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# ***Ethical Guidelines for SAPIK Registered Kinderkineticist including Kinderkineticist-in-Training and Assistant Kinderkineticist***

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## **1. Scope of Practice**

See Appendix A

## **2. Professional registration as Kinderkineticist / Assistant Kinderkineticist (hereinafter referred to as the “practitioner”)**

After the successful completion of one of the above-mentioned training steps a student can register at the South African Professional Institute for Kinderkinetics (SAPIK). He/she can then practice as a Kinderkineticist or Assistant Kinderkineticist. The name “Kinderkinetics” is registered as a trademark and therefore no person that is not fully qualified and/or not registered at SAPIK may market him/herself as a Kinderkineticist or practice any acts as a Kinderkineticist.

Students can register as an Assistant Kinderkineticist after completing the 3-year Human Movement Science degree. Certain workshops as well as practical hours must be completed to be able to register at this level. With the application to be registered as a Kinderkineticist or Assistant Kinderkineticist at SAPIK, the applicant thereby recognizes as a registered Kinderkineticist / Assistant Kinderkineticist to subjecting him/herself to all the rules and regulations set out by SAPIK. These rules and regulations may be revised from time to time and will be always available on the SAPIK website ([www.kinderkinetics.co.za](http://www.kinderkinetics.co.za)). He/she also undertake to uphold any disciplinary steps set out by SAPIK when a professional complaint is lodged against a practitioner.

## **3. Performance by professional acts by Kinderkineticist and Assistant Kinderkineticist**

### **3.1 A Kinderkineticist:**

3.1.1 Shall perform professional acts only in the field of Kinderkinetics in which he or she was educated and trained and in which he or she has gained experience, regard being had to both the extent and the limits of his or her professional expertise.

- 3.1.2 Shall not fail to communicate and cooperate, where appropriate, with medical practitioners and other practitioners in the diagnoses and treatment of a patient.
- 3.1.3 Shall refer a patient to a practitioner when the patient's problems and needs are beyond the scope of Kinderkinetics.
- 3.1.4 Thorough planning and breakdown of any session being given to the patient

### **3.2 An Assistant Kinderkineticist:**

- 3.2.1 Shall perform professional acts only in the field of Kinderkinetics in which he or she was educated and trained and in which he or she has gained experience (Scope of practice), regard being had to both the extent and the limits of his or her professional expertise.
- 3.2.2 Shall limit the acts referred to in the Scope of Practice, to acts directly related to his or her education and training in his or her discipline of study; and
- 3.2.3 May conduct an independent private practice that falls within a Kinderkineticist Assistant's Scope of Practice.

### **3.3 Kinderkineticist-in-Training / Assistant Kinderkineticist-in-Training:**

- 3.3.1 Shall perform professional acts only under the supervision of a registered Kinderkineticist.
- 3.3.2 Shall limit the acts referred to in the Scope of Practice, to acts directly related to his or her education and training in his or her discipline of study.

## **4. Ethical Values and standards for Good and Professional Practice**

- 4.1 All the ethical guidelines necessary for the Kinderkineticist to present and maintain a professional practice can be found in the following ethical values and standards for good and professional practice.
- 4.2 The ethical values and standards for good and professional practice include the following:

**\*From this point the word client or person will be interchangeably used to describe the child (0-13 years).**

**4.2.1 Respect for clients and persons:** The Kinderkineticist must treat all clients/persons with respect and must be always courteous and friendly.

**4.2.2 Interest or well-being: (*Non-maleficence*)** The Kinderkineticist should not harm the client/person or do anything that might be against the clients/person's well-being, even if this might be in contrast with the Kinderkineticist personal interest.

**4.2.3 Interest or well-being: (*Beneficence*):** The Kinderkineticist must always act in the best interest of the client/person even if this is against his/her own interest.

**4.2.4 Human Rights:** The Kinderkineticist should acknowledge everyone's human rights.

**4.2.5 Integrity:** Each Kinderkineticist should see these ethical values and standards for good and professional practice as the base from which they should practice.

**4.2.6 Honesty:** Kinderkineticist should regard honesty as the foundation of trust in their professional relationships with clients/person's.

**4.2.7 Confidentiality:** Any information regarding a client/person should be treated as confidential unless information needs to be disclosed for legal purposes.

**4.2.8 Compassion and Tolerance:** The Kinderkineticist should be sensitive and show empathy for a client/person's situation, as well as respect each client's/person's cultural and religious beliefs.

**4.2.9 Justice:** The Kinderkineticist should treat every client in a just and impartial manner.

**4.2.10 Professional competence and self-improvement:** Every Kinderkineticist should constantly try to attain the highest level of knowledge and skills.

**4.2.11 Community:** Every Kinderkineticist should aspire to improve and contribute to the community in which he/she is located.

## **5. Duties to clients:**

### **5.1 Patients best interests or well-being**

*Kinderkineticists should always:*

- 5.1.1 Regard concern for the best interests or well-being of their patients as their primary professional duty.
- 5.1.2 Honour the trust of their patients.
- 5.1.3 Within the normal constraints of their practice, be accessible to patients when they are on duty, and arrange for access when they are not on duty.
- 5.1.4 Be mindful that they are in a position of power over their patients and avoid abusing their position.
- 5.1.5 Make sure that their personal beliefs do not prejudice their patients' health care. Beliefs that might prejudice care relate to patients' race, culture, ethnicity, social status, lifestyle, perceived economic worth, age, gender, disability, communicable disease status, sexual orientation, religious and spiritual beliefs, or any condition of vulnerability.
- 5.1.6 Respond to criticism and complaints promptly and constructively.
- 5.1.7 Act quickly to protect patients from risk if they believe that they or their colleagues are impaired.
- 5.1.8 In emergencies, provide health care within the limits of their practice, experience, and competency. If unable to do so, refer the patient to a colleague or an institution where the required care can be provided.

### **5.2 Respect for clients**

*The Kinderkineticist should always:*

- 5.2.1 Respect their client's right to privacy.
- 5.2.2 Be polite toward their clients.
- 5.2.3 Listen to their clients; in this case, it may be the child's parents.
- 5.2.4 Help to protect the human rights of their clients.

- 5.2.5 Kinderkinetics programs should not allow any discrimination towards different race, culture, language, gender, age, sexual orientation, disability or socio-economic status.
- 5.2.6 A Kinderkineticist should fulfil their duty to provide sound scientific lessons to their clients.

### **5.3 Informed Consent**

- 5.3.1 The Kinderkineticist should acquire informed consent from the parent/legal guardian before participation in any program/activity. This includes the following:
  - a) Explaining the premeditated evaluation or program.
  - b) Explaining any possible questions that may arise from the above.
  - c) Explaining any possible consequences that might arise due to participation in the activity (positive and negative).
  - d) Receiving signed consent from the parent/legal guardian.
- 5.3.2 Any information given should be in a language that the parent/guardian or child understands.
- 5.3.3 Do not withhold information that could be potentially positive to the child.
- 5.3.4 Informed consent should be applied continuously.
- 5.3.5 Allow parent/guardians access to any necessary records, such as evaluations.

### **5.4 Patient Confidentiality**

*Kinderkineticists should always:*

- 5.4.1 Recognize that all information from the child, parent and/or guardian are all deemed confidential and should be treated as such.
- 5.4.2 Not disclose any personal and confidential information they acquire in the course of their professional duties, unless agreed upon.
- 5.4.3 Not breach confidentiality without sound reason (for example, if disclosure is not made, serious harm may befall the patient).

- 5.4.4 Not breach confidentiality without the knowledge of the patient, in this case the parent and/or guardian.
- 5.4.5 In the event of a referral to other professionals, information may be given in a referral letter with the consent of the parent and/or guardian.

## **5.5 Patient participation in their own health care**

*Kinderkineticists should always:*

- 5.5.1 Respect the right of the patients' parents to be fully involved in decisions about their child's treatment and care even if they are not legally competent to give the necessary consent.
- 5.5.2 Inform their patients' parents that they have a right to seek a second opinion without prejudicing/jeopardising their child's future treatment.

## **5.6 Potential conflicts of interests**

*Kinderkineticists should:*

- 5.6.1 Always seek to give priority to the investigation and treatment of patients solely based on need.
- 5.6.2 Avoid over-servicing: They should recommend or refer patients for necessary investigations and treatment only and should prescribe only treatment that serves the needs of their patients.

## **6. Duties to colleagues and other health care practitioners**

### **6.1 Referrals to colleagues and potential conflict of interest**

*Kinderkineticists should always:*

- 6.1.1 Act in their patients' best interests when making referrals and providing or arranging treatment or care.
- 6.1.2 Treat patients referred to them in the same way they would treat their own patients.

