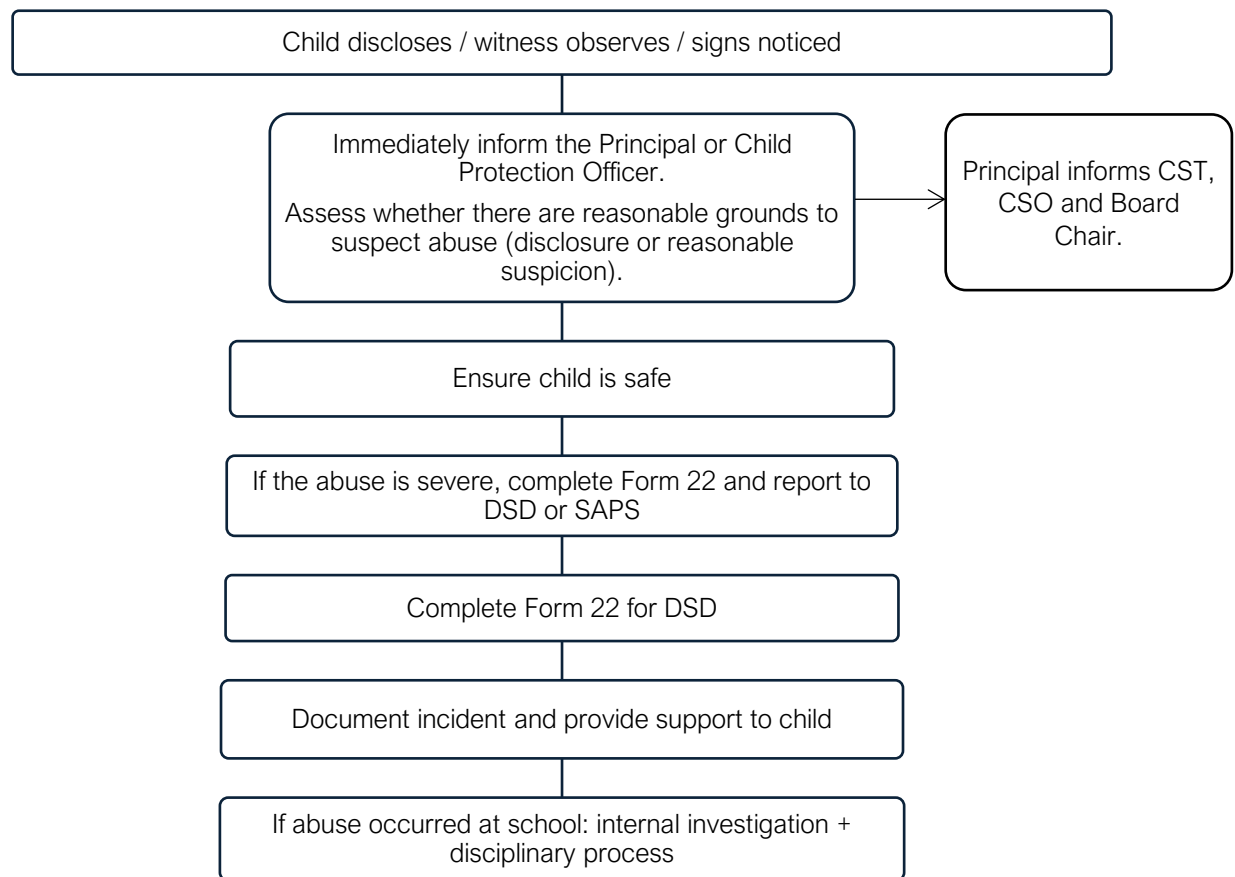
- Report it immediately to the Principal / CSO
- If instructed by the Principal of CSO, start gathering and recording information relating to the suspected abuse.
- Ensure confidentiality (except for the Principal / CSO) and treat all information with great discretion. The Principal/CSO will determine who is to be informed (including the parents of the child or guardian) of the allegation/incident.
- Remain objective at all times.
- For procedures, follow the relevant flow chart.

For managing all disclosures and reasonable suspicions of abuse, the Principal must inform the Catholic Schools Trust (CST); Catholic Schools Office (CSO) and the Board Chair, once the information is received.

