



Child Protection Policy

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a Code of Practice for YWAM The Netherlands

Rationale: This code of practice for YWAM The Netherlands has been established to protect children from abuse and neglect and to guard their well-being and safety.

A child is a person under 18 years old.

YWAM The Netherlands is any project/location/team/program under responsibility of YWAM the Netherlands and any person functioning under YWAM The Netherlands leadership. (serving or studying) *In this document 'YWAM The Netherlands' will be abbreviated to 'YWAM NL'.*

This CPP is a minimum requirement to be kept by everybody in YWAM NL.

This policy is adjusted from the international YWAM Child Protection Guideline that was ratified in August 2008 at the GLT (GLF) meetings in Kona, Hawaii.

This CPP is approved by the YWAM NL Board on Sept 25, 2012. Review no later than Sept 2014.

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Children are a heritage from the LORD...

Ps. 127:3a

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Ps. 127:3a

Child Protection Policy for Youth With A Mission The Netherlands

Note: **A child:** a person under 18 years old.

YWAM The Netherlands: any project/location/team/program under responsibility of YWAM the Netherlands and any person functioning under YWAM The Netherlands leadership. (serving or studying) 'YWAM The Netherlands' abbreviated 'YWAM NL'.

Part 1 1. Statement of Commitment

- 1.1. YWAM NL believes that all children have value, worth and dignity as they are made in the image of God. Thus we believe that all children should be treated with respect and cared for in ways that honor God, including speech, conduct and social media.
- 1.2. YWAM NL believes that all children should be encouraged to fulfill their full potential and is committed to challenge inequalities in order for this to happen.
- 1.3. YWAM NL believes that all children have a right to protection from abuse irrespective of race, social background, age, gender, disability, religion, nationality or beliefs.
- 1.4. YWAM NL believes that it is wrong to keep silent if it is known beyond reasonable doubt that a child is being abused or exploited. Hence it is a responsibility of everyone to speak about their concerns of abuse and make sure that their concerns are been acted upon, while yet respecting a high level of confidentiality. One should only communicate with the Child Protection Officers in order to protect everyone's integrity.
- 1.5. YWAM NL believes that preventative measures should be taken to not only protect children from abuse by YWAM NL or its visitors but also to protect anybody involved with YWAM and to protect the organization's integrity.
- 1.6. YWAM NL believes that children have the right to speak and be heard in YWAM community life.
- 1.7. YWAM NL believes that effective child protection starts earlier than responding to complaints or concerns of child abuse. Preventive work is a vital part of child protection: every effort should be made to prevent children from being abused or neglected.
- 1.8. YWAM NL affirms that the primary responsibility and authority of the children's wellbeing and protection belongs to the parents. We believe that we as a community should do all we can to help and encourage the parents in this task.

With this commitment to the protection and welfare of our children, we have instituted this Child Protection Policy for YWAM NL that includes behavioural protocol, a required signed statement, specific guidelines for how to respond to reported or suspected abuse, and designated Child Protection Officers.

The Child Protection Policy has three main functions:

- to protect and guard the well-being of the children
- to protect adults from false accusations
- to protect the organisation's integrity



Part 1 2. Code of Conduct - Behavioural Protocols



- 2.1 YWAM NL expects everybody to give respect and dignity to all children in the way they speak to them and behave in their presence and through social media. This includes our attitude towards different races, genders and people with different views of their sexual orientation.
- 2.2 Everyone in YWAM NL must sign a statement to say that they have read the policy, have not abused a child and will commit themselves to the policy and understand that action will be taken in cases of inappropriate behavior.
- 2.3 Act immediately if you see a child in an immediate risk of danger. Ensure safety and inform the parents or the staff of the dangerous situation..
- 2.4 If you think a child needs discipline, you do not discipline the child yourself but you inform the parents or the caretaker. Let them deal with the disciplinary issue.
- 2.5 Discipline (by the parent or caretaker) should never humiliate the child or make them feel worthless. Discipline should always be done in love.
- 2.6 Do not give any drinks or food to a child under 13 years of age without one of the parent's or caretaker's permission (allergies etc.).
- 2.7 Nobody should touch a child in an inappropriate way or expose it to inappropriate materials such as pornographic videos and literature.
A general guideline for touching inappropriately is not to touch children in areas that would normally be covered by underwear.
At all times the child's boundaries for touching should be respected.
- 2.8 Adults will always be responsible for their own behavior and cannot blame the child, even if the child 'provokes' or acts in a 'seductive' way.
- 2.9 An adult will not be alone (In a place where they cannot be seen by others) with a child without the parent's permission.
Nor will they maintain a (private) relationship through social media without the parent's consent. Always ask parent's permission before taking a child away from their parent's sight; make sure they know where you are with their child.
- 2.10 If living in community housing please be aware of strangers acting suspiciously around children in the building; ask their business and escort them to it; otherwise, ask them to leave. (Don't give the door code to others)
- 2.11 When a concern for the wellbeing of a child arises, one of the Child Protection Officers should be informed of this and their advice should be followed.
- 2.12 If a child under the supervision of YWAM NL gets ill or injured a parent or guardian should be informed about it immediately.
- 2.13 Each environment should be risk assessed by the caretaker prior to the activities with children.

