



Zimbabwe Catholic Bishop's Conference

Child Protection Policy

Acknowledgements

The team work which went into the production of the ZCBC Child Protection Policy document reminds me of what ants do when building an ant-hill. Every ant makes a contribution towards the mount, no matter how small that contribution is. I acknowledge the invaluable contribution made by the people/organizations listed below, without whose help this policy would never have materialized.

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INTRODUCTION

In his Apostolic Exhortation to the Special Assembly of Bishops of Africa in ***Africae Munus***, Pope Benedict XVI explained very clearly the vision and attitude which the Catholic Church should have towards children when he said,

".....children are a gift of God to humanity, and they must be the subject of particular concern on the part of their families, the Church, society and governments for they are a source of hope and renewed hope," and the Church, like a loving Mother...."cannot abandon any of her little ones." (Africae Munus: Chpt.II, Article F, par. 65).

"Let the children come to me; do not prevent them for the kingdom of God belongs to such as these" (Mark 10:14).

The church, through its various institutions such as parishes, schools, orphanages and hospitals, comes in contact with children at different levels of interaction. It has the obligation to demonstrate this 'particular concern' alluded to by Pope Benedict, by ensuring that the children entrusted to the Church's care in these institutions are safe.

Children are by nature vulnerable and depend on the adults around them for sustenance, love, security, shelter and guidance. They are innocent, trusting and full of hope. We, the adults, must give them the security they need so that they develop into the kind of people God intended them to be.

It is my belief and hope that the ZCBC Child Protection Policy, by spelling out best-practice guidelines in child protection, will assist all adults working with children in Catholic Church institutions, to protect from any forms of abuse and harm the children they interact with in the execution of their duties.

My special thanks go to all the people who contributed their experiences with children and those who actually worked towards the drafting of this policy.



Right Rev + Angel. Floro
Bishop Chairman: ZCBC Education commission

Abbreviations

ZCC	Zimbabwe Catholic Church
ZCBC	Zimbabwe Catholic Bishops Conference
CP	Child Protection
CPP	Child Protection Policy
UNCRC	United Nations Convention on the Rights of Children
UN	United Nations
CPA	Child Protection Advisor
CPO	Child Protection Officer
CDF	Congregation of the Doctrine of Faith
Rev	Reverend

Glossary

Canon Law: the law governing the affairs of a Christian Church, especially the law created or recognized by papal authority in the Roman Catholic Church.

Catholic Catechism: It is a major volume on the teachings of the Catholic Church.

United Nations Convention of the Rights of the Child: It is a treaty adopted by the United Nations General Assembly in 1989 which sets out the civil, political, economic, social, health and cultural rights of children

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CHAPTER 1.

PRINCIPLES, VALUES AND COMMITMENTS

A. VALUES

The Zimbabwe Catholic Bishops' Conference (ZCBC) values all children equally in line with the teachings of the Gospel and Catholic Catechism.

"Being in the image of God, the human individual possesses the dignity of a person, who is not just something, but someone. He/ she is capable of self-knowledge, of self-possession and of freely giving himself/herself and entering into communion with other persons. And he is called by grace to a covenant with his Creator, to offer him a response of faith and love that no other creature can give." (The Catholic Catechism)

The Catholic Church in Zimbabwe shows such teachings through the diverse Catholic ministries that provide education, support for families, and care for children who are hurt and vulnerable. ZCBC recognizes that it has a role to play in modeling for children an organization worthy of their trust, a Church which is accountable to the families and communities it serves, a church that is sensitive in her selection process of those who work with children and young people and acts decisively to protect them from abuse and maltreatment, especially in the Church itself.

"Whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone hung around his neck and to be drowned in the depth of the sea..."(Matthew 18:6).

ZCBC understands the importance of acting quickly and without defensiveness to concerns about the safety of children. While we are fully committed to preventing abuse, we recognize that the success of this policy can be measured in part in our communities' willingness to come to us with concerns and in our ability to respond both sensitively and robustly.

ZCBC recognizes the Zimbabwe National Constitution and appreciates its related legislations such as Children's Act of Zimbabwe and other civil and criminal legislation such as the Domestic Violence Act, The Education Act, Social Welfare Assistance Act, Labour Act and Maintenance Act that prioritises and advance the safety of children. We understand that good communication and working together with other agencies and organizations is key to effective safeguarding. We realize that we cannot win this battle alone. This policy is intended to complement and in no way does it undermine or replace national laws.

