

Christian World Service

Safeguarding Policy

Introduction

Purpose:

This Safeguarding Policy affirms the commitment and accountability of Christian World Service (CWS) to the safety of children, young people and adults to uphold their human rights. It outlines steps CWS will take to protect these rights, and promote best practice in safeguarding.

CWS believes that all forms of violence, abuse and exploitation are an affront to human dignity. We recognise the particular risk of abuse and exploitation to children, young people and vulnerable adults by those in positions of power and trust, including in humanitarian and faith-based settings. CWS promotes and defends the rights of children as stated in the United Nations Convention on the Rights of the Child (1989) and the International Labour Organization's Worst Forms of Child Labour Convention 1999 (No. 182).

Organisational Context:

CWS is a member of the ACT (Action by Churches Together) Alliance and an associate member of Core Humanitarian Standard Alliance (CHS). It is a member of (NZ) Council for International Development and the humanitarian subcommittee CID Humanitarian Network (CHN) and is accredited for the New Zealand Disaster Response Partnership (NZDRP), administered by the Ministry of Foreign Affairs and Trade.

Parts of this policy have been adapted for use by CWS from the ACT Alliance Child Safeguarding Policy. There is more detail about how to implement the policy in The Child Safeguarding Guidance Document, approved by the ACT Alliance¹. This policy also draws from MFAT's policy for the New Zealand Aid Programme.

This CWS policy stands alongside a commitment for all staff to the ACT Alliance Code of Conduct for the prevention of misconduct, including corruption, fraud, exploitation and abuse, and to ensure child safeguarding².

Child protection laws in New Zealand (including the Children, Young Persons and Their Families Act 1989 and Vulnerable Children Act 2014) makes provisions for child protection policies and vetting of staff who will work with children. CWS will be guided by these provisions.

¹ <http://www.actalliance.org/resources/>

² <https://actalliance.org/wp-content/uploads/2019/08/ACT-Code-of-Conduct-Policy-2016-E.doc.pdf>

Principles:

a) Safeguarding

CWS holds a zero tolerance approach to all forms of abuse, neglect, and exploitation of all people it works with, including both adults and children. CWS will adhere to the following safeguarding principles, and encourage its partners to uphold them:

- Everybody has a responsibility to support the protection of all children.
- Organisations have a duty of care to children, young people, and adults with whom they work, are in contact with, or who are affected by their work and operations.
- Organisations must work proactively to address safeguarding. This requires the ongoing assessment of the risk of sexual exploitation, abuse and harassment, and the implementation of mitigation actions to reduce identified risks.
- Organisations working with partner groups have a responsibility to help them meet the minimum requirements on safeguarding.
- Organisations will respond to every allegation in a fair and reasonable way with due regard for procedural fairness.
- Victim/survivor safety and needs will be prioritized in any response and take account of the effects on the whole family where appropriate.
- Organisations will aim to have healthy, diverse, and inclusive workplaces, enabling people to feel safe to 'speak up' with the assurance that they will be treated fairly and with respect.

CWS is committed to safeguarding efforts to prevent sexual exploitation, abuse and harassment (PSEAH) and other forms of violence or harm. CWS does not condone the misuse of power, status, or trusted position for sexual or other exploitative purposes. CWS will undertake prevention and training to help protect all stakeholders from harm. CWS will take necessary actions to respond to any suspected or known instances of abuse.

b) Child safeguarding

CWS's Safeguarding Policy is informed by and will comply with the CID Code of Conduct requirements outlined in B.3.4. 1- 3³.

The United Nations Convention on the Rights of the Child (UNCRC) has been ratified by 194 countries: making it the principal legally binding international standard for the protection of children's human rights. The three foundation principles of the UNCRC are:

- 1) the best interests of the child (Article 3)
- 2) respect for the views of children, and their participation in decisions that affect them (Article 12)
- 3) non-discrimination (Article 2).

