

CCNF

CHILD SAFEGUARDING POLICY

Applicable to all CCNF events and associated activities

Document Information	
Document Title	Child Safeguarding Policy
Organisation	Choral Celebration Network Foundation
Scope	All CCNF events and associated activities
Document Owner	CCNF Management
Version	1.2
Review Cycle	Annually, and prior to each event cycle
Status	Official Policy

1. Purpose and Scope

CCNF is committed to creating safe, respectful, and nurturing environments for all young participants across every event it organises or hosts. This policy sets out the principles, responsibilities, and procedures governing the protection of children and youth at all CCNF events and associated activities, including but not limited to festivals, tours, competitions, workshops, rehearsal camps, and adjudication sessions.

This policy applies to all persons involved in CCNF events in any capacity, including:

- All participants under the age of 18 years
- The CCNF team (management, administration, and coordination staff)
- Master conductors
- Jury members and adjudicators
- Artistic directors and guest conductors
- Super crew and crew members
- Volunteers
- Chaperones and group leaders
- Contracted service providers, technical staff, and media personnel

- Venue staff who interact with participants

This policy is aligned with the Children’s Act 38 of 2005 (South Africa), the Protection of Personal Information Act (POPIA), and internationally recognised child safeguarding standards.

2. Definitions

Key Definitions	
Child / Minor	Any person under the age of 18 years, as defined by the Children’s Act 38 of 2005.
Participant	Any child registered and attending a CCNF event as part of a group or as an individual entrant.
CCNF Team	All permanent and contracted management, administrative, and coordination staff employed by or acting on behalf of CCNF.
Master Conductor	An appointed conductor of a combined or featured ensemble at a CCNF event.
Jury / Adjudicator	Any person appointed to evaluate, score, or provide feedback on participants’ performances.
Artistic Director	An individual responsible for the artistic vision and direction of an ensemble or component of a CCNF event.
Guest Conductor	A conductor engaged for a specific ensemble, session, or workshop at a CCNF event.
Super Crew	Senior production and logistics crew members with supervisory responsibilities at CCNF events.
Crew	Production, technical, and logistics support staff working at CCNF events.
Volunteer	Any person who gives their time without remuneration to support the running of a CCNF event.
Group Leader	An adult (18+) designated by a participating group as accountable for that group’s children.
Chaperone	A qualified adult assigned to accompany and supervise a group or number of participants.
DSO	Designated Safeguarding Officer: the appointed individual responsible for receiving, recording, and responding to all safeguarding concerns at a CCNF event.

Abuse	Physical, emotional, sexual, or neglect-based harm caused to a child by any person.
Grooming	Behaviour intended to gain the trust of a child or their caregivers in order to facilitate abuse.

3. Policy Principles

CCNF upholds the following core principles across all events:

- **The welfare of every child is paramount at all times.**
- Every child has the right to protection from abuse, exploitation, and harm, regardless of age, gender, race, culture, disability, language, or any other characteristic.
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately.
- All persons covered by this policy have a duty to report any safeguarding concern without delay.
- The privacy and dignity of all participants will be respected in all communications, media, and documentation.
- No child will be placed in a one-to-one situation with an adult who is not their parent or legal guardian, without express guardian consent and a clear legitimate purpose.
- This policy will be communicated to all relevant parties in advance of and during every CCNF event.
- Ignorance of this policy is not an acceptable justification for non-compliance.

4. Roles and Responsibilities

4.1 CCNF Management

- Appoint a Designated Safeguarding Officer (DSO) for each event prior to its commencement.
- Ensure this policy is distributed to and acknowledged by all persons covered under it before each event.
- Ensure that all staff, crew, volunteers, and artistic personnel receive a safeguarding orientation session before participating in any CCNF event.
- Maintain secure records of all participants and their emergency contacts.
- Ensure that venue layouts, logistical arrangements, and scheduling support safe supervision of participants at all times.

- Retain a copy of all safeguarding incident reports and take appropriate follow-up action.

4.2 Designated Safeguarding Officer (DSO)

A DSO must be appointed for every CCNF event. The DSO is the primary and first point of contact for all safeguarding concerns during the event. The DSO must:

- Be clearly identifiable and accessible to all staff, volunteers, chaperones, and group leaders throughout the event.
- Receive, document, and act on all safeguarding concerns or incident reports.
- Determine, in consultation with CCNF management, whether a concern requires external reporting to authorities.
- Liaise with relevant authorities (SAPS, social services, medical personnel) as required.
- Maintain confidential records of all reports and actions taken.
- Produce a post-event safeguarding report for CCNF management.

