



## Child Protection Policy

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## **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, Article 19

*"There is no trust more sacred than the one the world holds with children. There is no duty more important than ensuring that their rights are respected, that their welfare is protected, that their lives are free from fear and want and that they can grow up in peace."*

Kofi Annan, Ghanaian Diplomat, 7th UN Secretary-General, and 2001 Nobel Peace Prize Winner

## ***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. These workers have tirelessly given of themselves to serve, care for, nurture and educate the children and teenagers that attend each of our Asian Hope schools. For this blessing, the Asian Hope Board of Directors would like to express its deepest appreciation and profound respect.

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 and senior management 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 employees and volunteers 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 employees and volunteers 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 and senior management are pertaining to the care and safety of the children served by and surrounding this organization.

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

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

*The Asian Hope Board of Directors*

## 1. Statement of Commitment

1. Asian Hope believes that all children and teenagers are created in the likeness and image of God.
2. Asian Hope is committed to the welfare of all children and teenagers in Cambodia.
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*.
4. Asian Hope believes that all children and teenagers have the right to protection from abuse irrespective of race, social background, age, gender, skin color, disability, religion or beliefs and any other status protected by United States and Cambodian law.
5. Asian Hope believes that child abuse is wrong. Therefore, all knowledge or suspicion of abuse must be reported.
6. Asian Hope believes that children and teenagers have the right to speak and be heard.
7. In developing this policy, Asian Hope aims to protect the welfare of children and teenagers, whilst also ensuring the integrity of volunteers, staff, faculty, administrators and protecting the reputation of Asian Hope.

## 2. Definitions

1. 'Children and teenagers' is defined as any child and young adults up to 20 years of age who are in Asian Hope's programs.
2. 'Child abuse' constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.' [**World Health Organisation**] Also referred to generally as 'harm'.
3. UNICEF definitions as follows:
  - a. **Physical abuse:** Physical abuse will be defined as "... that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be a single or repeated incidents" (Krug et al., 2002).
  - b. **Sexual abuse:** Child sexual abuse is "the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person." *Report of the consultation on child abuse prevention, 29-31 March 1999. Geneva, World Health Organization, 1999 (document WHO/HSC/PVI/99.1).*
  - c. **Emotional abuse:** Emotional abuse involves "the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells. There may also be acts towards the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of

- belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment” (Krug et al., 2002).
- d. **Exploitation:** Commercial or other exploitation of a child refers to “use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child’s physical or mental health, education, or spiritual, moral or social-emotional development” (Krug et al., 2002). Child exploitation also includes the recruitment and use of children in armed conflict, child trafficking and the sale of children.
  - e. **Neglect:** Neglect can be defined as “the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child’s health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible” (Krug et al., 2002).
4. **Peer violence:** Peer violence among children. The UN Secretary-General’s Study on Violence Against Children (2006) highlighted not only violence against children in the home but also in school and community settings. This may include any of the above definitions but it occurs child to child.
  5. **Inappropriate Behavior:** Inappropriate behavior encompasses unwanted attention or actions that cause physical or emotional harm. Although inappropriate actions may be non-intentional, they will be judged according to the perception of the other person.

### 3. Recruitment and Screening Process

1. *Asian Hope staff shall fulfill the following criteria:*
  - a. Whenever possible, all Asian Hope 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 prior to receiving a contract.
  - b. All Asian Hope staff will be required to complete the appropriate Employee Application Form. As part of this form, the employee is to submit references from referees [as shown in the AH Employee Handbook] who are to comment on the employee’s abilities as an employee and their character. References will be confidentially sought in addition to any pre-prepared references given.
  - c. The Program Leader is responsible for contacting referees for a confidential reference that should include this question, ‘Do you know of any reason why this person should not be allowed to work with children?’.
  - d. All Asian Hope staff will be required to have an interview (in person / by telephone / by Internet) with the Asian Hope administration to clarify their reasons for wanting to be involved with Asian Hope.
  - e. All Asian Hope staff will follow the instructions of the Asian Hope administration as expressed in this policy, the employee handbook, and school faculty handbooks.
2. *Volunteers from organizations known to Asian Hope\* shall fulfill the following criteria:*
  - a. Volunteers coming as a group from a known organization that have been screened by that organization shall be asked to verify the screening and to read and agree in writing to follow the instructions of the Asian Hope administration as expressed in this Policy.

\*organisations and groups that have worked with Asian Hope in the past or have relationship with members of Asian Hope

3. **\*\*Volunteers that are coming by themselves or from unknown organizations shall fulfill the following criteria:**
- a. 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. [The limitations experienced in some countries in obtaining this are understood.]
  - b. 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.
  - c. The leader of each volunteering team will be required to have an interview with the Asian Hope administration or designee 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 by telephone.
  - d. All volunteers must be willing to follow the instructions of the Asian Hope administration as expressed in this policy [and the school faculty handbook as appropriate to their role]

\*\*See Volunteer and Visitor Guidelines

#### **4. Guidelines for Creating a Safe Environment**

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

Staff who have knowledge of violation or suspected violation but neglect to report them may be subject to disciplinary action.

