



## Visual Images & Social Media Policy

A Visual Images & Social Media Policy addresses both legal and ethical concerns involved in the use of photos and videos of people involved with the organisation. Lesedi la Batho strives for unwavering ethics and integrity in all its practices, and seeks to honour, respect, dignify and serve its beneficiaries through its use of visual images and social media.

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## Introduction

Lesedi la Batho's mission is to break the cycle of poverty for families in Mabopane, South Africa by providing free upliftment services such as skills training, job placement assistance, proactive youth development programs in local schools, a community day care, social enterprise development, youth development through sport, support groups for vulnerable groups, outreach and community support.

Images play a vital role in our marketing and fundraising efforts, helping us bring our beneficiaries' stories to life and presenting the impact of our work to donors, many of whom live abroad. However, we understand that the gathering and use of images can also cause harm or offense to vulnerable people if they are intrusive, manipulative, or inappropriately used. As authenticity and transparency are the key to upholding our reputation of ethics and integrity, we strive to show a true and accurate account of our beneficiaries' stories and of our various community upliftment operations.

The advice given in this document is intended to guide Lesedi la Batho staff on the best practice on the gathering and use of images; in a way which protects both our beneficiaries and our organisation. It has been written following research on industry best practices, internal discussion, and consideration of our core organisational values of caring, sharing, positivity, energy and ethics.

It is to be noted that the guidelines in this document apply to reporting for the purpose of marketing, which can differ from reporting for the purpose of an official donor report. A donor report must comply with the specific guidelines as stipulated by the donor, which differs donor to donor, and is usually a confidential document passed between LLB and the donor. Reporting for marketing purposes is very likely content which will become public and reach a broad audience through social media, emailing our database, publishing on the website, going into a newsletter, added to a donor report, included in a thank you letter, etc. – thus detailed beneficiary information is avoided for their privacy and protection. That said, we at LLB believe in reporting ethically no matter the audience, and sticking to similar values no how matter the purpose for capturing the information or image.

Please note that wherever the term "images" is used in this document, both photographs and film refer.

This policy document should be reviewed every two years.

## Beneficiary Consent

Consent for LLB to take and use images of the beneficiary must be obtained from the beneficiary, or the legal guardian of a child subject, whenever possible when reporting their testimonial or images. This practice offers beneficiaries the dignity and respect they deserve and ensures their confidentiality if desired. Written consent must especially be obtained when their situation is considered vulnerable and sensitive by the reporting staff member, including commercial sex workers, victims of gender-based violence, beneficiaries under the age of 18, those affected by HIV and TB, and any other case the reporting staff member considers to be vulnerable or sensitive.

It is most important to us that the beneficiary understands the purpose of image taking and has provided informed consent, however it is beneficial to be able to show that the beneficiary has provided consent. Proof of consent can be provided in written form or verbally on recorded video.

### *Written Consent*

Written consent shall be obtained in the form of a signed copy of the organisation's *Photo & Video Release Form* (see Annexure A), which explains that images of the beneficiary may be used by LLB for marketing and fundraising purposes, including but not limited to social media, website, donor reports, email correspondence and printed marketing material. This document also stipulates that LLB reserves the right to publicly quote written or recorded communication for testimonial purposes which beneficiaries have chosen to share with us, without further compensation to the beneficiary.

The reporting LLB staff member working with the beneficiary is responsible to ensure that consent must be obtained in circumstances that ensure that the beneficiary is not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally.

Beneficiaries have the choice to:

- a) Consent for photos and videos taken of them by LLB or anybody on the LLB premises to be used and distributed by LLB for any purposes, including marketing and fundraising purposes
- b) Consent for written and recorded communication for testimonial purposes to be used and distributed for any purposes, including marketing and fundraising purposes, however they request for their identity to remain anonymous by use of pseudonyms (fake names) and censored photographs (face not recognizable in any imagery used).
- c) not consent for photos and videos taken of them, as well as written or recorded communication made by them, to be used or distributed by LLB.

All LLB staff members working directly with beneficiaries shall carry several printed copies of the release form on their person when on duty.

Wherever possible, written consent from beneficiaries shall always accompany testimonials, success stories, reports and visual images when being submitted for marketing purposes by Lesedi la Batho staff members.

