



Latin Link

COMMUNITY WITH A CALLING

SAFEGUARDING POLICY

This policy applies to both Latin Link and Latin Link International. It was developed collaboratively to reflect the international scope of Latin Link's work and to ensure accessibility for members serving in Latin America, Spain, Switzerland, and Britain and Ireland.

Please note that the term 'safeguarding' was not widely used in Latin America at the time this policy was developed. For this reason, the English equivalent of the Spanish phrase 'protection of children and adults with care and support needs' has been used throughout the document.

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INTRODUCTION

“Latin Link works in partnership with Latin American Christians for the advance of the mission of Christ.”

We believe that all children and adults with care and support needs are created in the image of God, and as such have a unique role in our communities. We want all children and adults with care and support needs to know their God given value and potential and to be treated with dignity and respect. This is an integral part of advancing the mission of Christ.

We recognize that Latin Link members work in a variety of countries, with different legal processes, and in a variety of settings. Most Latin Link members are seconded to work within local, national or regional organizations, some of whom have an understanding of issues of abuse, but many others who don't. With this in mind, we also want to encourage and facilitate the churches and projects that we partner with, to positively promote the dignity of children and adults with care and support needs and to proactively tackle abuse when it occurs.

Throughout this policy, reflecting the majority of the norms set out in international law, a child is defined as “any person younger than 18 years of age”¹.

An adult with care and support needs is defined as any person over 18 years of age² “who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of themselves and unable to protect him or herself against significant harm or exploitation”.³

¹ <http://www.amnistiacatalunya.org/edu/es/menores/dh-inf-defin.html>

² In certain countries, such as Scotland, it is 16 years of age

³ <http://www.safeguardingmatters.co.uk/the-new-disclosure-and-vetting-service/in-the-news/recent-cases-relating-to-vulnerable-adults/>

A. GUIDELINES FOR GOOD PRACTICE

All Latin Link members should see it as their responsibility to model and teach a positive and respectful attitude towards children and vulnerable adults, regardless of whether or not they work directly with them. We seek to be role models and facilitators for churches and Christian organizations in taking positive steps in promoting the dignity and empowerment of children and adults with care and support needs.

On that basis all Latin Link members should:

- Encourage children to grow in self-respect and develop appropriate ways to protect themselves.
- Treat all children and adults with care and support needs with respect and dignity.
- Use appropriate speech, tone of voice and body language.
- Keep everything in public - in a counselling situation another responsible adult should be present, or doors left open.
- Be conscious of their physical contact with a child or an adult with care and support needs, and ensure that any touch is appropriate to their age and culture, and responds to the needs of the child or adult with care and support needs rather than those of the Latin Link member.
- Be aware of others' perception of their interactions with children and adults with care and support needs, particularly when situations could be misinterpreted.

A1. WORKING WITH GROUPS OF CHILDREN

Before undertaking activities with the children, Latin Link members should discuss with the project leadership and work colleagues, and agree the appropriate standards in the following areas:

- Appropriate ratios of staff to children in various activities to ensure safety and good supervision
- Positive methods of controlling the group and reasonable disciplinary measures. Appropriate sanctions may include verbal warnings, missing activities etc. Physical punishments are not permitted at any time.
- The limits of physical touch, according to the culture, age of children and situation. See appendix B for guidance on touch.

When working with groups of children, all Latin Link members should,

- Keep calm and ensure that children understand what they are being asked to do.
- Not shout or use language or actions that reject or belittle people – even in a disciplinary situation.
- Be transparent in disciplining children. All sanctions must be given within sight of the rest of the group.
- Be careful not to show favouritism towards one child or children.

A2. WORKING IN RESIDENTIAL SETTINGS OR A CAMP OR HOLIDAY SITUATION WITH CHILDREN OR ADULTS WITH CARE AND SUPPORT NEEDS

When working in residential settings or a camp or holiday situation with children or adults with care and support needs, Latin Link members should discuss with the project leadership and work colleagues, and agree the appropriate sleeping arrangements according to the culture, the age and needs of the children or adults with care and support needs and the situation. These standards should be communicated clearly and honestly with parents or carers beforehand. An adult should never sleep in the same room as an individual child or adult with care and support needs

- Knock before entering a bedroom, or enter the bedroom of someone of the opposite gender only when accompanied by an adult of that gender.
- Respect and not invade a child's privacy while washing or toileting.
- Not develop exclusive or inappropriate relationships with children or adults with care and support needs.

For guidelines for a camp or holiday situation with children or adults with care and support needs, see Appendix C.

In Latin Link we put a high value on the family (both nuclear and extended) and believe that to grow up within a natural family network is the ideal for all children. We seek to support families in this role. We recognize that in the past, many foreign missions have founded children's homes in response to poverty and/or a perceived lack of ability to raise children well within a family environment. Whilst some of this has responded to the real need of orphans, we also recognize that it has sometimes created an idea that the defining factor in the ability to raise children is an economic one, and has thereby encouraged otherwise capable families of giving up their children to be cared for in children's homes founded and financed from abroad. Whilst this has provided for the children's physical needs, it has often created emotional problems and prevented the normal development of the child. We also recognize the severe damage that can be done by institutionalized living.

In contrast we seek to support families in their endeavor to raise their children. We also seek to partner with those organizations (including residential homes) that are responding to a real need for child care in their community and emphasize the work of reintegration with extended family members or foster families, and provide a culturally appropriate, sustainable and integrated approach to child care, preparing children for independent adulthood in society. We will be particularly careful in the placement of Step

teams and Striders in organisations providing residential care for children, in order to avoid perpetuating an institutionalized system, but rather to focus on developing families.

