

## **Policy for NM Visitors on Child Protection at SEGA:**

**Nurturing Minds (NM) is committed to providing a positive, supportive, safe, and secure environment, so everyone can achieve their full academic potential. We strongly believe that child protection is important and we ask that you follow a few simple rules so that our safe environment is strengthened by your presence.**

### **The rules I must follow,**

- Disclose to the Hospitality Coordinator any convictions in relation to child abuse in my country of origin or any other country prior to visiting SEGA to NM staff personnel.
- Never be alone with a minor child (under age 18) including, but not limited to, students in Lodge accommodations, closed rooms, buses, or private outdoor areas.
- Always meet with students with the door open or in an open public space where other adults can see and hear.
- Only use bathrooms in the visitor accommodation block or staff bathrooms.
- Never enter student boarding accommodation, unless invited and accompanied by a SEGA staff member.
- Never enter when a student is bathing or dressing.
- Never enter a current student's home or meet off campus unless pre-arranged by SEGA and accompanied by a SEGA staff member.
  - Such visits/meetings must be approved by the Communications Coordinator or Director.
- It is discouraged to exchange personal contact information with staff, students, or their families, including email addresses and mobile phone numbers.
- Never post an image of an individual student on social media without the school and student's consent.
  - More information is to follow below.
- Never allow a student to enter your accommodation unless in a serious emergency.
- Never initiate unnecessary physical contact with a student.
- Never use language or behavior towards students and staff that is harassing, abusive, threatening, humiliating, or sexually provocative.
- Never have a sexual relationship with a student.
- Never be in proximity to a student while under the influence of alcohol or illicit drugs.
- Never access pornography through any medium while at SEGA.

### **Your responsibilities:**

- Treat all students with respect, including those with disabilities.
- Be aware of cultural sensitivities; respect local traditions.

- Use computers, mobile phones, cameras, and social media in a manner that will respect the image and person being photographed and shared; as well as ensures the posted content aligns with NM and SEGA Child Protection Policy.
  - We advise against sharing photos on social networks that represent stereotypes, and photos of students and/or staff in embarrassing or degrading situations.
  - We recommend sharing photos on social networks that represent the person captured with respect and dignity.
- If you suspect or have concerns about a student being abused, report the incident immediately to the Hospitality Coordinator or Communications Coordinator who will contact the Director immediately.
- We do not advise gifts to be given to individual students because this could be perceived as favoritism and result in jealousy among students.
  - Never give a student or staff member cash or tips.
  - *Gifts here refer to;* food, drinks, educational materials, and clothing, amongst others.
  - All gifts for students must be something that can be shared by the entire school community. If gifts are brought to the school they are to be handed to the Communications Coordinator and must be something that can be shared by the school community.

## Policy for NM Visitors to SEGA on Photography and Social Media:

1. **Introduction:** Nurturing Minds (NM) seeks to advocate for girls' education in Tanzania, particularly for girls from vulnerable situations, and supports the SEGA Girls' School. NM aims to promote SEGA and related activities in an ethical, socially responsible manner that protects the dignity of our students. This belief extends to all communications materials that we collect and share publicly.
2. **Purpose:** The purpose of this policy is to have a framework that provides clarity on the collection and sharing of photos in all NM communications, including but not limited to our website, printed materials, and social media such as Facebook, Twitter, Instagram, LinkedIn, or other platforms.
3. **Definition of Social Media & Electronic Communications:** Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to *Facebook, MySpace, Google Hangouts, Twitter, YouTube, Snapchat, TikTok, and Instagram*. Electronic communications include, but are not limited to, all aspects of voice, video, and data communications, such as voicemail, email, fax, text messaging, instant messages, text or chat services, and any other public or personal electronic communication.
4. **Interactions with SEGA Students on Social Media:**

- To protect all parties, contact between minors should not occur via personal instant messaging or social networking websites like Facebook or Instagram.
- Nurturing Minds discourages visitors from friending or participating in the social networking sites of parents/guardians of current students of the school.
- Nurturing Minds expects that visitors' relationships with parents will remain on a professional level. Social networking and similar sites allow access to personal information and could raise questions about the nature of the relationship.
- Nurturing Minds visitors may not connect with, “friend”, or participate in the social networking sites of current students of the school (unless the student is the employee’s own child) or former students unless and until the former student is 18 years of age or older.

## 5. Obtaining Images:

- **Permission to obtain and/or take images** - Upon admission to SEGA, each student’s parent or guardian is asked to sign a photo release form stating that NM (*including NM representatives*) and SEGA have permission to use photos in a manner that they deem appropriate. An original copy of the photo release form is kept in each student’s file and a copy is kept in a binder in the SEGA Director’s office. Photos may be obtained of those who are not students (*including but not limited to visitors to campus or participants in the Modern Girl program*) upon receipt of verbal consent.
- **Photos collected by visitors to SEGA** - While NM appreciates visitors using images to “spread the word” about the school, NM reserves the right to ask you to withdraw the photo from the internet, including social media, if it is deemed to be inappropriate.

Any photos obtained by visitors to SEGA should follow similar guidelines to staff in that permission must be requested before taking any photographs. All images should seek to show students in a manner that is an authentic representation of the girl, her environment, and any other parties in the photo.

- We ask that visitors consider the reason for sharing an image and the way it will be received in their networks before sharing the photo on social media. Visitors should be sensitive to and aware of the need for accuracy and discretion in promoting the photo of a minor publicly. The relevant context for the photo should be considered prior to publication.
- Visitors should be aware that the way they approach students, including taking photographs, creates a relationship that can have a lasting impact on the students and future visitors to campus.
- All visitors to SEGA will be informed of this policy upon or prior to arrival on the SEGA campus.

- Ensure images, videos are not taken at a time that is disruptive to a program, class, or other SEGA pre-scheduled activities.

Ensure images are:

- Respectful and do not depict students in a vulnerable or a sexually provocative manner
- Reflect on an honest and factual context
- Use only student first names with published images

#### **4. Images of individuals outside of NM or SEGA community:**

- When taking images of individuals not associated with SEGA or NM please be aware that a tip may be asked of you in order to take their image. We do not encourage payment of a tip.
- When taking images of individuals not associated with SEGA or NM, always ask permission.

#### **5. Distribution of images:**

- At no time will last names or identifying information be shared about girls that may expose them to inappropriate attention from any individuals, organizations, or other entities.
- All materials distributed will consider how and why the images of the girls are being used to communicate with a broader audience. Images will be context relevant. The position and perspective of those photographed will be considered prior to distribution. SEGA/NM will ensure that girls are being represented accurately and with full authenticity.

#### **6. Safety and Security:**

- As a safety precaution, NM Visitors are urged to omit from their social media, including blogs and websites, information about the precise location of SEGA.
- NM Visitors are urged to not photograph or report on SEGA security measures to those outside the NM and SEGA Community this includes but is not limited to gate structures, fences, security guards, and guard houses.

#### **What happens if you breach these Child Protection and Photography and Social Media Rules?**

Any perceived violation of the terms of this Visitor Child Protection Policy and/or Photography and Social Media Policy by any NM Visitor may result in the visitor being asked to leave the school premises and, if applicable, losing status as a Student Scholarship Supporter. In respect of a proven serious breach, possible legal proceedings under Tanzanian law and in your country of origin may be instigated.

**The dignity of students will be first and foremost in all publications.**

**Signature of Visitor:** \_\_\_\_\_

**Printed Name of Visitor:** \_\_\_\_\_

**Date:** \_\_\_\_\_