### *Informed Consent*

LLB believes that it is not only ethical but essential to ensure that the beneficiaries we take images of are truly giving us their consent. The two key issues in image gathering is that, firstly, many beneficiaries agree without a full understanding of what the image will be used for, and secondly, an unequal power balance exists between the beneficiary and the organisation – beneficiaries may feel pressured to agree have their image taken in case it assists the project assisting them

As a humanitarian organisation, we believe in treating all people with dignity and respect, and thus commit to providing clear information about why we want to take their image and explain that it is their right to refuse to participate. People should be comfortable with the process and happy for their images to be taken and used.

In order to ensure that photo and video consent is informed, LLB employees, volunteers or contractors shall adhere to the following guidelines when gathering images:

1. How the images and stories that we collect will be used must be explained to the subjects before captured, and examples shown to clarify this, if possible. It must be made clear that the images will be used widely and internationally. No promises about limiting usage should be made.
2. Requests for consent must be carried out in local languages.
3. Respect local hierarchal structures to ensure that consent is requested from the correct individuals. If consent is required of beneficiaries under the age of eighteen, their legal guardian must be asked to provide consent.
4. Only take images of people who want their images taken.

### *Censoring & Pseudonyms*

The face of a beneficiary shall be digitally censored and a pseudonym used in place of their real name in images to be shared on social media or other public marketing platforms, to protect their identity in cases where the beneficiary:

- a) has stipulated in their signed *Photo & Video Release Form* that they request their identity to remain anonymous
- b) is considered vulnerable or sensitive by the reporting staff member, including commercial sex workers, victims of gender-based violence, beneficiaries under the age of 18, those affected by HIV and TB, and any other case the reporting staff member considers to be vulnerable or sensitive.

## Locations

Due to the nature of the organisation, the public is aware that our programs serve individuals located in Mabopane and surrounding areas. However, for client protection, the organisation will not publicly divulge beneficiaries' detailed personal addresses, addresses of employment, or the address an image was produced alongside the image.

## Submitting Consent

Any and all testimonials or images of beneficiaries submitted to the marketing manager for marketing, fundraising and reporting purposes must be accompanied by:

- a) A signed copy of the consent form releasing consent, or
- b) A short film of the beneficiary giving consent, or
- c) A note from the LLB staff member submitting the report explaining that consent was not able to be recorded but was provided by the beneficiary

## Minors Consent

Written consent for LLB to make use of photos and videos of children at the Ratanang Day Care Centre must be provided by the legal guardian of every child enrolled upon annual registration, in the form of a signed copy of the organisation's *Photo, Video & Communication Release Form for Minors* (see Annexure B). This form explains that LLB cannot control that each individual present on our property is subject to having photos and videos taken of them; that we cannot control where these images may end up; and that we will not be held liable to any further compensation.

Furthermore, images of the child as well as written or recorded communication detailing their testimonial may be used for the LLB's child sponsorship program called *Baemedi* and other communication purposes, including but not limited to social media, website, donor reports, email correspondence and printed marketing material.

This document also releases consent for direct communication, including but not limited to drawings, hand-written letters and images facilitated by our staff, to be made between children & potential or existing sponsors of the *Baemedi* sponsorship program. LLB will only share this personal information with individuals who have completed and returned the *Baemedi Information Form* (see Annexure C), however, the organisation does not take responsibility for where the communication may be further shared. The purpose for this communication is solely for fundraising initiatives, to ensure the sustainability of the day care's service offering in the community.

If the parent of a child registered at Ratanang Day Care Centre is under eighteen years of age, the legal guardian of the parent (over eighteen years of age) must sign this release form.

Consent must be obtained in circumstances that ensure that the child and legal guardian are not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally.

## Consent from Youth

For the purpose of this policy, "youth" refers to beneficiaries reached through our services who are younger than 18 years old, yet not attending Ratanang Day Care, such as learners in schools, teenage mothers, etc.

Due to the fact that this age group is considered vulnerable, yet, due to the nature of our work with this age group, it would be unattainable to obtain formal consent from every individual. We strive to comply with the following guidelines when reporting on youth, regardless of whether or not formal consent has been obtained from their legal guardian, for the protection and privacy of the beneficiary:

- a) Faces of youth should not be recognisable in any images; images should be captured from the side profile or the back.
- b) Capture the activity rather than the identity in any images
- c) The vulnerable group or support group they form part of should not be recognisable in any images
- d) No personal information of youth is to be shared, including physical address, phone number, ID number, health status, etc

## Social Media

Social media is a key element of our online presence and the voice we use to communicate with supporters, volunteers, donors and stakeholders – locally and internationally. LLB strives to accurately reflect the five core values of the organisation, maintain a consistent and recognisable voice, and represent Christian faith-based principles across any and all online platforms used.