DSO contact details must be communicated to all relevant parties at the start of each event.

DSO Contact (per event)	
DSO Name	[To be appointed and confirmed per event]
Contact Number	[To be completed prior to each event]
Email	[To be completed prior to each event]

4.3 Master Conductors

- Maintain professional boundaries with all participants at all times, including during rehearsals, workshops, and performances.
- Ensure that rehearsal and sectional spaces are accessible and visible; closed, one-on-one sessions with a participant are not permitted.
- Avoid all physical contact with participants beyond what is professionally appropriate and contextually necessary (e.g. a brief, visible corrective gesture in an ensemble setting).
- Do not share personal contact details or communicate with participants via personal social media or messaging platforms.
- Report any safeguarding concern or welfare observation immediately to the DSO.



4.4 Jury Members and Adjudicators

- Conduct all adjudication, feedback, and masterclass sessions in open, visible spaces.
- Do not conduct one-on-one feedback sessions with a participant in a closed or private space; a group leader, chaperone, or second adult must be present.
- Maintain impartial, professional, and respectful conduct in all interactions with participants.
- Do not take photographs of or record participants without the express permission of CCNF management.
- Report any safeguarding concerns observed during adjudication or feedback sessions to the DSO immediately.

4.5 Artistic Directors and Guest Conductors

- Adhere to the same conduct standards as master conductors regarding professional boundaries, physical contact, and communication with participants.
- Ensure that all rehearsal, workshop, and performance spaces remain open and supervised.
- Do not arrange private meetings, social engagements, or additional sessions with participants outside of the official programme without prior written approval from CCNF management and the participant's group leader.
- Report any welfare concern regarding a participant to the DSO without delay.

4.6 Super Crew and Crew

- Remain professional and respectful in all interactions with participants.
- Do not enter areas designated for participants' accommodation, changing, or resting without a legitimate, documented purpose and the presence of a chaperone or group leader.
- Do not photograph or film participants in any capacity without the explicit authorisation of CCNF management.
- Report any safeguarding concern observed during event operations to the DSO immediately.
- Super crew members have an additional responsibility to ensure that crew under their supervision are also aware of and comply with this policy.

4.7 Volunteers

- Complete the CCNF safeguarding orientation before commencing any duties.
- Never be alone with a participant in a private or enclosed space.
- Refer any safeguarding concern immediately to the nearest CCNF team member or the DSO.

- Do not take on supervisory or pastoral responsibility for participants unless explicitly assigned to do so by CCNF management and confirmed in writing.

4.8 Group Leaders and Chaperones

- Maintain a complete, up-to-date register of all participants in their group at all times during the event.
- Ensure that no participant in their care is left unsupervised at any time.
- Accompany participants to all activities, meals, rehearsals, and performances as required by the event schedule.
- Where overnight accommodation is involved, supervision must be same-gender and comply with confirmed rooming arrangements.
- Report any safeguarding concern immediately to the DSO.
- Maintain appropriate professional boundaries with all participants.
- Group leaders are responsible for the welfare of their participants throughout the duration of the event and remain accountable to their own organisation's safeguarding policies in addition to this one.

5. Code of Conduct

All adults involved in CCNF events must observe the following code of conduct without exception.

5.1 All adults MUST:

- Work in open, visible environments when participants are present.
- Treat all participants with dignity, respect, and impartiality.
- Ensure another adult is present when meeting with a participant individually.
- Respond promptly and appropriately to any participant showing signs of distress, injury, or vulnerability.
- Report all welfare concerns to the DSO without delay.
- Maintain professional, age-appropriate language in all interactions with participants.

5.2 All adults MUST NOT:

- Engage in any form of physical, emotional, or sexual contact with participants outside of what is professionally appropriate.
- Use language that is offensive, threatening, demeaning, humiliating, or sexually suggestive.

- Be alone with a participant in a private or enclosed space.
- Share personal contact details, personal social media profiles, or personal phone numbers with participants.
- Communicate with participants via personal messaging platforms or social media outside of the official event communication channels.
- Offer gifts, money, or other inducements to participants without the knowledge and approval of their group leader.
- Administer medication to a participant unless explicitly authorised in writing.
- Transport a participant alone in a vehicle without prior written guardian consent and DSO approval.
- Consume alcohol or use any substance whilst responsible for or in the presence of participants.
- Photograph, film, or record participants for personal use.

