



# **Child Safety Policy**

Sections 1, 2, 3 and 4

August 2017

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# Section 1

Policy Statement

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# 1. Policy Statement

This policy statement is supported by Standards of Screening, Enquiry, Administrative Action, Child Care and Training.

The motive for this policy is to take a proactive stance toward the protection of children related to any WOI ministry; that is, the children to whom we minister and the children and families with whom we minister.

WOI takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. We believe it is never acceptable for any child to experience abuse of any kind. Protection of children is the responsibility of every adult within our organisation.

This policy applies to all WOI personnel: Mission Partners (including seconded in or out), Mission Associates, Mission Interns, Short-term Mission Partners, Trainees, WOI Board Members and staff, Country Office personnel (directors, boards and staff), Ministry staff, Volunteers and Visitors.

WOI Child Safety Policies and Procedures are consistent with the Child Safety and Protection Network Best Practice Standards/Elements.

## 1.1 WOI Commitment

- a. Valuing children (defined as it relates to this policy as anyone under the age of 18) and ensuring their safety in all locations and facilities where we are responsible to care for them. This includes but not limited to; WOI functions, children under the care of WOI personnel, children's homes, schools, preschool, children's programs, or in any WOI ministry facility;
- b. Striving for excellence in the care and nurture of all children for whom we are responsible;
- c. Ensuring that all personnel involved with children are given support and training;
- d. Clearly understanding and regularly communicating procedures for dealing with concerns about possible abuse;
- e. Complying with legal requirements in reporting as required.

## 1.2 Zero Tolerance

WOI has a Zero Tolerance policy for sexual abuse of a child therefore:

- a. WOI will not knowingly allow any person to work within a WOI ministry or accept into membership any applicant who has at any time during their adult life confessed to, been disciplined for or convicted, pled guilty or no contest to, or found civilly liable for child sexual abuse.
- b. No one who confesses to or is proven to have sexually abused a child will be able to remain in or be returned to field service whether the offence was committed during his/her time in WOI or previous to that. Because of our desire to provide children with a safe environment, the high rate of recidivism of those who struggle with sexual abuse of children and our corporate inability to provide a reasonable level of accountability and stability in life for those who struggle with this issue, WOI does not believe it appropriate to allow offenders to continue as part of the Mission.
- c. All reports of child abuse will be responded to thoroughly following due processes outlined in this policy.

## 1.3 WOI ministries Child Safety policy

Child abuse is serious and its consequences far reaching. Implementing child safety policies and good working practices is required by all WOI ministries.

Therefore, all WOI ministries must have a WOI approved Child Safety Policy regardless of whether they work directly with children or not.

The WOI policy will be the default policy if no other approved policy is in place.

## 1.4 Reporting child safety concerns

WOI personnel are required to report any child safety concerns relating to WOI personnel and their families to the Child Safety Coordinator or WOI senior leadership. All child safety concerns received by senior leadership will be passed on to the Child Safety Coordinator.

## 1.5 Confidentiality

In the case of a child safety concern, WOI has a policy of confidentiality based upon a "need to know" principle, in order to protect any children involved as much as possible. The "need to know" principle is to be applied at every level of the child safety response process.

## 1.6 Decision making

WOI leadership will support and abide by the outcomes of a child safety enquiry, and implement the identified administration action after full explanation.

## 2. Definitions of Abuse

Child abuse is the ill treatment of a child under the age of 18, often in the context of a relationship of responsibility, trust, or power that endangers or impairs the health or welfare of a child.

### 2.1 Cultural factors

These definitions have been written keeping in mind the various cultures represented in the WOI mission community worldwide. WOI utilises common basic definitions of abuse which have been built on international standards.

While it is recognised that local and/or national definitions of child abuse may vary, and there are racial, cultural, religious, and ethnic differences in child rearing and relating to children, it is important to remember that all children have basic human rights.

### 2.2 Types of abuse

#### 2.2.1 Sexual abuse

Sexual abuse is the involvement of a child in sexual activity by an adult or another child (as defined above) which includes, but is not limited to:

**Verbal:**

Remarks which include sexual threats, solicitation, sexually explicit language (whether in person, on the telephone, or via text messaging or the internet), or any expression with the intent to arouse or stimulate.

**Visual:**

Indecent exposure, showing or taking of suggestive pictures, pornographic material (real life, drawings or animated), or the showing of unclothed persons, any sexual activity or simulated sexual activity such as masturbation or intercourse, peeping, leering, or staring.

**Physical Touching:**

Physical contact (or penetration by penis, fingers, or any other body part or object) with a person's clothed or unclothed genitals, pubic area, buttocks, or in the case of a female, breast, or causing a child to perform any of these acts. Masturbation in front of or to the victim, rubbing, holding, or kissing for the purpose of sexual gratification.

It includes the use of a child for an older person's gratification – taking advantage of the child's trust. Child sexual abuse is criminal behaviour that involves children in sexual behaviours for which they are not personally, socially or developmentally ready. It may be violent or non-violent and includes all behaviours that involve touching and non-touching aspects.

#### 2.2.2 Physical abuse

Physical abuse is any act that results in a non-accidental physical injury. Such acts may include, but are not limited to: slapping, punching, beating, kicking, biting, shaking, burning, holding under water, pulling hair, or holding against one's will.

#### 2.2.3 Emotional abuse

Recognised areas of emotional abuse are exploitation or corruption of children, threats, witnessing others being abused (e.g. domestic violence), isolation and prevention of participation in normal activities, communicating to a child that he or she is worthless or unloved.

Emotional abuse is defined by a pattern of behaviour over time that impairs or risks impairing a child's functioning or development. It includes acts of commission and acts of omissions.

Acts of commission: may include but are not limited to: unreasonable restriction of movement, patterns of belittling, denigrating, screaming, threatening, scaring, humiliating, scape-goating, ridiculing, blaming, sarcasm, discriminating, bullying, hazing, unpredictable responses, constant family discord and double message communication, or other non-physical forms of hostile or rejecting treatment, intentional withholding of basic human needs such as food, clothing, shelter, medical, education or emotional and physical security and protection.

Acts of omission: Emotional abuse includes the failure to provide a developmentally appropriate and supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potential in the context of the society in which the child dwells.

#### 2.2.4 Neglect

Neglect is the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers; and causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm, as much as feasible.

Neglect also includes depriving a child of their basic needs of food, clothing, warmth and shelter, emotional and physical security and protection, medical and dental care, cleanliness, education and supervision.

#### 2.2.5 Spiritual abuse

Spiritual abuse may include, but is not limited to, patterns of abusive behaviour that involve misuse of scripture and scriptural principles to create fear and control or manipulate a child, to protect the offender, or to manage the child for the convenience of the adults. Aspects of spiritual abuse are evident in most cases of physical, emotional and sexual abuse.

### 2.3 Child-to-Child Cases

Should both the victim and the alleged offender be under the age of 18, it will typically be considered abuse if there are more than two years' difference (730 days or more) between the children, or there is a difference in responsibility, trust or power between them.

If there is less than two years' age difference and there is not a significant difference in responsibility, trust or power between them, what would normally be defined as abuse will be considered inappropriate sexual behaviour, with an action plan put in place to address the behaviours of concern and their effects.

The following actions may involve abuse or inappropriate behaviour of one child to another and are prohibited: Bullying, hazing, derogatory name-calling, ridicule or humiliation, singling out a child for negative treatment or exclusions, child-to-child inappropriate sexual touch, inappropriate sexually explicit language, showing of sexually explicit images, hitting, slapping, pushing, holding against the will, or otherwise assaulting another child.

Because of these and other variables, child-to-child cases will be judged on a case-by-case basis. Child-to-child abuse includes all types of abuse defined above.

### 2.4 Inappropriate behaviour

If the internal investigation identifies behaviours that do not meet the WOI definition of abuse, but do constitute behaviours that are harmful to children, an outcome of inappropriate behaviour<sup>1</sup> will be reached, with a suitable action plan put in place to provide accountability, mentoring, and counselling to overcome both the behaviour and its causes.

<sup>1</sup> *There is a distinction between one-time inappropriate behaviour, which needs to be addressed to prevent recurrence, and repeated action, which meets the definition of abuse.*

## 3. Code of Conduct

The welfare and safety of children are paramount in WOI's policies and procedures. This includes valuing them, regarding them positively, and treating them with respect and care at all times.

Adult personnel assume the full burden of setting and maintaining clear, appropriate boundaries in all interaction with children.

The most effective way to prevent abuse of children is to be vigilant. By being vigilant in adhering to the following standards for interaction with children, we hope to protect children from abuse. This Code of Conduct includes, but is not limited to, the following expectations of personnel:

### 3.1 Visibility

All work with children shall be planned in a way that minimises risks as far as possible. This includes being visible to other adults when working with children.

This can be accomplished by planning activities in areas where other adults are present and at a time when other activities are occurring. It can also be accomplished by installing windows in all classrooms and other rooms occupied by children or by keeping doors open.

### 3.2 Overcoming Isolation

At least two unrelated adults shall be present in work with children.

Isolation can also be overcome by avoiding being alone with children. For example, take two or more children to the bathroom together, rather than only one; drop off siblings last in a carpool or take your own child along when providing rides. An adequate number of adults shall supervise youth events, especially overnight activities.

If unavoidable to go out alone with a child, the adult caregiver should report, and preferably record, the purpose and duration of the trip to another adult.

### 3.3 Accountability

All personnel are expected to interact with children in a mature, capable, safe, caring, and responsible manner, with a high level of accountability. All adult personnel are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism and integrity in interactions with children.