LLB is active predominantly on Facebook, but also Instagram and Linked In.

### *Our Values*

**Caring** – we share positive, uplifting, motivational content

**Sharing** – we share resources, useful updates from partner organisations, and upcoming community events

**Positivity** – we strive to share the positive, successful testimonials and stories of upliftment impact to strengthen our support, as opposed to relying on exploitative images of poverty and shame

**Energy** – we express the genuinity, warmth, love and energy the LLB team is known for by using social media to thank donors, celebrate achievements and share successful event photos

**Ethics** – we commit to adhere to this policy, to take and use ethical images only, to honour and dignify our beneficiaries rather than expose or exploit them, and to represent a genuine account of our work

### *Social Media Roles & Responsibilities*

**Our marketing manager** creates our social media strategy, writes our content, and loads our posts on social media platforms. This content is based on stories, testimonials, reports and images gathered from various departments on a monthly basis. The marketing manager also oversees that all private messages and comments have been responded to as per this policy document.

**Our centre-based administrator** responds to our private messages. As most of this communication pertains to skills training, operating hours, service offering and contact information, the administrator is the most relevant contact person.

**Our centre-based administrator, managing director, founder, marketing consultants and volunteers** are assigned access to social media accounts for the purpose of supporting or assisting the marketing manager, editing posts, viewing insights, and responding to comments and messages.

**Any and all our staff members** contribute information and images of community-based programs, events, and testimonials which promote our impact in the community, which is reviewed and posted by the marketing manager (or reporting volunteer, consultant or assistant).

### *Content*

Social media content refers to posts, comments and captions made on behalf of the organisation on any and all social media platforms.

As per the Protection of Personal Information (POPI) Act in South Africa, LLB shall not post any content on social media which exposes personal information of a client, including their ID number, email address, physical address, telephone number, location, biometric information, or health status.

Content shall...

- be written in English, even if addressed in Tswana or another language
- motivate and inspire beneficiaries
- advocate for vulnerable groups
- encourage support and donor loyalty
- increase fundraising potential
- stimulate community
- disseminate relevant information

Content shall not...

- purposefully or inadvertently damage sense of community
- negatively impact the reputation of LLB
- make use of vulgar or inflammatory language
- identify clients in a way that breaches their privacy
- discriminate on the basis of age, race, religion, sex, ethnicity, marital status, sexual orientation, or handicap

### *Private Messages*

LLB shall always have the private message function activated on social media platforms, to encourage an open and approachable presence to beneficiaries, donors and stakeholders.

An automatic response to inbox messages shall always be activated where possible, informing clients that we shall respond within five working days, and sharing our contact number and email address for urgent matters. The inbox shall be managed and all outstanding messages responded to weekly by the admin assistant, and reviewed weekly by the marketing manager (or reporting volunteer, consultant or assistant).

### *Comment Responses*

We believe in responding to all comments, not only the negative but also the positive and neutral. Every comment is an opportunity to further craft our personality and reputation and build relationships.

**Negative comments** shall be responded to thoughtfully, with the aim to turn a bad situation into a positive "customer service" moment and publicly correct misinformation. Every single negative comment must be addressed.

**Positive and neutral comments** shall be responded to consistently, as per the capacity of the team at the time, either by like or comment, with the aim to create a rich, informative environment for your audience and maintain public conversation.

No comments shall be deleted, unless they:

- a) purposefully or inadvertently damage community,
- b) make use of vulgar or inflammatory language,
- c) identify clients in a way that breaches their privacy, or
- d) discriminate on the basis of age, race, religion, sex, ethnicity, marital status, sexual orientation, or handicap.

### *Attributions*

LLB prefers to use images produced by ourselves for social media content, however we also make use of stock images to support content when necessary.

Any photos used from an external source will be attributed by means of mentioning the photographer who took the photo or the institution which released it online.