³ B.3.4.1 covers development planning and implementation, use of images and personal information for fundraising and promotion purposes, personnel recruitment including staff, volunteers, consultants and suppliers – both in New Zealand and overseas, all applicable legal obligations including mandatory police checks where available and appropriate for all personnel who have regular contact with children, education and training of personnel and communication of the policy to all stakeholders, and reporting procedures.

B.3.4.2 covers a commitment that CWS will seek ways to incorporate the voices of children in shaping development programmes that affect them

B.3.4.3 requires CWS to ensure that its complaints handling processes are child friendly.

CWS respects children's right to participate in any decision affecting them, and to have their views heard and acted upon (UNCRC Article 12). Whenever there are conflicting interests, CWS will ensure that the rights, needs and welfare of the child will always come first – this is the principle of the 'best interests of the child' (UNCRC Article 3). The principle of non-discrimination (Article 2) can draw attention to overlapping forms of discrimination; e.g. discrimination on the basis of age might intensify disadvantage arising from gender or disability.

CWS and its representatives will adhere to local and international child protection legislation in countries where they travel and work, as well as international laws and conventions in relation to all forms of child abuse and child exploitation, including but not limited to: child sex tourism, child sex trafficking, harmful child labour and child pornography.

Scope

This policy applies to all CWS staff, volunteers, Board members and partners in Aotearoa New Zealand or overseas. Staff refers to full time, part time, or casual persons working in Aotearoa New Zealand or overseas, and those engaged on short-term contracts including but not limited to consultants, researchers, and photographers. Partners refers to the staff, board members and volunteers of CWS's international programme partners. Although CWS does not act as their employer, it can make requests of partners to comply with this policy.

Safeguarding policies

Protection of children, youth and adults from sexual exploitation, abuse and harassment will be addressed through the following steps:

1. Risk Assessment/Risk Mitigation

CWS recognizes that there are a number of potential risks to vulnerable children, young people and adults in our work, particularly in programmes where staff or others come into contact with children or vulnerable adults. In recognizing these risks, staff and others will proactively assess and manage risks to vulnerable children, young people and adults to reduce the risk of harm.

All partners receiving funding from CWS sign a Memorandum of Understanding which will include commitment to CWS safeguarding policies and practices. CWS will work with (and where appropriate assist and support) partners to consider assessments of safeguarding and child protection needs and progressively implement relevant safeguarding and child protection strategies as agreed. Programmes and disaster responses that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures.

Risk assessment guidelines for CWS partners and programmes:

- a) For Child Protection - in the ACT Alliance Child Safeguarding Guidance Document (Section VIII Templates and Tools, 2. Child Protection Risk Assessment). See Annex 2.
- b) For Safeguarding children and vulnerable adults – See Annex 3.

2. Safe Recruitment

Strong recruitment practices are a critical component of a Safeguarding policy. CWS will seek to ensure that staff who are employed, volunteers or contractors are appropriately screened for potential risks they may pose to children, youth or vulnerable adults. At a minimum, this should include conducting two verbal reference checks, behavioural-based questions for staff and volunteers who will be working with children youth or vulnerable adults, and a signed disclosure that a staff member or volunteer has not been charged with child abuse or exploitation offences, or had a personal grievance raised under the Employment Relations Act 2000 or a complaint to the Human Rights Commission under the Human Rights Act 1993. Screening will include a criminal background check.

Child safe recruitment practices are detailed in ACT Alliance Child Safeguarding Guidance Document; see Annex 2.

3. Behaviour Protocols/Code of Conduct

CWS has three behaviour protocols outlining its aims for ethical and appropriate behaviour with respect to its relationships with all stakeholders, including children. These are:

- Child Safeguarding Code of Conduct
- The ACT Alliance Code of Conduct for the prevention of misconduct, including corruption, fraud, exploitation and all forms of abuse, and to ensure child safeguarding⁴. This document is available here: <https://actalliance.org/resources/> (use the advanced search function to search for “safeguarding” policies and guidelines)
- The overall Safeguarding Policy (i.e. this document), which explains what staff and others should and should not do when working with or in the proximity of children, youth or vulnerable adults, including activities which are not participant-centred. It guides staff in knowing what to expect of their colleagues and to understand what kinds of behaviour should be reported.

