



Introduction

All members of CDF Organization have a common commitment to the prevention of abuse of all individuals. CDF recognizes that working with the most vulnerable, including children, requires the recognition of the risks and responsibilities to keep individuals safe during humanitarian emergencies and longer-term development efforts.

The abuse and exploitation of children occurs in communities throughout the world. CDF has developed this Abuse Prevention Policy as a systematic approach to, in particular, protect children within our organization and within partner organizations with which we work.

This policy has also been developed in light of the UN Task Force on Prevention of Sexual Exploitation and Abuse in Humanitarian Crises (200) which states in part,

"Humanitarian agencies have a duty of care to beneficiaries and a responsibility to ensure that beneficiaries are treated with dignity and respect and that certain minimum standards of behaviour are observed. The goal is to create an environment free of sexual exploitation and abuse in humanitarian crises, through integrating the prevention of and response to sexual exploitation and abuse into the protection and assistance functions of all humanitarian workers."

1. General Guiding Principles

Informing the rights of children, and maintaining itself as the guiding principles behind this policy is the UN Convention on the Rights of a Child:

- All children have equal rights to protection from abuse and exploitation
- All child abuse involves the abuse of children's rights
- All children should be encouraged to fulfil their potential and inequalities should be challenged with the situation of all children improved through promotion of their rights
- Everyone has a responsibility to care and protect children
- NGOs have a duty of care to children with whom they work and with whom their representatives work
- If agencies work through partners they have a responsibility to meet minimum standards of protection for the children in their partners' programmes

Applicability:

This policy applies to all staff and other key groups as follows:

- "Staff" refers to all staff including full-time, part-time, international and national
- "Others" refers to volunteers, board members, and trustees of CDF.
- Staff/volunteers in partner agencies, and any other individuals or groups or organizations that have a formal/contractual (but not employment) relationship to CDF are made aware and urged to comply with this policy.

Equity

All children and adults, of all ages, ethnicity, and social backgrounds, abilities, sexual orientation, religious beliefs, and political persuasions have equal rights and are equally included in this policy. Children in extreme poverty, refugees or internally displaced, orphans, and children with disabilities are particularly vulnerable and necessitated special attention to ensure their rights are protected.

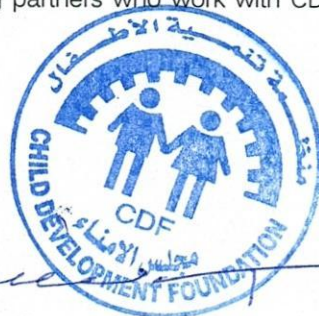
Implementation in Local Contexts:

NGOs work in a variety of contexts and settings with great variations in understandings and arrangements for child protection, and what constitutes child abuse. This policy will be applied in ways which are culturally sensitive but without condoning acts of maltreatment that are regionally described as abusive, and are described in this policy.

Communications:

All Staff and Others of CDF must be made aware of this policy, including partners who work with CDF, and the beneficiaries who are impacted by CDF's activities.

2. Statement of Policy



CDF is committed to all of its Staff and Others in creating a safe and positive environment for children in all of its projects, management, and operations by:

- ensuring all children have a right to protection
- maintaining the welfare of children as paramount in our activities
- encouraging and supporting parents
- maintaining good links with the statutory child-care authorities in the field offices
- utilizing clearly identified procedures for dealing with concerns about possible abuse
- protecting employees, board members, and volunteers from false and wrongful allegations
- assist third party local field partners of CDF organization to abide by CDF's child protection policy and procedures

Areas of Policy

CDF recognizes that children are highly valued yet vulnerable members of the community. Vulnerable adults, including those with mental or physical challenges, are included throughout this policy, as needing protection from abuse, as all minors..

