

Minimum International Standards for the Development of Child Protection, Safety and Care Policies in Scripture Union National Movements

To be read in conjunction with SU Aims, Beliefs and Working Principles;
Serving Children and Young People in SU (both available on the SU Global extranet)
and the United Nations Convention on the Rights of a Child [UNCRC](#)



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This revision approved by the Global Board of Scripture Union international. September 2018

Introduction

This guideline is a part of SU International's Global Mission Strategy and has been produced by the Scripture Union Global Board as a recommendation for minimum standards for Child Protection, Safety and Care (CPSC) in all SU movements around the world.

Currently, wide variations exist between and within Community Groups/ Movements in relation to child protection, safety and care standards. By providing a framework of key areas to consider, this guideline is intended to assist SU Councils/ Boards and governing bodies to develop and implement a CPSC policy for their movement.

The Scripture Union Global Board expects SU movements around the world to develop and implement or review a CPSC policy that is appropriate to their context and consistent with the following principles and minimum standards as a matter of urgency. Where movements already have a CPSC policy in place, this guideline is intended to provide a mechanism for cross-checking.

Child Protection, Safety and Care is everyone's responsibility. It is our obligation as Christians and part of SU's commitment to the emotional, physical, intellectual and spiritual welfare of children in our care. It is more than compliance with minimum legal standards for child safety and protection.

These CPSC Guidelines reflect SU's Working Principles, which state that 'We aim to express God's Good News to children not only in words but by building caring relationships with them' and ...'we have a special responsibility for children...who are ... exploited'.

Further to this, they also reflect the intention and standards of the United Nations Convention of the Rights of the Child. These rights include: 'protection from all forms of child abuse, neglect, exploitation and cruelty'¹.

In these guidelines, the term 'child' refers to any young person under the age of 18 years. However, vulnerable persons under the age of 25 years (e.g. people with differing abilities) might also be included

These guidelines ensure a movement will:

1. Be committed to the protection of all children, volunteers and staff who are associated with Scripture Union.
2. Research their national context including national requirements and the CPS Policies of other child-focused agencies
3. Develop a Child Protection, Safety and Care policy that would be implemented at all levels and in all activities within Scripture Union.
4. Know practical ways to prevent child abuse within SU activities, and to address allegations or disclosure of child abuse that are made at an SU activity.
5. Set high standards and advocate for Child Protection in their country or region and amongst other agencies that work with children.

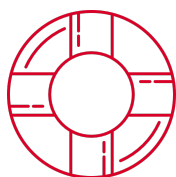
¹ United Nations Convention on the Rights of the Child (1989 UNCRC). See attached document.

Part One

Scripture Union's Statement of Commitment to Children

SU believes that every child is a unique human being created in the image of God and deserving of love and respect.

1. ***Every child should be physically safe.***



Therefore we will ensure that appropriate procedures for preventing physical and sexual abuse and encouraging safe practice, are in place. Each national movement needs to be familiar with current requirements of the 'duty of care' legislation laid down by their national and local governments.

2. ***Every child should be emotionally safe.***



Therefore we will work to ensure that every child feels valued and included and his/her opinions heard and respected.

3. ***Every child is unique in his/her range of abilities and pace of intellectual development, in his/her cultural and family background and in his/her faith and/or church background.***



Therefore we will value individual differences and protect children from ridicule or bias. We will be sensitive to the cultural background of each child in our choice of language and activities, and in the way we relate to him/her. We will respect the desires and rights of their parents and caregivers.

4. ***Every child deserves to experience the Good News of Jesus Christ.***



Therefore we will seek to reflect God's care for all children at all times. We will present God's message without manipulation, impatience or pressure.

Part Two

Child Protection

A. Recruitment Procedures for Staff and Volunteers

Healthy relationships are the foundation of SU activities. Nevertheless, we are aware that there are those who might seek to use SU activities to exploit children. To minimise this possibility, Scripture Union will commit to these careful guidelines in the recruitment of its staff and volunteers:

1. Independent character references are checked with careful consideration given to issues of confidentiality and privacy.
2. Legal/police checks are obtained (where possible or legally required).
3. Acceptance is conditional upon the person signing a written statement that they have understood and agreed to comply with the Child Protection, Safety and Care Policy. This copy is to be held on record².
4. In addition, in the case of staff recruitment, SU will conduct an interview that establishes the appropriateness of the person working with children and/or teenagers. As a safeguard, evidence of experience, character and qualifications will be explored and enquiries made about any concerns.
5. All legal requirements will be complied with.