### *Employees on Social Media*

While LLB understands that it cannot control what its employees or volunteers say or do in their personal capacity, particularly on social media, we expect that members of our organisation consider that their actions reflect on the organisation through association, and that they respect our culture, values and goals at all

times. We also expect that our employees and volunteers respect the privacy and vulnerability of the clients with whom they work on behalf of LLB, and do not breach the trust built in our community through many years of devoted community upliftment work by exposing or exploiting their privacy on personal social media accounts.

When commenting, sharing or posting on social media, employees of LLB shall not...

- slander the organisation on social media, either their personal profile or the organisation's profile
- identify clients in a way that breaches their privacy
- discriminate on the basis of age, race, religion, sex, ethnicity, marital status, sexual orientation, or handicap

Employees shall...

- like, comment on and share LLB social media posts to assist their visibility, reach and influence
- reflect the passion, personality and respect LLB believes in
- consider LLB's five core values
- add value to LLB social media posts

### *Personal Employee Information*

At times, LLB may announce significant personal events or milestones of LLB staff members, such as weddings, funerals, birth of child, departure and birthdays. If you are not in agreement with such information to be shared through social media, it remains the employee's sole responsibility to inform our marketing manager via written communication as soon as possible. LLB will not be held liable in any way for this information not being shared in a timely manner.

## Ethical Images

LLB strives to capture and distribute images which respect and dignify our beneficiaries rather than exploit them. We strive to promote positive and inspirational testimonials and imagery to further our support and improve our marketing and fundraising efforts.

### *Our Commitment*

LLB commits to producing and utilising images which are ethical because they are...

- Accurate* – we are committed to presenting a truthful representation of our beneficiaries and account of their story. We do not falsify accompanying text or manipulate images in post-production in a way that would disrupt the image's truthfulness or change the beneficiaries' identity or story. The only post-production editing allowed is censoring faces as per this policy, and slight improvements to lighting and colour to gently enhance the visual appeal.
- Taken with informed consent* – LLB commits to training and educating its employees and volunteers on ethical imagery to ensure that all images captured are done so with informed and truthful consent. (Please refer to our policy on informed consent on page XXX for more information).
- Approved* – LLB ensures that each image posted publicly has been confirmed by more than one staff member to be an ethical image, as per the policies outlined in this document. Each image used publicly is reviewed by the marketing manager and/or managing director.
- Sensitively captured* – each image taken is done so with sensitivity and consideration of the subjects' ease, comfort and dignity.
- Fair* – LLB does not exploit famine, hunger, abuse, torture, or other harrowing humanity topics for marketing purposes. Our images are not set up or manipulated to exploit people's vulnerability or make a situation to seem worse than it is for marketing purposes.
- Non-discriminative* – our photographic practice includes everyone, even the most marginalized, vulnerable and prejudiced.
- Tasteful* – we do not perpetuate the stereotypes of people living in the developing world, but instead want to show a true and accurate account of the ways in which people live. LLB strives to depict our beneficiaries as dignified human beings rather than helpless objects of pity.

### *Gathering Images*

Due to the limited resources of our organisation, our images are gathered with various devices by various employees – predominantly with smart phone cameras while executing program work. Images can also be captured by sponsored or volunteering professional photographers or videographers. Occasionally, LLB uses free and attributed stock images whenever we do not have any on file which match our requirements.

### *Compensation*

LLB strictly prohibits offering gifts or payment to communities in exchange for taking their images. Whilst it may seem respectful in certain circumstances to thank beneficiaries for their participation, putting pressure on them to co-operate in image capturing through coercion with gifts or payments is considered unethical and forbidden by LLB for all employees and volunteers.

## **Volunteers**

A volunteer classifies as an individual who is committing their time and skill to our organisation for any length of time with no compensation in return (a stipend to cover transportation expenses is not considered compensation; compensation refers to a salary).

Any person who volunteers for Lesedi la Batho must sign a *Volunteer Application Form* (Annexure D), wherein it is stated that our Visual Images & Social Media Policy requires consent to be provided by beneficiaries of Lesedi la Batho in the form of signed photo and video release forms whenever possible before employees, volunteers or board members of Lesedi la Batho may post photos or videos of the beneficiary online.

This Volunteer Application Form also states that by signing the document, the volunteer consents to having photos or videos taken of themselves by Lesedi la Batho, or anyone on the Lesedi la Batho premises, for any purpose whatsoever, including marketing and fundraising purposes.