## **6.2 Working with colleagues**

*Kinderkineticists should always:*

- 6.2.1 Work with and respect other Kinderkineticists or health-care professionals in pursuit of the best services possible for all patients.
- 6.2.2 Refrain from speaking ill of colleagues or other practitioners.
- 6.2.3 Not make the patient or parents doubt the knowledge or skills of colleagues by making comments about them that cannot be fully justified.
- 6.2.4 Not make any negative or harmful comments on any form of social media platform that belongs to other Kinderkineticists or health-care professionals.
- 6.2.5 Not discriminate against colleagues, including Kinderkineticists applying for posts, because of their views; including race, culture, ethnicity, social status, lifestyle, perceived economic worth, age, gender, disability, communicable disease status, sexual orientation, religious or spiritual beliefs, or any condition of vulnerability.
- 6.2.6 Support colleagues who uphold the core values and standards embodied in these guidelines.

## **6.3 Kinderkineticist in the role of employer shall:**

- 6.3.1 Ensure all employees are properly and duly qualified, ensuring compliance with statutory requirements.
- 6.3.2 Ensure policies and procedures are properly developed, implemented, and monitored.
- 6.3.3 Provide adequate opportunities for staff education and personal development.

## **7. Duties to themselves**

### **7.1 Knowledge and skills**

*Kinderkineticists should:*

- 7.1.1 Maintain and improve the standard of their performance by keeping their professional knowledge and skills up to date throughout their working life.

- 7.1.2 Regularly take part in educational workshops that would enhance their services as a Kinderkineticist.
- 7.1.3 Participate in continuing professional development to enhance their basic knowledge and provide new knowledge.
- 7.1.4 Acknowledge the limits of their professional knowledge and competence as a Kinderkineticist (set out by the Scope of Practice). They should not pretend to know everything and offer services above their abilities.
- 7.1.5 Keep up to date with the latest research available and implement it in their practice.

## **7.2 Maintaining a professional practice**

*Kinderkineticists shall:*

- 7.2.1 Maintain proper hygiene in their working environment.
- 7.2.2 Maintain appropriate patient/client records to allow effective evaluation of the patient/client's care and evaluation of the Kinderkineticist's practice.
- 7.2.3 Keep their equipment in good working order.
- 7.2.4 Deliver timely, patient/client specific Kinderkinetics sessions/treatment in line with the individual's goal.
- 7.2.5 Ensure that patient/clients understand the nature of the service being provided, especially the anticipated costs (both time and financial).
- 7.2.6 Ensure that staff members employed by them are trained to respect patients' rights, in particular the right to confidentiality.

## **8. Registration**

### **8.1 Introduction**

Section 2 of the Ethical Guidelines for SAPIK's registered Kinderkineticists including Kinderkineticist-in-Training and Assistant Kinderkineticist requires that:

- 8.1.1 Every Kinderkineticist or Assistant Kinderkineticist must register at the South African Professional Institute for Kinderkinetics (SAPIK) before appointment to a post.
- 8.1.2 No person may be employed as a Kinderkineticist or Assistant Kinderkineticist by an employer unless that person is registered with SAPIK.
- 8.1.3 The name “Kinderkinetics” is registered as a trademark and therefore no person that is not fully qualified and/or not registered at SAPIK may market him/herself as a Kinderkineticist or practice any acts as a Kinderkineticist.

When it comes under SAPIK’s attention that a person practices as a Kinderkineticist or Assistant Kinderkineticist without being registered at SAPIK or uses the term, “Kinderkinetics”, an ethical case will be opened against the specific person. Every case will be handled on merit.

## **8.2 Registration Procedures**

### **8.2.1 Different sectors of registration at SAPIK:**

- (A) A Kinderkineticist or Assistant Kinderkineticist must re-apply for registration each year with SAPIK by completing the RK1 registration form, accompanied by:
- Registration form RK1 duly completed.
  - Registration fee: as indicated on the form.
  - Their practice logo or the Logo of the school they work at.
- (B) A first-time registration as Kinderkineticist or Assistant Kinderkineticist must apply for registration with SAPIK by completing the RK2 registration form, accompanied by:
- Registration form RK2 duly completed.
  - Registration fee: as indicated in the form.
  - Certified copy of ID document or passport with a clear photograph.
  - Certified copy of results of degree / diploma and/or degree certificate.
  - Certified copy of documentation of practical internship / hours already completed.

- (C) A Kinderkineticist-in-Training or assistant Kinderkineticist-in-Training must apply for registration with SAPIK by completing the RK3 registration form in the beginning of year of training, accompanied by:
- Registration form RK3 duly completed.
  - Registration fee: as indicated in the form.
  - Ethical guidelines assignment duly completed.
- (D) A Kinderkineticist or Assistant Kinderkineticist working in SADC countries must apply for registration with SAPIK by completing the RK4 registration form, accompanied by:
- Registration form RK4 duly completed.
  - Registration fee: as indicated on the form.
  - Their practice logo or the Logo of the school they work at
  - SADC countries include Angola, Botswana, DR Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia, and Zimbabwe.
- (E) A first-time registration as Kinderkineticist or Assistant Kinderkineticist working in SADC countries must apply for registration with SAPIK by completing the RK5 registration form, accompanied by:
- Registration form RK5 duly completed.
  - Registration fee: as indicated in the form.
  - Certified copy of ID document or passport with a clear photograph.
  - Certified copy of results of degree / diploma and/or degree certificate.  
Certified copy of documentation of practical internship / hours already completed.
  - SADC countries include Angola, Botswana, DR Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia, and Zimbabwe.
- (F) International members (excluding SADC countries) please contact SAPIK directly before registering.

- 8.2.2. The minimum registration entry level for full registration at SAPIK is provided in the Designation Awarding Policy of SAPIK. The current registration fee is R1250.00 for a Kinderkineticist or Assistant Kinderkineticist, and first-time registrations for a Kinderkineticist or Assistant Kinderkineticist. The registration fee for Kinderkineticists and Assistant Kinderkineticists working in SADC countries are R800. Registration fees for Kinderkineticist-in-Training or Assistant Kinderkineticist-in-Training is R160. Every practice also pays a practice fee of the R200. The method of payment is by direct debit, into SAPIK's bank account: ABSA Bank, Name of Business: South-African Professional Institute of Kinderkinetics (Pty) Ltd, Account number: 9305430937, Branch Code: 632005, Reference: Initials, surname, and purpose of payment (example: E. Alberton, RK1). No cash or cheques will be accepted. Payment can be deposit individually or in groups. A copy of the deposit slip must be mailed to [sapikinfo@gmail.com](mailto:sapikinfo@gmail.com), faxed to (018) 299 1825 or delivered by hand at SAPIK office.
- 8.2.3. Registration for membership at SAPIK is valid for 1 year and registration opens on the 1<sup>st</sup> of January and ends at the end of February, with a grace period from the 1<sup>st</sup> till the 31<sup>st</sup> of March each year. Any registration that takes place after the 31<sup>st</sup> of March each year will automatically be penalized with a penalty clause of R400.00 per registration.
- 8.2.4. The registrar must consider every application send to SAPIK office for registration in the light of the registration criteria and make recommendations on the application to SAPIK.
- 8.2.5. In considering an application, the registrar may:
- a) Request further information from the applicant; or conduct any investigation it deems necessary.
  - b) The registrar may inform the Ethical committee of SAPIK of any uncertainty on.
  - c) Eligibility.

- d) The Ethical committee of SAPIK may inform the SAPIK Board for further discussions.

8.2.6. If SAPIK approves the application, the registrar must:

- a) Register the Kinderkineticist or Assistant Kinderkineticist by entering the applicants name in the register for Kinderkineticists in South-Africa; and
- b) Acknowledge the registration to the Kinderkineticist or Assistant Kinderkineticist through e-mail.
- c) Please note that only first-time registrations of Kinderkineticists and Assistant Kinderkineticists receive registration certificates via mail or are collected by hand.

8.2.7. If a registration certificate is destroyed or lost, a Kinderkineticist or Assistant Kinderkineticist may apply to the registrar of SAPIK for a duplicate certificate on payment of a fee as determined from time to time by SAPIK.

ONLY DULY COMPLETED REGISTRATION FORMS WILL BE ACCEPTED.

### **8.3. Criteria for registration**

8.3.1. A person who applies to register with SAPIK must:

- a) Satisfy the ethical standards contemplated in the Ethical guidelines of SAPIK; and as stipulated in the Designation Awarding Policy of SAPIK.

### **8.4. Deferment of registration**

8.4.1. A Kinderkineticist or Assistant Kinderkineticist may apply for deferment of membership at SAPIK if he/she is unable to practice the occupation.

8.4.2. The registrar and the training committee will review such applications individually taken into consider the merit of each application.

