



Child Protection Policy

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Introduction

A Biblical Perspective

The exploitation of children is not unique to any culture, time, or religious groups. In fact children can be vulnerable in all settings. The problem goes as far back as the Old Testament where we find children being used as chattel and sacrifices. They were slaughtered, neglected, abused and suffered many ills at the hands of adults. (Job 24:7,9-10; 2 Kings 4:1, Joel 3:3; Amos 2:7, Jeremiah 31:15, 32:35; Psalm 106:37–38)

God is not pleased when adults mistreat children; in fact we read that He becomes their defender, father, healer, friend, and saviour. (Deuteronomy 10:18; Psalm 10:18, 68:5, 82:3) Jesus healed children, cast demons out of them, and blessed them. (John 4:46–47, Matthew 15:22; Matthew 19:13–14)

In Lamentations 2:19 it is written, “Arise, cry aloud in the night at the beginning of the night watches; pour out your heart like water before the presence of the Lord; lift up your hands to Him For the life of your little ones who are faint because of hunger at the head of every street.” (NASB) God calls to us to share His concern for the little ones. It is our responsibility as a faith-based organization to ensure children are protected from all harm. This call of God becomes the foundation for this child protection policy.

1. Statement

“EVERY CHILD IS EVERYONE’S CHILD”

Villages of Hope – Africa values all children and believes every child has the right to protection from all forms of abuse.

Villages of Hope - Africa is committed to providing safe and secure environments for each child under our care by ensuring all staff, volunteers, children, and stake-holders follow the written child protection policy.

2. Application

The Child Protection Policy (CPP) applies to:

1. All VOH-Africa personnel
2. All partners and their staff, board members, committee members, and contractors
3. All volunteers, teams, and visitors who come into contact with a VOH Child
4. Partner Organizations
5. All Children regardless of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
6. ***Partners are to develop policies and procedures that take into account these Child Protection Policies.***
7. ***This CPP supersedes any existing policies and/or regulations that may be inferior or in conflict with this CPP.***

3. Definitions and Abbreviations

Abuse

The UN defines abuse as:

Child abuse and maltreatment constitutes all forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitations, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship or responsibility, trust or power.

Included in the list of abuses would be Spiritual and Social Abuse as defined by Celebrating Children page 14.

Accusation

A charge of wrongdoing made in writing. In the case of a child, the CPO will receive a verbal accusation.

Child

According to the UNCRC: any individual under the age of 18; this is the definition even if local country definitions of when a child reaches adulthood are different.

Child protection

Whatever individuals, organizations, countries, and communities do to protect children from abuse and exploitation.

Child protection describes what an organization does to protect children from harm. In *Keeping Children Safe* child protection focuses on an organization's responsibility to protect children they come into contact with, whether the harm is taking place inside or outside the organization.

Child Protection Policy (CPP)

A written document that states an organization's commitment to keep safe the children it works with, or comes into contact with – a policy explains how an organization approaches child protection, their attitudes, and basic principles.

Code of Conduct/Code of Behaviour

A clear, concise guide for staff about what is and what is not acceptable behaviour or practice when working with children.

Corporal punishment (noun)

Physical punishment e.g. hitting a child with a stick to punish them for bad behaviour.

Positive Discipline

Positive Discipline is an approach to discipline in which all efforts at managing behaviours contribute positively to the child's development.

- Positive discipline uses miss-behaviour as teaching and learning opportunities.
- It involves adults setting positive examples in their actions and eliminating negative communication (such as shrugs or commands) and replacing it with positive/engaging communication (such as "how could you do it differently").

Dignity

The quality or state of being worthy, honored, or esteemed.

Employee (noun)

Any person – paid or unpaid – who works for, or represents an organisation.

Exploit

To make use of meanly or unjustly for one's own advantage

Images

A reproduction or imitation of a person by means of photographic stills, video, and artwork.