If Latin Link members feel uncomfortable and unsure in any situation with children or adults with care and support needs, they should seek the advice of the team *Policy Coordinator* (or the Short Term Coordinator for Steppers and Striders).

B. LATIN LINK MEMBERS

B1. RECRUITMENT

Latin Link seeks to protect children and adults with care and support needs by ensuring all Latin Link members are recruited with the necessary safeguards and screenings:

All candidates applying for Step, Stride or long-term service, complete application form(s) which require the following:

1. At least two references and a description of any previous experience of working with children or adults with care and support needs.
2. Latin Link takes up all references.
3. All candidates will complete a self-disclosure form.⁴ (An example can be found in Appendix E).
4. All candidates are required to undergo a criminal records check.⁵
5. All prospective Latin Link members are interviewed thoroughly. A two-year Stride placement (with orientation, mentoring and appropriate support, regular evaluations) must be completed first before applying for long-term service.
6. For those who are going to work using their profession, Latin Link will normally ask for a legalized copy of relevant academic and professional certificates.
7. An up to date register of information about Latin Link members is kept in the appropriate Latin Link sending office.

B2. TRAINING

Latin Link seeks to care for children and adults with care and support needs and uphold best practice by training all Latin Link members in child protection issues in the following ways:

1. All members are given a copy of the Latin Link Policy for the Protection of Children and Adults with Care and Support needs, and are required to sign a code of conduct (see Appendix J) to confirm that they will comply with it.
2. All those members specifically working with children or adults with care and support needs will be given training emphasizing good practice. Training should be undertaken in their sending country, before beginning their service with Latin Link, and this will be contextualized and reinforced at the initial orientation upon arrival in their receiving country. All Latin Link members will receive training on

⁴ Check out country's legal requirements on this. A self-disclosure will also be required by some receiving countries

⁵ Each country will have their own system, and different levels of checking. Those going to work with children or adults with care and support needs should have an enhanced level check, if available.

the Latin Link Policy for the Protection of Children and Adults with Care and Support Needs every 3 years.

3. Training for Steppers and Striders should focus on good practice within work with children and vulnerable adults. It should also emphasize the need to take advice from the STC or *Policy Coordinator*, rather than confront issues of abuse themselves.

B3. RESPONSIBILITY WITHIN THE COUNTRY OF SERVICE

Each country team will appoint a Latin Link member to oversee their adherence to the policy, and to respond to incidences of abuse. The team *Policy Coordinator* will...

1. Have up to date knowledge of the country's law regarding children and adults with care and support needs.
2. Ensure that a summary of the country's legal guidelines is included within the team's J-pages.
3. Have up to date contacts and understanding of how to report an incident of abuse within the country's legal system.
4. Link in with national (or regional) networks who provide support and training in this area
5. Support partner organizations to promote good practice in their work with children and adults with care and support needs and to respond adequately to incidences of abuse. (This support may be in the form of helping them think through the issues and write their own policy or connecting them with other organizations for support and training.) Ensure that each partner organization is aware of and accepts Latin Link's international reporting requirements of incidences of abuse (see section D).
6. Ensure all team members receive adequate training, when they arrive in their country of service and on a regular basis. This could be provided within annual conferences, or via national networks, training events or online courses
7. Give advice to other members, when required.
8. Raise relevant issues regularly with team leadership and liaise with them regarding implementation of the policy.
9. Ensure that incidences of suspected abuse are reported within Latin Link International via the reporting pathways described in section D (procedures).
10. Liaise with other *Policy Coordinators* in other country teams in order to share resources, and support each other as necessary.

B4. CHILDREN OF LATIN LINK MEMBERS

Care needs to be taken with regard to the safety of the children of Latin Link members. Parents are advised to seek references for anyone who will be responsible for, or alone with, their children for example, a babysitter. Those who will help with

children's work at Latin Link team conferences should be asked to get a reference from their pastor and a friend, regarding their suitability to work with children⁶. An example of the reference forms can be found in Appendix F

B5. COMMUNICATIONS AND INTERNET

Children and adults with care and support needs must be presented as human beings with their own identity and dignity preserved. Latin Link members should always seek to present an accurate and balanced depiction of children, adults with care and support needs and their circumstances. Latin Link members should not use images or language that might degrade or shame children or adults with care and support needs or their families.

Latin Link members should seek consent before taking photos or videos. If the images are to be used in print publications or on the internet, consent should be sought in written form from the legal guardian of the child.

Before publicizing photos or videos of children or adults with care and support needs on social networks, the member should evaluate the level of risk that doing so could present. It is not permissible to publish confidential information about children or adults with care and support needs. For their integral protection, members should not show the complete face of a child or an adult with care and support needs along with their real name and information about their life history. If a member wants to publish information about the life history of a child or an adult with care and support needs, either he or she must not publish their name, or they should hide the face of the person in the photo.

B6. CERTIFICATE OF CRIMINAL RECORDS

1. If either the sending team or the country of service team require it⁷, one month before the time of leave assignment, the member (Stride and long term) should obtain a criminal records certificate if they are going to continue with Latin Link. The certificate should be given to the sending team.
2. Members leaving Latin Link should obtain a criminal records certificate if there is the possibility that it would be necessary to present it as part of the application process for a new job or future role in the church.