- 2.14 When children need to be supervised, YWAM NL recommends a minimum of two leaders/supervisors in any situation. Nobody should be expected to supervise more children than she or he feels capable of doing.
- 2.15 During a YWAM NL group program a team leader should at all times be prepared to guide children through a crisis/emergency situation e.g. in case of a fire alarm. On arrival in a new location, children and staff should be informed about the health and safety regulations.
- 2.16 When children older than 10 years old are accommodated, outside family context, during a YWAM NL program, girls and boys should be placed in different rooms. The children should be accompanied by an adult when staying overnight, either in the same room (same sex only) or in a place nearby where everyone knows they can find help. During these activities protocol 2.9 and 2.14 remain active.
- 2.17 Employment and volunteer guidelines which are also valid on outreach and during long-term international projects directed/supervised by YWAM NL.
- YWAM projects will not employ or accept as volunteers any children under 13.
 - YWAM projects will not employ or accept as volunteers any children aged between 13 and 15 years for no more than 3 hours/day, 18 hours/week or no more than 8 hours/day, 40 hours/week during school closures.
 - YWAM projects will not employ or accept as volunteers any children aged between 16 and 18 years for more than 40 hours per week.
 - YWAM staff, students, short-term volunteers, friends and visitors will not employ personal domestic staff under the age of 16.
- 2.18 YWAM NL's communication about children will reflect images that preserve their value, dignity and self-worth and are decent and respectful, not seeking to exploit their situation.
- 2.19 YWAM NL will take special care to protect children's identities and specific geographic location in public relations materials. Therefore, to protect their identity YWAM will only post children's first names and will not distribute their last name or address.

If protocols are broken, the person involved will be disciplined and may be asked to leave YWAM NL and may be subject to criminal proceedings.



Part 1 3. Different Forms of Abuse



What is abuse? Abuse can be:

Physical Abuse *Deliberately causing physical hurt or injury to a child.*

Emotional Abuse *A behaviour that impairs a child's emotional development or sense of self-worth. Causing a child to feel bad about him- or herself. This can be threats, constant criticism, humiliation, rejection, intimidation, withholding love, support, guidance or discipline.*

Sexual Abuse *Involving a child or young person in sexual behavior or activities to meet an adult or child's sexual needs. It can involve direct physical contact or activities where no physical contact is made, such as making a child or young person watch a sexual act, or showing it pornographic material when present or through social media.*

Spiritual Abuse *Maltreatment of a child's spiritual health and growth in a way that weakens or hinders it. Often this abuse takes the form of manipulation in which religion, God or faith is used as a means of control and of exerting unhealthy/wrongful power over the child.*

Neglect *Failure, of the adult(s) who is(are) responsible for the child, to provide the basic needs for food, protection and care. As well as failure to meet the child's emotional needs for love, affection and encouragement. Failure to stimulate and foster the child's social, cognitive, emotional or physical development according to their individual needs, e.g. failing to identify a special educational need and giving it the attention it requires.*

Young people who sexually abuse:

A third of sexual offences against children are carried out by a person under the age of 18, some of whom will continue as adults to sexually abuse children. It is still considered sexual abuse if the person committing the abuse is under 18 years of age.

Part 1 4. Guideline & Procedure by Suspicion of or Reported Abuse

4.1 The alleged abuse:

1. Can be current or have happened in the past.
2. Can be a one off incident or recur over weeks, months or years.
3. Has happened at this location, or elsewhere.

4.2 Suspicion of Abuse:

1. Pass on the suspicion to a Child Protection Officer as soon as you have a reason for concern.
2. If in doubt; it is always better to act too early and be too sensitive than to regret!
3. Do not talk about your suspicions openly in a group. Protect the integrity of your team members and respect confidentiality. Always only approach the people who can help you further in investigating the case and making contact with a Child Protection Officer.
4. The Child Protection Officer will ask you to write up what you have heard or observed.

