

Child and Vulnerable Adult Protection Policy: Service Team Members

Revised: May 2018



Introduction

Child abuse is more than just a global problem – it's a tragedy. Abuse occurs in all countries and in all societies and includes physical violence, sexual molestation and exploitation, emotional cruelty, and neglect of children's basic needs. It is nearly always preventable. At Kids Alive International, the child's best interests are our primary concern and consideration. We believe:

- Children have the right to a happy, healthy, and secure childhood
- The abuse of children is an abuse of their rights
- Child abuse is *never* acceptable

Abuse of minors, which includes child molestation, is a serious moral fault and is subject to criminal charges in most societies. Child abuse takes advantage of the vulnerability of children. It violates Biblical standards of holiness and the mandate to genuinely love and seek the good of others and causes deep spiritual and psychological wounds.

Kids Alive International will ensure that anyone who represents Kids Alive, including Service Team members:

- Are aware of the problem of child abuse and of situations where children may be at risk
- Actively safeguard children from abuse through good practice
- Report all concerns about possible abuse
- Respond appropriately and quickly when abuse is suspected or discovered

Every service team member must read and sign the Child Protection and Vulnerable Adult Policy (see the declaration below) before they engage with any Kids Alive program operations.

Types of Abuse

Physical abuse and neglect

Physical abuse includes inflicting physical injury upon a child. This may include burning, hitting, punching, shaking, kicking, beating, or otherwise harming a child. It may be the result of over-discipline or physical punishment which is not appropriate to the child's age. Physical neglect may include failing to provide any of the following: adequate food, appropriate clothing, medical care, supervision, or proper protection from harm.

Emotional abuse (*also known as verbal or mental abuse or psychological maltreatment*)

Emotional abuse can include caregivers threatening or terrorizing a child, using extreme and/or bizarre forms of punishment, such as confinement in a closet or a dark room, or tying a child to a chair. Other forms of emotional abuse may include ignoring, belittling, rejecting, using derogatory terms, excessive blaming, or excessive isolating. Emotional neglect may include a lack of love, emotional support or attention, or excessive inconsistency.

Sexual abuse

Sexual abuse ranges from inappropriate contact to rape, as well as non-contact abuse such as forcing children to observe sexual acts and pornography. **Child grooming** is befriending and establishing an emotional connection with a child (and sometimes the family) to lower a child's inhibitions for child sexual abuse; this is also a criminal offense in

many countries. It should be noted that sexual abuse may occur between people of the opposite sex and between people of the same sex.

Spiritual abuse

All children who enter a Kids Alive program are expected to participate in all spiritual activities provided for them. This expectation is made clear to the children and their families. While children's participation is essential, Kids Alive will seek to safeguard children from any form of spiritual abuse. Spiritual abuse, as with all forms of abuse, is about the misuse of authority to promote the interests of the abuser rather than the best interests of the child. Spiritual abuse can take the form of:

- Authoritarianism which demands unconditional submission to spiritual leadership
- Refusal by an adult to respect a child's opinions or views on spiritual issues
- Valuing an individual for their performance rather than their worth to God
- Unbalanced and excessive focus on particular points of theology
- Manipulation through fear and condemnation

Action Taken to Prevent Abuse

Each ministry is regularly training their staff, conducting audits and has considered site-specific guidelines for how to prevent abuse. **It is important that team members protect themselves from allegations of abuse by following all guidelines given and demonstrating good practice at all times.** This means that they will avoid putting themselves into a position where they could be accused of abuse or of attempting to abuse a child.

Kids Alive recognizes that appropriate physical touch by adults is important in a child's development. It is extremely important, however, that team members avoid any appearance of inappropriate behavior. Team members may not hold, kiss, cuddle or touch children in an inappropriate or culturally-insensitive way and should use good judgment, wisdom and caution in becoming personally involved with children who have emotional and/or psychological problems. Children should be aware that, at any time, they can say "no" to any activity or interaction that makes them feel uncomfortable.