*Asian Hope will follow the following guidelines:*

1. Children know that there are adults in the organization whom they can approach if they are worried or are in difficulty.
2. An Asian Hope staff person 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 (i.e. if you are a teacher tutoring a child, this is best done in the library).
3. Asian Hope staff persons, adult family members, and volunteers are not to be linked as friends or followers (or any similar arrangement) with beneficiaries of any Asian Hope program in any social media community (e.g. Facebook, personal Google+, Twitter, Instagram, etc.) that is not monitored by Asian Hope IT systems. Exceptions to this policy will be made only with the consent of Asian Hope executive leadership.

4. 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.
5. No group of children and teenagers should ever be left alone [in an emergency the responsible adult should call another adult]. Parental permission is required for any child care supervision by older students.

*The Faculty, Staff or Volunteer will*

1. Treat all children and teenagers with respect and dignity befitting their age, and be aware of their language, tone of voice, attitude, actions and body language.
2. Establish and maintain an ethos where children able to communicate, feel secure and listened to.
3. Not engage in any of the following:
  - Invading the privacy of the children when they are using the bathroom (except in cases in preschool, kindergarten or children with special needs. 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. Not control and discipline children using physical punishment
5. Make sure another adult is present if, for example, a young child has soiled him/herself and needs to be thoroughly washed.
6. Ensure that at all times behavior is above reproach and not allow youngsters to engage in attention seeking that is overtly sexual or physical in nature.
7. Not demand affection by any means (e.g. demanding a kiss or hug).
8. Not invite a young person to your home alone. Invite a group or ensure that someone else is in the house. Make sure that the parent or guardian has given permission.
9. Not give rides or lifts to lone children or teenagers, other than for short journeys. If they are alone, ask them to sit in the back seat. Under no circumstances should the faculty, staff member or volunteer offer a ride on a motorcycle, moped or motorized bicycle. Parent or guardian permission is required for transporting children.
10. Not counsel or mentor outside of the guidelines of the specific program the faculty, staff or volunteer falls under.

**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.

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

\*\*\*defined as honest and direct: providing answers or information in a very clear and direct way, free from ambiguity or evasiveness

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 with an appropriate authority figure. 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.

3. The Asian Hope Representative should follow the 'Procedures for Reporting Harm' Appendix A in any cases relating to harm or suspected harm against a child.
4. The following matters are to be included in the written report:
  - Your name, the date, and the time of the report;
  - Name of the person giving the report;
  - Name, gender, and (if known) age of the child suspected to be subject to harm/abuse;
  - Details of the basis for the reporter becoming aware, or reasonably suspecting, that the child has been abused/ harmed - sexually, emotionally, physically;
  - Details of the actual or suspected abuse/harm;
  - Particulars of the identity of the alleged perpetrator of the abuse/harm (if known); and
  - Particulars of the identity of any other person who may be able to give information about the abuse/harm (if known).
5. Asian Hope Leadership Team will appoint a **Child Safety Team**.

## APPENDIX A PROCEDURES FOR REPORTING HARM

**Scope**

Applies to:

- Harm of any child of this organization who was under 20 years at the time the harm was caused; and
- Behavior of an administrator, faculty, staff or volunteer that a child considers inappropriate

**Definition of “harm”:** Any detrimental effect of a significant nature on a child’s physical, psychological or emotional well being. “Harm” can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.

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

**Actions Required – If / Then Statements:**

Reporting Harm		
Reporter	If	Then
<b>Child</b>	You are a child who is part of Asian Hope and are aware of or reasonably suspect that harm has been caused by anyone [including another child] to a child who is a part of Asian Hope who was under 20 at the time...	Report it to any Asian Hope staff.
<b>Staff</b>	You are a staff, faculty, or volunteer and you are aware or reasonably suspect that harm has been caused by anyone [including another child] to a child who is a part of Asian Hope who was under 20 at the time...	<ul style="list-style-type: none"> <li>● Write a report based on section 5.4 of this policy and give it to the Program Leader of the program that serves the child harmed.</li> <li>● If the subject of the complaint is the Program Leader, give the report directly to the Asian Hope Child Safety Team.</li> </ul>
<b>Program Leader</b>	You are a Program Leader of Asian Hope and you have received a report of harm or you are aware or reasonably suspect that harm has been caused by anyone [including another child] to a child who is a part of Asian Hope who was under 20 at the time...	<ul style="list-style-type: none"> <li>● Report it to the Asian Hope Child Safety Team</li> <li>● If the subject of the complaint regards a member of the Asian Hope Child Safety Team report directly to the Asian Hope CEO.</li> <li>● Keep a written record of all parts of the process.</li> </ul>

