

## WorldVenture Child Protection Policy and Code of Conduct

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## WorldVenture Child Protection Policy *May 27, 2021*

### Creating a Culture of Safety

**Children<sup>1</sup>** and **vulnerable adults<sup>2</sup>** have the God-given right to safety. All WorldVenture personnel<sup>3</sup> have the responsibility to create a culture of safety in our organization so that vulnerable people, regardless of nationality or our duty of care, are protected from harm.

To create a culture of safety in WordVenture, we will not allow a culture of fear, where hiding or isolation is encouraged, to guide us. Appendix A We expect **all** personnel to minimize risk factors and maximize protective factors for children. We expect all personnel to graciously hold each other accountable to this behavior, creating an atmosphere that reflects the heart of God by providing a place where the vulnerable can flourish. We will promote healing and pursue full justice for survivors of abuse.

WorldVenture will respond impartially and consistently to every suspicion, disclosure, or discovery of abuse that involves WorldVenture personnel, dependents, and other children under our duty of care according to the best practices of the Child Safety and Protection Network.<sup>4</sup> This response will be both proactive (intervening early by assessing the risk of harm to a child) and responsive (seeking recovery for survivors and justice for offenders).

WorldVenture does not tolerate abuse. If sexual abuse is confirmed, WorldVenture will immediately dismiss the offender. If physical, verbal, emotional, and/or spiritual abuse is confirmed, WorldVenture will consider disciplinary action, which could include dismissal of the offender. WorldVenture will never overlook an allegation of abuse, will act on all corroborated cases of abuse, and will comply with U.S. and International standards in reporting offenders for prosecution.

### Child Safety Officer and Child Safety Team

The Child Safety Officer as a member of Paraclete leads the Child Safety Program. This program includes policy review, pre-field and on-field child protection training, annual signing of the Code of Conduct, and response procedures. The Child Safety Officer also leads the Child Safety Team which is composed of the Child Safety Officer and WorldVenture personnel from each region. The Child Safety Team works in coordination with Human Resources and the Global Directors. The Child Safety Team is responsible for; child safety education; responding to any

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<sup>1</sup> Anyone under the age of 18.

<sup>2</sup> Anyone over the age of 17 whose physical, intellectual, or emotional challenges put them at a power disadvantage with others. For the entirety of this document the term “children” will also include vulnerable adults.

<sup>3</sup> Personnel includes home office staff, Global Workers, volunteers, and board members.

<sup>4</sup> The Child Safety & Protection Network was founded in 2007 in response to a number of historical cases of childhood sexual abuse. It is a collaboration of sending agencies and international schools to learn together and establish best practices to respond to child abuse and to prevent child abuse.

reported suspicions, disclosures, or discoveries of abuse; and providing an assessment of harm and recommendations for kinds of care needed (both for the offender and survivor) and recommendations for administrative actions.

Paraclete executes plans of care and restoration where appropriate and possible. The Global Directors make decisions regarding administrative action for Global Workers and Human Resources makes these decisions for headquarter staff.

## Child Abuse Terminology

Different forms of child abuse, child-to-child abusive behavior, and methodologies of child abuse are defined below. In addition, statutory laws serve to protect children from abuse, stating clearly that minors do not possess the legal capacity to give consent to abuse. The presence or absence of a child victim's consent is not relevant. See Appendix B for possible indicators of abuse.

### A. Neglect

***Definition:*** Failure to provide for a child's basic needs for reasons other than poverty or war.

1. Physical neglect is the failure to provide necessary food, shelter, clothing and/or appropriate adult supervision.
2. Medical neglect is the failure to provide necessary medical, mental health, and/or counseling care including vaccinations and medications.
3. Emotional neglect is actions and/or patterns of omission or commission that result in serious inattention to a child's emotional needs.
4. Educational neglect is actions and/or patterns of omission or commission that result in serious inattention to a child's educational needs.

### B. Emotional/Verbal Abuse

***Definition:*** The serious harming of a child's emotional or mental development through behavioral patterns that harass, threaten, bully, humiliate, or neglect. Unlike physical or sexual abuse, one isolated abuse incident does not constitute a pattern of emotional abuse. Emotional abuse can include the abuse of pets or the destruction of cherished objects with the intent of intimidating the child.

### C. Spiritual Abuse

***Definition:*** Spiritual abuse is the manipulation and or control of others for personal gratification that is justified using God's name or teaching.

#### **A. Physical Abuse**

**Definition:** Any act against a child resulting in injury that goes beyond the boundary of controlled discipline, reasonable “horse play,” sports, or other normal activities. Allowing a child, outside of parental supervision, to use alcohol or non-prescription medication for recreational purposes are also indicators of physical abuse. Female genital mutilation is considered to be physical abuse. One physical abuse incident constitutes physical abuse.

