

# Child Protection Policy

Dear Team Member

Please print the following and sign and turn into office along with copy of your passport when you arrive

This following CPP Is for any who wish to help at the children's home COH .

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 trust 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

## Water Of Life Child Protection Policy

### Letter from the Board of Directors

Water of Life could not exist without the commitment and dedication it has received from many workers and volunteers since the year 2005. These workers have tirelessly given of themselves to serve, care for, nurture and educate the children and teenagers that live at the Guys and Girls homes, Children of Hope Home and school, along with the Water of Life church(Calvary Chapel Phnom Penh), and outreach ministries. For this blessing, the board of Water of Life would like to express its deepest appreciation.

However, Water of Life also realizes that no organization is immune to the horrors of child abuse. This Child Protection policy is a proactive measure taken by the leadership and board of Water of Life 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 Water of Life Child Protection Policy provides a structure from which volunteers and paid employees of Water of Life 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 Water of Life is pertaining to the care and safety of the children within this organization.

The board of Water of Life 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 Water of Life Board of Directors  
September 2013

## Water of Life CHILD PROTECTION POLICY

### 1 Statement of Commitment

1.1 Water of Life believes that all children and young people are created in the likeness and image of God.

1.2 Water of Life is committed to the welfare of all children and youth in Cambodia.

1.3 Water of Life 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 Articles 1-54 as described at [www.unicef.org/crc/](http://www.unicef.org/crc/)

1.4 Water of Life 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 Water of Life believes that child abuse and exploitation is wrong. Therefore, all knowledge or suspicion of abuse, neglect or exploitation, must be made known.

1.6 Water of Life believes that children and young persons have the right to speak and be heard.

1.7 In developing this policy, Water of Life 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 Water of Life.

1.8 The Water of Life child Protection Policy shall be reviewed every three years.

## 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, caretakers, or persons relating with a child. A child is a minor who is under the age of 18. 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, acid throwing, 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. This includes derogatory name calling, criticism, harsh vocal tones or body language and attitudes that put down the persons appearance and worth.

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 such as sexual abuse, cold and starvation, failure to carry out important aspects of care that impairs the child's healthy development.

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, exhibitionism, touching genitals of either party, using sexually suggestive language, forcing children to watch or take part in pornography, or coercing the child to have sex.

2.5 Spiritual Abuse: Spiritual abuse occurs when a spiritual leader, or someone in a position of spiritual power or authority (whether organization, institution, church

or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating, or dominating a child. Spiritual

abuse is always about the misuse of power within a framework of spiritual belief or practice, In order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to child and can be linked to other abuse, such as physical, emotional and sexual abuse.

### 3 Recruitment and Screening Process

3.1 All staff and volunteers shall fulfill the following criteria:

3.1.1 We reserve the right to require all staff and volunteers to submit a criminal record report from their home country and/or prior country of residence to the Water of Life board prior to receiving permission to serve at Water of Life.

3.1.2 All staff and volunteers are to be in agreement with and will abide by the Water of Life Statement of Faith.

3.1.3 All staff and volunteers will be required to fill in an Application Form. As part of this form, the employee is to submit three references that comment on the employee's abilities and character.

3.1.4 All staff and volunteers will be required to have an interview (in person or on the phone) with the Water of Life Leadership to clarify their reasons for wanting to be involved with Water of Life. This is also an opportunity for the Water of Life leadership to share about the values, ideals and aims of the ministry.

3.2 Volunteers from known organizations shall fulfill the following criteria

3.2.1 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 Water of Life leadership as expressed in this Policy.

### 4 Guidelines for Creating a Safe Environment

Water of Life 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 or heard. 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. (i.e. if you are tutoring a child, this should be done in a common area).

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 must be present during any counseling session.

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 staff and volunteers will

4.5 Treat all children and youth 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 environment 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
- Tickling in inappropriate ways
- 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 or diaper needs changing.

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). Hugs or appropriate shows of affection should be initiated by the child rather than the worker.

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 someone else knows where the child is.