⁶ And if possible, ask for a criminal record check

⁷ According to legal requirements in either country

C. ABUSE

C1. COMMON FORMS OF ABUSE

Abuse can occur within any interaction between a parent or person in a position of responsibility, power or trust (due to their size, strength, role), and a child or an adult with care and support needs. (This can also occur between peers, when one has some power or advantage over another.) There may be single or repeated incidents.

1. Physical Abuse - can be any injury or harm which results from actions such as hitting, shaking, squeezing, biting, scalding, burning, suffocating, poisoning or deliberately making a person ill.

It includes corporal punishment which is the use of physical force intended to cause pain or discomfort for the purpose of discipline, correction and control.

2. Sexual Abuse - can occur when a person uses a child or adult with care and support needs in order to satisfy their own sexual needs. It is the involvement of a child or adult with care and support needs 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.

This can include:

- 2.1 Full sexual intercourse, masturbation, oral sex, fondling
 - 2.2 Indecent images of children – taking sexually explicit pictures, or videos of children or showing, viewing, and trading of sexual images of children for the purposes of sexual gratification.
 - 2.3 Sexual Exploitation – profiting monetarily, socially or politically from the exploitation of a child or adult through prostitution and trafficking.
 - 2.4 Sexual Grooming – actions or behavior designed to entice, encourage or persuade a child into inappropriate and/or unlawful sexual activity.
- Women can also commit acts of sexual abuse, as can other children.

3. Neglect - is the failure to provide for the basic physical needs (food, warm clothing, education, shelter and healthcare) of the child or adult with care and support needs and includes the failure to properly protect children or adults with care and support needs from harm.

This also includes exploitation in the form of work or other activities for the benefit of others, which are detrimental to the child's own development.

- 4. Emotional Abuse-** is the failure to provide for the individual's basic emotional needs through rejection, inappropriate punishment, constant criticism, bullying, cyberbullying, unrealistic expectations, threatening, scaring, ridiculing, exclusion and other non-physical forms of negative treatment.
- 5. Spiritual Abuse-** occurs when someone in a position of spiritual power or authority in a faith-based environment, misuses their power and the trust placed in them, for the purpose of controlling, coercing, manipulating or dominating others. It can include witchcraft or ritualistic abuse, but is more widespread in practices or religious teachings which do not recognize the full value of children and adults with care and support needs, with which God has created them.

See **Appendix A** "Recognising Abuse"

D. DEALING WITH SUSPECTED ABUSE

As Latin Link members spend time with children and adults with care and support needs in a variety of activities and scenarios, they must be prepared to be observant and to respond appropriately to a conversation with a child or adult with care and support needs. If a child or adult with care and support needs discloses information about possible abuse, follow these guidelines.

D1. DISCLOSURE AND RESPONSE

DISCLOSURE

If a child or adult with care and support needs begins to disclose abuse:

1. Listen attentively, and take them seriously.
2. Stay calm, reassure them; do not cast blame on them.
3. Only ask basic questions that establish what was done and who did it. Do not attempt to investigate.
4. Write down immediately what the child or adult with care and support needs has shared in their own words (and later fill out the form in appendix G).
5. Tell the child or adult with care and support needs that you will have to tell someone else.

GENERAL RESPONSE

In all cases of suspected abuse (disclosed to you, observed or informed by a third party):

1. If you know the person who is being accused, do not approach them personally.
2. Do not gossip - confidentiality is paramount in these situations.
3. Never allow allegations made by a child or adult with care and support needs to be ignored, unrecorded or not acted upon.
4. As well as fulfilling your legal responsibilities, you should give attention to the physical and emotional needs of the child or adult with care and support needs, preferably alongside a project or church.
5. Steppers and Striders should NEVER take action on a suspicion of abuse without first talking with their Short Term Coordinator or the team policy coordinator. Do not delay: contact your STC immediately.

D2. PROCEDURE

D2.1 In all of the following situations:

- If a child or adult with care and support needs discloses abuse to you

- If you observe or suspect abuse
- If an accusation of abuse is made to you by a third party

You should use the following procedure:

1. Make a note of what has been said, and the date and time of the conversation. (The form in the appendix G may be a useful guideline for this.)
2. If you work with a project or church which has a policy (and if the child or adult with care and support needs is within the scope of the project or church), you should tell your supervisor and continue to follow the project's policy.
3. If your work does not have an active policy (or if the accusation is not linked with the project) you should contact your country's *Policy Coordinator*, who will advise you about the legal procedures in your country. They will help you to evaluate the situation and to take further action if necessary.

D2.2 In all of the above situations and

- If you become aware of a case of abuse in the project you work in, whether or not you observed it or it was disclosed to you,
 1. Make a report in writing to the Policy Coordinator and Team Leader of your serving country team, with as many details as possible.
 2. Remind the leadership and/or safeguarding coordinator of the partner project of your responsibility to report within Latin Link.
 3. The Policy Coordinator will pass on this information to Latin Link's International Safeguarding Coordinator, who will maintain a central record of all cases of abuse reported to Latin Link in this way, for monitoring purposes.
 4. The International Safeguarding Coordinator will pass on the information to the Policy Coordinator of the appropriate sending country team to determine whether or not it needs to be reported to the statutory authorities in their country, depending on the severity of the case.