6. Reporting Procedures

Every person covered by this policy has a duty to report. The procedure below must be followed in all cases:

1. Any person who witnesses, is told about, or has reasonable grounds to suspect abuse or a safeguarding concern must report this to the DSO immediately. Do not delay.
2. Do not investigate independently. Do not confront the alleged perpetrator. Do not discuss the concern with other staff, crew, or volunteers beyond what is necessary to make the report.
3. Record the details in writing as soon as possible using factual, objective language. Note: what was seen or heard; who was involved; when and where it occurred; who else was present.
4. The DSO will assess the concern and determine whether it constitutes a child protection matter requiring external reporting.
5. Where there is reasonable suspicion that a child is at risk of or has suffered abuse, the DSO will report the matter to the South African Police Service (SAPS) and/or relevant social services without undue delay, and will notify CCNF management.
6. The participant's parent or guardian will be notified by the DSO or CCNF management as appropriate, unless doing so would place the child at further risk.
7. All reports and actions will be recorded confidentially and retained securely by CCNF management.

6.1 Receiving a Disclosure

If a participant discloses abuse or harm to you, observe the following:

- Listen calmly, attentively, and without expressing shock or disbelief.
- Do not promise confidentiality. Explain clearly that you may need to share what they have told you in order to keep them safe.
- Do not ask leading questions. Use only open, neutral prompts such as “Tell me more about that.”
- Reassure the participant that they have done the right thing by telling you.
- Excuse yourself as soon as you reasonably can and report to the DSO immediately after the disclosure. Do not leave the child unattended if doing so would place them at risk.
- Record the disclosure in writing as soon as possible using the participant’s own words where applicable.

7. Photography, Filming, and Social Media

7.1 Official Media

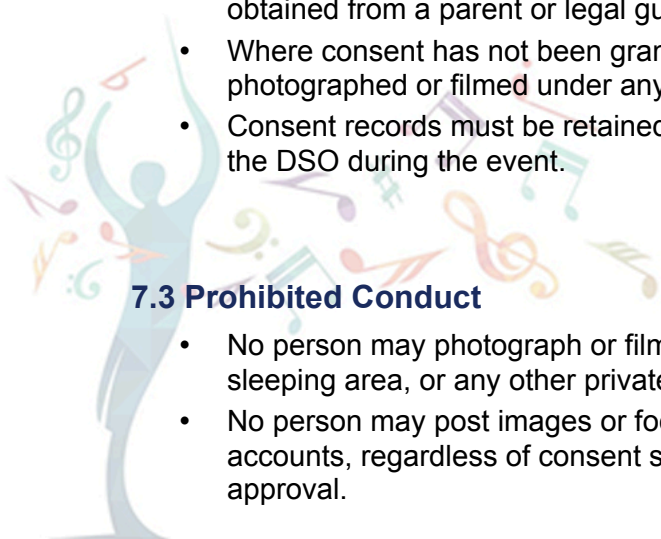
- Only accredited media personnel and officially designated CCNF photographers and videographers may photograph or film participants at CCNF events.
- All accredited media personnel must wear visible identification at all times and are bound by this policy.
- Images and footage may be used only for CCNF promotional, documentary, and educational purposes, in accordance with POPIA.

7.2 Consent

- Written consent for the photography and filming of participants under 18 must be obtained from a parent or legal guardian through the participant registration process.
- Where consent has not been granted, the participant must not be identifiably photographed or filmed under any circumstances.
- Consent records must be retained by CCNF management and must be accessible to the DSO during the event.

7.3 Prohibited Conduct

- No person may photograph or film a participant in a changing area, bathroom, sleeping area, or any other private space.
- No person may post images or footage of participants on personal social media accounts, regardless of consent status, without DSO and CCNF management approval.



- Images shared publicly must not include personal information (full names, school names, location data) that could identify or place a child at risk.
- Jury members, master conductors, artistic directors, guest conductors, crew, and volunteers may not use personal devices to photograph or film participants during the event.