When ministry to a child involves one-on-one contact, the following standards should be followed:

- a. Always be accountable to other adults regarding your interactions with children;
- b. Parents and/or supervisors are to be notified beforehand of any activities with children, for example, before transporting a child, keeping a child after school, a youth activity, or when tutoring a child;
- c. Counselling or other necessarily confidential meetings with children shall be done
  - in an office with a window or with the door open
  - or in a private but open area
  - only when another adult is in close vicinity who is aware that the meeting is occurring, and willing to stay in the vicinity until it is completed;
- d. In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

### 3.4 Recording Observations and Concerns

It is important that WOI childcare workers record unusual events and observations that are ambiguous, open to misinterpretation and/or may indicate abuse has taken place. Childcare workers need to take personal responsibility in this area, keeping a confidential personal record. There may be occasions when it is appropriate to have your leader read and sign your observations.

### 3.5 Supervision

Supervision also reduces risk. Programme administrators shall periodically and randomly inspect classrooms, offices, work areas and other areas where children and adults are together.

### 3.6 Technology

Technology shall be used appropriately to protect children from abuse and exploitation, for example, to prevent inappropriate internet content and use.

### 3.7 Discipline

Discipline shall be used to teach and correct rather than punish. It shall not include slapping, hitting, shaming, yelling at, or belittling a child or other forms of hostile or rejecting treatment.

### 3.8 Differential Treatment

Adults shall avoid favouring or showing differential treatment to particular children to the exclusion of and in the presence of others, or excluding children in the presence of others.

### 3.9 Touch

Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply:

- a. Touch shall be in response to the need of the child and not the need of the adult.
- b. Touch shall be open rather than secretive. For example, a hug in the context of a group is very different from a hug behind closed doors.
- c. Touch shall be age-appropriate and generally initiated by the child rather than the adult. It shall be with the child's permission and any resistance from the child shall be respected.
- d. Touch shall always communicate respect for the child. Adults shall avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc.
- e. Adults and other youth or children shall not hit, slap, pinch, push, hold against their will, or otherwise assault children.
- f. If something unusual happens, report this to an appropriate WOI leader as soon as possible and record the incident, e.g. a child touching you inappropriately or speaking provocatively or accusing you of inappropriate touch.

The following signs of affection are generally appropriate within specific contexts: verbal praise, side hugs, or shoulder to shoulder hugs. For smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders (when culturally appropriate), hugs, or holding them when others are present.

The following behaviours between personnel and children are inappropriate or may be perceived as inappropriate and shall not be engaged in: touching buttocks, chests, genital areas, or thighs; showing affection in isolated areas or when alone with a child; lying on a bed with a child; flirtatious or seductive looks; any form of affection that is unwanted by the child; sexually suggestive or explicit language; showing sexually-suggestive pictures or videos or playing sexually-suggestive games with any child; any behaviour that could be interpreted as sexual in nature.

Team members shall monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

### 3.10 Verbal Interaction

Words shall be used to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes. Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten or threaten to humiliate the child, cursing or making derogatory remarks about the child, their family, and/or their place of origin.

Inappropriate verbal interaction also includes inappropriate comments that relate to physique or body development, telling derogatory or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with children.

# Section 2

## Standards

## 4. Standard of Screening

WOI adheres to the principles of a recognised international child safety network for screening of both personnel and volunteers.

“The best way to ward off offenders is to create an environment that puts the offender at risk, rather than children. The process begins with a thorough screening programme and continues with proper supervision and accountability.” Richard Hammar, J.D., LL.M, CPA

Advertising and information material for potential applicants will include the following statement: “WOI follows recognised international standards and procedures for child safety”.

Categories of Screening in WOI

There are three categories of screening in WOI:

- Screening of WOI personnel;
- Screening within WOI ministries;
- Screening for WOI Boards and Country Office personnel.

### 4.1 Screening for WOI personnel

In accordance with the Child Safety Policy, the standards outlined apply to all applicants applying to become World Outreach members: Mission Partners, Mission Associates, Interns, Short-term Worker, Three-step Partner, Partners seconded in or out.

Screening for new personnel in the above categories is part of the application process and it is the responsibility of the Applications Coordinator to ensure the procedures are followed by the Applications Committee. Any child safety concerns will be forwarded to the Child Safety Coordinator.

#### 4.1.1 Written applications

Applications will include:

- Questions regarding any previous cause for concern regarding their conduct with children;
- Questions regarding any confessions, allegations, charge or conviction made against them or reported to the local social services department or police;
- Specific history of employment or volunteer work with children for those working in children’s ministries.

#### 4.1.2 References

References for all personnel will include questions regarding prior conduct with children.

#### 4.1.3 Police Clearance

WOI does not employ or accept into membership, anyone with a prior conviction for or history of child abuse or related offences.

WOI application process will include criminal record checks or similar appropriate background checks relating to any conviction involving abuse of children, youth, or adults, using their own country’s legal framework and standard practices, of all personnel.

Applicants will be responsible for obtaining the background check that is available in their country and submit it as part of their application to join WOI.

If background checks are not available in a country, then additional references will be required.

#### 4.1.4 Interviews

WOI requires that interviews with applicants or volunteers applying for work with children include questions about prior work with children following a standard interview format.

#### 4.1.5 Secondment

WOI receives personnel through secondment from other organisations and requires the “applicant” to comply with WOI screening procedures regarding both Child Safety policy and Ethics and Moral Conduct policy.

### 4.2 Screening within WOI Ministries

*Ministry Leaders and WOI Mission Partners are responsible for screening all personnel who are directly appointed by them, and volunteers and visitors relating to their ministry.*

Screening procedure applies in each ministry situation that has national and foreign staff and volunteers and/or foreign visitors and volunteers who will be part of the ministry for more than 24 hours.

Visitors and volunteers are welcome in WOI ministries. Because the safety and wellbeing of children and staff are paramount, screening is undertaken to ensure that those that come to the ministry have good intentions.

All short-term volunteers must be supervised and appropriate accountability must be in place to ensure the safety of children.

If a ministry does not allow a person to work in their ministry due to their behaviour with children, the ministry will notify the Child Safety Coordinator.

If WOI becomes aware the person is volunteering or employed by another organisation where they have access to children, WOI will normally make that organisation aware of the reasons the person is not allowed to work in a WOI ministry.

### 4.3 Screening for WOI Boards and Country Office personnel

*Activating the screening of personnel in this section is the responsibility of the Country Office Director or Chairman of the Board or their delegate (whichever is applicable).*

This includes WOI International Board members, WOI International office staff, Country Boards, Country Directors, Country office staff and regular volunteers.

1. Before confirmation of a position in any of the above categories, the following screening will occur:
 

Prospective members will:

  - a. Be provided with the Child Safety policy and the Ethics and Moral Conduct policy;
  - b. Sign the Child Safety and Ethics and Moral Conduct declaration form;
  - c. Obtain a police clearance that is appropriate in their country;
  - d. Provide names and contact details of their church pastor as a referee
    - References will include questions regarding prior conduct with children.
2. If any concerns are raised in the screening process, the Child Safety Coordinator and International Director will be informed.
3. All screening documents will be stored in the WOI document repository and applicable Country Office secure storage.

## 5. Standard of Enquiry

Learning that a child has been sexually assaulted or touched inappropriately is a crisis. It can be emotionally overwhelming. However, it does not have to be a disaster. Much depends on the response of those who have the responsibility of providing leadership and care for our personnel.

The best response is to go slowly, not ask for too much too quickly, and to keep the focus on the child's or adult's needs. At the same time, there is a need for validation and documentation as early as possible.

All child safety concerns received by the Child Safety Coordinator, both current and historic, will be taken seriously and acted upon, regardless of the perceived validity or severity, no matter who the alleged perpetrator is, and no matter how minor in the eyes of the individual receiving the information.

The purpose of the WOI Internal Enquiry is to reduce the risk of future harm to a child.

- a. The purpose of an Internal Enquiry relating to a child, is to determine if harm has occurred to a child or children and to identify an appropriate safety plan for them.
- b. The purpose of an Internal Enquiry relating to an allegation of an adult member, will substantiate or refute an allegation of misconduct and outline an appropriate administrative action.

Any Internal Enquiry will take into account the potential for a criminal investigation and proceed cautiously; and with legal advice if this appears likely, so as to minimise such investigation being impeded.

### 5.1 Response Team

When an Internal Enquiry occurs, a Response Team will be selected to respond to the child safety concerns and/or misconduct concern.

- a. Response Team members will be trained and unbiased. WOI has written qualifications for Response Team members.
- b. The Response Team is to include at least three (3) members representing both genders and, when possible, individuals of the same first language and/or culture of those involved.
- c. An independent observer must either be on the Response Team or engaged with, to review both the process and findings.
- d. When WOI determines that an enquiry goes beyond the expertise and experience of their Response Team, WOI will seek additional expertise to supplement the team's expertise.

#### 5.1.1 Interviews

Guidelines for interviews.

- Two or more interviewers are required to be involved in all interviews.
- It is preferred that all interviews be done in person.
- Standard interview formats are used for each type of interview.
- Interviews will be documented.

## 5.2 Confidentiality

In the case of a child safety concern, WOI has a policy of confidentiality based upon a “need to know” principle in order to protect any children involved as much as possible. The “need to know” principle is to be applied at every level of the Child Safety response process.

Response Team members who are selected to respond to a child safety concern, and their spouse, are required to sign the WOI Child Safety confidentiality form which is valid for two years.