See **Appendix H** 'Reporting procedure for any member', and **Appendix I** 'Reporting procedure for policy coordinators' flowcharts

D3. FOLLOW UP

1. After an appropriate time, the serving country team policy coordinator should check back with the project/church to ascertain whether they followed the legal reporting requirements and/or investigated the case.
2. If the policy coordinator considers that the project/church's response has been inadequate, they should offer support in improving in this area. This could include support to write and implement their own protection policy (if they don't have one), training staff or connecting them with national networks that offer training and guidance in this area.
3. If the project/church does not respond to this offer of support and does not make efforts to improve in this area, the policy coordinator should make a recommendation to your team leadership against future placement of Latin Link members in the project/ church until or unless changes and improvements are seen.
4. The serving country team Policy Coordinator should keep the International Safeguarding Coordinator informed about the outcome of investigations or legal proceedings, follow up work with the project/church and any consequent decisions made by the team leadership

D4. HISTORIC CASES AND POVERTY

If someone from the project or church in which you work discloses to you a historical case of abuse, that occurred some time ago, either during or before the time that Latin Link has partnered with that project, you should speak to your country's *Policy Coordinator* in the first instance. They should then evaluate who is the person best placed to speak to the partner project about this, and to remind them of their obligation to investigate and report this.

Latin Link members often encounter children or adults with care and support needs who suffer neglect, due to extreme poverty and/ or lack of education rather than due to intentional harm. In these situations, Latin Link members should look for ways to help and educate families and communities in order to improve the situation rather than seeking punitive action. It is always preferable to do this as part of the local church or Christian project in order to find sustainable solutions and improvements from within the local community.

D5. PROCEDURE TO MANAGE A SUSPICION OF ABUSE ABOUT A MEMBER OF LATIN LINK

Our focus should always be the protection and well-being of the child or adult with care and support needs, and we will take any accusations of abuse seriously.

1. If there is a suspicion of abuse in a project that Latin Link partners with, and there is an accusation against a Latin Link member, the director of the project must contact the short-term coordinator (Step or Stride) or the team leader (Stay) and explain the situation. If the accusation is about the team leader, the project should get in contact directly with the international team leader.
2. The short term coordinator or team leader should inform the international team leader within 12 hours.
3. The team leader should instruct the accused member to step back from their ministry responsibilities during the investigation.
4. The whole process should be confidential with the minimum number of people knowing about the accusation. If it is suspected that a crime may have been committed and it has not already been reported to the local authorities, the Team Leader or Short Term Coordinator should advise the project team to do this as soon as possible. Any instructions on next steps from local authorities should be followed.
5. The international team leader will form an investigation team, conformed of a member of the International Core Team, a coordinator of the protection of children and adult with care and support needs in another team, and a member of the project.
6. The investigation team will document all procedures and securely store all documentation and pieces of evidence to protect the accused member as well as the child or adult with care and support needs from the circulation of harmful information
7. If the investigation team believe that the Latin Link member is guilty of abuse, the appropriate action will be taken, respecting the protection policy of the project (in the case that the project has a policy for the protection of children and adults with care and support needs), and also finding out about the country's laws and legal procedures with regards to the actions that should be taken, in the order established by the legal system of the country.

8. If the investigation team believe that the Latin Link member is guilty, the investigation team, along with the project, will develop a plan to communicate the situation to the Latin Link team and the child's legal guardian. The Latin Link team will also help the project provide the necessary support to the victim.
9. The Latin Link International Core Team is responsible for supervising the policy for the protection of children and adult with care and support needs and will revise the policy and procedures in the light of the incident.
10. If the investigation team decides that the member is not guilty, the team will develop a plan for the reintegration of the member and provide support and counselling, if necessary.
11. If a member of Latin Link has a legitimate concern about a member, and after the investigation the result is that it was unfounded, no action will be taken against either member. However, if a member of Latin Link makes false and malicious accusations against another member, or a member of the project, the International Core Team, along with the International Forum will take the appropriate measures.

E. POLICY REVIEW AND CODE OF CONDUCT

This policy will be reviewed every year by the International Core Team, in line with the International Handbook

Each Latin Link member will sign a code of conduct to indicate that they have read the policy and agree to adhere to it, before beginning their service with Latin Link and upon renewing each contract (usually after a 2-3 year period). (See appendix J).

APPENDICES

A. RECOGNISING ABUSE

The following table lists some of the possible signs of abuse, but it is in no way exhaustive. Most forms of abuse have a combination of these indications and cannot always be put into a specific category. Latin Link members should take a balanced approach to this issue, and not over-react to one symptom, which could be explained in a number of different ways. However, if you see several of these symptoms with the same child or vulnerable adult, it could be an indication of abuse. If you are unsure, talk to your country policy coordinator about your concerns.

TYPE OF ABUSE	PHYSICAL SIGNS	BEHAVIOURAL SIGNS
Physical Abuse	Bruising, burns, scalds, bite marks, fractures, swelling, untreated injuries, serious injuries with no explanation or conflicting explanations.	Unusually fearful of adults, unnaturally compliant to parents, refusal to discuss injuries or gives inconsistent explanation about injuries, fear of medical help, aggression towards others, covers up with clothing.
Sexual Abuse	Damage or soreness to genital area, anus or mouth, sexually transmitted disease, unexpected pregnancy, especially in very young girls, unexplained recurrent urinary tract infections, discharges or abdominal pain. Pregnancy in a woman who lacks mental capacity or is unable to give consent for sexual intercourse. Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting	Sexual knowledge inappropriate for age, sexualized behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality or psychological state eg. lack of concentration, restlessness, aimlessness, low self-esteem, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults,