Specific protocols include the following:

- Transactional sex refers to the exchange of money, employment, goods or services for sex, including sexual favours. Transactional sex is prohibited in humanitarian and disaster response settings. It is also prohibited in locations where transactional sex is illegal.
- Fraternisation refers to any non-transactional sexual relationship between CWS or partner organization representative and a beneficiary. Fraternisation is strongly discouraged, and may cause harm. To minimize the risk of such harm, CWS and its partners may:
 - Incorporate this protocol into the briefing for CWS representatives travelling
 - Include it in policy discussions with partners.

4

4. Education and Training

CWS will provide training to all staff and others regarding its Safeguarding Policy and procedures. This will include induction of new staff and annual refresher training for existing staff. All staff from support service and administration to senior management should receive training that includes, at a minimum:

- An introduction/overview of the concepts of safeguarding, prevention of sexual exploitation, abuse, and harassment (PSEAH), child protection and child safeguarding
- A discussion of risks to children, young people and vulnerable adults in the local context from a cultural, faith-based, or programmatic point of view
- A discussion on how safeguarding policies and procedures can protect children, youth, vulnerable adults, the staff and the organization – and what can go wrong when there are no procedures in place
- An introduction to and discussion of the policy, ensuring all participants understand the purpose of the policy, the content, and terminology.

Existing staff members will be asked to sign the Child Safeguarding Code of Conduct and the Act Code of Conduct. The originals should be kept in their personnel file, and a photocopy given to the staff member. It is important that staff members read and understand these Codes of Conduct before signing them.

5. Awareness

CWS believes that accountability to the communities with which we work and transparency in all we do are paramount. CWS recognises many partner organisations have existing excellent practice in safeguarding that CWS can learn from and share more widely. Building the capacity of communities and partners is a significant component of good practice in child safeguarding. CWS will work with local partners to develop their understanding of the policy and the Child Safeguarding Code of Conduct, and encourage them to mainstream safeguarding in their own programmes.

6. Safe Programme Design

CWS is committed to designing, supporting, and delivering programmes that are safe for children, young people and vulnerable adults, are assessed for risk, and include safeguarding strategies. Even in programmes which are not child-focused, there can be inherent risks to children. This includes physical harm from inadequate consideration of the particular needs and vulnerabilities of participants.

CWS will consider risks to affected populations when designing, or supporting, new programme interventions. This should include consideration of the potential risks to children, young people and vulnerable adults, and periodic reviews for new or emerging sexual exploitation, abuse and harassment, and child protection risks.

7. Communications

a) Use of images and children's information

CWS is committed to undertaking communications in a manner that is safe for children, reflected in both its media practice and the Child Safeguarding Code of Conduct (Annex 1).

b) Social media

CWS is committed to undertaking social media communications and interactions in a manner that is safe for children, young people and vulnerable adults.

9. Reporting

All staff and others associated with CWS programmes are obligated to report any concerns they may have about the behaviour of a staff member or the safety of a child, young person, or vulnerable adult. See Annex 4 for the CWS Safeguarding Reporting Form.

For MFAT-funded programmes, an alleged safeguarding incident must be reported to MFAT within two working days of the organisation becoming aware of the incident. Any MFAT Policy non-compliance must be reported to MFAT within five working days. The report must summarise the non-compliance and set out the actions CWS has taken or will take to address the problem.

10. Responding to Concerns

The National Director will act as the Safeguarding Focal Point. In the event that the National Director is on leave, otherwise un-contactable, or has a conflict of interest, the Chair, or a member of the Board should act as the focal point.