Abbreviations:

CPP = Child Protection Policy

CPC = Child Protection Committee

CPO = Child Protection Officer

KCC = Keeping Children Safe Coalition

UNCRC = United Nations Convention on the Rights of the Child

VOH-AS = Villages of Hope – Africa Society

4. General

1. All partners are required to have a written Child Protection Policy.
 - a. Each department is to be given a copy of the CPP.
 - b. CPP information will be posted at each location.
 - c. When necessary partners will translate the CPP into the local language.
 - d. The development date must show on the document.
2. Local context, laws, and practices need to be considered in the development of the CPP.
3. ***CPP must be applied to all children in the care of an overseas agent.***
 - a. ***This includes provision for children when visiting next of kin away from the village.***
 - b. ***Awareness of the CPP should be given to relatives and any individual who have been granted permission by the respective authorities to take the resident VOH child/ children for a period of one or more days.***
4. All partners must have in place measures that will prevent harm to children.
5. ***Partners will Review and Evaluate the CPP every two years.***
 - a. ***The review date must show in the revised document.***
 - b. ***The Governing Body of the overseas agent must approve the revised CPP.***
 - c. ***The KCS Self Audit is to be completed by the overseas agent CPC annually and submitted to VOH Africa.***
6. Partners will conduct ongoing training and education for staff and children in the area of child protection. Review sessions with staff and children must take place a minimum of every two years.
 - a. A record of training sessions and those attending must be kept.
 - b. ***Every trained personnel is to receive a copy of:***

i. The statement

ii. Code of Conduct for employees

iii. How to recognize abuse

iv. Reporting Structure

7. A risk assessment must be completed prior to starting new facilities, programs or *initiatives, including:*
 - a. Ensuring all premises are kept in good and safe condition.*
 - b. Safety drills are conducted on a regular bases.*
 - c. Premises where children are present are secure from unauthorized intruders.*
 - d. All staff are trained in areas of first aid, especially those supervising children where risk is high.
8. Children must also receive training in the area of Child Protection.
 - a. It is recommended that the Kidpower program be used to train the children.
- 9. Partners will ensure that other partner organizations have a CPP in place prior to children participating in any of their partner's programs.**
 - a. In the absence of other organizations having a CPP in place, the Partner's leadership will review their CPP with the other organization's leadership and ensure that the children will be kept safe.*
- 10. Partners shall have in place disciplinary measures for personnel who do not report suspicion of abuse.**

5. Code of Conduct

5.1 All VOH-Africa Employees

All VOH-Africa personnel, partners and their staff, board members, committee members and contractors must:

- Treat all children with respect and dignity.
- Listen to what the children have to say in order to develop an environment where children feel free to discuss openly their contacts and relationships with employees and others.
- Use appropriate language suitable for the age and maturity level of the child.

It is inappropriate for all VOH-Africa personnel, partners and their staff, board members, committee members, and contractors to:

- Handle children in a rough manner
- Use abusive language
- Threaten the children

VOH-Africa personnel, partners and their staff, board members, committee members and contractors must never:

- Use language, make suggestions or offer advice that is inappropriate, offensive, or abusive.
- Behave physically in a manner that is inappropriate or sexually provocative.
- Have a child/children with whom they are working to stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working with.
 - Exception: unless the child in a Children's Home is still a baby or a toddler who is sick and needs to be monitored. The housemother can share a room with the baby/child, but the baby/child can still sleep in his/her own bed.

- Do things for children of a personal nature that they can do for themselves.
- Condone, or participate in, behaviour of children that is illegal, unsafe, or abusive.
- Act in ways intended to shame, humiliate, belittle, or degrade.
- Discriminate against, show different treatment, or favour particular children to the exclusion of others.

5.2 All Visitors, team members, and volunteers must:

- Treat all children with respect and dignity.
- Behave as good role models.
- Use appropriate language that is suitable to the age and maturity level of the child.
- Show respect to the local culture and practises.

It is inappropriate for visitors, team members, and volunteers to:

- Handle children in a rough manner.
- Use abusive language.
- Threaten the children.

Visitors, team members, and volunteers must never:

- Use language, make suggestions, or offer advice that is inappropriate, offensive or abusive.
- Be alone with a child in a private place.
- Make promises of any kind to a child or children.
- Behave physically in a manner that is inappropriate or sexually provocative.
- Have a child/children with whom they are working stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working.
- Do things for children of a personal nature they can do for themselves
- Condone, or participate in, behaviour of children that is illegal, unsafe, or abusive.
- Discriminate against, show different treatment, or favour particular children to the exclusion of others.

5.3 All Children:

- Must treat all other children with respect and dignity.
- Must treat all adults with respect and dignity.
- Must use appropriate language.

It is inappropriate for children to:

- Use excessive force in play or other activities.
- Use abusive language.
- Threaten other children.