## Images & Communication Release Form for Beneficiaries

Lesedi la Batho appreciates your cooperation and willingness for our organisation to utilize photos/videos with you as a recognizable subject on public platforms for marketing and fundraising purposes; including but not limited to, social media profiles, our website, donor reports, newsletters, email correspondence, fundraising campaigns, printed material, signage and partner presentations.

We also value your written or recorded testimonial sharing the impact of our services in your life. Should you choose to share your story with us, you still have the opportunity to remain anonymous in the use or distribution of this testimonial by Lesedi la Batho, with use of pseudonyms (fake names) and censored photographs (face not recognizable).

We also believe that you have the right to refuse consent for any photos, videos and testimonials to be used by our organisation. Thank you for your time and consideration.

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I, \_\_\_\_\_, a beneficiary of Lesedi la Batho, hereby:  
*(your full name as per your ID)*

*Choose one:*

- consent to and authorize the use and distribution of any and all photographs/videos taken of me, as well as written or recorded communication made by me, by Lesedi la Batho, or anyone on the Lesedi la Batho premises, for any purpose whatsoever, including marketing and fundraising purposes, without further compensation to me. The photographs/videos and the negatives shall remain the property of the person that took them.
- consent to and authorize the use and distribution of any and all written or recorded communication made by me, by Lesedi la Batho for any purpose whatsoever, including marketing and fundraising purposes, without further compensation to me. However, I request for my identity to remain anonymous by use of pseudonyms (fake names) and censored photographs (face not recognizable in any imagery used).
- do not consent to or authorize the use and distribution of any and all photographs/videos taken of me, as well as written or recorded communication made by me, by Lesedi la Batho, for any purpose whatsoever.

ID Number: \_\_\_\_\_

Home address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_



## Images & Communication Release Form for Minors

### *Photos & Videos*

Lesedi la Batho, in conjunction with Ratanang Day Care Centre, appreciates your cooperation and willingness for our organisation to utilize photos/videos with you or your child as a recognizable subject on public platforms for marketing and fundraising purposes; including but not limited to, social media profiles, our website, donor reports, newsletters, email correspondence, fundraising campaigns, printed material, signage and partner presentations.

Please also be aware that we have regular visitors at our community centre, thus we cannot control that each individual present on our property is subject to having photos and videos taken of them; we cannot control where these images may end up; and we will not be held liable to further compensation. Therefore, by enrolling your children in the Ratanang Day Care Centre, or by being on the premises where Lesedi la Batho operates its activities, you consent to both your image, and that of your child, being taken and utilized.

### *Testimonials & Communication*

As part of fundraising initiatives for the Ratanang Day Care Centre, direct communication will be made between children and potential sponsors, facilitated by our staff. The purpose of this communication is not to expose or exploit your child in any way; the communication is purely utilized for fundraising and support purposes. However, Lesedi la Batho does not take responsibility for the communication being shared further by donors or supporters. This communication includes, but is not limited to; drawings, hand-written letters, and paintings facilitated by caretakers. If you are unable to fund the entirety of your child's fee of R400 per month, we ask you to consent to Lesedi la Batho raising funding for the support of your child utilizing such content and communication.

*Important Note: If the parent of a child registered at Ratanang Day Care Centre is under eighteen years of age, the legal guardian of the parent (over eighteen years of age) must sign this release form.*

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I, ....., legal guardian of .....,  
(your full name as per ID document) (minor's full name as per ID document)

consent to and authorize the use of and distribution by Lesedi la Batho, or anyone on the Lesedi la Batho premises, of any and all photographs/videos taken of me or my child/ren, as well as written or recorded communication made by me or my child/ren, for any purpose whatsoever, including marketing and fundraising purposes, without further compensation to me or my child/ren. The photographs/videos and the negatives shall remain the property of the person that took them.

ID Number: \_\_\_\_\_

Home address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_



## Baemedi Information Form

Lesedi la Batho and the Ratanang Day Care deeply appreciate your interest in sponsoring a child to attend our care services! Please complete the below information form to begin the process of matching you with one of our children in need of sponsorship.