		<p>regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, fearful, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.</p> <p>Adults with care and support needs: the above plus flinching or frightened of making choices or expressing wishes, withdrawn, agitated, anxious, tearful, intimidated or subdued in the presence of a carer.</p>
Neglect	<p>Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather (exposure symptoms might include recurrent colds, pneumonia, sunburn, frostbite, etc), is inadequately supervised or left in the care of an inappropriate care giver, untreated medical problems, is malnourished (this may be seen as being undersized, having low weight and a sallow complexion, lacking body tone, and being constantly tired), drug or alcohol abuse</p> <p>For adults with care and support needs: many of the above plus deterioration despite apparent care</p>	<p>Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies, low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging, untreated illness.</p> <p>For adults with care and support needs: many of the above plus lack of medication or medical intervention.</p>
Emotional Abuse	<p>Highly anxious, showing delayed speech, low self-</p>	<p>Physical, mental and emotional development lags, acceptance of punishment which appears</p>

	<p>esteem, self-harming behaviour, drug or alcohol abuse.</p>	<p>excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging</p>
<p>Spiritual Abuse</p>	<p>Misguided attempts to exorcise demons from those suffering from conditions such as epilepsy, prayer for healing or deliverance which is forced upon people, or does not respect the person's wishes, disproportionate emphasis on spiritual warfare within churches, and particularly identifying people with disabilities as needing to be healed</p>	<p>Excessive fear of or reverence to those in authority within church leadership,</p>

B. GUIDANCE ON TOUCH

Resource sheet from thirtyone:eight

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or adult with care and support needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or adult with care and support needs, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and adults with care and support needs are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or adult with care and support needs to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

C. GUIDELINES FOR PLANNING FOR A CAMP OR HOLIDAY SITUATION WITH CHILDREN WITH CARE AND SUPPORT NEEDS

Before the date of the camp or residential activity, the leaders should make a visit to the camp facility or residence where the activity will be held.

The following areas should be considered:

- Speak to the directors or person in charge at the camp facility. Ask about their policy for protection of children and adults with care and support needs. If they do not have one, share the project's policy or the Latin Link policy.
- A risk assessment (see appendix D for Latin Link risk assessment forms) should be carried out to evaluate risk and reduce/eradicate them. Time should be taken in thinking this through. The following items should be reviewed:
 - Travel
 - Reputable driver/well maintained vehicle/insurance if private transport
 - Reputable company if using public transport
 - Accommodation
 - Sufficient space for sleeping arrangements (for children/adults with care and support needs and staff)
 - Broken beds or other furniture
 - Kitchen facilities are hygienic
 - Appropriate and sufficient bathroom facilities
 - Ensure children do not have unsupervised access to the kitchen/electrical equipment
 - Check to see if uneven or slippery floors/ frayed carpets or broken tiles could cause falls or cuts
 - Electrical fittings and cables are safe
 - Outside areas
 - Fenced off or closed in appropriate to age of children/adults with care and support needs
 - Surfaces are safe for play
 - Swimming pools are safe/look for loose or missing tiles
 - Poisonous plants and insects
 - Ponds/streams/wells are covered or fenced off
 - Safety on outside play equipment

- First Aid/Health
 - Ensure that first-aid kits are brought to the residential activity and that all staff know where to access them.
 - Keep a log book of any accidents or incidents that happen
 - Before the activity, work out where the nearest medical facility/hospital is and how to get there
- Activities
 - If camp facility or residential centre run activities, ask about these, always considering safety and reducing risk of accidents happening
 - For adventurous activities, parents/guardians should be advised and written permission given
 - Make sure that the programme is well planned and prepared for before going. Make a list of the resources needed and ensure that they are collected and brought to the residential activity
- Climate – rain/cold/strong sun
 - Ask about the weather to be expected at the time of the residential activity and plan appropriately
- Water cuts
 - Ask about provision/storage of water in the case of a water cut
- Fire/earthquake/flooding
 - Ask about these risks.
 - Plan evacuation procedure with meet-up point
- Residential activities for adults with care and support needs
 - Ensure that transport planned enables comfortable and safe travel
 - Check that accommodation/bathroom facilities are accessible
 - Think through safety and access in terms of outdoor space
 - Evacuation in case of emergency
- Staff
 - Staff and volunteers ideally have a police check beforehand, and fill in a self-declaration form to say that they do not have a history of child abuse
 - Decide what rules and practices need to be put in place to ensure the safety of all children and adults with care and support needs going on the residential activity

- Ensure that all staff/volunteers going on the residential activity receive appropriate training on the protection of children and adults with care and support needs
- If working with children or adults with physical disabilities, make sure that all members of staff and volunteers are orientated in how to support them physically and appropriately
- Always ensure that there is a sufficient staff to child ratio working with children

D. LATIN LINK RISK ASSESSMENT FORMS



Latin Link Risk Assessment Form Living and Travel Version 2.0

Latin Link

Risk Assessment Form: Living and Travel Arrangements

Use of this form: This form should be used when assessing the accommodation, local transport facilities and the immediate area where a Step team, or member of Stride or Stay (and his/her family) will be living. It is important to consider all activities that are likely to take place, not just the primary task.

Please consider worst-case scenario for each situation. Some risks will appear minor but must be stated and given due consideration.

Step Teams or Striders: This form should be completed and sent to the sending team and coordinator of crisis management in the country of service before the team or Strider arrives. When the team or Strider arrives, the short-term coordinator or person doing orientation should explain this form. Striders who stay for more than 1 year should review the form at the end of their first year, making changes where necessary.

