



PARENTAL/GUARDIAN CONSENT FORM

Official Use Only

Parent/Guardian:

Name(s) of Child/Teen:

Tag Number:

The safety and welfare of children and teens in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

All efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of Zaridi Afrika. Information will only be kept once a person subscribes to be an official member of Zaridi Afrika and will be disclosed only to those officials of the company for whom it is appropriate. It is the responsibility of the junior and their parent/guardian to notify the Company Welfare Officer (CWO) if any of the details change at any time.

Kindly read through Pages 2-7 before carefully filling in the form in capital letters.

Personal Details

Name of Parent/Guardian (Official).....

Identification/Passport No

Name(s) of child/teen

Date of birth

AgeYearsMonth(s)

Physical Address

Contact Details

Parent/Guardian's Mobile No

Emergency Contact (1)

Emergency Contact (2)

Medical Information

Child's Doctor's Name

Telephone Number

DECLARATION

I confirm that I am the parent/legal guardian of.....

I hereby consent to the above child/teen participating in the planned Zaridi Afrika tour in line with the universal convention on rights of the child. I have provided contact details above and undertake to inform the company secretary of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child/teen to participate in all activities set out by Zaridi Afrika.

I confirm that I have read **Section C** of the company's child protection policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above named child/teen.

Signature

Date



112096064



urwebsitename.com
urname@email.com



Street Address Here
Singapore, 2222

SECTION A: QUESTIONNAIRE

Instructions – Kindly tick in the box next to the answer of your choice or expound in the space provided as the case may be.

Does your child experience any conditions requiring medical treatment and/or medication? Yes... No... *If yes kindly give details, including medication, dose and frequency

.....

Does your child have any allergies? Yes... No... *If yes kindly give details

.....

Does your child have any specific dietary requirements? Yes... No... *If yes kindly give details

.....

Do you consider your child to have a disability? (The Persons with Disabilities Act 14 of 2003 defines a disabled person as ‘anyone with a physical, sensory, mental or other impairment, including any visual, hearing, learning or physical incapability, whether arising from natural or artificial causes, which is irreversible and long term and which impacts adversely on a person’s capacity to participate in social, economic, cultural or political activities) Yes... No...

*If yes what is the nature of the disability?

.....

Does your child have any communication needs e.g. Non-English speaker/ hearing impairment/ sign language user/ dyslexia? Yes... No... *If yes, please tell us what we need to do to enable him/her to communicate with us fully.....

SECTION B: PARENTAL/GUARDIAN CONSENT FORM : PHOTOGRAPHY CONSENT

This form is to be signed by the legal parent/guardian of a child, and if the teen is above 18 years, he/she should also sign. Please note that if you have more than one child registered you will need to complete separate forms for each.

Zaridi Afrika recognizes the need to ensure the welfare and safety of all children participating in our tours, projects and activities. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

Zaridi Afrika will ensure that any image of a child where consent has not been obtained will not be published.

Zaridi Afrika will follow the guidance for the use of images of children/teens as detailed within the Company’s Safeguarding Children and Young Peoples Policy.

Zaridi Afrika will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the company.

TO BE COMPLETED BY PARENT/GUARDIAN

I _____ (Parent full name)
consent to _____ (name of company)
photographing or videoing _____ (name of
child) under the stated rules and conditions, and I confirm I have legal parental
responsibility for this child and am entitled to give this consent.

Signature _____ Date _____

TO BE COMPLETED BY TEEN (OVER 18)

I _____ (Teen full name) consent to
_____ (name of company) photographing
or videoing teen under the stated rules and conditions.

Signature _____ Date _____

SECTION C: CHILD PROTECTION POLICY INTRODUCTION

Zaridi Afrika acknowledges its responsibilities in matters relating to the protection of children and is committed to safeguarding the welfare of the children & teens we serve.

This policy, and its underlying procedures, has been adopted to promote the standards we wish to uphold while performing our set out projects, activities & tasks. The main aims of Zaridi Afrika's Child Protection Policy are:

- * To provide children and teens with appropriate safety and protection whilst participating in any of our projects and also help them enjoy their experience & learning while at it.
- * To assure parents & guardians that their children will receive the best practical care possible whilst participating in all our projects.
- * To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

PRINCIPLES

Zaridi Afrika's Child Protection Policy is based on the following principles:

- * The welfare of children & teens is paramount.
- * All suspicions and allegations of abuse and inappropriate behavior will be taken seriously and responded to swiftly and appropriately.
- * All staff and volunteers working under Zaridi Afrika have a responsibility to report concerns to the Managing Director/Chief Executive Officer.

* Adults – staff, volunteers and coaches will be supported to understand their roles and responsibilities with regard to the duty of care and protection of children and teens.

* All staff will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

PUTTING POLICY INTO PRACTICE

Zaridi Afrika's working practices are continually developed to reflect changing circumstances and they are readily available to all parents, staff, volunteers and participants.

CODES OF CONDUCT

Codes of conduct have been adopted for juniors, and adults working with juniors, to ensure everyone is aware of their responsibilities. These codes of conduct are given to all staff and volunteers and copies can be sent to parents on request.

ACCOMODATION & OVERNIGHT STAYS

The following good practice guidelines are used during all tours.