8.4.3. A practitioner will not receive deferment if he or she does not inform / applied to SAPIK.

- 8.4.4 After written permission is obtained at SAPIK, member registration will be deferred for a maximum of 2 years, unless otherwise extended with special circumstances.
- 8.4.5 It remains the members own responsibility to re-apply for registration after the 2-year or extended period has elapsed.
- 8.4.6. Deferment of registration procedure:
- a) Deferment of registration is only valid for two years, unless special permission has been granted for an extended period, and members can apply for deferment at SAPIK by completing.
    - An application form for deferment of registration.
    - Motivation on reasons why membership want to be deferred; and
    - Documentations and evidence necessary for approval of deferment.
  - b) Deferment of registration may be granted if.
    - A practitioner who is registered for another full-time qualification with no involvement in Kinderkinetics other than their full-time studies. The deferment will not be granted for members for a period less than 12 months.
  - c) Deferment of registration may not be granted if.
    - A practitioner who is registered for another full-time qualification but is still involve in Kinderkinetics.
    - M and PHD studies in Kinderkinetics.

## **8.5. Re-registration**

- 8.5.1. Any person whose name has been removed from the register may re-apply for re-registration at SAPIK by completing an application form RR1.
- 8.5.2. An application for re-registration must be accompanied by all the necessary documents and detail motivations as stated in the re-registration process of SAPIK.
- 8.5.3. Re-registration will then take place in the form of a fine equal to the amount paid for registration plus the amount necessary paid for registration that year.

8.5.4. The registrar and the training committee of SAPIK will review such applications individually taken into consider the merit of each application.

## **8.6. Register**

SAPIK will keep and maintain a register of members who are registered with SAPIK, and their personal information will be displayed on SAPIK's website and newsletters for marketing reasons to the public.

## **8.7. Registration fees**

Registration fees payable by Kinderkineticist or Assistant Kinderkineticist and Kinderkineticist-in-training or Assistant Kinderkineticist-in-Training of SAPIK, as stated in SAPIK's Constitution point 9.2.1 will be determined from time to time.

## **8.9. The Samaritan Fund**

Due to the deteriorating economy of South-Africa and the detrimental effects of the COVID-19 pandemic, various members of SAPIK suffered income losses. This had a rolling effect, in turn members of SAPIK were unable to pay their registration fees to be registered with SAPIK to be able to practice as a Kinderkineticist.

The Samaritan Fund of SAPIK was therefore established in 2022 by the SAPIK Board. The objective of the Fund is to provide financial assistance to SAPIK members who meet the specified criteria as set out below, by SAPIK. Having regard to the philosophy that no one should be prevented to practice as a Kinderkineticist, due to the lack of funds, the Fund intends to provide financial assistance with regards to the annual registration only, to SAPIK members as far as possible For SAPIK registration.

The board of SAPIK will decide, annually, what percentage of the surplus of the previous calendar year will be allocated to the Samaritan fund that may be used to

assist SAPIK members in need, with their annual registration fee. This allocation of funding from this fund will be done by means of an application process.

**Who is eligible for receiving funding:**

1. Qualified Kinderkineticist's and Assistant Kinderkineticist's.
2. Members of SAPIK that were registered in the previous year from the date of the application and have completed all their CPD points for that specific year.
3. Members who have followed the correct procedure of deferment and want to register again.
4. Members who have no outstanding CPD audit or any ethical cases active against them.
5. New members who are registering for the first time after completing their training at a university.

**The following is the process to be followed by the member who want to apply for financial assistance from the Samaritan Fund:**

1. Inform the SAPIK office that you want to apply for assistance from the Samaritan fund.
2. SAPIK will then send you a confidentiality agreement that will be signed by SAPIK and the member who wants to apply for funding.
3. SAPIK will provide you with the application form and process to be followed.
4. The member completes the application form in detail.
5. The member provides SAPIK with the past 4-6 months' income statements.
6. The member provides a detailed motivation on why you need assistance from the fund.
7. The member should provide their CPD sheet of the previous year, indicating that they have completed their CPD requirements for that year.
8. All Applications should be sent to the SAPIK office by the 20th of March of each year via email.

## **SAPIK will follow the following standard operating procedures:**

1. A Samaritan fund ad-hoc committee will be formed that includes, the SAPIK president, -vice-presidents, Chairman of the Financial committee and the - immediate-past president. 2
2. The SAPIK administrative officer will compile all the applications and will provide them to the President of SAPIK.
3. A meeting will then be held (between the 21st and 30th of March) to discuss all the applications.
4. The percentage of funding to be received by each applicant will be determined, by a set criteria scale (see table 1).
5. If the amount to be paid by the fund, exceeds the amount available in the fund, the members funding amounts will then be calculated pro-rata. 3
6. All applicants will be informed of the outcome of their application by 31st of March or the first working day thereafter.

## **AD-HOC decision**

\*Exception will be made at discretion of board if amount owed after discount will be allowed to be paid off in 3 monthly instalments (that is if amount owed is still too high for a once off payment) \*

**TABLE-1: Percentage discount based on monthly income of practice or person after income tax**

| Discount %   | Average income over 6 months                   |
|--------------|------------------------------------------------|
| 30% Discount | If registration fee is 20% of income after tax |
| 40% Discount | If registration fee is 30% of income after tax |
| 50% Discount | If registration fee is 40% of income after tax |

Example: Average Salary over 4 months: R6250.00 after income tax deduction and registration fee is R1250.

**Example:  $R1250/R6250 \times 100 = 20\%$  (thus you qualify to apply for 30% discount)**

An average income of the last 4 months will be taken in consideration, income according to bank statements.

**Example: (Month 1 + Month 2 + Month 3 + Month 4 = Total/ 4 = Average income)**

## **8.10. Removal of name from the register**

8.10.1 The Board of SAPIK may direct the registrar to remove the name of a Kinderkineticist or Assistant Kinderkineticist from the register if:

- a) After having been registered, the relevant qualification of the Kinderkineticist or Assistant Kinderkineticist is withdrawn or cancelled by the institution which issued it.
- b) The Kinderkineticist or Assistant Kinderkineticist was registered by error or by means of fraud.
- c) The Kinderkineticist or Assistant Kinderkineticist was found guilty of a breach of the Code of Professional Ethics, and in respect of whom the sanction was the removal of that person's name from the register.
- d) The Kinderkineticist or Assistant Kinderkineticist requests deferment of registration, permanently or for a specified period.
- e) The Kinderkineticist or Assistant Kinderkineticist fails to pay the fees prescribed by SAPIK within a specified period; or
- f) The Kinderkineticist or Assistant Kinderkineticist dies.

8.10.2 The registrar must give notice of the removal of a Kinderkineticist or Assistant Kinderkineticist name from the register by email to Kinderkineticist or Assistant Kinderkineticist.

## **8.11 Username and password for website**

The new username and password for access to the Kinderkinetic website will be issued to the Kinderkineticist once registration for the year is completed. This username and password are private information. An ethical case will be opened

against any Kinderkineticist that distributes the information to a non-registered Kinderkineticist.

## **9 Lodging of complaints**

### **9.1 To be acted upon your complaint must:**

Download the complaint form and send it to

**a.) Email:** [sapikinfo@gmail.com](mailto:sapikinfo@gmail.com)

**b.) Fax:** (018) 299 1825

**c.) Post:** SAPIK, p/x 6001, internal box 616, North-West University, Potchefstroom Campus, Potchefstroom

9.1.1 State clearly in writing that you wish to lodge a complaint against a Kinderkineticist or Assistant Kinderkineticist and that SAPIK should investigate your complaint. This complaint must be sent directly to SAPIK.

9.1.2 Detail the nature of the complaint, including all relevant information and facts as well as supporting documentation when available.

9.1.3 The full name of the person who is lodging the complaint must be stated clearly with all complaint cases.

9.1.4 When a complaint is addressed to the professional board, it must be submitted to the registrar, for attention to the chairperson of the ethics committee of the SAPIK board.

### **9.2 The registrar must:**

9.2.1 Peruse and analyse all complaints received.

9.2.2 Categorise them according to their significance and seriousness.

9.2.3 Record each complaint against the name of the respondent concerned as it appears in the register kept in SAPIK.

9.2.4 All complaints made are taken seriously and SAPIK is committed to ensuring that both practitioners and the public are protected.

