



Child Protection Policy

Table of Contents

Forward.....Page 2

Letter from the Board of Directors.....Page 3

Statement of Commitment.....Page 4

Definition of Abuse.....Page 4

Recruitment and Screening Process.....Page 4

Guidelines to Creating a Safe Environment.....Page 5

Reporting procedures and response plan.....Page 6

Appendix A: Procedures for Reporting Harm.....Page 8

Forward

Jesus called a small child over to him and put the child among them. Then he said, “I assure you, unless you turn from your sins and become as little children, you will never get into the Kingdom of Heaven. Therefore, anyone who becomes as humble as this little child is the greatest in the Kingdom of Heaven. And anyone who welcomes a little child like this on my behalf is welcoming me. But if anyone causes one of these little ones who trusts in me to lose faith, it would be better for that person to be thrown into the sea with a large millstone tied around the neck.

Matthew 18:1-6

“God claims sovereignty over the lives of children as over all Creation. Men and women have no mandate from God to destroy or defile Creation; indeed, God’s Word extends the responsibility of protecting and safeguarding children – not just to a parent’s own offspring but also to the stranger and orphan (Deut. 24:17). ...Jesus approached children compared to the prevailing cultural mores, changing both the status and role of the child in religious thought. Not only did Jesus extend rights to children as individuals, he also made clear that God sees children as individuals. Jesus treated children not as incomplete adults, but as young people called directly to him.”

Extract from: *Protecting Children: A Biblical Perspective on Child Rights,* World Vision

State Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardians or any other person who has care of the child.

UN Convention on the Rights of the Child (1989), Article 19

Letter from the Board of Directors

Asian Hope could not exist without the commitment and dedication it has received from hundreds of workers and volunteers over the past 6 years. These workers have tirelessly given of themselves to serve, care for, nurture and educate the children and teenagers that live at the orphanage, or attend Kindercare, or attend Logos. For this blessing, the board of Asian Hope would like to express its deepest appreciation.

However, the Asian Hope Board also realizes that no organization is immune to the horrors of child abuse. This Child Protection policy is a proactive measure taken by the board of Asian Hope to protect the children and teenagers within the organization from possible harm and abuse. The Bible is very clear on how we are to respond to children as it was modeled by Christ's love and concern for them. As leaders, we are called to follow in Christ's example and show concern and care for those that we interact with and especially for those who are in our care.

The Asian Hope Child Protection policy provides a structure from which volunteers and paid employees of Asian Hope shall work. It is intended to ensure reasonable safety and security for the children and teenagers in our care while at the same time maintaining an open and creative working relationship that volunteers and employees have with these children and teenagers. In addition, it is hoped that this policy provides parents with a sense of security knowing how serious the board of Asian Hope is pertaining to the care and safety of the children within this organization.

The board of Asian Hope is also concerned for the welfare of its volunteers, staff, faculty and administrators. This policy is intended to provide a structure that enables volunteers and employees to guard their personal integrity against any accusations. It is also intended to provide clear and specific expectations and standards that are expected of them in their respective roles.

All volunteers, staff, faculty and administrators are required to carefully read and prayerfully consider the procedures and commitments detailed in this policy.

The Asian Hope Board of Directors
April 2006

1 Statement of Commitment

- 1.1 Asian Hope believes that all children and young people are created in the likeness and image of God.
- 1.2 Asian Hope is committed to the welfare of all children and youth in Cambodia.
- 1.3 Asian Hope is committed to the principle of upholding the law regarding child rights and welfare, as described in the *UN Convention on the Rights of the Child*.
- 1.4 Asian Hope believes that all children and young people have the right to protection from abuse irrespective of race, social background, age, gender, skin color, disability, religion or beliefs.
- 1.5 Asian Hope believes that child abuse and exploitation is wrong. Therefore, all knowledge or suspicion of abuse, neglect or exploitation, must be made known.
- 1.6 Asian Hope believes that children and young persons have the right to speak and be heard.
- 1.7 In developing this policy, Asian Hope aims to protect the welfare of children and young people, whilst also ensuring the integrity of volunteers, staff, faculty, administrators and protecting the reputation of Asian Hope.