8. Accommodation and Supervision

The following provisions apply where CCNF events involve overnight accommodation:

- Rooming arrangements must be submitted in advance and confirmed by CCNF management prior to arrival.
- Participants under 18 must be accommodated separately from adults who are not their parents or legal guardians.
- Group leaders or chaperones must be accommodated in close proximity to the participants in their care.
- Participant rooms must be same-gender unless the participants are siblings and a parent or guardian is present.
- Chaperones must conduct a curfew check of all participants in their group each evening at the time designated by CCNF management.
- Any unaccounted-for participant must be reported to the DSO immediately.
- No CCNF team member, crew member, volunteer, or artistic personnel may enter a participant's room except in the presence of a chaperone or group leader and for a clearly legitimate reason.

9. Transport

- No participant may be transported alone with a single adult who is not their parent or legal guardian without prior written guardian consent and DSO approval.
- All transport providers contracted by CCNF must be briefed on this policy prior to the event.
- Transport rosters must be confirmed and communicated to group leaders in advance.
- Any unplanned transport involving a participant must be approved by the DSO and the participant's group leader before it takes place.

10. Health and Medical Provisions

- Medical information for all participants must be captured during the registration process, including known allergies, chronic conditions, and current medications.
- A qualified first aid officer must be present on the event site at all times during the event.
- Medication for participants must be held and administered by the participant's own group leader, unless a specific written arrangement has been confirmed with CCNF management.
- Any medical emergency involving a participant must be reported to the DSO and the participant's guardian without delay.
- CCNF management must maintain a readily accessible emergency contact list for all participants during every event.

11. Screening and Vetting

CCNF takes reasonable and appropriate steps to ensure that individuals working with children at its events are suitable to do so.

- All CCNF team members, master conductors, jury members, artistic directors, guest conductors, super crew, and crew members in direct contact with participants must provide a valid Police Clearance Certificate (issued within the preceding 12 months) or equivalent background verification as required by applicable law.
- All group leaders and chaperones must confirm in writing that they are aware of and will comply with this policy before the event commences.
- All volunteers must complete the CCNF safeguarding orientation and sign the acknowledgement of receipt before assuming any duties.
- CCNF management reserves the right to exclude any individual from an event whose conduct, background check outcome, or attitude is deemed inconsistent with the safeguarding of children.

12. Breaches of This Policy

Any breach of this policy will be treated seriously and may result in one or more of the following:

- Immediate removal from the event site.
- Reporting to the South African Police Service (SAPS) and/or the Department of Social Development.
- Referral to relevant professional or regulatory bodies (e.g. SACE for educators; relevant musical associations or bodies for conductors and adjudicators).
- Permanent exclusion from all future CCNF events.
- Civil or criminal legal action, where applicable.

- CCNF reserves the right to remove any conductor, chaperone, group leader, or other adult associated with any participating group from the event, without prior notice, should misconduct be discovered, should any requirement of this policy be contravened, or should any behaviour be identified that is inconsistent with the safety and well-being of participants.

Non-retaliation: Any person who reports a safeguarding concern in good faith will be supported by CCNF management. No adverse action will be taken against them for reporting.

13. Policy Review and Communication

This policy will be reviewed annually and updated prior to each event cycle. CCNF management is responsible for ensuring that:

- All persons covered by this policy receive a copy and sign the acknowledgement of receipt before each event.
- A summary version is made available to participants and their guardians on request.
- Updates to relevant legislation, best practice, or CCNF operational structures are incorporated without delay.
- A post-event safeguarding review is conducted after each event, and findings are used to improve this policy and its implementation.

14. Key Contacts

Emergency and Reporting Contacts	
Designated Safeguarding Officer	Alta Maré
CCNF Event Manager	[Name and contact — confirmed per event]
CCNF Head Office	+27 72 655 4138
SAPS (National Emergency)	10111
Ambulance / Medical Emergency	10177
Child Line South Africa	0800 055 555 (toll-free, 24 hours)
Childline SMS	31393
Dept. of Social Development	[Local provincial contact — confirmed per event]



Celebrating Choirs | Embracing Diversity | Creating Networks

✉ admin@ccnf.co.za

🌐 www.ccnf.co.za

📍 Colab, Menlyn Main, 0181

ACKNOWLEDGEMENT OF RECEIPT

By signing below, I confirm that I have received, read, and understood the CCNF Child Safeguarding Policy, and I agree to comply with its requirements in full.

Full Name: _____ Signature: _____

Role at Event: _____ Date: _____

Event Name: _____ Organisation / Group: _____

CONFIDENTIAL – For official use only