This Child Protection Policy sets out agreed guidelines relating to children in the following areas:

- Appointing a Child Protection Committee (CPC)
- Responding to any allegations of abuse, including those made against members or employees of CDF
- Appointing Staff who will have any contact with children/young people, either in Khartoum or field base.
- Supervision of activities and practical issues
- Helping victims of abuse
- Holding camps/retreats/orientation courses/seminars
- Implications for different contexts

3. Definition of Abuse

This is our agreed understanding of definitions to enable CDF Staff and Others to identify unacceptable behavior including any action or lack of action which causes a child or young person to be harmed, ill treated, neglected or deprived, including physically, emotionally or sexually.

Physical abuse is the actual, non-accidental, or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.

Sexual abuse is the actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Emotional abuse is the actual or likely severe adverse effect on the emotional and behavioral development of a child caused by persistent or severe emotional ill-treatment.

Child neglect is the serious deprivation of necessities such as food, shelter, supervision, appropriate to a child/young person's age, and essential medical and physical care.

Harassment is any improper behaviour by a person that is directed at, and is offensive to, any child or employee, who that person knew, or ought reasonably to have known, it would be unwelcome. It comprises objectionable conduct, comment, or display, made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment.

4. CDF Procedures and Systems

4.1 Policy: Safety of Child

All cases of suspected child abuse must be responded to in a manner which best ensures the child's immediate and future safety. (See Appendix 2)

The procedures and systems for reporting will be specific according to CDF's field operations and individually approved by the CDF Board of Trustees in order to be contextually relevant. The following procedures and systems are that of CDF Organization, which form the foundational basis for all specific policies.

Procedures and Reporting Required:

Responding to Child Abuse for any child under the age of 18 years i.e. 18th birthday



4.1.1 If a CDF staff or other has *reasonable grounds* to believe that a child may be in need of protection, that person shall forthwith report that belief and the information upon which it is based to the Children's Aid Society. In conjunction with the report to the Children's Aid Society (CAS), the person shall, as soon as possible, also report the occurrence to a member of the CPC.

4.1.2 If a CDF staff or other person has *reasonable grounds* to suspect that a child is being abused or has suffered abuse, that person shall forthwith report the suspicion and the information upon which it is based to a member of the CPC. The CPC member shall forthwith report the occurrence to the Children's Aid Society in compliance with the Child and Family Services Act.

4.2 Policy: Appointment of Child Protection Committee

A Child Protection Committee will be appointed to liaise with the statutory child-care authorities in Sudan on matters of *suspected* child abuse.

The Child Protection Committee, hereafter known as CPC, will comprise of the General Director of CDF, the Chairperson of the Board, and a second appointed member of the Board of Trustees. (See Appendix 3)

4.3 Policy: Disclosure of Recorded Information

- Staff will respond to suspected child abuse by writing down observations, impressions and communications which cause concern.
- No staff member will act alone about *suspected* child abuse but will report any concerns as soon as possible to the Child Protection Committee. (It is of course the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from child care authority.)
- Children, family, Staff and Others involved in an investigation of suspected child abuse will have the full support of CDF.

4.4 Procedures to be followed in the case of *suspected* child abuse

- Respond seriously to what children tell you and what you see.
- Act to ensure the immediate safety of the child if you think there is any risk of the child being abused again.
- Act on your concerns and observations factually, giving dates and times. Written records are confidential and unless a member of the CPC is implicated, should be passed on to the CPC for safe keeping. (See Appendix 7)
- Do not act alone – report to the CPC.
- Do not discuss with anyone other than the CPC. Consider your own feelings and seek counseling support via the CPC if needed.
- If members of the CPC are not available, are in any way implicated in allegations or suspicions, or fail to act on the allegations within 48 hours, then any other member of the Board of Trustees should be contacted.
- While the matter is under investigation, formal legal counsel shall be obtained prior to any public statement being issued. Likewise, refrain from admitting liability until formal legal counsel is obtained.
- One member of the CPC shall be designated to make public statements to media.
- The CPC shall contact the insurance company as per terms and conditions on the policy to report the incident.