Children must never:

- Bully other children.
- Behave physically in a manner that is inappropriate or sexually provocative.
- Participate in behaviour that is illegal, unsafe, or abusive.
- Act in ways intended to shame, humiliate, belittle, or degrade other children.
- Discriminate against, show different treatment, or favour particular children to the exclusion of others.

6. Recruitment and Training

6.1 Staff and Volunteers

- Application forms must make reference to the CPP.
- Employees and volunteers must sign a CPP declaration at time of engagement.
- A suitable police check certificate must be provided at time of application.
- Must provide at the time of application two references from separate individuals. Only references from a local pastor, civic leader, and/or former employer will be accepted.
- Prior to starting work, all new employees and volunteers will receive a CPP orientation.
- Within the first year of work, must receive full CPP training.
- All employees and volunteers must be supervised by personnel trained in the CPP.

6.2 Team Members and Overseas Visitors

- The sending partner will be responsible to ensure each team member has a police check and character references.
- Partners are to conduct orientation of CPP upon arrival.
- The overseas agent will supervise all team and visitors. Supervisors must be personnel who are trained in the CPP.
- ***Visitors are to be given a visitor's badge to be worn at all times when at the village.***

6.3 Definitions

- Visitors – people or groups of people who are at the village for less than 1 day.
- Teams – a group of people sent by a church or organization.
- Volunteers:

- o Short Term – working at the village for less than 1 month.
- o Mid Term – working at the village for 1 to 6 months.
- o Long Term – working at the village for over 6 months.

7. Discipline

- Corporal punishment is not to be used in any circumstances.
- No punishment is to be used that dehumanizes, degrades, belittles, or shames the child.
- All punishment must be consistent and age-appropriate.
- ***Partners are encouraged to reward good behaviour to minimize the need for punishment.***

8. Procedures and Reporting

1. Each Overseas Agent will have an appointed Child Protection Officer (CPO):
 - a. The Village Director cannot be appointed as the CPO.
 - b. The CPO must be an employee of the overseas agent.
 - c. The CPO must have social work experience and training or have a minimum of two years of service with the organization.

(See appendix for the CPO job description)

2. Accusation raised against the Village Director will be investigated by the governing body.
3. Accusations raised against the CPO will be investigated by the Village Director.
4. All conclusions and disciplinary actions made by the Village Director and/or the CPO may be appealed to the governing body.
5. Each overseas agent will have a reporting process in place for suspected and reported cases of abuse:
 - Procedures are to be established for both internal and external accusations of abuse
 - See appendix for proposed reporting procedures
6. All information regarding suspected, reported, and/or confirmed cases of abuse must be kept confidential.
7. The following will be reported to the Executive Director of VOH-Africa:
 - Confirmed cases of sexual abuse.
 - Accusation raised against the Village Director.
 - Accusations raised against any foreigner.
 - The overseas agent is still responsible for the investigation of these accusations.
8. ***All staff and children must be made aware of the reporting procedures. Reporting flow charts need to be developed and posted in public places at the village.***

9. Communications about Children

Information of all children is to be kept in a safe and secure location and will be kept confidential. Information of the children will not be publicised.

Only the Village Director should speak on behalf of the organization.

Permission for use of visual images, both photographic stills and video, must be given by VOH-Africa when using them to promote the work of the society and its partners.

9.1 General

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families, and communities.

9.2 Aim

This document sets out the principles for VOH-Africa employees to regulate the use of images of children and their families. The guidelines that follow will be of particular use to the partners.

9.3 Policy

In our use of visual images we adhere to the following principles:

1. We respect the dignity of the subject:

- We advise that permission be requested when taking photographs or video footage of individuals.
- Consent for taking and using photographs and case studies will be sought from VOH-Africa and its partners.
- Special consideration will be given to photographs depicting children with disabilities to accurately portray context and to maintain dignity.
- Wherever possible, we explain to the subject the intended use of the images.
- We never take pictures of people who say they don't want to be photographed.

2. We do not exploit the subject.

- We do not manipulate the subject in a way that distorts the reality of the situation (e.g. we do not ask them to cry for the camera).
- If necessary to protect confidentiality, the names of children and families will be changed. Never would a child's full name and/or contact details be published.

3. We aim to provide a balanced portrayal of reality in the developing world.

- We avoid stereotypes (e.g. Western aid worker tends helpless victim, etc.)
- We show people empowered by working for and helping themselves, and not as victims.