#### **B. Sexual Abuse**

**Definition:** Sexual abuse is the involvement of a child in sexual activity with an adult or another child (as defined below). One incident constitutes sexual abuse. Sexual abuse includes but is not limited to:

1. Verbal sexual abuse: remarks which include sexual threats, harassment, belittling sexual remarks, coercion, solicitations, sexually provocative language or humor, or any verbal expression that attempts to humiliate, arouse, sexually stimulate, or seduce (in person or in any form of communication).
2. Visual: indecent exposure, showing or taking of sexually suggestive pictures, pornographic materials, or the showing of unclothed persons, any such sexual activity or simulated sexual activity such as masturbation, sexual intercourse, voyeurism, leering, or staring.
3. Physical: unwanted touching, physical, sexual contact with a child’s clothed or unclothed genitals, pubic area, buttocks, or breasts; and or causing a child to perform these acts, masturbation in front of or to the child, rubbing, holding, or kissing for sexual gratification, genital or oral intercourse; including penetration by fingers, other body parts or other objects, rape.

#### **C. Abusive Behavior Between Children**

1. Healthy development of children includes curiosity regarding gender differences and sexuality. Most interactions between children are normal and age appropriate. However, when interactions between children become inappropriate, concerns should be passed on to the Child Safety Officer to address the behavior and underlying causes.

Reports of child-to-child abuse will be evaluated on a case-by-case basis. Typically, any sexual interaction between children where there is an age difference of more than three years will be considered abusive. An evaluation will take into account factors such as context, age differential, power imbalance, seriousness of the offense, acknowledgment of responsibility, and future risk. A Child Harm and Risk Assessment will be used to determine the degree of harm, future risk and a subsequent action plan. This may lead to the removal of a family from the field if it is determined that professional help is needed or if legal authority needs to be involved.

2. Other forms of child-to-child abusive behavior may include intimidation, physical and verbal bullying, manipulation, or the exercise of inappropriate power and control. These situations are best addressed locally whenever possible. If harm is severe enough for a report to be made to the Child Safety Officer, a Child Harm and Risk Assessment will be conducted.

#### **D. Grooming as a Means of Abuse**

**Definition:** The term “grooming” refers to the process of building trust with a child, and at times also with his/her family, through acts of kindness in order to sexually abuse the child. When grooming has occurred, the child often remains silent and the abuse remains undetected because of fear that adults won’t believe them. It is important to understand that the child’s family has also been groomed by the abuser.

Grooming can also occur in person or online through the deceptive use of social media. Once a child has been deceived into willingly transmitting sexual images of themselves to someone they think is their “friend,” the child is then blackmailed or coerced into providing more sexually explicit images upon threat of public exposure or humiliation.

#### **E. Technology as a Means of Abuse**

**Definition:** Perpetrators use technology to great effectiveness in the abuse of children. Email, social media, gaming sites, and texting are means of communication between the abuser and the victim. Abuse can include, but is not limited to; the exchange of pornographic images, personal and otherwise; cyber-stalking; exploitation of the child; and or sexting schemes/blackmail. Abuse through technology can lead to in-person meet ups when further child abuse can occur. The ubiquitous nature of technology requires the constant vigilance of parents, family members, and our community as a whole in order to keep children safe.

### **Screening of WorldVenture Personnel**

WorldVenture will conduct a thorough screening of all personnel including background checks, references, history of employment and volunteer work with children, and a questionnaire on moral and sexual behavior.

WorldVenture will conduct further interviews and references as necessary and will keep such information confidential within legal limits. See Appendix C

### **Training & Education**

WorldVenture will provide the necessary training to help build and sustain a culture of safety. The Child Safety Team will be trained in and adhere to Child Safety and Protection Network recommended practices. The Child Safety Team will train all *current* and *incoming* WorldVenture personnel and the children of all *current* and *incoming* Global Workers, as appropriate for their age and ability, on the following topics:



- the rights of children and vulnerable adults
- child protection principles
- personal safety and boundaries
- recognizing abuse
- how to respond to anyone who divulges inappropriate behavior or abuse
- how to report abuse or suspicions of abuse
- the contents of this policy and the attached Code of Conduct

All personnel will be required to sign the Code of Conduct stating that they have read, understand, and will adhere to these policies. Once everyone has been trained, there will be a cycle of ongoing training for all personnel and children of international workers.

## Reporting, Response Action, Statement of Findings

### A. Reporting

When abuse is suspected, WorldVenture personnel **may not** attempt to investigate or question victims, witnesses, or suspected offenders. If there is reasonable suspicion of abuse, a report should be filed **within 48 hours** to ensure that the cases are handled appropriately through a professional and consistent response. **All suspicions, disclosures, and discoveries of abuse, both past and present, must be reported** to WorldVenture through the Child Safety Office and/or Child Safety Team member. See Appendix D for reporting instructions.