CWS will:

- Have clear procedures and guidelines, which are accessible and appropriate to the local context, for how partners, community members and children themselves can report a breach of the Safeguarding Policy by a staff member or other person associated with CWS
- Report any allegations or complaints to management/donors/authorities where applicable, depending on the nature and severity of the case and requirements of affected donors and authorities.
- Review all reported cases, and determine whether a full investigation is necessary, consulting ACT Alliance Guidelines⁵
- Consider abuse or exploitation of a child, youth or vulnerable adult by a staff member or other person associated with CWS to be serious misconduct warranting dismissal
- Take any necessary disciplinary measures against staff or others if they are found to have breached the Child Safeguarding Code of Conduct (Annex 1), the ACT Code of Conduct, or any other Protocols/Behavioural Codes noted above.
- Depending on the nature of the breach, provide support such as training and counselling, increased supervision or transfer to other duties, for staff whose behaviour is in breach of the Child Safeguarding Code of Conduct or the ACT Code of Conduct but does not pose a significant ongoing risk to the safety of children, young people or vulnerable adults.

⁵ <http://actalliance.org/wp-content/uploads/2015/11/Complaints-and-Investigation-Guidelines-July-2010-1.pdf>

- Keep all information about safeguarding or child protection concerns and reports confidential, discussed only with the Safeguarding Focal Point, and any other parties designated by them according to reporting requirements.

Frameworks and incident reporting forms and templates can be found in the ACT Alliance Child Safeguarding Guidance Document, Annex 2.

11. Handling external concerns

External concerns will be handled through the process outlined in the CWS Complaints Policy.

Definitions

Safeguarding: Safeguarding is the set of internal facing, business critical policies, procedures and practice that we employ to ensure that CWS does no harm. This means we ensure that anyone who represents CWS behaves appropriately towards vulnerable adults or children and never abuses the position of trust that comes with being part of CWS. It includes the actions taken under this policy to respond appropriately to issues of sexual abuse, exploitation and harassment, and to prevent their occurrence.

Sexual harassment: The Human Rights Act 1993 defines sexual harassment as any unwelcome or offensive sexual behaviour that is repeated, or is of such a significant nature to have a harmful effect, or which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment.

Child protection: In its widest sense, child protection is a term used to describe the actions that individuals, organisations, countries and communities take to protect children from acts of “harm”, maltreatment, abuse and exploitation e.g. domestic violence, exploitative child labour, commercial and sexual exploitation and abuse, deliberate exposure to HIV infection, and/or physical violence. It can also be used as a broad term to describe the work that organisations undertake in particular communities, environments or programmes that protect children from the risk of harm due to the situation in which they are living.

Child safeguarding: Child safeguarding is the set of internal facing, critical policies, procedures and practice that CWS employs to ensure a child safe organisation. This means we ensure that:

1. Anyone who represents CWS behaves appropriately towards children and never abuses the position of trust that comes with being a representative of CWS
2. Everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children
3. We create a child-safe environment in all of our activities by always assessing and reducing potential risks to children.

Further definitions and terms can be found in ACT Alliance Child Safeguarding Guidance Document, see Annex 2.

Key relevant documents

- CWS Complaints Policy
- Child Safeguarding Code of Conduct
- Council for International Development Code of Conduct Guidelines
- CWS Communications Policy
- Core Humanitarian Standards

Document management and control

Owner: Board

Content manager: National Director

Approved On: August 2024

Next Review date: June 2027

Note – the default period is 3 years unless the owner requests a shorter period

Annex 1. Christian World Service Child Safeguarding Code of Conduct

Christian World Service (CWS) believes that all children have the right to protection from all forms of violence, abuse and exploitation. Staff, volunteers, contractors and others representing CWS or visiting CWS partners or churches are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship. This Child Safeguarding Code of Conduct outlines the behaviour CWS expects from all staff and others associated with CWS and its partners, when working with or in the proximity of children.

I, _____(name)_____, agree to abide by the following behavioural guidelines with regards to children I come into contact with through my work. I will:

- Treat all children with respect, regardless of race, colour, sex, sexual identity language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- Conduct myself in a manner that is consistent with the values of CWS
- Provide a welcoming, inclusive and safe environment for all children
- Respect cultural differences which do not harm the child
- Encourage open communication between all children, young people, parents, staff and volunteers and enhance and promote the participation of children in the decisions that affect them
- Be transparent in my actions and whereabouts
- Take responsibility for ensuring I am accountable and transparent, and that I do not knowingly place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with CWS's Safeguarding Focal Point
- Report any concerns of child abuse or non-compliance in accordance with CWS's reporting procedures
- Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the relevant parties including CWS's Safeguarding Focal Point
- Report any concerns or suspicions regarding abuse or non-compliance by a fellow worker, volunteer, contractor or visitor, in line with CWS's reporting procedures
- Comply with all relevant national legislation, including labour laws in relation to child labour
- Immediately disclose all charges, convictions against me and any other exploitation and abuse and non-compliance by me in accordance with appropriate procedures