As SU's primary responsibility is for the welfare of the child, no one with a known previous history of paedophilia, child abuse or similar offences will be recruited.

B. Ensuring High Standards

As SU ministry expresses the loving heart of God, we are called on to care for and respect children on all SU activities. Therefore, SU will take steps to ensure that:

1. Children are treated with dignity. Favouritism, harassment and discrimination will not be tolerated within any SU activity.
2. A child's right to privacy is respected.
3. No inappropriate physical contact with children will ever be tolerated.
4. Activities do not exploit gender, physical, cultural or intellectual differences but give positive messages about human diversity.
5. Discipline will be worked out in the context of love and will model biblical values of forgiveness and restoration. Discipline will never involve humiliation either in private or in public.
6. As a general rule, mixed groups have male and female leaders. This is especially important on residential activities.
7. Alcohol and illegal or inappropriate drugs are prohibited from any SU activity.
8. All SU leaders (staff and volunteers) are trained to engage in appropriate behaviour towards children and to recognise and address peer abuse i.e. abuse of children against each other.
9. All SU staff and volunteers are familiar with procedures to adopt when a child discloses abuse or a person alleges abuse at an SU event. They understand their obligation to report immediately any suspicions or allegations relating to abuse or harm or any disclosures a child may have made. This includes child-on-child abuse.
10. All SU staff and volunteers understand their obligation to disclose any previous experience that might potentially disqualify them from working with children in SU.

² See Appendix 2 for a sample Child Protection Declaration by Staff and Volunteers form

C. Code of Conduct for Scripture Union Staff and Volunteers

SU expects its leaders to uphold high standards of conduct toward children and toward one another, consistent with their position as positive role models and friendship-builders.

SU leaders will agree to high standards of behaviour towards children and will:

1. Never allow or engage in any inappropriate touch. They will avoid close or prolonged physical contact with children.
2. Never make sexually suggestive remarks or gestures to a child or play sexually suggestive games.
3. Never act in ways that shame or belittle children.
4. Never use offensive or abusive language.
5. Never allow children to use offensive or abusive language unchallenged or to engage in bullying or other abusive activities towards other children. This includes child-on-child abuse that involves social media e.g. cyber-bullying or transmission of inappropriate photos or messages.
6. Never discipline a child by use of physical punishment including striking a child or depriving a child of food or bedding. Physical restraint may be used when a child is in danger or if a child's actions/behaviour might potentially cause harm to another person.
7. Never do things of a personal nature for children that they can do for themselves.
8. Never spend time alone with a child (or small group of children) away from others. Always make sure that any interactions are within view of others.
9. As a general rule, never counsel³ a child of the opposite gender.
10. As a general rule, never enter the changing or sleeping accommodation of children of the opposite gender. This is especially important with older children.
11. Ensure that all interactions with children occur in such a way that the leader's intentions could not be misconstrued by the child or others. All communications between children and leaders should be open, transparent and non-exclusive. Never talk with a child or children behind closed doors.
12. If individual contact seems appropriate for a particular reason, then the parent/s and relevant SU senior leader should be consulted. This also applies to internet/email, fixed or mobile phones and all social media contact.
13. Never use their position of friendship or authority to manipulate a child towards a particular Christian response.

D. Procedures in the Case of Disclosed or Alleged Abuse

Child abuse thrives in an atmosphere of secrecy. For this reason, SU must be known for its ethos of transparency where children and adults feel free to raise concerns about protection and safety issues knowing that all concerns will be taken seriously and that confidentiality will be respected.

SU will be known as an organisation that:

1. Knows and complies strictly with legal requirements. In some countries, laws about disclosure of abuse will place SU under obligation to report to appropriate authorities and to take no further role.
2. Takes positive steps to ensure the protection of children who are the subject of any concerns.
3. Supports children, staff, volunteers or other adults who raise concerns or who are the subject of concern.
4. Acts promptly, appropriately and effectively in conducting a robust investigation and/or co-operating with any subsequent process of investigation.
5. Keeps confidential records of all complaints/disclosures and the action taken.

