

# CBM and Camp Raglan Child protection Policy

## **Sexual Abuse Policy - Children's Bible Ministries**

### **SEXUAL HARASSMENT**

The Trust Board and management of Children's Bible Ministries accepts the responsibility to provide a safe working environment for all workers, the children to whom we minister and the general public who make use of our services.

The Trust Board and management regards sexual harassment as a serious offence and it will not be tolerated. Given the sensitive nature of sexual harassment complaints, the Trust Board and management have established specific procedures to assist in dealing with sexual harassment. All workers are encouraged to acquaint themselves with the procedures for complaint. Full support will be provided for complainants.

#### **What is sexual harassment?**

Sexual harassment includes unwelcome sexual advances, requests for sexual favours, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to:

- Being regularly pestered for a date;
- Having to hear smutty jokes or remarks about sex, your appearance, or your personal life;
- Unwanted and unnecessary touching;
- Missing out on work opportunities after refusing to go out with your boss.
- Having to view sex usually offensive pictures, cartoons or written material.

#### **Complaints**

Any worker who feels that they may have been a victim of sexual harassment by any supervisor, another worker, client, or any other person in connection with their duties should bring the matter to the immediate attention of the appropriate contact person. The following personnel have been appointed as contact people for any inquiries or complaints concerning sexual harassment: Mike Buckley International director or Jean Morley Senior staff member.

Any discussions with these people will be treated in the strictest confidence. The decision about making a complaint remains with the person feeling harassed. The personnel named above have the complete support of the Trust Board to perform their duties. Any disputes that cannot be resolved "in house" will be referred to an outside mediator for independent consideration.

This policy is designed to protect your rights. The Trust Board and management will treat all complaints very seriously. Any person who is found, after an investigation, to have engaged in sexual harassment will be subject to appropriate sanctions up to and including termination.

## **Reasons for a sexual harassment policy**

Section 68(1) of the Human Rights Act 1993 makes Employers responsible for sexual harassment by the workers, whether they knew of the behavior or not. Substantiated complaints may result in the Employer paying compensation to the complainant.

Section 68(3) provides that it is a defense to a complaint found to have substance by the Commission that an Employer took "**such steps as were reasonably practicable**" to prevent sexual harassment occurring. This means taking preventative measures that are appropriate according to the size and resources of the Trust Board before the sexual harassment occurs. Usually this means having a satisfactory anti sexual harassment policy and a clear complaints procedure, which the employer must take action on if a complaint is made.

## **Liability for sexual harassment by customers or clients**

Employers can become liable for the sexual harassment of a worker by a customer or client if after becoming aware of a Worker's complaint, they fail to investigate it and/or fail to take reasonably practicable steps to prevent recurrence of the behavior and it does recur.

## **Policy statement on sexual misconduct**

Staff members and workers should be familiar with the following procedures:

It must be realised that many of the happenings, which come under this heading fall into two different areas Spiritual and Criminal.

We want to see a person find spiritual and emotional healing and restoration; But we need to be aware that it is possible that the person has broken the law by his or her actions and we need to see that they are not hiding behind a "spiritual smoke screen"

## **What is sexual abuse?**

### **Child sexual abuse is:**

THE USE OF A CHILD FOR AN OLDER PERSON'S SEXUAL GRATIFICATION.

An offender may sexually abuse a child in many ways, including:

1. Deliberately watching the child undress.
2. Exhibiting his or her genitals to the child.
3. Directing a child to perform a sexual act.
4. Touching the child sexually, particularly near the anus or genitalia.
5. Masturbating in the child's presence.
6. Using the child's body in a sexual way – for masturbation, intercourse, anal sex or oral sex.
7. Exposing the child to sexual acts or pornography.

## **Remember:**

1. All children are vulnerable regardless of class, age, sex, race or family situation.

2. The offender may be male or female, an adult or an adolescent or an older child. Only occasionally is the offender someone the child doesn't know. More often it is someone the child knows and trusts.

When the offender is a stranger, the abuse, though it is likely to be more overtly violent, will probably only happen once or twice. When the abuse takes place within a trusting relationship, it can begin when the child is very young and go on for years.

Contrary to common belief over 80% of cases of child sexual abuse are perpetrated by someone known to the victim - usually a member or friend of the family. **NOTE:** Camp staff/Leaders could fall into this category.

Because a disclosure could ultimately lead to involvement with other authorities it is important that the correct procedures are followed:

**A. Procedure when anyone involved in a CBM program discloses either sexual or physical abuse that has happened in the course of that program.**

The Director (or Program Leader in the Director's absence) **immediately** upon becoming aware of alleged misconduct must take the following action

1. Both parties must be given the same opportunity to independently put their point of view about the complaint before any decision is made or before any person's identity is known to any person outside the procedure .
2. Any person complained against must be adequately informed of the nature and extent of the complaints. Those involved shall be withdrawn from the program at the Director or Program Leader's direction immediately after the interview.
3. If the matter involves a child, the parents must be informed regardless of the truthfulness and accuracy of the allegation.
4. If the parents wish it, a conference must be set up as soon as possible with the people concerned.
5. If the matter is not satisfactorily dealt with or if the parents wish, the Police or C.Y.F.S should be contacted
6. The Director or his representative may in any case contact the Police if they believe that a criminal offence has occurred.
7. The Director or Program Leader shall then arrange for a counsellor to be made available to the accused and/or any other representation or support that is required. *The Director or Program Leader cannot act in this capacity.*
8. If the person making the complaint is an adult who is unwilling or unable to talk to the Program Leader, then the person confided in **must** share with the Program Leader within 24 hours or before the end of the program whichever is the earlier.
9. The trust of the complainant should be maintained but the staff/program leader can't be bound to confidentiality as they must report the disclosure as soon as possible to the Director.
10. Records of all allegations and procedures followed should be kept and reported to the Board.

**B. Procedure to be followed when a child disclosing sexual or physical abuse occurring outside of CBM program, or if abuse is suspected:**

1. Staff/Leaders should be made aware of the delicate nature of dealing with these types of problems. If you are the first person to hear of the abuse you can be called upon as a witness and if you have asked the child "leading questions" then his evidence cannot be used if the case goes to court.

2. The trust of the child should be maintained but the worker cannot be bound to confidentiality, as they must report the disclosure as soon as possible to the Director/Program Leader.
3. The Director/Program Leader must then decide on an appropriate course of action.
4. Full records must be kept, including how the worker came to learn that abuse had taken place.
5. Records of all allegations and procedures followed should be kept and reported to the Board.

### **C. Relating to Tenants:**

1. Any problems experienced by the tenants of Camp Raglan not involving Camp Raglan staff should be referred immediately to their organiser.
2. The organiser shall forward a report within 24 hours to the Camp Raglan Manager and NZ Director for their records.

#### **What to do when a child tells of his or her personal abuse**

**Listen:** Do not put words in a child's mouth. Allow them to tell you only as much as they want.

Five basic rules

1. Let them know that it is not their fault.
2. Believe what they say.
3. Say that you are glad that they told them.
4. Say that you are sorry that it happened.
5. Let them know that you will help.

Let them know too that they are not the only one; but that this sort of thing happens to other children too sometimes.

#### **Do not over react.**

A child's initial disclosure of sexual abuse is a critical moment. He or she will be monitoring every reaction.

#### **Do not panic.**

If the child judges you unable to handle the situation, he or she may not disclose any more of the story.

#### **Do not criticise.**

Don't say "You should have told me sooner." or "Why did you let him?"

#### **Ensure the child's immediate safety.**

Try not to alert the alleged abuser.