4.4.1 Verbal Allegations by a child of *Physical and Emotional Abuse or Neglect*

- Contact child care authorities for advice in cases of deliberate injury or where there is reasonable ground for concern for the child's safety.
- Where emergency medical attention is necessary, it will be sought immediately. The CPC will inform the doctor of any suspicions of abuse.

4.4.2 Verbal Allegations by a child of *Sexual Abuse*

- Contact the child care authorities duty social worker for children and families or the Police Child Protection Team (or equivalent).
- The CPC will not inform the parents.
- It is not the role of the CPC to investigate the allegations or suspicions of sexual abuse. The role of the CPC is to collect and clarify precise details of any allegation made and pass this on to the child care authorities who will investigate.



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- The CPC may be required to contact CDF International's insurance company depending on the terms and conditions of the policy.
- The leadership of CDF will support the CPC in its role, and accept that any information will be shared in a strictly limited way on a need-to-know basis.

4.5 Procedures to be followed by the CPC

In any cases where there is uncertainty as to how to proceed concerning any allegations, advice from child care authorities (or national equivalent) should be sought and followed.

4.6 Administrative Leave/ Suspension

If a staff or other of CDF is suspected of being the perpetrator of any form of abuse, he/she will immediately be suspended/given administrative leave, while the matter is being investigated.

4.7 Incident Reporting

Incident reporting forms must be completed for all reports of abuse, when reporting to the CPC. (See Appendix 8)

4.8 Policy: Selection of Personnel for Service Overseas

We at CDF believe that it is the responsibility of each individual of CDF, whichever country of origin or service, to prevent the physical, sexual, and emotional abuse and neglect of children and young people. Selection Policy will apply to all applicants for service overseas.

Procedure

While working, all concerns or allegations of abuse involving CDF personnel or children should be reported to a named person locally, as defined in the local CDF office's Operations and Procedures in the Abuse Prevention Policy.

This local field policy will include the immediate notification of CDF HQ. At the conclusion of the investigation, a "statement of findings" will be written up. The "statement of findings" will be marked as Confidential and placed in the file of the accused person, with copies provided to CDF General Director and the Personnel Department. The complete record of the investigation will be kept in a sealed confidential envelope in the CDF Personnel Files. This procedure ensures that if questions arise at a later date, even many years later, the conclusion of the investigation is available and the investigation documentation can be retrieved if necessary.

CDF accepts that it may be necessary to work with the local, overseas statutory agencies in the country concerned.

If a CDF Staff or Other strongly suspected by the CDF field leadership of sexually abusing a child, returns to Canada, and works with children, he/she must be made known to the child care authorities responsible in his/her usual area of residence.

If any allegations of abuse made overseas are substantiated and the employee is dismissed as a result, then child care authorities needs to be contacted for advice.

5. CDF Abuse Prevention Measures

5.1 Policy: Personnel Screening and Selection

Personnel Screening

Proper screening is operated by CDF in regards to all Staff and Others. The following personnel are broadly divided into 3 categories:

Low Risk – Fundraisers, property maintenance, and other individuals who do not have contact with children as part of their position or responsibilities.

Medium Risk – Personnel who are never alone with children/vulnerable persons but who have contact by virtue of their position or responsibilities.

High Risk – Personnel who have opportunity to be alone with children, youth, or who have power or a position of trust.

The recruitment of Staff and Others will take into account the 3 categories of risk in the responsibilities of the position. Assessing the suitability to work with children or vulnerable adults, taking into account that abuse may not necessarily be pre-meditated, will involve:

- Targeted recruitment of personnel
- Employee and volunteer applications



- Background reference checks
- Criminal/police reference checks
- Minimum of 2 appropriate references
- Personal interviews

Personnel Selection

All prospective staff and volunteers will be asked during their application process to make a signed declaration stating:

- Any charge or conviction of any criminal offence, or current criminal investigation.
- Any court proceedings concerning any child they have had responsibility for any previous cause for concern regarding their conduct with children.
- Any allegations made against them that have been reported to child care authorities and/or the Police.
- A willingness to cooperate with any formal police checks or child care authorities checks (or equivalent).