- * We appoint a team manager with clear roles and responsibilities.
- * We appoint a designated safeguarding lead contact (not the team manager) who is appropriately trained and competent for the role and responsibilities.
- * We establish well in advance all destinations to be visited.
- * We ensure availability of sufficient staff to manage and look after the juniors.
- * We obtain a written permission from the parent/guardian for participation, transporting and supervising. An up to date photograph of each child must be attached to the parental consent form (for use in the event of any child going missing).
- * We ensure that a welfare plan has been written and communicated to staff, participants and coaches.
- * We ensure all staff responsible for the children/teens have had a thorough background check and have received the appropriate safeguarding training.
- * We ensure that a risk assessment has been conducted.
- * We ensure that there is a contact available e.g. a staff member who is not travelling away, who will act as the key contact point if required.

Accommodation

Wherever the accommodation is, it is the duty of the team manager to ensure that the children/teens are safe and taken well care of.

On arrival we at all times discuss the code of conduct and discipline policy with the staff at the accommodation. We also make sure that all children and teens are aware of the rooms staff are in and how to contact them if required.



If the event that rooms are equipped with satellite TV and inappropriate programs may be available, we make certain that these programs are disconnected.

If rooms have fridges, all alcoholic beverages must be removed.

We see to it that all accommodation venues are kept clean, neat and have access to sufficient toilet and bathing facilities.

It is not acceptable:

- * For more than two (2) children to share a bed.
- * For male and female children to share a room.
- * For staff to share a room with children/teens.

Checks must be made to ensure that the needs of children and teens with disabilities are met. For wheelchair users, we guarantee easy accessibility to all buildings, rooms and bathroom facilities.

BULLYING

Zaridi Afrika does not tolerate bullying in any form. To mitigate against such behavior every effort will be made to supervise and brief all juniors on this issue. Our staff & volunteers will actively observe the behavior of individuals and groups and promote an open environment where children and teens can voice any concerns they may have.

We believe that every effort must be made to eradicate bullying in all its forms. Bullying can be difficult to define and can take many forms which can be categorized as;

- * Physical – hitting, kicking, theft.
- * Verbal – homophobic or racist remarks, threats, name calling.
- * Emotional – isolating an individual from activities or a group.

All forms of bullying include;

- * Deliberate hostility & aggression towards an individual(s).
- * A victim who is weaker and less powerful than the bully or bullies.
- * An outcome which is always painful & distressing for the victim.

Bullying behavior may also include;

- * Other forms of violence.
- * Sarcasm, spreading rumors, persistent teasing.
- * Tormenting, ridiculing, humiliation.
- * Racial taunts, graffiti, gestures.
- * Unwanted physical contact or abusive or offensive comments of a sexual nature.

The Company and its Staff, Volunteers & Coaches will not tolerate bullying in any of its forms during any of our activities or at any other time.



We will:

- * Provide a point of contact where those being bullied can report their concerns in confidence – The Company Welfare Officer.
- * Take the problem seriously.
- * Investigate any and all incidents and accusations of bullying.
- * Talk to bullies and their victims separately along with their parents/guardians.
- * Impose sanctions where appropriate.
- * Keep a written record of all incidents.
- * Have discussions about bullying and why it matters.

Suspicious/allegations of bullying or harassment will be handled in the same way as other forms of abuse by referring them to the Disciplinary Committee.

COACHES AND VOLUNTEERS

Zaridi Afrika performs a thorough background check on all coaches, staff and volunteers and they are required to submit a police clearance certificate. Volunteers are required to complete a volunteer disclosure form.

PHOTOGRAPHY & VIDEO RECORDING

As part of our commitment to the protection and welfare of the children and teens, we do not permit photographs, video or other media images to be taken or used by officials of the company without the consent of the parent/guardian of the minor and that of a teen who is above the age of 18.

A photographic consent form is available on Section C (Page 3) and will be used to seek consent from parents, guardians and juniors.

MEDICAL CONSENT

The safety and welfare of children and teens in our care is paramount. It is important, therefore, that we are aware of any illness, medical condition or other relevant health details.

Parents/guardians will be required to complete a Parental Consent Form detailing existing illnesses, medical conditions, allergies etc. together with GP and emergency contact details.

A written record will be kept of the unfortunate event of any injury/illnesses that occurs and the details of any treatment given.

TRANSPORT

It is the responsibility of parents/guardians to transport their children to and from a nominated meeting point.

When staff, coaches or volunteers agree to transport children to a destination other than the advertised location, they must seek prior permission from the parents/guardians.

Zaridi Afrika ensures all our vehicle drivers poses a valid driving license, are well experienced, relate well with kids and abide by the law during all journeys.

We are committed to give real time updates of each travel in a bid to ensure all parents/guardians have accurate information concerning the location and well-being of their children/teens.

When transport is supplied, every effort will be made to ensure that a child does not travel alone with an adult and that a third party is present.

RESPONDING TO REPORTS OF INAPPROPRIATE BEHAVIOR OR ABUSE

Inappropriate behavior includes a wide variety of issues such as bullying, harassment and abuse – be it physical, verbal or emotional.

It is not the responsibility of anyone working with children/teens at Zaridi Afrika to decide whether or not a child/teen is the subject of any form of abuse. However, it is their responsibility to act on any concerns which are raised.

Everyone has a duty to ensure concerns are reported and acted on quickly and appropriately. All reports of abuse or inappropriate behavior of whatever nature must be reported to the Company Welfare Officer. If for any reason he/she is not contactable, or the report involves him/her, the Company Secretary should be contacted.

Staff, coaches, volunteers and parents will have access to the correct procedures to follow should a concern or complaint need to be raised.

CONFIDENTIALITY

All personal information provided to Zaridi Afrika will be held securely in the Secretary's office and only authorized persons will be permitted to access and use such information.

Any questions in connection to the above policy should be addressed to the management in the first instance.

Michael Wanyaga Karuru
Director & CEO