All reports of suspected abuse, both past and present, will be forwarded to the Child Safety Team. The Child Safety Team will coordinate with the reporting person to ensure the safety of any children impacted. WorldVenture personnel are mandated reporters, thus, abuse will also be reported to the proper local authorities.

### B. Response Action

#### 1. Initial Assessment

Upon receiving a report, the Child Safety Team will determine a plan of action and whether a Child Safety Assessment, a Misconduct Assessment, or both are needed. See Appendix E - Child Safety Response Map and Appendix F – Child Safety Response Flow Chart. If a Child Safety Assessment or a Misconduct Assessment is needed, a Response Team will be formed.

The Response Team will be made up of at least three members trained in response by the Child Safety and Protection Network. The Response Team will have both genders represented and must include someone of the same first language and/or culture of those interviewed whenever possible.

Response Team members will maintain appropriate confidentiality. The Response Team will consult with Child Safety and Protection Network trained responders and/or legal counsel as necessary. The Response Team will seek to gather information and interviews on-site whenever appropriate and possible. The

Response Team will conduct their activities in a timely manner, with impartiality and unbiased objectivity, and will exercise due diligence in determining whether there are additional victims.

When a report of suspected child abuse involves WorldVenture personnel and the Response Team determines that an investigation is necessary, the appropriate local and/or international law enforcement agency will be contacted. The Child Safety Team will still conduct its own internal misconduct assessment.

**2. Child Safety Assessment**

The Child Safety Assessment is designed to help prevent abuse by assessing the likelihood of harm and evaluating protective factors that mitigate risk. The Response Team will recommend an action plan for the children and families involved. Paraclete and Field Leaders will help families execute the action plan.

**3. Misconduct Assessment**

WorldVenture reserves the right to conduct a Misconduct Assessment in order to evaluate whether WorldVenture personnel have violated the Code of Conduct and put children at risk. This may or may not involve activity that is considered criminal. When substantiated reports indicate that misconduct has occurred, this is sufficient justification to release a statement of findings (see below).

**4. Historical Cases**

WorldVenture will actively pursue all reports of past child abuse. Since there is no statute of limitations on historical cases of suspected child abuse, we will pursue allegations to establish their veracity, we will care for survivors, and if necessary, we will improve our child safeguarding systems.

**5. Examination of Devices**

During administrative response to Code of Conduct violation(s), all computer files, documents, and software created or stored on personally owned computer and communication devices are also subject to review and inspection. Failure to deliver all such devices to the appropriate supervisor or designated member of the Child Safety Team, in a timely manner, will be considered insubordinate and as such, could face discipline and or termination.

- “All computer files, documents, and software created or stored on the WorldVenture computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail, either sent or received. Employees should have no expectation of privacy regarding to any communication or activity when using WorldVenture equipment” (2020 WorldVenture Employee Handbook, p.22).

**C. Statement of Findings**

At the conclusion of an investigation, the Response Team will provide a Statement of Findings for survivors, offenders, and appropriate family members. The Statement of





Findings will include an assessment of harm to children, a recommended plan of action to alleviate future harm and promote healing, and recommendations for administrative action as necessary.

The Statement of Findings will also include an evaluation of any systemic factors that contributed to the abuse and recommendations for the improvement of WorldVenture's culture of safety.

The Response Team will also submit the Statement of Findings to the Global Director and GO team and appropriate field leadership. In corroborated cases of child abuse, the Response Team will also present relevant portions of the Statement of Findings to the Global Worker's sending churches, individual ministry partners, and other organizations where applicable. Organizations seeking employment references on terminated personnel will be notified when the dismissal was based upon a failure to comply with the Child Protection Policy.

The Child Safety Officer will preserve documentation of all cases of suspected and corroborated child abuse including interview notes, questions analyzed, decisions made, and the State of Findings in a secure location.

In cases of corroborated child abuse, the Child Safety Team will collaborate with the appropriate Global Director. All public statements will be examined by legal counsel prior to release.

### **Member Care & Administrative Action**

Paraclete Services will provide member care consultations and member care to the survivors of abuse and his/her family, when appropriate and possible, to the offender and his/her family, and to Global Workers who are impacted. Referrals may be made to outside resources as needed. Administrative action will be conducted by Human Resources.



## **APPENDIX A**

### **Creating an Organizational Culture of Safety**

WorldVenture strives to create and maintain a culture of safety for its personnel and their families, as well as all children and vulnerable adults in our care. To create an organizational culture of safety, we must understand not only practical ways to minimize risk, but we must also understand our motivation to keep children safe.