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child

- Do things of a personal nature that a child can do for him/herself, such as assisting with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform my supervisor first and be as open as possible in my behaviour, which includes explaining to a child what I can do to assist them
- Invite unaccompanied children into my home or accommodation when travelling, unless they are at immediate risk of injury or in physical danger
- Sleep close to unsupervised children unless absolutely necessary, in which case I must make earnest endeavours first to obtain my supervisor's or CWS partner organisation's permission, and ensure that another adult is present if possible
- Hit or physically assault children
- Use physical punishment on children
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive
- Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18
- Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child
- Behave provocatively or inappropriately with a child. Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
- Seek to make contact, in person, by phone, or electronically, and/or spend time with any child that I come into contact with in my role as a representative of my agency, outside of designated work and activity times of my role
- Discriminate against any children for any reason or show special favour towards any child or group of children
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the relevant persons, including CWS's Safeguarding Focal Point
- Use any computer, mobile phone, or video and digital camera to exploit or harass children. I will not access child pornography through any medium (see also 'Use of Children's Images' below)
- Hire children to perform domestic labour or any other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury or any other harm.

Use of Children's Images:

When photographing or filming a child/children for work purposes, I will:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- Obtain consent from the child and a parent/guardian of the child. As part of this I must explain how and where the photograph or film will be used. I will follow my agency's guidance on obtaining consent for taking photos of groups of children
- Ensure photographs or films present children in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive, or able to be misused by others

- Ensure images are honest representations of the context and the facts
- Ensure children are portrayed as part of their community
- Ensure file images do not reveal identifying information about a child when sending images electronically
- Ensure there is no identifying information of the child used in the publication of images with their location. I will ensure all recorded identifying details are stored confidentially
- Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate
- Not post images or details of children associated with CWS's work on personal social media sites

I understand that the onus is on me, as a person engaged or associated with Christian World Service, to use common sense and avoid actions or behaviours that could be construed as child abuse when engaging in activities or visiting projects of my agency or other agencies.

I have read the Christian World Service Safeguarding Policy and Child Safeguarding Code of Conduct and discussed its contents with CWS's Safeguarding Focal Point. I am aware that CWS expects me to uphold at all times the standards of behaviour described in the Child Safeguarding Code of Conduct. I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Child Safeguarding Code of Conduct.

Signature of Staff Member/Volunteer/Other

Name of Staff Member/Volunteer/Other

Date

Annex 2: Tools available in ACT Alliance Child Safeguarding Guidance Document

Note that other tools to implement this policy are available from the ACT Alliance Child Safeguarding Guidance Document, for example:

1. Child Protection Risk Assessment
2. Child Safe Recruitment Checklist
3. Child Protection Incident Reporting Form
4. Glossary of terms
5. Links to Training Resources and Toolkits

<http://actalliance.org/wp-content/uploads/2015/09/Child-Safeguarding-Guidance-Document.pdf>

Annex 3: CWS Adult Safeguarding Risk Assessment Checklist⁶

Used to identify situations which require SEAH⁷ risk management. Risks other than those deemed “low” will need risk management.