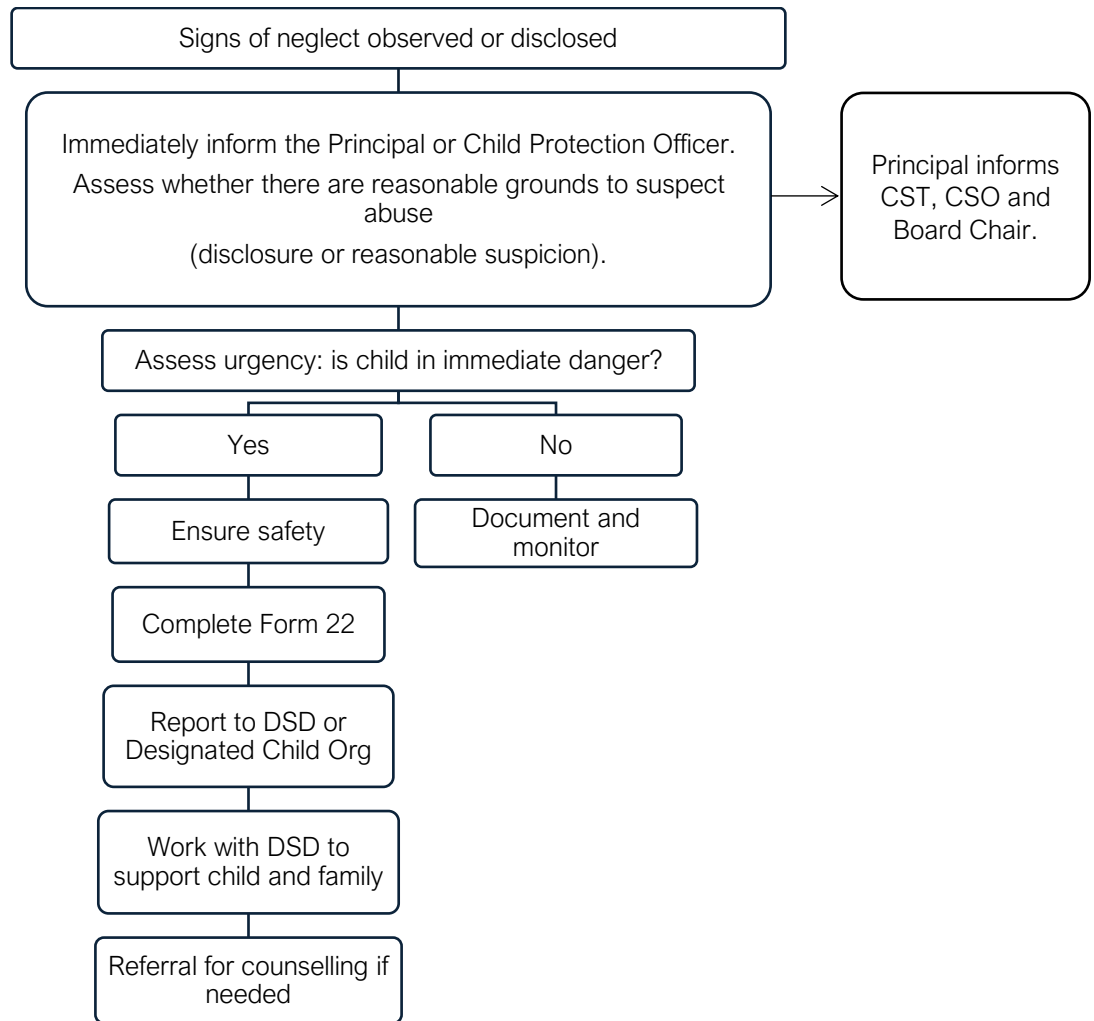
Flowchart 10.1 Sexual Abuse Towards a Child (Minor)