#### **Find support for yourself.**

Dealing with sexual abuse is hard, especially when it involves someone you care about. Discuss the matter with someone you feel comfortable with, someone you can trust, and someone who will respect the confidentiality of the situation.

#### **Clues that a Child may be suffering from Sexual Abuse**

**Physical Signs:**

1. Difficulty in walking and sitting
2. Discomfort going to the toilet
3. Genital or rectal bleeding
4. Frequent urinary infections
5. Bloodied or torn underclothing
6. Bruises, bleeding, cuts to vaginal or anal areas
7. Unusual or offensive body odours
8. Throat infection
9. Things placed in the rectum or vagina

**Behavioral and Emotional Signs:**

1. Regression to more babyish behavior - wetting pants, thumb sucking, rocking.
2. Inexplicable hostility, aggression
3. Frequent unprovoked crying
4. Obsessive masturbation
5. Re-enactment of the abuse in play
6. Poor concentration
7. Displaying sexual knowledge that should be outside a child's experience
8. Fear of particular places and people
9. Withdrawal, depression, anxiety
10. Changed eating habits - appetite loss, problems with chewing or swallowing
11. Changed sleeping habits - bed wetting, nightmares, fear of being left alone, crying in the night
12. Psychosomatic illness
13. Too frequent washing
14. Wearing too many layers of clothing
15. Art work depicting sexual behavior that is abnormal for a child
16. Inexplicable attention seeking behavior

**Don't jump to conclusions:**

There may well be perfectly innocent reasons for any of these symptoms. (One symptom on its own is less significant than a cluster of symptoms). However any of the symptoms should be taken seriously. It could possibly mean that a child is being abused.

**Behavioural Guidelines for Staff:**

For those working or helping at Camp Raglan, and those who come to the property.

**PLEASE NOTE:** These are the expectations of the Trust Board, and in order that the standard of leadership is maintained we expect those in leadership to respect them and abide by them.

Because we live in a very confused society in terms of ethics and behavior towards other people, we expect our leaders to portray a very high standard of behavior with the ultimate goal of honouring God. Paul says in **1Thess 5:22 "that we should avoid any kind of appearance of evil"**. Our behavior has to be above reproach, which means that we have to behave in such a way that no one can accuse us or misinterpret what we are saying or doing, or even have a hint of wrong about it.

1. Do not be involved in talking with any member of the opposite sex on your own.
2. Do all talking in a visible place. Endeavour never to be alone with just one person.
3. Be very aware of what you do with your hands, eyes, the way you dress, and the things you say, so that people do not misread what you mean by what you do.
4. Please be aware that some children/young people will use their sexuality to win favour with leadership - guard against it.

We do not want to intrude on your rights to express your personality or your naturalness. However we have the good name of somebody else at stake other than your own that is that of the campers, staff, and volunteers and the Camp itself.



## Standard of Conduct for Workers with Children and young people

Name \_\_\_\_\_

All workers are expected to demonstrate submission to and support for the Directors of the Camp.

Workers must ensure that the well-being, safety and protection of all the children in their care is their first priority, and to safeguard them from any danger of abuse. For this reason, workers are not permitted to:

- (a) Take children alone in a solitary or dark place.
- (b) Visit or counsel alone.
- (c) Be involved in children's ablutions except when absolutely necessary.
- (d) Touch any child in an inappropriate fashion or do anything that is potentially sexual
- (e) Talk alone with a child out of the sight of other people.

If any worker has problems with a child's behaviour, they will refer the child to the Director who is responsible to take any appropriate action and to liaise with parents or caregivers.

Workers must respect and maintain the confidentiality of any information they receive about either the children in their care, or about their families.

Workers will not seek to gain information from a child that is not willingly shared with them.

All visitors are required to produce proof of identification, sign a visitors' book, be given a Day Pass and comply with this Standard of Conduct for the duration of the camp.

Signed:

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Director

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Date

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Worker



Camp Raglan (CBM)  
Procedure for handling a disclosure of abuse