Sponsor Name(s): \_\_\_\_\_

When is your birthday? \_\_\_\_\_

Which country do you live in? \_\_\_\_\_

Would you like to receive a letter from your sponsored child (twice a year)? Y / N \_\_\_\_\_

Do you have an age preference for the child(ren) you would like to sponsor (between the ages of 6 months and 6 years)? \_\_\_\_\_

Do you have a preference between male and female for the child(ren) you would like to sponsor?  
\_\_\_\_\_

How many children would you like to sponsor monthly (R400 per child)? \_\_\_\_\_

Do you require a tax receipt for your donation? Y / N \_\_\_\_\_

Which one of the below payment methods do you prefer? \_\_\_\_\_

- EFT / Direct deposit
- Paypal / Credit card
- GivenGain.com campaign
- Snapscan / Zapper

We will be in contact shortly with further information on your sponsored child and your preferred payment method.

Warm regards,  
The Lesedi la Batho & Ratanang Day Care Team



## Volunteer Application Form

Lesedi la Batho strives to grow and expand our mission in order to provide the best possible service to the community of Mabopane, and believe that in order to do so we need to expand our skill base. Volunteers who are hardworking, light-hearted and flexible, have a love for the community and are passionate about social change, would be warmly welcomed into our organisation and become part of our 'Lesedi family'. Please complete the below information to the best of your ability. We look forward to hearing from you!

### Personal Details

Name(s): \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Nationality: \_\_\_\_\_

Date of birth: \_\_\_\_\_ ID/ Passport number: \_\_\_\_\_

### About You

Qualifications: \_\_\_\_\_

Relevant Work Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you already know what type of volunteering work you would like to do with Lesedi la Batho, can you tell us more? What interests, skills and experience do you believe you could bring to our organisation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Availability

How regularly would you like to volunteer?

Daily     Weekly     Monthly     Other: \_\_\_\_\_

For which period would you like to volunteer?

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Are you more available during:

Weekday mornings     Weekday afternoons     After hours (evenings & weekends)

Do you have access to the use of a car?

Yes     No

Do you have a valid driver's license?

Yes     No

Do you have access to the use of a computer?

Yes     No

## Status

In education

  
  
  

Permanently employed

Temporarily employed

Unemployed

Retired

Stay at home spouse

Out of work due to health

Other

Please specify: \_\_\_\_\_

  
  
  

## References

Please provide two references\*. Both should know you well and for a minimum period of one year. No family members will be accepted. At least one reference should be from your previous or current employer.

\*Please note that by signing this application form, you offer your consent for Lesedi la Batho to contact the individuals listed as references.

Reference 1

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Reference 2

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Supporting Documents

Please attach the following documents to your application:

- Certified copy (not older than three months) of ID/passport
- Copy(s) of qualifications and curriculum vitae/resume
- Certified copy (not older than three months) of police clearance (not older than six months) \*

\* Due to the fact that our organisation works with vulnerable groups and people, we require each individual who is employed by or volunteering for our organisation to provide a criminal record. If your application is successful and you do not yet have a police clearance, please apply for this immediately upon our correspondence (these documents take up to 21 working days to clear). International volunteers are required to submit police clearance from their country of citizenship/residence prior to starting their volunteership.

Please note that according to our Child Protection Policy, your name will be submitted for clearance on the Child Protection Register & Sex Offenders Register. By signing this application form, you offer your consent for Lesedi la Batho to do so. (South African citizens/residents only)

## Data Protection Act

Your personal details will be treated as confidential and kept for no longer than necessary. If you are accepted as a volunteer the information you have provided on this information form will become part of your volunteer records which will be used to plan and record your practical involvement as a volunteer.

I am aware that the information I have provided will be treated confidentially and consent to it being used and stored in the capacity stated.

Would you like to be added to our organisation's mailing list to receive news and updates via email?

Yes  No

## Visual Images & Social Media Policy

I understand that, according to Lesedi la Batho's Visual Images & Social Media Policy, consent must be provided by beneficiaries of Lesedi la Batho in the form of signed photo and video release forms whenever possible before employees, volunteers or board members of Lesedi la Batho may post photos or videos of the beneficiary online.

I hereby irrevocably consent to and authorize the use of and distribution by Lesedi la Batho, or anyone on the Lesedi la Batho premises, of any and all photographs/videos taken of me, as well as written or recorded communication made by me, for any purpose whatsoever, including marketing and fundraising purposes, without further compensation to me. The photographs/videos and the negatives shall remain the property of the person that took them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your application!**

Please allow us a period of two weeks to correspond regarding the outcome of your application.