³ In this context, to 'counsel' means to engage in personal conversation – either one-to-one, or with a child and more than one leader

a. Disclosure by a Child: Procedures to follow

If a child discloses any kind of abuse (relating to home, church, school, SU) to any member of SU, there are certain procedures that must be followed by all involved:

1. Do not promise confidentiality to the child - always let the child know as soon as the conversation begins, that someone else will need to be told. In many countries, it is an offence not to report a disclosure to the police, and so if this is the case, the child needs to be informed of this and counselled about continuing.
2. If the child wishes to continue, listen calmly.
 - a. Do not pre-judge or trivialise the issue.
 - b. Do not ask leading questions or make the child repeat the story unnecessarily.
 - c. Assure the child that he/she has not done anything wrong.
3. Make notes of what has been seen, observed or said.
4. Act immediately: the person to whom the disclosure has been made should report it to a more senior leader who has specific Child Protection Safety and Care (CPSC) responsibility, who will then decide on necessary action.
5. Support the child as far as possible. It is a process that is traumatic and the child may experience mixed emotions and loyalties that require understanding. This may mean that specialist help is sought to provide maximum child and family counselling services.
6. Those who are informed of the disclosure should maintain strict confidentiality.

b. Complaints about Abuse on an SU activity: Procedures to follow

Where an SU leader at an SU activity/event is accused of anything other than a minor issue⁴:

1. That person should be withdrawn from the activity until the nature of the situation is clearer and further action has been decided upon. The person will be treated with respect and fairness and will be presumed to be innocent unless and until proven guilty.
2. The person making the allegation will be interviewed by SU leaders with special CPSC responsibility.
3. If the complaint appears to be founded:
 - d. The National Director or senior person designated by the National Director will ensure that any concerns or issues are addressed effectively and referred to any relevant authorities as required by law. At the same time Christian compassion towards the alleged offender should be demonstrated.
 - e. If the person is shown to have committed an act of sexual or serious physical or emotional child abuse, that person will no longer be permitted to be on any SU activities or to hold any SU office. This disciplinary action is in addition to any legal action that might be taken. We believe that the community expects of us a serious and on-going role in seeking to ensure that offenders are held accountable for what they have done, while at the same time respecting the person's right to confidentiality.
 - f. Support will be offered to the child and family involved.
 - g. Others in the SU and wider community may need to be offered support to deal with the situation.
 - h. Where possible, SU will try to ensure that the offender is offered pastoral care and professional help through external networks or agencies.

⁴ A minor issue is one for which a simple sincere apology is adequate and appropriate e.g. harsh words. Any allegation relating to inappropriate touch or suggestions cannot be considered minor.



4. If the complaint is proved to be unfounded, SU will do all in its power to clear the name of the person involved. Scripture Union is committed to safeguarding all who work with children from the consequences of unfounded allegations.

The above procedures also apply when dealing with spiritual abuse. It is a serious issue and this needs to be highlighted in our training. All our activities must demonstrate a lack of manipulation that is fundamental to SU's working with children and is implicit in SU's *Aims, Belief and Working Principles* and SU's *Policy Document: Serving Children and Young People in Scripture Union*. Where spiritual abuse continues, the person involved is to be removed from interaction with children.

Where the person accused of the abuse is another child, this requires special skill and needs to take into account that both children involved are minors.

The National Director or a senior person designated by the National Director must be involved from the beginning. In-depth interviews should not be conducted until all legal requirements are known and specialist help is sought.

Where the National Director is the person who is the subject of the allegation, the Chair of the SU Board will take responsibility for proceeding with the case.

Where it is observed that a child appears to have symptoms of serious neglect, the National Director or a senior person designated by the National Director is advised to refer this to relevant respected authorities.

See Appendix 3 for a Sample Report Form to be used for Disclosure or Allegation of Abuse

E. Child Protection in SU Communications

All communication - such as stories, articles and images – must protect the dignity and privacy of children.

