

POLICY AND PROCEDURE CODE OF PRACTICE

Protective Behaviours Southern Africa (PBSA) is a community serving organisation, dedicated to providing a skills development programme that promotes personal safety for children, youth and adults. By its nature, the organisation is serious about ethical standards. Therefore, participation in the organisation's programmes is subject to the acknowledgement of the organisation's rules, policies and procedures.

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Individuals who choose to associate with protective Behaviours Southern Africa, is compelled to do so by the following prescribed code of practice. This is in order to ensure that the programme is delivered to the end user in its purest form, and will not be compromised through individual customisation.

MEMBERSHIP

Any individual who delivers the PB programme in any shape or form must be an up to date member of the organisation. Such membership comes with the requirement an up to date Police Clearance, Child Protection Register Check and Sexual Offences Register Check.

PERMISSION OF USE

At the highest level, the programme is delivered by the Master Trainer/s. The content of the programme will be provided by the Master Trainer/s, including the required training material such as Session Plans and a PowerPoint presentation. The programme may not be delivered as a single session, as this renders the programme ineffective. For any deviation from the prescribed programme design, prior consultation and approval from the Board must be obtained.

These Master Trainer/s delivers the programme to all audiences. The programme is delivered to the following audiences.

- i. Prospective Senior Trainers
- ii. Prospective Practitioners
- iii. The End User

These audiences may use PBSA material, provided by the Master Trainer/s, subject to the following prescribed content and criteria. Failure to maintain such criteria will lead to temporary suspension, and corrective action.

For Practitioners:

Prospective Practitioners must complete the following minimum requirements to become an Accredited Practitioner.

- Attend one Practitioner Workshop

Accredited Practitioners will be accredited to:

- Deliver the PB workshop to the end user within any willing organisation, with full acknowledgment to Protective Behaviours Southern Africa.
- Present the short *Parent Information Session* to parents of children who will be receiving the programme, with full acknowledgment to Protective Behaviours Southern Africa.

Accredited Practitioners should maintain their status by the following minimum criteria:

- Deliver at least one PB programme to the end user.
- Observe 1 x Practitioner Workshop per annum (no tuition fee)
- Membership of PBSA including statutory clearances
- Registration of every planned programme with PBSA at the start of the programme, and submission of evaluation forms at the end of the programme.

For Senior Trainers:

Prospective Senior Trainers must have completed the following minimum requirements to become an Accredited Senior Trainer.

- Three PB programmes delivered to the end user.
- Four Information sessions for parents/adults

For assessment and evaluation purposes, trainees have to:

- Plan and deliver a practitioner workshop under supervision of a master trainer
- Receive the supervising master trainer's evaluation report and submit an assignment in the event that remedial work is necessary

The Master Trainer will issue the Senior Trainer Certificate after the final assignment.

Accredited Senior Trainers will be entitled to:

- Deliver the 12-hour Practitioner workshop, with full acknowledgment to Protective Behaviours Southern Africa.
- Deliver the 1 Day Parent/Educator Workshop, with full acknowledgment to Protective Behaviours Southern Africa.
- Deliver the 2.5-hour Parent Workshop, with full acknowledgment to Protective Behaviours Southern Africa.
- Deliver the 'Teenagers Guide to Personal Safety' session to young people/professionals working with young people.

Accredited Senior Trainers should maintain their status by the following minimum criteria:

- Deliver at least three practitioner workshops per annum - training 35-50 Practitioners
- Deliver (or observe) at least one PB programme to end users per annum.
- Submit quarterly training reports.
- Contribute 2% of net PB Level 1 income to PBSA (travel and accommodation not included in cost against the training)
- Supervision/observation by Master Trainer bi-annually - during alternate years, observation by another Senior Trainer
- Membership of PBSA including statutory clearances.

For Master Trainers:

Prospective Master Trainers must have completed the following minimum requirements to become an Accredited Master Trainer.

- Fifteen practitioner workshops – and trained a minimum of 200 practitioners
- Ten PB programs delivered to the end user
- Minimum of two forums/conferences
- Minimum of two media interviews (radio/tv) and/or Articles published