4.3 Guidance and Procedure if a child tells you about abuse:

1. Keep calm; don't show horror; listen carefully; don't ask leading questions. (Don't suggest answers in your question. e.g. Where did he touch you? vs. Did he touch your breast?)
2. Take the child seriously. Observe non-verbal signs. Don't ask 'but or why' questions.
3. Never promise to keep it a secret. If abuse has occurred it may need to be reported to the police or social services. Let the child know you will inform a C.P.O.
4. Reassure the child that they have done the right thing. Assure them that what has happened is not their fault.
5. Pass on the information to a Child Protection Officer within the same day you receive the information. If possible visit the C.P.O. together with the Child.
6. Remember, all that is shared is strictly confidential - between you, the person, the C.P.O. and the appropriate leadership.
7. Make sure you know the name of the person who has disclosed the abuse. Do not leave that person alone as they will be in a very vulnerable state having just talked about their experiences.

4.4 What happens next?

1. The Child Protection Officer will ask you to write up what you have heard or observed.
2. The Child Protection Officer will involve the other members of the Child Protection Policy Team. Together they will decide on a course of action.

The Child Protection Officers for your base are:

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Part 1 5. CHILD PROTECTION DECLARATION

I declare that:

- I have read, understand, and agree with the YWAM NL Child Protection Policy.
- I will work within the procedure as laid out in the YWAM NL Child Protection Policy.
- I have not been accused or convicted of any offense involving physical or sexual abuse of a child. (person under 18 years old)
- I have not abused any child.

I understand that if a complaint is brought against me regarding the abuse of children while under YWAM NL leadership, the allegation will be thoroughly investigated in cooperation with the appropriate (civil) authorities.

Signed: _____

Full Name: _____

Date: _____

If required:

Address: _____

Pasport details: _____

Part 2 6. Recruitment, Screening and Acceptance

- 6.1 Information on the child protection policies must be introduced before acceptance and upon arrival.
- 6.2 All YWAM NL staff and student applicants will be screened with a minimum of 2 reference checks during their recruitment period. Questions regarding child protection are included in the application form both to the applicant directly and the reference forms.
- 6.3 A police check is required for everyone whose ministry is with children.
- 6.4 **All YWAM NL applicants will be carefully and properly screened during their recruitment period using an updated application form, which includes a page to be *signed* agreeing to the Child Protection Policy and stating that there have been no previous convictions for abuse against children, violent behavior or other convictions that would raise concern about behavior towards children.** (see appendix 1 for an example form.)
- 6.5 The leaders who accept are responsible for making sure that they do not accept anybody with a history of abusive behaviour towards children, if they have any concern which might put the children at a risk of abuse, or doubts in the acceptance period they should consult with the CPO's of the base for further advice and discussion. When an applicant is not willing or able to sign the Child Protection Policy, but the team leader still wants to accept the applicant, their application should be forwarded to the CPO for further action. (See appendix 2)
- 6.6 It is the leaders responsibility to collect this signed form and according to agreed upon procedure either give it to one of the CPO's, or to the personnel department of the base or to file it..
The leader will have to make an appointment with a C.P.O. to arrange for a time of introduction to the C.P.P. (Exceptions can only be granted by the C.P.O.) This introduction will have to happen within a week after arrival.
- 6.7 All visiting teams are required to sign the short version of the CPP form. (See the example of appendix 1) It is most advisable to have this read and signed during their application process. In cases where this did not happen it must be signed upon arrival. The host should give them a short introduction to the CPP as she or he is introducing the other base rules.
- 6.8 Each location can determine in which way they deal with individual guests. It is strongly recommended that guests who stay longer than a week will also be asked to sign the CPP.
- 6.9 Employment and volunteer guidelines which are also valid on outreach and during long-term international projects directed/supervised by YWAM NL.
 - a. YWAM projects will not employ or accept as volunteers any children under 13.
 - b. YWAM projects* will not employ or accept as volunteers any children aged between 13 and 15 years for more than 3 hours/day, 18 hours/week or more than 8 hours/day, 40 hours/week during school closures.
 - c. YWAM projects will not employ or accept as volunteers any children aged between 16 and 18 years for more than 40 hours per week.
 - d. YWAM staff, students, short-term volunteers, friends and visitors will not employ personal domestic staff under the age of 16.*(projects include schools, programs, teams, etc.)