9.2.5 All complaints & information provided will be treated with the strictest confidentiality.

***\*Please see SAPIK's Disciplinary Policy Procedure for the full explanation of the complaint process.***

## **10 Appeal Process**

Procedure for lodging an internal appeal:

- 10.1. The complainant (appellant) may appeal to the appeal committee against the findings or penalty of the ethical committee or both such finding and such penalty.
- 10.2 Within 21 days from the date of the decision of the ethical committee, the appellant must submit to the registrar a written notice of his or her intention to appeal: If a notice of intention to appeal is submitted after 21 days, the appeal committee may consider it. If accompanied by an application for indulgence stating the reasons for the delay, and the appeal committee must, on the date set down for the appeal, consider such application before the appeal on merits.
- 10.3 The appeal committee must provide the appellant with a copy of the transcript of the proceedings of the inquiry within 60 days from the date on which the appeal committee received the written notice of intention to appeal referred to in sub regulation (9.2). Provided the appellant pay the reasonable costs of making such copy of the transcript.
- 10.4 A copy of the appellant's papers, setting out the grounds of appeal and containing a summary of arguments, must be sent via email or registered post to the appeal committee. One copy must be sent to the other party (ethical committee) within 30 days from the date on which he or she received the copy of the transcript referred to in sub regulation (9.3).
- 10.5 The other party must deliver a copy of his or her reply to the appellant's papers, containing his or her summary of arguments, via email or registered post to the appeal committee and one copy to the appellant within 30 days

from the date on which the appellant delivered his or her papers to the appeal committee.

- 10.6 Within 14 days from the date on which the other party submitted his or her reply, the appellant must deliver a copy of his or her reply to that of the other party to the appeal committee and one copy to the other party.
- All above documentation can be sent via either email or registered post (The Register office of SAPIK, PO Box 6001, internal box 616, North-West University, Potchefstroom Campus, Potchefstroom).
- 10.7 The appeal committee set out by SAPIK will study the complaint separately and must consider all the above documentation by die appellant and the other party.
- 10.8 The appeal committee set out by SAPIK must allow representations and arguments from both parties or their legal representatives, deliberate on the matter on camera and thereafter advise the parties of its findings, which must be confirmed by the appeal committee in writing.
- Each party is responsible for his or her own costs occasioned by the preparation for and finalisation of the appeal.
- 10.9 The decision of the appeal committee will be of force and effect from the date determined by the committee and may be set aside by a High Court if approached.

The appeal committee may decide on any of the following procedures:

- (a) Should the appeal committee find the appeal and explanation of the appellant sufficient the practitioner will be notified, and the case will be seen as completed.
- (b) Should the appeal committee decide that there were grounds for complaint and the practitioner was found guilty of misconduct, the decision is final.
- (c) A practitioner found guilty of professional misconduct may be subject to the following penalties:
  - A caution or a reprimand or both as seen fit by the appeal committee.
  - A fine may be given according to the severity of the complaint or indiscretion.

- Removal of his/her name from the SAPIK register for a period or permanent removal
- Payment of the costs of the proceedings.

## **11     Marketing**

### **11.1 Kinderkineticists and/or Assistant Kinderkineticists (marketing guidelines incorporate all marketing on a national, provincial and local level):**

- 11.1.1 Shall inform the public truthfully about their nature of their services that falls within the scope of practice.
- 11.1.2 May advertise their services.
- 11.1.3 Shall not use false, fraudulent, misleading, deceptive, unfair, or sensational statements or claims
- 11.1.4 Shall claim only those titles which correctly describe their professional status.
- 11.1.5 Are not bound by any specific areas. No Kinderkineticist may claim an area to which he or she appoints him/herself the sole Kinderkineticist of that specific area.
- 11.1.6 Contracts (in writing) between a Kinderkineticist and a school may be implemented. It is best to keep the written contract with your other legal documentation should a query arise by a third party. Any other Kinderkineticist (a third party) that wants to advertise or offer their services to the same school must be aware of the original contract and respect that contract. Failure to do so can result in disciplinary steps.
- 11.1.7 The SAPIK logo, the Kinderkinetics logo and the basic logo of Kinderkinetics (K) are the property of SAPIK and may not be distributed to non-registered Kinderkineticists or be loaded onto the Internet for non-marketing related reasons. These logos are designed by SAPIK and may not be modified. These logos need to be used as they are (design and colour).
- 11.1.8 Old marketing material that does not feature the correct logo's must be disposed of; or in the case where hundreds of pamphlets or similar material are left, members can make use of stickers (where you print the correct logo and stick it on the material).

11.1.9 SAPIK updated their logo in 2018 to be in line with SAQA's requirements. The new SAPIK logo needs to be in use by the end of 2021. Members are provided with enough time for this new logo to appear on all marketing material. As mentioned in 11.1.8, members can also make use of stickers.

Guidelines for the use of SAPIK logo's by Kinderkineticists and/or Assistant Kinderkineticists:

a.) Logo's to be used for business cards is your personal logo and the official logo of SAPIK.

- Optional: If there is space you can add the Kinderkinetics logo or the basic logo for Kinderkinetics (K).

b.) Logo's to be used for pamphlets, banners, boards, official reports, and documents of practice are the personal logo and the official logo of SAPIK.

- Optional: If there is space you can add the Kinderkinetics logo or the basic logo for Kinderkinetics (K).

c.) Logo's to be used for bags, T-shirts, equipment, certificates, medals, trophies, or any other gift that is marketing-related is your personal logo and the basic logo for Kinderkinetics (K).

- Optional: If there is space you can add the Kinderkinetics logo or the official of SAPIK.

Please see the table below to illustrate all of SAPIK's logo's with an explanation of each:

| Logo                                                                                                                                                                                                                                                                                                                                | Where and when to be used                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1.</p>                                                                                                                                                                                                                                          | <p>This is the basic 'K' logo.</p> <p>This logo <b>must</b> be used for bags, T-shirts, equipment, certificates, medals, trophies, or any other gift that is marketing related.</p>       |
| <p>2.</p>                                                                                                                                                                                                                                         | <p>This is the Kinderkinetika logo.</p> <p>The Kinderkinetika logo is an <b>optional</b> choice for all marketing purposes.</p>                                                           |
| <p>3.</p>  <p>South African Professional Institute for Kinderkinetika<br/>Suid-Afrikaanse Professionele Instituut vir Kinderkinetika</p> <p>NPC Reg nr: 2015/067186/08</p> <p>✉ <a href="mailto:sapikinfo@gmail.com">sapikinfo@gmail.com</a></p> | <p>This is the official logo of SAPIK.</p> <p>The SAPIK logo <b>must</b> appear on all pamphlets, business cards, banners, boards, and official reports and documents of the practice</p> |

|                                                                                             |                                                                                                                                                       |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4.</p>  | <p>This logo can be used for an official sign at your practice stating that you are registered at SAPIK</p> <p>This is an <b>optional</b> choice.</p> |
| <p>5.</p>  | <p>This SAQA logo can be used for extra credibility on all marketing material.</p> <p>This is an <b>optional</b> choice</p>                           |

- The slash Logo is **not** the official logo of SAPIK. It is only used for SAPIK's administration purposes.



## 11.2 Advertising and canvassing

- A Kinderkineticist and/or Assistant Kinderkineticist shall be allowed to advertise his or her services or permit, sanction or acquiesce to such advertisement: Provided that the advertisement is not unprofessional, untruthful, deceptive, misleading or causes consumers unwarranted anxiety that they must participate in any given Kinderkinetics program without their own decision and/or need for the program.
- A Kinderkineticist and/or Assistant Kinderkineticist shall not canvass or tout or allow canvassing or touting to be done for patients on his or her behalf.

## 11.3 Kinderkineticists and/or Assistant Kinderkineticists practising together as employer and employee or in partnership, shall print or have printed

**on letterheads, account forms and electronic stationery information pertaining**

- a.) Name.
- b.) Profession.
- c.) SAPIK Registration number
- d.) Speciality or sub speciality or field of professional practice (if any).
- e.) Registered qualifications or other academic qualifications or honorary degrees in abbreviated form.
- f.) Addresses (including email address).
- g.) Telephone and fax numbers.
- h.) Business hours.
- i.) Business registration number (if any).

**11.4 Kinderkineticists and/or Assistant Kinderkineticists placing advertisements for job occupancy:**

**Information that should be included:**

- a.) Name of practitioner.
- b.) Profession.
- c.) Registered category (Kinderkineticist or Assistant Kinderkineticist).
- d.) Speciality or sub speciality or field of professional practice or honorary degrees in abbreviated form.
- e.) SAPIK Registration number.
- f.) Addresses (including email address).
- g.) Telephone and fax numbers.
- h.) Business hours.

**11.5 A Kinderkineticist and/or Assistant Kinderkineticist wanting to advertise equipment for sale:**

- a.) Name.

- b.) Contact details.
- c.) Type of equipment for sale.
- d.) Price.
- e.) Kinderkineticists and/or Assistant Kinderkineticists may advertise their second-hand equipment that is up for sale.

## **11.6 Advertising and correct naming of practice, website, and any social media:**

See sub clause 14 of the ethical guidelines for all rules pertaining the correct naming of practices, websites, and any social media.

## **11.7 Marketing on social media platform**

### **11.7.1 Definition of social media**

a). Social media is websites and applications that enable users to create and share content or to participate in social networking. Social media include blogs; podcasts; discussion forums; collaborative projects (e.g., Wikipedia); social networking sites (e.g., Twitter, Facebook, LinkedIn); content communities (e.g., YouTube); virtual social worlds (e.g., Second Life); and virtual game worlds.

This may include, but is not limited, to the following: Blogs, Facebook, Google+, LinkedIn, Twitter, and YouTube.

b). The following information is important regarding posting/sharing photos, information, videos, etc. on all social media platforms. This can include Facebook, Instagram, TikTok and WhatsApp to name a few.

- The compulsory hashtag that needs to be used with every social media post is #Kinderkinetics\_SA.
- Optional hashtags can be used with own discretion on social media posts.

c). When choosing a title for your practice on Facebook (description of service), one of the following options must be chosen and needs to be in place by 31 March 2022.

- Health & Wellness
- Medical & Health
- Professional service

#### **11.7.2 A core ethical value and standard of a Kinderkineticist and/or Assistant Kinderkineticist is treating information confidentially.**

The following general guidelines should be remembered when posting on social media:

- (a) Clients/patients may self-publish their own information. However, that does not give the Kinderkineticist and/or Assistant Kinderkineticist any right to use this published information.
- (b) A Kinderkineticist and/or Assistant Kinderkineticist should never share private or personal information about your patients, clients, colleagues, or co-workers without consent.
- (c) Ensure that clients/patients cannot be identified by the sum of information you post online, even if posted at different times or on different social media platforms or accounts.
- (d) Always define Kinderkinetics as an occupation and provide all the programmes that you are presenting as a Kinderkineticist. If you have any additional programmes or courses that you present, make sure to list them, separately. For example, if you completed a course and is a qualified Pilates instructor and you are using activities that you learned as an instructor on the children during strength training, make sure to specify that in your consent form.
- (e) Any additional qualifications should be advertised, and any additional programmes or services should be clearly stipulated in the consent form.

**11.7.3 A Kinderkineticist and/or Assistant Kinderkineticist must adhere to the following professional responsibility while working on any form of social media:**

- (a) All information posted should be credible and suitable for the audience. Caution must be taken when responding to direct requests on social media. They are not platforms for individual counselling or sharing information that may violate a patient's privacy.
- (b) If communication should continue the social media platform, redirect the patient or client on appropriate websites to provide him or her with your contact details. Take caution when contacted electronically by a person who has had no previous interaction with the Kinderkineticist and/or Assistant Kinderkineticist. Only provide contact details to schedule an appointment.
- (c) Do not engage in any false or misleading communication. State clearly whether you are representing yourself as an individual, or as a company or organisation.
- (d) Restrict yourself to your level of expertise or subject of interest. Ensure that all the scientifically correct facts are at hand before posting any information. The content posted should be held to the same professional standards as peer-reviewed publications.
- (e) Place a disclaimer on your social media accounts about the scope of the information you share. For example: "The information on Facebook is for educational purposes only, and is not intended as medical advice, diagnosis or treatment. If you are experiencing symptoms or need health advice, please consult a healthcare professional".
- (f) Do not respond if in doubt. Be honest and indicate that you are not completely sure about an answer.
- (g) Take responsibility for the information posted. If an error was made, be the first to respond to the mistake. Acknowledge the error and correct it as soon as possible. Respect a difference of opinion.
- (h) Acknowledge and respect contributions made by colleagues or original resources consulted. Failure to do so is technically a form of plagiarism and a breach of the copyright laws. Be familiar with the basics of copyright, privacy

and data protection regulations before using images or content from the web. Many images may not be used without permission, and in some instances, royalties have to be paid.

- (i) If you come across a posting of inappropriate content by a colleague, let the colleague know in a discreet and appropriate manner. In addition, advise colleagues who are impaired to seek professional assistance. Consider a private off-line communication or direct message if an issue has arisen about a patient or another party, or if there is a problem with content that has been posted.
- (j) Do not engage in any behaviour that may harm the reputation of your colleagues or the profession (i.e., defamation).
- (k) Avoid remarks that are negative, offensive, untruthful, threatening, discriminatory or demeaning.
- (l) Search for your name, practice, or organisation on a regular basis to assess the web-based contents associated with you. Ensure that your profile and the information posted on it is of high standard and up to date.
- (m) Maintain professionalism whilst conversing with patients by email, text message, WhatsApp, phone, or Skype call. Face-to-face communication remains the ideal means of communication and enables easier treatment and follow-up.

## **11.8 National marketing**

### **11.8.1 Definition of national marketing**

National Marketing includes any public communication using television, radio, motion pictures, newspapers, billboards, books, lists, pictorial representations, designs, mobile communications or other displays, the Internet, or directories. Advertising also includes situations in which practitioners make themselves available or provide information for media reports, magazine articles or advertorials, including where practitioners make comments or provide information on products or services, or practitioners.

### **11.8.2 What are the purpose of these guidelines?**

These Guidelines for National marketing were developed by the South African Professional Institute of Kinderkinetics (SAPIK).

- Explain and provide guidance on the obligations of national marketing according to SAPIK Ethical Guidelines.
- Describe what is prohibited on national marketing platform.

These guidelines are not intended to stop members of SAPIK from discussing/sharing their experiences and knowledge on national television, online or in person.

### **11.8.3 Do these guidelines apply to me?**

These guidelines apply to any person who is registered at SAPIK as a Kinderkineticist or an Assistant Kinderkineticist and should be read with other codes and guidelines published by SAPIK. Every member has a professional responsibility to be familiar with and adhere to these codes.

### **11.8.4 When marketing on national platform, a member should:**

- Inform SAPIK of this opportunity per e-mail. This will allow the profession to market your opportunity on our social platform including SAPIK's website, Facebook page etc.
- Ensure information/articles are up to date. This includes latest research, books, and articles. It is the members own responsibility to ensure that information is correct. Please visit our website for new published articles.
- Avoid confusing the public when information is given about Kinderkinetics. For instance, name your additional qualification over and above your Kinderkinetics degree. Clearly distinguish which information is from you as a Kinderkineticist and which is due to your additional degree or specialist

registration (Dietitian degree, Integrated Learning Therapist or Swim Instructor of Swim South Africa for example).

- Notify the public that the practitioner is accredited by a Professional board namely SAPIK.
- Only provide information in which he/she is qualified. Give a brief overview of the tertiary training institution from which the practitioner has graduated, and the qualifications received.
- Ensure that marketing material does not contain false and misleading information and is in the public interest (see SAPIK's Ethical guidelines).
- Contact SAPIK if you are unsure about material. SAPIK will help and guide you along the way.

## **12 Charging of fees**

Kinderkineticists are entitled to just and fair remuneration for services. Guidelines for fees may be set out by SAPIK from time to time according to the different services rendered by the practitioner.

Kinderkineticists shall:

- 12.1 Ensure that their fee schedules are based on prevailing market conditions.
- 12.2 Ensure that fees charged offer value for money.
- 12.3 Not charge improper (very high) tariffs.
- 12.4 Not charge the patient for services not rendered.

## **13 Locum tenens**

If a person wants to appoint a locum for a specific period, the individual can place a job advertisement by contacting SAPIK. A Kinderkineticist can only appoint another professional as per the Scope of practice. The advertisement will be emailed to members, placed on the web and published on social media.

If a person wants to offer his/her services for locum work, he/she can post an advertisement directly on SAPIK's social media page and Kinderkineticists can contact him/her directly.

## **14 Naming of practice**

14.1 A Kinderkineticist may not only use the word "Kinderkinetics" or "Kinderkinetika" in the naming of his/or practice, closed corporation (CC) or private company (Pty). Kinderkinetics is a registered profession and the right to the word "Kinderkinetics" or "Kinderkinetika" belongs to SAPIK.

14.2 A Kinderkineticist may not run a website that only uses the word "Kinderkinetics" or "Kinderkinetika" in the domain name. Kinderkinetics is a registered profession and the right to the word "Kinderkinetics" or "Kinderkinetika" belongs to SAPIK.

An example of the correct naming of a website is as follows: If your practice name is **Kruger Kinderkinetics**, you may have a domain that says: **krugerkinetika.co.za** or **krugerkinderkinetika.co.za**.

14.3 A Kinderkineticist may not only use the word "Kinderkinetics" or "Kinderkinetika" in any form of marketing and/or social media. Kinderkinetics is a registered profession and the right to the word "Kinderkinetics" or "Kinderkinetika" belongs to SAPIK.

According to legislation the word "clinic", "institute" or "academy" (English or Afrikaans) may not be connected to your practice in any possible way. Except in the case of the training institutions that includes North-West University, University of the Free State, University of Stellenbosch, and Centurion Academy.

## **15 Continuing Professional Development Regulation of SAPIK (CPD)**

### **15.1. Introduction**

The purpose of CPD is to assist practitioners to maintain and acquire new and updated levels of knowledge, skills and ethical attitudes that will be of benefit in their professional practice and enhance and promote professional integrity.