1. Caution is to be exercised at all times in the use and distribution of photographs of children who have participated in SU events especially where we have no control over end-use (e.g. on websites).
2. Legal requirements especially with regard to parental permission must be known and adhered to.
3. Prior mention should be made and permissions obtained for pictures or videos taken at an SU children's activity being circulated on social media.
4. Restrictions should be made on pictures and videos of children saved on mobile phones and any other devices.
5. All the above-mentioned aspects are written into the media policy of an SU movement.

F. Working with Partners

Scripture Union works with schools, churches, Christian agencies, and other non-government or governmental organisations.

SU commits itself to working in partnership with such organisations according to agreed standards of Child Protection Safety and Care that are compatible with SU's own policy. Where other churches or organisations are working with SU on an SU activity, then SU will uphold its own standards under Recruitment Procedures for Staff and Volunteers (Part 2 Section A above).

Part Three

Safety

A. Ensuring High Standards

Scripture Union activities create fun and adventure for children. At the same time, we are committed to practices that keep all children safe from potential danger. Therefore it is our responsibility to know the risks attached to any activity and to make appropriate decisions about managing those risks. Our obligation is to implement high standards of preparation and care in all activities.

This means that in all activities, SU will take steps to ensure that:

1. The facilities used (whether SU or other) meet minimum safety standards required by law and by our own obligation to keep children safe.
2. There are adequate safety precautions and supervision at all times as required by law and our own obligation to care. All equipment used by or around the children is kept in good condition and regularly checked for safety.
3. Consent/permission forms are signed by parents/guardians whenever appropriate.
4. The risks involved in any child-related activity have been considered carefully and appropriate action has been taken to minimise risk or change the activity.
5. The ratio of adults to children is high enough to minimise harm and to maximise positive relationships. In many countries, the recommended ratio is 1 leader to 5 children (under age 8) and 1 leader to 8 children (above age 8). Each national movement needs to agree to an appropriate ratio taking into account legal requirements and the practice of similar child-focused agencies.
6. Safety procedures to follow in case of fire, accident or location-specific hazards are in place and all leaders are familiar with them.
7. Government health policies that relate to infectious diseases are known and followed.
8. A first-aid policy is in place that includes:
 - a. Requesting of relevant medical information for children on residential activities.
 - b. Nomination of a leader on each activity who will take responsibility for medical issues. This person may not be a health professional but should have some basic training and can act in a limited capacity.
 - c. A First Aid kit in a position accessible to leaders.
 - d. A plan for accessing immediate appropriate medical help if a child has suffered injury or acute illness. Leaders will ensure that parents are informed and supported where such situations occur.
 - e. An emergency response plan for crisis or trauma situations. This will outline action to be taken so that support is provided both for the children and leaders affected and for the families of those impacted, including in the hours and days following a trauma, and longer if necessary.
9. All transport safety codes relating to seatbelts, speed, number of passengers, qualifications of drivers, and insurance and roadworthiness of vehicles are honoured.
10. High standards of hygiene are observed in:
 - a. Food preparation and serving
 - b. Cleanliness of all facilities
11. Appropriate levels of public liability insurance are in place and that all requirements of insurers are fully met.

B. Code of Conduct for Scripture Union Staff and Volunteers

SU expects its leaders to uphold high standards of safety in any activity involving children, consistent with their position as guardians in the absence of parents or caregivers.

SU Leaders agree that they will:

1. Always take note of potential risks and plan for their management so that agreed and legal standards are complied with.
2. Always safeguard children from unnecessary danger in a way that is appropriate to the level of risk and to the age and competence of the children.
3. Never leave children without adequate adult supervision.
4. Never force a child to undertake an activity.
5. Always promote positive interaction among children, intervening when a child's behaviour might place others at risk.
6. Always ensure that, at the end of any activity, a child is not left to wait alone for parents/guardians.
7. Be familiar with and follow agreed procedures in the case of a traumatic situation.
See Appendix 4 for a Sample Report Form to be used for a Safety Incident

Part Four

Developing and Implementing a CPSC Policy within SU

It is ultimately the responsibility of each SU Council or governing body to make sure that a CPSC policy, appropriate to their context and including the minimum standards set out in this guideline, is adopted and implemented within their movement. This will include:

1. **Developing a Policy.**
Each SU movement must develop and adopt a Child Protection, Safety and Care Policy using at least these minimum standards at its core, and fully compliant with government regulations. SU Movements who have an existing CPSC policy should check theirs against these minimum standards and modify if necessary.
2. **Developing a Strategy.**
Each SU movement must adopt a realistic implementation strategy that will involve:
 - a. developing appropriate systems and procedures
 - b. making changes to documents etc to ensure that they comply with new standards
 - c. training of all staff and volunteers both in the initial adoption of the policy and as an ongoing requirement. The training of staff and volunteers, would typically be 12 to 24 months. Note the Self Audit Tool in Appendix 4 could serve as a helpful beginning point and evaluation tool.
3. **Regularly Reviewing and Improving.**
Beyond the adoption and implementation of a CPSC policy, Scripture Union movements should ensure on-going monitoring for compliance, as well as a regular strengthening of their Child Protection Safety and Care capacity in a planned and systematic way.
In particular this will involve:

- a. Evaluation of their CPSC practice at regular intervals after implementation (such as at the 6 month and 12 month points initially and then each year thereafter). What is learned through evaluation should inform future development.
- b. Further training for staff and volunteers in the CPSC standards. (For example, procedures could be put in place to make sure that all new staff and volunteers will be trained in the movements CPSC standards, and/or that during the next year, key field staff will receive specific training in the area of assessing and minimising risk on SU activities and so on.)
- c. Further development of systems, procedures, equipment and properties (such as campsites), to ensure high safety and other standards. (For example, an SU movement may decide that during the next year, all field staff are trained in basic first aid as a matter of policy, and/or food preparation areas and practices at campsites will be improved and so on.)
- d. Encouraging a culture that promotes continuous awareness of risk and how it can be managed in all SU activities.

Conclusion

The task of developing, implementing and continuously improving a CPSC policy is a very significant commitment for any SU movement. It will involve wisdom, dedication and the good will of everyone involved. Some SU movements will find that achieving this task will require guidance and assistance from outside their movement and so, SU Field Development Directors and Ministry Specialists can be called on, if necessary.

Ensuring the protection and safety of children in our care is a fundamental obligation of SU at all levels of the organisation. It is both a privilege and a responsibility to be committed to this as people of the Kingdom of God and so it is worthy of the deep commitment and best effort of all who work with Scripture Union around the world. Complying with your local government standards is paramount. We commend this initiative for the attention of Councils, governing bodies and the people of SU.

Scripture Union International Council. September 2010
Review approved by the Global Board of Scripture Union International. September 2018

Appendix 1: Abuse and Abusers

Definitions of Abuse

Abuse is a general term to describe inappropriate, unethical and/or immoral behaviour by an adult toward a child or of one child toward another child where there is a difference in power based on age or physical, intellectual or emotional capacity.

There are 5 major types of abuse:

1. *Neglect*
The failure of a parent, caregiver or guardian to provide for the child's basic needs for reasons other than mental health, poverty or war.
2. *Physical abuse*
Actual or attempted injury to a child or wilful failure to prevent or ignore such injury. Punching, beating, kicking, shaking, hitting, burning, giving children alcohol or inappropriate drugs fit within this category.
3. *Sexual abuse*
Forcing or enticing a child to take part in sexual activities or to provide sexual arousal or gratification for another, whether or not the child is aware of what is happening.
Sexual abuse may involve:
 - a. Physical contact, including penetrative or non-penetrative acts.
 - b. Non-contact activities, such as involving children in looking at pornographic material, or encouraging children to behave in sexually inappropriate ways.
 - c. Inappropriate talk, such as sexual references, jokes and innuendo.
 - d. Sexual harassment: bullying or coercion of a sexual nature and the unwelcome or inappropriate promise of rewards in exchange for sexual favours
4. *Emotional abuse*
Causing children to be frightened, in danger, corrupted, worthless, unloved or inadequate. Anything that involves the exercise of unrestrained power over a less-powerful person is included – bullying, constant criticism, verbal abuse, inappropriate expectations, rejection.
5. *Spiritual abuse*
Coercion, control or manipulation of a child by a spiritual leader, usually because of the leader's need for recognition and power. Spiritual abuse is exercised through misuse of authority or trust, through threats or pressure to conform to the leader's expectations.