6.11 Criteria for NOT appointing workers:

6.11.1. Under no circumstances should a person with a known previous history of abusing, or persistent temptation in this area, be appointed to ANY YWAM position, without following the guidelines laid out in the 'Criteria for accepting a YWAM staff working with a known history of abuse'. (See appendix 2)

6.11.2. Abusive practices against children are addictive, and even when there is repentance it would be wrong to place an individual in a position of temptation and this policy is as much for the benefit of the adult concerned as for the children.

Part 2 7. Communication

- 7.1 YWAM NL's communication about children will reflect images that preserve their value, dignity and self-worth and are decent and respectful, not seeking to exploit their situation.
- 7.2 YWAM NL will take special care to protect children's identities and specific geographic location in public relations materials. Therefore, to protect their identity YWAM will only post children's first names and will not distribute their last name or address.
- 7.3 Those speaking on the behalf of YWAM NL will make all possible efforts to ensure that the message communicated is that, in all circumstances, children are made in the image of God, valuable, to be loved and honored and that all child abuse is wrong.
- 7.4 Disclosure of information about past or present abuse of children and any of the persons involved should be limited to only the people directly involved and/or affected, and those involved in CPP procedure / reporting process.
- 7.5 In those cases where communication to a wider group of staff or students, or to all staff and students in necessary, an internal spokesman will have to be appointed by the location leader.
- 7.6 In case of suspected or reported incidents of abuse a spokesman will have to be appointed by the National leadership to deal with the media. and if needed to communicate to all of YWAM NL.**

Information for Child Protection Officers

Part 3 8. Child Protection Officers Tasks

1 Inform staff of the project* about:

*(projects include schools, programs, teams, etc.)

- 1.1. Signs of child abuse (see Identifying abuse - warning signs of abuse)
- 1.2. Appropriate behaviour with children
- 1.3. Responsibility to speak about concerns and suspicion of abuse
- 1.4. Procedure for reporting suspected child abuse

2 Inform students and short-term volunteers of the project about:

- 2.1. Their responsibility to commit to the child protection policy used by YWAM NL which they have signed prior to arrival.
- 2.2. Whom they can contact if they see something that raises their concern about child abuse!

3 Respond to child abuse allegations from the staff, students, volunteers, parents etc.

- As explained in the Protocol for Reporting of Concerns about Child Abuse to Child Protection Officers. (See Part 3 Topic 10))

4 Meet regularly to review and evaluate the Child Protection Policy and good practice

- 4.1. Ask questions and discuss critically how YWAM is in practice committed to safeguard the rights and wellbeing of the children
- 4.2. Revise the current Child Protection Policy if needed and make suggestions to the national CPP team.

5 Guard the general wellbeing of the children of YWAM NL

- 5.1. This may include risk assessment of the base after a renovation or purchasing of new equipment.
- 5.2. Arrange training for the staff on how to identify child abuse and neglect, and how to deal with it. In general raise the awareness of child abuse and neglect among the staff and people living in YWAM NL buildings.
- 5.3. Oversee that the CPP is being put into practice on the base.
- 5.4. Deal with any questions or confusion about the practise or theory of the CCP YWAM NL

Part 3 9. Identifying Abuse - Warning Signs of Abuse

Child abuse happens unfortunately across all social classes and ethnic groups. However there are some risk factors for child abuse to happen which we need to be aware of and which help us in identifying abuse:

- history of abuse
- stress and lack of support
- alcohol or drug abuse
- domestic violence

When identifying the signs, it is important to bear in mind that no sign itself in isolation is necessarily a sign of abuse. Abuse is always a sum of several factors. There can always be other reasons for a child's unusual behaviour than abuse: e.g. the death of a family member – don't rush to conclusions, yet take every warning sign seriously. Also, sometimes the caregiver does not show any outward signs of concern but this does not mean that the child is lying or exaggerating.

It is important to remember that a third of sexual offences against children are carried out by a young person under the age of 18, some of whom will continue as adults to sexually abuse children. It is still considered sexual abuse even if the person committing the abuse is under 18 years of age. Hence also young people need to be protected from each other.

In order to signal correctly and make sharp observations we need to be aware of our personal norms and morals. Since everyone has their own conception and understanding of child abuse an open discussion about what is considered as 'normal' or 'acceptable' behaviour in children and adults towards children should be encouraged. This is especially valuable in an international community. Also, personal relationships and hesitations may hinder us from acting on signs of abuse. Such as, fear of offending a colleague or parents of the child, not knowing how to respond or who to go to, uncertainty about the correctness of the suspicion and uncertainty if it's really your responsibility to do something about the problem. In this case it's always good to have a chat with the CPO and express all your concerns and thoughts openly, 'better to be safe than sorry'.