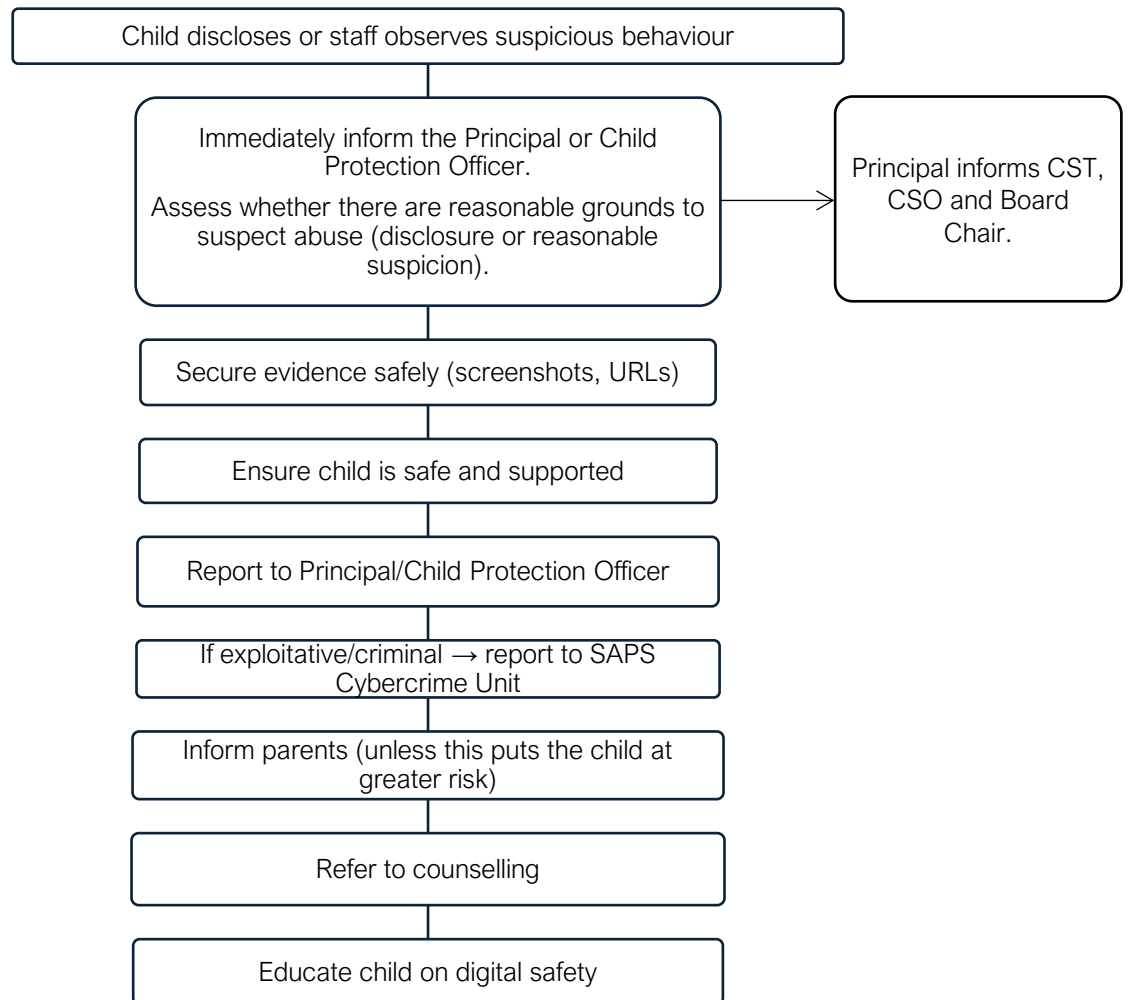
Flowchart 10.2 Verbal and Physical Abuse Towards a Child



Flowchart 10.3 Neglect Towards a Child



Flowchart 10.4 Sexual Activity Online, in the form of communication or pictures



11. MANAGING DISCLOSURE OR REASONABLE SUSPICIONS OF ABUSE WHEN THE ALLEGED OFFENDER IS A STAFF MEMBER

According to section 17 (1) of the Employment of Educators Act 76 of 1998; if an educator is alleged to have behaved in an improper or unbecoming manner, commits sexual or any other forms of harassment, he or she must be charged by the employer with misconduct. The EEA states further that if the misconduct is also a criminal offence, separate, additional proceedings will occur.

Should the educator be found guilty of abuse, the employer must report it to SACE
In cases of reasonable suspicion of abuse where the alleged perpetrator is a staff member, the School must:

- Immediately suspend the staff member and do not allow the staff member to simply resign
- Immediately report the incident to the Board Chair and CST
- Report the matter to Child Protection Services or Police
- Conduct a formal investigation and institute disciplinary proceedings (other proceedings may take place concurrently to the school's disciplinary proceedings).
- Report the matter to SACE.

12. HISTORICAL ALLEGATIONS

There is no time limit in which to institute a criminal prosecution for any sexual offence in South Africa, regardless of how long ago it was committed, or whether the survivor was a child or adult at the time of the incident (s).