#### **Culture of safety means that:**

1. WorldVenture will do whatever is necessary to ensure the safety of the victim. WorldVenture will prioritize what is in the best interest of the victim, family and community affected.
2. WorldVenture will pursue justice against any pressures (organizational, social, political, religious, cultural) to the contrary.
3. WorldVenture will not ignore suspicions of abuse. The organization will not be used to build trust in relationships for grooming purposes. These behaviors will not be taken lightly, we will pursue justice diligently.
4. Reporting is encouraged and fully supported by WorldVenture leadership.
5. WorldVenture will maintain a posture of belief and act as the advocate of the victim until or unless otherwise determined.
6. WorldVenture understands that power differentials exist in all forms of child abuse. This imbalance of power must be shifted in support of the less empowered by placing the weight of WorldVenture in advocacy of a child's voice.
7. WorldVenture supports those with a story to tell us. We will listen collectively and respond systematically and in community.
8. WorldVenture promises to our parents, their children and our ministry partners to carry out necessary protocols and change organizational culture to promote safety and reduce risk of harm.

## **APPENDIX B**

### **Possible Indicators of Abuse**

This list does not contain every possible indicator of abuse and it is possible for some indicators to be present even when abuse has not occurred. However, it is crucial to report all suspicions of abuse as delineated by the Child Protection Policy.

#### **Possible Indicators of Neglect**

- a. Child is unwashed or hungry.
- b. Parents are uninterested or unconcerned regarding their child's academic performance or negative behaviors requiring their attention.
- c. Child communicates he or she does not enjoy being at home for reasons beyond normal childhood conflict.
- d. Child has chronic unattended medical problems or needs.
- e. In the case of children residing in boarding schools, the child indicates that they don't want to return home during vacation or return to the boarding school following vacation.
- f. Parents or guardians exhibit patterns of inaccessibility to children during times of need.

#### **Possible Indicators of Emotional/Verbal Abuse**

- a. Extremely protective parenting that produces within the child feelings of fear, anxiety, guilt, or shame in situations where these responses are unreasonable or unnecessary.
- b. Conversations or behavior with peers that illustrate learned patterns of emotional abuse.
- c. Choosing isolation from peers or adults.
- d. Cutting, piercing, or other forms of self-inflicted harm.
- e. Excessive weight loss or weight gain.
- f. Sexual acting out.
- g. Alcohol consumption or illicit drug use.
- h. Running away from home.
- i. Rebellion towards parents' authority.
- j. Poor academic performance.
- k. Change in clothing styles that communicate depression or concealment of self-inflicted harm.
- l. Suicide attempt(s).

#### **Possible Indicators of Physical Abuse**

- a. Any of the possible indicators of emotional abuse can be present.
- b. Flinching.
- c. Unexplained bruises or welts on any part of the body.
- d. Bruises of different ages (various colors).
- e. Injuries reflecting the shape of the article used (electric cord, belt buckle, hand).
- f. Injuries that regularly appear after an absence or vacation.
- g. Unexplained burns, especially to the soles of feet, palms of hands, back, or buttocks.
- h. Burns with a pattern from an electric burner, iron, or cigarette.
- i. Rope burns on the arms, legs, neck, or torso.
- j. Injuries inconsistent with explanation of cause offered by the child.
- k. Immersion burns with a distinct boundary line.

- l. Unexplained lacerations, abrasions, or fractures.
- m. Change in clothing styles to conceal other-inflicted harm.

### **Possible Indicators of Sexual Abuse**

- a. Any of the possible indicators of emotional and/or physical abuse can be present.
- b. Non-age level appropriate sexual knowledge, behavior, or language usage.
- c. Venereal disease.
- d. Persistent, inappropriate, unusual, or aggressive sexual play or acting out with themselves, other children, toys, or pets.
- e. Evidence of physical trauma or bleeding to the oral, genital, or anal areas; complaints that these areas of the body cause pain.
- f. Difficulty in walking or sitting, refusing to change into PE clothes; fear or anxiety of entering public restrooms.
- g. Running away from home without giving specific reasons or complaints.
- h. Avoidance of a particular adult or child.
- i. Pregnancy.
- j. Overly controlling parenting that isolates a child from access to other children, adults or other family members.

### **Possible Indicators of Spiritual Abuse**

- a. Any of the possible indicators of emotional, physical, and/or sexual abuse can be present.
- b. Existence of a distorted view of respect, obedience, and submission.
- c. Belief that allegiance to specific persons or a church equals allegiance to God.
- d. A religious family system that promotes a culture of shame and or fear.
- e. Children are taught never to question the decisions and or actions of their parents.
- f. Moral standards are not applied equally to both parents and children.
- g. God's name and law are used to promote fear, hate, or isolation.
- h. Manipulation, conformity, and control are practiced with impunity.
- i. Isolation of one's church, agency, or community from broader interactions with other groups.

### **Possible Indicators of Child to Child Abuse**

- a. Anxiety or fear when the child is left alone with another child.
- b. The commencement of abusive language or behavior following contact with older children or siblings.
- c. All previous adult to child abuse indicators are also possible signs of child to child abuse.