4. We use images truthfully.

- Case histories/descriptions are not fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.
- We do not use an image of one thing and describe it as, or imply it is, an image of another (eg, we do not use an image of one project to illustrate the work of another).
- Where possible, we use a balance of images (e.g. positive and negative) to reflect the reality of a situation.
- If we use an image in a general way (e.g. illustrating a project similar to the one being described) we make this clear in the caption.
- We do not use an image in a way that deliberately misinterprets the true situation.
- If an image represents an exceptional situation, we do not use it in a way that suggests it is generally true.
- We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. We maintain standards of taste and decency consistent with our values and those of our supporters.

- We do not use images that are erotic, pornographic, or obscene.
- We do not use images of dead or naked bodies, only in exceptional circumstances.
- We do not make unnecessary use of images of extreme suffering.

6. We respect the view of our partners and partner organizations.

- We are sensitive to the concerns and advice of our overseas staff and partner organizations in our gathering and use of visual material.

7. We maintain high technical standards.

- We aim to use only high-quality images.
- We may use digital manipulation of images for creative or iconic effect, but not in a way that deliberately and misleadingly distorts the reality of the situation depicted.
- We do not crop an image in a way that misleadingly distorts the reality of the situation.
- In video editing, we do not misleadingly distort the reality of the situation.

8. We will maintain a suitable photo library.

- Images will be current and appropriate.
- All images will be kept centrally and fully documented.
- Old images will be archived.

Appendix:

Child Protection Policy

10.1 Sample Child Protection Officer Job Description

Purpose:

The role of Child Protection Officer is to ensure that the children of Village of Hope are protected from all forms of abuse by implementing the Child Protection Policy. The officer will also be the liaison between the Village of Hope and relevant government bodies in regards to child protection.

Responsibilities:

1. Develop and implement a Child Protection Policy.

Activities:

- Chair a committee made up of Village of Hope staff members for the development of a Child Protection Policy.
- Train all staff members in the Child Protection Policy.
- Receive and record all incidents and accusations of Child abuse.
- Ensure the CPP is reviewed according to the policy.

2. Investigate and report all accusations of child abuse.

Activities:

- Conduct initial investigation of Child abuse allegations.
- Record all findings of the investigation.
- Report all accusations of Child abuse to the Village Director.
- Work with the Village Director on further investigations.

3. Counsel all victims of child abuse and trauma.

Activities:

- Provide grief counselling for victims of Child abuse.
- Keep proper records of all counselling provided.
- Train House Mothers on how to counsel children in their homes who have been abused.
- Counsel all new resident children upon arriving at the Village of Hope.

4. Liaison between the Village of Hope and relevant government bodies in regards to child protection.

Activities:

- Sit on the Admissions, discharge, and transition committee.
- Refer all disputes between family members and the Village of Hope to the government ministry.
- Carry out all legal requirements of the relevant government ministries in the government.

5. Ensure the Village of Hope is a child safe environment.

Ensures:

- Drills according to the policy of the Village of Hope are carried out.
- Facility inspections according to the policy of the Village of Hope are carried out.
- All unsafe situations are rectified in good time.

10.2 What to do if someone tells you they have been abused

The guiding principle in responding to any concerns around child protection is that the safety and welfare of the child should always come first. No child should be put at more risk by any action you take.

If a young person informs you that s/he is concerned about someone's behaviour or makes a direct allegation you should:

- React calmly.
- Reassure them that they were right to tell, but do not promise confidentiality.
- Take what they say seriously, even if it involves someone you feel sure would not harm them. We know from experience that we must listen to what we are told even if it is difficult to believe.
- Avoid leading questions i.e. say “Then what happened”, don’t say, “Did he touch you?” Try to get a clear understanding of what the person is saying to you.
- Ensure the safety of the child or young person. If they need urgent medical attention make sure doctors or hospital staff know that this is a child protection issue.
- Only contact parents and caregivers once you have advice and guidance from the organization’s designated child protection staff, manager, or external agencies.

Recording information

- The use of a standard reporting form is a sensible way of making sure you gather all the relevant and important information (see Sample form on the CD Rom).
- Any concerns, allegations or disclosures should be written down as soon as possible. Records should be signed and dated. It is very important that staff and others never promise confidentiality either to a child disclosing abuse or to an adult disclosing concern about another adult or information about their own behaviour. Staff and others must make it clear that they are obliged to follow this policy and explain the possible outcomes that will result from information being given to them.
- Records should be detailed and precise. They should focus on what you and the other person said, what was observed, who was present, and what happened. Speculation and interpretation should be clearly distinguished from reporting.