## APPENDIX B

### Contact Information

#### Program Leaders

##### *Village Development Program:*

- Gunilla Bun, Program Director – [gbun@asianhope.org](mailto:gbun@asianhope.org) 092 719 215
- Chanrith Moung, Program Co-Manager – [cmoung@asianhope.org](mailto:cmoung@asianhope.org) 097 461 1921
- Chenda Ban, Program Co-Manager – [cban@asianhope.org](mailto:cban@asianhope.org) 012 440 493
- Sila Loch, Toul Kork Coordinator - [sloch@asianhope.org](mailto:sloch@asianhope.org) 017 949 948

##### *Logos International School:*

- Helen Schleper, Secondary - [hschleper@asianhope.org](mailto:hschleper@asianhope.org) 017 532 029
- Faith Moon, Elementary – [fmoung@asianhope.org](mailto:fmoung@asianhope.org) 017 450 784
- Aaron Summers, School Operations – [asummers@asianhope.org](mailto:asummers@asianhope.org) 017 726 087

##### *Asian Hope International School:*

- Carol Waddell, Principal – [cwaddell@asianhope.org](mailto:cwaddell@asianhope.org) 092 442 536
- Elizabeth Barnes, Head of Primary - [ebarnes@asianhope.org](mailto:ebarnes@asianhope.org) 095 907 015

##### *Higher Education & Learning Program (HELP):*

- Danielle Patridge, USA Coordinator - [dpatridge@asianhope.org](mailto:dpatridge@asianhope.org) 303-995-6509 (USA)

##### *Teacher Training Program (TTP):*

- Lynette Cottle, Program Manager - [lcottle@asianhope.org](mailto:lcottle@asianhope.org) 012 714 447

##### *Sanctuary Guest House:*

- Veasna Bun, Manager, [vbun@asianhope.org](mailto:vbun@asianhope.org) 078 754 807

#### Senior Management and Board

President & CEO: Tom Matuschka – [tom@asianhope.org](mailto:tom@asianhope.org) 077 604 027 and 720-539-3621 (USA)

Director of Education: Pam Sephton – [psephton@asianhope.org](mailto:psephton@asianhope.org) 089 267 113

Director of Program Advancement: Chris Sain – [csain@asianhope.org](mailto:csain@asianhope.org) 092 696 157

Director of Finance & Administration: Elina Kimsrun – [ekimsrun@asianhope.org](mailto:ekimsrun@asianhope.org) 011 970 555

Board Chairman: Rick Casey - [j\\_rick\\_casey@yahoo.com](mailto:j_rick_casey@yahoo.com) 817-938-0490 (USA)

## APPENDIX C

### CHILD SAFETY TEAM

The Child Safety Team will be formed towards the end of the school year for the following year. The Child Safety Team is a group of Asian Hope staff who sensitively assess and investigate reports of abuse. The team will include representatives from the AH programs and provide a cross-section of cultural backgrounds.

The Child Safety Team consists of:

- four or more members who are appointed by the AH Leadership Team and deemed to be trustworthy, objective, caring, and committed to confidentiality,
- all members will be committed to knowing and following the AH Child Protection Policy and procedures,
- all members will have received training in Child Safety and Protection [possibly through CSPN] or similar organisation,
- at least two members will be trained / experienced investigators [as above],
- people who will be able to train others in Child Protection matters
- all members will have worked with Asian Hope for at least two years before being appointed to the team.

#### The Child Safety Team will:

- a. Record details of the allegations. Be careful not to taint the evidence of the student or the respondent.
- b. Investigate the allegations.
- c. Decide whether the allegation should be reported to authorities. If so, report it immediately.
- d. Interview the respondent and discuss the allegations.
- e. Inform the Leader / Head of School of the specific Asian Hope program concerned.
- f. Inform the child's parents.
- g. Immediately suspended the respondent, if there is unacceptable risk, until an investigation has taken place. Dismiss the employee as necessary. [Before taking these steps, Asian Hope Child Safety Team and program Leader should refer to the *Separation Policy* outlined in the *Employee Handbook*.]
- h. Recommend and support disciplinary action against the respondent if the circumstances require it.
- i. Keep the student and the respondent informed as the matter proceeds.
- j. Refer child and alleged abuser to professional counseling services.
- k. Seek external professional counsel and advice from an appropriate Child

Welfare and/or Legal Rights organization as necessary.

- l.* Inform the local and international police authorities [and for expatriate employees the individual's Embassy] depending on the outcome of any investigation.
- m.* Clearly and confidentially document all of Asian Hope's efforts in handling the incident.
- n.* Securely store all reports and documentation and keep confidential

**APPENDIX D**

**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 Employee Handbook that will act as safeguards to my personal contact with any children.

I will ensure to 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 ensure to play my part in Asian Hope’s commitment to the welfare of all children and teenagers in Cambodia.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Signature: \_\_\_\_\_