Examples include:

- a. The use of our position to make a child feel he/she must say/do something to be acceptable to us.
- b. Invoking a sense of failure or shame if children do not go along with our spiritual programme.
- c. Presenting the Christian message in ways which is overly emotional or fear-based.
- d. Not respecting a child's freedom to express their faith, not respecting their questions or their need for rational explanations or excluding children on the basis of their faith commitment.

Self Harm

This occurs when a child deliberately cuts or harms themselves, often as a result of overwhelming emotional stress. While it is not usually an attempt at suicide, many who self-harm, are more likely to attempt suicide at some time. If a child who is self-harming is not already receiving support, then Scripture Union is advised to refer the child – usually through their family in the first instance - to appropriate help. Where the family resists the referral, SU is advised to refer the child to the relevant respected authorities.

Abusers

Both adults and children are potential abusers of children.

Abusers seek to access children through sport, leisure and residential work and so Scripture Union is especially vulnerable.

Abusers are rarely strangers. In most cases, they are those known to the child.

APPENDIX 2: Sample Form - Working in Scripture Union

Explanation regarding the form below:

If a person does not tick Boxes 2 and 3, this does not necessarily exclude them from serving with SU. A follow-through conversation is needed. For example:

In #2, if it is decided after careful consideration that there is sufficient evidence that the allegation is unsubstantiated, the person may be accepted

In #3, a decision is made depending on the conviction. For example, if the conviction relates to a serious driving offence, SU may exclude the person from driving for SU activities but not from other SU activities. Any child-related conviction no matter how long ago excludes a person.

Child Protection Declaration by SU Staff and Volunteers			
Name:			
Ministry area/activity			
Address			
Email address			
Mobile number			
Land line number			
I am a <input type="checkbox"/> Staff member <input type="checkbox"/> Volunteer			
I _____(name) declare that:			
<input type="checkbox"/> 1. I have read The Code of Conduct for Scripture Union Staff and Volunteers and agree to comply with its standards, guidelines and procedures.			
<input type="checkbox"/> 2. I have never been accused of any inappropriate behaviour with a child.			
<input type="checkbox"/> 3. I do not hold any convictions – or have any convictions pending – and I have no knowledge of any incident or event regarding myself which has the potential to bring Scripture Union into disrepute.			
<input type="checkbox"/> 4. I agree that it is my responsibility to keep confidential all the information about a child suspected of being abused, apart from informing the strict minimum of people that I have to inform according to the required procedures.			
Signature:			Date:

APPENDIX 3:
Sample Report Form–Disclosure of Abuse or Suspected Abuse

CONFIDENTIAL
REPORT FORM
DISCLOSURE OF HARM OR ABUSE OR SUSPECTED HARM OR ABUSE
CONCERNING A PARTICIPANT ON AN SU PROGRAMME

This form is a record to be completed by the senior person on site at the time that the disclosure occurred. It is to be completed as soon as possible, no longer than 3 hours after the disclosure.

IMPORTANT: *It is not to be completed in the presence of the child or young person concerned.*

Name of the SU Program			
Name of Program Director/ Leader			
Programme Location			
Has the National Director or senior staff or Child Protection Officer been contacted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section A: Details of Person Completing Report			
Name			
Role on camp/programme			
Address			
Date of birth		Gender	
Contact phone number			
Section B: Details of Child/Young Person <i>(This information can be obtained from Programme Leader)</i>			
Name			
Date of Birth		Gender	
Phone Number			
Address			
School	Grade		
Does the child/young person require medical attention?		Yes <input type="checkbox"/>	No <input type="checkbox"/>



Section C: Disclosure of Harm			
Please provide factual, accurate information in the space below. The information should only include events observed, information received from the child, any relevant physical marks, or relevant changes in a child's behaviour, which may assist in ensuring the future safety of the child/young person.			
Date and time that the alleged harm/suspected harm was first observed or disclosed?			
Date		Time	am/pm
Please indicate the nature/s of the alleged harm/ suspected harm			
<input type="checkbox"/> Physical	<input type="checkbox"/> Sexual	<input type="checkbox"/> Emotional	
<input type="checkbox"/> Neglect	<input type="checkbox"/> Psychological	<input type="checkbox"/> Self Harm	
Please describe the details of the alleged incident (if insufficient space is provided, please attach other information).			
Do you suspect that the child is at risk of further harm?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide factual reasons for your suspicion.			