ZCBC similarly recognizes the universal law of the Catholic Church. This policy is intended to be in harmony with the 1983 **Code of Canon Law** (abbreviated 1983 **CIC** from its Latin title ***Codex Iuris Canonici***) as well as with the ***Motu Proprio Sacramentorum Sanctitatis Tutela*** (2001) as updated in 2010.

Finally, ZCBC fully recognizes the rights of the child outlined under the UN Convention on the Rights of the Child (UNCRC) and the optional protocols (see Appendix 1 for a summary of the UNCRC). Like the UNCRC, this policy applies to everyone under 18 - whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from - and outlines our firm commitment to work towards what is best for every child.

B. INTENTIONS AND COMMITMENTS

This policy intends to lay out the ZCBC's commitment to protect children from harm – particularly that which might arise through their involvement or contact with any of the work of the Catholic Church in Zimbabwe, its staff or volunteers; including the Catholic parishes, institutions such as schools, hospitals and children's home. The Policy clarifies the practices, procedures and systems through which that commitment is realized.

We are committed to ensuring that every child's right to dignity and to

life and bodily integrity shall be respected, nurtured and protected by all regardless of the child's age, sex, race, religious belief, ethnic origin, nationality, parental background, social status, disability and any other difference from others.

We will strive to achieve the best possible responses to victims and to ensure that they receive support to help minimize emotional, physical and spiritual harm.

We will take strict measures without fear or favour to hold to account any agent of the Church who abuses a child.

We will consider the child's interests as paramount in all decisions regarding safeguarding.

We take seriously our responsibility to promote child safe practices and to engage other stakeholders to increase the safety of children in Zimbabwe.

This policy intends to set out clear codes of behaviour for all agents of the Zimbabwe Catholic Church (ZCC), and every agent to sign by them all, and clear practices and procedures for institutions and organizations of the ZCC shall be made available to enable them to fulfill their child protection responsibilities.

Policies, procedures and guidelines that protect children from harm and abuse should be clear to all those working in connection with the Church (see scope of the policy) and they should receive induction training and education in Child Protection sufficient to enable them to understand and carry out their responsibilities under this policy.

C. CHILD PROTECTION - WHAT DOES IT MEAN?

A child is defined as any person under the age of 18 years old in accordance with the UN Convention on the Rights of the Child (UNCRC).

Child Abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child that includes any actions that result in actual or potential harm to a child.

Child abuse may be a deliberate act or it may be failing to act to prevent known harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their prospect of safe and healthy development into adulthood. See Appendix 2 for an outline of diverse forms of child abuse covered in this policy.

Violations of the child's right to protection may take place in our schools and communities and can go unreported, and unrecognized as barriers to child survival and development, in addition to being human rights violations and the violation of the dignity of the human being. Children subjected to violence, sexual abuse, emotional abuse, exploitation and neglect are at risk of death, poor physical, mental and spiritual health, HIV and AIDS infection, learning challenges, displacement, homelessness, and have a higher likelihood of mental and physical health problems, criminality, substance abuse problems and difficulties in parenting.

D. SCOPE OF THE POLICY

Children should be protected by agents of ZCC regardless of their geographic location within and outside the church property. All people under the age of 18 are covered by this policy, whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.

This policy applies to all agents of the Catholic Church in Zimbabwe including the following:

1. **All pastoral agents of the Catholic Church** in Zimbabwe including Clergy, religious and lay people
2. **All staff members of Catholic Church institutions** including but not limited to all parishes, Catholic education institutions, Catholic hospitals and health centres and Caritas agencies
3. **All volunteers and contractors thereof**
4. **Board members and boards of Governors thereof**

E. ROLES REFERRED TO IN THE POLICY

The roles referred to in this policy are:

I. Child Protection Officers (CPOs)

Bishops or Major Superiors shall be the Child Protection Officers (CPOs) for ZCBC all those within the scope of this policy.

II. Child protection advisors (CPAs)

In each diocese there will need a number of CPAs based in a range of Catholic Institutions all of whom will be designated by the CPO. These may be lay or clergy, staff or volunteer. They must be specialists in Child protection with an understanding of Zimbabwe's legal system and the CP policies and practices of ZCBC and its institutions. They must be considered impartial with respect to the diocese and the religious congregation and free of any conflict of interest with the CPO.

Contact details for the CPO and a couple of the designated CPAs will be widely publicized for the community and for all agents of the ZCBC as persons to whom concerns about child abuse are reported.

Catholic schools and other institutions of the Catholic Church in Zimbabwe in which children are regularly worked with or received, should select and recommend one or two persons to act

as a Child protection advisor within the institution who will have some expertise in the area and who will act as referral point to whom children and others can report concerns. These persons operate as instruments that will pass concerns straight to the CPO and are automatically members of all Child protection meetings relating to their institution. They may be called upon by the CPO to act as a CPA in other child protection meetings also.

F. MANAGEMENT, ACCOUNTABILITY AND MONITORING

RESPONSIBILITIES OF BISHOPS OR MAJOR SUPERIORS (CPOs)

Responsibility for dealing with child abuse by agents of ZCBC lies with Bishops or Major Superiors – they shall act as the Child Protection Officers for ZCBC where they have been any concerns or complaints about child abuse, even those that may remain unsubstantiated and unless they have been **proven** to be malicious or unfounded, must be passed on by the Bishop or Major Superior to the new Ordinary or senior manager when a person in their diocese moves between seminaries, caritas programmes schools, or religious institutions.

RESPONSIBILITIES OF CHILD PROTECTION ADVISORS (CPAs)

The CPOs will designate a number of Child protection advisors (CPAs) who will act as referral points for Child protection concerns within their organizations and must be willing to have their contact details made public for this purpose.

CPAs may be called upon by the CPO to take part in Child Protection Meetings, and advise the CPO on matters relating to child safety. In order to take part in any CP meeting they must also be free of conflicts of interest with the alleged abuser or the alleged victim. A conflict of

interest would be considered to occur when circumstances that create a risk that impartial judgment of the case will be unduly influenced by a financial gain or such motives as the desire for professional advancement and the wish to do favours for family and friends. It is vital that the CPA's are considered impartial and any pay or advancement due to them is irrespective of the advice they give.

RESPONSIBILITIES OF ZCBC

ZCBC itself shall be responsible for:

- Ensuring that information about keeping children safe is disseminated through designated persons (see section on communication, education and training).
- Monitoring the implementation of this policy using data from all catholic dioceses and institutions in Zimbabwe.
- Changing and updating policy and procedures - which shall be reviewed on an annual basis
- Ensuring that CP is built into the systems and processes of schools, churches and all organizations under their auspices.

ZCBC shall be advised by a child protection advisory board designated by themselves.

This will be made up of 5 to 7 persons - a majority of lay persons - of proven integrity and expertise in matters relating to child protection.

They will serve on the board for 5 years renewable

They will assist the Bishops conference in carrying out the responsibilities mentioned above.

RESPONSIBILITIES OF CATHOLIC INSTITUTIONS

- Recommending at least one and ideally two CPAs as per E. II above
- Implementing and reviewing child safeguarding practices
- Ensuring effective and relevant practice and procedures are complied with.

CHAPTER 2.

PREVENTION – CREATING A SAFE ORGANISATION

A. CODES OF BEHAVIOUR

Agents of the ZCBC (see scope of the policy for a full list):

- Will behave in ways that clearly reflect the Catholic Church's principles of the **respect of the dignity of the human being**. Will always create and maintain an environment that minimizes the likelihood of all forms of abuse and exploitation.
- Will refrain from hitting and physically abusing children (even where this is considered to be part of child discipline and /or to be 'normal' or culturally acceptable). Agents of the ZCBC will use positive, non-violent methods to manage children's behaviour both within their workplace and community/ family, children's homes, learning institutions and hospitals.
- Will not engage in any type of sexual relationships with any person under the age of 18 regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Will not use the organization's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography. They will not access exploitative images of minors either within or outside of work.
- Will always ask permission from children (in the case of children under 18, their parent or guardian also) before taking images (e.g. photographs and videos) of them. Respect their decision to say no. Ensure that any images taken of children are decent (for example: children should have adequate clothing that cover their private parts. Images of children in sexually suggestive

poses or that in any way impact negatively on their dignity or privacy are not acceptable. Do not show a child in extreme distress. Stories and images of children should be based on the child's best interest.

- Parents will be requested to sign approval of their children to be taken pictures during school activities which will be used in school magazines. Therefore the parents are requested to sign for approval on the day their child is enrolled in the school.
- Will endeavour to ensure that all their contact with children and young people (whether by phone, email or direct contact) is supervised, accompanied, or at least in sight of other adults. This can be done by working with an 'open door' to a public area or copying line managers into email contact with minors. ZCBC recognizes that some of the work of agents of the ZCC is such that there is a regular practical need for them to have lone contact with a child or children (for instance this may often be the case for teachers). All such contact should occur within strict parameters (time, place and purpose) agreed with the line manager so that secretive relationships cannot be established by potential abusers. As far as possible environmental controls should reduce the possibility of secrecy (e.g. clear panels in doors of school classrooms). Situations may also arise where lone contact with a child must take place for urgent reasons and in such cases the line manager should be informed upfront or as soon as possible.
- Will not take children with whom they have contact through their work to their home where they will potentially have lone contact with the child.
- Will not condone the employment or employ any children in the worst form of child labour including: all forms of slavery, trafficking of children, forced or compulsory labour, recruitment of children for use in armed conflict, commercial sexual exploitation of children, children used by adults in the commission of crime (including the trafficking or production of drugs) and any work which by its nature is likely to harm the health, safety or morals of children.

- Will not employ children to labour for money to the detriment of them completing their education.
- Will not sleep or share the same bed and room with the child that they have come into contact with through their work.
- If circumstances necessitate making an exception to this rule against sleeping in the same room as a child, then staff must inform and explain these to their line manager upfront or as soon as possible. There can be no exception to the rule that staff cannot share a bed with a child.
- Will not do things of a personal nature for a child that they can do for themselves – such as accompanying them to the toilet or bathing them.
- Will not shame, belittle or degrade a child
- Will not show favouritism to particular children to the exclusion of others or inconsistent application of rules, nor will they engage in any corrupt practice that may bring favour or disfavour onto particular children.
- Will not pick on particular children
- Will challenge bullying and child-to-child abuse in all its forms
- Will provide a good example of acceptable behaviour in line with the Gospel and the Vision, Mission and Values of ZCBC. As such they will use child appropriate language and will refrain from making put-downs (demeaning comments) based on sex, ethnicity, religion, sexual orientation or ability (physical or mental) in the presence of children. They will refrain from making suggestive remarks and avoid sexually provocative games or conversations with children.
- They will not touch a child's private parts unless they need to do so in undertaking their work (e.g. as a doctor or someone caring for a child who needs help bathing).
- Will avoid touching a child in a manner which is considered culturally insensitive or inappropriate.
- Will never expose their own private parts to a child.
- Will not be intoxicated under the influence of alcohol or drugs whilst children are in their care.
- Will assess the safeguarding risks for all institutions and events

that will involve children and will plan for how to mitigate these.

- Will make other adults aware of the proper treatment of children in order to minimize the risks of abuse.
- If any agent of ZCBC develops a concern or suspicion regarding child maltreatment of any kind – especially but not only by a fellow worker, whether in the same agency or not, they **must** report such concerns immediately (see section on reporting and responding below).
- The subject of any child abuse concern or complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings

B. SAFE RECRUITMENT

ZCBC has been blessed with huge numbers of people working and serving within and around our institutions, who have shown talent and dedication and have given a tremendous amount to children and young people. Sadly it would be simplistic to assume that everyone who volunteers or applies for a job or seeks to enter Religious life shares these same high values. We recognize that sometimes child sex offenders seek positions that give them access to children and ZCBC is committed to making the Catholic Church and its institutions as difficult as possible to be used by such individuals to exploit the young.

The recruitment and selection of any agent of ZCC for work in any Catholic Institutions in Zimbabwe shall include:

1. The employing institution or parish will obtain a statement of personal details, full name, date of birth and address, signed by the applicant and cross-checked with their identification papers (such as a passport)
2. Obtain a list of previous work experience
3. Obtain permission to contact in writing or in person two named referees.
4. Such references should indicate whether the applicant is known to have been suspected or convicted of child maltreatment of any kind. Where there have been suspicions that have not led to

convictions, the employing authority must undertake an assessment of the case and come to its own conclusion about the risk of employing the individual.

5. The CP Policy Document shall be available to all new employees. New employees will be asked to sign the codes of behavior, agreeing that they have read, understood and agreed to abide by them.
6. All agents of ZCC will receive formal induction in Child Protection.
7. Organizations doing business with Catholic Institutions shall sign a Child Protection compliance contract

Additionally, where the post may have direct contact with or access to children – such as religious ministry, teaching and caring for children:

8. The employing institution or parish will confidentially request personal files and recommendation letters from the previous employer, Bishop or Parish Priest before an offer of employment or acceptance of a transfer into the jurisdiction of the CPO is made.
9. When requesting references the fact that the role is with children will be stated explicitly and the referee will be asked to comment specifically on the applicants suitability for such work
10. If anything in the references gives rise to even ambiguous doubts about the applicants suitability for such work then the referee should be contacted in person to discuss the matter further
11. A valid Police Clearance.
12. A signed self declaration form (see Appendix 3) from the applicant with details of any convictions, including those spent and saying whether they have ever been accused of inappropriate conduct.
13. Candidates to be interviewed with the interview panel asking and checking amongst others, questions relating to Child Protection. Any answers giving even vague cause for concern on this matter must be explored further.

C. AWARENESS /EDUCATION/TRAINING

CODES OF CONDUCT AND POLICY AWARENESS

All agents of ZCBC shall sign up to the Codes of conduct

All agents of ZCBC will receive a copy of this policy

Every workplace will display contact details for the CPO and CPAs for reporting child protection concerns.

INDUCTION FOR ALL AGENTS OF ZCBC

ZCBC will require that all Bishops, Major Superiors and others responsible for the management and supervision of staff and volunteers will ensure that all new agents of ZCBC undertake Child protection induction training within 6 months of starting their employment/voluntary service.

Induction training is expected to be thorough (around a half day) and will aim to ensure that all agents of ZCBC

- understand their responsibilities under this policy,
are able to recognize the signs of child abuse (see Appendix 4)
- Know how to report it.

FORMATION OF PRIESTS AND RELIGIOUS

ZCBC will require all Bishops, Major Superiors and others responsible for the formation of future priests to provide training on child protection (amounting to at least 21 hours) and integrate this training into all formation programmes. This must include

- instructing them on how to recognize the signs of child abuse (see Appendix 4)
- informing them about the impacts of clerical abuse on children
- facilitating the emotional and spiritual understanding of such impacts
- informing them of their responsibilities to protect children and to report concerns within both Canon Law and the Civil Law of

Zimbabwe

- skills training in receiving concerns, complaints or disclosures of abuse from victims or abusers
- an understanding of the Church's reporting and responding procedures in relation to concerns of child abuse

IN-DEPTH TRAINING FOR SPECIFIC STAFF

ZCBC will require the CPO to ensure the provision of specialist training courses for those engaged with children in pastoral work, schools, hospitals and other endeavors involving any unsupervised contact with children and/or levels of contact with children sufficient to enable a rapport to build with a specific child.

INFORMING THE COMMUNITY

ZCBCs Child Protection Policy will be available to members of the public via our website or upon request. Less detailed information will be made available more widely to inform community members including children, about:

- 1) children's rights to protection within the Catholic Church in Zimbabwe and its many Institutions and
- 2) What to do if they have any child protection concerns, allegations or other feedback relating to child abuse and child safety.

All educational institutions, youth groups and other institutions in which children are regularly worked with or received, should display child friendly posters showing children how to report concerns – a generic poster is available into which the picture and contact details of the CPA for that institution or project can be cut and pasted.

D. PASTORAL CARE

Pastoral counselling and care may be offered to any individual who has caused harm or is suspected of causing harm and wishes to be a part of the Church. It should be offered in a way that seeks to ensure that others

within the Church, particularly those who may be vulnerable, are kept safe. As with allegations against agents of the ZCC, ZCBC will manage uncertainty when faced with a risk of child abuse by taking a precautionary approach in order to maximize the safety of the community.

E. INSTITUTIONAL CARE OF CHILDREN

ZCBC accepts that current research shows that outcomes for children in care institutions are very poor in terms of emotional, behavioural and social development and even academic attainment. Though institutions such as orphanages are set up to protect children, and in many settings have done a tremendous service to many young people, we understand that they can become places where abuse and neglect occur.

In line with Catholic family values and the current research, ZCBC acknowledges that children seem to be safest with their parents whenever those parents are fit to care for them and protect them. The next best option is to place children with extended family or community who are willing and able to care for them. For genuine orphans, care within substitute families in the same area may be necessary. Institutional care is the least preferred option but may sometimes be necessary temporarily or even for the long term.

Where ZCBC and agents of ZCC are involved in the institutional care of children:

- Children should only be admitted to such institutions where proper checks to establish if their families are alive and fit to care for and protect them.
- Children should only remain in long term care where attempts to establish safe and successful reunification of children into their families or communities have failed or are considered unlikely to succeed.
- Where children are fostered with extended family or community or reunited with parents, ZCBC requires that there be ongoing monitoring of their safety for a significant period (at least 1 year and ideally 3 years) following any institutional intervention.

CHAPTER 3.

RESPONDING TO CONCERNS/ALLEGATIONS

If any person reasonably suspects that a child may be, has been or is likely to be abused, they must take action. To do nothing is not an option. As an agent of the ZCC, to do nothing is against the code of conduct.

The response to concerns and allegations of child abuse set out below is intended to clarify the implementation of Canon Law as well as meeting the requirements of Civil Law.

A. Who to report to

The relevant Bishop or Major Superior will act as the Child Protection Officer (CPO) for the diocese or congregation. CPOs will designate a number of 3 child protection advisors (CPAs) – including one or two in each child focused institution - who has some expertise in the area – at least one of whom should be independent of the diocese or religious congregation.

If anyone tells an agent of ZCC any information concerning the safety of a child, they should listen, record it and refer it to their CPA and/or CPO. (See Appendix 5 on receiving a report).

In cases where the local Bishop or Major Superior is in any way potentially implicated in the concern or has any conflict of interests, the CPAs should refer the case directly to the Secretary General of ZCBC asking for an alternative Bishop to be appointed CPO in the case.

Agents of the Church, who have even vague concerns about the safety of a child, should record and refer within 24 hours, rather than trying to gather further information first. Under no circumstances should the alleged abuser be alerted at this stage either directly or indirectly. Important evidence may be lost.

Once the concern is referred to the CPO, an immediate CP meeting must be called (within 24 hours) and a preliminary investigation should be carried out promptly in accordance with canon 1717.

B. Recording concerns / allegations

Recording of concerns or allegations should be done during, or as soon as possible after receiving the concern or allegation. Notes should be made quoting the person's own words as far as possible. The reporting form is attached at Appendix 6 of this policy.

C. The core principles of ZCBC's response to concerns and allegations

- The child's welfare is considered paramount.
- **Impartiality:** investigations will be open-minded and impartial.
- **Safety:** ZCBC will manage uncertainty when faced with a risk of child abuse by taking a precautionary approach in order to maximize the safety of the community.
- **Confidentiality:** any details about individual cases which might lead to the identification of actors (alleged victims, abusers or whistle-blowers) will remain confidential and shared only on a need-to-know basis. All agents of ZCC when involved with a child protection issue will ask themselves the following questions before sharing information:
 - Does the person need to know the information?
 - Can the information be anonymised without losing any of the function of sharing it?
 - Does the person need to know ALL the information?
 - Does the person need to know the information now?

Care is to be taken that this investigation does not call into question anyone's good name. ZCBC will take strong action against anyone who knowingly broadcasts confidential information about the case.

- **Partnership with parents:** ZCBC will work in partnership with parents to protect children in so far as it is safe to do so.
- **Whistle-blower protection:** all disclosures will be treated in confidence. Any agent of ZCC who raises concerns of child abuse will be protected as far as possible from victimization or any other detrimental treatment, provided that concerns are raised in good faith (see Appendix 7 for more detail). Deliberate false allegations will be taken seriously and will be investigated by ZCBC.
- **Swiftness:** efforts are made to conclude investigations in a timely manner and avoid unnecessary delays. Facts are collected whilst they are fresh in people's minds.

