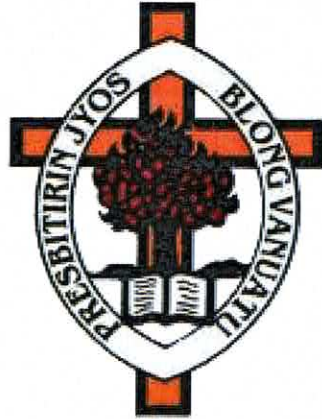




Presbyterian Church of Vanuatu

**Child Protection and
Safeguarding Policy
2023 - 2027**

Presbyterian Church of Vanuatu



Child Protection and Safeguarding Policy and Procedures

Policy Owner	Clerk Of the Presbyterian Church of Vanuatu
Approved by	Assembly of Presbyterian Church of Vanuatu
Issue Date	August 2023 (2023 – 2027)
Review Date	August 2024 (2027)

1. Policy Statement

"If any causes one these little ones - those who believe in me to stumble, it would be better for them to have a large millstone hung around the neck and to be drowned in the depths of the sea".

Matthew 18:6

The Presbyterian Church of Vanuatu (PCV) is engaged in fostering the total physical and spiritual well-being of its members, as well as the community at large. It does this currently through the Presbyteries, Sessions, Institutions, Presbyterian Women Missionary Union (PWMU), Evangelism, Youth Fellowship, Sunday School, Mission Workers, Pikinini Play Groups, Primary and Secondary Schools, Mission Schools and other organs.

PCV promotes Child Protection and Safeguarding through its prophetic role of Spiritual conscience and voice of the nation.

PCV believes that the children are the future of the Church and therefore recognizes the need to develop a clear policy to guide the children, parents and caregivers to mutually work collaboratively to create an understanding of this relationship for the good and stronger churches, communities and for the betterment of the nation.

PCV affirms that all people are created in God's image and are equal with the right to live lives free from sexual harassment, exploitation and abuse. No child and vulnerable Children should be subjected to abuse of any form.

PCV recognises we have a responsibility to protect all people we live and work with, and who work for us, and we will continuously strive to prevent sexual harassment, all forms of exploitation and abuse on adults and especially child abuse from happening. We take seriously all reports of sexual harassment, exploitation and all forms of abuses.

PCV has a zero-tolerance approach towards sexual harassment, exploitation and abuse. We will carefully examine allegations and investigate and take appropriate disciplinary action or report to authorities where this is needed, taking into consideration the rights and interest of the victim. This policy clearly demonstrates that sexual harassment, exploitation and abuse in any form perpetrated by our staff, members of the Presbyterian Church of Vanuatu towards anyone, partners and related personnel, will not be tolerated.

Our Vision is to Safeguard and train a Child and vulnerable groups so that he or she grows up to be a responsible and productive person throughout his/her life.

2. Scope of Application

This policy applies to all the Courts of the Church, within the Assembly, the Presbytery, the Session or Parish, the ministry of Evangelism, Men's Fellowship, the Presbyterian Women Missionary Union, Youth Fellowship, Sunday School, Pikinini Plei Krup, PCV Primary and Secondary Schools, Mission Schools, as well as Church Appointees, Church contractors (any party contracted by the Church), Volunteers, Partners (any organisation, office, business or personal connected or involved directly with PCV and Congregation).

Christian Principles

This Child Protection and Safeguarding Policy is rooted in the following Theological-Biblical Principles. **Psalm 127:3-4 'Children are a gift from the LORD; they are a real blessing. The sons a man has when he is young are like arrows in a soldiers' hand.'**

1. Protection and safeguarding of children is the church's affirmation of and participation in God's work of protecting vulnerable peoples in society.
2. Protection and safeguarding of children is an essential part of what it means to follow Jesus in the world today, not a side or peripheral issue.
3. Protection and safeguarding of children necessarily involve training each child in the way he or she should go as the best way of respecting the dignity, potential and evolving capacity of the child.
4. Children are important in the reign of God and that by protecting and caring for them we thereby affirm that they can teach adults' insights about God's Kingdom.
5. Physical discipline or corporal punishment of children deviates from the intentions of God for positive and life-affirming form of non-violent discipline. As such, PCV will promote the use of non-violent disciplinary measures that children enjoying life to its fullness.
6. Promoting child protection and safeguarding is a shared responsibility. Protection and safeguarding of children is the business of every Christian because Jesus' primary concern is on the lives of the children, Mark 9:33-37 and 42.
7. PCV will always act in the best interests of the child and in this way recognises God's inclination within their lives, Proverbs 22:6.

3. PCV's Safeguarding Commitments

Church Organisation, Leadership and Accountability

3.1 PCV will make every effort to promote, create and maintain a safe Church for all who are engaged with PCV, including our partners and communities where PCV has its presence. At all times, it is expected that PCV leaders will promote PCV's safeguarding values by highlighting the church's commitment to equality, diversity and respect for others which is contained in the PCV Constitution and the Word of God, the Bible. PCV will create an environment where it is safe to address sexual harassment, exploitation and all forms of abuse which is characterized by the nature of Jesus.

3.2 PCV will develop specific safeguarding strategies within the Church's capacity and allocated resources to respond to sexual harassment, exploitation and abuse and child abuse.

3.3 People Management

3.4 PCV will seek to employ staff or engage any other personnel who are aligned with our vision, mission and values, and, in compliance with applicable laws, prevent people known of sexual harassment, exploitation and abuse from being (re)hired or (re)deployed. The Courts of Church will ensure robust recruitment, assignments screening processes for all personnel, particularly for personnel who will have any direct or indirect contact with children and other people including vulnerable adults.

3.5 PCV will ensure all personnel are aware of our Child Protection and Safeguarding Policy, our expected behaviours and conduct, and how to report incidents by incorporating PCV's expectations on the prevention of sexual harassment, exploitation and abuse and child abuse in relevant codes of conduct, new employee orientations, and regular safeguarding trainings or refreshers.

Partners

3.6 PCV will promote and require safeguarding with partners. PCV will ensure adequate safeguarding assessments as part of diligence processes when considering new and existing partnerships. PCV will ensure that when engaging in partnerships or any agreements that these agreements incorporate this policy as an attachment.

3.7 PCV will collaborate on safeguarding with the sector, including with communities, Church networks, organisations, donors, government and local partners, to advance our practises and contribute to wider efforts to prevent and respond to sexual harassment, exploitation and abuse.

Safety within the Courts of the Church

3.8 PCV will undertake safeguarding risk assessments to identify areas of safeguarding and sexual harassment, exploitation, and abuse risks in all PCV's activities and will document steps that are to be taken to remove or reduce these risks.

3.9 PCV will incorporate safeguarding measures into our activities, to ensure our programs do no harm. We aim to identify and mitigate or minimise risks arising from our programs.

3.10 PCV will ensure that the mechanism for reporting sexual harassment, exploitation and abuse are accessible and sensitive to the different needs of anyone wishing to report, including vulnerable adults and children most at risk of sexual harassment, exploitation and abuse, the communities we work with, our partners, employees and members. PCV will ensure that all engaged personnel are aware that a reporting mechanism is in place and that anyone responsible for receiving reports understands how to carry out their duties and handle them in a safe and confidential manner. We will be transparent with survivors around any obligations or actions that may need to be taken as a result of their report, including referral to third parties. All action will be informed by an assessment of risk to all those involved.

Reports

All reports must be made within 24 hours or as soon as possible to the following PCV Child Protection Focal Points in accordance to the National Child Protection Referral Pathway and PCV Reporting System; Leading Elder/ Chairman CLC / PWMU Elder responsible, Session Clerk, Presbytery Clerk and Assembly Clerk.

Once a report is lodged the Child Protection Focal Points will:

- Report to immediate Focal Point according to structure
- Assess/investigate situation and information immediately depending on evidence and position of the offender.
- Suspend suspect immediately according to structure.
- Report to Police if situation is warranted.
- Actions to be taken shall follow the PCV standardized action requirement to be taken when an incident occurs.
- Provide feedback and updates on the process where possible to those directly involved or affected, protecting confidentiality and privacy.

- Debriefing/counselling to be offered if needed to the child and their family. Both victim, offender and family.

Response and follow up to Reports

3.11 PCV will ensure that all appropriate actions in relations to reporting, response and follow up of a Sexual Harassment, Exploitation and Abuse and reported incident are in line with the Constitution of the Presbyterian Church of Vanuatu, in reference to section 7.2, 7.3, 7.4 and 7.5 (7. Discipline and Appeals).

3.12 PCV will take appropriate actions to the best of our ability to protect persons from retaliation where allegations of sexual harassment, exploitation and abuse involving PCV members, employees under PCV and Related Personnel are reported in good faith.

3.13 PCV will ensure that all allegations of sexual harassment, exploitation and abuse by PCV members and Related Personnel are thoroughly examined, risk-assessed, and where needed, investigated and/or referred to another agency for investigation or reported to law enforcement. PCV's investigations will be conducted in a timely and conscious manner by those with appropriate training and experience in sensitive investigations and informed by gender – sensitive and survivor centred approaches. Investigations will include an assessment of risk to all those involved.

3.14 PCV will take swift and appropriate action with any member or Related Personnel who breaches this policy by perpetrating sexual harassment, exploitation and abuse and child abuse. This may include administrative or disciplinary action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution. All actions will be informed by a risk assessment to all those involved.

4. PCV's Child Protection & Safeguarding Code of Conduct

PCV's capacity to achieve its vision and mission depends upon the individual and collaborative efforts all PCV's members and Related Personnel. To this end PCV's members and Related Personnel must uphold and promote the highest standard of ethical and professional conduct and abide by PCV's Policies. This policy defines the safeguarding conduct to be followed by all PCV members, Employees under PCV and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse.

This Child Protection & Safeguarding Code of Conduct is intended to provide an illustrative guide for PCV members, Employees under PCV and Related Personnel to make decisions that exemplifies PCV's broader Child Protection & Safeguarding Code of Conduct and core values in their professional and personal lives. Any violation of this Child Protection and Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, including dismissal. All PCV members, Employees under PCV and Related Personnel must read and sign this Child Protection and Safeguarding Code of Conduct.

5. Responsibilities

5.1 All PCV members, Employees under PCV and Related Personnel

All PCV members, Employees under PCV and Related Personnel share an obligation to prevent, report and respond to sexual harassment, exploitation and abuse. It is the responsibility of all

PCV members, Employees under PCV and Related Personnel to uphold PCV's Child Protection and Safeguarding Policy and PCV's Child Protection and Safeguarding Code of Conduct. All PCV members, Employees under PCV and Related Personnel must read this policy and sign the PCV's Child Protection and Safeguarding Code of Conduct annually.

5.2 Courts of Churches

The Courts of Churches must ensure that all PCV members, Employees under PCV, volunteers and Related Personnel understand and comply with PCV's Safeguarding Policy and sign the PCV Child Protection and Safeguarding Code of Conduct. The Courts of Churches are also responsible for robust safe recruitment and inductions which may include reference and background checks of candidates, whilst being responsible for ensuring that all personnel engaged with PCV have a thorough understanding and awareness to this policy and the issues it raises. The Courts of Churches will ensure performance management of members support and accountable and safe organisational culture to prevent sexual harassment, exploitation and all forms of abuse.

5.3 PCV Assembly Executive

PCV Assembly Executive must provide clear guidance and demonstrate how the church across its operations, will make every effort to protect all people from sexual harassment, exploitation and abuse across its parishes and implemented activities. PCV Assembly Executive will also ensure that complaints handling, and investigations procedures are followed out, along with disciplinary procedures as necessary.

5.4 Child Protection Focal points

The Child Protection Focal points will ensure that all reports received are well documented and processed in a timely manner and that referral of incidents are conducted with confidentiality and privacy. Child Protection focal points will be responsible to create, update and performing risk assessments on any program or activity that involve children.

The child Protection Focal points will attend Child Protection Trainings on regular bases to equip them with the relevant skills and knowledge to perform their duties with PCV.

6 Associated Policies

This policy is complementary to the set of standards of behaviour that all PCV members, employees under PCV and Related Personnel are required to adhere to in the:

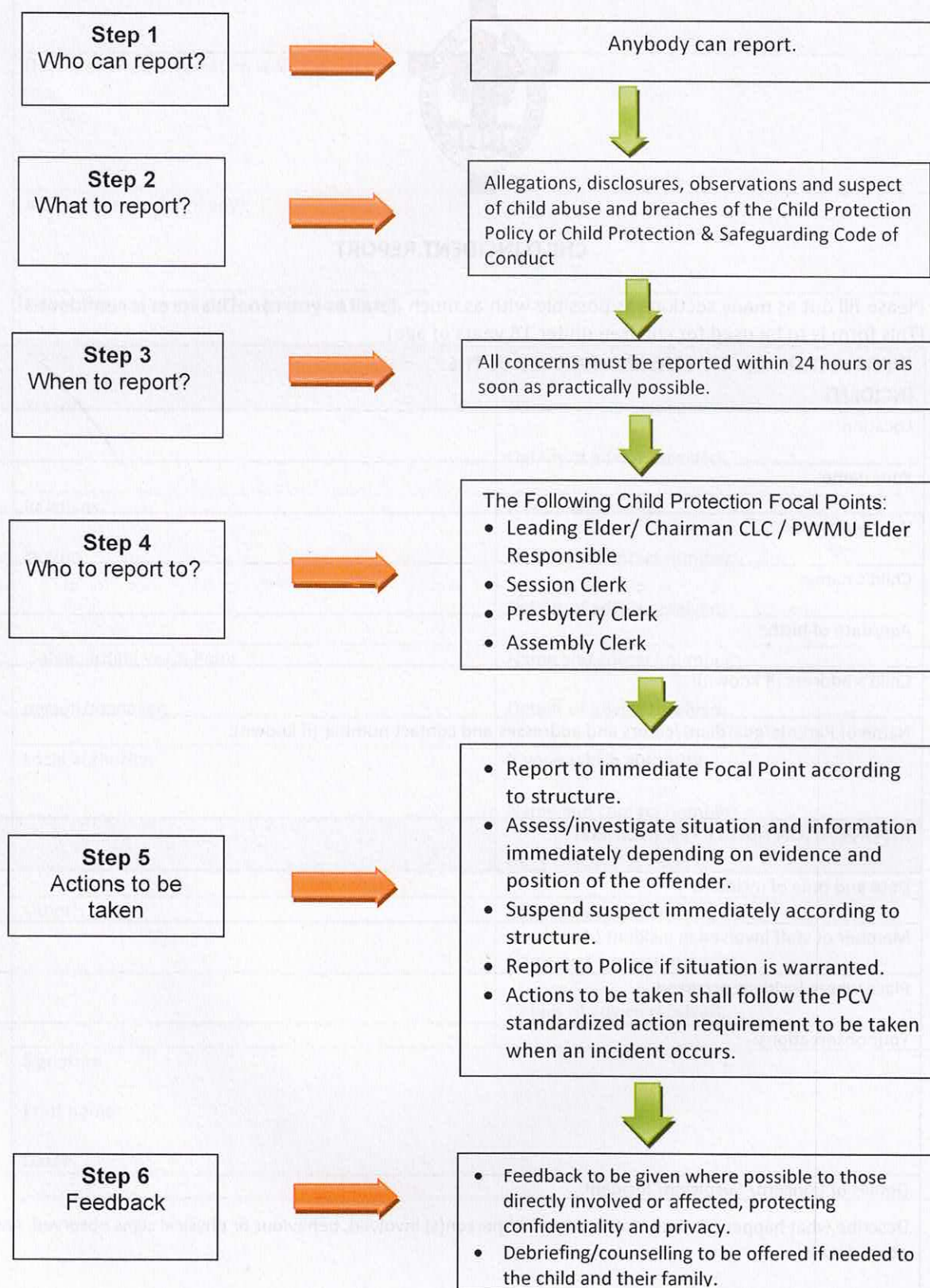
- PCV Constitution
- PCV Policy and Procedures
- VCC Child Protection Policy
- Vanuatu National Child Protection Policy
- Family Protection Act

7 Pastoral Care and Custom Reconciliatory arrangements

PCV will apply and conduct pastoral care to both the instigator and victim to ensure that such incidents do not create environment of animosity but will not intervene with such process of the laws to take precedence. Reconciliation ceremonies and custom ceremonies will be encouraged and can be accepted upon approval from both parties involved.

ANNEX 1 – PCV SAFEGUARDING REPORT PROCESS

PCV Reporting Process



ANNEX 2 – PCV CHILD PROTECTION INCIDENT REPORT FORM



CHILD INCIDENT REPORT

Please fill out as many sections as possible with as much detail as you can. This form is confidential.
(This form is to be used for children under 18 years of age)

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT

Location:

Your name:

Your position:

Child's name:

Age/date of birth:

Child's address (if known):

Name of Parents/guardians/carers and addresses and contact number (if known):

INFORMATION ABOUT THE INCIDENT

Date and time of incident:

Member of staff involved in incident (if any):

Place where incident occurred:

Your observations:

Details of Concern/ Suspicion/ Incident:

Describe what happened: time, dates, names of person(s) involved, behaviour or physical signs observed, any other details:

Details of any conversation with the child:	
Action taken so far (if any):	
External agencies contacted (date and time)	
Police Yes/no	If yes – which station: Name and contact number: Details of advice received:
Relatives Yes/no	If yes – which one: Name and contact number: Details of advice received:
Safeguarding Vocal Point person/manager:	Name and contact number: Details of advice received:
Local authority:	If yes – which authority: Name and contact number: Details of advice received:
Other:	Which organisation: Name and contact number: Details of advice received:
Signature: Print name: Date:	

ANNEX 3 – PCV INCIDENT REPORT



INCIDENT REPORT

This form is to be used to report Sexual Harassment, Exploitation and Abuse incidents. This form is confidential (this form is to be used for vulnerable people with the age of 18 and above)

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT

Full Name

Home Address

Phone Numbers

Home

Mob

Work

INFORMATION ABOUT THE INCIDENT

Date of Incident

Time

Police Notified ☐ Yes ☐ No

Location of Incident

Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible
(attached additional sheets if necessary)

Were there any witnesses to the incident? ☐ Yes ☐ No

If yes, attach separate sheet with names, addresses, and phone numbers.

Was the individual injured? If so, describe the injury, the part of body injured, and any other information known about the resulting injury(ies).

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was treatment provided (provide medical certificate if possible):

REPORTER INFORMATION

Individual Submitting Report (print name)

Signature

Date Report Completed

FOR OFFICE USE ONLY

Report Received by _____

Date _____

Document any follow-up action taken after receipt of the incident report.

Date	Action Taken	By Whom



CHILD PROTECTION AND SAFEGUARDING CODE OF CONDUCT

ALL persons working with the Presbyterian Church of Vanuatu apart from complying with the Christian Principles and provisions of code of ethics under the PCV Constitution must adhere to all existing legislations or Conventions to the Protection of the rights of Children and therefore must sign and comply with the PCV Child Protection & Safeguarding Code of Conduct

This Child Protection & Safeguarding Code of Conduct outlines appropriate standards of behaviour for all Board and committee members, PCV members, Employees under PCV, Volunteers and Consultants should observe when working with children. The Code serves to protect PCV and those mentioned above to avoid allegations being made. It also serves to protect children and reduce any opportunities for abuse or harm to occur.

I, _____

In my work with Presbyterian Church of Vanuatu, agree that:

I WILL:

- Treat all children and young people with respect, regardless of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth or other status.
- Listen to and value children's ideas and opinions.
- Welcome all children and include them in activities.
- Report any violations of these standards of behaviour, in accordance with the agency's Child Protection Policy and mechanisms.
- Be aware of situations which may present risks and manage them effectively.
- Be visible when working with children, as far as possible. Whenever possible, I will ensure that another adult is present when I am working in the proximity of children.
- Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Ensure that a sense of accountability exists between staff so that bad practices or potentially abusive behaviour does not go unchallenged.
- Keep confidential all information that I am party to regarding child protection cases, disclosing such information only to those individuals as outlined in our agency's Child Protection Report mechanism

I WILL NOT:

- Hit or otherwise physically assault or abuse children. I will refrain from physical punishment or discipline of children (excluding my own children).
- Behave physically or say anything to a child in manner which is inappropriate or sexually provocative.

- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If a child's disability means they need any assistance, I will inform a colleague in advance and ensure that I am as transparent as possible in my behaviour.
- Using or involving children in sexual favours, which is inappropriate to their age or development stage, which interferes with the time available for education and recreational activities, or which places them at significant risk of injury.
- Discriminate based on race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth or other status.
- Develop 'special' relationships with specific children for my own needs.
- Develop physical/sexual relationships with children.
- Give gifts or show favouritism.
- Have purely personal contact with children from the organisation's programs outside of work.
- Invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
- Sleep close to unsupervised children unless necessary, in which case i must first obtain my supervisor's permission and ensure that another adult is present if possible.
- Never be alone with a child in a room with the door closed. If necessary, e.g., providing counselling, then i must notify my supervisor first.
- Spend excessive time alone with children away from others (this includes drivers of vehicles belonging to the organisation)

Use of Children's Images

PCV will always portray children in a respectful and appropriate manner. As member, Staff, Volunteer and Consultant, I agree to the following image guideline:

- A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive. Amount of clothing will vary from culture to culture, but generally babies and children must be wearing pants or similar at a minimum. Girls beyond toddler stage should be wearing a top
- A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- There should be no identifying information of the child used in the publication of images with their location or the child's real name. All recorded identifying details are to be stored confidentially.
- When sending images electronically, file labels should not reveal identifying information.

This is not a complete list. The basic understanding is that PCV and those mentioned above should avoid actions or behaviour which may constitute bad practices or potentially abusive behaviour.

I have read this Child Protection & Safeguarding Code of Conduct and agree to always abide by it.

Name (Please print)

Signature

Witness

Date

ANNEX 5 – ROLES AND RESPONSIBILITIES OF THE CHILD PROTECTION FOCAL POINTS



Roles and Responsibilities of the Child Protection Focal Points

- Acting as the focal point (first point of contact) and taking the lead on child safeguarding within the Church;
- Ensuring staff, volunteers and others are aware of the child safeguarding policy and their responsibilities under it through briefings;
- Advising and supporting staff, volunteers and partners in the implementation of the child safeguarding policy;
- Carrying out risk assessments, or supporting others in completing them, when required;
- Ensuring that programmes and activities take constant and regular account of safeguarding measures;
- Mapping out and establishing partnerships with local authorities and civil society organisations with expertise in child welfare, health and law enforcement, so that information is available if an incident occurs, or external advice is needed;
- Ensuring staff, volunteers and all stakeholders, as well as children and parents, are familiar with the child safeguarding policy, and that the policy is accessible;
- Acting as the first point of contact if incidents of abuse arise, and escalating concerns to management and local authorities, including law enforcement, as appropriate;
- Participating in child safeguarding training, as required;
- Keeping an accurate record of any incidents;
- Advising and representing the Church in matters relating to safeguarding

ANNEX 6 – DEFINITIONS AND TERMS:

A Child

A child is any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.

Adults experiencing vulnerability

Anyone 18 years or over who –

- Is unable to take care of themselves/protect themselves from harm or exploitation; or
- Due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk

Church Organisation

In this document refers to all operations under PCV and the church structure.

Bullying

deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It includes: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group, online).

Child Exploitation and Abuse (Involves one or more of the following)

all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

a. Physical Abuse

Physical Abuse occurs when a person purposefully injures or threatens to injure a child. This may for instance take the form of slapping, hitting, punching, shaking, kicking, beating, burning, shoving or grabbing. Physical abuse can be a single or repeated act. It doesn't always leave visible marks.

b. Emotional Abuse

Emotional Abuse is inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.

c. Neglect

Neglect is the failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.

d. Sexual Misconduct with a child

Sexual Misconduct with a child is any form of sexual activity with a child. It is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to satisfy the needs of the other person. It may include, but is not limited to, contact or non-contact activities, by persuading or forcing a child to engage in any sexual activity, the use of a child in prostitution or other sexual practices, or exposing a child to online sexual exploitation material, the use of

children in pornographic performances and materials, or taking sexual exploitation images of children.

Types of Sexual Misconduct may include.

- An adult exposing their genitalia to a child
- Molestation
- Sexual intercourse of any kind, including vaginal, oral, or anal
- Sexual assault incidents involving an object
- Masturbation in the presence of a child
- Phone calls, text messages, or other interactions that are sexual in nature
- Forcing a child to perform sexual acts
- Producing, owning, or distributing pornographic images or videos of children

Child Exploitation

the use of a child in work or other activities for the monetary, social or political gain of others. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

Types of child exploitation include:

- (i) Sexual Exploitation: engagement of a child in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, preferential treatment, or anything else that they or their family needs. This includes child prostitution (the use of a child in sexual activities for remuneration or any other form of consideration)
- (ii) Child Pornography: any representation of a child engaged in real or simulated explicit sexual activities or representation of the sexual parts of a child
- (iii) Child Labour: work that deprives children of their childhood, their potential and their dignity, interferes with their schooling and is harmful or dangerous to their physical, mental, social or moral development.

Child Protection

The term used to describe the responsibilities and activities or initiatives designed to protect children from violence, or prevent or stop them from being abused, exploited, neglected, injured, or otherwise maltreated.

Child safeguarding

Refers to the set of internal controls that an organization puts in place to ensure that children are protected from any intentional and unintentional abuse, exploitation, violence, injury or other serious harm in relation to the organization's operations or the conduct of its personnel. It includes putting in place mechanisms to ensure that concerns of abuse are reported and responded to appropriately.

Grooming

Grooming generally refers to behaviour that makes it easier for an offender to procure a child or vulnerable adult for sexual activity. It often involves the act of building the trust of children and/or their carers or a vulnerable adult, to gain access to them in order to sexually abuse them. For example, grooming includes the provision of, or attention paid to a specific child or adult, providing gifts, money, drugs, or alcohol to them, encouraging romantic feelings or exposing them to sexual concepts through conversations or exposure to pornography.

Online grooming is the act of sending an electronic message, series of messages or engaging over an

online platform with content that may be of an indecent nature, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Both Children and vulnerable adults can be victims of grooming and online grooming, with children being particularly targeted by online groomers.

Screening: This term includes criminal record checks (often called 'police checks') which are conducted to determine if a person has any known criminal history. Additional screening measures may include identity checks (e.g. with chiefs, community and/or religious leaders), verbal referee checks and targeted, behavioural-based interview questions. All positions that have direct contact with children will include these additional measures.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work it creates an intimidating, hostile or offensive work environment.

Sexual Abuse

Sexual abuse means the actual or threatened physical intrusion of a sexual nature by using force.

Vulnerable

(of a person) in need of special care, support, or protection because of age, disability, or risk of abuse or neglect.



By signing this document it shows that I, _____ (Name) have read and fully understand the Policies, Rules and Important Statements of the Presbyterian and that I will abide by them and the Code of Ethics of the Presbyterian Church of Vanuatu.

Signature: _____

Date: _____

Presbyterian Church of Vanuatu



Child Protection Risk Register

Risk Register Owner	Session Child Protection Focal Point
Approved By	Session
Issue Date	August 2023
Review Date	August 2024

Child protection risk management is child abuse prevention. You need to identify potential risks and ways children can be harmed in your organisation. Only by identifying risk can you develop strategies to minimise and prevent child abuse.

Risk means the potential for something to go wrong. Risk management means identifying the potential for an accident or incident to occur and taking steps to reduce the possibility of it occurring.

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Who will be responsible for strategies/action taken? By when?
Overnight camp/weekend Camps/Sunday school and Youth Conventions	- Children left alone with an adult and may come to harm. - Children required to change clothes where change rooms are unsupervised and open to public	- More than one adult should accompany children, particularly when all sleeping in the same room. - No one adult should be left responsible to sleep in same room as children. - Adequate recruitment and selection processes of paid employees and volunteers. - Provide correct instruction to all those taking children on camp. - Keep children in same-sex groups. - Educate children to stay in a group and avoid speaking to strangers in the change room.	Youth President Sunday school head teacher PWMU President
Friends or Family periodically visit my place of work when child is in attendance	Children left alone on premises while parent is working and may come to harm.	- Ensure processes are in place to prevent visitors from being alone with any child. - Ask visitors to sign to abide by the Child Protection and Safeguarding Policy. - Provide a safe place for children to play or do homework while parent is busy with work.	Parents Clinic Management PCV Staff Leaders in Presbytery and Session level

		-Educate staff about potential risks to children on the premises and their responsibilities for care and reporting.	
Child says that he/she does not want to go home with parent	Child may be experiencing harm at home	-Ask child for reason -If answer suggests harm to child from someone at home, report to relevant authorities -If not, discuss with parent.	Person accommodating the child
Members of the public have been invited to come to an even at the organisation	Child may be abused if separated from parents and pushed into an unlocked utility room.	-Lock all empty rooms. -Security guard and rostered parents will circulate grounds throughout event. -Building and toilets will be checked regularly.	
Supervising a large group of children	Responsible adult may resort to violence/physical force, abusive, shaming humiliating or other harmful discipline methods to control group.	-Educate responsible adults in positive discipline strategies. -Provide a support person for adult. -Split large groups into more manageable sizes. -Educate children about their rights and acceptable disciplinary methods. -Work with children to brainstorm and then implement methods of discipline that are not abusive. -Have a child friendly reporting system, eg. A letter box that children can put suggestions/ complaints into (either in words or in the form of a drawing). Create reporting cards for children to utilise	Presbytery and Session Leaders

		(picture form for young children).	
Children sometimes walk home late at night from activities	Child may be abducted	-The community will be consulted to determine appropriate strategies to ensure children do not walk home late at night unaccompanied by an adult. -Timing of activities will be reviewed and adjusted. -Staff who organise the activity must arrange for safe transportation.	Session and Congregation
Child attending Sunday School lessons on Sunday	Children left alone with an adult and may come to harm	-More than one adult should accompany children, particularly when separated into classes. -No one adult should be left to teach the class. -Provide correct instruction to all those taking children in classes.	Sunday School Head Teacher
Children attend the PCV Health outreach clinics as patients	-Children required to undergo physical examinations in both private rooms or areas open to the public. -Children left alone with an adult and may come to harm.	-Where possible examination rooms to be private. -Parent or responsible adult must attend clinical examination with child. -Where this is not possible, another clinical staff member should attend.	Clinic staff and Outreach Team leader
Children attend the PCV Health Clinic as patients	-Children left alone with an adult and may come to harm. -Responsible adult may resort to violence/physical force, abusive, shaming, humiliation	-Child patients to be accompanied in the clinic by a parent at all times. If no responsible adult available, 2 clinical staff must be present in all clinical rooms.	Clinic staff and clinic manager

Children are present at school health visits	-Responsible adult may resort to violence/physical force, abusive, shaming, humiliation -Children left alone with an adult and may come to harm.	-Educate children in a group. -Child patients to be accompanied in the clinic by a parent at all times. If no responsible adult available, 2 clinical staff must be present in all clinical rooms.	Clinic staff and school visit manager
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