1. Organisation – review triennially

Risk area	Low	Moderate	High	Very high
Interactions between board members, staff members, interns, volunteers, within or outside the office (especially where power differentials apply – e.g. where career advancement may depend on someone in a more senior position, or where two people are required to work together alone)				
Interactions with external providers, donors, partner churches etc. (especially where power differentials apply – e.g. when a donation is important to secure)				
Outreach events – e.g. Workshops, Operation Refugee banquets				
Office provides safe working environment for personnel working alone, arriving early, or working late				
Board members or personnel travelling, particularly those staying away from home, and their host				
Organisation’s contact lists and data accessible to personnel				
Organisation’s computer and internet connection is available to personnel – i.e. enabling access to exploitative material via the internet				
Personnel have limited understanding of safeguarding against PSEAH				

⁶ Adapted from ACT Alliance Child Protection Risk Assessment with additional inputs from CID Safeguarding Presentation (Fiona Williams)

⁷ SEAH – Sexual Exploitation, Abuse and Harassment

2. International Programme - review triennially

Risk area	Low	Moderate	High	Very high
Power differential between personnel and international partners whose programmes and even livelihoods depend on funding				
Power differential between personnel and partner programme beneficiaries				
International travel, typically alone, to relatively unfamiliar environments, remote locations etc.				
Partner reporting information may enable access to identifiable vulnerable beneficiaries (e.g. a partner programme working with single women, or refugees)				
Associated people (Board members, volunteers, partner church representatives) may make visits to partner programmes				
Partner visits to New Zealand, including travel, hosting etc.				

3. Partner Programmes – review at outset, when significant changes are proposed, and triennially

Risk area		Is there Risk?	Low	Mod	High	Very high	Notes / Mitigations
1. Inherent risk	a) <i>There are concerns regarding the power differences in the relationship between project staff and beneficiaries</i>	Yes/No					
	b) <i>There are concerns regarding the power differential between project staff or beneficiaries and others e.g. in-country government, military?</i>	Yes/No					
	c) <i>There are concerns regarding power differences within the partner organisation e.g. interactions between Board members, staff members, interns, volunteers?</i>	Yes/No					
	d) <i>Interaction with children by staff or others</i>	Yes/No					
2. Degree of isolation	a) <i>Degree of isolation (e.g. working alone, or in a remote or rural location)</i>	Yes/No					

	b) Involves one-on-one interactions with beneficiaries	Yes/No					
	c) Involves being alone with children	Yes/No					
3. Online contact	a) Involves direct one-on-one or group access to children online	Yes/No					
	b) Involves supervising child-to-child online contact	Yes/No					
	c) Involves educating children and supporting adults on cyber safety	Yes/No					
4. Degree of physical contact	a) Involves physical contact (touching) with beneficiaries	Yes/No					
	b) Position involves need for physical contact/touching children	Yes/No					
	c) Involves providing a personal service (e.g. washing, dressing, toileting)	Yes/No					
5. Vulnerability	a) a) Engages with children who have challenges that contribute to their ability to protect themselves e.g. psychological, situational	Yes/No					
	b) Engages with children who do not have many support systems	Yes/No					
	c) Engages with parents who do not have many support systems	Yes/No					
	d) Which of the following vulnerabilities apply to your beneficiary communities that may increase risks?	- Economic distress - Hunger - Affected by disaster - Displacement - Cognitive or physical disability					

		- Trauma/abuse - Discriminated minority e.g. gender, gender identity, caste, ethnicity/race, religion - Sex workers - Other						
6. Location	a) Unpredictable settings, and location risks (e.g. conflict, post disaster, camps for internally displaced people or refugees, access to toilets, low visibility settings)	Yes/No						
	b) Involves transporting people	Yes/No						
7. Access	a) Beneficiary contact lists and personal data accessible to personnel	Yes/No						
	b) Other people have access to beneficiaries (e.g. media)	Yes/No						
	c) Partner computer and internet connection is available to personnel, and/or beneficiaries, and could be used to access exploitative material	Yes/No						
8. Degree of Trust	a) Involves establishing close, personal, long term relationships with beneficiaries, or contributing to significant life decisions	Yes/No						
	b) Involves developing close, personal, long term relationships with children or contributes to important decisions regarding the future of children	Yes/No						
	c) Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities,	Yes/No						