A Police Reference Check will be required, involving necessary consent for disclosure to CDF by the Police Service in the jurisdiction of the applicant's residence, before the appointment of CDF staff and volunteers and references will be taken up which will include specific questions relating to the applicant's behaviour with children.

5.2 Premises, Off-Premises, Internet, Driving in Vehicle

The overriding positive effect of staff training in child protection shall require common sense application to doing activities in such a way that will not lead to false accusation/allegations, as well as protecting the children in our care, including:

- 5.2.1 maintaining an open-door policy for any children's group or individual activity;
- 5.2.2 holding children's activities in rooms with windows where possible;
- 5.2.3 locking other rooms and closets when not in use during children's programmes;
- 5.2.4 not allowing children unsupervised internet access;
- 5.2.5 precautions by Staff and Others to avoid any activity that can be misconstrued or open the staff member easily to false accusation;
- 5.2.6 abiding by the CODE OF CONDUCT: Prevention of Child Abuse (section 6);
- 5.2.7 adherence to government guidelines for the protection of children and young people by any group involving children/young people using CDF's facilities, and the expectation that such groups will have a child protection policy and will follow the guidelines issued by the child care authorities and Provincial Government;
- 5.2.8 obtaining parental consent for organization-sponsored off-premises or overnight activities and field trips;
- 5.2.9 requiring a "two adult rule" for off-premises contact with children and youth.

5.3 Training for CDF Staff and Others

For those who work regularly and specifically with children, there is a required reading of the staff handbook. Each contract, the staff member will sign a covenant to maintain good standards of child-care and practice. Volunteers and others shall also sign their commitment to our care of children, and receive pre-program training.

Wherever possible, CDF Staff and Others will undertake specific training, using appropriate resource materials to raise the awareness and skills of personnel. This will include educating staff and partner organizations to recognize and identify the signs and symptoms of abuse and molestation.

6. CODE OF CONDUCT: Prevention of Child Abuse

All CDF Staff and Others agree to abide by this Code of Conduct. Staff and others must never:

- hit or otherwise physically assault or physically abuse children;
- develop physical/sexual relationships with children;
- develop relationships with children which could in any way be deemed exploitative or abusive;
- act in ways that may be abusive or may place a child at risk of abuse
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- behave physically in a manner which is inappropriate or sexually provocative;



- have a child/children with whom they are working to stay overnight at their home unsupervised;
- sleep in the same room or bed as a child with whom they are working;
- do things for children of a personal nature that they can do themselves;
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive;
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all CDF Staff and Others in contact with children to:

- be aware of situations which may present risks and manage these;
- plan and organise the work and the workplace so as to minimise risks;
- as far as possible, be visible to other staff or the public while working with children;
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed;
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged;
- talk to children about their contact with staff or others and encourage them to raise any concerns;
- empower children by educating them in their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is inappropriate to:

- spend excessive time alone with children away from others;
- take children to your home, especially where that child, or those children, will be alone with you.

Six Core Principles on Sexual Exploitation and Abuse to vulnerable peoples as identified by the "Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises"

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment;
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence;
3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes "exchange of assistance" that is due to beneficiaries.
4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Appendix 1

Legal Definitions of Abuse

In this context, the term "humanitarian worker" applies to all staff, volunteers, and other representatives including board members and trustees.



Child and Family Services Act CFSA R.S.O. 1990 Chapter 11 Part III section 37 (2), formatted from the Children's Aid Society, Toronto web site, as amended in May 1999 and that became law on March 31, 2000, states that a child is in need of protection in the following circumstances.