## 5.3 Child Safety Response Process

WOI Child Safety response process has four phases:

1. Initial Assessment;
2. Child Safety Assessment;
3. Misconduct Assessment;
4. Closure of the Response.



## 5.4 Initial Assessment

All child safety concerns received by the Child Safety Coordinator will be taken seriously and acted upon. This includes current or historical cases regardless of the perceived validity or severity and no matter who the alleged perpetrator is.

The Initial Assessment will consider various factors to determine the appropriate organisational Initial Response to the Child Safety report.

Factors considered are:

- Reliability and credibility of the report;
- Type and severity of harm reported, cause of harm, risk of continued harm;
- WOI policies that may have been breached resulting in misconduct of a member.

### 5.4.1 Possible outcomes from an Initial Assessment

- a. No further action  
If it is determined the matter warrants no further action, the file will be closed.
- b. Child Safety Assessment and/or Misconduct Assessment  
If it is decided that the matter requires a more thorough enquiry, then Child Safety Assessment and/or a Misconduct Assessment will be undertaken.
- c. Notification of local law enforcement authorities  
If child abuse is determined and matches the criteria of the national laws of child abuse, local law enforcement authorities will be notified.

## 5.5 Child Safety Assessment

A Child Safety Assessment is to determine actual and probable harm to a child, to identify target issues and determine further interventions needed which will result in a Child Safety Plan for the child.

The Assessment seeks information such as risk and protective factors of the child, parents and communities, in order to address any factors of concern, thereby reducing the likelihood of that factor causing harm to the child in the future.

When a child-child report is received, a Child Safety Assessment will be undertaken for all children involved.

### 5.5.1 Child Safety Assessment Outcomes

- a. The outcome of a Child Safety Assessment is to create a safety plan for each affected child. A Safety Plan addresses past harm, and/or minimises the likelihood of future harm to an individual child.
- b. Information from the Child Safety Assessment that relates to the Misconduct Assessment will be documented and contribute to the Misconduct Assessment.

## 5.6 Misconduct Assessment

The purpose of a Misconduct Assessment is to substantiate or refute allegations of misconduct of an adult WOI member, relating to WOI child abuse policy, and other relevant WOI policies.

### 5.6.1 Misconduct Assessment Outcomes

Possible outcomes are:

- a. False accusation;
- b. Never determined guilty;
- c. Inappropriate behaviour;
- d. Child abuse determined.

The Response Team will create a Misconduct Findings Report that documents the findings and the reasons for the findings.

WOI will follow its Standard of Administrative Action policy regarding possible enquiry outcomes and application of discipline based on those outcomes.

## 5.7 Closing the Response

The final phase of Closing the Response takes the information from the Assessments and ensures that they are actioned and followed up so that children and families can move forward and heal. Also, so that the organisation applies learnings from the Response that would improve the WOI response process, etc.

The final phase of an enquiry is made up of the following actions:

- Implementation of recommended plans;
- Administrative actions;
- Process review;
- Team debriefing;
- Final communication;
- Organisational improvement plan;
- Monitoring of safety and action plans.

The Response Team is responsible for:

- Final communications, reports and documentation;
- An organisational improvement plan;
- A process review;
- Team debriefing.

WOI leadership are responsible for:

- Implementation of the Child Safety Plans;
- Implementation of the Administrative Action;
- Monitoring of the Safety and Action Plans;
- Communication Plan: distribution of the outcome and community letter.

## 6. Standard of Administrative Action

### 6.1 Administrative Outcomes following an Enquiry

#### 6.1.1 False allegation

If it is determined the allegations are false, the accused may return to the ministry where the accusations began, under guidance of the Field Director.

The relevant WOI authorities will apologise in writing to the accused person for the distress caused by the unfounded accusation, and assist the accused person to clear his/her name, if necessary.

In such a case, appropriate counselling and/or disciplinary measures will be provided to the accuser, if deemed necessary.

#### 6.1.2 Inappropriate behaviour

If the WOI response process identifies behaviours that do not meet WOI's definition of abuse, but do breach WOI policies and/or constitute behaviours that are harmful to children, an outcome of inappropriate behaviour will be reached. An appropriate action plan will be put in place to provide accountability, mentoring, and counselling to overcome both the behaviour and its causes.

There is a distinction between administrative action for one-time inappropriate behaviour, which needs to be addressed to prevent recurrence and repeated action which meets the definition of abuse.

An action plan for inappropriate behaviour may include, but not be limited to: Removal from leadership responsibilities, restriction of ministry activities, counselling in the appropriate area, mentoring by an experienced mature person, boundaries set up regarding activities, etc.

#### 6.1.3 Allegations unconfirmed

If the accused is never determined guilty while the alleged victim's testimony continues unchanged, a safety action plan will be put in place for the accused and the alleged victim.

This may include but not limited to:

- Ongoing close supervision by a mission appointed leader;
- Restrictions on ministry to children (e.g. Never be alone with someone under the age of 18 years);
- Accused provided with counselling or a mentor to help them deal with feelings of unfairness, anger, bitterness, etc.;
- Counselling for the alleged victim;
- Ensuring the alleged victim is in a safe environment;
- Training of children and/or young people on practices for keeping safe;
- Training of members and/or staff regarding child safety.

#### 6.1.4 Child abuse determined

If the alleged offender is found to have breached WOI policies, the following administrative actions will be followed:

##### a. Confirmation of Sexual abuse

Anyone who is known or determined to have committed sexual abuse of a child under the age of 18 at any time during his/her adult life, is not eligible for service with WOI. The basis for this is our concern for children, our desire to provide them with a safe environment, the high rate of

recidivism of those who struggle with sexual abuse of children, and our corporate inability to provide a reasonable level of accountability for those who struggle with this issue. If such a person is presently serving, s/he will have his/her relationship with WOI terminated immediately, with no later opportunity to serve as staff, accompany a member for an assignment, or be on WOI properties.

When an offender is seconded from another organisation, WOI will recommend to the seconded organisation, or other sending organisations, that membership in their organisation also be terminated with appropriate communication to donors.

By policy there is no option of resignation. Allowing voluntary resignation is seen to be counterproductive to the goals of appropriate accountability in such matters.

Anyone who committed sexual abuse of a child before the age of 18 will be assessed on a case-by-case basis, taking into account such factors as age, seriousness of the offence, acknowledgement of responsibility and effective treatment.

In order to provide proper accountability and support by the home church to which the individual is returning, a *Statement of Findings* will be sent to the senior pastor or equivalent.

### **Spouse**

When the policy for sexual abuse of children has been applied, the future of the spouse's membership with WOI will be considered. The safety of children will be the highest priority and at no time will children's safety be compromised for a spouse to stay in membership with WOI.

The spouse will be able to continue as a member of WOI as long this does not hinder the offender fulfilling the conditions of his/her termination from WOI. If the spouse chooses or is asked to leave WOI, they will be able to resign in good standing.

#### b. Physical and emotional abuse and neglect

Appropriate administrative actions, up to and including termination of relationship with WOI will be taken for anyone who is known or determined to have committed physical or emotional abuse or neglect of a child. Mitigating circumstances may allow lesser discipline than termination of relationship with WOI or, if the relationship is terminated, later reapplication and restoration to service in an assignment not related to children.

## 6.2 Cases perpetrated by children

Any staff (member or volunteer) whose child (under the age of 18) has been determined to have committed sexual abuse or to have initiated inappropriate sexual behaviour with another child will be asked to follow through with the Child Safety Assessment action plan put in place to resolve the causes and effects of the abuse or inappropriate sexual behaviour.

Failure of parents to comply with the action plan will lead to termination of the member's relationship with WOI. Reapplication would be evaluated on a case-by-case basis and necessitate having successfully completed effective treatment and other factors listed above.

Any child who lives in a WOI residential facility (such as a boarding home) and has been determined to have committed sexual abuse or to have initiated inappropriate sexual behaviour with another child, will have an appropriate action plan put in place to help resolve the causes and effects of the abuse or inappropriate sexual behaviour. Being unable to continue living in the facility is a possible outcome.

## 6.3 Repatriation

- a. When involved parties return to their home countries

When, after following the processes articulated in the WOI child safety policy, it has been determined that there has been a violation of the policy and the offender's membership has been terminated, WOI will work to ensure the offender is returned to his/her home/passport country, and WOI will act in line with the legal requirements of that country.

The Senior Leadership of WOI or the Country/home Office Director will notify the offender's donors of the conclusion of service with WOI and the reason of the termination, as appropriate. This will be done in accordance with local legal legislation. (E.g. Privacy laws)

- b. When the offender does not return to passport country

If offender refuses or chooses not to return to home/passport country, the Country/home Office will be advised. WOI will seek to discover whether there are applicable reporting requirements in that country and how they would apply to the circumstances.

## 6.4 Provision of references following termination

If WOI is asked to provide a reference for an offender, WOI will usually disclose the reasons for termination when the termination involves abuse. Further, if WOI becomes aware that they are later employed by another organisation where they have access to children, WOI will normally make that organisation aware of the reasons WOI terminated the individual's membership.

References will be made available for the spouse of the offender, who is able to resign in good standing with WOI.

## 7. Standard of Training

Training in child safety is known to be an important factor in the prevention of child abuse and reducing risk to children.

WOI training will include initial training on application to WOI or to a WOI ministry and ongoing field training (refresher) for all personnel.

### 7.1 Initial Training

#### 7.1.1 Applicants to WOI

Applicants to WOI will complete Initial Training in child safety as part of the application process. WOI Applications Coordinator is responsible for ensuring this occurs.

Initial training will familiarise applicants with child safety issues and WOI child safety standards.

#### 7.1.2 National and foreign staff who are appointed by a Ministry Leader

Applicants for positions in a WOI ministry will be trained in child safety so that they are aware of child safety issues and standards of behaviour within the ministry.

The Ministry Leader or WOI personnel is responsible for ensuring Initial Training is undertaken by personnel they appoint.

#### 7.1.3 Volunteers, visitors and teams visiting WOI ministries

Standards of child safety in the ministry are clearly communicated to volunteers and visitors before and/or on arrival in the ministry.

The Ministry Leader or WOI personnel is responsible for ensuring this training is undertaken for visitors, volunteers and teams to their ministry.

#### 7.1.4 International/Country Boards and Offices

Applicants to positions on Boards or in Country Offices will complete Initial Training in child safety as part of their appointment process.

Initial training will familiarise applicants with the WOI child safety policy, explain child safety issues and how to prevent and deal with child safety concerns in their ministry and support context. Board Directors and the Country Office Director are responsible for ensuring this training is undertaken.

### 7.2 Ongoing Field Training

Ongoing Field Training (Refresher) will be undertaken by all WOI personnel at a minimum of every three years.

This includes:

- a. International/Country Boards and Offices, WOI Board Members and staff, Country Office personnel (directors, boards and staff);
- b. Mission Partners (including seconded in or out), Mission Associates;
- c. National and foreign staff who are appointed by a Ministry Leader.

Children focussed ministries: Child safety refresher training should occur annually (minimum) for personnel whose primary focus is children's ministry.

## 8. Standard of Child Care

### 8.1 Child care guidelines for all age groups

WOI ministries working with children are to develop clear written guidelines for work with each program and age group they are responsible for.

The guidelines should aim to reduce risk through minimizing isolation, increasing accountability, and balancing power and control.

The basis of these guidelines is the WOI Code of Conduct and is the minimal standard to be implemented (see pgs. 5-6). However boarding homes must have additional more detailed guidelines.

The types of ministries this applies to but limited to are; pre-school, schools, children and youth programs, boarding homes, child-care during meetings, retreats, conferences.

WOI supports the United Nations Convention on the Rights of a Child

Full copy: <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

Child friendly language: <https://www.unicef.org/rightsite/files/uncrcchildfriendlylanguage.pdf>

### 8.2 WOI events

For all events that are initiated by WOI leadership which include a children/youth program and/or child care program. (E.g. retreats, consultations, celebrations, meetings)

- a. All aspects of the Code of conduct is to be taken into consideration when planning programs for children and youth.
- b. Composition of child care workers
  - Minimum of 2 unrelated adults with every group of children and youth
  - 1 adult and one teenager over the age of 13 is acceptable
  - The number of adults caring for children must be appropriate for the number of children being cared for and the age of the children (typically a ratio of 1 to 10 maximum).
- c. Volunteers who are not WOI personnel must:
  - Provide a Police clearance
  - Read the WOI child safety policy (pgs. 1-6)
  - Fill in the child safety declaration form

# Section 3

## Procedures

## 9. Procedures for Screening

### 9.1 Screening for WOI personnel

In accordance with the Child Safety Policy, the procedures outlined apply to all applicants applying to become World Outreach members; Mission Partners, Mission Associates, Interns, Short-term Worker, Three-step Partner, Partners seconded in or out.

Screening for new personnel in the above categories is part of the application process and it is the responsibility of the Application Coordinator to ensure the procedures are followed by the Application Committee.

All child safety concerns will be forwarded to the Child Safety Coordinator.

#### 9.1.1 Requirements for applicants

All applications to World Outreach International must include the requirements set out below.

##### a. Written applications

Written applications include questions about the applicant's behaviour with and toward children.

- Have you ever abused or acted inappropriately towards a child? If yes, please explain.
- Has concern been expressed to you about your behaviour with or towards children by a recognised leader within any church or organisation? If yes, please explain.
- Have you ever been investigated for, disciplined for or prosecuted for any instances involving any form of abuse or inappropriate behaviour with a child? If yes, please explain.

##### For those working in a children's ministry:

If you are applying to work in a children's ministry, outline your history of employment or volunteer work with children.

##### b. References

Pastor and friend reference will include questions asking about the applicant's behaviour with and toward children.

- Are you aware of any concern having been expressed by a leader, in the church or in an organisation, about the applicant, regarding their behaviour with or towards children? If yes, please explain.
- Are you aware if the applicant has ever been investigated for, disciplined for, or prosecuted for any instances involving any form of abuse or inappropriate behaviour with a child? If yes, please explain.

##### c. Police Clearance

WOI does not employ or accept into membership, anyone with a prior conviction for or history of child abuse or related offences.

WOI application process will include police clearance or similar appropriate background checks relating to any conviction involving abuse of children, youth, or adults, using their own country's legal framework and standard practices, of all personnel.

Applicants will be responsible for obtaining the police clearance that is available in their country and submit it as part of their application to join WOI.

If a police clearance is not available in a country, then additional references will be required (from e.g. employer, public figure, person well known to WOI).

d. Interviews with applicants working with children or in a children's ministry.

The interview will include questions to ensure the safety of children. (Sample questions.)

1. What is your motivation for the position you will be taking up in \_\_\_\_\_ children's ministry?
2. What ages of children do you prefer to work with and why?
3. Are there any types/groups/social backgrounds of children that you prefer to work with and why?
4. What training and experience do you have to work with children? (or specifically for age group identified).
5. What ages of children do you not work well with and why?
6. What types/groups/social backgrounds of children do you not work well with and why?
7. Please explain what you would consider good standards of safety in working with children, both personally and professionally?
8. Please give examples of how you have demonstrated healthy boundaries with children.
9. When caring for a child, what would you do if you noticed marks on a child such as bruises and bites?
10. Stressful situations can easily arise when working with children. Please can you give examples of how you have handled stressful situations with children?
11. What would you consider healthy discipline of children?
12. This is a personal question but important in regard to working with children. Have you experienced abuse as a child? If yes, can you explain how this has been resolved – counselling etc.
13. You have answered all the questions in the application form regarding child safety and morals. Is there anything else you need to let us know or want to add on these issues?
14. I must ask you this: Have you ever abused a child or been accused of abusing a child in any way?

If it becomes apparent through the interview that the applicant has been involved in child abuse of some form in the past, the interviewer/committee will immediately inform the applicant this could affect their application.

### 9.1.2 Child Safety concerns in the application process

If, during the application process, there is evidence the applicant had been convicted or disciplined for child abuse:

- a. The Child Safety Coordinator (CSC) is to be informed immediately.
- b. The CSC will consult with the Applications Coordinator and Field Ministries Director to determine steps forward.
- c. Child Safety policy will be applied if the applicant has sexually abused a child.

"WOI has a Zero Tolerance policy for sexual abuse of a child

Therefore: WOI will not knowingly allow any person to work within a WOI ministry or accept into membership any applicant who has at any time during their adult life confessed to, been disciplined for, or convicted, pled guilty or no contest to, or found civilly liable for child sexual abuse."

- d. If the applicant has been involved in sexual abuse of a child, the applicant would be informed in writing that they would not be accepted into World Outreach International according to the Child Safety policy.

If, during the application process, there was concern over an applicant's behaviour with children either through their admission, referees' comments or from the interview, further investigation will take place.

- a. The concerns will immediately be passed on to the Child Safety Coordinator.

- b. The Child Safety Coordinator will decide on the process forward taking into consideration the information provided.
- c. All referees who note a concern regarding the applicant will be contacted either by phone or a face to face appointment to discuss their concerns. This will be done by two members of the Child Safety team.
- d. The Child Safety Coordinator will give a written report to the Application Committee regarding the outcome of the internal enquiry.
- e. If it is determined that the behaviours are consistent with the WOI Child Safety policy definition of child sexual abuse, the applicant would be informed in writing that they will not be accepted into World Outreach International according to our Child Safety policy.
- f. The applicant will be informed of this decision by the Application Coordinator, after consultation with the Field Ministries Director and Child Safety Coordinator.
- g. The letter sent to the applicant must first be approved by the Field Ministries Director and the Child Safety Coordinator to ensure the appropriate information is included.
- h. Those to be informed of the decision may include:
  - Applicant's sending church pastor;
  - WOI leadership as appropriate;
  - If seconded in, the sending organisation leader will be informed.

### 9.1.3 Secondment of personnel from another organisation

WOI receives personnel through secondment from other organisations and requires the "applicant" to comply with WOI screening procedure regarding Child Safety and Ethic and Moral Conduct policies.

A person applying to be seconded "in" to WOI will:

- a. Fill in the section "General" on the application form which has the Child Safety and Ethics and Moral Conduct questions.
- b. Be sent the Child Safety policy and Ethics and Moral Conduct policy.
- c. Sign and submit the declaration form.
- d. Be required to supply a police clearance. If this has been done by their organisation then it can be forwarded – if not they need to obtain one.
- e. If working within a children's ministry, an interview is required which includes questions regarding child safety. This may be done by WOI or their own organisation.

## 9.2 Screening within WOI ministries

*Ministry Leaders and WOI Mission Partners are responsible for screening all personnel who are directly appointed by them, and volunteers and visitors relating to their ministry.*

Screening procedure applies in each ministry situation that has national and/or foreign staff and/or volunteers, including foreign visitors and/or volunteers who will be part of the ministry for more than 24 hours.

Visitors and volunteers are welcome in WOI ministries. Because the safety and wellbeing of children and staff are paramount, screening is undertaken to ensure that those that come to the ministry have good intentions.

All short-term volunteers must be supervised and appropriate accountability must be in place to ensure the safety of children.

If a ministry does not allow a person to work in their ministry due to their behaviour with children, the ministry will notify the Child Safety Coordinator.

### 9.2.1 Screening of full time and part time personnel

The screening process will include:

#### a. Written applications

Written applications will include questions asking about the applicant's behaviour with and toward children.

- Have you ever abused or acted inappropriately towards a child? If yes, please explain.
- Has concern been expressed to you about your behaviour with or towards children by a recognised leader within any church or organisation? If yes, please explain.
- Have you ever been investigated for, disciplined for or prosecuted for any instances involving any form of abuse or inappropriate behaviour with a child? If yes, please explain.

#### For those working in a children's ministry:

If you are applying to work in a children's ministry, outline your history of employment or volunteer work with children.

#### b. References

Pastor and friend reference will include questions asking about the applicant's behaviour with and toward children.

- Are you aware of any concern having been expressed by a leader, in the church or in an organisation, about the applicant regarding their behaviour with or towards children? If yes, please explain.
- Are you aware if the applicant has ever been investigated for, disciplined for, or prosecuted for any instances involving any form of abuse or inappropriate behaviour with a child? If yes, please explain.

#### c. Police Clearance

WOI does not employ, or accept into membership, anyone with a prior conviction for or history of child abuse or related offences.

Therefore, all applicants to any position in a WOI ministry will be responsible for obtaining the police clearance that is available in their country and submit it as part of their application.

If a police clearance is not available in a country, then additional references will be required (from e.g. employer, public figure, person well known to WOI).

### 9.2.2 Screening of visiting teams and individuals

The screening process will include:

- a. Child Safety Policy Part A is sent to all applicants.
- b. Application/information form:
  - Every volunteer to fill out an information/application form;
  - Included in the form are questions regarding criminal convictions and accusations or convictions regarding child abuse;
  - Questions on the form must be answered and sent to ministry before arrival.
- c. Pastor or Organisation Leader Reference (from home country):
  - Is asked to confirm that he/she is not aware of any criminal convictions and accusations or convictions regarding child abuse;
  - Is sent the Child Safety Policy Part A;
  - Any individual whose behaviour is not consistent with Child Safety Policy and Code of Conduct or rules of the ministry, will be sent home at the expense of the individual/sending organisation.
- d. Team leader (not applicable to individuals):
  - Will be sent the Child Safety Policy Part A;
  - Will be responsible to oversee conduct/behaviour of team members.
- e. Volunteer under no covering organisation:

If the volunteer is not coming in a group or under the covering of an organisation, then the organisers must determine who is appropriate to verify the volunteer's suitability. This could be an employer, colleague, public figure, person well known to WOI, etc.

## 9.3 Screening for WOI Boards and Country Office personnel

*Activating the screening of personnel in this section is the responsibility of the Country Office Director or Chairman of the Board or their delegate (whichever is applicable).*

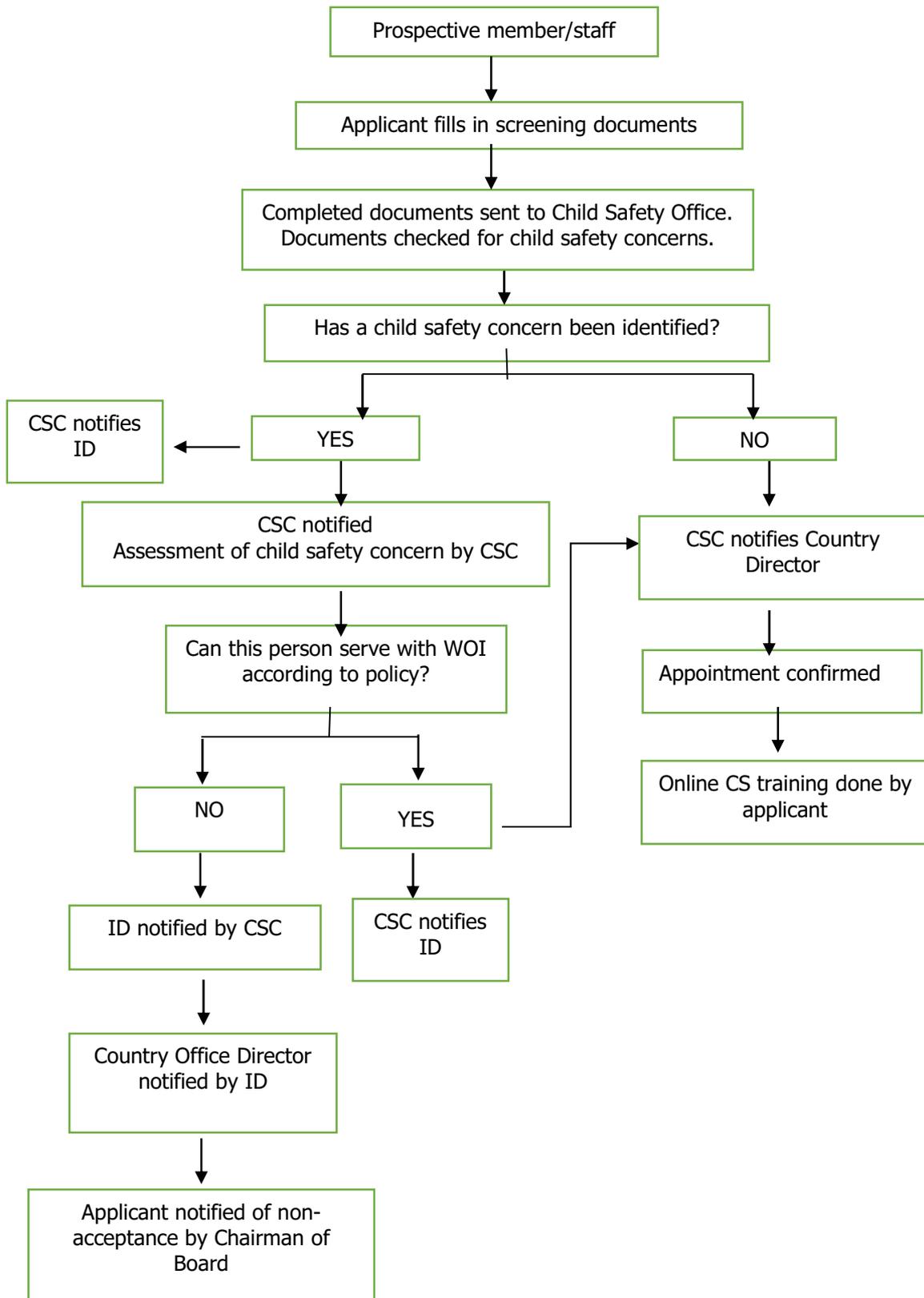
This includes WOI International Board members, WOI International office staff, Country Boards, Country Directors, Country office staff and regular volunteers.

1. The designated screening person is responsible to be conversant with the WOI Child Safety Policy, including procedures.
2. The appropriate leader will:
  - a. Communicate with the prospective person about the screening process and rationale for it, and send the screening documents to them.
3. Before confirmation of a position in any of the above categories the following screening will occur:

Applicants or prospective personnel will:

- a. Read the Child Safety policy;
  - b. Read the Ethics and Moral Conduct policy;
  - c. Sign the Child Safety and Ethics and Moral Conduct declaration form;
  - d. Obtain a police clearance that is appropriate in their country;
  - e. Provide names and contact details of their church pastor as a referee
    - Reference will include questions regarding prior conduct with children.
4. The process of screening is as follows:
    - a. Completed screening documents will be sent to the Child Safety Coordinator
      - The applicant is responsible to obtain their own police clearance;
      - Reference will be sent directly to the Child Safety Coordinator.
    - b. If any child safety concerns are identified in the documents, an "Initial Assessment Response" will be undertaken by the Child Safety Coordinator to determine if the applicant can serve with WOI according to policy.
    - c. The International Director will be notified of any child safety concerns that are identified.
    - d. If an applicant is not able to serve with WOI, the International Director and/or Country Office Director will inform the applicant.
    - e. An appointee will complete the WOI online Child Safety course within three months of appointment.
    - f. Completed screening documents will be stored in the WOI document repository and applicable Country Office secure storage.

**World Outreach International Board, Country Office Boards  
International and Country Office Staff  
Child Safety Screening and Training**



## 10. Procedures for Enquiry

### 10.1. General Information

All child safety concerns received by the Child Safety Coordinator, both current and historic, will be taken seriously and acted upon, regardless of the perceived validity or severity, no matter who the alleged perpetrator is, and no matter how minor in the eyes of the individual receiving the information.

The purpose of the WOI Internal Enquiry is to reduce the risk of future harm to a child.

- The purpose of an Internal Enquiry relating to a child, is to determine if harm has occurred to a child or children and to identify an appropriate safety plan for them.
- The purpose of an Internal Enquiry relating to an allegation of an adult member, will substantiate or refute an allegation of misconduct and outline an appropriate administrative action.

Any Internal Enquiry will take into account the potential for a criminal investigation and proceed cautiously, and with legal advice if this appears likely, so as to minimise such investigation being impeded.

#### 10.1.1 Confidentiality Agreements

- a. The International Director, Field Ministries Director and Child Safety Coordinator will sign a confidentiality agreement at the beginning of their tenure that will be renewed every three years.
- b. All response team members will sign the confidentiality agreement.
- c. The spouse of each Response Team member will sign the confidentiality agreement.
  - Response team members are requested to keep all information they hear during an enquiry confidential, but it is recognised that enquiries can be difficult emotionally and therefore a response team member may need the support of their spouse.
- d. Personnel outside the child safety response team who are given official responsibility during an enquiry will sign a confidentiality agreement. This includes, but not limited to: Ministry Leaders and Field Leaders, Member Care support people for a victim and their family, and an offender and their family.
- e. For those who may be aware of the situation or affected by the situation, confidentiality guidelines will be given (e.g. team members, family, those interviewed).

#### 10.1.2 Funding of an Enquiry

WOI will provide funds to cover the expenses of an Enquiry, including Response Team expenses.

This includes:

- Transportation to the enquiry location and in the enquiry location
- Food and lodging during the enquiry
- Administration costs of the enquiry

#### Applying for funding

At the end of each calendar year the CSC will apply to the WOI administration for funding to be set aside for use of the Child Safety Response Team in the event a case of abuse is reported.

Response team members will initially cover their own expenses relating to the case and then claim a refund from the Executive Manager. Receipts of all expenses must be included. The CSC must be copied / included in all communication regarding funding. The Response Team members must submit their claim within the calendar year the case was investigated.

### 10.1.3 Child to child cases

In the event of an accusation or confession that a child has abused another child, a Child Safety Assessment will be undertaken for child allegedly causing harm.

The purpose of the assessment is to gather and analyse information in order to determine actual and probable harm. Target issues are identified and used to determine further interventions that minimise and protect against further offending.

### 10.1.4 Parental consent

The safety of the child is paramount in responding to all child safety concerns and decisions.

Parents will be notified as soon as possible if a child safety concern has been received by the CSC relating to their child.

If the alleged offender is a member of the household where the child currently resides, the safety of the child will be paramount and a decision on notifying the parents will be made by the CSC, ID and FMD, and after legal advice, if appropriate.

Parental consent will be asked for before the response team talks to their child. It is preferable that parents are not in the room when the interview occurs. The rationale is so that children can share openly without feeling they would upset or compromise their parents in any way.

In some circumstances parents may be in the room but not in direct line of sight of the child. As each circumstance is different, CSC and leader of the response team will decide on what is best for the child in each situation.

### 10.1.5 Support of victims and alleged offenders

Member care support will be given to both the victim and their family, and the alleged offender and their family, during an enquiry process.

- a. Physical Injury  
If there has been obvious physical injury to the child, prompt medical attention is the first priority. The physical needs of the child should be seen to immediately, in consultation with the parents.
- b. Where physical trauma is not immediately obvious  
If deemed necessary, a medical examination will be arranged as soon as possible, preferably by a competent, same-gender physician.
- c. Parents
  - Parents will be informed that the allegations are being taken seriously and that steps will be taken to either validate or dismiss the allegations. WOI procedures and protocols will be followed.
  - The privacy of the family/s will be respected and the circle of knowledge will be kept as small as possible while still providing for an appropriate response.
  - It may be necessary to help other parents explore with their children whether other children have been victimised.
  - Parents will be cautioned to keep their knowledge confidential.
  - Contact by a victim's parents with the alleged offender will be strongly discouraged.

### 10.1.6 When victims are reluctant to pursue allegations

Because of the danger offenders pose and the importance we place on the care and protection of children, WOI will take responsibility for follow up of a Child Safety Report, rather than expecting victims to pursue claims independently.

Not pursuing reports of abuse would have the additional impact of preventing additional victims from obtaining the safety and treatment needed to overcome the effects of the abuse, and for the organisation to ensure risk factors have been addressed.

WOI will therefore consider all allegations, even if victims are hesitant to pursue claims independently. WOI will seek to provide support, education and care for them while pursuing an internal enquiry.

### 10.1.7 Considerations regarding an alleged offender

- a. Establishing safety in cases within the offender's family (when a parent is accused):  
Providing safety for the victim during the enquiry phase might involve:
  - checking the non-offending parent's ability to provide protection;
  - asking the offending parent to step out of the situation until the issue can be addressed, etc.
 This would be handled on a case-by-case basis, taking into account the nature of the accusation.
- b. Involvement of the Alleged Offender in an Enquiry  
WOI acknowledges the importance of obtaining the alleged offender's testimony. However, WOI will not allow the alleged offender to be involved in the interview process of a victim or witness. WOI does not approve of, nor will it be a party to, requiring the alleged offender and victim to confront each other.

### 10.1.8 Interviews

During a Child Safety Enquiry, interviews will be done to identify harm caused to a child and possibly to those not yet identified; to identify future risk to children, and to determine if misconduct has occurred. Interviews do not have the purpose of determining all activities that occurred.

- a. Two or more interviewers are required to be involved in victim and alleged offender interviews. The interviews are required to be done in person and include an interviewer of the same gender.
- b. The Child Safety Coordinator will select the Trained Interviewer to be used with the victim, witnesses and alleged offender.
- c. The alleged/confessed offender and spouse will be interviewed separately. If this is not agreed to by the offender or spouse, the interview will not occur and outcome decisions will be made with the information obtained through the response process.
- d. A child victim and their parents will be interviewed separately. If a parent (not the accused offender) insists on being present, they will sit behind the child so that the child is not seeing parent's reactions, etc.
- e. Interviews will be recorded in writing. An audio recording of the interview will be taken with the consent of the person interviewed. The audio recording is used to verify the written record is correct. Once this is done, the audio recording will be deleted.

## 10.2 Initial Assessment

On receipt of a child safety concern, the Child Safety Coordinator is responsible for initiating an Internal Enquiry.

### 10.2.1 Actions steps taken by the CSC

When the Initial Report is received by the CSC the following steps will be taken by the CSC:

- a. The CSC will assess the report and determine who needs to be advised and persons needed to be involved in the Initial Assessment.
- b. The International Director and Field Ministries Director will be notified of the report.
- c. In consultation with the FMD, the CSC will set up an appropriate team for the Initial Assessment that will consist of at least two people.
- d. The alleged offender will not be advised of the allegations at this time.
- e. A Log of events, which includes notifications, communication, events etc., will be maintained throughout the enquiry process.
- f. All information will be collated in a Statement of Knowledge. The Statement of Knowledge will be maintained throughout the enquiry process.
- g. Legal counsel may be sought regarding the report.

### 10.2.2 Review of the report

The Initial Assessment will review the child safety concern report in the following areas:

- Safety concerns analysis.
- Misconduct analysis.
- Identify target issues.
- Determine risk of harm and action required.
- Determine the credibility of the report.
- Determine the reliability of the reporter.

### 10.2.3 Conclusion of an Initial Assessment

At the conclusion of an Initial Assessment, the Initial Response team will:

- a. Write a Response Plan that outlines recommended further action which includes the motivation for the recommendations.
- b. Identify the Terms of Reference for the Response. (e.g. signed policies etc.)
- c. The Response Plan will be submitted to the International Director and Field Ministries Director for consultation and endorsement.

## 10.2.4 Response Plan Outcomes

### 1. No further action

If the outcome of the Initial Assessment is “No further action”, the ongoing responsibility to address the outcomes in the report lies with WOI leadership.

- The report will be given to the International Director and Field Ministries Director.
- The case will be closed and all documentation will be filed.

### 2. Child Assessment and/or Misconduct Assessment

If the outcome of the Initial Assessment identifies a more thorough enquiry is required, then a Child Safety Assessment and/or a Misconduct Assessment will be carried out.

The CSC is responsible for oversight of both assessments and the closing of the enquiry.

The CSC, in consultation with senior leadership will identify appropriate Response Team members and a Response Team Leader.

The Response Team will be given all relevant documentation that is applicable for each assessment.

This includes, but not limited to:

- Current Child Safety Policy and Procedures;
- Initial Report form;
- Response plan and outcomes;
- Terms of reference and supporting documents;
- WOI policies documents which the alleged offender has signed.

If a Misconduct Assessment is to be conducted, the alleged offender will be notified in writing of the accusations by the International Director or Field Ministries Director. He or she is to be made aware that no conclusions have been made but the following procedures are information gathering.

Contact of the alleged offender with the alleged victims is prohibited. If the alleged offender lives in close proximity to the alleged victim/s, or within a children’s ministry complex, the alleged offender may be required to relocate for the duration of the internal enquiry.

### 3. Notification of local law enforcement authorities

If the outcome of the Initial Assessment determines there is enough evidence that child abuse has occurred, and if the abuse meets the criteria according to local child abuse law, then appropriate local law enforcement authorities will be notified.

The ID, FMD and CSC, in discussion with local WOI leadership will determine who it is who is most appropriate to notify authorities.

A Misconduct Assessment may be carried out separately by WOI to determine if WOI policies have been breached.

### 10.2.5 Administrative Leave

If the outcome of the Initial Assessment is that a Misconduct Assessment will be conducted or if local law enforcement authorities are notified, the alleged offender will be placed on Administrative Leave during the period of the assessment or legal proceedings.

*Administrative Leave is the temporary removal of a person from the work/ministry environment and normal responsibilities, following an allegation, suspicion or confession of misconduct that requires an enquiry and review of the related facts.*

*It is not disciplinary in nature and does not imply guilt or innocence and as such cannot be appealed. It is intended to demonstrate a diligent response to a serious situation.*

- a. Administrative Leave status can be imposed jointly by the ID and FMD.
- b. The alleged offender will be notified in person and in writing of the conditions of his/her Administrative Leave.
- c. "Need to know" leadership will be notified in writing of the Administrative Leave imposed.
- d. During Administrative Leave, the ID and FMD, in conjunction with the CSC, will determine what provisions are needed to ensure children are not at further risk from the alleged offender.

This may require:

- The alleged offender and their family moved to another location away from his/her ministry;
  - The alleged offender is prohibited access to children;
  - The alleged offender moved away from the alleged victim and their family;
  - It may even be necessary to have the alleged offender leave the country.
- e. WOI leadership will set up support and accountability for the alleged offender and the family.

### 10.2.6 Notification of affected community

If appropriate, senior WOI leadership will prepare an initial notice of the Enquiry and allegation(s) to be presented to the local WOI membership and for the affected local community.

## 10.3 Child Safety Assessment

The appointed Response Team will conduct the Child Safety Assessment.

The aim of a Child Safety Assessment is to create a safety plan that addresses past harm, and/or minimises the likelihood of future harm to an individual. The assessment, therefore, seeks information such as risk and protective factors of the child, parents and communities, in order to address any factors of concern, thereby reducing the likelihood of that factor causing harm to the child in the future.

### 10.3.1 Interviews

Interviews are conducted to gain information that helps to understand more fully what happened and the context in which it happened so that it can be identified what our responsibilities are to protect children and to protect the organisation.

All interviews will be planned in advance using interviewing templates as a guide.

Interviews conducted may include, but not limited to: victim, victim's family, reporter, others identified in the report, people identified from interviews.

### 10.3.2 Child Safety Assessment Tool

The Child Safety assessment tool is used as an analytical tool after information has been gathered. It assists by categorising the gathered information into factors that impact child safety and can form the basis of a report that demonstrates the reasons for a safety plan.

Supporting Assessment Tools are:

1. Child Safety Impact Tool;
2. Family Needs Assessment Tool;
3. Risk factors prompt;
4. Protective factors prompt;
5. Severity of harm prompt;
6. Likelihood of harm prompt.

Templates are available for each of these tools.

### 10.3.3 Child Safety Plan

At the conclusion of a Child Safety Assessment the Response Team will prepare a Child Safety Plan for each child identified in the concern.

A Safety Plan includes:

- a. Target issues;
- b. Safety needs of the child and the family;
- c. Safety Plan goals.

A Safety Plan outlines the goals that meet the needs of the child, family and community, and addresses the target issues of concern. It will identify what is to be done, who is responsible to do it, who will be the accountability partner to ensure it is done, when it should be started and when it will be finished.

## 10.4 Misconduct Assessment

The purpose of a Misconduct Assessment is to substantiate or refute allegations of misconduct of an adult WOI member, relating to the WOI child abuse policy, definitions, child safety code of conduct and other relevant WOI policies.

The Misconduct Assessment tool is to collate all known information relating to the alleged misconduct so that each interview is planned carefully.

Interviewing an alleged offender:

1. The alleged offender will be notified ahead of time in writing of the planned interview by WOI leadership or CSC.
2. This communication will outline why they are being interviewed and the allegations made.
3. The alleged offender will be made aware that no conclusion has been reached but there is a process of gathering information.
4. The alleged offender has the right to be heard.
5. The interview is not an interrogation.
6. The alleged offender has the right to be treated with dignity.
7. The alleged offender is there to respond to the allegations.

### 10.4.1 Misconduct Finding Report

At the conclusion of a Misconduct Assessment, the Response Team will prepare a Misconduct Finding Report.

The Misconduct Finding Report includes, but not limited to:

- Original allegation of misconduct;
- Initial Assessment and outcome;
- Details of gathered information;
- Considered evidence;
- Outcome finding;
- Explanation of how the evidence supports the finding;
- Any recommendations for improvements to the Child Safety programme;
- Administrative Action identified in WOI policies.

### 10.4.2 Documentation during Child Safety and Misconduct Assessments

- a. Log of Events will be used from the beginning to the end of a Child Safety Report through to the Closing of the Response.
- b. Statement of Knowledge – Key information will be entered into the Statement of Knowledge throughout the Response process.
- c. Statement of Findings  
The Response Team will complete Statement of Findings (SOF) at the conclusion of the Assessments.

The SOF is a complete document that records the following:

- Persons involved in the child safety concern;
- History of the report;
- Summary of the report;
- Full report – child safety concerns identified with specific information regarding each child;

- Additional information;
- Definition of abuse that applies to child safety concern;
- Child Safety Plan (attached);
- Misconduct Finding Report (attached).

## 10.5 Closing the response



The final phase of a response is Closing the Response. This takes the information from the Assessments and ensures that they are actioned and followed up so that children and families can move forward and heal. Also, so that the organisation applies learnings from the response that would improve the WOI response process and safety to children.

The final phase of an enquiry is made up of the following actions:

- Implementation of recommended plans;
- Administrative actions;
- Process review;
- Team debriefing;
- Final communication;
- Organisational improvement plan;
- Monitoring of safety and action plans.

### 10.5.1 The Response Team's responsibility

- Final communications, reports and documentation

- All official reports are prepared for submission to the WOI leadership;
- All documentation is completed.

- A process review

The Response Team will conduct a Process Review as a group and ask the questions:

- What did you expect to happen?
- What actually occurred?
- What went well and why?
- What can be improved and how?

Key ideas from the process review contribute to the organisational review.

- An organisational improvement plan

The Response Team will provide an improvement plan for WOI leadership that includes:

- Summary of organisational vulnerabilities and concerns noted by the Response Team during the Initial Assessment, Child Safety Assessment, Misconduct Assessment and process review;
- Recommendations for organisational improvement agreed on by the Response Team, in order of priority;
- List recommendations for improvements to the response process agreed on by the Response Team in order of priority.

d. Team debriefing - template available.

It is important that the Response Team has time together to debrief themselves once the work is completed. The debrief focusses on the team members and not the process of response.

### 10.5.2 WOI leadership responsibility

At the conclusion of a response, the CSC will forward all appropriate documentation to the International Director and Field Ministries Director.

The CSC will discuss with WOI leadership each document to ensure understanding and motivation for decisions.

WOI leadership is responsible for actioning all outcomes from a child safety response.

CSC will monitor and ensure WOI fulfil their responsibility in implementing their areas of responsibility.

WOI Leadership has responsibility for:

a. Implementation of the Child Safety plans

- WOI leadership will discuss the safety plan for each child with the parents of the child;
- For each Child Safety plan, WOI leadership will identify who in the organisation will ensure the safety plan is actioned and appropriate support is given to those identified.

b. Implementation of the Administrative Action

- WOI leadership will implement the administrative action identified;
- If the identified administrative action is termination from the Mission (according to policy), the ILT will endorse any such finding;
- WOI leadership will inform the alleged offender, in writing and in person, the outcomes of the enquiry and the administrative actions decided on. This document will outline the allegations, proof of allegations, misconduct identified and administrative action identified.

c. Monitoring of the Safety and Action plans

- WOI leadership will identify person/s to monitor the safety and action plans. This may be one or more people.

d. Communication Plan:

When the Internal Enquiry is completed, WOI leadership will determine the appropriate reporting response to the affected community.

The distribution of the outcome and community letters may include some or all of the following, as appropriate:

- Concerned parties  
WOI leadership will communicate with concerned parties regarding the outcomes of the enquiry. Appropriate material to be distributed will be discussed with the CSC;
- Affected community  
WOI leadership will determine the appropriate reporting response to the affected community;
- Ministry, church, organisation  
WOI leadership will discuss with the appropriate sending and receiving ministry/church/organisation on the follow-up steps that need to be taken for victim, offenders and their families as appropriate;
- Notification of local law enforcement authorities

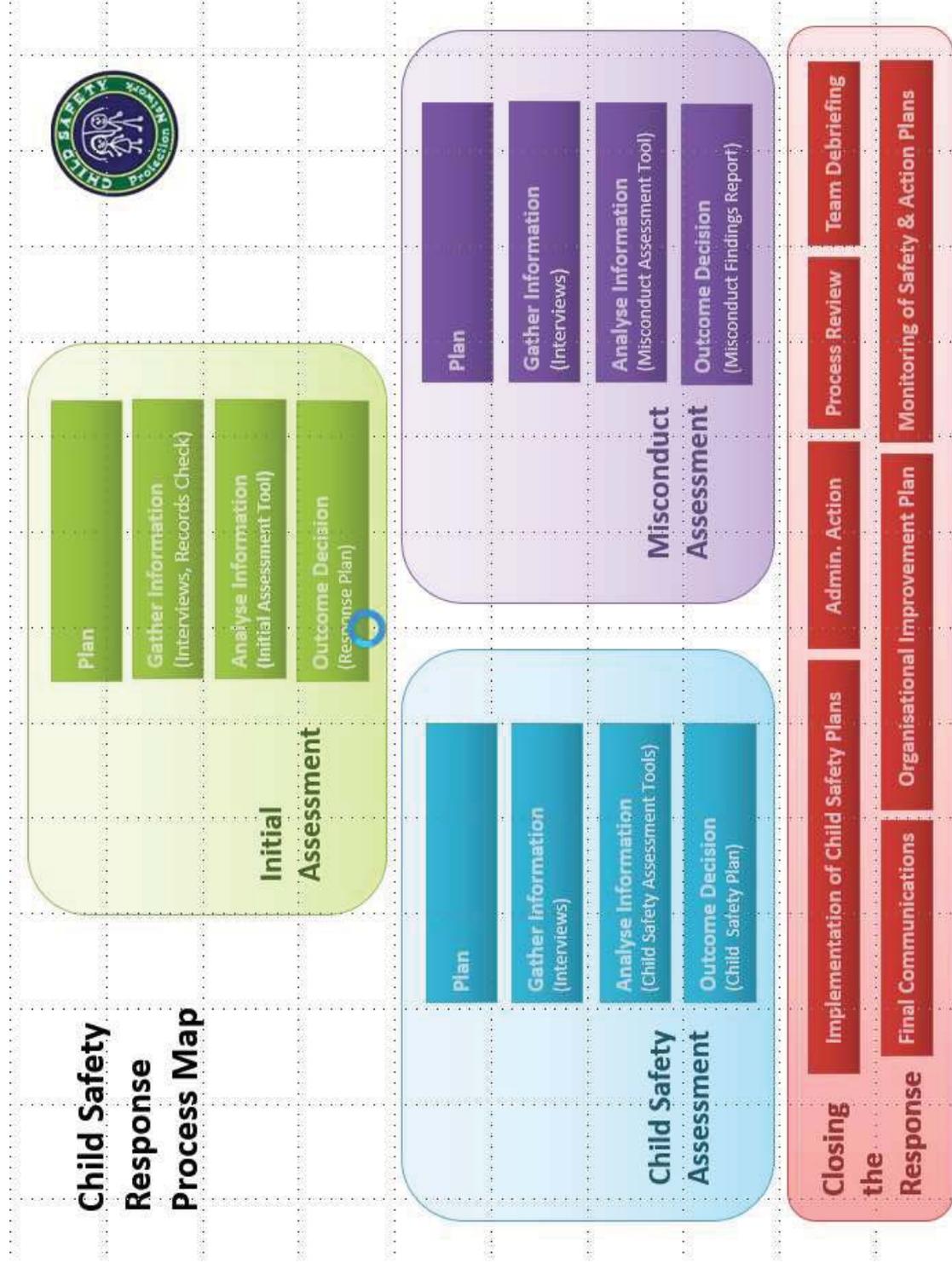
At the conclusion of the enquiry, if it is found that a criminal offence has been committed, the law enforcement authority in the country the offence occurred will be notified. If the SOF is required, it will be given to the local law enforcement authorities;