### **Possible Indicators of In-Person Grooming**

- a. An adult with easy access to a child who pays extra attention to him/her, gains the trust of the child, often gains trust of the parents. In organizations like mission agencies, the community is often groomed prior to grooming the child.
- b. An adult who provides special gifts or outings that isolate a child from others.
- c. Child is secretive about time spent with an adult.
- d. Increased physical contact between child and adult.
- e. Child may become increasingly distant from parents.
- f. Child refuses to spend time alone with a child or adult without specific explanation.

**Possible Indicators of Online Grooming**

- a. Child refuses to grant access to social media accounts.
- b. Child exhibits significant mood changes after spending time alone online or with their phone.
- c. Child is secretive about what he/she is doing online and with whom he/she is interacting.
- d. Child has new things, money and they can't explain the source.
- e. Sexualized behavior.

**Possible Indicators of Abuse through Technology**

- a. Any of the possible indicators of emotional, physical, and sexual abuse can be present.
- b. Use of the internet at times and places free from the observation and scrutiny of other family members.
- c. The child refuses to grant parental access to a cell phone's photo gallery.
- d. The child refuses to identify personal screen names or websites visited.
- e. Deletion of web browser history.

## **APPENDIX C**

### **Screening Procedures for Personnel**

**Since all WorldVenture personnel will potentially have contact with children:**

- a. WorldVenture will not knowingly hire staff or appoint a Global Worker who, in our determination, has engaged in immoral or illegal behavior with children.
- b. WorldVenture reserves the right to refuse employment or appointment of anyone who has had allegations of child abuse made against them.
- c. WorldVenture will initiate disciplinary action and/or dismissal when it has determined to our satisfaction that someone misled us about past sexual misconduct.

**Since volunteers/short term team members serving with WorldVenture's Global Workers will have significant contact with children:**

- a. All volunteers serving WorldVenture will have comprehensive background checks completed by WorldVenture's candidate mobilization department.
- b. The results of these background checks must be communicated to the Global Workers responsible to supervise and host these volunteers.
- c. No one convicted of illegal or immoral behavior with children will be permitted to volunteer/serve with WorldVenture.

**Since background checks on Global Worker applications were not standard operating procedure before 1997, all current personnel hired/appointed before 1997 will be subject to background checks.**

**Creating a culture of safety for children is a continual process; recurring background checks will be performed on WorldVenture Workers on a regular basis.**

WorldVenture's Human Resources Department will make a determination regarding the frequency of repetitive screening and this will be communicated to all employees.

**Comprehensive background checks will be completed as part of the departure clearance process.**

- a. They may be submitted no more than three months and no less than four weeks prior to scheduled departure.
- b. Comprehensive background checks will include both international and domestic locales as available.
- c. Funding for comprehensive background checks will come from the following:
  - The Human Resource budget for initial staff hires.
  - The Global Worker's USF.
  - Department budgets for continuing staff checks
- d. Comprehensive background checks will be supervised by the following:



- Domestic hires and volunteers will fall under the supervision of the Human Resources Department.
- Global Workers and volunteers will fall under the supervision of Candidate Mobilization in conjunction with International Ministries.

## **APPENDIX D**

### **Confidential Report of Harm or Suspicion of Harm**

Whenever you are party to a disclosure, discovery and/or suspicion of abuse that involves a WorldVenture family member (adult or minor) either the person involved in the offense or the recipient of the offense you are required to submit the following report. If you are unsure of whether or not to report an incident or suspicion to us, we prefer that you err on the side of caution and report it – the Child Safety Team has been trained to decide what is the most appropriate way to proceed. Once you file this report, it will set in motion an established response process, which can be found in Appendix E. A member of the Child Safety Team should contact you within 24 hours of receiving this form. If you have not heard from a team member by then, please contact us again.

Contact a Child Safety Team member through their WhatsApp number below or send this completed form within 48 hours to the Child Safety Team at [CST@worldventure.com](mailto:CST@worldventure.com)

