

## Visit and excursion policies and procedures

**Interaction** is defined as, talking, looking, sharing, or engaging in any kind of action that involves yourself, your company, your group, your club, your organisation, your school, your own children & any other human or animal contact, involving children that was placed in the children's home's care by the children's court. Any "action between" is considered an interaction.

### EXAMPLES OF VISITS & EXCURSIONS THAT MUST BE APPROVED BY OUR SOCIAL WORKER COMMITTEE.

- Playing any type of games with our children like board, sport, traditional or any other type of games.
- Motivational and informative talks, discussions or any form of entertainment.
- School projects or assignments about the children's home and our children.
- Fun days, Carnival days, Braai days, Church "Bazaars", Concerts, Taking children to the zoo etc.
- Visits to a specific house is also considered as interaction with children.
- Handing out donations directly to children like UNWRAPPED gifts, sweets, food, personal hygiene items and toys.
- Any invitation to our children to visit any facility or event that is held on our premises or outside of our premises.

### Our goals regarding visits, excursions and interaction with children.

Relationships are at the very heart of early learning and development. Through their early interactions our children learn to feel secure, to communicate, and to enjoy being with other people. As they grow and develop, toddlers and young children love to play, to chat, to watch, and to be with others. Children build relationships, communicate, express love and affection, play together, learn, and have their needs met through contact with others. These guidelines identify a range of interaction strategies and methods which we use to enhance children's learning and personal development plan we have for each child in our care.

We are looking for opportunities that build on children's abilities, interests, experiences, cultures, and backgrounds, and provides for their needs, that facilitate them to initiate activities, to make choices, and to become increasingly independent and responsible.

### Procedures to follow:

If you feel absolutely certain that your request to visit, or your invitation to an excursion meet the above goals you must adhere to the following:

**STEP 1** - Please fill out the online application form here

<http://www.jacarandachildren.co.za/visits.html> and SUBMIT. Alternatively send your **DETAILED** application form (attached) to [info@jacarandachildren.co.za](mailto:info@jacarandachildren.co.za)

**STEP 2** – If your visit does not meet our goals or policy, it unfortunately be declined immediately by our marketing department.

**STEP 3** – Your application will be forwarded to our Social Workers Committee for approval.

**STEP 4** – You will receive approval on the 1<sup>st</sup> Thursday after your application, if your request was on a Wednesday you will only receive feedback on the 2<sup>nd</sup> Thursday after your request was submitted.

### Information needed to consider your request is as follows:

- Name & surname
- Company name
- Email address
- Contact number (Mobile)
- Contact number (Landline)
- Your physical address.
- Address where excursion will take place.
- Description of your goal or intention with this visit or excursion.
- Date of planned visit or excursion.
- Event start time.
- Event end time.
- Number of houses or children involved.
- Will there be any food or refreshments provided as donations to the children during the visit or excursion?
- Please describe the food and refreshments.
- Transport arrangements for excursion.
- Will there be media involved? (Describe media involvement)
- Will there be photos taken by your guests or a professional photographer?
- Do you need more information about the children's home?
- Any additional information to support your application.

### VERY IMPORTANT INFORMATION:

- PLEASE NOTE: your registration, online application or email is **NOT** an automatic approval. Please wait for official approval via EMAIL before you go ahead with your planning of the visit or excursion.
- ALL interaction with our children **MUST** be approved by our social workers committee. This committee sits every Wednesday morning from 09:00 – 14:00 to discuss these applications.
- **Approvals will be sent out every Thursday.**
- If your application is approved you will be informed via email, and you will be provided with contact details of the person or persons assigned to your visit or excursion. Communication from that point forward will then be handled by them.
- Absolutely **NO** photographs, that can identify our children, is allowed due to restrictions enforced on us by the Children's Act.
- Press releases **MUST** be approved by our marketing department **BEFORE** it is sent to the media houses.
- Absolutely **NO** social media publications, that can identify our children, is allowed.
- The children's home has limited resources and transport arrangements can influence approval of your application.
- We are not allowed to keep children "in" or withhold them from visiting their guest parents during weekends and school holidays to attend the visit or excursion

**Your visit or excursion WILL NOT be considered in the following cases:**

- We do not allow visits or excursions involving ALL our children at once.
- We encourage visits “per house” and will allow a maximum of 3 houses or 30 children, to be involved in one visit or excursion.
- If your application was not received in time, remember approvals is done every Wednesday morning between 09:00 – 15:00 on our Social Workers Committee meeting.

**Facts to consider and adhere to during your visit or excursion.**

- Respects all children as individuals.
- Respect our gardens, buildings and facilities.
- Take account of additional needs or support children may require in order to participate as fully as possible.
- Our children are just children, and can sometimes behave, and sometimes misbehave. Help them to learn from mistakes, setbacks and challenges.
- Maintain a positive and safe learning environment during your visit or excursion.
- Encourage children’s efforts.

PLEASE VISIT <http://www.jacarandachildren.co.za/visits.html> **TO COMPLETE YOUR ONLINE APPLICATION** OR COMPLETE THE ATTACHED FORM AND EMAIL TO [info@jacarandachildren.co.za](mailto:info@jacarandachildren.co.za)

Best Regards

**The Jakaranda Children’s Home Marketing Department**