13. JURISDICTION

The School (Staff / Principal / CSO) has the responsibility to respond to all allegations or disclosures of abuse, irrespective of whether they occurred on the school property or during school hours. Also, time elapsed between the incident occurring and disclosure is irrelevant.

No policy, or set of standards, can offer complete protection for children. However, following them minimises the risk of children to abuse and exploitation. A document of this type can never be completely definitive but rather expresses the ideal.

14. LIST OF CONTACTABLE ORGANISATIONS

Contact / Service	Location / Area	Contact Details
Principal – Louise Bukowski	St Paulus Primary	principal@stpaulus.co.za 079 325 2098
CSO – Diana Mendes	St Paulus Primary	hodpastoralcare@stpaulus.co.za 076 525 6165
Wellness Counsellor – Barend Engelbrecht	St Paulus Primary	barend@stpaulus.co.za 082 355 9858
STP Board Chair – Kevin Roome	St Paulus Primary	kevin@rhib.co.za 082 577 3777
Madeleen Gorst-Allman – CST TAO	CST	Tao@cstgr.co.za 0837414283
Department of Social Services Ms Lethabo Mahopo	Garsfontein	Lethabo.mahopo@guateng.gov.za 066 291 8800 Hlezi.mahlangu@gauteng.gov.za Violas.mokoena@gauteng.gov.za Intakes: 012 359 3300 Supervisor: 012 359 3524 Nthabiseng: 012 359 3301
SAPS Trauma Intervention Unit	Garsfontein	Warrant Officer Michael 082 781 0105 Peer Volschenk 061 495 2068 Bridget Baloyi (Child Prot Unit) 071 675 7489
SACE		ethics@sace.org.za
FACT Network Rachelle Snyman (Social Worker) Esti Boonzaaier (Social Worker)	Waterkloof Glen	admin@factnetwork.co.za rachelle@factnetwork.co.za 061 477 8480 esti@factnetwork.co.za 082 626 7079

15. LIST OF ANNEXURES

- A1 - Child Safeguarding Incident Recording Form
- A2 - Keeping God's Children Safe – Educator Commitment
- A3 - Staff Child Safeguarding Declaration Form
- A4 - Form 22
- A5 - CSO Commitment by School
- A6 - CBE – Child Safe-Guarding Policy Undertaking
- A7 - Sample Letter of Complaint to SACE and Procedure

Annexure A1 - Child Safeguarding Incident Recording Form

CHILD SAFEGUARDING RECORDING FORM

A written report on the concern (allegation) or disclosure (suspicion) shall be made immediately and passed to the DSD or SAPS. If sexual abuse is alleged, SAPS must be contacted.

1.	About the disclosure/concern:		
a.	Date of disclosure/concern:		
b.	Time of disclosure/concern:		
c.	Details of how information was received:		

2.	Details of the person making disclosure/raising concern:		
a.	Name:		
b.	Contact No:		
c.	Designation/relationship to child or alleged victim:		

3.	Details of child or alleged victim					
a.	Name:					
b.	DoB:		Grade:		Age:	
c.	Contact No:					

4.	Parent/Guardian details (where appropriate):			
a.	Name:			
b.	Contact No:			
c.	Relationship to child or alleged victim:			
d.	Are they aware of allegation, suspicion or complaint?	YES	NO	

5.	Details of alleged perpetrator:			
a.	Name:			
b.	ID No:		Age:	
c.	Contact No:			
d.	Designation/relationship to child or alleged victim:			

6.	Details of the incident, allegation or complaint:			
a.	Date & Time:			
b.	Location:			
c.	Witnesses:			
d.	Does the child/alleged victim know this referral is being made?	YES	NO	

7.	Action taken:			
a.	Has the matter been referred to the necessary authority/bodies?		YES	NO
	(i)	DSD ☐	(v)	Board Chair ☐
	(ii)	SAPS ☐	(vi)	SACE ☐
	(iii)	CST ☐		
	(iv)	Other (please specify):		
b.	Date reported:			
c.	Reference no.			
d.	If not reported, explain why:			
g.	Signed:	(Initial Reporter)	Date:	
h.	Report received by:			
i.	Date:		Time:	

*Attach proof of reporting.