- **Dignity:** the dignity of both the witnesses and the staff member accused of the breach are respected at all times.
- **Separation of investigation and disciplinary decision making:** the person designated by the CPO to run a full investigation should be independent. This is particularly important in cases which may result in a formal written warning or dismissal from the clerical state or other employment. The reason for this is the requirement, based on natural justice, that the person conducting the disciplinary hearing (the CPO – Bishop or Major Superior) should not be biased against the accused prior to the hearing.

D. Investigations

A Child Protection Meeting should be called within 24 hours of the CPO (Bishop or Major Superior) receiving the concern or allegation. The meeting should include at least 3 persons:

- the CPO (the Bishop or Major Superior) has ultimate responsibility for the decisions of the meeting (Canon 1718) and is advised by
 - (i) two or three CPAs
- a senior manager/ headmaster / Vicar General / Episcopal Vicar/ Dean or Vicar Forane where relevant
- further expertise may be brought as necessary as the case progresses

If the reported information has at least the semblance of truth that a Code of Behaviour in this policy may have been broken, then the CP meeting is to:

1. Risk assessment

Identify and respond to immediate safety risks

2. Decide whether to investigate

This means assessing the facts that are readily available – which will likely involve making contact with the complainant and asking three questions:

- a) Does the complaint relate to a breach of policy?
- b) Is there enough information to investigate?

Whether the concern or allegation about the abuse of a child is by a religious or a cleric or lay person, the preliminary investigation should be in accordance with **(Canon 1717)**.

3. Decide whether it would be a sensible precaution to limit the ministry of the accused cleric and/or suspend the member of staff or volunteer immediately to protect the community

Since all such measures will be undertaken without prejudice, they can be invoked whenever there is potential immediate risk, even if there is no evidence as yet. The alleged abuser will still be presumed innocent until proven guilty.

In the case of Clergy, this is provided for by Canon 1722 and the revised norms for SST (*motu proprio Sacramentorum sanctitatis tutela*). These make it clear that it can be applied even during the preliminary investigation and not just once a judicial or administrative process has formally begun.

The CP meeting will keep confidential the reason for any suspension or restrictions to ministry. The CPO, under advisement from the child protection meeting as whole, may decide to give minimal information initially to the alleged abuser in the interest of public protection or of gathering good evidence. Where and when such interests do not provide a contra-indication, the alleged abuser should be informed of the complaint or accusation and given the opportunity to respond and to get legal advice.

4. Preliminary investigation

This child protection meeting will enquire carefully, either themselves or through some suitable person, about the facts and circumstances. This enquiry must be prompt.

5. Referring on

In the case of the Clergy, the CPO must refer the case to the Congregation for the Doctrine of the Faith (CDF) if there is a credible possibility that a 'reserved offence' such as sexual abuse of a minor, has taken place. Before referring to the CDF the meeting must decide that the allegation is concrete and not vague suspicions about someone's behaviour but with no concrete identifiable event or incident.

In all cases - refer the case to the relevant civil authorities (police and/or child welfare services) if it is thought that a Civil Law of Zimbabwe may have been broken.

Once it has been determined to refer the case into civil law and it is understood that a criminal investigation is to take place, the internal investigation of ZCBC will await the conclusion of such investigations before resuming its work.

It may be that a code of behavior may have been broken but this is does not amount to a reserved or criminal offence in which case the case should proceed to a full investigation within ZCBC.

In any case the CPO must formally close the preliminary investigation by decree at this point stating how it is to proceed. Any full investigation is a new part of the process.

There may well remain a concern even when criminal or CDF investigations have resulted in either an acquittal or a decision not to prosecute – either because the standard of evidence in criminal and Canon Law investigations is higher than for child protection decisions (requiring proof 'beyond reasonable doubt' in the former case and requiring 'moral certainty' in the latter, rather than on balance of probability as for administrative procedures) or because inappropriate conduct may have taken place that breaks a code of conduct without amounting to a crime. The case should then proceed to a full investigation.

6. Full investigation

The purpose of the full investigation will be to decide whether a code of conduct included in this policy has been broken. The meeting will instigate a fuller investigation if it is thought there may have been a breach of policy.

The CP Meeting, under the CPO will designate an investigating officer and possibly also an investigation team all of whom will be

The CP Meeting will continue to guide and monitor the process including overseeing any media responses that are needed.