The beneficiary will ultimately be the client. All registered South African Professional Institute for Kinderkinetics (SAPIK) members are required to complete a series of Continuing Professional Development activities. These activities are categorised to represent a hierarchy of learning approaches and strategies. A practitioner should complete Continuing Professional Development activities to meet their needs or the demands of their practice environment. The system will take the South African environment in consideration by approving a range of activities that will be relevant to their Kinderkinetics practice.

### **15.2 CPD learning activity record form:**

Every Kinderkineticist shall maintain a record of their own learning activities and document the learning activities on the **SAPIK CPD learning activities record form**. It is the Kinderkineticist's own responsibility to record the learning activities and keep it up to date. It is **NOT** the responsibility of **SAPIK** to keep record of your learning activities. This record form together with the SAPIK CPD certificates should be kept safe for the previous three years and be submitted should the Kinderkineticist be selected randomly for an audit. The CPD learning activity record form includes the following:

1. Name and registration number of the Kinderkineticist.
2. Name of organization presenting the learning activity.
3. The name of the learning activity.
4. The number of CPD points.
5. The number of ethics points if any.
6. The attendance / completion date.

### 15.3 Selection of audit

From 2018 a practitioner can be selected for an audit at any given time and will be audited on the last three years. Selected practitioners will be obliged to submit the CPD learning activity record form and the CPD SAPIK certificates within **one month** on receipt of notification of being selected. The practitioner may submit the documentation in one of the following ways:

1. By post to the SAPIK office.
2. By email with the documents attached.

Practitioners who are non-compliant or do not submit their CPD documents, will be given a six-month extension. SAPIK members who are non-compliant or did not submit their portfolios within the required time given to the member, will automatically be included in the following audit call. The SAPIK CPD committee will randomly select individual practitioners for compliance checks every year. The sample size will depend on the number of practitioners on the register.

### 15.4 CPD article opportunities

SAPIK provides members with article opportunities three times per year. Members can earn accredited and ethical CPD points when answering the questions provided with each article. An 80% pass rate is also applicable for every article answered. Two CPD points can be earned per article. Members must pay an admin fee per article.

SAPIK communicates these article opportunities as well as the cost of the articles via email and on the SAPIK website. The date of completion is also communicated. No permissions are made for articles submitted after the specific dates, even if a member contacts SAPIK directly to make a special request. SAPIK will not allow any late entries.

## 15.5 Process:

Kinderkineticists are required to complete CPD points per 12-month period. The 12-month period start from March to end of February the next year. All CPD points are accredited, and no points will be allocated to learning activities which is not accredited by SAPIK, the HPCSA, SACE, SAMA (other professional boards) etc., and other professional institutions. The CPD points obtained on a specific date is valid for the year it is obtained in. For example: If a learning activity has been completed on 12 March 2018 and 12 points has been received, the points will be valid up until February 2019. Alternatively, if a learning activity has been completed in October 2018 and 12 points has been received, the points will be valid up until February 2019. The numbers of CPD points to be accumulated per year by Kinderkineticists are stipulated below:

| Learning activity | Minimum number of CPD points |
|-------------------|------------------------------|
| Accredited        | 20                           |
| Ethics            | 6                            |
| Total             | 26                           |

Take note: The Kinderkineticists 12 months for obtaining 26 points start from March 2018 or the first year of registration after 2018. This is the year this new updated CPD system start and will therefore be applicable from March 2018.

## 15.6 Non-compliance

The CPD Committee will investigate the reasons for non-compliance within an audit or request for extension. A period of six months extension will be provided where they can attempt to be compliant. After six months, if still not compliant the names of non-compliant practitioners will be sent to the SAPIK Board. The following actions may be taken:

- Should the practitioner not comply the member may be acquired to pay a fine and still complete the acquired points within the next six months.

- Should the practitioner still not comply with the CPD requirements within the second six-month period, one of the following actions will be taken:
- A remedial programme of continuing education and training as specified by the SAPIK Board.
- An examination as determined by the SAPIK Board. The board will determine if a theoretical or practical examination shall be completed. The SAPIK board will also determine the pass rate.
- Suspension from the register for a period as determined by the SAPIK Board; or working under supervision at own practice.
- Any other action considered as relevant as recommended by the SAPIK Board.
- If there is still non-compliance from the member the case will be handed over to SAPIK's lawyers.

## **15.7 Deferment:**

Practitioners may apply for deferment of CPD and the SAPIK CPD Committee will review such applications individually taken into consideration the merit of each application. The application should be motivated with appropriate evidence/documentation. The SAPIK CPD committee will send a letter to the relative member to inform him or her whether deferment is approved or not. A practitioner will not receive deferment if he or she does not inform the SAPIK CPD Committee.

### **15.7.1 Deferment may be granted in the case of:**

- a) A practitioner who is outside South Africa for a period exceeding 12 months and is not practicing as a Kinderkineticist.
- b) A practitioner who is outside of South Africa and practicing in a country where formal continuing professional development does not take place, however relevant proof is required and the CPD committee will be very strict with regard to this decision.
- c) A practitioner who is registered for another full-time qualification with no involvement in Kinderkinetics other than their full-time studies that will take

more than two years to complete and who will subsequently not be able to claim CPD points. The deferment will not be granted for members for a period less than 12 months.

**15.7.2 When a member wants to re-enter the system after deferment, he/she will be subject to the following conditions:**

- If deferment was granted for more than 12 months but less than two years, the member will be allowed to recommence the CPD year immediately.
- If deferment was granted for more than two years but less than three years, the member must submit proof of his/her employment during that time and the member will, based on the recommendation of the CPD Committee, be required to complete a period of supervised practice as determined by the SAPIK Board and will recommence the CPD year immediately.
- If deferment was granted for longer than three years and the practitioner did not practice Kinderkinetics during the deferment period, he/she will be required to complete a period of supervised practice as determined by the SAPIK Board.
- If deferment was granted because the practitioner was engaged in full time formal education and training for another qualification, CPD points will be allocated for obtaining the indicated additional qualification if it is relevant to Kinderkinetics. Proof of the additional qualification must be supplied to the CPD Committee, and the member will recommence the CPD year immediately. Please see point 5.3 on how the practitioner then must improve his/her individual learning.

**15.8 Retirement and illness:**

Deferment will not be granted to members who retire at any age or who are not practicing due to ill health for a period less than a month. They will be exempted from complying with Continuing Professional Development and if they want to apply to return to the register, the application must be submitted to the SAPIK CPD Committee who will in conjunction with the training committee of the SAPIK Board, decide on the conditions for registration, which may be any or all of the following:

- (i) Passing a SAPIK Board examination.
- (ii) Working under supervised practice.
- (iii) Collecting at least one year's total CPD points.

In the case of a member still practicing as Kinderkineticist but who are pregnant the following will occur:

- *Pregnancy*: The member will receive four months deferment after the baby is born. Deferment will occur the same time the practitioner has maternity leave. They will therefore only need to gather 15 CPD points for the year in question instead of 20 points.

### **15.9 Voluntary removal from register: de-registration:**

A practitioner must apply in writing to SAPIK before the last day of April for voluntary removal of his/her name from the register. If a practitioner's name is voluntarily removed from the register, the following will apply on request for a reinstatement:

- If a person requests reinstatement following a period of one to three years, a written and clinical examination in relevant areas of Kinderkinetics may be recommended.
- If a person requests reinstatement after a period of three years, a period of supervised practice as determined by the SAPIK Board will be required as well as a written and clinical examination as determined by the SAPIK Board will be conducted in relevant areas of practice.
- A person who was employed in another country and registered with an acceptable Professional Board or an equivalent licensing institution/body in that country, has complied with the CPD requirements of that institution/body, he/she may apply for the reinstatement of his/her name by submitting proof of that registration and compliance with the CPD of that country/institution/body. He/she will then be reinstated by means of the same procedure that is followed as explained by bullet one after assessing his/her shortcomings.

### **15.10 Restoration after erasure:**

When a practitioners' name has been erased from the register for more than a year but not exceeding two years without voluntary removal an application for restoration must be submitted to SAPIK who will request the training and CPD committee of SAPIK for a resolution, which may be any or all the following:

- (i) Passing a Professional Board examination.
- (ii) Working under supervised practice.

When a practitioner's name has been erased from the register for three years or more the application must be submitted to the SAPIK CPD Committee for a recommendation to the SAPIK Board for resolution.

### **16. Test batteries**

Test batteries are clinical instruments used in the assessment of a child's development. Various assessment batteries are used for this purpose, as a child's development has many different categories. These assessment batteries help to form a better picture on the individual's abilities.