Child Abuse

1. The child has suffered physical harm inflicted by the person having charge of the child or caused by or resulting from that person's:
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child;
2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's:
 - i. failure adequately to care for, to provide for, to supervise or to protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child;
3. The child has been sexually molested or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child;
4. There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3;
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment;
6. The child has suffered emotional harm, demonstrated by serious:
 - i. anxiety,
 - ii. depression,
 - iii. withdrawal,
 - iv. self-destructive or aggressive behaviour, or
 - v. delayed development,
 and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child;
7. The child has suffered emotional harm of the kind described in subparagraph i., ii., iii., iv. or v. of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i., ii., iii., iv. or v. of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child;
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i., ii., iii., iv. or v. of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;
10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition;
11. The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody;
12. The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment;



13. The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately;
14. The child's parent is unable to care for the child and the child is brought before the court with the parent's consent and, where the child is 12 years of age or older, with the child's consent, to be dealt with under this part.

[end of appendix 1]



Appendix 2

How to Respond to a Child Wanting to Talk about Abuse

A. General Points

- 1) Show acceptance of what the child says.
- 2) Keep Calm.
- 3) Look at the child directly.
- 4) Be honest.
- 5) Don't promise confidentiality - tell the child you will need to let someone else know.
- 6) Even if a child has broken a rule, they are not to blame for the abuse.
- 7) Be aware that the child may have been threatened or bribed not to tell
- 8) Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

B. Helpful things to say

- 1) I believe you.
- 2) Thank-you for telling me.
- 3) It's not your fault.
- 4) I will help you.

C. Avoid saying

- 1) Why didn't you tell anyone before?
- 2) I can't believe it.
- 3) Are you sure this is true?
- 4) Why? How? When? Who? Where?
- 5) Never make false promises.
- 6) Never make statements such as "I'm shocked, don't tell anyone else!"

D. Concluding

- 1) Reassure the child that they were right to tell you.
- 2) Let the child know what you are going to do next and that you will let them know what happens.
- 3) Contact the CPC immediately.
- 4) Make sure that the child is safe.
- 5) Do not let other adults question the child. Protect the child from unnecessary intrusion.
- 6) Make notes as soon as possible, writing down exactly what the child said and when she/he said it, what you said in reply and what was happening immediately beforehand. Record dates and times of events and when you made the record. Keep all hand written notes, even if subsequently typed.

Do not discuss with anyone other than CPC. Consider your own feelings and seek pastoral support via the CPC if needed.

[end of appendix 2]



Appendix 3

Appointment of Coordinator of Child Protection and Child Protection Committee (CPC)

The following persons are appointed to be members of the FAR International CPC:

International / Executive Director

Chairperson of Board

Designated Board Member

[end of appendix 3]



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Appendix 4

Recognizing Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Signs

- Injuries not consistent with explanation given
- Injuries which have not received medical attention
- Neglect – under nourishment, constant hunger, inadequate care, etc.

Emotional Signs

- Changes or regression in mood or behaviour
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Inappropriate relationships with peers and/or adults
- Sudden under-achievement or lack of concentration

Indicators of possible sexual abuse

- Allegations made by a child concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Sexual activity through words, playing or drawing
- A child who is sexually provocative or seductive with adults

[end of Appendix 4]



Appendix 5

Guidelines for good practice

These are necessary to protect children from abuse and to protect workers from false accusations.