2 Definition of Abuse

Broadly defined, child abuse is non-accidental physical or mental injury or mistreatment caused by the acts or lack of care on the part of the child's parents or caretakers. This may be further defined as:

- 2.1 Physical Abuse: actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child, including but not limited to deliberate hitting, bullying, beating, shaking, throwing, burning, drowning, suffocating, or poisoning.
- 2.2 Mental/Emotional Abuse: actual or likely severe adverse effect on the emotional and behavioral development of a child caused by persistent or severe emotional ill treatment of the child. This may involve conveying to the child that they are worthless, unloved or inadequate and cause children to feel frightened, in danger and corrupted.
- 2.3 Neglect: the persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger
- 2.4 Sexual Abuse: the involvement of children and adolescents in sexual activities. This includes but is not limited to acts that violate social taboos or family roles, such as exhibitionism, touching a child's genitals, forcing children to watch or take part in pornography, or coercing the child to have sex.

3 Recruitment and Screening Process

- 3.1 *Teaching faculty shall fulfill the following criteria:*
 - 3.1.1 Whenever possible, all teaching faculty will be required to submit a criminal record report from their home country and/or prior country of residence to the Asian Hope administration prior to receiving a contract.
 - 3.1.2 All teaching faculty (excluding Khmer teaching assistants) are in agreement with the Doctrine statement of Asian Hope Inc.
 - 3.1.3 All teaching faculty will be required to fill in the Teacher Application Form. As part of this form, the employee is to submit references from three referees who are to comment on the employee's abilities as a teacher and character.

- 3.1.4 All teaching faculty will be required to have an interview (in person or on the phone) with the Asian Hope administration to clarify their reasons for wanting to be involved with Asian Hope. This is also an opportunity for the Asian Hope administration to share about the ideals and aims of the ministry.
- 3.1.5 All teaching faculty will be willing to follow the instructions of the Asian Hope administration as expressed in this Policy and the *Faculty Handbook*.

- 3.2 *Non-teaching staff shall fulfill the following criteria:*
 - 3.2.1 Whenever possible, all non-teaching staff will be required to submit a criminal record report from their home country and/or prior country of residence to the Asian Hope administration
 - 3.2.2 All staff will be required to fill in an application form. As part of this form, the employee is to submit references from three referees who are to comment on the employee's abilities pertaining to the job applied for, and also character.
 - 3.2.3 All staff will be required to have an interview with the Asian Hope administration to clarify their reasons for wanting to be involved with Asian Hope. This is also an opportunity for the Asian Hope administration to share about the ideals and aims of the ministry.
 - 3.2.4 All staff will be willing to follow the instructions of the Asian Hope administration as expressed in this Policy and the *Staff Handbook*.

- 3.3 *Volunteers from known organizations shall fulfill the following criteria:*
 - 3.3.1 Volunteers coming as a group from a known organization that have been screened by that organization shall be asked only to read over and be willing to follow the instructions of the Asian Hope administration as expressed in this Policy.

- 3.4 *Volunteers that are coming by themselves or from unknown organizations shall fulfill the following criteria:*
 - 3.4.1 Whenever possible, all volunteers will be required to submit a criminal record report from their home country and/or prior country of residence to the Asian Hope administration
 - 3.4.2 All volunteers will be required to fill in a Volunteer Application Form. As part of this form, the volunteer may be required to submit references from a referee who is to comment on the volunteer's abilities pertaining to the job applied for, and also character.
 - 3.4.3 The leader of each volunteering team will be required to have an interview with the Asian Hope administration to clarify their reasons for wanting to be involved with Asian Hope. This is also an opportunity for the Asian Hope administration to share about the ideals and aims of the ministry. If the volunteer is coming on their own, they shall be required to have this interview. The interview may take place in person or on the phone.
 - 3.4.4 All volunteers must be willing to follow the instructions of the Asian Hope administration as expressed in this Policy and the *Staff Handbook and Faculty Handbook*.

4 Guidelines for Creating a Safe Environment

Asian Hope will ensure that:

- 4.1 Children know that there are adults in the organization whom they can approach if they are worried or are in difficulty.

- 4.2 A teacher or volunteer is not alone with an individual child where they cannot be seen. This may mean leaving a door open if they are to be alone for a short period of time. If the meeting will take longer than a few minutes, it should take place in a more public area. (ie. if you are tutoring a child, this should be done in the library).
- 4.3 In a counseling situation with a young person, where privacy and confidentiality are important, another adult must know the interview is taking place and with whom. Another adult should be in the immediate vicinity and the young person should know that they are there. At the very least, the counselor and young person should be visible to people outside the room through a window. However, if at all possible, another person should be in the room with the counselor and young person.
- 4.4 No one under the age of 15 should be left in charge of a group of children, and no group of children should ever be left alone.