**Name:**

**Today's date:**

**Email address:**

**Cell phone/WhatsApp #:**

**What incident concerns you? Include anything you think we should know.**



## APPENDIX E

### WorldVenture Child Protection Response Map

Response Phase	Involved Parties	Actions / Steps	Time frame	Tasks / Goals
<b>Phase 1. Disclosure</b>	<ul style="list-style-type: none"> <li>• Child who has been harmed.</li> <li>• Friend / Family Member / Leader receiving disclosure.</li> <li>• Member adult or child who has caused harm offering a disclosure.</li> <li>• Field Leadership as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen well.</li> <li>• Assuring them they have done the right thing to tell.</li> <li>• Take only the information as they volunteer it, let them know you will help.</li> <li>• Act to ensure their safety.</li> <li>• Act to ensure their accountability for adult or child who has caused harm in a known location.</li> <li>• Inform field leadership or parents as appropriate.</li> </ul>	<b>24-48 hours</b>	<ul style="list-style-type: none"> <li>• Listen well.</li> <li>• Respond with reassurance.</li> <li>• Provide support.</li> <li>• Ensure safety / secured in known location.</li> <li>• Accountability for adult or child who has caused harm.</li> </ul>
<b>Phase 2. Report</b>	<ul style="list-style-type: none"> <li>• Friend / Family Member / Leader who received disclosure</li> <li>• Child Safety Officer</li> <li>• Field Leadership as necessary</li> <li>• Child Safety Team</li> <li>• Response Team</li> </ul>	<ul style="list-style-type: none"> <li>• Person with suspicion or receiving a disclosure submits Child Safety Report to the Child Safety Officer within 48 hours.</li> <li>• Child Safety Officer begins initial inquiry.</li> <li>• Child Safety Officer consults with Child Safety Team and legal counsel as necessary.</li> <li>• Medical support, safety and other care decisions are reviewed and made for victims and offenders by the Response Team, Field Leadership as appropriate.</li> <li>• Safety and support decisions are implemented by the Child Safety Team with help from Paraclete and Field Leadership as appropriate.</li> </ul>	<b>24-48 hours</b>	<ul style="list-style-type: none"> <li>• Ensure report information is in writing and submitted to the Child Safety Officer.</li> <li>• Child Safety Officer contacts GO Team and Global Director.</li> <li>• Response Team is mobilized.</li> <li>• Safety of victims is established.</li> <li>• Offender location and accountability is reviewed and revised.</li> </ul>

<b>Phase 3. Initial Assessment</b>	<ul style="list-style-type: none"> <li>● Child Safety Officer</li> <li>● Child Safety Team</li> <li>● Response Team</li> <li>● Field leadership as appropriate.</li> <li>● Friend / Family member filing the report.</li> <li>● Parents of victim or offenders as appropriate</li> <li>● Others interviewed.</li> <li>● Paraclete for support services.</li> </ul>	<ul style="list-style-type: none"> <li>● Response Team reviews report assessing needs and action steps.</li> <li>● Response Team assesses credibility of reporter and reliability of report by interviewing reporter, parents and others who can inform about credibility / reliability.</li> <li>● Response Team initiates response or completes statement of findings.</li> <li>● Paraclete follows up with action plan in conjunction with field leadership if no inquiry initiated.</li> <li>● Affected community is informed and cared for if no inquiry is initiated.</li> <li>● If inquiry is initiated then the Response Team conducts this stage in cooperation with Child Safety Officer, Child Safety Team and Global Director.</li> </ul>	<b>48-96 Hours (2-4 days)</b>	<ul style="list-style-type: none"> <li>● Either determine report unfounded,</li> <li>OR</li> <li>● Determine to be credible.</li> <li>● Complete Statement of Findings and recommended Action Plan,</li> <li>OR</li> <li>● Initiate Inquiry.</li> <li>● Provide care and support for all affected parties as needed.</li> <li>● Communication with Field leadership, affected community and others as appropriate.</li> </ul>
<b>Phase 4. Inquiry</b>	<ul style="list-style-type: none"> <li>● Response Team, Child Safety Team &amp; Child Safety Officer</li> <li>● Child suspected incurring harm</li> <li>● Adult or child suspected of causing harm</li> <li>● Other collaborating persons</li> <li>● Other potential victims</li> <li>● All interviewed</li> </ul>	<ul style="list-style-type: none"> <li>● Child Safety Assessment</li> <li>● Misconduct Assessment</li> <li>● Adult suspected of causing harm is placed on administrative leave.</li> <li>● Child suspected of being harmed is interviewed, along with collateral interviews. Others who may have been affected interviewed.</li> <li>● Adult or child suspected of causing harm is interviewed.</li> <li>● Document all findings and draw conclusions as a team based upon facts gathered.</li> </ul>	<b>10-120 Days</b>	<ul style="list-style-type: none"> <li>● Support children and parents.</li> <li>● Support and accountability for those suspected of causing harm.</li> <li>● Gather all information possible about what occurred.</li> <li>● Assess corroboration or lack of it.</li> <li>● Seek other children who may have been harmed and interview.</li> <li>● Decide whether behaviors violate Code of Conduct and definitions of abuse.</li> </ul>

<b>Phase 5 Closure</b>	<ul style="list-style-type: none"> <li>● Response Team, Child Safety Team &amp; Child Safety Officer</li> <li>● Child / Children harmed and their parents</li> <li>● Adult or child who caused harm and their parents.</li> <li>● Affected Community</li> <li>● Field Leadership</li> <li>● Ministry Partners</li> </ul>	<ul style="list-style-type: none"> <li>● Finalize Statement of Findings.</li> <li>● Determine and initiate Action Plan.</li> <li>● Administrative and/or disciplinary action.</li> <li>● Report to civil authorities as needed.</li> <li>● Communicate to partnering churches.</li> <li>● Note in Member files.</li> <li>● Debrief process for all Child Safety Team involved.</li> <li>● Internal review of case with feedback from affected community.</li> </ul>	<b>7-30 Days</b>	<ul style="list-style-type: none"> <li>● Complete and document findings and conclusions.</li> <li>● Determine Action Plan.</li> <li>● Assign responsibility for initiating action plan.</li> <li>● Determine accountability structure for follow-up.</li> <li>● Communicate and provide support for stakeholders and affected community.</li> <li>● Take administrative or disciplinary actions.</li> </ul>
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## APPENDIX F