- The **two-adult principle** is important: where possible, ensure that a worker is not alone with a child.
- **Corporal punishment of a child by a staff member is forbidden.** All personnel are prohibited from disciplining a child using physical contact in any manner whatsoever.
- Any child under the age of 12 is considered to be under the supervision of the Personnel present.
- All children and young people should be treated with respect and dignity, befitting their age; watching language, tone of voice etc.
- Sufficient adults for child supervision should be ensured, per the following recommended ratios:

Age	Adults	Children
0-2 years	1	3
2-3 years	1	4
3-8 years	1	8

- Where possible, ensure that a worker is not alone with a child. If it is necessary, then informing others, keeping doors open, keeping in sight of others when outside etc. are suitable precautions.
- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child.
- Touch is an important part of human relationships. Physical contact with children should be appropriate to their age, culture and development. Physical contact between adults and children can be healthy and acceptable in public places, but should be discouraged in circumstances where adult/child is on his/her own. Touch should be related to the child's needs, not the adult's.
- Any volunteers and staff members working with children should not engage in any rough, physical or sexually provocative games.
- Any volunteers and staff members working with children should not make sexually suggestive comments about or to a young person, even "in fun".
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misconstrued.

Prevention of Abuse Ministry Covenant

Volunteers, and staff members, who work with children shall sign a ministry covenant agreeing to comply with the Prevention of Abuse policies and procedures. Applications details will be maintained indefinitely in our records.

[end of Appendix 5]



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Appendix 6

Locations other than FAR International Headquarters

The FAR International person who is responsible for programmes involving children is designated as the International Director.

In addition to FAR's stated policy, all allegations of child abuse will be referred to the International Director who will immediately inform the CPC. Any allegations which in any way implicate the International Director should be reported directly to the CPC. (Reporting of Child Abuse is to be done by the person who has reasonable grounds to believe that a child may be in need of protection.)

All allegations will be made known on a need-to-know basis.

The CPC will have the responsibility to act on all allegations and will contact either the CAS or the Police department (or equivalent) close to that location.

[end of Appendix 6]



Appendix 7

Implications for Staff based Overseas

FAR International recruits people for service around the world. We recognize that there may be difficulties in responding to child protection concerns or allegations involving overseas personnel due to any of the following:

- Differences in the legal framework – what would constitute an offence in Canada might not in the country concerned. Alternatively, children may be protected under the same law as adults (e.g. sexual abuse becomes indecent assault or rape.)
- Attitudes and cultural expectations may be different (such as, 'Sexual abuse doesn't really happen here!')
- There may be no equivalent to our statutory agencies to ensure an independent and thorough enquiry.
- Lack of experienced and appropriately qualified personnel to investigate and provide skilled support/therapy.
- A project's isolation, where supervision is maybe poor and cover-up relatively easy.

FAR International will do its utmost in due diligence in the prevention, monitoring, and process of handling abuse. The Code of Conduct applies to all FAR Staff and Others, and in all geographic locations without exception.

[end of Appendix 7]



Appendix 8

Incident Reporting Form for Suspected Child Abuse

FAR International

Date: _____

The purpose of this form is to give you a guideline when you suspect that a form of child abuse may be going on. Keep all written notes that you may write, even after you may have transcribed them to this form. Use extra sheets of paper as necessary. Write in legible, clear, hand-writing, or type:

1. Name of person writing report: Signature:
2. What is your status in FAR International:
3. Date(s) of Incident(s) / Allegation / accusation):
.....
4. Time you saw or heard of the Incident:
5. Time you wrote down on paper what you saw:
6. Where did this incident happen?
7. What did you see happen?
.....
.....
8. What did you hear happen?
.....
.....
9. What words did the child use in telling you what happened?
.....
.....
10. Why do you have grounds for concern that a child is being abused?
.....
11. Who is accused by the child?
12. What is relationship of the adult accused to the child?
13. Who is the child (name, sex, approximate age)?
14. How long have you known the child?
15. Have you reported this to the International Director (phone +44 7951602757 or +1 613 797 2211)?

Remember:

Do not investigate accusations, yourself, alone.

Do speak to a member of the Child Protection Committee.

Due respect of confidentiality of accuser and accused must be maintained

Information on this form, submitted to CPC will remain in the accused's confidential personnel file for all time. This confidential file will be accessed only by an authorized FAR International personnel.



[end of Appendix 8]

15/01/2023