

## *Child Safety Policy (CSP)*

### **A Code of Practice for Jeugd met een Opdracht Nederland**

**Rationale:** This code of practice for Jeugd met een Opdracht Nederland (JmeO) has been established to guard the well-being and safety of children and to protect them from abuse and neglect as well as to protect our staff, volunteers and JmeO from false accusations.

**This policy is made up to stay as close as possible to the guidelines given by the Dutch Government in the 'Meldcode huiselijk geweld en kindermishandeling' as well as being as much as possible adapted to the situation of Jeugd met een Opdracht Nederland.**

**This policy has been made in accordance with the international YWAM Child Protection Guideline.**

**A child is a person under 18 years old.**

**JmeO is any project/school/training//team/program/location under responsibility of JmeO Netherlands and any person functioning under JmeO leadership (serving or studying).**

**This CSP is a minimum requirement to be kept by everybody in JmeO.**

This CSP is approved by the JmeO Core Leadership Team (CLT) and ratified by the JmeO National board in June 2025. Evaluation and review by the CSP Team and CLT no later than June 2027.



## Inhoudsopgave

<b>Part 1 - Child Safety Policy to be read and signed by all JmeO</b>	<b>3</b>
<b>1. Statement of Commitment</b>	<b>3</b>
<i>2. Code of Conduct - Behavioral Protocols</i>	<i>4</i>
<i>3. Different Forms of Child Abuse</i>	<i>5</i>
<i>4. Guideline &amp; Procedure by Suspicion of or Reported Abuse</i>	<i>6</i>
<i>The Child Safety Officers for your base/ within YWAM NL are:</i>	<i>8</i>
<b>5. CHILD SAFETY DECLARATION</b>	<b>9</b>
<b>Part 2 - Information for all Leaders</b>	<b>10</b>
<i>6. Recruitment, Screening and Acceptance</i>	<i>10</i>
<i>7. Protocol for accepting applicants who cannot sign the CSP declaration</i>	<i>10</i>
<b>Part 3 Information for Child Safety Officers</b>	<b>11</b>
<i>8. Child Safety Officers Tasks</i>	<i>11</i>
<i>9. Identifying Abuse - Warning Signs of Abuse</i>	<i>12</i>
<i>10. Protocol for reporting child abuse</i>	<i>15</i>
<i>11. Assessment framework</i>	<i>18</i>
<b>Appendix 1 - Child Safety Policy &amp; Declaration</b>	<b>19</b>
<b>Appendix 2 - Record of Child Safety Incident Form</b>	<b>20</b>
<b>Appendix 3 – Questions to be included in the reference forms.</b>	<b>24</b>
<b>Appendix 4 - Sample email to be sent to applicants who can not sign the declaration form.</b>	<b>26</b>
<b>Appendix 5 - Possible interview questions.</b>	<b>27</b>
<b>Appendix 6 - Possible questions that can be used during the conversation with parents</b>	<b>28</b>
<b>Appendix 7- Child-to-Child Cases, involving Sexual Activity or Bullying</b>	<b>29</b>

*Children are a heritage from the LORD ... Ps. 127:3a*

### **Child Safety Policy for Jeugd met een Opdracht Nederland**

# Part 1 - Child Safety Policy to be read and signed by all JmeO

## 1. Statement of Commitment

- 1.1 JmeO is committed to the welfare of children and youth worldwide. JmeO students, staff and leaders are expected to engage in positive supportive relationships with children, adolescents and adults in all aspects of our mission.
- 1.2 JmeO opposes all forms of child exploitation and child abuse. JmeO believes that all children have a right to protection from abuse irrespective of race, social background, age, gender, skin color, disability, religion, nationality, or beliefs.
- 1.3 JmeO is committed to protecting the rights and welfare of children. This includes the Conventions of Children's Rights UN.
- 1.4 JmeO believes that all children have value, worth and dignity as they are made in the image of God. Thus, we believe that all children should be treated with respect and cared for in ways that honor God.
- 1.5 JmeO believes that when there is a reasonable concern related to child safety, it is the responsibility of everyone to speak about their concerns of abuse and make sure that their concerns are being acted upon, while yet respecting a high level of confidentiality and respect.
- 1.6 JmeO believes in the importance of child protection and that preventative measures should be made to not only to protect children and adolescents from abuse by any YWAM staff, students, volunteers, and visitors but also to protect any involved with JmeO and the organization's integrity.
- 1.7 JmeO affirms that the primary responsibility and authority of the children's wellbeing and protection belongs to the parents. We believe that we as a community should do all we can to help and encourage the parents in this responsibility to allow a child to grow up in a safe environment.

With this commitment to the protection and welfare of our children, we will start this Child Safety Policy for JmeO that includes a behavioral protocol, a required signed statement, specific guidelines for how to respond to reported or suspected abuse, and designated Child Safety Officers.

**The Child Safety Policy has four main functions:**

- to protect and guard the well-being of the children
- to protect adults from false accusations
- to protect the organization's integrity
- To give guidelines in how to react when there are reports of suspected abuse.



## 2. Code of Conduct - Behavioral Protocols

- 2.1 JmeO expects everybody to give respect and dignity to all children in the way they speak to and about them and behave in their presence.
- 2.2 Everyone in JmeO is asked to sign a statement to say that they have read the policy, have not abused or mistreated a child, will adhere to the agreed policy and understand that action will be taken in cases of inappropriate behavior.
- 2.3 If you think a child needs discipline, you do not discipline the child yourself, but you inform the parents or the caretaker. Let them deal with the disciplinary issue.
- 2.4 Discipline (by the parent or caretaker) should never humiliate the child or make them feel worthless. Spanking a child is against the law in the Netherlands.
- 2.5 Do not give any drinks or food to a child under 12 years of age without one of the parent's or caretaker's permission (allergies etc.).
- 2.6 Nobody should touch a child in an inappropriate way or expose it to inappropriate materials such as pornographic, violent, or terrifying videos and literature.  
A general guideline for touching inappropriately is not to touch children in areas that would normally be covered by underwear.  
**At all times the child's boundaries for touching should be respected.**
- 2.7 Adults will always be responsible for their own behavior and cannot blame the child, even if the child 'provokes' or acts in a 'seductive' way.
- 2.8 An adult will not be alone (In a place where they cannot be seen by others) with a child without the parent's permission.  
Always ask the parent's permission before taking a child away from their parent's sight; make sure they know where you are with their child.
- 2.9 When a concern for the wellbeing of a child arises, one of the Child Safety Officers should be informed of this and their advice should be followed.
- 2.10 When children need to be supervised, JmeO recommends a minimum of two leaders/supervisors in any situation. Nobody should be expected to supervise more children than she or he feels capable of doing.
- 2.11 When children older than 10 years old are accommodated, outside family context, during a JmeO program, girls and boys should be placed in different bedrooms. The children should be accompanied by an adult when staying overnight, either in the same room (same sex only) or in a place nearby where everyone knows they can find help. During these activities protocol 2.8 and 2.10 remain active.
- 2.12 Everyone within JmeO will reflect an image that does justice to the child in their communication about children. JmeO will be very careful in protecting the identity and specific geographical location of children in its publications, text and/or photos. Publications

only take place with parental consent.

**If protocols are broken, this must be reported to a Child Safety Officer**



### 3. Different Forms of Child Abuse<sup>1</sup>

**What is child abuse?** Abuse can be:

**Physical Abuse** *Deliberately causing physical hurt or injury to a child.*

**Emotional Abuse** *A behavior that impairs a child's emotional development or sense of self-worth. This can be threats, constant criticism, humiliation, rejection, intimidation, withholding love, support, guidance, or discipline. This includes children witnessing or hearing physical violence or cruel and threatening words between parents or about the other (divorced) parent.*

**Sexual Abuse** *Involving a child or young person in sexual behavior or activities. It can involve direct physical contact or activities where no physical contact is made, such as making a child or young person watch a sexual act, showing him/her pornographic material whether in person or through social media.*

**Spiritual/Religious Abuse** *Maltreatment of a child's spiritual health and growth in a way that weakens or hinders it. Often this abuse takes the form of manipulation in which religion, God or faith is used as a means of control and of exerting unhealthy/wrongful power over the child. Using children to pursue adult goals.*

**Neglect** *Failure of the adult(s) who is(are) responsible for the child, to provide the basic needs for food, protection, and care. As well as failure to meet the child's emotional needs for love, affection, and encouragement.*  
*Failure to stimulate and foster the child's social, cognitive, emotional or physical development according to their individual needs, e.g. failing to identify a special educational need and giving it the attention it requires.*

**Witnessing domestic violence** Domestic violence is violence within the home environment, this can be between (ex)partners, family members and close friends. This violence can be physical, emotional, or verbal. When children regularly witness (see or hear) this, it will seriously influence their sense of safety and it can have the same effect on them as if they themselves are being abused.

**Young people who sexually abuse:**

A third of sexual offences against children are carried out by a person under the age of 18, some of whom will continue as adults to sexually abuse children. It is

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<sup>1</sup> <https://www.augeo.nl/kindermishandeling/vormen-van-kindermishandeling>

still considered sexual abuse if the person committing the abuse is under 18 years of age.

96 Percent of the children who have been abused, have been abused by the biological parent. The most common form is emotional neglect followed by physical neglect. Sexual abuse is the least reported. In 29 percent of the children who experienced abuse, there was more than one form of abuse (Source: <https://www.nji.nl/Kindermishandeling-Probleemschets-Cijfers>).

## 4. Guideline & Procedure by Suspicion of or Reported Abuse

### 4.1 What to do if you have concerns, questions or if you suspect child abuse.

Contact the confidential counselor for advice. He/she will think along with you about possible next steps.

### 4.2 When is a notification a report to the CSP-team? When is it an (internal) Report?

When a concern relating to a named individual or individuals is mentioned to a CSP-member in regard to child safety, OR when a situation leads to the calling together of the whole child safety team, it should be considered a report and always reported to the base leaders\*.

Sometimes a general advisory question may be asked of a CSP member that does not include either named individuals or the need to gather the wider team for advice, this would not be considered a report. It is up to the CSP member to decide when to seek advice from the CSP team (then this will turn it into a report), or to ask feedback to the base leadership in that situation.

\*For YWAM Amsterdam this would be the base leader overseeing the community/campus (not all base leaders)

### 4.3 The alleged abuse:

1. With one or more victims.
2. Can be current or have happened in the past.
3. Can be a one-off incident or recur over days, weeks, months, or years.
4. Has happened at this location, or anywhere.

### 4.4 Suspicion of Abuse:

1. Pass on the suspicion to a Child Safety Officer as soon as you have a reason for concern.
2. If in doubt; it is always better to act too early and be too sensitive than to regret!
3. The Child Safety Officer will sit down with you and write down what you heard and saw.
4. As soon as you suspect abuse we adhere to a temporary code of confidentiality. **This means we will not talk about this with people who are not involved.** People involved are: The reporters, the assumed victim, the immediate family of the victim, the Child Safety Team, the base leaders. If necessary, the national leaders and the board.
5. This code of confidentiality is needed to prevent unnecessary involvement of others, and to ensure a careful treatment of the case. We need to prevent rumors from spreading around and to prevent people wrongly found guilty.

#### 4.5 Guidance and Procedure if a child tells you about abuse:

1. Keep calm; don't show horror; listen carefully; don't ask leading questions. Don't suggest answers in your question as this can confuse their memory. For example: Ask: Where did he touch you? Instead of: Did he touch your breast?
2. Take the child seriously. Observe non-verbal signs. Don't ask 'but or why' questions. Reassure the child that he or she has done the right thing. Assure The child that what has happened is not his/her fault.
3. Never promise to keep it a secret but do let the child know that we need to inform others to deal with the situation. If abuse has occurred, it may need to be reported to the police or 'Veilig Thuis'. Let the child know you will inform a Child Safety Officer (C.S.O.)
4. Remember, all that is shared is strictly confidential - between you, the person, the C.S.O. and the base leaders. **This means we will not talk about this with people who are not involved.**
5. Make sure that you leave the child in a situation where he/she feels safe as they will be in a very vulnerable state having just talked about his/her experiences.
6. Pass on the information to a C.S.O. within the same day you receive the information. If possible, visit the C.S.O. together with the child.
7. The C.S.O. will make an appointment with you for an interview and write down the information.
8. The Child Safety Policy representative will inform the other members of his team. Together they will decide what steps to take.

#### 4.6 Communication

1. Preferably keep it as limited as possible to protect all involved. Where necessary, confidentiality is agreed with all parties involved (see 4.2.4).
2. Disclosure of information about past or current abuse of children as well as those involved is limited to those directly involved and/or affected, and to those involved in the reporting process.
3. In those cases where communication to a wider group of staff or students or to the community as a whole is necessary, the base leader designates a spokesperson or does so himself.
4. In case of suspected or reported incidents of abuse, it is necessary for the national leadership to designate a spokesperson to liaise with the media and, if necessary, with all JmeO.
5. If there is a confirmed case of abuse, and the individual is employed or enlists as staff at another YWAM base, we have a responsibility to notify the leaders of that base.

#### 4.7 Aftercare

In all cases of reported abuse or allegations, appropriate (after)care must be ensured for all involved. Depending on the seriousness of the situation, it can be decided whether internal or external support is used.

**The Child Safety Officers for your base/ within YWAM NL are:**

<b>National coordinator:</b>		
Angelique van Balen	<a href="mailto:angeliquevanbalen@ywam.nl">angeliquevanbalen@ywam.nl</a>	06 44264162
<b>Amsterdam:</b>		
Algemeen emailadres	<a href="mailto:safetyteamamsterdam@gmail.com">safetyteamamsterdam@gmail.com</a>	
Simon Achu	<a href="mailto:simonachu@ywam.nl">simonachu@ywam.nl</a>	06 45113525
Ruth Achu	<a href="mailto:ruthachu@ywam.nl">ruthachu@ywam.nl</a>	06 10302754
<b>Heidebeek:</b>		
Algemeen emailadres	<a href="mailto:kindveiligheid.hb@ywam.nl">kindveiligheid.hb@ywam.nl</a>	
Miranda Voogd	<a href="mailto:mirandavoogd@gmail.com">mirandavoogd@gmail.com</a>	06 29224653
Jonathan Vergauwen	<a href="mailto:jonathan@ywam.nl">jonathan@ywam.nl</a>	06 43940495





## 5. CHILD SAFETY DECLARATION

### Declaration

I declare that:

- I will abide by the Child Safety Policy of JmeO.
- I have never abused a child or young person, neither as a child nor as an adult.
- I do not have sexual feelings towards minors under the age of 13.
- I give permission for this declaration to be filed for the purpose of the Child Safety Policy.

I understand that if a complaint is brought against me regarding the abuse of children (current or past) while I am under JmeO leadership, the allegation will be thoroughly investigated in cooperation with the appropriate (civil) authorities.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

**If required:**

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Passport details:**

\_\_\_\_\_  
\_\_\_\_\_

## Part 2 - Information for all Leaders

### 6. Recruitment, Screening and Acceptance

- 6.1 All JmeO applicants will be carefully screened during their recruitment period using an updated application form. **This includes a page to be signed agreeing to the Child Safety Policy and stating that there have been no previous convictions for abuse against children, violent behavior or other convictions.** (See appendix 1 for a sample form)
- 6.1.2 All JmeO staff, volunteer and student applicants staying longer than three weeks will be screened with a minimum of 2 reference checks during their application period. Questions regarding child safety must be included in the reference form. (Appendix 3)
- 6.1.3 JmeO Heidebeek informs guests about the Child Safety Policy by means of a poster and/or QR code in the guest house and asks guests to behave according to this protocol. JmeO Amsterdam has the policy read and signed at the same time as signing the registration form. Guests who stay at JmeO Amsterdam for more than one day are asked to sign the Child Safety Policy.
- 6.2 The person in charge of the application process is responsible for making sure that they refer anybody with a history of abusive behavior towards children to the CSO's of the base for further advice and discussion. **When an applicant is not willing or able to sign the Child Safety Declaration the protocol laid down in section 8 should be carefully followed.**
- 6.3 The person in charge of the application process is responsible to collect the signed declaration and, according to agreed upon procedure will be filed.
- 6.4 Within a week after arrival there has to be a time of explanation of the C.S.P. (page 3-8 of this document.) The project leader/school leader will have to make an appointment with a C.S.O. to arrange for this introduction.
- 6.5 A police background check (V.O.G. in The Netherlands) is required for everyone whose ministry is with children and or with vulnerable people.  
We recommend that all staff (and students) will apply for a police check.
- 6.6 All visiting teams are required to sign the short version of the CSP form. (See appendix 1) This must be read and signed during their application process. In cases where this did not happen it must be signed upon arrival.  
The host should give them a short introduction to the CSP when introducing the other base rules.

### 7. Protocol for accepting applicants who cannot sign the CSP declaration

When a candidate indicates that he/she has committed abuse, or if this is not clear (e.g. their testimony does not match the declaration), or when a person refuses to sign the CSP declaration, the application will be treated as follows:

**A – If the department (or personnel) handling the application finds the candidate not suitable** the application procedure will be aborted. The department will communicate the reasons with the candidate directly and will inform the CSP-teamleader about it.

**B – If the department handling the application finds the candidate potentially suitable** and is open to accept the candidate, the application will be presented to the CSP-team.

- In order to properly assess the situation, the candidate will be invited for an interview with the school or department leader or personnel officer and a CSO and will be requested to share exactly what has happened and what kind of investigation and restoration processes, if any, have taken place.
- See appendix 4 for a sample e-mail to send as invitation to the interview.
- See appendix 5 for a list of questions that could be asked during the interview.
- In case of an application from abroad such interview could be conducted online.
- After the interview the CSP team meets to consider the application and will consult with the base leaders and school or department leader to determine how to pursue the application process.

After consultation by the CSP-team two possibilities occur:

**1 – The CSP-team concludes that acceptance is undesirable** and will advise to not accept this person. The application procedure will then be aborted.

**2 – The CSP-team concludes the situation is safe** they will advise to continue the regular acceptance procedure.

The CSP-team will follow the following procedure:

- The CSP-team will advise the base leaders to proceed with the application/acceptance process. The base leaders will decide whether this candidate can be accepted. With this decision the personnel department or school leader will complete the application process.
  - Acceptance of this person can only be done if he/she is 'clean' for a substantial period of time. We follow a guideline of 10 years but this is depending on the seriousness/extent of the abuse, and the restoration process. Such a person is never allowed to work with children. This person gets a more intensive mentoring relationship, with an expert person where learnability and transparency are the starting points. The situation is therefore monitored and periodically evaluated.
- In case the candidate student/staff is accepted the candidate needs to understand that JmeO retains the right to at all times inform people from the community about the history of the candidate.

Note – It is a CSP-team responsibility to keep a locked file of this process and update it when needed. Files should not include names, just initials.

## **Part 3 Information for Child Safety Officers**

### **8. Child Safety Officers Tasks**

#### **8.1 Inform staff about:**

- 1.1. Appropriate behavior with children
- 1.2. Signs of child abuse (see Identifying abuse - warning signs of abuse)
- 1.3. Responsibility to speak about concerns and suspicion of abuse

## **8.2 Inform students and short-term volunteers of the project about:**

- 2.1. Their responsibility to commit to the child protection policy used by JmeO which they have signed prior to arrival.
- 2.2. Whom they can contact if they see something that raises their concern about child safety.

## **8.3 Respond to child abuse allegations from the staff, students, volunteers, parents etc.**

- As explained in the Protocol for Reporting of Concerns about Child Abuse to Child Safety Officers. (See Part 3 Topic 11).

## **8.4 Meet regularly to review and evaluate the Child Safety Policy and good practice**

- 4.1. Discuss in the Child Safety Team how you can continue to draw attention to the policy on a structural basis.
- 4.2. Revise the current Child Safety Policy if needed and make suggestions to the national CSP team.

## **8.5 Guard the general well-being of the children of JmeO**

- 5.1. In general, raise child safety.
- 5.2. Arrange training for the staff on how to identify child abuse and neglect, and how to deal with it. In general, raise the awareness of child abuse and neglect among the staff and people living in JmeO buildings.

# **9. Identifying Abuse - Warning Signs of Abuse**

Child abuse happens unfortunately across all social classes and ethnic groups. However, there are some risk factors for child abuse to happen which we need to be aware of and which help us in identifying abuse:

- history of abuse
- stress and lack of support
- alcohol or drug abuse
- domestic violence

When identifying the signs, it is important to bear in mind that no sign itself in isolation is necessarily a sign of abuse. Abuse is always a sum of several factors. There can always be other reasons for a child's unusual behavior than abuse e.g., the death of a family member – don't rush to conclusions, yet take every warning sign seriously. Also, sometimes the caregiver does not show any outward signs of concern, but this does not mean that the child is lying or exaggerating. Take seriously, investigate and where necessary act upon the account given by a possible victim even when the possible victim's accusation is directly denied by (or different from the account of) the possible abuser.

It is important to remember that a third of sexual offences against children are carried out by a young person under the age of 18, some of whom will continue as adults to sexually abuse children. It is still considered sexual abuse even if the person committing the abuse is under 18 years of age. Hence also young people need to be protected from each other.

96 Percent of the children have been abused by the biological parent. The most common form is emotional neglect followed by physical neglect. Sexual abuse is the least reported. In 29 percent of the children who experienced abuse, there was more than one form of abuse.  
(Source: <https://www.nji.nl/Kindermishandeling-Probleemschets-Cijfers>)

In order to signal correctly and make sharp observations we need to be aware of our personal norms and morals. Since everyone has their own conception and understanding of child abuse an open discussion about what is considered as 'normal' or 'acceptable' behavior of children and adults towards children should be encouraged. This is especially valuable in an international community. Also, personal relationships and hesitations may hinder us from acting on signs of abuse. Such as: fear of offending a colleague or parents of the child, not knowing how to respond or who to go to, cultural differences, uncertainty about the correctness of the suspicion and uncertainty if it's really your responsibility to do something about the problem. In this case it's always good to have a chat with the CSO and express all your concerns and thoughts openly, 'better to be safe than sorry'.

### **9.1 Warning signs of physical abuse**

- Physical marks: unexpected bruises, cuts, burns etc. in unnatural body parts or shapes of hand or belt. Pattern of several injuries, bite marks.
- Fearfulness, shyness, afraid to go home, avoiding contact (especially physical contact), inappropriate clothing for the weather (too covering).
- Problems in school, anti-social behavior, fear of adults.
- Fear of medical care or examination, refusal to undress for sport activities (or for going to bed during the camp).
- Fear of suspected abuser being contacted.
- Caregiver's signs: justifies physical abuse as a form of 'discipline', anger management problems, lack of self-control and high temper, the explanation of the reason for the injury is different from the child's story or unrealistic.

### **9.2 Warning signs of emotional abuse**

- Excessive shyness, fearfulness, afraid of doing something wrong, uncontrolled aggression, trying to look after other children, extreme behavior, antisocial behavior, age-inappropriate behavior, speaks lowly of him- or herself.
- Apathy, stress, hostility, eating disorders, depression, lack of concentration.
- Overreacting to mistakes, development lags, sudden speech disorder, extreme fear of new situations,
- Inappropriate reaction to pain 'I deserve this', neurotic behavior (for example tics)
- Caregiver's signs: belittles the child, talks harshly and critically about and to a child, anger issues and extreme concern over child's wellbeing.

### **9.3 Warning signs of sexual abuse**

- Age-inappropriate knowledge or interest in sex
- Avoids other people
- Extreme behavior: either very aggressive or very passive,
- Destructive behavior, attempts of suicide and other physical harm, drug abuse etc.
- Nightmares and bed-wetting, drastic changes in appetite.
- Fear of a particular person or family member.
- Personality changes.

- Trying to be perfect, overreacting to criticism.
- Suddenly drawing sexually explicit behaviour.
- Worried about clothing being removed.
- Have trouble sitting or standing, torn or bloody underwear, swelling, bruises or bleeding in genital areas.
- Pregnancy especially under the age of 16.
- Caregiver's signs: seem unusually controlling or protecting of the child and avoids contact with other adults and children.

#### **9.4.1 Warning signs of spiritual abuse**

It is often very difficult to find any evidence of spiritual abuse because of peer pressure and feelings of guilt. However, there are some signs that spiritually abused children may show:

- confusion, anxiety about their faith, unease when talking about faith
- desire to leave a particular religious group but unable to do it because of fear
- loss of personal identity
- overly preoccupied with how they appear as followers of the faith to others (outward performing)
- feelings of having nothing to offer to the community
- constant anger or frustration towards God or members in their religious group
- fear of leaving the group

#### **9.4.2 Examples of characteristics of spiritually abusive settings:**

- extreme authoritarian structure, demands of expected commitment
- obedience to authority in all circumstances
- no room for questioning, belief that the leader always knows the best
- closed community, social isolation outside of the community
- emphasis on finances
- emphasis on external image
- elitism, exclusivity, pride; superiority of the community to others
- manipulation, control over individuals' lives
- misuse of the Holy Scriptures

#### **9.5 Warning signs of neglect**

- Consistently dressed inappropriately for the weather, have ill-fitting or dirty clothes and shoes. Poor personal hygiene, unwashed hair, untreated physical injuries or illnesses, very skinny and always eats more than other children (or even takes food to his or her pockets).
- Uncontrollable, disruptive, withdrawn, passive behavior.
- No social relationships, constant tiredness,
- Caregiver's signs: problems with addictions, unable to look after him-/herself, refuses or delays necessary health care for the child, leaves babies unattended and older children unsupervised.

#### **9.6 Warning signs of witnesses of domestic violence**

- You can see the same symptoms as listed under 9.2 Warning signs of emotional abuse.

## 10. Protocol for reporting child abuse

### When to notify base leaders\*

The base leaders will be notified of any melding at an early stage. Since the CSP team does not know when a melding will be made, they cannot inform the base leadership in advance of receiving statements or questions from alleged victims. However, after this point the CSP team should seek to inform the base leadership that there is an active melding at the earliest practical stage. This certainly means that the base leadership should be informed before beginning to conduct follow up interviews with the alleged perpetrator or other connected individuals.

The base leaders are notified as a matter of good practice in the sharing of information, but execution and investigation of the matter happens by the child safety team up until further action is required (see assessment framework, page 18). Aside from cases where the base leadership themselves or their spouses are directly the subject of the melding there should be transparency between CSP team and base leaders as to the nature of the melding.

Values behind the sharing of information held by base leaders.

We value both confidentiality as well as healthy relationships. If the internal report leads to a report to VeiligThuis or the police, there is already a clear process for who on the leadership of Stichting JmeO should be informed.

It is therefore important that information sharing remains limited as long as this point has not been reached.

The members of the CSP team and the base leader(s)\* only share information about the report among themselves. If after consultation it is advisable or necessary that the report should be shared with certain people outside this group (or members of the base leadership team, national leadership team or board), information may only be shared if it is relevant, sound and necessary for those particular persons.

All those who receive this information from the base leadership or CSP team should be aware that the matter remains confidential with the exception of where they feel duty bound to report it to legal authorities.

\*For YWAM Amsterdam this would be the base leader overseeing the community/campus (not all 5 base leaders)

### General guidelines

This procedure of reporting (suspicion of) child abuse and processing it applies to all allegations from within and from outside of the organization. **It is important that this protocol is understood and agreed upon by the leadership and the CSO's of all entities of JmeO.** Care must be taken that everyone is clear about what steps to take regarding the safety of children and other witnesses.

The guiding principle in applying the steps is that the safety of the child is always the most important consideration. Any allegation should be treated seriously and for this reason it is important that the procedure is followed strictly. Particular care should be taken in regard to confidentiality and sharing information only with appropriate people, as mentioned under 4.2.4.

**Child abuse reports can arise from the following instances:**

- a complaint has been made about possible abuse or neglect of a child
- someone has been accused of past abuse
- a child discloses abuse,

**All allegations of child abuse should be handed in, in a written form. See appendix 2 for a reporting form.**

**When a report of concern or allegation of child abuse has been brought to your (The CSO's) attention follow the steps:**

1. If only a spoken report is given to you, sit down and do it together with the reporter. Assist the reporter to fill in the form in a way that it is as accurate as possible; the answers need to be detailed and objective. E.g. When describing the physical condition of the child, not 'she looked miserable' but 'she had three deep cuts on her left arm and her hair was dirty and uncombed'.
2. Act upon the report promptly by assuring the reporter that the case will be investigated further and taken seriously; ask for more information as appropriate.
3. Consult with others in the CSO committee. Inform people involved, such as parents, suspected person and base leaders.
4. Talk to those directly involved in the case. Make a report of this. Sometimes you can also talk to the child, this is mainly listening to the child. Be aware that questioning a child should only be done by a professional. (Always considering the safety of the child.)
5. Compare all information about the suspicions and evaluate them against your own professional knowledge of the signs of child abuse and neglect.
6. *Depending on the seriousness of the report and the 'obviousness' of the signs either take the further steps or contact directly Veilig Thuis (Which is ARCAN - Advice and Reporting Centre for Child Abuse/Neglect.). Phone 0800-2000. You can also do this to ask for advice if you are unsure. This is not a report of abuse.*
7. Ensure that everything which has been said, observed and acted upon is recorded and written down. (See appendix 4 for the form)
8. If no evidence of abuse has been found, all parties should be notified.
9. If child abuse is identified, evaluate the level of seriousness by using the assessment framework. (See page 18)
10. If the CSP team decides to offer help and not to report, then sufficient quality and assurance must be offered by the help offered to ensure that the abuse or neglect has stopped.
11. If you realize that there is a need to report the abuse to *Veilig Thuis*, communicate with the parents that you are going to report this to *Veilig Thuis*. *Veilig Thuis* will contact the parents. and also notify that you are the reporter.
12. In the event of reporting, hand over to *Veilig Thuis*, *if necessary*, all relevant details you want to share.
13. Make sure during every step that the child is in a safe situation during the whole process.

**General notions about the process:**

- Investigation process will be recorded and completed within 30 days of the allegation.
- The JmeO National leaders will be informed of all child abuse cases once they have been reported at *Veilig Thuis*. Both victim and suspected perpetrator will be treated with respect from the start of the process to the end.
- All records made in the process will be carefully and confidentially filed.



- It is the role of the appointed person (see 4.5) to deal with the media.
- Assess risk; protect the child in the process as well as the person who is being accused. Realize that there is a risk of false accusation but also that revealing too much information to the adult who is being accused, in some circumstances, can put the child in danger.

## 11. Assessment framework

The assessment framework supports when there is suspicion of domestic violence and / or child abuse, when deciding whether a report is necessary and, subsequently, when deciding whether to offer or organize assistance themselves (also) is possible.

The assessment framework formulates when you must at least report. And the assessment framework also formulates when assistance is (also) possible.

The five assessment questions are processed in the following order.

Consideration 1. Do I suspect / is there domestic violence?

No: Close and record in file.

Yes: Continue with consideration 2.

Consideration 2. Do I suspect / is there acute and / or structural unsafety?

No: Continue with consideration 3.

Yes: Report to Veilig Thuis. Considerations 3 to 5 are carried out together with Veilig Thuis.

Consideration 3. Am I able to offer or organize effective help?

No: Report to Veilig Thuis.

Yes: Continue with consideration 4.

In the case of acute and / or structural insecurity, this assessment is carried out together with Veilig Thuis.

Consideration 4. Do those involved cooperate with the offered or organized help?

No: Report to Veilig Thuis.

Yes: Offer or organize help, continue with consideration 5.

In the case of acute and / or structural insecurity, this assessment is carried out together with Veilig Thuis.

Consideration 5. Does this help lead to sustainable safety?

No: Report (again) to Veilig Thuis.

Yes: Continue assistance with agreements on following future (in) safety with stakeholders.

In the case of acute and / or structural insecurity, this assessment is carried out together with Veilig Thuis.

## Appendix 1 - Child Safety Policy & Declaration

As Jeugd met een Opdracht highly values the well-being and safety of children we hereby inform you that JmeO has a Child Safety Policy. (A child is a person under 18 years old)

**For this reason, we ask you to carefully read the following guidelines and to sign the declaration.**

In case you cannot or do not want to truthfully sign the declaration; please contact us by phone or email before you send in your application.

You will receive a copy and an explanation of the whole Child Safety Policy in the first week of the school/of your stay. If desired, you can already request a copy by email.

### **Guidelines:**

1. Without permission of the parents it is not permitted to be alone with a child in a place where you cannot be seen by other people. You will always have to obtain permission of one of the parents before taking a child to a place where you cannot be seen. Make sure the parents know where you are with their child.
2. Act immediately when you see a child in danger or intending to do something that could be dangerous. After acting, please report this situation to a staff worker, who in turn will inform the parents of the child.
3. Do not punish someone else's child. If you think a child needs correction please bring this to the attention of the staff, who in turn will inform the parents.
4. Don't give any food or drinks to children under the age of 12 without the consent of the parent.

### **Declaration**

I declare that:

- I will abide by the Child Safety Policy of Jeugd met een Opdracht..
- I have never abused a child or young person, neither as a child nor as an adult.
- I do not have sexual feelings towards children under the age of 13.
- I give permission for this declaration to be filed for the purpose of the Child Safety policy.

I understand that if a complaint is brought against me regarding the abuse of children while under JmeO leadership, the allegation will be thoroughly investigated in cooperation with the appropriate (civil) authorities.

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2 - Record of Child Safety Incident Form

### Record of Child Safety Incident Form

To be filled out by Child safety Officer (with information from the referrer)

#### FORM FOR REPORT OF SUSPECTED ABUSE FOR CHILD SAFETY OFFICER

##### Child's details:

Name of the child: .....

Gender: boy/girl                      Age: ..... Date of birth: .....

Address: .....

.....

Household structure: .....

Any disability: .....

Connection or involvement with Jeugd met een Opdracht: .....

Child Safety Officer involved: .....

##### Referrer's details:

Name: .....

Nationality: ..... Marital status: .....

Address: .....

Phone: .....

Relationship to child: .....

Connection or involvement with Jeugd met een Opdracht: .....

#### A. Analyzing the situation

1. What are the details of concern? (include child's words and exact dates if possible).

.....

.....

.....

.....

.....

.....

.....

2. By whom is this possibly caused? (do we know the person)?

.....  
.....

3. Since when are the signs noticed? By whom?

.....  
.....  
.....

4. How **many** and **when** do the signs occur? Do the signals increase in **intensity** or **number**?

.....  
.....

5. Is the concern shared with others? When yes, what and by whom?

.....  
.....

6. Does the brother or sister have signs? If yes, who and what signs.

.....  
.....  
.....

7. What is the current situation in regarding the safety of the child?

.....  
.....

**B. Previous Action(s) taken**

1. What action has been taken previously? By whom?

.....

1. What has been discussed with the parents/ the child? With whom?

.....  
.....

**C. Assessment framework (look at page 18)**

Describe how and when the necessary actions by whom and with what goal are activated:

.....  
.....  
.....  
.....  
.....

**D. Feedback**

How, and to whom and when are the results given as feedback and reported?

.....  
.....  
.....

Date of next meeting

(with serious/ emergency situations a.s.a.p. In all other cases within 3 weeks)

Date: ..... Time: ..... With whom: .....

**E. Results actions**

Describe per action if it is executed, how it went and what the results are. Take the assessment framework, see if the concerns are still there and follow the steps of the framework.

.....  
.....  
.....  
.....  
.....  
.....  
.....

**F. Further description of the followed route**

Date of next meeting (with serious/ emergency situations a.s.a.p. In all other cases within 3 weeks)

Date: ..... Time: ..... With whom: .....

The information received from the referrer has been recorded accurately.

Completed by: (CSO) .....

Date: .....

Discuss this form in the Child Safety team and, if necessary, with the National Child Safety Coordinator.

## Appendix 3 – Questions to be included in the reference forms.

### Reference Questionnaire – regarding working with children

**Please note:** You have been approached as a reference for a candidate applying for a position involving close contact with children. We ask you to answer the questions below truthfully and as objectively as possible. Your answers will be treated in strict confidence and will only be used to assess the candidate's suitability for this specific position.

**1. Are you aware of any specific situations in which the candidate has behaved inappropriately towards children?**

☐ Yes

☐ No

If yes, can you briefly explain what happened (if possible factually, without personal opinions):

*Explanation:*

---

**2. Have you ever received any complaints or reports about the candidate's behaviour towards children (by parents, children or colleagues) during the period that you worked with the candidate?**

☐ Yes

☐ No

If yes, please briefly describe the nature and handling of the report:

*Explanation:*

---

**3. Are there any other facts or circumstances that you think are relevant to working with children?**

*Explanation (optional):*

---

#### **Confidentiality and processing of data**

The information provided will be processed in accordance with the General Data Protection Regulation (GDPR). The data will only be used to assess the candidate's suitability for this position and will not be shared outside the assessing body. The candidate has, in principle, the right to inspect this data, unless this harms the rights and freedoms of third parties.

---



**Extra: Candidate's declaration of consent (sample text)**

**[To be signed by the candidate prior to the application process]**

I hereby expressly consent to my references being contacted and the questions below being asked to them, in the context of my application for a position in which I work with children.

I have been informed about the nature of the questions, the purpose of this reference check, and the manner in which my data will be processed in accordance with the GDPR.

Name:

Date:

Signature:

## **Appendix 4 - Sample email to be sent to applicants who can not sign the declaration form.**

Dear .....

Thank you for expressing interest in ..... school or course.

.... (Fitting opening) ...

You have indicated that you are not able or willing to sign the Child Safety Declaration. Or you have signed the declaration but the other information which we have seen in your application form and or reference forms is in our opinion conflicting with what you have declared.

For this reason we invite you to an interview to discuss this. We follow this procedure as we are a community living with and ministering to many children and it is our duty to create an environment which is as safe as possible for them.

During this interview the school or course leader will be present as well as someone from the Child Safety Team. During this interview we want to get a clear understanding of why you are not able or willing to sign. With this information we will make an assessment if and if so under which conditions you will be able to pursue your application.

This interview will be treated very confidential.

Still you will need to know that in order to make a responsible decision the needed people will be involved, namely the school staff, the Child Safety Team and the Base Leadership.

... (fitting closure) ....

With kind regards,

.....

## Appendix 5 - Possible interview questions.

**Possible questions to be asked by a CSO and a staff member during an interview with a candidate who is not willing or able to sign the declaration.**

Make notes during the interview and work them out after the interview.

This report is to be read by the CSP team. Be aware that the interviewee can always ask for a copy of the write up!

Enter the interview with an attitude of respect (take cultural aspects into account).

Explain the procedure.

1. What exactly has happened?
2. Where and when did the abuse take place?
3. With which frequency?
4. With how many children?
5. Which age(s) did the child(ren) have?
6. What was the gender of the child(ren)?
7. What caused the abuse? (powerlessness, lust, temptation, voices in your head...)
8. Since when has the abuse stopped?
9. What was the reason the abuse stopped?
10. Has the abuse been reported to the police?
11. If yes, what happened as a result of reporting this?
12. Could you hand over a Police Report?
13. Has there been contact with *Veilig Thuis*?
14. What kind of help has been given?
15. If so, by whom?
16. Are you still receiving help at this moment?
17. If not, what is the reason it has stopped?
18. Do you give us permission to contact the referees about this issue?
19. Has there been an expressing of regret and a request for forgiveness to the victim and the family?
20. How did they respond to this and how is your relationship with them now?
21. Is your church aware of the abuse situation?

## **Appendix 6 - Possible questions that can be used during the conversation with parents**

1. How are you now?
2. What is going well and what are you concerned about?
3. I hear you say that the atmosphere at home is not always pleasant. Can you explain that?
4. I see you disagree, is that correct?
5. You say that there are regular fights, can you tell us more about that?
6. During the previous visit to your home, I saw that you were fighting with each other about the children. Anne wanted to play outside and you thought she should stay inside, while Max thought that was nonsense and let her go outside. A violent exchange ensued. Is that right?
7. Can you explain what you disagree about?
8. What happens when you fight about the kids/finances/...?
9. What was the last fight about? What does your partner say and how do you react?
10. When do you feel like the argument is escalating?
11. What does a fierce argument look like for you?
12. Can you recall the most intense fight you've had?
13. Can you tell what this one was about?
14. When did you hit each other and what did you do? And what did your partner do?
15. You indicate that you have the feeling that the blood is being drawn under your nails, how do you feel and what do you do at such a moment?
16. What happens then and how do you react? And your partner?
17. I see that you are now angry again." "What happens inside you when you get angry?
18. What do you think then?", "How do you feel then?", "What would you most like to do?
19. You probably don't just say that. Can you tell me a little more about the reason for saying this?
20. What is it like for you to live in this situation?
21. Are there times when the fights are less? What was different then?
22. I see in you that it affects you much. How do you manage to keep up with this situation?
23. I imagine you are sad about this.
24. You are not the only one struggling with this, I regularly see people struggling with this.
25. What made you keep going in these difficult circumstances?
26. Do I understand correctly that you both want this conversation to explore how things can go better and how you can stop the fights?
27. I can see that you both want to find a good solution to these recurring arguments.
28. Suppose we are half a year further, what would you like the situation to be?
29. If you were granted three wishes, what would you wish for?
30. If I asked your son how things are going at home, what would he say?
31. When I ask your mother how you are, what does she say?
32. You have told me that you know that your family gets into trouble when you drink and use ecstasy because you become aggressive. The fact that you know this and yet continue to do so gives me the impression that you have a reason to drink and use. Would you like to tell me something about it so that I can understand you better?
33. How will this affect your partner and children?
34. What would you like most right now?
35. What can I help you with?
36. What do we agree on?

## **Appendix 7- Child-to-Child Cases, involving Sexual Activity or Bullying**

Child-to-child abuse can include all the types of abuse. Should a child under the age of 18 experience abusive behavior by another child under the age of 18, it will typically be considered abuse if there are more than three years' difference between the ages of the children or if there is a difference in responsibility, trust, or power. If there is less than three years' age difference and there is not a significant difference in responsibility, trust, or power, what would normally be defined as abuse will typically be considered inappropriate behavior.

Inappropriate sexual behavior between children has to meet the definitions above, but will be considered on a case-by-case basis with a focus on trying to understand the motivation of the behavior.

Bullying or peer abuse is defined as willful aggressive behavior towards a more vulnerable child, and can include a wide variety of physical or verbal conduct.

In cases of inappropriate sexual behavior, bullying, or peer abuse, an appropriate action plan will be put in place to address the behaviors of concern and their effects.

Any staff parent whose child (under the age of eighteen) has been known or suspected of initiating abusive or inappropriate sexual behavior with another child will cooperate with an investigation. If there is a finding of inappropriate behavior, they will follow through with an appropriate Action Plan put in place to resolve the causes and effects of the abuse or inappropriate sexual behavior, taking into account such factors as age, age difference between the child who has experienced the abusive behavior and the child who has demonstrated the abusive behaviors, seriousness of the offense(s), acknowledgement of responsibility, and effective treatment. Continued service with JME0 would be evaluated on a case-by-case basis and necessitate having successfully completed effective treatment and other factors listed above. Failure to comply with the Action Plan will lead to the exclusion of the 'person' to attend any JmeO meeting and lead to an advice to the leadership team/base leaders to formulate the consequences.