### WorldVenture Response Flow Chart



## **APPENDIX G**

### **Childcare Protocols**

#### **1. When childcare is needed at WorldVenture sponsored events**

- A. WorldVenture sponsored events are any event where WorldVenture personnel are in meetings and non-parents are responsible for childcare. Examples include: field conferences, regional conferences, and WorldVenture headquarters events, etc.
- B. At such events, WorldVenture personnel (“Childcare Supervisor”) will coordinate and supervise childcare workers.
- C. Before working with children, all childcare workers at a WorldVenture event (as defined above) will need to complete a background check, provide personal references, and they must read and sign WorldVenture’s Child Protection Policy and Code of Conduct. The Childcare Supervisor will report to the Global Director on the completion of these requirements.

#### **2. Responsibility of the Childcare Supervisor**

- A. The Childcare Supervisor will ensure that WorldVenture screens all childcare workers and that all childcare workers read and sign the Child Protection Policy and Code of Conduct.
- B. The Childcare Supervisor will ensure that childcare workers understand all of the information given in the Child Protection Policy and the Code of Conduct and the behavior guidelines through an in person or other training approved by WorldVenture’s Child Safety Officer.
- C. The Childcare Supervisor will manage child safety concerns of parents and childcare workers. The Childcare Supervisor will communicate to childcare workers that they can freely share any child safety concerns they have with them.

#### **3. Childcare requirements for WorldVenture sponsored events**

- A. A **minimum** of two unrelated adult workers per group of children is required.
- B. Promote a culture of safety
  - i. Childcare workers should not be alone with a child. When it is necessary to be alone with a child, the adult should:
    - a. Notify other adults of where they will be.
    - b. Ask those they notify to check on them periodically.
    - c. Seek a place where others can easily observe them.
  - ii. Increase visibility when childcare workers are with children.
    - a. Keep doors open and keep curtains open on windows.
    - b. Plan activities in open areas with high visibility.
  - iii. Restrict access
    - a. Do not allow anyone that is not an approved childcare worker to come into contact with the children under your care.

- b. Do not allow anyone to take a child from the group of children that is not the child's parent unless it is pre-arranged with the parent. All children must be signed in and out at the beginning of the day, at lunch time, and at the end of the day.
- c. Do not allow children to leave the group unaccompanied to go anywhere.

iv. Safe touch

- a. Safe touch is contact with children that keeps them safe, is good for them, and that makes them feel cared for.
- b. Safe touch can include hugs, pats on the back, holding a hand, and providing first aid.
- c. Safe touch should always happen in public spaces.
- d. Safe touch should always be based on the needs of the child and never the needs of the adult.

C. Use of media

- i. At no time should a child use or view the personal electronics of any childcare worker.
- ii. Any movies or songs used by childcare workers for children should be pre-approved by the Childcare Supervisor and should be age appropriate.

D. Discipline

- i. Corporal punishment is defined as any form of discipline that is enforced physically on a child such as spanking.
- ii. Corporal punishment implemented on a child by someone other than the parent or legal guardian is not permitted.
- iii. Discipline of a child by a childcare worker or by anyone that is not the parent or legal guardian should consist of time out or time away from an activity without isolating the child or putting the child and adult in an isolating environment. If needed, it is encouraged that the childcare worker speaks with the child's parent about behavioral issues.

E. Emergencies

- i. At least one of the adult childcare workers should have an understanding of basic first aid.
- ii. There must be a first aid kit on site and easily accessible to all childcare workers.
- iii. When an injury occurs the childcare worker must fill out an Incident Report Form. This form must be kept and filed by the field or region sponsoring the event. You can find the Incident Report Form on the GMC.
- iv. Parents should be notified if an injury has occurred and if any first aid has been applied.

F. Photography

- i. When children are registered for the event parents will decide if their child(ren) can have their photo taken and posted to social media and will indicate such on a photo release form.
- ii. These forms should remain in the room where the child is kept and all workers should be informed as to which child(ren) cannot have their photo taken.

## APPENDIX H

### Code of Conduct for Interaction with Children and Vulnerable Adults

**Value and Commitment:** WorldVenture values children and vulnerable adults<sup>5</sup> and commits to reaching them with the Gospel through healthy, safe, and positive relationships. WorldVenture commits to equip and empower all WorldVenture personnel to: safeguard children from harm, foster environments where they can thrive, and intervene when there is risk of harm or when a child has experienced abuse. In order to accomplish this, WorldVenture commits to a common set of values and principles that guide our behavior.