Inappropriate physical contact includes:

- Demanding hugs and kisses
- Touching chest, genital area, upper legs, buttocks, waist, and stomach area
- Sitting the child in the center of the team member's lap
- Seductiveness or suggestive contact
- Physical contact of any kind which is done for the pleasure or satisfaction of the team member
- Rough physical games or interactions with children that may be misinterpreted
- Any form of physical punishment
- Any touching used to express power or control over a child, except holds/restraints that are used to prevent a child from hurting himself/herself or others

Procedure for Dealing with Suspected or Alleged Child Abuse

The focus is always safeguarding and protecting the child. All who serve at a Kids Alive International ministry must treat any suspected abuse seriously. No one should ever ignore it in the hope that it will go away.

All suspected abuse must be reported immediately to the Ministry Director or Country Director. Any adult who withholds information or covers up any kind of abuse **may be considered an accomplice**, and action may be taken against him/her.

Service Team Members

- All team members will be made aware of Kids Alive International's policies as part of their orientation and will sign an agreement that they will abide by the contents of this Policy and any other local expectations. Criminal background checks will be carried out on all service team participants.
- All interaction between team members and children will be accompanied by a Kids Alive employee or missionary at all times. The employee or missionary will be responsible for ensuring that the children are protected from any inappropriate activity.
- Should accommodation be provided to team members, it will be ensured that no unauthorized contact between the team and children is possible.
- Any inappropriate behavior on the part of a team member will be dealt with immediately. Any concerns will be reported to the Country Director, who will inform the Regional Director or Vice President of International Programs **within 12 hours**. Appropriate action will be determined and implemented by the Country Director in consultation with the Vice President of International Programs. This may include criminal investigation and/or potential severance of the relationship with Kids Alive International.

Child Privacy

- Kids Alive International respects each child's right to privacy. Care will be taken at all times to ensure that no confidential details about a child's life, medical concerns, or confidential personal history are released to the public. Examples of information that we do not share include details of abuse that children have received or done to others; personal struggles or family information that might embarrass children (e.g., alcohol or drug usage, psychological problems); communicable diseases, physical handicaps, or mental health needs; and addresses or other information that could identify members of their family.
- When the story of a child is shared for the purpose of informing and educating churches or other institutions, the child's name in the story should be changed along with any other information that might identify him/her.
- Team members who post pictures or stories on personal websites, blogs, or social networking sites are required to ensure that child confidentiality and the terms of this Policy are maintained.
- Under no circumstances should team members connect directly with Kids Alive children on Facebook or other social networking sites, by email, or by mobile phone. It will be made clear to children that they are not to initiate such contact as well as how they should respond if contact is made with them by a team member. This response will include reporting the contact to a designated staff member. Team members will be made aware of this regulation in relevant literature and orientation. All correspondence to and from children and their sponsors should be sent via the Kids Alive International office. No correspondence is allowed outside of our Child Sponsorship program.

Child and Vulnerable Adult Protection Policy:
Service Team Members
Code of Safe Conduct and Declaration



As a service team member at a Kids Alive International ministry, I affirm that:

- I will conduct myself in a manner consistent with my position as a positive role model to children as a representative of Kids Alive International
- I will follow the Policy, local laws, and good practice guidelines, and will implement adequate safeguards to avoid putting myself in a position where I might be accused of abuse
- I will avoid any unnecessary or potentially abusive physical contact with children
- I will use language and topics that are appropriate to the situation and avoid suggestive comments to a child, even as a joke. I will avoid any actions or words intended to humiliate or belittle children
- I will avoid rough physical games or interactions with children that may be misinterpreted
- Photographs of children or vulnerable adults will be taken and shared in accordance with the Policy and any other guidelines I receive
- I will be respectful of children’s rights, background, culture and beliefs, as set out in the UN Convention on the Rights of the Child
- I will undertake, to the best of my ability, to protect children in Kids Alive International’s care from any form of abuse
- I will report any concerns that I have regarding child protection issues as soon as possible
- I recognize that, should the terms of Kids Alive International’s Child and Vulnerable Adult Protection Policy be breached, immediate and appropriate action will be taken by Kids Alive according to the provisions set out within the Policy

I confirm that I have read and understood Kids Alive International’s Child and Vulnerable Adult Protection Policy for Service Team Members and agree to abide by this at all times with all children and vulnerable adults that I come into contact with, to protect both myself and them.