4.13 Not give rides to lone children or youth, other than for short journeys, i.e. a ride to school, clinic, church, etc. If they are alone, ask them to sit in the back seat.

4.14 Do not use car(or other forms of transport) journeys as roadside “counseling” sessions.

4.15 While common practice in Cambodia, the touching of genitals of a child is not appropriate and is not permitted within Water of Life Centers or programs. Staff, students, residents, and children should be educated concerning the psychological harm this causes in later life and should be discouraged.

4.16 Visitors taking pictures within children's homes (children considered minors), must have permission from staff before taking pictures. We also reserve the right to require pictures of minors deleted from visitors’ cameras, websites, or other media, if we deem inappropriate.

## 5 Reporting procedures and response plan

Water of Life 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 DO NOT ACT ALONE if you suspect child abuse.

5.3.2 Record details of the allegations. Be careful not to taint the evidence of the child or the accused. Record information exactly as it is presented to you.

5.3.3 Decide whether the allegation should be reported to authorities. (See Appendix A Procedures for Reporting Harm.) If so, report it.

5.3.4 Provide details of the allegations to the accused.

5.3.5 If there is unacceptable risk, the accused shall be suspended until an investigation has taken place. In extreme cases, dismiss the employee. Terms of suspension will be determined by the Water of Life board in Cambodia, according to the circumstances. But as a general rule, the suspension will be for not longer than 3 months, and salary will still be paid for the 3-month period unless the staff member in question is found guilty.

5.3.6 Offer counseling to the child and the accused.



5.3.7 Inform the child's parents if appropriate.

5.3.8 Inform the board of Water of Life.

5.3.9 Investigate the allegations.

5.3.10 Take disciplinary action against the accused if the circumstances require it.

5.3.11 Keep the child and the parents, if appropriate, and the accused informed as the matter proceeds.

5.3.12 All of Water of Life's efforts in handling the incident will be clearly documented.

5.3.13 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 director of Water of Life.

5.3.14 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.

5.3.15 Depending on the outcome of any investigation the individual's Embassy will be informed. In the case of Khmer staff, a report will be made to the Department of Social Affairs and the Ministry of Interior, if deemed necessary.

## APPENDIX A

### PROCEDURES FOR REPORTING HARM

The leadership, staff, and volunteers of Water of Life are expected to reflect the highest standards of care in their behavior towards and relationships with children.

They must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with any Water of Life 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 Water of Life .

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).

5.3.15 Depending on the outcome of any investigation the individual's Embassy will be informed. In the case of Khmer staff, a report will be made to the Department of Social Affairs and the Ministry of Interior, if deemed necessary.

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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

If Then

You are a child who is part of Water of life Report it to any Water of Life or a student of Water of Life are aware of staff or reasonably suspect harm has been caused by anyone to a child who is part of Water of Life who was under 18 at the time...

You are staff, faculty, or volunteer and are Report to a house leader or Water aware or reasonably suspect the harm/abuse of Life Pastor. If the subject of the has been caused by anyone to a child who is complaint is any of the above, a part of Water of Life who is under 18 at the give the report to the Director of the time... Water of Life immediately and directly. Keep a written record of your actions.

You are a Water of Life house leader or Report to the Director of Water of Pastor and you have received a report of Life. If the subject of the com-harm to a child who is a part of Water complaint regards the Director report of Life and you are aware of the harm having directly to Water of Life Board. been caused or you reasonably suspect the harm Keep a written record to have been caused....

You are the Director of Water of Life and Report to Chairman of the Board receive a report of harm..... and proceed with the following steps:

1. Arrange an interview with the child.
2. Interview the faculty, staff or volunteer named in the report
3. Interview any other person who may be able to provide useful information.
4. Take action to ensure safety of child
5. Put actions in writing

## WATER OF LIFE CHILD PROTECTION STATEMENT

I declare that I have read the Water of Life 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 be sure to follow the guidelines presented at each Water of Life ministry, or required by a Water of Life 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 Water of Life supervisor and field director/leader.

I confirm that I have discussed the matter of child protection preventative measures with an Water of Life 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 Water of Life.

Signed

Date

Please write name