**Scope and Objective:** This Code of Conduct applies to all WorldVenture personnel. The objective is to clearly communicate WorldVenture's expectations regarding conduct with children. By signing this document you affirm that you are in agreement with WorldVenture's Child Protection Policy, you recognize the authority that WorldVenture has to take administrative action in matters of child safety, and you commit to uphold the values stated in this document. By implementing these principles, WorldVenture not only prioritizes the protection of children, but also the protection of WorldVenture personnel and WorldVenture as an organization. It is expected that all those in contact with children will exercise good judgment in all matters pertaining to child safety. These best practices are therefore not exhaustive.

**Reduce Isolation and Increase Visibility:** Avoid situations in which you are alone with a child. Interaction with children should be as visible to others as is possible and practical.

Best Practices:

1. At least two unrelated adults should be present when working with children.
2. When taking a child to the bathroom, keep the door open, or take two or more children to the bathroom together rather than only one.
3. Avoid being alone in a car with a child.
4. At least two unrelated adults (per sleeping room) should be present when supervising overnight activities. Careful attention should be placed upon the number of adults available to supervise in order to minimize possible isolation.
5. In a church and other ministry setting, classrooms shouldn't be distant or isolated from other activities. Take care to ensure a direct line of sight into all rooms.
6. When ministry to a child involves one-on-one contact, the following procedures should be followed as applicable:
  - a. Always be accountable to other adults regarding your interactions with children.
  - b. Counseling or other necessarily confidential meetings with children shall be done in an office with a window in the door and only when another adult is in close vicinity, aware that the meeting is occurring, and who is available to stay in the vicinity until the activity has been completed.

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<sup>5</sup> For the rest of the document, the term "children" will be used to mean both children and vulnerable adults



**Safe Touch:** Children thrive on affectionate, tender expressions of care and love. WorldVenture's expectation is that personnel use common sense and wisdom in their interactions with children. Safe touch should always be expressed in a respectful, appropriate and culturally sensitive manner.

Best Practices:

1. Physical touch should always be open and visible to others and not secretive. A hug in the context of a group is very different from a hug behind closed doors.
2. Any resistance from a child to physical touch of any kind should be respected.

**Positive Non-Physical Interaction:** Communicate love, care, and respect to children.

Best Practices:

1. Use words of praise, affirmation and encouragement which build a child up. Demonstrate empathy, compassion, and understanding. Be patient and honest.
2. Foster an environment where children are not shamed, belittled, made fun of, or bullied. Make sure that there is no preferential treatment or gift giving which seek to build exclusive relationships.

**Healthy Use of Technology and Social Media:** We must carefully steward our use of technology in ministry and in our communication with minors. The principles of "Reduce Isolation, Increase Visibility, Positive Non-Physical Interaction and Seek High Accountability" equally apply to technology.

Best Practices:

1. One-on-one digital communication between an adult and a child should not be secretive, and should be done with parental consent when possible. Cultural norms should not be violated which could give the appearance, or be interpreted as inappropriate. Correspondence for the purpose of planning, discipleship, checking in on, and information sharing is very different from informal chatting and exchanging personal photos with a minor.
2. It is the responsibility of the adult to ensure that the child has no access to unsuitable, explicit, violent or sexual content when using IT in ministry.
3. Use caution when posting images of children online, seek parental permission first and be sure to protect the privacy, integrity and the dignity of the child. Local laws regarding the publication of pictures of minors must also be taken into account.

**Monitoring Child-to-Child Behavior:** Because children can harm one another, be aware of and monitor when children are together. Apply the principles of this document to children, paying special attention when there is an age and/or power differential between them.

**Seek High Accountability:** The more we communicate with others regarding our interactions with children, the safer everyone will be.

Best Practices:

1. Program administrators should periodically and randomly inspect classrooms, offices, work areas and other areas where children and adults are together.
2. A child should never be taken from his/her parents' supervision without parental permission. A child should not be taken from the location of the approved activity without parental consent.
3. All WorldVenture personnel are responsible for giving and accepting feedback from others in order to maintain our high level of professionalism and integrity in interaction with children.

**I declare that:**

1. I have read and am in agreement with WorldVenture's Child Protection Policy and I understand my responsibility to protect children, promote their wellbeing, and report any abuse or suspicion of abuse as outlined in the policy.
2. I accept that WorldVenture has the authority to take administrative action regarding all WorldVenture ministries and WorldVenture personnel to best safeguard children from harm. This includes the right to dismiss anyone even if their behavior is not legally criminal.
3. I agree to uphold the stated expectations and values in this Code of Conduct.
4. I understand that during an administrative response to a Code of Conduct violation(s), any of my electronic devices can be reviewed and inspected.

Name:

Signature:

Date: