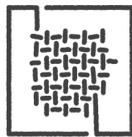


Creating A Safe Place For Children A Child Protection Policy



The Child protection Policy is based on two foundational motivations. First, the God-given value belonging to each and every child; and secondly, the legal requirement placed on us by our nations and the international community to safeguard every child together.



LOOM INTERNATIONAL



Our hope is that the engagement with and implementation of the values expressed in this policy will result in safe, content and thriving children for generations to come.

Note: 'child', 'children', 'young person', 'young people', 'adolescent' and 'adolescents' – whether singular or plural – are used interchangeably and are taken to refer to those under the age of 18 years, in accordance with the United Nations Convention on the Rights of the Child. 'Workers', 'staff', 'volunteers', are used interchangeably and are taken to refer to anyone interacting with children on behalf of this organization.



Creating a Safe Place for Children

A Child Protection Policy

God wants all children to thrive in their family and community.

This is probably why you started a ministry for children. You and your co-workers want to provide a safe place where children can thrive.

In our families and communities there are many obstacles to children seeing God's intentions for their wellbeing.

All communities are dealing with:

- Family breakdown
- Poverty
- Abuse
- Lack of knowledge about how God designed human growth and development
- Lack of respect for the inherent worth of children made in God's image

These obstacles may be why you started a school, clinic, an after-school or foster care program. You started your intervention because you saw the children in your community and wanted them to experience God's intentions.

All of the staff and leadership must discuss these pages together so that you have agreement and can commit to the thinking and practices.

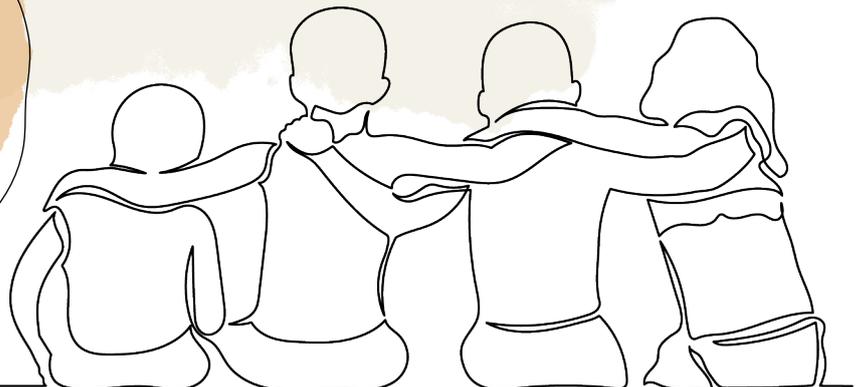
To work with God to bring children to a place of thriving as he intended, you will need a plan and systems to protect and heal them.

The first step is to develop a system and agree together on Why and How you will protect or safeguard the children for whom you are responsible. This agreement is called a Child Protection Policy. It tells everyone - the children, parents, community, staff, volunteers, visitors, board, groundskeepers and others - how you have decided to protect and heal children. To be at your location, they too must agree.

Let's look at this Child Protection Policy. For each section of this Child Protection Policy there is a short introduction to explain its purpose.

This is a standard Child Protection Policy. You may find that you need to make a few changes to reflect your culture or because of the type of ministry you have.

The children need all of the staff to agree to the values, purpose, behaviors and practices so that they are in a safe environment.



Part 1

The Commitment

The Commitment page lists beliefs about God, children, adult responsibility to children, and your commitment to those beliefs and actions. A commitment to join with the world in upholding the international standards set out by the Convention on the Rights of Children is also included.

The diagram below gives you a Biblical Framework for the beliefs about God’s intentions for the wellbeing of children.

God’s Heart for Children Biblical Framework



By looking at Scripture, we will discover God’s intentions for a child. The principles found in these Scriptures describe how God intended adults to work with God to provide a healthy and safe place for children. It is important that all of us use the Bible and God’s thinking as the foundation and daily instruction for our work.

Name of the organization

STATEMENT OF COMMITMENT

_____ is committed to the protection of every child so that they can become all that God intends. We believe that God wants every child to thrive.

Name of the organization

Foundationally our commitment is based on the overwhelming value God places on every child, recorded throughout scripture. Legally we follow the United Nations Convention of the Rights of the Child, as ratified by our national governments as the basis for our understanding of the rights of children globally.

1. We believe all children have the right to protection from abuse irrespective of race, social background, gender, skin color, disability, religion, ethnicity or beliefs.
2. We commit to work towards what is best for every child. We believe that every child is equal in God's sight with unique talents. We affirm that children born or unborn are created in the image of God and therefore have intrinsic worth.
3. We commit ourselves to speak up for children in every possible arena, be that in their local communities, or in the assemblies of the rich and powerful who make decisions that profoundly affect children's lives.
4. We commit ourselves to listen to, believe in, and act for children. We recognize our responsibility to safeguard the welfare of children and protect them from abuse. It is never acceptable for a child to experience abuse or exploitation of any kind.
5. We believe children have the right to speak and be heard and that involving them in their own protection is an effective way of bringing about an improvement in their protection.
6. We commit ourselves to provide a safe and positive environment for children.
7. We are committed to thoroughly training personnel to implement and maintain this policy for the wellbeing of all children in our programs.
8. We will create and maintain a non-defensive culture of mutual accountability so that issues and concerns can be discussed and any potentially abusive adult behaviors can be challenged.
9. We commit to obtain agreement of this policy from our staff, volunteers and board members. This policy will be reviewed at least every five years or at earlier points if it is felt to be necessary.

Part 2

Summary of the Purpose and the Behaviors

This section includes a list of required behaviors and practices for visitors. Every visitor must read pg 4, 6 and 7 and sign the commitment form on pg. 8.

It is important that your location requires every visitor to read and sign these 2 pages, even if it is your best friend or a pastor or your family member. If everyone has to sign it, it becomes normal and staff do not need to decide who needs to sign.

One option for visitors might be to put up a poster with the list of behaviors, and a notebook below, so that they can read the behaviors, then sign and date in the Visitor Book.

Also note that there is a place on this Summary page to include the names and contact information for the Child Protection Committee - See the following page for more information.

Be sure to add your local and national requirements to this document and note them on page 7.



CHILD PROTECTION POLICY SUMMARY

This policy has been developed in the light of the following legislation:

- Human Rights Act 1998
- United Nations Convention on the Rights of the Child, CRC
- Local and National Child Protection laws

This policy is mandatory and must be well-known and followed by all staff, volunteers, board members, leadership and visitors in all of the locations of

Name of organization

For the integrity of the ministry and commitment of

Name of organization

to children and the community we are committed to EVERY VISITOR reading and signing the visitor book of commitment.

This Child Protection Policy sets out:

1. Principles for the protection of children.
2. Expectations in terms of behavior and good practice for working with children and young people.
3. Guidelines for responding appropriately if abuse of a child is alleged, disclosed, discovered or suspected.

Short list of Required Behaviors for Visitors

We practice and insist on these practices because these are the adult behaviors that will help the children thrive.

- I will listen and follow directions from the staff.
- I will treat every child with equality, love and dignity.
- I will not use words that shame or belittle a child.
- I will not be alone with a child at any time.
- I will not bring special gifts or special attention to one or a few children.
- I recognize that as an adult I have more power and will use it for the wellbeing of the children.
- I will not engage in any kind of abuse (physical, sexual, emotional etc.) or exploitation.
- I will not take a child off of the property of

Name of organization

- I will inform staff if I see any potential risks to the children.
- I will be visible to others when working with children.
- I will listen to the child when they communicate boundaries.
- I will have an open and non-defensive attitude.
- I will treat all children kindly and equally- irrespective of race, social background, gender, skin color, disability, religion, ethnicity or beliefs.
- I will not take pictures of children unless granted permission by staff.

Be aware that for visitors and volunteers, their presence with children will often be temporary and should avoid creating bonds with children which encourage emotional or psychological dependence.

Any person who has any knowledge of a potential child protection issue involving the organization is to immediately contact the appointed Child Protection Officers or available staff.

Child Protection Officers: Names and Contact information.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

For a more complete list see pages 13-15, Code of Conduct

PERSONAL COMMITMENT TO THE

Name of the organization

CHILD PROTECTION POLICY

TO BE COMPLETED BY EACH VISITOR

I, _____ have read and understood the

Name of visitor

_____ Child Protection Policy Commitment
Name of organization
and Summary and I promise to abide by it and the procedures stated in this policy.

I have never been accused of child abuse or pedophilia in the past or present, and I commit myself to protect all children, both boys and girls, from physical, sexual and emotional abuse.

I commit myself to report discreetly any suspicious activity or inappropriate behavior noted towards children as according to the procedure set out in this policy. I will not report to anybody else or talk to the media.

I am aware that if found guilty of any form of child abuse as described in this policy, legal action may be taken against me by _____.

Name of organization

Date: _____

Place: _____

Signature: _____

Part 3



What has become normal and acceptable abusive behavior in your community? Talk through this list and discuss changes that need to be made in your thinking and practices.

Definitions of Abuse

This list of definitions of abuses is recognized throughout the world. These common abuses are the result of adult behaviors towards children. Sometimes the abuses are caused by government or political situations, but most commonly children suffer from these abuses in their families, schools and neighborhoods by people known to them.

You are probably part of this ministry because you are aware that abuse happens to children and you want to bring change. As you are thinking about protecting children it is important to think about your community and the common abuses.

Change in thinking and adult behaviors in the community can start in your organization.

DEFINITIONS OF ABUSE

We accept the Convention of the Rights of Children (CRC) definition that a child is anyone under the age of 18 years. In this policy, abuse is defined as:

1. Physical Abuse

Physical abuse is the actual or likely injury to a child, or failure to prevent physical injury (or suffering) to a child. It includes hitting, beating with a stick or other implement, shaking, throwing, poisoning, burning, drowning or suffocating. This could result in bruises, burns, bite marks, cuts, head injury, whiplash, internal injuries and broken bones. It may also include the situation where a care-giver deliberately causes ill health to a child they are looking after or feigns ill health in a child they are looking after. This may involve forcing the child to work in an unsafe way/environment, or depriving the child of the necessities of food, water, sunlight or air.

2. Sexual Abuse

Sexual abuse is the actual or likely sexual exploitation of a child or adolescent. It involves encouraging, forcing, or enticing a child to take part in or observe sexual activities that they may or may not truly comprehend. It includes any action with sexual intent towards children such as touching a child's genitals, asking a child to touch the genitals of others, encouraging the child to watch or take part in pornography, or having sex with the child whether or not they appear to be consenting. It involves the child not being able to give informed consent and may violate social taboos or family roles. It includes rape, incest and all forms of sexual activity involving children, such as pornography and prostitution. It is criminal behavior to involve children in sexual behaviors for which they are not personally, socially, and developmentally ready.

3. Neglect

Neglect is the persistent or severe failure to meet a child's basic physical and psychological needs or failure to protect a child from danger. It is any action that deliberately neglects the right to live, the right to learn, the right to participate and the right to speak. Neglect is likely to result in serious impairment to the child's health and development. It may involve a care-giver failing to protect a child from exposure to cold or starvation or extreme failure to carry out important aspects of care.

4. Emotional Abuse

Emotional abuse is the actual or likely persistent or severe emotional ill treatment or rejection of a child, which is likely to have an adverse effect on the child's emotional and behavioral development. It includes any actions (gestures, words, and behaviors) that deliberately cause children to feel afraid, anxious, in danger, corrupted, exploited, annoyed, or discouraged. It may involve conveying to a child that they are worthless, unloved, and inadequate. It involves neglecting to give enough love and attention, not making the child feel secure and worthy, or verbally assaulting the child by belittling, blaming, sarcasm, screaming, or threats.

5. Spiritual Abuse

This is the abuse that occurs when someone in a position of spiritual power or authority in a faith-based environment, misuses their power and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child.

6. Exploitation

Exploitation refers to the use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labor and child prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.

7. Organized Abuse

Organized abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act together to abuse the child or children, and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

8. Bullying

Bullying is increasingly recognized as harmful to children and adolescents. It could involve physical intimidation, verbal intimidation or emotional intimidation. It may include racist and sexist remarks or isolating or excluding someone. It always involves a less powerful person experiencing deliberate hostility. It also comprises emotional intimidation such as isolating or excluding a child whereby they experience deliberate hostility.

Other Specific Considerations of Child Abuse

These specific considerations include:

1. **Sexual or Child Grooming** - refers to actions or behaviors designed to entice, encourage or persuade a child into inappropriate and/or unlawful sexual activity.
2. **Child Pornography** - the viewing, use, abuse, trade, transmittal and transference of sexual images of children. Abuse through child pornography also includes the involvement of children in making child pornography and showing any pornography to children.
3. **Sexual Exploitation** – includes profiting monetarily, socially, or politically from the exploitation of a child through prostitution and trafficking of children for sexual abuse and exploitation.
4. **Traditional Harmful Practices** – Cultural practices which may put the child at risk of harm. Examples are Child Marriage where the child is under the legal age of consent, and Female Genital Mutilation.
5. **Witchcraft/Ritualistic Abuse** – Occurs within some communities that believe strongly that children may be possessed by evil spirits. Children may be abused through ritualistic practices and ceremonies, in the form of beating, maiming, rape, and even as sacrifices.
6. **Historical Abuse** – Any type of abuse that may have occurred several years before it is disclosed.

Code of Conduct

In this section is a list of adult behaviors and practices that will help prevent abuse happening in your ministry. These behaviors and practices will also help a child grow strong socially, emotionally, mentally and spiritually. Anyone who is with or interacting with the children needs to agree to this list of behaviors. This includes all of the staff, leadership, board members, bus drivers, grounds keepers and cooks.



Everyone working together will help uphold the commitment of

Name of organization
to be against the abuse of children in the community.

Name of the organization

Code of Conduct

_____ Code of Conduct describes standards of behavior and promotes good practices so children can experience a safe, positive and encouraging environment. It sets a clear standard for acceptable and unacceptable conduct expected from all _____ staff, volunteers, board members, leadership, contractors, consultants and visitors to minimize opportunities for the abuse of children. but also help to prevent unfounded allegations.

Name of organization

Name of organization

We insist on these behaviors because they help the children grow spiritually, mentally, physically, socially and emotionally.

Required Behaviors With Children

Creating a safe environment for children

1. Treat all children fairly, and with respect and dignity, regardless of race, religion, social background, ethnicity, gender, skin color, disabilities, nationality or beliefs.
2. Uphold the integrity of _____ by demonstrating the highest standard of personal and professional conduct.
Name of organization
3. Prevent, oppose and combat all exploitation and abuse of children.
4. Refrain from any involvement in criminal or unethical activities,
5. Respect each child's boundaries and their right to privacy (i.e. taking photographs only when given permission).
6. Be aware of the children's different sensitivities towards physical contact. Touch should be appropriate for the specific child and generally initiated by the child, rather than by you.
7. Never expose children to inappropriate content such as pornographic videos, literature, or any behavior that is flirtatious, offensive or abusive.
8. Be aware that for visitors and volunteers, their presence with children will often be temporary and should avoid creating bonds with children which encourage emotional or psychological dependence.
9. Use positive non-violent methods to manage children's behavior.

Accountability and supervision in the workplace

10. Ensure that the risks of being alone with children are minimized by having at least two adults supervising whenever possible, and always being visible to others when with children.
11. Be committed to creating a culture of openness and mutual accountability where child protection issues can be openly discussed, and abusive behavior must be challenged.
12. Be aware of the power balance between adult and child, and avoid taking any advantage this may provide.

Preventing Abuse

13. Listen to children and encourage them to raise their concerns about staff, other adults and the well-being of other children.
14. Take steps to inform children of what is acceptable and unacceptable behavior for the adults.
15. Raise any concerns of inappropriate behavior immediately.

Behaviors and Practices that Harm Children

Preventing sexual abuse

16. Do not develop physical or sexual relationships with children.
17. Do not spend time alone with a child away from others, behind closed doors, or in a secluded area, when that child is not related to the representative.
18. Do not behave in a manner which is inappropriate or sexually provocative.
19. Do not take a child to their home or visit a child at their home where you may be alone with that child, unless given permission.
20. Staff or staff families should not sleep in the same room or bed as a child, when that child is not related to them (without permission).
21. Do not allow a child to stay overnight at your home unless granted permission from the child's primary carers (parent or guardian) and with the agreement of a senior member of staff.
22. Do not do things of a personal nature for a child that they could do for themselves.
23. Do not engage in sexual activity with a child regardless of the national legally accepted age of consent. (Mistaken belief regarding the age of the child is not a defense).
24. Do not exploit children for their labor (e.g. domestic servants) or for sexual purposes.