Stay Members: Before a new Stay member arrives, the team of service should fill in this form and send it to the new member before their arrival. Each Stay member must review this document yearly, and talk it through with their family if married. A copy of this form should be sent to the crisis management coordinator in the country of service, and also to the team in the sending country.

Name of Step team/ member(s) of Stride or Stay (including children):

Dates of term of service: From **to**

Country of service:

Name and description of area where the member(s) will be living.	
Detailed description of accommodation (including address)	
Summary of the perceived safety and security of the area	

Latin Link Risk Assessment Form Living and Travel version 2.0

Description of specific risks envisaged	Likelihood (Low, Medium, High)	Severity (Low, Medium, High)	Measures taken to minimise risk
<p>1. Health</p>			
<p>2. Accidents</p>			
<p>3. Theft and assaults</p>			

Latin Link Risk Assessment Form Living and Travel Version 2.0

<p>4. Natural Disasters</p>			
<p>5. Political Conflict</p>			
<p>6. Other Type of Incident</p>			

2



Latin Link

Risk Assessment Form: Ministry/ Project Activities

Use of this form: This form should be used when assessing the ministry or activities that a Step team, or member of Stride or Stay (and his/her family) will be involved in. It is important to consider all activities that are likely to take place, not just the primary task. Please consider worst-case scenario for each situation. Some risks will appear minor but must be stated and given due consideration.

Step Teams or Striders: This form should be completed and sent to the sending team and coordinator of crisis management in the country of service before the team or Strider arrives. When the team or Strider arrives, the short-term coordinator or person doing orientation should explain this form. Striders who stay for more than 1 year should review the form at the end of their first year, making changes where necessary.

Stay Members: Before a new Stay member arrives, the team of service should fill in this form and send it to the new member before their arrival. Each Stay member must review this document yearly, and talk it through with their family if married. A copy of this form should be sent to the crisis management coordinator in the country of service, and also to the team in the sending country.

Name of Step team/ member(s) of Stride or Stay (including children).....

Country of service: Dates of term of service: From to

Description of the project (including address)	
Summary of project activities	

Description of specific risks envisaged	Likelihood of risk (L = Low, M – medium, H – High)	Severity of Risk (L = Low, M – medium, H – High)	Measures taken to minimise risk
1. Health			
2. Accidents			
3. Theft and assaults			

4. Natural Disasters		
5. Political Conflict		
6. Other type of incident		

2

<p>Description of safety equipment provided for ministry/ project</p>	<p>2</p>
<p>Details of medical facilities located near to the project in case of an emergency (include name, address and contact number)</p>	<p>2</p>
<p>Any further comments regarding your assessment of the ministry and activities that the member (s) will be involved in</p>	<p>2</p>

Name of team leader in country of service

Emergency contact number.....

Name of local contact.....

Emergency contact number:

Signature: Date: Name of person completing form:.....

2

2

E. SELF-DISCLOSURE FORM (Model that may need to be adjusted according to local law)

STRICTLY CONFIDENTIAL

Latin Link is committed to the safety and well-being of all children who may come into contact with Latin Link members. For this reason, we ask everyone applying to work with Latin Link to fill in the following self-declaration form. Thank you for your cooperation in this.

Name:

CONVICTION HISTORY/ CONTACT WITH CHILDREN

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates.

Has there ever been any cause for concern/disciplinary action regarding your conduct with children or young people?

Yes No (please tick)

If yes, please give details.

For those applying to work with adults with care and support needs

Has there ever been any cause for concern/disciplinary action regarding your conduct with adults with care and support needs?

Yes No (please tick)

If yes, please give details.

DECLARATION

I (full name) _____ of (address)

_____ consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions or

cautions against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the Short term coordinator or Coordinator for the Protection of children and adults with care and support needs in my team if I am convicted of an offence after I take up any post within Latin Link. I understand that failure to do so may lead to the immediate suspension of my work with children or adults with support and care needs and/or the termination of my employment.

I agree to inform Latin Link short-term coordinator or coordinator for the protection of children and adults with care and support needs within 24 hours if I become the subject of a police or social services investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

F. REFERENCE FORMS (FOR TEAM CONFERENCE OR OTHER ACTIVITIES WITH CHILDREN)

*Reference for the position of Children's Worker (or Child Minder) at the
Latin Link Brazil Conference 2019*

Pastoral Reference for _____

Latin Link is a mission agency that works in partnership with Latin American Christians for the advancement of Christ's mission.

This reference forms part of our Child Protection Policy and reflects how serious we are with regards to the safety of the children of our missionaries and indicates the quality that we expect of the people that will assist in this ministry.

Your responses will be confidential and will be shared only with **Latin Link Brazil's** Coordinating Team with the purpose of screening and selecting a Childminder for the duration of the conference.

- 1) Name of candidate:
- 2) How do you know the candidate?
- 3) How long have you known the candidate for?
- 4) Describe the candidate's Christian testimony?
- 5) Do you believe there to be any reason to worry about the behaviour of this person with children/teenagers/young people?
- 6) Has there ever been a complaint made by a parent about the behaviour of this person with children/teenagers/young people?
- 7) Would you have any reservation about putting your own child under the care of the candidate during an event for children, whether that be in a house or at a summer camp?