- All media notifications will be authorised by the ID in discussion with the ILT or appropriate persons.

## 10.6 Record keeping

- a. WOI has a designated secure repository for WOI child safety documentation.
- b. At the end of a child safety enquiry the electronic records of the case will be kept in a designated secure WOI repository.
- c. Files on the CSC computer must be encrypted and have folder protection on the files.
- d. Hard copies of case files generally will not be kept.
- e. Response team members
  - Emails from response team members relating to the case will be added to the case file.
  - Response team will delete all material related to the enquiry from their computers.
- f. WOI leadership
  - Official documentation and communication by WOI leadership in any phase of the enquiry will be added to the case file. The usual procedure would be to forward these to the CSC.
  - Documentation and electronic communication relating to the case, that is also kept on WOI leadership personal computers will be stored in a password protected file.

# Appendix



Child Safety Enquiry Process Overview 2017				
Stage	Purpose	Outcome	Personnel Involved	Primary Responsibility
<b>INITIAL ASSESSMENT</b>	CSC receipt of child safety concern To receive and assess all available information, and determine any further response.	<ol style="list-style-type: none"> <li>1. Initial Assessment Outcome Response Plan</li> <li>2. Statement of Knowledge</li> <li>3. Terms of Reference</li> </ol>	Child Safety Coordinator 1 Child safety team member 1 WOI leadership appointee	Child Safety Coordinator (International Director – sign off on further action)
<b>CHILD SAFETY ASSESSMENT</b>	<ol style="list-style-type: none"> <li>1. To gather and analyse information on the child, parents, family and environment</li> <li>2. To determine actual and probable harm</li> <li>3. To identify target issues</li> <li>4. To determine further interventions</li> <li>5. To create a child safety plan</li> <li>6. Gather information on possible misconduct by an adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Child Safety Plans</li> <li>2. Statement of Knowledge</li> </ol>	Child Safety Coordinator Response team	Child Safety Coordinator
<b>MISCONDUCT ASSESSMENT</b>	To substantiate or refute allegations of misconduct.	<ol style="list-style-type: none"> <li>1. Misconduct Findings Report (Statement of Findings SOF)</li> <li>2. Identification of Administrative action (by policy)</li> <li>3. Statement of Knowledge</li> </ol>	Child Safety Coordinator Response team	Child Safety Coordinator
<b>CLOSING THE RESPONSE</b>	To finish the response well so that healing can continue both of individuals and the organisation.	<ol style="list-style-type: none"> <li>1. Final Communications, reports and documentations</li> <li>2. Organisational Improvement plan</li> <li>3. Process review</li> <li>4. Team Debriefing</li> </ol> <ol style="list-style-type: none"> <li>1. Implementation of child safety plans</li> <li>2. Implementing Administrative Action</li> <li>3. Monitoring of Safety and Action Plans</li> </ol>	Response team Child Safety Coordinator  WOI senior leadership Child Safety Coordinator Member care	Child Safety Coordinator  International Director & International Leadership Team

NB: At every stage of an enquiry appropriate WOI senior leadership will be given relevant information.

Closing the Response Overview			
Responsibility	Action	Purpose	Resources
<b>Response Team</b>	Final Communications, reports and documentation	Complete all reports to be presented to WOI Leadership Collate all enquiry material for WOI storage.	<ol style="list-style-type: none"> <li>Child Safety Plan</li> <li>Misconduct Assessment</li> <li>Statement of Findings</li> <li>Communication Plan – recommendations to WOI leadership</li> <li>Records Management</li> </ol>
	Process review	To evaluate how the process worked, including logistics, documentation, resources and time management.	Process Review Template (After action review)
	Team debriefing	To help team members identify and process how they are feeling and the impact on them after being part of this response team.	Team Debriefing Template
	Organisational improvement plan	The goal is to seek to learn and improve the organisations response process.	Organisational Improvement Plan Template
	Implementation of child safety plans	Implement the child safety plans received from the response team.	Child safety plan Statement of Findings
<b>WOI leadership</b>	Administrative action	Endorse and/or decide on administrative actions and implement them.	Misconduct Assessment Outcome Statement of Findings
	Monitoring of safety & action plans	<ol style="list-style-type: none"> <li>Monitoring of safety and action plans take place once the work of the response team is complete</li> <li>WOI Leadership are responsible to ensure that these plans are monitored in defined periods</li> </ol>	
	Final Communications, community notices	<ol style="list-style-type: none"> <li>Outcomes letters Letters sent to individual parties presenting th outcome of a Child Safety Inquiry Community Letters Notices given to a group of people in order to provide a safety warning or to announce that a member of personnel has been dismissed due to a breach of code of conduct.</li> <li></li> </ol>	Communication Plan Template

Training Plan							
	Initial training			On field training		International/Country Boards and offices	
<b>Purpose of Training</b>	WOI applicants are aware of child safety issues and understand WOI standards	Applicants for positions are aware of child safety issues and standards of behaviour	Standards of child safety in the ministry are clearly communicated	Personnel have tools to implement the policy in their ministry context	Personnel are trained and have tools to train their ministry personnel in child safety practices	Adults have resources to train children in good child safety practices	Members are aware of the WOI child safety policy & implement it in their context
<b>Who does it apply to?</b>	All people formally applying to WOI	National and foreign staff (appointed by Ministry Leader)	Volunteers and visitors, teams	WOI Ministry Leaders & personnel	Ministry Staff	Training of adults & children about safe practices	International Board members, International office staff, Country office board members and staff
<b>Who is responsible for action?</b>	WOI Child Safety Dept. Applications Manager and application committee	Ministry Leaders, WOI personnel receiving non WOI personnel in their ministries	Ministry Leaders, WOI personnel	WOI Child Safety Dept.	Ministry Leaders, WOI personnel with teams	Ministry Leaders, WOI personnel	International Board Chairman, Int. Director, Country office Director or delegate
<b>How often should this training occur?</b>	Once on application	Once on application	Once on arrival	Once – but regular reminders	Annually	Training of children 1 – 2 times per year	Before appointment of each new member
<b>Content ideas</b>	<ul style="list-style-type: none"> <li>Understanding the problem of abuse</li> <li>Understanding the nature of offending</li> <li>Impact and signs of abuse</li> <li>Responding to reports of abuse</li> <li>WOI policy and procedures</li> <li>Tools for prevention</li> </ul>	<ul style="list-style-type: none"> <li>Understanding the problem of abuse</li> <li>Understanding the nature of offending</li> <li>Impact &amp; signs of abuse</li> <li>Code of conduct:</li> <li>Responding to reports of abuse</li> <li>WOI policy &amp; procedures</li> <li>Tools for prevention</li> </ul>	<ul style="list-style-type: none"> <li>Value of children</li> <li>Code of conduct</li> <li>Identify children child safety issues</li> <li>Protecting yourself</li> </ul>	<ul style="list-style-type: none"> <li>Responsibility of implementing policy</li> <li>Screening of non WOI personnel</li> <li>Training of all personnel and visitors</li> <li>Procedures for responding to child safety concerns</li> <li>Code of conduct in their ministry context</li> </ul>	<ul style="list-style-type: none"> <li>Child safety policy</li> <li>Code of conduct</li> <li>Identifying risk of harm to children in ministry context with prevention methods</li> <li>Reporting procedures for child safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>Risk of harm</li> <li>Family rules</li> <li>Self - awareness</li> <li>Safe/unsafe touching</li> <li>Respecting a child's yes and no</li> <li>Safe/unsafe secrets</li> <li>Responding to reports of abuse</li> <li>Internet &amp; handphone safety</li> </ul>	<ul style="list-style-type: none"> <li>WOI Child Safety Policy</li> <li>Screening of members</li> <li>Training of members</li> <li>Responding to child safety concerns</li> <li>Code of conduct – protecting children &amp; protecting yourself</li> </ul>
<b>Possible training</b>	Online training course	Online course, Video training, Training manual	Online course, Video training, Training manual	Policy implementation material e.g. manual	Lesson plans Resources available	Lesson plans Resources available	Online training course Implementation manual