25. Do not take a child alone in a vehicle without permission.
26. Do not spend excessive time alone with children away from others.
27. Be aware you may work with children who, because of the circumstances and abuses they have experienced, may use a relationship to obtain "special attention". The adult is always considered responsible even if a child behaves seductively and should avoid being placed in a compromising or vulnerable position.

Awareness of abusive behavior

28. Do not be intoxicated or under the influence of alcohol or drugs at any time assuming responsibility for any child.
29. Do not hit or otherwise physically assault or physically abuse children, even where this may be culturally acceptable.
30. Do not act in ways that may be abusive or may place a child at risk of abuse.
31. Do not use language, make suggestions, or offer advice which is inappropriate, mentally or emotionally harmful and abusive to a child.
32. Do not condone or participate in behavior with children which is illegal, unsafe or abusive.

Preventing emotional abuse

33. Do not conduct or be a part of harmful traditional practices, spiritual or ritualistic abuse.
34. Do not act in any way that intends to embarrass, shame, humiliate or degrade children, or otherwise perpetrate any form of emotional abuse.
35. Do not discriminate against, show differential treatment, or favor particular children to the exclusion of others.

** This is not an exhaustive or exclusive list*

Reporting and Responding to Abuse Cases

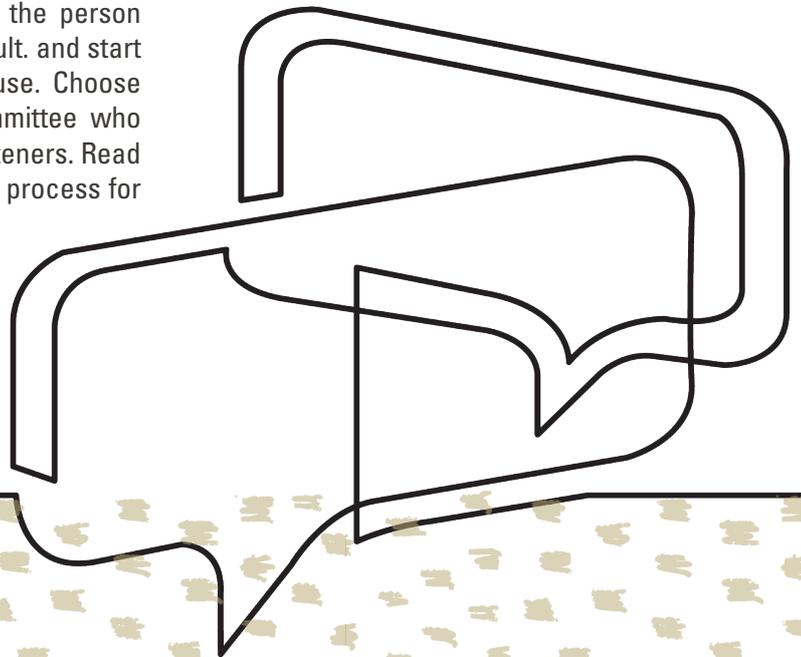
Incident Report Form

This is an important part of the system that your ministry needs in order to protect children. If abuse happens in your ministry there must be a process in place for reporting the abuse or suspected abuse.

The first step is for the leaders of the ministry to appoint a team of 3 people who are the Child Protection Officers. These 3 adults are the Child Protection Committee. These adults will be available to children and adults to hear concerns about the children's safety.

They will listen and fill out the "Incident Report Form" and respond to the information. Children and adults report to them when there has been abuse. It is up to the committee to listen to the person making the report, whether child or adult, and start the process of responding to the abuse. Choose Officers for the Child Protection Committee who the children trust and who are good listeners. Read through the process and use the same process for every person.

Post the names of the Child Protection Committee where everyone can see them.



REPORTING and RESPONDING TO ABUSE CASES

Staff and leaders of _____ must address any suspected incidents of suspected child abuse or exploitation according to the guidelines below. At all times, the best interests of the child are of paramount consideration.

Name of organization

Leaders of the organization must designate:

- Child Protection Officer(s) will make up the Child Protection Committee
- Define a process for who in the organization needs to know the information
- Who is on the team that makes up the Child Protection Meeting
- Follow the protocol in the document Thrive Africa Process for Reporting Abuse.

1. Addressing and reporting abuse cases

In all cases, if a child or an adult discloses an alleged abuse case, or suspicion of abuse is reported the Child Protection Officers or other adult hearing the report must keep the wellbeing and protection of the child in mind as the most vulnerable.

- Do not gossip and making assumptions.
- Do not informing or confronting the alleged perpetrator(s).
- Use the Incident Report Form
 - Record in detail precisely what the allegations are.
 - Do not leading questions.
 - Focus on what was said, observed, who was present and what happened.
 - Do not speculation and interpretation.

Note these special instructions if a child reports abuse

- **Listen to the child, act calmly, take them seriously, and *reassure* them they have done the right thing by disclosing.**
- Do not promising the child total confidentiality as it is in their best interests that key trusted people also know who can help.
- Ensure the safety of the child.

2. Responding to reports of alleged abuse

- Follow these guidelines to ensure the safety of the child.
- As soon as possible and in any event within 12 hours when possible The Child Protection Officers will complete the Incident Report Form and send it to the Leadership Team and others who are part of the Child Protection Meeting.
- Within 24 hours of receiving an "Incident Report Form" the Child Protection

Officers will hold a Child Protection Meeting to get further information, assess the concern, plan the next steps, and **inform child protection authorities/organizations as necessary**. The Child Protection meeting must log the complaint and monitor the progress of the investigation.

- The _____ Child Protection Officers will take the lead in initiating investigations.
Name of organization
- Where it is decided that the alleged matter is in breach of the Child Protection Policy and an internal investigation is required, _____ shall:
Name of organization
 1. Work together with child protection authorities.
 2. Report credible accusations to the appropriate legal authorities.
 3. Interview all relevant people in an appropriate way and in a confidential manner to establish the facts and gather evidence.
 4. Alleged perpetrators will have the opportunity to present their view of the events in question.
 5. Arrange for the alleged perpetrator to be distanced from the child where this is in the best interest of the child.
 6. Where the alleged perpetrator is a _____ staff or volunteer, they may need to be suspended while the investigation is underway.
Name of organization
 7. Staff members who have been suspended while under investigation will receive full pay and are entitled to a just process that does not presuppose guilt or innocence.
 8. Conduct an investigation that is thorough, impartial and prompt, seeing the process through with determination until the investigation is complete.
 9. Take immediate disciplinary action, and any other action which may be appropriate to the circumstances, if it is found that a _____ staff, volunteer, representative, or anyone associated with _____, has committed acts which are criminal, grossly infringe on the child's rights, or contravene the principles and standards contained in this document.
Name of organization
Name of organization
 10. Offer assistance and support to the child(ren) and their families to help them cope with any trauma they may be experiencing, when resources are available and where it is deemed appropriate. This assistance may take the form of professional counseling or medical intervention.
 11. Inform the child(ren) and their families of the outcome of the internal investigation and the final decision taken by _____ in regard to the complaints or allegations made.
Name of organization

INCIDENT REPORT FORM

Email as "Confidential" to the Thrive Africa Regional Manager for your region.

Today's Date:

This form is to be used to report child safety concerns in accordance with

_____ Child Protection Policy.

The incident report completed by the Child Protection Officer(s), should be reported to the

_____ agreed leadership within 12 hours when

possible. This information is strictly confidential. Please also send a report to the Thrive Africa Regional Manager for informational and accountability purposes. The information will be kept in a safe and secure place. Please ensure that the information provided is as unbiased and factual as possible. Distinguish between what is personally known or observed, and what was shared. Fill in as much of the form as possible, leaving spaces blank if there is no known information to complete them.

Name of Individual Completing Report:			
Title/Position at name of organization:			
Phone:		Email:	
Relationship to the child:			
PROJECT INFORMATION			
Project or Program Name:			
Street Address:		City:	
State/Region/Province:		Postal Code:	Country:
INFORMATION ABOUT THE CHILD			
Name of child involved:		Child's Gender:	
Child's Birthdate:	Child's Age:	Child's Ethnicity:	
Child's Address:			
Who does the child live with?			
Where is the child now? Are they in a place of safety?			
Are there immediate medical or safety issues?			

Any other important information about the child? (Disabilities, cultural issues, etc.)

INFORMATION ABOUT THE CONCERN

Name and details of the individual involved:

Is this individual a staff member or a representative of name of organization, another program beneficiary or someone from the community? yes / no

(If representing Loom Africa or Loom International please provide their title and position)

Who disclosed the alleged incident to you?

Was the incident observed, or is it suspected?

Who observed or suspects abuse?

What were the circumstances that led to disclosure?

What is alleged to have happened?

Date of alleged incident?	Time:	Location:
<p>List your personal observations (visible injuries, emotional state, etc.) – Make clear distinction between what is fact and opinion</p>		
<p>Exactly what was said by the child or person who disclosed this information? (in their own words)</p>		
<p>How did you respond?</p>		
<p>Is there any other information you wish to add? If Yes, use space on the back of this page.</p>		
<p>What action has been taken and what external agencies (if any) have been contacted?</p>		
Signed:	Date:	

Additional Information:



**Work together
to create good
questions for
interviewing
potential staff.**

Recruitment and Screening of Personnel

Being careful to invite safe people to work in the ministry is a critical part of a system to protect children from abuse. In this part of the Child Protection Policy is a process and checklist for you to follow.

It is important for each applicant to fill out an application. Each one needs to have a background check and recommendations. It is important there is a Hiring Committee that interviews the applicant. The Hiring Committee should include 3-5 members including leaders, staff members. One of the members should be someone from the Child Protection Committee. When appropriate you could include a parent.



RECRUITMENT AND SCREENING OF PERSONNEL

- _____ *Name of organization* is committed to screening any people who apply to work and engage with us through our programs in order to prevent the hiring of people with past harmful/risky behaviors toward children. This screening process is intended to help _____ *Name of organization* look at these past behaviors and carefully distinguish between a dangerous individual and an appropriate candidate ready to serve.
- All _____ *Name of organization* projects working with children and youth must carefully screen all of their personnel to ensure the safeguarding of the children/youth in their care.
- It is the responsibility of the leaders of all _____ *Name of organization* related projects to ensure all their personnel, including paid or unpaid staff, volunteers, contractors, consultants, and visitors are aware of their organization's child protection policy and agree to abide by and uphold the principles.
- Where possible and required by the nation, criminal background checks should be conducted for any persons working with children.
Screening procedures may include:
 - Certificate of good conduct
 - Police reference checks or equivalent
 - A detailed application
 - Interview process
 - References who support the applicant's suitability to work with children and/or youth.
- On applying to work with _____ *Name of organization* as staff or to volunteer with children, all adults and young adults are made aware of the child protection policy of the organization and/or project and asked to fill out the relevant declaration and clearance forms. All signed forms will be kept on file. Failure to complete such forms will deem the applicant unsuitable to join the team.
- All applicants should provide at least 2 character references.
 - One will be from a Christian leader who has known the applicant for at least two years.
 - The other will be from the applicant's current employer, tutor, or another responsible adult (but not a family member or relative) who has known the applicant for at least five years (if possible) and who can give a reliable character reference.
- All applicants will declare any history, criminal or civil, of child abuse.
- If found by the organization or project to be a risk to children, or if that risk is confirmed from another source, the applicant needs to understand that they could be dismissed from their job without references.

Part 7

Personal Commitment to the Child Protection Policy Signature Page

Everyone must sign a Personal Commitment that they agree and will conform their behavior to what has been agreed is in the best interest of the children at _____.
Name of organization

There are 2 Personal Commitment signature pages:

1. For staff and volunteers - Read all of the Child Protection Policy and sign (see page 26)
2. For visitors - Read the Commitment page and the Summary page and sign (see page 8)



PERSONAL COMMITMENT

Name of the organization

CHILD PROTECTION POLICY

TO BE COMPLETED BY EACH STAFF OR VOLUNTEER

I _____ have read and understood
Name of Staff/Volunteer
the _____ Child Protection Policy and I promise
Name of organization
to abide by it and the procedures mentioned in the policy.

I have never been accused of child abuse or pedophilia in the past or present, and I commit myself to protect all children, both boys and girls, from physical, sexual and emotional abuse.

I commit myself to report discreetly any suspicious activity or inappropriate behavior noted towards children as according to the procedure set out in this policy. I will not report to anybody else or talk to the media.

I am aware that if found guilty of any form of child abuse as described in this policy, legal action in _____ may be taken against me
Your Nation

Date: _____

Place: _____

Signature: _____