Warning signs of physical abuse

- Physical marks; unexpected bruises, cuts, burns etc. in unnatural body parts or shapes of hand or belt. Pattern of several injuries, bite marks.
- Fearfulness, shyness, afraid to go home, avoiding contact (especially physical contact), inappropriate clothing for the weather (too covering).
- Problems in school, anti-social behaviour, fear of adults.
- Fear of medical care or examination, refusal to undress for sport activities (or for going to bed during the camp).
- Fear of suspected abuser being contacted.
- Caregiver's signs: justifies physical abuse as a form of 'discipline', anger management problems, lack of self-control and high temper, the explanation of the reason for the injury is different from the child's story or unrealistic.

Warning signs of emotional abuse

- Excessive shyness, fearfulness, afraid of doing something wrong, uncontrolled aggression, trying to look after other children, extreme behaviour, antisocial behaviour, age inappropriate behaviour, speaks lowly of him- or herself.
- Apathy, stress, hostility, eating disorders, depression, lack of concentration.
- Overreacting to mistakes, development lags, sudden speech disorder, extreme fear of new situations,
- Inappropriate reaction to pain 'I deserve this', neurotic behaviour (rocking, hair twisting etc.)

- Caregiver's signs: belittles the child, talks harshly and critically about and to a child, anger issues, extreme concern over child's wellbeing.

Warning signs of sexual abuse

- Age-inappropriate knowledge or interest in sex
- avoids other people
- extreme behaviour: either very aggressive or very passive,
- destructive behaviour, attempts of suicide and other physical harm, drug abuse etc.
- Nightmares and bed wetting, drastic changes in appetite.
- Fear of particular person or family member.
- Personality changes, such as becoming insecure or clinging.
- Trying to be perfect, overreacting to criticism.
- Suddenly drawing sexually explicit pictures
- Worried about clothing being removed.
- Have trouble sitting or standing, torn or bloody underwear, swelling, bruises or bleeding in genital areas
- pregnancy especially under the age of 14.
- Caregiver's signs: seem unusually controlling or protecting of the child and avoids contact with other adults and children.

Warning signs of spiritual abuse

It is often very difficult to find any evidence of spiritual abuse because of peer pressure and feelings of guilt. However, there are some signs that spiritually abused children may show:

- confusion, anxiety about their faith, unease when talking about faith
- desire to leave a particular religious group but unable to do it because of fear
- loss of personal identity
- overly preoccupied with how they appear as followers of the faith to others (outward performing)
- never questioning anything about God or their religious group
- feelings of having nothing to offer to the community
- constant anger or frustration towards God or members in their religious group

Examples of characteristics of spiritually abusive settings:

- enslaving authoritarian structure, demands of expected commitment
- obedience to authority in all circumstances
- no room for questioning, belief that the leader knows always the best
- closed community, social isolation outside of the community
- emphasis on finances
- emphasis on external image
- elitism, exclusivity, pride; superiority of the community to others
- manipulation, control over individuals' lives
- misuse of the Holy Scriptures
- fear of leaving the group

Warning signs of neglect

- Consistently dressed inappropriately for the weather, have ill-fitting or dirty clothes and shoes. Poor personal hygiene, unwashed hair, untreated physical injuries or illnesses, very skinny and always eats more than other children (or even takes food to his or her pockets).
- Troublesome, uncontrollable, disruptive, withdrawn, passive behaviour.
- No social relationships, constant tiredness,
- Caregiver's signs: problems with addictions, unable to look after him-/herself, refuses or delays necessary health care for the child, leaves babies unattended and older children unsupervised.

Part 3 10. Protocol for reporting child abuse

General guidelines

This procedure of reporting child abuse and processing it applies to internal allegations within the organisation, i.e. YWAM NL.

It is important that this protocol is understood and agreed upon by the leadership and the CPO's of all entities of YWAM NL.

Care must be taken that everyone is clear about what steps to take regarding the safety of children and other witnesses.

The guiding principle in applying the steps is that the safety of the child is always the most important consideration. Any allegation should be treated seriously and for this reason it is important that the procedure is followed strictly. Particular care should be taken in regard to confidentiality and sharing information only with appropriate people.

In all cases of reported abuse or made allegations qualified pastoral care will have to be provided to those affected, especially the children, but also the adults.