KEEPING GOD'S CHILDREN SAFE - EDUCATOR COMMITMENT

I _____, an educator at St Paulus School commit to upholding the tenets of Catholic education. I have read and understand the Child Safeguarding Policy that has been drawn up by the Board and all the Owners of our Catholic Schools represented by the Catholic Board of Education and I accept my responsibility for helping to implement it and to make sure that it is applied in such a way that it assists in keeping our children safe.

Furthermore:

- I shall do everything in my power to keep children safe at our school and in the wider community.
- I shall work to ensure that my behaviour always reflects my vocation and that I do not use behaviours which we as a staff have identified as barriers to our fully demonstrating our commitment to the tenets of Catholic education.
- I shall accept my responsibility to remind my colleagues of our commitment if I feel that the behaviour of a colleague falls short of our commitment.
- If I witness behaviour which is not in keeping with the Child Safeguarding Policy, I accept my responsibility to comply with the policy and bring such matters to the attention of my Head of Department and the Principal.

Signed at _____ on this ____ day of _____ 20 ____.

SIGNATURE: _____



Louise Bukowski (Mrs)
Principal



STAFF CHILD SAFEGUARDING DECLARATION FORM

I, _____ (name and surname)

Identity Number _____, do hereby solemnly declare that:

- I have no criminal record and no current or pending criminal case against me.
- Should I at any time in the future be charged with a criminal offence, I will immediately notify the school Principal.
- I have never been charged with any sexual offence, nor do I appear on the Child Protection Register or the Sexual Offenders Register. Furthermore, I have no current or pending charges related to any sexual offence.
- Should I at any time in the future be charged with any sexual offence, I will immediately notify the Principal.
- I am in possession of a valid South African Council for Educators (SACE) certificate, and my certificate number is: _____ (where applicable)
- I have disclosed to the Principal any matter that may affect the decision to employ me including whether I have been requested to leave any previous employment or position as a result of inappropriate behavior with children.
- I understand that should any information be withheld, or any information contained in this declaration be found to be false or misleading, it may result in immediate disciplinary action, including possible dismissal.

I hereby declare that the above statements are accurate:

Signed and sworn at _____ on this _____ day
of _____ 20_____.

Employee Signature: _____

FORM 22 REPORTING OF ABUSE OR DELIBERATE NEGLECT OF CHILD (Regulation 33) [SECTION 110 OF THE CHILDREN'S ACT 38 OF 2005]

**REPORTING OF ABUSE TO PROVINCIAL DEPARTMENT OF SOCIAL DEVELOPMENT, DESIGNATED
CHILD PROTECTION ORGANISATION OR POLICE OFFICIAL**

NOTE: A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD

TO: 1. The Head of the Department, Dept of Social Development

**2. The District Director, Dept of Education: For Attention CES: SDSS / Social Worker
Copy for your attention and Register for Child Abuse Cases**

Pursuant to section 110 of the Children's Act, 2005, and for purposes of section 114(1)(a) of the Act, you are hereby advised that a child has been abused in a manner causing physical injury/ sexually abused/ deliberately neglected or is in need of care and protection.

Source of report (do not identify person)			
☐ Victim	☐ Relative	☐ Parent	☐ Neighbour/friend
☐ Professional (specify)			
☐ Other (specify)			
Date Reported to child protection organisation:		DD	MM CCYY

1. CHILD: (COMPLETE PER .D) CHI						
Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
School Name:			Grade:		Age / Estimated Age:	
* ID no:			* Passport no:			
Contact no:						

2. CATEGORY OF CHILD IN NEED OF CARE AND PROTECTION		
☐ Street child	☐ Child labour	☐ Child trafficking
☐ Commercial sexual exploitation	☐ Exploited children	☐ Child abduction

3. OTHER INTERVENTION – CONTACT PERSON TRUSTED BY CHILD	
Surname:	Name:
Address:	Telephone number:
Other children interviewed: ☐ Yes ☐ No Number :	

(*) = Complete if available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

4. ALLEGED ABUSER						
4.1) Surname				Full Name(s)		
Date of Birth:	DD	MM	CCYY	Gender:	M	F
ID No:				Age:		
* Passport No:				* Drivers license:		
Also known as:				Relationship to child:		
Street Address (include postal code):				☐ Father ☐ Mother ☐ Grand father ☐ Grand mother ☐ Step father ☐ Step mother ☐ Foster father ☐ Foster mother ☐ Uncle ☐ Aunt ☐ Sibling ☐ Caregiver ☐ Professional: social worker/police officer/teacher/caregiver/priest/dr/volunteer ☐ Other (specify)		
				Postal Code:		