The Faculty, Staff or Volunteer will

- 4.5 Treat all children and young people with respect and dignity befitting their age, and be aware of their language, tone of voice, attitude, actions and body language.
- 4.6 Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- 4.7 Not engage in any of the following:
- Invading the privacy of the children when they are using the bathroom (except in cases in pre-school and kindergarten where the child is in need of assistance. In these situations, another adult must be nearby and the door to the bathroom facility must be left ajar)
 - Rough, or sexually provocative games
 - Making sexually suggestive comments about or to a young person, even in “fun”
 - Inappropriate or intrusive touching of any form
 - Any scapegoating, ridiculing or rejecting a child or young person.
- 4.8 Control and discipline children without using physical punishment
- 4.9 Make sure another adult is present if, for example, a young child has soiled him/herself and needs to be thoroughly washed.
- 4.10 Ensure that at all times behavior is above reproach and not allow youngsters to engage in excessive attention seeking that is overtly sexual, or physical in nature.
- 4.11 Not demand affection by any means (e.g. demanding a kiss or hug)
- 4.12 Not invite a young person to your home alone. Invite a group or ensure that someone else is in the house. Make sure that someone else knows where the child is.
- 4.13 Not give lifts to lone children or young people, other than for short journeys. If they are alone, ask them to sit in the back seat.
- 4.14 Do not use car journeys as roadside “counseling” sessions.

5. Reporting procedures and response plan

Asian Hope will seek to ensure that all incidents or reports of incidents are attended to promptly and professionally. Alleged perpetrators will be shown respect and all allegations will be treated in strict confidentiality.

- 5.1 In responding to an allegation the following principles should be adhered to:
- All allegations need to be taken seriously
 - Situations must be handled forthrightly, with due respect for an individual’s privacy and confidentiality
 - Appropriate care must be shown for the well-being of the alleged victim(s).

- The alleged victim should not be held responsible in any way
- 5.2 If a child discloses abuse, it is important for the listener to bear the following points in mind:
- accept what the child says (no matter how unlikely the story may sound)
 - keep calm and look at the child directly
 - be honest – let them know you will talk to someone else, don't promise confidentiality
 - be aware that the child may have been threatened and
 - never push for information.

Above all the listener should reassure the child that they were right to tell them and that they are believed. Let the child know what will be done next and that they will be informed of what happens.

- 5.3 *The following actions should be taken in any cases relating to harm or suspected harm against a child:*
- 5.3.1 Record details of the allegations. Be careful not to taint the evidence of the student or the respondent. Record information exactly as it is presented to you.
 - 5.3.2 Decide whether the allegation should be reported to authorities. (See Appendix A ***Procedures for Reporting Harm.***) If so, report it.
 - 5.3.3 Provide details of the allegations to the respondent.
 - 5.3.4 If there is unacceptable risk, the respondent shall be suspended until an investigation has taken place. In extreme cases, dismiss the employee. Before taking these steps, Asian Hope administration is to refer to the *Separation Policy* outlined in the *Faculty Handbook* and *Staff Handbook*.
 - 5.3.5 Offer counseling to the child and the respondent.
 - 5.3.6 Inform the child's parents as appropriate.
 - 5.3.7 Inform the School's Governing body.
 - 5.3.8 Investigate the allegations.
 - 5.3.9 Take disciplinary action against the respondent if the circumstances require it.
 - 5.3.10 Keep the student and the respondent informed as the matter proceeds.
 - 5.3.11 All of Asian Hope's efforts in handling the incident will be clearly documented.
 - 5.3.12 A report will be made in writing of the incident or allegation – what happened, what was said, the location of where the incident took place, dates and times etc. This will be kept securely by the C.E.O of Asian Hope.
 - 5.3.13 Where an incident is deemed serious in nature, external professional counsel and advice will be sought from an appropriate Child Welfare and/or Legal Rights organization.
 - 5.3.14 Depending on the outcome of any investigation the individual's Embassy will be informed.

APPENDIX A

PROCEDURES FOR REPORTING HARM

Administration, faculty, staff, and volunteers of Asian Hope Inc. are expected to reflect the highest standards of care in their behavior towards and relationships with students.

They must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with any Asian Hope client or student. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.

Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal.

The following table outlines the procedures for reporting harm which will apply in Asian Hope Inc.