Kinderkineticists are trained in various test batteries in their honour's year. These test batteries are the latest version. When a Kinderkineticist opens a practice, they must buy the original and latest version of the test battery immediately. You as a Kinderkineticist are not allowed to assess children with the photocopied material or handmade test apparatus that you received as part of the training in you honours year. SAPIK sees this as fraud. Members are not allowed to borrow or hire test batteries from another member for a period. SAPIK also sees this as fraud.

SAPIK also provides training opportunities twice a year to members who have bought the original and latest version of a specific test battery.

When it comes under SAPIK's attention that members are not using the original test battery the following steps will be taken:

1. The involved member will receive an ethical letter, stating that a period of 3 months is given to purchase the latest version of the test battery/batteries that they are currently using.
2. If a member fails to comply with the 3-month period, SAPIK will contact the specific test battery company/producer/designer and give up the name of the Kinderkineticist involved in this case. They will then most probably charge the member involved with fraud.

## **17. Plagiarism**

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not.

## **Plagiarism and Individual learning opportunities**

SAPIK provides its members with the opportunity to earn CPD points by reading educational articles and answering questions about the article. In the past members also had the opportunity to buy the "Groenboek" and answer questions for CPD points. Ethical CPD points are also received in the same principle with Ethical articles or scenarios. These opportunities are individual learning and not group work. SAPIK sees the following as a form of plagiarism:

- When members worked together to answer these individual learning opportunities.
- When answers are submitted and the words, sentences and layout of the document are the same as another member.
- When it comes under SAPIK attention that someone else answered the questions for the member. This can be an administrative person or a family member.

When a registered member of SAPIK ignores the ethical guidelines regarding plagiarism, the member will be charged with plagiarism and will receive an ethical letter (which will go on their record) and the CPD points for that specific opportunity will be forfeited.

### **17.1 Declaration**

All members need to sign the declaration document (Appendix C) with every individual learning opportunity in the future. This document must be attached with the answers. If the document is not attached and signed, no CPD points will be earned.

## **18. SAPIK Board and Committee Members**

**SAPIK Board** is a group of individuals that are elected as, or elected to act as, representatives of the members registered at SAPIK. They establish management related issues and makes decisions on major SAPIK issues. Every Board member is the chairperson over a specific committee.

**Committee members** are a group of people elected or appointed to perform some service or function for the specific committee that the board member is chairperson over. These members are appointed to investigate and report on, or act upon a particular matter.

## **18.1 Appointment of the SAPIK Board or committee members**

### **18.1.1 Appointment for the new 3-year period:**

Every 3 years a new Board and committee members are appointed. The selection process takes place at the annual year meeting in May. Nominations need to be made beforehand and then on the day voting takes place, where the new members are elected. If a Board member or committee member wishes to be in the same position for another term, they are more than welcome to be nominated again.

### **18.1.2 Appointment in the 3-year period, after a resignation:**

When a Board member or a committee member resigns in the middle of his/her term, a new person needs to be appointed in their place.

- When the resignation occurs 6 weeks before the annual year meeting in May, SAPIK will notify the members of the open position and members can nominate themselves. Voting and election will then take place at the annual year meeting.
- When the resignation occurs during the year, not 6 weeks before the annual year meeting, then the nomination and appointment of a new member is up to the Board or standing committee. They will recruit a member who they feel are able to fill the position or a member that is situated in the same area as the Board member or committee members. The new member will be co-opted to the specific committee and will be formally elected at the next annual year meeting. SAPIK will notify all the members of the new member that have been appointed. The co-opted member will receive confirmation in writing and will sign a declaration form confirming their eligibility to serve on the standing committee.

### **18.1.3 Welcoming letter**

Every new Board member and committee member will receive a welcome letter from SAPIK (Appendix D and E). The main purpose of these letters is to welcome the

newly appointed Board members or committee members and to stipulate their responsibilities and duties (Appendix F).

#### **18.1.4 Code of conduct**

Every newly appointed Board member and committee member must sign the code of conduct (Appendix G).

### **18.2 Special or extraordinary meetings**

#### **18.2.1 Definitions:**

- *A special meeting (sometimes called an extraordinary meeting) can have two meanings. The first meaning* is simply a meeting that is outside the regular timetable. This meaning tends to be simply a colloquial term that is used for something out of the ordinary.
- It is usually called to discuss something important or unusual. This type of meeting usually requires no special notice, but it is good governance to advise everyone who is eligible to attend, that the meeting is being held, and the purpose for it being held outside of the normal timetable – that is the topic of discussion.
- **The second type of special meeting** is one that has special requirements. These requirements may be length of notice for the meeting, it may be a special quorum (the number of people required for the meeting to transact business) or there may be other requirements written into SAPIK's rules or constitution.
- A special meeting may also have special voting requirements – for instance, it may allow proxy votes.

#### **18.2.2 Request for a Special Meeting**

Any person wishing to request the Board members for a Special Meeting are strongly encouraged to contact the secretary of SAPIK for advice concerning the matter.

- a) A special meeting is to be held on the request of not less than 1/2 of the number of SAPIK Board members.
- b) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- c) The request is to be sent to the President. If the President cannot reside as the Presiding member for whatsoever reason, a new Presiding member may be chosen out of the Board members in attendance.
- d) A special meeting is to be held on a day selected by the President but not more than 35 days after the day on which he or she received the request.
- e) In serious cases an emergency Special Meeting may be scheduled. This is for cases that need urgent attention, which cannot be delayed. This type of meeting will happen in a matter of days and the scheduling and communicating process will most probably happen telephonically to speed up the process.

### **18.2.3 The following procedures will apply to a Special Meeting:**

#### **A. Holding and convening Special Meetings**

When the SAPIK Board members who are attending the special meeting have been identified, a notice (Appendix B) will be sent out. The President will request the secretary to convene a meeting, which must be held within 35 days on receiving the request. The meeting time, date and venue is required to be advertised by way of public notice for a minimum of fourteen days prior to the meeting date.

\*In the case of an emergency meeting the above procedure is not applicable.

#### **B. Meeting procedure**

The following procedures will normally apply to the special meeting (unless changed by the Presiding Member):

1. Opening
2. Welcome and Introduction

3. Apologies
4. Items to be discussed as stated in Appendix B inclusive of:
  - Presentation from Administration on Business to be discussed.
  - Questions and Answers from Board members.
  - Speakers “For” and “Against” alternatively / Consideration of Motions (if any) from electors.
5. Close.

#### **18.2.4 Registration and sign in**

To be able to ask a question and/or move/second a motion and/or vote all members in attendance must be on the Board of SAPIK. The secretary will be verifying this on arrival, so to commence the meeting on time; the Board members who wish to be part of the voting process are encouraged to arrive half an hour prior to the meeting. Board members will be marked off the attendance roll as they enter the meeting.

#### **18.2.5 Minute Taking & Recording**

The meeting will be recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes, which may be released upon request to third parties. If any Board members do not give permission for recording his/her participation he/she will have to indicate this at the meeting.

The Board members are reminded that nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless the presiding member has given that person permission to do so.

#### **18.2.6 Presentations from the Administration on business to be discussed**

The administration will provide a ten-minute report on each item listed on the agenda. Board members will be given the opportunity to determine the first item on the agenda should they wish to select a different one from that listed on the meeting

request form. Following this, the agenda will follow the order of business as listed on the meeting request form.

### **Questions from Electors**

Only questions related to the business items listed on the agenda for the meeting will be accepted. The Presiding Member will allow ten minutes for questions from Board members on each item. The Presiding Member will ask for show of hands, let each person ask his/her questions, move onto the next elector and if there is enough time go back to the first person, should this person have another question to ask. Board members asking questions are requested to state their name and address prior to asking a question.

### **18.2.7 Voting**

Only Board members are entitled to vote at the meeting. The Presiding Member will only accept motions on matters listed on the agenda. Motions from the floor will be accepted only after the administration has presented on the item. Then the mover will be able to speak for three minutes, and then the seconder will speak for three minutes. The Presiding Member will allow for three speakers for and three speakers against and the mover will then have the right of reply. Voting will only take place after a motion that has been moved and seconded has been provided to the administration in full. All decisions are to be made by simple majority (via way of a show of hands) and secret voting is not permitted. The mover and seconder of a motion must state their name and address prior to moving or seconding a motion.

### **18.2.8 Closing of meeting**

The Presiding Member will determine in advance the closing time of the meeting. This will be announced and is generally set for two hours after the commencement of the meeting.

### **18.2.9 Rules of Conduct & Recording of Meeting**

All Board members will have to abide by SAPIK's Code of Conduct. All Board members of attending the meeting must be fair and respectful before, during and after the meeting. All recordings of meetings are prohibited except from the secretary for minute taking purposes.