	advising or offering guidance to youth or spending extended periods of time with youth e.g. camps						
9. Degree of Supervision	a) Involves personnel having unsupervised contact with children	Yes/No					
	b) Activities/engagement with children is not observed or monitored	Yes/No					
	c) Insufficient number of trained staff to supervise activities/engagement with children	Yes/No					
	d) Children being left alone/unsupervised	Yes/No					
10. Child Labour	a) Possibility that activity will lead to the employment of children	Yes/No					
	b) Possibility that activity will lead to the removal of children from school	Yes/No					
	c) Possibility that activity will lead to children being employed in hazardous work	Yes/No					
10. Activity	a) Requires specific skills, knowledge, qualification or service eligibility requirements	Yes/No					
	b) Degree of monopoly on provision of goods or services (e.g. food distribution)	Yes/No					
	c) Involves large events	Yes/No					
11. Policies and Procedures	a) Complaints reporting mechanisms not available to beneficiaries	Yes/No					
	b) Inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others	Yes/No					

	c) Partner does not have policies in place to protect their people i.e. Child Protection Policy, Safeguarding Policy, PSEAH Policy (Preventing Sexual Exploitation, Abuse and Harassment)	Yes/No					
	d) Partner staff involved in this programme have the following understanding of safeguarding against PSEAH	- None - Some/Limited - Good					
12. Capacity	Given the above identified risks, what level of resources do you have to manage them?	- None - Some/Limited - Good					

Annex 4: CWS Safeguarding Reporting Form⁸

CWS takes all concerns and reports of sexual exploitation, abuse, harassment, or child abuse seriously and immediate action will be taken. Staff members or others reporting SEAH or child protection concerns will be supported by the agency throughout the process of assessing the claim.

This form should be used to report if you see or suspect abuse, if an allegation of abuse is made, or if a child, youth or adult discloses abuse. The information you provide here will be kept CONFIDENTIAL and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken.

What to do and say if someone tells you about actual or potential abuse

- Accept what they say
- Take the allegation seriously
- Reassure them they have done the right thing by telling someone and that they are not to blame for the behaviour of others
- Let them know that the allegation must be reported and that although CWS will try to retain confidentiality at all times, total confidentiality cannot be promised
- Allow them to speak freely but do not press them for information
- Let them know what will happen next
- Record the process carefully and in detail immediately after the allegation in order to ensure greatest accuracy.

DO NOT:

- React emotionally
- Seek any more information than is absolutely necessary
- Leave a child alone immediately after a disclosure
- Make promises that you cannot keep (particularly about not telling others).

⁸ Adapted from Act Alliance Child Protection Incident Reporting Form

CWS Safeguarding Reporting Form

Part One: About You

Name: _____

Your role in (agency or partner agency): _____

Details of any other organisation involved: _____

Your relationship to the child, young person, or adult concerned: _____

Part Two: About the child, young person, or adult

Name(s): _____

Male/female: _____

Age: _____

Address: _____

Whom does the child or young person or adult live with?: _____

Part Three: About Your Concern

How did you come to have a concern: was abuse or policy non-compliance observed or suspected? Was an allegation made? Did a child disclose abuse?

Date, time and place of any incident(s) reported to you: _____

Nature of concern/allegation Observations made by you (e.g. child, young person or adult's emotional state, any physical evidence) Write down exactly what the child or person making a report said and what you said (or another informant said):

Any other relevant information? (E.g. disability? language?)

Were other children, young persons, or adults involved or aware?

Have you already spoken to parents or carers or child protection personnel or agencies? Yes or No ____ If Yes, who or whom? _____

Time and date of reporting: _____

Person(s) to whom report was made: (name of supervisor/manager/staff):

Advice given by that person or agency:

Action taken:

I understand that in making this report the agency may have to inform other authorities in a confidential manner and only if necessary for the safety of the child, young person or adult, the staff member, or the agency, or to meet obligations to donors or under national law

Signed:

Date:

Note: Please remember that all information contained in this report must be kept confidential. You will be informed of next actions that will be taken.

Annex 5: CWS Focal Persons for Safeguarding:

Focal person:

National Director

Tim Pratt

021 360 906

tim.pratt@cws.org.nz

Alternative Focal person:

CWS Board Chair

chair@cws.org.nz