- 8) To your knowledge, does the candidate have any addictions? (including addictions to video games, social media, pornography, substance abuse, smoking etc.)
- 9) For the following statements, please evaluate the candidate from 1-10, with 1 being the lowest score and 10 being the highest score.
- a. The candidate...
 - i. Is calm in frustrating situations:
 - ii. Gets on well with teenagers/young people:
 - iii. Gets on well with their superiors:
 - iv. Demonstrates empathy:
 - v. Behaves with discretion towards the opposite sex:
 - vi. Knows how to maintain appropriate limits:
 - vii. Shows commitment to their responsibilities:
 - viii. Is proactive:
- 10) Have you ever known the candidate to act in an abusive manner or discipline a child/teenager in an abusive way?
- 11) Would you like this person to work in your team? Explain.
- 12) Do you have any other comments or observations that would be relevant to us?

Full name of person completing this form:

Signature: _____

Date: _____

*Reference for the position of Children's Worker (or Child Minder) at the
Latin Link Brazil Conference 2019*

Reference from a friend for _____

Latin Link is a mission agency that works in partnership with Latin American Christians for the advancement of Christ's mission.

This reference forms part of our Child Protection Policy and reflects how serious we are with regards to the safety of the children of our missionaries and indicates the quality that we expect of the people that will assist in this ministry.

Your responses will be confidential and will be shared only with **Latin Link Brazil's** Coordinating Team with the purpose of screening and selecting a Childminder for the duration of the conference.

- 1) Name of candidate:
- 2) How do you know the candidate?
- 3) How long have you known the candidate for?
- 4) Describe the candidate's Christian testimony?
- 5) Do you believe there to be any reason to worry about the behaviour of this person with children/teenagers/young people?
- 6) Has there ever been a complaint made by a parent about the behaviour of this person with children/teenagers/young people?
- 7) Would you have any reservation about putting your own child under the care of the candidate during an event for children, whether that be in a house or at a summer camp?
- 8) To your knowledge, does the candidate have any addictions? (including addictions to video games, social media, pornography, substance abuse, smoking etc.)

9) For the following statements, please evaluate the candidate from 1-10, with 1 being the lowest score and 10 being the highest score.

- a. The candidate...
 - i. Is calm in frustrating situations:
 - ii. Gets on well with teenagers/young people:
 - iii. Gets on well with their superiors:
 - iv. Demonstrates empathy:
 - v. Behaves with discretion towards the opposite sex:
 - vi. Knows how to maintain appropriate limits:
 - vii. Shows commitment to their responsibilities:
 - viii. Is proactive:

10) Have you ever known the candidate to act in an abusive manner or discipline a child/teenager in an abusive way?

11) Would you like this person to work in your team? Explain.

12) Do you have any other comments or observations that would be relevant to us?

Full name of person completing this form:

Signature: _____

Date: _____

G. REPORTING FORM.

PERSON'S NAME: _____

MALE FEMALE DATE OF BIRTH: _____

ADDRESS: _____

YOUR NAME: _____

SUPERVISOR/COUNTRY TEAM LEADER'S NAME: _____

ARE ANY OTHER PEOPLE AWARE OF THE SITUATION? YES NO

WHO? (PLEASE GIVE FULL NAMES): _____

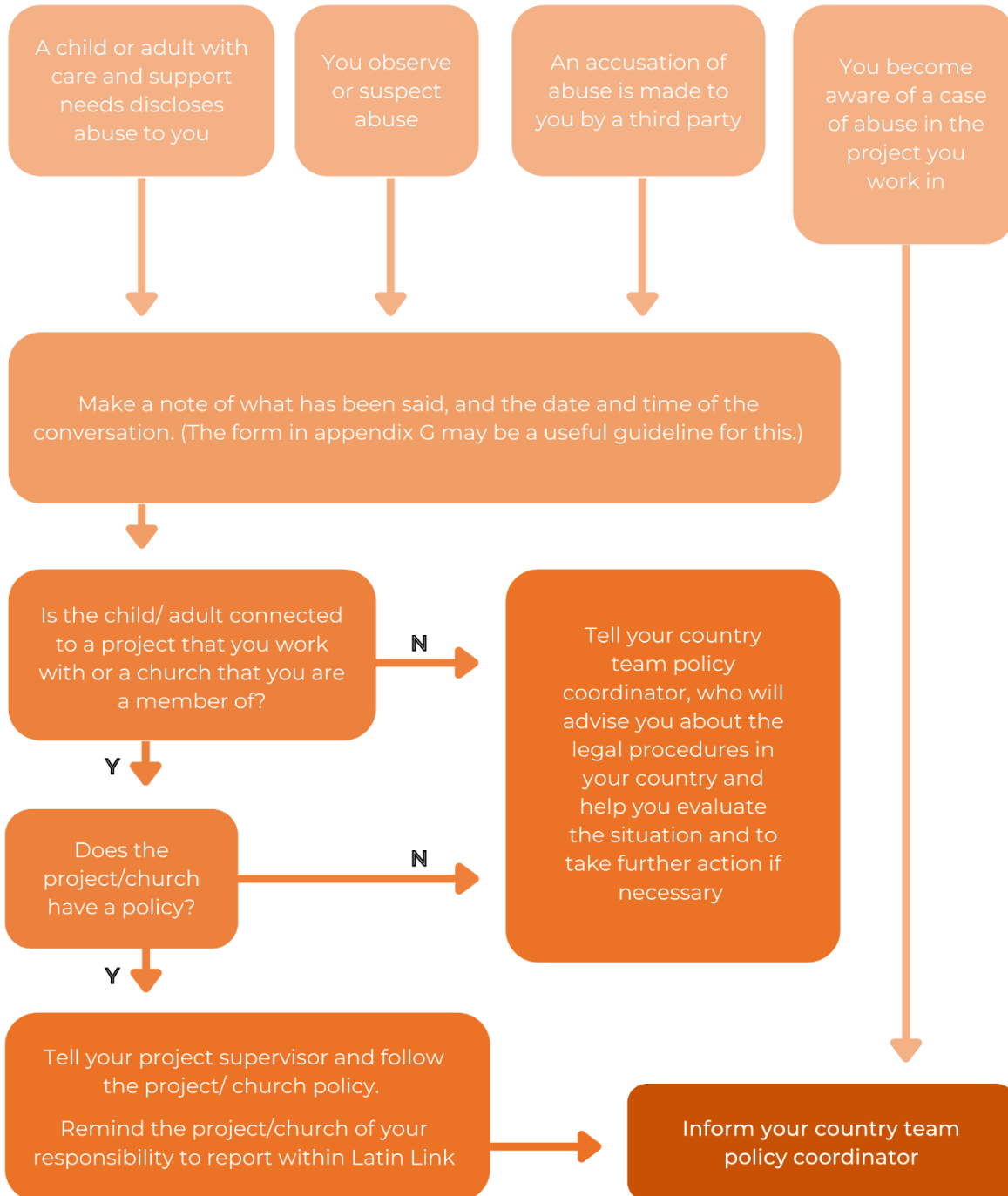
BRIEF DESCRIPTION OF SUSPICION OR CONVERSATION: _____

TIME AND PLACE OF DISCLOSURE: _____

WHAT ACTION, IF ANY, HAS BEEN TAKEN SO FAR: _____

SIGNED: _____ DATE: _____

H. Reporting procedure for any member



I. Reporting procedure for policy coordinators



J. Code of Conduct for the Protection of Children and Adults with Care and Support Needs

Purpose

This document outlines the conduct expected of all Latin Link members and volunteers in relation to children and adults with care and support needs. The code of conduct aims to help protect children and adults with care and support needs from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of Latin Link members and volunteers

When working with children or adults with care and support needs, you are acting in a position of trust for Latin Link. You will be seen as a role model and must act appropriately.

Good practice

- Encourage children to grow in self-respect and develop appropriate ways to protect themselves.
- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Keep everything in public, in an open environment – avoid private or unobserved situations
- Listen carefully to those you are supporting
- Use appropriate speech, tone of voice and body language
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Be conscious of your physical contact with a child or adult with care and support needs, and ensure that any touch is appropriate to their age and culture, and responds to the needs of the child or adult with care and support needs rather than to your own.

- Be aware of others' perceptions of your interactions with children and adults with care and support needs, particularly when situations could be misinterpreted.
- Be prepared to challenge unacceptable behaviour on the part of others and to be challenged
- Seek advice from someone with greater experience when necessary

- Follow policies, procedures and guidelines both of the project/church/ministry you are working with and of Latin Link, and report all disclosures, concerns, allegations, and suspicions to your project supervisor and to the safeguarding co-ordinator of your serving country team

- Don't make inappropriate promises particularly in relation to confidentiality

- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns

- Taking unnecessary risks

- Any behaviour that is or may be perceived as threatening or abusive in any way

- Developing inappropriate relationships

- Favouritism/exclusion – all people should be equally supported and encouraged

Allegations of abuse against Latin Link members and volunteers

Latin Link will take any accusations of abuse against Latin Link members and volunteers seriously, and undertake a full investigation. If the investigation proves the allegation, appropriate action will be taken, respecting any protection policy of the project, and the local country's legal procedures. We may also be required to make a referral to statutory agencies such as the police and, in the case of the UK, the Charity Commission.

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with children and adults with care and support needs.

Name:

Signature:

Date:

K. USEFUL SOURCES OF FURTHER INFORMATION

1. International Organisations/ General information and resources in different languages

<http://resourcecentre.savethechildren.se/>

www.tearfund.org

www.compassion.com

www.worldvision.org

www.cefonline.com (Child Evangelism Fellowship)

www.viva.org

<http://www.crin.org/> (Child Rights International Network)

<http://www.keepingchildrensafe.org.uk> - includes a toolkit for organisations developing their own policy.

2. Organisations in Latin America (in Spanish).

<http://www.juventudparacristo.org.uy/index3.html> - Claves network – tools and training about the correct way to work.

www.accionporlosninos.org.pe

<https://www.facebook.com/VivaAmericaLatina>

[https://www.unicef.org/ecuador/proteccion-AbusoSexual_contra_NNyA-2016_\(1\).pdf](https://www.unicef.org/ecuador/proteccion-AbusoSexual_contra_NNyA-2016_(1).pdf)

<https://www.facebook.com/aurorainternacionalBT/>

3. Organisations in Latin America (in Portuguese).

http://www.maosdadas.org/?pg=revista&area=revista&num_edicao=16 online edition of a magazine which focuses on child protection themes

luciana.falcao@sgmlifewords.com– Offers workshops and support to write child protection policies

4. Resources from the UK

<https://thirtyoneeight.org> – Child protection consultancy service for churches and Christian organisations. Helpline number - 03030031111

<https://www.globalconnections.org.uk/guidelines/safeguarding-children-guidelines>

<http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>

5. Resources from Switzerland

www.mira.ch

www.limita-zh.ch

www.familienwegweiser.ch/stichwort/sexueller-missbrauch/ (3 languages)

www.castagna-zh.ch (only in German)

<http://www.kinderschutz.ch> (3 languages)