- Any concern, disclosure, or allegation is alleged rather than proven at this point.
- All such records should be treated as confidential. They should be passed only to the persons specified in the reporting model above. It is the responsibility of each individual in possession of the information to maintain confidentiality. In certain instances, there will be the obligation for staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure, however if urgent action is required in order to protect children, then it may be prior to the reporting procedure.

Allegation concerning possible abuse or exploitation of child by a member of staff

There are particular issues and procedures to consider if the complaint concerns possible exploitation/abuse of a child by a staff member. The Keeping Children Safe CD Rom contains some specific guidance and sample investigation-planning tools for organizations to adapt in these situations. Additional resource material can be found on the ICVA website (www.icva.ch) under the “Building Safer Organizations” project and a copy of the “Model Reporting Protocols” can be downloaded.

In addition, if a staff member is suspected or found with pornographic images of children on a computer or suspected of an internet crime, this should be reported to the police. The Internet Watch Foundation (www.iwf.org.uk) and Virtual Global Task force (www.virtualglobaltaskforce.com -- an international alliance of law enforcement agencies working together to make the internet safe) can be contacted for further advice in this area.

10.3 Investigation planning tool

Consider the following:

A. What are the issues to be considered?

Complaints and allegations the investigation needs to address:

- Is further information required to decide whether the complaint is appropriate within procedures?
- Prioritize the issues the investigation needs to address.
- Immediate and long term safety needs of children and other witnesses. See attached checklist
- Complete the form.

Time frame:

- When did the abuse occur?
- When was it first reported?
- When did the investigator receive it?
- What bearings do these time frames have on the investigation?

Availability of witnesses:

- Are there available witnesses?

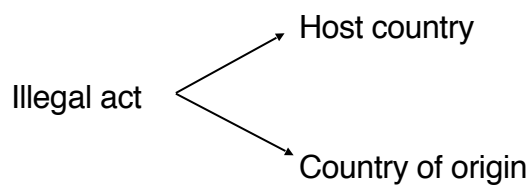
Documents:

- What written material is available?

A. What are the issues to be considered?

Complaints and allegations the investigation needs to address	Preliminary investigation needed	Resolve within different process	Priority
1.			
2.			
3.			
4.			
5.			

B. What rule(s) is/are violated by the alleged misconduct or wrongdoing?



- Staff code of conduct:
 - category and reference
 - disciplinary process
- What has to be proven to establish violation?
- Identify specific elements of the rule that have to be shown to have occurred to state the rule has been violated.

C. What rule(s) is/are violated by the alleged misconduct or wrongdoing?

Rule of alleged violation	Law	Procedure	Specific elements to be proven
Eg, 1. Rape of child			

D. What documents will the investigating team need to gather as evidence?

- Contract of service
- Description of project
- Alleged subject of complaint job description
- Correspondence between agencies
- Work logs/rosters
- Emails
- Photographs
- Stockpiles of rations

E. Who will have to be interviewed?

Compiling evidence

Consideration needs to be given as to who is to be interviewed and in what sequence. A degree of flexibility will be required as interviews might reveal the identities of others who should be approached. As a general rule the sequence should be:

- Complainant
- Victim(s) - if different from above
- Witnesses - if any exist
- Subject

Consideration also needs to be given as to whether other forms of evidence might exist and how to access them. Evidence might include work logs/rosters, stockpiles of rations, photos, emails, photographs, etc.

In planning the compiling of evidence, investigators should bear in mind the need to seek and evaluate evidence that might support the complaint and evidence that might refute it. Investigators should conduct interviews in a neutral frame of mind, i.e. they should neither assume guilt nor innocence on the part of the subject.

The table gives an immediate way to view and organize who needs to be interviewed. For each witness complete the following as part of the plan:

Confidentiality

It is essential that the plan addresses how confidentiality -- with respect to the identity of the witness and the subject -- is to be preserved. This includes:

- Only disclosing identities to those who need to know.
- Accessing interpreters in such a way as to maximise the preservation of confidentiality.
- All records and reports being made anonymous - via the removal of names and with the replacement of Witness A, witness B, subject A etc.
- All records being kept within a locked filing cabinet accessible only by investigators.