Print Name: _____

Signed: _____ Date: _____

*** Please return this form to your team leader, who will return all forms to Kids Alive International. Thanks! ***

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Liability Release and Personal Agreement

The guidelines listed below are expectations that pertain to all participants in this journey of a Kids Alive® mission experience, which may vary in duration from several days to three years or longer. You go not as a tourist, but as a guest of another country. Please remain flexible.

"I understand and accept the following conditions that will contribute to the usefulness and safety of my period of mission service. If accepted as a missionary, intern, volunteer or service team member with Kids Alive® International, I agree to:

1. Release and discharge the organizations and individuals that helped to make these arrangements, including Kids Alive® International, and their agents, employees, officers, and volunteers, from all claims, demands, actions, judgments, or executions that I have ever had, now have, or may have, or which my heirs, executors, administrators, or assigns may have or claim to have, against these organizations, their agents, employees, officers, and volunteers, and their successors or assigns, for all personal injuries, known or unknown, and injuries to property, real or personal, caused by or arising out of this journey.
2. Acknowledge that by engaging in this journey, I am voluntarily subjecting myself to certain risks, including but not limited to such things as health hazards due to food and water, diseases, pests, and poor sanitation; potential danger from lack of control over the local population; potential injury while working; and inadequate medical facilities. I understand that I am not obligated to do anything that I feel is unsafe or that I am unprepared to do, and it's my responsibility to speak up for my own needs in such situations.
3. Be aware of my coverage for international health insurance and accept responsibility for the full payment and care of my own medical needs.
4. Hold an attitude that seeks to understand the host culture, rather than trying to convince others of my own viewpoint or style. I admit that there are a variety of ways to accomplish the same objective in a task, and that my way may not necessarily be the best. I will maintain a flexible attitude, knowing that my plans may need to be changed, and I am willing to adjust to the expectations of my host.
5. Go on this trip primarily as a representative of Jesus Christ from my home nation, and as a servant of the host missionaries and host culture. I will seek to hold a wholesome attitude at all times, especially as I interact with others on the field where I am serving.
6. Accept the responsibility that others will look at me as an example of how a Christian should behave, and I will not treat that responsibility lightly. Therefore, I will:
 - Regard differing styles of worship with respect. I will not hold a superior attitude.
 - Refrain from complaining, and from obscene or insensitive humor and from making derogatory comments or arguments regarding people, politics, sports, religion, race, or traditions.
 - Avoid any actions which might be perceived as amorous attentions toward the people I meet on the field or that are part of my team and will abide by any dating policies established by Kids Alive® International.
 - Refrain from using illegal drugs or participating in any prohibited activity and to refrain from using tobacco or alcoholic beverages while in the host country (unless clearly permitted by the Kids Alive® field leadership and field policy).
7. Act as a servant-leader under the supervision of the ministry leaders on my host field. I agree to:
 - Respect and follow the advice I am given concerning clothing, jewelry, food and beverages, and respect the traditions I may encounter in the local community, even if they differ from my own views.
 - Accept and submit to the leadership role and authority of the director of the ministry and promise to abide by the leader's decisions concerning this ministry and to avoid being overly demanding, trying my best not to offend or cause embarrassment for the local mission host, and to help them attain their long-term goals.
 - Interact with ALL members of the team.
 - Refrain from directly giving gifts, such as money, clothes, jewelry, electronics, etc. (Although the intent of the giver is good, the result can cause problems for the host missionary. Jealousy and bitterness can rise among others who were not recipients of such gifts). All gift giving should be done with the help, approval and permission of the team host, site directors or country directors.
 - Refrain from making any promises or invitations to nationals (either children or adults) in the host country, without first receiving clear approval from the Kids Alive team host, site director or country director.
8. Protect the children in the ministry from abuse to the best of my ability. Therefore, I agree to:
 - Submit a signed and completed Background Check Release form and have a background check performed on me (if I am over 18).
 - Read and sign the Child and Vulnerable Adult Safe Code of Conduct and abide by its directives to help protect children and myself.
 - I will respect and follow the direction of local hosts and leaders pertaining to my interactions with all children and vulnerable adults.
9. Abide by the Kids Alive policy of not facilitating adoptions of children who are enrolled in Kids Alive children's homes or ministries.
10. Agree that in the event my conduct is considered by the host missionary to be unsatisfactory, (potentially jeopardizing the success of the mission), and if mediation has failed to correct my behavior, that my services in connection with this mission shall end and I shall return home immediately at my own expense.