### **18.2.10 Miscellaneous**

1. The standing orders apply, so far as is practicable, to any meeting but, where there is any inconsistency between the provisions of the standing orders and the provisions of the guidelines, the latter shall prevail.
2. A person who is not a Board member is not entitled to vote at a special meeting and may not take part in any discussion at that meeting, unless the meeting, by a motion, requests or authorises the person to do so.

## **19. Policy of Recognition of Prior Learning**

### **19.1 Introduction**

The purpose of the policy of recognition of prior learning is to assist members with previous learning experience or skills associated with Kinderkinetics to register at a sublevel at the South African Professional Institute of Kinderkinetics (SAPIK). SAPIK is a body that regulates the profession of Kinderkinetics, which is in the interests of the public and particularly the members of the Institution.

SAPIK has four categories of membership:

- Kinderkineticist
- Assistant Kinderkineticist
- Kinderkineticist-in-Training
- Assistant Kinderkineticist-in-Training
- Kinderkineticist with the grandfather clause

The professional body SAPIK is a supporting professional that is recognised by other health and related professions as a competent service provider in the health industry to promote and protect the interests of the profession of Kinderkinetics.

SAPIK Board members have agreed this Membership Admission Policy and all decisions on membership ultimately rest with them. Each application will be evaluated on an individual basis.

## **19.2 Process of recognition of prior learning**

**19.2.1** Section 2 of the Ethical Guidelines for a SAPIK registered Kinderkineticist including Kinderkineticist-in-Training and Assistant Kinderkineticist (The Act, 2016) requires that:

- Every Kinderkineticist or Assistant Kinderkineticist contemplated by the Act must register at the South African Professional Institute of Kinderkinetics (SAPIK) before appointment to a post, and
- An employer may employ no person as a Kinderkineticist or Assistant Kinderkineticist unless that person is registered with the SAPIK.
- The name “Kinderkinetics” is registered as a trademark and therefore no person that is not fully qualified and/or not registered at SAPIK may market him/herself as a Kinderkineticist or practice any acts as a Kinderkineticist.

### **19.2.2 Application for recognition of prior learning**

- Any person who has previous experience or skills associated with Kinderkinetics can apply for recognition of prior learning.
- An application for recognition of prior learning must be accompanied by all the necessary documents and detailed motivations as stated in the application form.
- As stated in **SAPIK’s Registration process section 2.5** will take place. Please see the *Membership Admission Policy of South Africa Professional Institute of Kinderkinetics (SAPIK)* for more information in this regard.
- Application form must be emailed to [sapikinfo@gmail.com](mailto:sapikinfo@gmail.com) accompanied by all required documents.

### 19.3 Application fees

An application fee of R100.00 is required for the process to start. Proof of payment must be sent to SAPIK via email with a duly completed application form. SAPIK's banking details is as follows:

#### **ABSA Bank**

**Name of Business:** South-African Professional Institute of Kinderkinetics (SAPIK)  
**Account nr:** 9305430937  
**Branch Code:** 632005  
**Reference:** Name, surname, and purpose of payment

A copy of the deposit slip must be e-mailed to [sapikinfo@gmail.com](mailto:sapikinfo@gmail.com)

### 19.4 Feedback from SAPIK

After receiving all the necessary information regarding recognition of prior learning in the different designations that can be awarded by SAPIK, SAPIK will inform each member via email through a formal letter if the application was successful or not. If the application was successful, SAPIK will inform the applicant of the necessary steps that he/she will have to follow to register with SAPIK. Currently there are two designations that the applicant can apply for or that will be awarded if the application is successful.

#### 19.4.1 Kinderkineticist

Pre-requisites and limitations will be identified by the training committee of SAPIK based on the information in the application of the applicant and procedures will be outlined to the applicant to obtain the necessary scientific background etc. as well as the time frame in which these shortcomings need to be in place. These pre- requisites must be submitted to SAPIK. When the applicant is successful, the applicant will be informed by SAPIK that he/she can register with SAPIK.

The following professions but not limited to that are offered worldwide will be considered under this qualification.

1. Adapted Physical Education Teachers
2. Special Needs Teachers
3. Paediatric Exercise Specialist
4. Motor Therapist
5. Motor Remedial Teacher
6. Paediatric Physical Therapist
7. Kinder physiotherapists
8. Developmental Movement Therapist
9. Paediatric Occupational Therapist

If successful, candidates from such professions will be registered under the Grandfather Clause.

#### **19.4.2 Grandfather Clause**

This clause refers to members who can prove that they are experts in the field of Kinderkinetics and who can provide direction in training in Kinderkinetics and work side by side with Kinderkineticists.

#### **19.4.3 Assistant Kinderkineticist**

Limitations will be identified by the training committee of SAPIK based on the information in the application of the applicant and procedures will be outlined to the applicant to obtain the necessary scientific background etc. as well as the period in which these shortcomings need to be in place. These pre-requisites must be submitted to SAPIK within the period as set by SAPIK. When the applicant is successful, the applicant will be informed by SAPIK that he/she can register with SAPIK.

## 19.5 Procedures

Basic procedure that will be followed will be:

1. There will be expected from THE APPLICANT to firstly update his/her scientific background. This entails the completion of a module called motor learning presented by the North-West University and Stellenbosch University. THE APPLICANT will have to buy the textbook and study it by himself/herself and then write a test where a mark of 60% must be obtained to pass. If THE APPLICANT passes, he/she will start with the next requirement namely the practical section.
2. The practical section will constitute of 12 practical hours. THE APPLICANT will have to conduct the practical hours under the supervision of a registered Kinderkineticist. It includes assignments regarding obtaining background information which is relevant to the assessment of toddlers in a Kinderkinetics program. A list of Practitioners is available on SAPIK's website. Please note that the practitioner should sign the logbook of the APPLICANT after every session that was conducted / attended under the practitioner's supervision.
3. Lastly, after the completion of the theoretical and practical aspects the APPLICANT will need to attend a 2-day Assistant Kinderkinetics workshop that he/she must pay for. SAPIK will inform the APPLICANT on the available dates. After completion of the Assistant Kinderkinetics workshop and the outcomes that must be completed within 3 months the APPLICANT have to apply his/her skills for an additional 8 hours in a Kinderkinetics practice under supervision. The applicant will then receive a certificate from SAPIK as proof that the APPLICANT can register as an Assistant Kinderkineticist or a Kinderkineticist. If the APPLICANT does not pass, SAPIK will inform the applicant of a second opportunity to obtain the certificate.

After registration is granted, an applicant must register with SAPIK by completing a registration from RR1 that is available on SAPIK's website

[www.kinderkinetics.co.za](http://www.kinderkinetics.co.za), accompanied by the necessary documents as stipulated in the registration form.

## **20. POPI ACT**

The South African Professional Institute for Kinderkinetics (SAPIK) collects and processes personal information in respect of all Kinderkineticists who is mandated to register with the Professional Body to practice under the Trademark Kinderkinetics.

SAPIK as a Professional Body is established as a Voluntary Institution/Professional body and registered as a Non-Profit Organization (NPO), NPO number 2015/047186/08 following the Companies Act 71, 2008. The purpose of SAPIK as an Institution/Professional body is to administrate and manage the Profession of Kinderkinetics, which is in the interests of the public and particularly the members of the Institution/Professional body.

To optimally perform the duties of the Institution/Professional body, it must collect some personal information to effectively administrate every member's record, to ensure that they are registered with the Institution/Professional body and in turn lawfully practice under the Trademark Kinderkinetics.

Furthermore, SAPIK will make use of personal information to update the Kinderkinetics members and practice registration lists annually that will be available on the SAPIK website. SAPIK will also use personal information to complete the mandatory South African Qualifications Authority (SAQA) data-loads of Professional bodies that are registered at SAQA as mandated by SAQA on an annual basis.

Lastly, SAPIK will use personal information annually when taking out Professional Indemnity Insurance for all registered SAPIK members on behalf of the members. The Protection of Personal Information Act (POPIA) stipulates that personal information may be collected and processed in accordance with a lawful obligation (in other words there is a law, like the Companies Act 71, 2008 and the SAQA act). In the ordinary course of business, your prior consent is not required.

SAPIK has reviewed all personal information collected/processed by SAPIK and confirms that the information is collected/processed lawfully in terms of POPIA and in accordance with the requirements of the Companies Act 71, 2008 and the SAQA Act, if applicable, or any other relevant legislation. SAPIK has service providers, including our website host, who are performing some of SAPIK's duties and responsibilities on behalf of SAPIK, and with whom personal information is shared.

- SAPIK 's President will serve as the POPIA Deputy Information Officer of SAPIK.
- The full amendment can be found on SAPIK's website [www.kinderkinetics.co.za](http://www.kinderkinetics.co.za)

***\*Please see SAPIK's Continuing Professional Development Regulation for the full explanation and procedures. The above-mentioned information is only a summary and may not explain all the rules, regulations and procedures as mentioned in the full document.***

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