Careful consideration needs to be given to how the confidentiality of the complainant in particular, is to be preserved when informing the subject of the nature of the complaint. There are potential conflicts of interest in such situations. The subject needs to know the details of the allegation if he/she is to have an opportunity to respond. However, paramount consideration must be given to ensure the safety and security of the

complainant and the victim/survivor - this must take precedence. This may entail the investigators exercising great care in the presentation of evidence.

Interviewees

Name:

Role in complaint:

Child/adult age (if known):

Use of interpreters

- Is an interpreter required?
- How to access someone?
- Who will it be?
- How can the confidentiality of witnesses and the subject be maintained?
- Any other communication needs?

Witness protection

- Is witness protection needed?
- What are the risks?
- What resources are available to meet these needs?
- Are there any health needs?
- Is urgent medical attention indicated?
- Is a forensic medical examination possible/needed?

Other witness needs

- Additional support or counselling?
- Help to understand the criminal justice implications and make an informed view as to whether he/she wishes to make a complaint?
- How will this interviewee be kept informed of the progress and outcome of the inquiry?

Subject of complaint needs

- What duty of care responsibilities does the partner have?

- Have disciplinary procedures been implemented?
- Should the subject be suspended, with or without pay, or moved to other duties, while the investigation is underway?
- The plan also needs to consider how he will be kept informed of the progress and outcomes of the inquiry and the expected timeframe.

Time frames

The plan needs to set time frames for each stage of the investigation to ensure completion (without prejudice of quality) at the earliest opportunity.

Location of interview

Interviews need to be conducted in a location suitable and protects confidentiality.

F. Who will be the investigating team?

Can you conduct this investigation by yourself?

Manager:

Interviewer 1:

Interviewer 2:

Others:

G. Resources

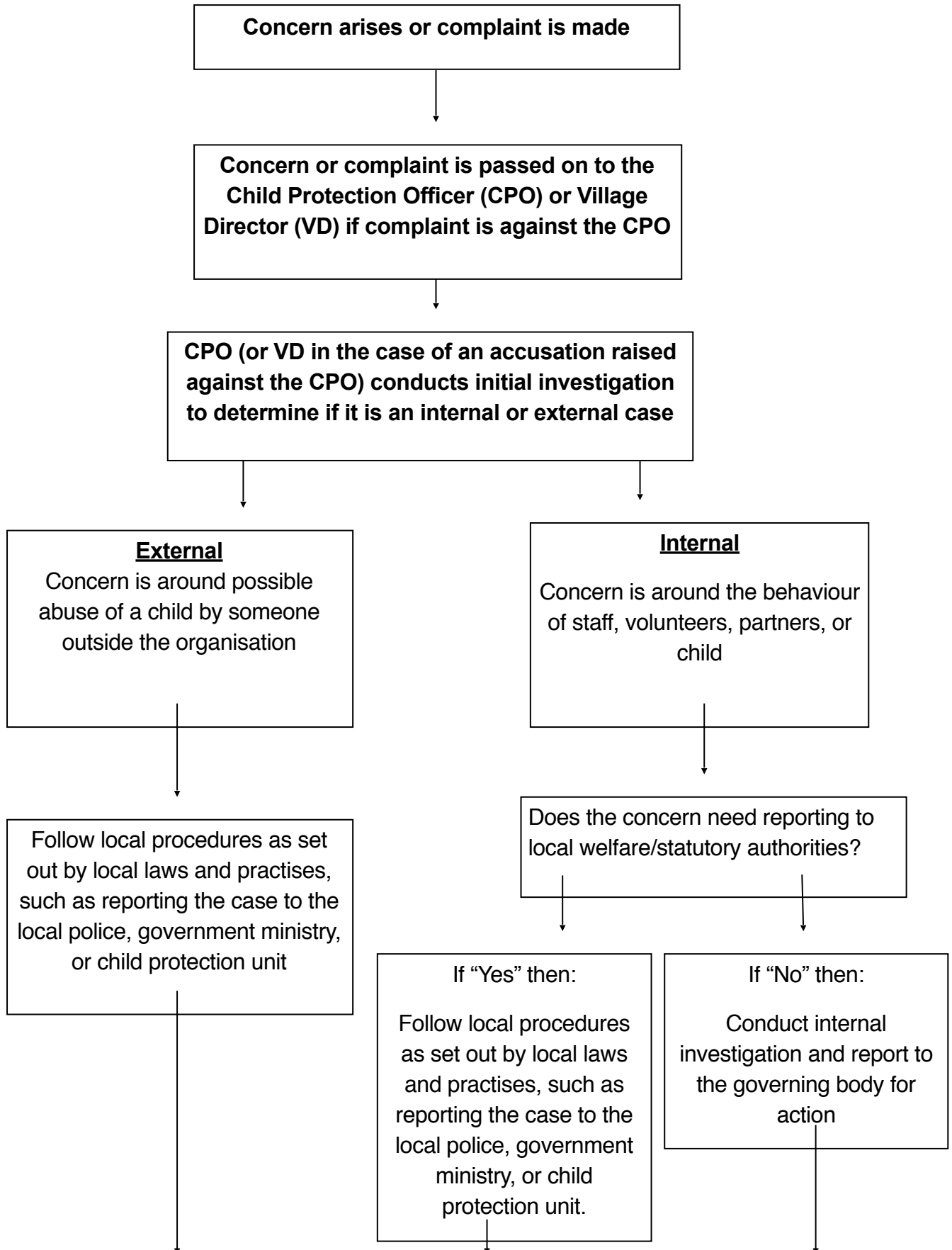
What will the investigation cost in terms of:

- People
- Money

H. Strategy discussions and meetings

- Who needs to be involved?
- How will this happen?

10.4 Reporting Flow Chart



Report cases as required by the VOH-Africa Society to the Executive Director (ED)

Cases reported as required to the Executive Director of VOH – Africa Society

1. The following will be reported to the E.D. of VOH-Africa:
 1. Confirmed cases of sexual abuse
 2. Accusation raised against the Village Director
 3. Accusations raised against any foreigner

Note: The overseas agent is still responsible for the investigation of these accusations

Global Worker

- By-Law 10 of The PAOC applies to all Global Workers.
- ED will inform the Assistant Superintendent, International Missions, and the Regional Director of all accusations made against a Global Worker.
- The PAOC will conduct an investigation according to By-Law 10.



Village Director

- The ED will contact the Chairman of the Governing body for information.
- The ED will assist the Governing body with the investigation if necessary.

Others

- The ED will follow up with the Village Director and the CPO regarding the investigation and conclusion.
- If the conclusion of the investigation by the VD and the CPO is unsatisfactory the ED will contact the Chairman of the Governing body and conduct a further investigation.

10.5 Child protection reporting procedure form

Confidential

Case number:

Child's name:

Referral details:

Time:

Date:

Place:

Referrer's details:

Name:

Address:

Contact:

Occupation:

Relationship to child:

Child's details:

Name:

Age:

Date of birth:

Gender:

Ethnicity:

Address:

Household structure:

School:

Class:

Teacher:

Religion:

Any disability:

Changes in child's behaviour?

Any other information:

Details of concern: (including child's words if possible)

Alleged perpetrator's details:

Current safety of child:

Emergency medical?

Who else knows?

Actions taken to-date?

Completed by:

Date:

Signed off by:

Date:

10.6 Sample Child Protection Declaration Form

Declaration from all persons working with children and young people

Confidential

The UN Convention on the Rights of the Child (1989) states that a child is under the age of 18 years of age. The convention, which takes due account of the importance of the traditions and cultural values of each people for the protection and harmonious development of the child, states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment, maltreatment, or exploitation including sexual abuse. All countries, except the USA and Somalia, have signed in agreement with the convention and agreed to adopt it into international law in 1990.

In accordance with this convention, we ask that all persons working or volunteering with us abide by good practice and agree to keep children safe from harm when relating and working with children. In addition we ask that all persons declare the following:

Have you ever been convicted of a criminal offence or been the subject of a caution or of a Bound Over Order (please tick)

YES NO

If yes, please state below the nature and date(s) of the offence(s)

FULL NAME (PRINT): _____

Any previous surname: _____

ADDRESS:

POSTCODE:

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

DECLARATION

I understand that if it is found I have withheld information or included any false or misleading information above, I will be removed from my post whether paid or voluntary, without notice. I understand this information will be kept securely by the organization.

I hereby declare the information I have provided is accurate.

Signed: _____ Date: _____