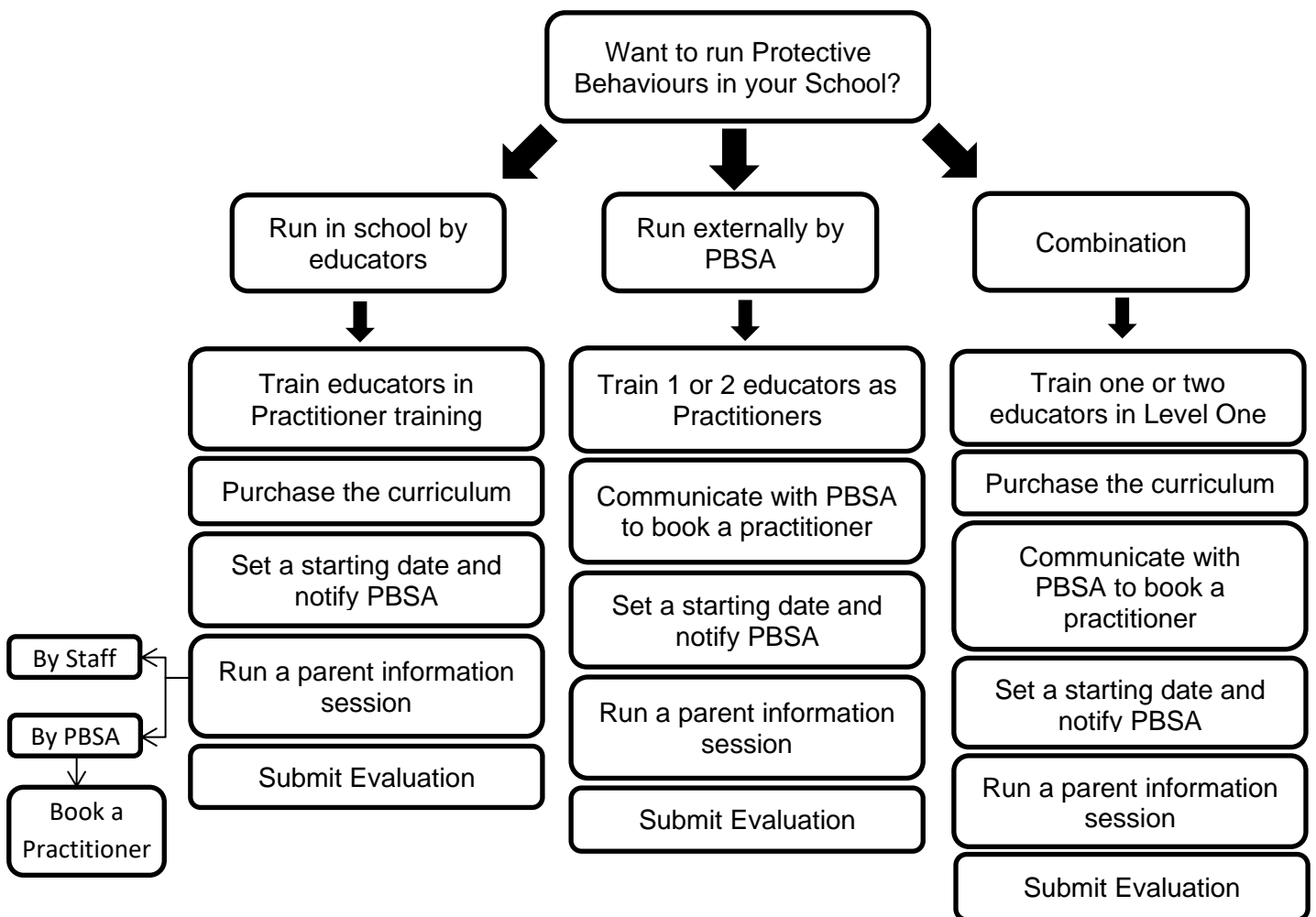
Accredited Master Trainers will be accredited to deliver the full scope of the programme to all audiences

Accredited Master Trainers should maintain their status by the following minimum criteria:

- Six practitioner workshops, training 100-150 Practitioners per annum
- Submit quarterly training reports
- Contribute 2% of net PB Level 1 income to PBSA (travel and accommodation not included in cost against the training)
- Membership of PBSA including statutory clearances
- Minimum of two forums/conferences/media interviews per annum

IMPLEMENTATION

The following guideline proposes the process flow for implementation of the programme at schools or similar organisations.



ORGANISATIONAL REPRESENTATIVES

Senior Trainers and/or Practitioners appointed within an organisation, where the organisation has opted for organisational membership with PBSA, will be limited to delivering the programme within their own organisation only.

Practitioners must abide by the policies and procedures of their respective organisations, or the organisations they are deployed to, as a first priority. Should these organisations NOT have a valid and approved Child Protection Policy, then the Child Protection Policy of Protective Behaviours Southern Africa will come into full effect.

SCOPE OF WORK

Protective Behaviours Southern Africa does not prescribe limitations to the geographic spread to deliver the programme. However, it does prescribe a code of peer consideration in the event that any accredited Senior Trainer or Practitioner intend to deliver the programme outside of their own residential province. In this case, it prescribes that contact is made with the resident Senior Trainer/s and/or Practitioner/s, to establish whether any existing relationship exists between the targeted end user organisation, and the resident Senior Trainer/s and/or Practitioner/s. The rule of 'First Contact' will apply in these instances.