APPENDIX 4:

Sample Report Form – Incident/Accident (not an allegation of abuse)

REPORT FORM - INCIDENT/ ACCIDENT MANAGEMENT

This Form is a record to be completed by the senior person on site at the time of the accident/incident and sent to the National Director.

If the incident is serious, the National Director should be informed immediately.

Programme:		Location:	
Activity:	Date:	Time:	
Programme Leader:		Contact number:	
Brief description of incident:			
Age of individual/s involved in incident:			
External help sought if applicable (Police, Fire, Ambulance, Medical, Other):			
Was the National Director/ Senior Staff informed:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

DETAILS OF INCIDENT

(The following questions provide a guide to the type of information required to assist in managing this effectively and provides a record of the incident for future reference)

What has happened?
Where did it occur?
When did it happen?



SCRIPTURE UNION

Who was involved?
What action has been taken in response?
Who else has been contacted since the incident? (Parents, Emergency support, etc..)
Next of kin/ Guardian contact details:
What is happening with the rest of the participants/ team?
Are there any special needs? (Counselling, Support Personnel, Transport, Equipment, Food)
What level of media activity is occurring? (If any)
Is there anything else the SU Leadership ought to know?

LOG OF CONTACT AND ACTIVITY

(Complete this log if Emergency Response calls were made or received, as a record of all action taken and contact with people. Make it as detailed as necessary)

Date and Time	Information shared, directions given, decisions made, etc

Appendix 5

Child Protection, Safety and Care: A Self-audit tool for SU National Movements

(Adapted from *Keeping Children Safe: Tearfund and partners*)

	In place	Partially done	Not yet in place
A. Children and SU			
1. SU has a statement of commitment to the care and protection of children.			
2. The Code of Conduct prescribes the way that staff and volunteers behave towards children and commits them to respect all children and to protect them from abuse.			
3. SU's Child Protection Safety and Care policy makes it clear that all children have equal rights to child protection and safety.			
4. All disciplinary measures are non-violent and do not humiliate children.			
B. Policies and Procedures			
1. SU has a clear Child Protection Safety and Care policy that complies with SU International and National policies.			
2. The policy takes into account all local requirements both legal and cultural.			
3. The policy is endorsed by the SU national Council/Board and senior staff.			
4. The policy is mandatory for all SU staff and volunteers.			
5. There are clear steps in place to address concerns about a child's safety.			
6. There is a designated person in SU who has overall responsibility for the implementation of the CPSC policy at every level including the implementation of safety measures and systems.			
C. Good Practice and Prevention			
1. There is a Code of Conduct for all SU staff and volunteers describing what is acceptable and not acceptable in behaviour towards children.			
2. There are clear consequences which are spelt out for breaking those guidelines.			
3. There are procedures in place for assessing the suitability of those seeking to work with children in SU.			
4. Adequate supervision and protection is provided at all activities.			
5. There are well-publicised ways in which people can raise concerns about protection and safety issues with confidentiality being respected.			
D. Implementation and Training			
1. There is clear guidance to staff on how the policy will be applied and adapted practically in different circumstances.			
2. There is a training program to familiarise all staff and volunteers with child protection safety and care policies and procedures.			
3. There is a training program that familiarises all staff and volunteers with how to recognise signs of child abuse.			
4. Work has been undertaken with all partners to agree on high standards of child protection safety and care when working with or through other agencies.			
E. Information and Communication			
1. The ethos of SU events and activities are such that children and adults feel safe to report concerns and are aware of their right to do so.			
2. Contact details are readily available for relevant child protection authorities, counselling services and emergency medical help.			
F. Monitoring and Review			
1. There are arrangements in place to monitor compliance with CPSC policy.			
2. All incidents of abuse and complaints are recorded and followed through according to agreed procedures.			
3. Mechanisms exist to review and update the CPSC policy every 3 years.			