The following matters are to be included in the written report:

1. Name of the person giving the report
2. Name, sex and (if known) age of the child making the complaint
3. Details of the basis for the maker of the report becoming aware, or reasonably suspecting, that the child has been abused/ harmed - sexually, emotionally, physically
4. Details of the actual or suspected abuse/harm
5. Particulars of the identity of the alleged perpetrator of the abuse/harm (if known), and
6. Particulars of the identity of any other person who may be able to give information about the abuse/harm (if known).

Procedures for Reporting Harm/Abuse

Scope

Applies to:

- Harm of any child of this organization who was under 18 years at the time the harm was caused; and
- Behavior of an administrator, faculty, staff or volunteer that a child considers inappropriate.

Definition “harm”:

Any detrimental effect of a significant nature on a child’s physical, psychological or emotional well being. Can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.

Actions Required – If Then Statements

Subject	If	Then
<p>Reporting Harm</p>	<p>You as a child who is part of Asian Hope or a student of Logos are aware of or reasonably suspect that harm has been caused by anyone to a child who is a part of Asian Hope or attends Logos who was under 18 at the time...</p>	<p>Report it to any Asian Hope or Logos staff.</p>
	<p>You are a staff, faculty, or volunteer and you are aware or reasonably suspect the harm/abuse has been caused by anyone to a child who is a part of Asian Hope or attends Logos who was under 18 at the time...</p>	<p>Report it to the Asian Hope House Parents or the Administrator of Logos. If the subject of the complaint is any of the above people, give the report to the CEO of Asian Hope immediately and directly. Keep a written record of your actions.</p>
	<p>You are the Asian Hope House Parent or the Administrator of Logos and you have received a report of harm or suspect harm to a child who is a part of Asian Hope or attends Logos and you are aware of the harm having been caused or you reasonably suspect the harm to have been caused...</p>	<p>Report it to the Asian Hope CEO. If the subject of the complaint regards the CEO report directly to the Chairman of the Board.</p> <p>Keep a written record</p>

ASIAN HOPE CHILD PROTECTION POLICY

<p align="center">Reporting Inappropriate Behavior</p>	<p>You are a child who is part of Asian Hope or a student of Logos and you wish to report behavior by a staff member that you consider inappropriate...</p> <p>You, the Asian Hope House Parent or the Administrator of Logos, receive the report under the preceding step...</p>	<p>Report the behavior to the Asian Hope House Parents and/or the Administrator of Logos and/or the Asian Hope CEO.</p> <p>Interview the child. Interview the faculty, staff or volunteer named in the report. Interview any other person who may be able to provide useful information.</p> <p>Report to the Asian Hope CEO and take action to ensure safety of the child. If the subject of the complaint regards the CEO report directly to the Chairman of the Board.</p>
<p align="center">Reporting Sexual Abuse</p>	<p>You are</p> <ul style="list-style-type: none"> • A staff, faculty, or volunteer; and • Aware or reasonably suspect that an employee or volunteer of Asian Hope has sexually abused a child in the organization who was under 18 at the time <p>You, the Administrator or Asian Hope House Parent, receive a report under the preceding step</p>	<p>Give a written report about the abuse to the Asian Hope House Parents or Administrator of Logos. If the subject of the complaint is any of the above people, give the report to the CEO of Asian Hope immediately and directly.</p> <p>Give a copy of the report to the CEO of Asian Hope immediately. If the subject of the complaint regards the CEO report directly to the Chairman of the Board.</p>

ASIAN HOPE CHILD PROTECTION STATEMENT

I declare that I have read the Asian Hope Child Protection Policy and agree to fully abide with all the Child Protection measures that are set in place in my field of ministry.

I also will ensure to follow the personal procedures laid out in the handbook, or required by an Asian Hope partner agency, that will act as safeguards to my personal contact with any children.

I will ensure that at all times I will be alert, not to place myself in vulnerable situations with children, which will leave me open to accusation. I will seek to always do my ministry work in the presence and observation of other adults.

I will inform the leaders of the agency partners of any suspected or actual abuse amongst the children or being occasioned to children by other staff at the center.

In the event of the agency partner failing to take action or being unwilling to take the matter further to handle any reported situation, I will report the matter to my Asian Hope supervisor and field director/leader.

I confirm that I have discussed the matter of child protection preventative measures with an Asian Hope administrator and will meet the necessary requirements prior to being fielded as a short-term or a long-term worker or as an associate with Asian Hope.

SIGNED _____ DATE _____