4.2) WHEREABOUTS OF ALLEGED PERPETRATOR:☐ **Section 153 (Request for removal by SAPS)**☐ **Still in home**☐ **In hospital (Name/Place.....)**☐ **In detention (Place.....)**☐ **Living somewhere else**☐ **Whereabouts unknown**☐ **Un-identified****5. PARENTS OF CHILD (If other than above)**

Surname: Father / Step-father				Full name(s)		
Date of Birth:				Gender:		
DD	MM	CCYY		M	F	
ID no:				Age:		
Surname: Mother / Step-mother				Full name(s)		
Date of Birth:				Gender:		
DD	MM	CCYY		M	F	
ID no:				Age:		
Also known as:				Names and ages of siblings or other children if helpful for tracking		
Street Address (include postal code):						Postal Code:

(*) = Complete if available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

6. ABUSE										
Date of Incident:			Date unknown:		Episodic/ongoing from (date)			Reported to CPR:		
DD	MM	CCYY			DD	MM	CCYY	DD	MM	CCYY
Place of incident: ☐ Child's home ☐ Field ☐ Tavern ☐ School ☐ Friend's place ☐ Partial Care ☐ ECD Centre ☐ Neighbour ☐ Child and youth care centre ☐ Other (specify) ☐ Foster home ☐ Temporary safe care										
6.1) TYPE OF ABUSE (Tick only the one that indicates the key motive of intent)										
Physical			Emotional		Sexual		Deliberate neglect			
6.2) INDICATORS (Check any that apply)										
<u>PHYSICAL:</u> ☐ Abrasions ☐ Bruises ☐ Burns/Scalding ☐ Fractures ☐ Other physical illness ☐ Cuts ☐ Welts ☐ Repeated injuries ☐ Fatal injury (date of death) ☐ Injury to internal organs ☐ Head injuries ☐ No visible injuries (elaborate) ☐ Poisoning (specify) ☐ Other Behavioural or physical (specify)										
<u>EMOTIONAL:</u> ☐ Withdrawal ☐ Depression ☐ Self destructive aggressive behaviour ☐ Corruption through exposure to illegal activities ☐ Deprivation of affection ☐ Exposure to anti-social activities ☐ Exposure to family violence ☐ Parent or care giver negative mental condition ☐ Inappropriate and continued criticism ☐ Humiliation ☐ Isolation ☐ Threats ☐ Development Delays ☐ Oppression ☐ Rejection ☐ Accusations ☐ Anxiety ☐ Lack of cognitive stimulation ☐ Mental, emotional or developmental condition requiring treatment (specify)										
<u>SEXUAL:</u> ☐ Contact abuse ☐ Rape ☐ Sodomy ☐ Masturbation ☐ Oral sex area ☐ Molestation ☐ Non contact abuse (flashing, peeping) ☐ Irritation, pain, injury to genital ☐ Other indicators of sexual molestation or exploitation (specify)										
<u>DELIBERATE NEGLECT:</u> ☐ Malnutrition ☐ Medical ☐ Physical ☐ Educational ☐ Refusal to assume parental responsibility ☐ Neglectful supervision ☐ Abandonment										
6.3) Indicate overall degree of Risk to child:										
☐ Mild ☐ Moderate ☐ Severe ☐ Unknown										
6.4) When applicable, tick the secondary type of abuse Multiple Abuse:										
☐ Yes ☐ No										
Sexual			Physical		Emotional		Deliberate Neglect			
Brief explanation of occurrence(s) (including a statement describing frequency and duration)										

(*) = Complete if information is available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

7. MEDICAL INTERVENTION (*)		
Treated outside hospital: ☐ Yes ☐ No	Examined by: ☐ Doctor ☐ Reg. Nurse	Hospitalised: ☐ For assessment ☐ For treatment ☐ As place of safety
Where (name of Hospital)	Contact person	Telephone Number

8. CHILDREN'S COURT INTERVENTION (*)			
Removal of child to temporary safe care (Section 152): ☐ Yes ☐ No		Date	
		MM	DD CCYY