In signing below, I represent that I am 18 years of age or older and have read and comply with these guidelines. If I am younger than 18, my parent/guardian will also sign, accepting the above conditions with me and on my behalf."

Signature Please Print Name Date

Address City / State / ZIP Phone Number

If the participant is under 18 years of age at the time of travel, a parent or legal guardian's signature is needed below:

Signature of Parent/Legal Guardian Please Print Name Birthdate of Minor

*** Please return this form to your team leader, who will return all forms to Kids Alive International. Thanks! ***

Background Check Release



BACKGROUND VERIFICATION DISCLOSURE

In connection with my application for employment or to serve as a volunteer with Kids Alive International (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I authorize Kids Alive International to discuss the findings of this report with my Service Team leader, mission trip organizer and/or Kids Alive International staff and field hosts to help determine my eligibility as an volunteer or employee with the organization.

RIGHTS OF APPLICANTS FROM CERTAIN STATES

Residents of Minnesota and Oklahoma: Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. Residents of New York: Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect My Ministry directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by signing below. Residents of Washington State: Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly. Residents of California and Maine: Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client.

I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

AUTHORIZATION

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* (available at www.protectmyministry.com/resources) and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Volunteer/Employee Signature

Today’s Date

Social Security Number

Date of Birth

*** Please return this form to your team leader, who will return all forms to Kids Alive International. Thanks! ***



Background Check Information Request

PLEASE PRINT CLEARLY IN DARK INK AND ANSWER ALL QUESTIONS COMPLETELY TO AVOID DELAYS

First Name _____

Middle Name _____

Last Name _____

Name Suffix (Please Circle): Junior Senior First Second Third Fourth

Previous Legal Name (if applicable) _____

Year Changed (if applicable) _____ Alias's Used _____

Social Security Number ____ - ____ - ____ Date of Birth ____ / ____ / ____
month day year

Gender (Please Circle): Male Female

Street Address _____

City _____ State _____ Zip code _____

County _____ How long have you lived at this address? _____

Previous Address (Only if you moved to your current residence in the last 5 years)

Street Address _____

City _____ State _____ Zip code _____

County _____ How long did you live at this address? _____

In case we need more information, please provide the following information:

Phone Number _____ Email _____

This form is provided by Kids Alive International for your convenience. Kids Alive can hold a copy of this form if submitted, but its intended use is for the benefit of the team sending agency.

Medical Information Form

TEAM LEADERS SHOULD CARRY MEDICAL INFORMATION FOR EACH PARTICIPANT

Participant Legal Information:

Name: _____ Birthdate: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email address: _____

Passport Country and #: _____

Emergency Contact Information (*must be name of parent or legal guardian if participant is a minor child under age 18*):

Name: _____ Relationship: _____

Address: _____

City/State/Zip: _____

Phone Number(s): _____

Email Address: _____

Medical Information:

Family Doctor Name: _____

Family Doctor Office Phone: _____

Family Doctor Emergency Phone: _____

List recent immunizations and dates received:

List any allergies, including allergies to medications:

Health Insurance Information:

Medical Insurance Company: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Group Number: _____ ID Number: _____

International Medical Insurance: *Kids Alive International asks that all participants also be insured for international medical needs. Ask your team leader for more information first, or visit www.missiontripinsurance.com/kids-alive/ If a plan is obtained, please list it below:*

Medical Insurance Company: _____

Certificate/Policy Number: _____

Phone #: (NOT a 1-800 number, which doesn't work overseas): _____