Child abuse reports can arise from the following instances:

- abuse is observed or suspected
- an allegation of abuse is made
- a child discloses abuse
- a complaint is made about the possible abuse or neglect of a child.

All allegations of child abuse should be handed in, in a written form. See appendix 3 for a reporting form.

When a report of concern or allegation of child abuse has been brought to your (The CPO's) attention follow the steps:

1. If only a spoken report is given to you, require the reporter to give you a written report or sit down and do it together with the reporter. Assist the reporter to fill in the form in a way that it is as accurate as possible; the answers need to be detailed and objective. E.g. When describing the physical condition of the child, not 'she looked miserable' but 'she had three deep cuts on her left arm and her hair was dirty and uncombed'.
2. Act upon the report promptly by assuring the reporter that the case will be investigated further and taken seriously, ask for more information as appropriate.
3. Consult with others in the CPO committee.
4. *Depending on the seriousness of the report and the 'obviousness' of the signs either take the further steps or contact directly AMK (Advies en Meldpunt Kindermishandeling) (Which is ARCAN - Advice and Reporting Centre for Child/abuse/Neglect.) phone 0900 - 1231230*
5. Discuss about the observations with the closest person involved as appropriate (e.g. If the report concerns a teenager within King's Kids program consult the King's Kids ministry leader)
6. Compare all the information acquired about the allegation and evaluate it against your own professional knowledge about signs of child abuse and neglect.
7. If, according to your judgement, at this point the parents and children in question should be interviewed, do so.
8. If you are still in question about the certainty of child abuse consult *AMK (ARCAN)* for extra input. N.B. This is not a report of child abuse to AMK but a request for professional help in identifying the possible abuse. *phone 0900 - 1231230*

9. Ensure that everything which has been said, observed and acted upon is recorded and written down. (See appendix 4 for the form)
10. If no evidence of abuse has been found, all parties should be notified.
11. If child abuse is identified, evaluate the level of seriousness and whether you need to report it to *AMK (ARCAN)*.
12. Inform the project leadership about the abuse as well as YWAM NL national leaders.
13. If the CPP team decides that there is no need to report the abuse or neglect you have to have very good reasons for this and a means of coping with the situation within the organisation, making sure that the abuse or neglect can be stopped.
14. If you realise that there is a need to report the abuse to *AMK (ARCAN)*, communicate with the parents that you are going to report this to *AMK (ARCAN)*. *AMK (ARCAN)* will contact the parents in relation to the report and also notify that you are the reporter, in this respect it is better that you have already communicated about the intention to make a report in advance.
15. In the event of reporting, hand over to the AMK in writing all relevant details which you are able to supply in your professional capacity. (I.e. All the recorded information).
16. Once *AMK (ARCAN)* has accepted any allegation, further action is in their hands. AMK can call in other parties if necessary. Follow their advice on which action to take.

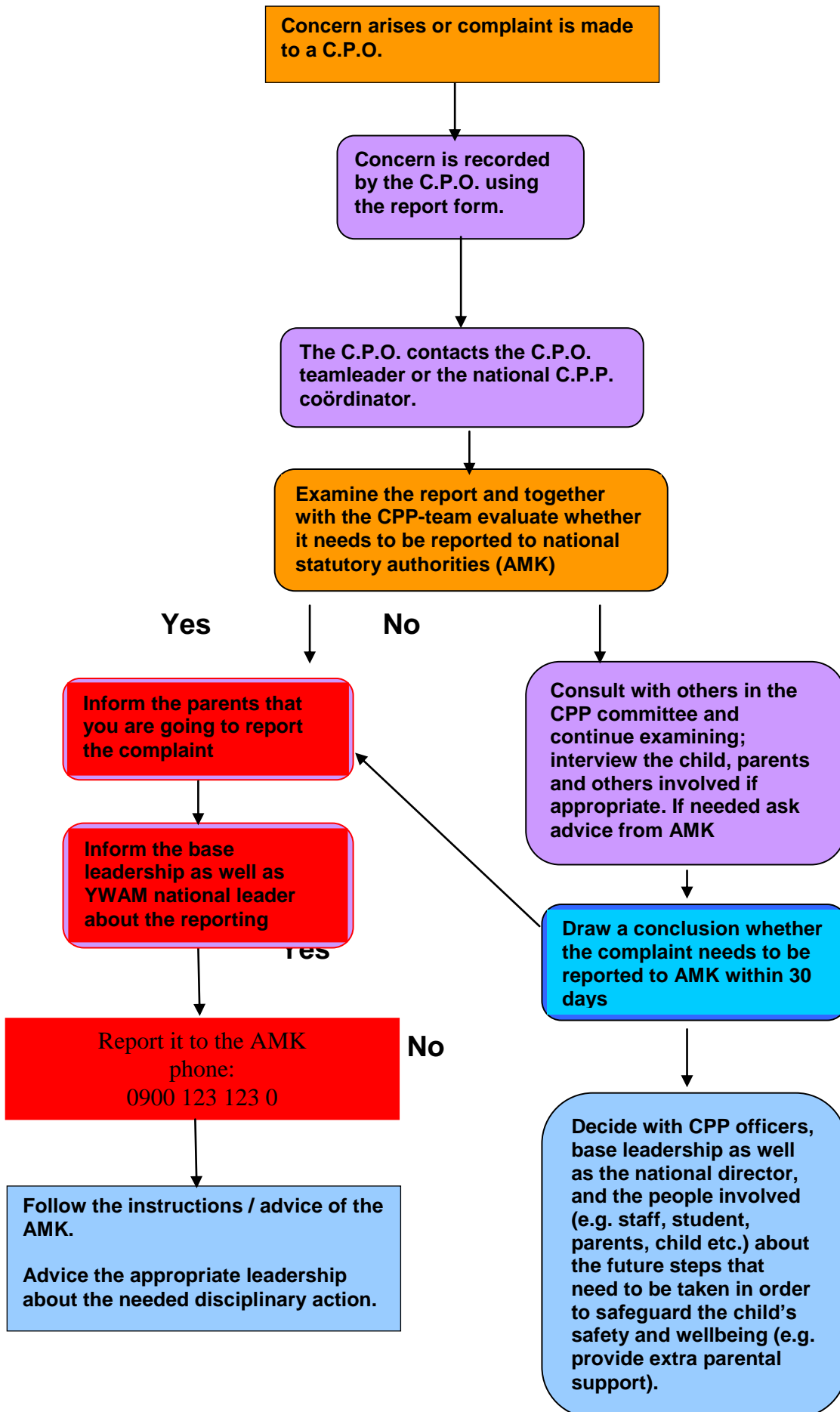
General notions about the process:

- All reports of alleged abuse will be investigated (even when given by a minor!)
- Investigation process will be recorded and completed within 30 days of the allegation.
- The YWAM project leader and National leader will be informed of all child abuse cases once they have been reported. Any child abuse involving a staff member will be reported also to the Regional Leader.
- Both victim and perpetrator will be treated with respect from the start of the process to the end.
- All records made in the process will be carefully and confidentially filed.
- It is the role of the appointed person (see 7.6) to deal with the media and the police if necessary.
- All allegations should be treated without prejudice.
- Assess risk; protect the child in the process as well as the person who is being accused. Realise that there is a risk of false accusation but also that revealing too much information to the adult who is being accused, in some circumstances, can put the child in danger.

Media

In case of suspected or reported incidents of abuse a spokesman will have to be appointed by the National leadership to deal with the media.

The process in a flow chart:



Appendix 1

Child Protection Policy & Declaration

As YWAM highly values the well-being and safety of children we hereby inform you that YWAM NL has a Child Protection Policy. (A child is a person under 18)

For this reason we ask you to carefully read the following guidelines and to sign the declaration.

In case you cannot or do not want to truthfully sign the declaration; please contact us by phone or email before you send in your application.

You will receive a copy and an explanation of the whole Child Protection Policy in the first week of the school. If desired you can already request a copy by email.

Guidelines:

1. Without permission of the parents it is not permitted to be alone with a child in a place where you cannot be seen by other people. You will always have to obtain permission of one of the parents before taking a child to a place where you cannot be seen. Make sure the parents know where you are with their child.

1a. It is also not allowed to be in contact (build a private relationship) with a child through social media; i.e. skype, msn, facebook messages, etc. without permission of the parents.

2. Act immediately when you see a child in danger or intending to do something that could be dangerous. After acting, please report this situation to a staff worker, who in turn will inform the parents of the child.

3. Do not punish someone else's child. If you think a child needs correction please bring this to the attention of the school staff, who in turn will inform the parents.

4. Don't give any food or drinks to children until the age of 12 without the consent of the parent.

Short declaration

I declare that:

- I have read the guidelines given above.
- I have never been convicted of an offense concerning any kind of abuse against a child (a person under 18).
- I have never abused a child.
- I will abide by the Child Protection Policy of YWAM The Netherlands

I understand that if a complaint is brought against me regarding the abuse of children while under YWAM NL leadership, the allegation will be thoroughly investigated in cooperation with the appropriate (civil) authorities.

Signed: _____

Full Name: _____

Date: _____

Appendix 2

Criteria & Process for accepting staff/students with a history of abusing

If a candidate student/staff indicates that he/she has committed abuse, or if this is not completely clear, or if this person refuses to sign the CCP document, the application will be treated as following:

A – If the department handling the application finds the candidate not suitable the application procedure will be aborted. The department will communicate the reasons with the candidate directly. (The CCP-team would like to be informed in order to form a picture about the issues.)

B – If the department handling the application finds the candidate suitable and is open to accept the candidate, the application will be presented to the CCP-team.

If the CPP-team concludes that the candidate has committed abuse, the CPP-team will consult with the location leaders, department leader and/or Personnel department if it is deemed good to pursue the application process.

Acceptance of this person can only be done if he/she is 'clean' for a substantial period of time. We follow a guideline of 10 years but this is depending on the seriousness/extent of the abuse, and the restoration process.

After consultation by the CPP-team two possibilities occur:

1 – The CPP-team concludes that acceptance is undesirable and will strongly advise to not accept this person.

(This advice can technically be overruled by the location leader but this could create a undesirable situation nobody is waiting for.)

2 – The CPP-team concludes the situation is safe to continue the acceptance procedure.

The CPP-team will follow the following procedure:

a - The candidate will be requested to share what exactly has happened and what kind of restoration process has taken place, in a meeting with two CPO's. (In case of an application from abroad such interview could be conducted by CPO's from the country of the candidate's residence or by others appointed by the CPP-team.)

b – If the decision is made to proceed with the application process the department leader and location leaders will be informed about the outcomes of the interview.

c – After this interview the candidate will be referred to a psychologist for a psychological test. InTransit is a preferred organization in NL. The CPP-team will request a report and advise, including conclusions if this candidate would be healthy/mature enough to participate in a community life context. Expenses relating to this testing will be covered by the candidate.

d – If the results from such psychological test indicates that the candidate is 'safe' to join YWAM as student or staff, the CPP-team will advise the location leaders to proceed the application/acceptance process. The location leaders will decide whether or not to accept this candidate. With this decision the personnel department or school leader will complete the application process.

In case the candidate student/staff is accepted the candidate needs to understand that YWAM NL retains the right to at all times inform people from the community about the history of the candidate.

Note – It is a CPP-team responsibility to keep a file of such process and update it when needed.

Appendix 3

Record of Child Protection Incident Form

To be filled out by Child Protection Officer (with information from the referrer)

FORM FOR REPORT OF SUSPECTED ABUSE FOR CHILD PROTECTION OFFICER

Child's details:

Name of the child:

Gender: boy/girl Age: Date of birth:

Address:

.....

Household structure:

Any disability:

Connection or involvement with YWAM The Netherlands:

Child Protection Officer involved:

Referrer's details:

Name:

Nationality: Marital status:

Address:

Phone:

Relationship to child:

Connection or involvement with YWAM The Netherlands:

A. Analysing the situation

1. What are the details of concern? (include child's words and exact dates if possible).

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2. By whom is this caused? (do we know the suspect)?

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3. Since when are the signs noticed? By whom?

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5. How **many** and **when** do the signs occur? Do the signals increase in **intensity** or **number**?

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6. Is the concern shared with others? when yes, what and by whom?

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7. Does the brother or sister have signs? By whom?

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8. What questions do we need to answer?

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9. What is the current safety of the child?

B. Previous Action taken

1. What action has been taken previously? By whom?

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1. What has been discussed with the parents/ the child? With whom?

C. Action plan (look at the flow chart for possible actions)

Describe how and when the necessary actions by whom and with what goal are activated:

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D. Feedback

How, and to whom and when are the results given as feedback and reported?

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Date of next meeting

(with serious/ emergency situations a.s.a.p. In all other cases within 3 weeks)

Date: Time: With whom:

E. Results actions

Describe per action if it is executed, how it went and what the results are. Take the flow chart, see if the concerns are still there and follow the flow chart.

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F. Further description of the followed route

Date of next meeting (with serious/ emergency situations a.s.a.p. In all other cases within 3 weeks)

Date: Time: With whom:

The information received from the referrer has been recorded accurately.

Completed by: (CPO)

Date:

Please hand in this form to your C.P.O. team leader or national CPP coordinator.