9. SAPS: (ACTION RELATED TO ALLEGED ABUSER(S)) - (*)				
Reported to SAPS: ☐ Yes ☐ No		Charges laid: ☐ Yes ☐ No		Date
				DD MM CCYY
CASE NR		Police Station		Telephone Nr
Name of Police Officer			Rank of Police Officer	

10. CHILD KNOWN TO WELFARE ORGANISATION/ SOCIAL DEVELOPMENT?		
10.1) Child known to welfare?: ☐ Yes ☐ No		
Name of Organisation	Contact number	Reference number

11. DETAILS OF PERSON WHO REPORTS ALLEGED ABUSE (Refers to a profession, mandatory obliged to report child abuse)		
Name of informant		Employer
Employer Address	Work Telephone Nr	Fax Number
Email Address		

(*) = Complete if information is available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

CAPACITY Section 110 (1)	Caregiver	Correctional Official	Child and Youth Care Centre	Dentist	Doctor	Drop in Centre
	Homeopath	Labour Inspector	Legal Practitioner	Midwife	Member of staff – partial care facility	Medical Practitioner
	Minister of Religion	Nurse	Occupational Therapist	Psychologist	Police Official	Physiotherapist
	Religious leader		Social service professional		Social worker	
	Speech therapist		Shelter		Traditional leader	
	Teacher		Traditional health practitioner		Volunteer Worker – partial care facility	
	Other (specify)					

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

Signature of person reporting alleged abuse: _____

Date: _____

Official Stamp of Department / child protection organisation

NAME OF REPORTING EDUCATOR: _____

NAME OF PRINCIPAL: _____

DATE: _____

NAME OF SCHOOL: _____

ADDRESS: _____

CONTACT TELEPHONE: _____

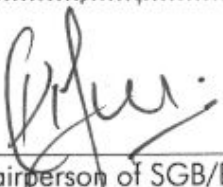
COMMITMENT BY SCHOOL

COMMITMENT BY ST PAULUS PRIMARY..... SCHOOL

On behalf of the School community, we commit to adopting and implementing this written Child Safeguarding Policy.

This Child Safeguarding Policy was adopted by the School Governing Body /Board of Governors of ST PAULUS PRIMARY SCHOOL (Name of School)

on 28/08/2025.....(Date)


Chairperson of SGB/BOG

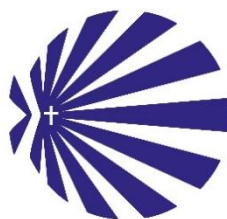
28/08/2025
Date


Principal

28/08/2025
Date



Catholic
Board of
Education



CATHOLIC BOARD OF EDUCATION
CHILD SAFEGUARDING POLICY UNDERTAKING

I, LOUISE BUKOWSKI, [please PRINT],

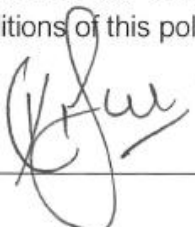
Representing the following Company/Organisation:

ST PAULUS PRIMARY

or Volunteering to assist the School in the following manner:

/

am aware that there is a Child Safeguarding Policy in effect, and I undertake to comply with the conditions of this policy.

 Bukowski Signature

27/08/2025 Date

A7 – Sample Letter of Complaint to SACE



ST PAULUS PRE-PRIMARY AND PRIMARY SCHOOL
ST PAULUS PRE-PRIMÊRE EN PRIMÊRE SKOOL

The Chief Executive Officer
South African Council for Educators
Private bag X 127
CENTURION
0046

Dear Sir/Madam

Re:

[Put full names and surname of the educator if known.]

St Paulus Pre-Primary and Primary School

[Name of the victim]

**THE FACTS (WHAT HAPPENED, WHERE, WHEN, HOW AND WHO IS INVOLVED?),
ETC.**

Yours faithfully

Signature

SACE PROCEDURE

A written complaint can be emailed to SACE at ethics@sace.org.za.

The following information must be supplied:

- The complainant's name, mail delivery address and contract telephone numbers;
- If the complainant is representing a victim, the name of the victim must also be included;
- Relevant documentation or evidence, where necessary.
- Should a complainant wish to remain anonymous, the following information must be supplied in full:
 - the name of the person(s) against whom the complaint is lodged;
 - name of the school involved
 - if a learner is involved, the name of the learner, the school wherein he/she is attending and the grade wherein the learner may be full particulars regarding the complaint (what happened;
 - date of the incident, etc.