The CP meeting will receive a written report from the investigators and will then decide what penalties, if any, should apply. Measures may include:

- a) Partial or total restriction of public ministry or of contact with minors as per canon 1722. This can be reinforced by a “penal precept” by which the CPO can attach a penalty for failure to comply by a canon court order (canon 1319). For example if a priest is ordered to reside in a particular place, the CPO can attach the penalty of suspension should he fail to do so.
- b) ecclesiastical penalties ranging up to the dismissal from the clerical state
- c) Termination of a voluntary role
- d) Termination of a contractual agreement (for example with a partner organization or a consultant)
- e) Dismissal of a staff member from employment
- f) If permanent penalties such as dismissal from the clerical state are to be applied then a penal judicial process will be needed as per Canon 1342. In such cases it will be the CDF who will need to make the definitive judgment of the case and decide upon the imposition of a perpetual penalty.
- g) Making recommendations on improving the policies and practices that may have enabled the breach of codes and/or standards to occur, as well as on how to rebuild community trust and on what help should be provided to minimize the harm to victims or to those wrongfully accused

- h) Recording the proceedings and outcomes – records of all administrative procedures regarding child protection should be kept in a locked steel cabinet for 75 years.

In the case of a penal process by the Church as per Canon 1719, all records are to be kept in the secret curial archive; a locked steel cabinet or safe – probably in the Bishop's office and to which only he has access (as per canons 489-490).

E. Assisting victims

The Vatican in its circular letter of 2009 states that:

“the church, in the person of the bishop or his delegate, should be prepared to listen to the victims and their families and to be committed to their spiritual and psychological assistance.”

ZCBC is committed to ensuring that resources are made available to ameliorate the harm caused to any victim of child abuse by an agent of ZCC.

ZCBC understands that child victims may need a range of support such as:

- Support in the form of advocacy to help them through investigations and legal procedures – be these administrative, civil law or canon law.
- Protection from harm arising from the complaint made – such as threats, adverse publicity, rejection from family or community.
- Support to lessen the health impacts of any abuse
- Support to heal emotionally
- Support to right their relationship with their spirituality and with the Church

We will endeavor to ensure that such needs are provided as far as is reasonably possible.

F. Rehabilitating the accused

Through the processes outlined above, the CPO shall ensure that ***nobody*** who has committed even a single act of sexual abuse against a minor, may continue to work with or for ZCBC or continue in active ministry.

No priest or deacon who has committed such an act or significantly broken the codes of behaviour in any respect, may be transferred for ministerial assignment in another diocese or for further studies or assignments in another country. Nor may any teacher, staff member, volunteer or contractor be transferred to another school, project or organisation under the auspices of ZCBC.

Where a significant breach of conduct has been found but dismissal from the clerical state has not been applied for reasons such as age or infirmity, the offender shall not be permitted to celebrate Holy Mass publicly, administer the sacraments or present himself publicly as a priest.

Where an agent of ZCBC has been found on balance to have broken a code of conduct in this policy, they have no automatic right to rehabilitation in terms, for example, of sex offender treatment programmes. Such interventions, due to their high cost and of limited efficacy, will be provided at the discretion of ZCBC.

The return of a cleric to public ministry will be excluded if such ministry is a danger to minors or a cause of scandal for the community (as per circular letter from CDF 2011).

Where concerns about abuse are proven to be malicious or where an investigation finds that the alleged abuse is unlikely to have occurred on balance of probability, measures should be taken to restore the good name of the cleric or staff member and to provide support for the impact of the process upon them.

Note that: this may not be the same as finding someone 'not guilty' beyond reasonable doubt which requires a higher standard of evidence and procedure. A person found 'not guilty' in civil criminal proceedings, may yet be found by investigation to have been likely on balance of evidence to have committed the abuse.

CHAPTER 4

APPENDIX 1 –

THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Altogether there are 54 articles in the United Nations Convention on the Rights of the Child. The articles of the UNCRC are listed below:

1. Everyone under 18 years of age has all the rights in this Convention.
2. The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.
3. All organizations concerned with children should work towards what is best for each child.
4. Governments should make these rights available to children.
5. Governments should respect the rights and responsibilities of families to direct and guide their children so that, as they grow, they learn to use their rights properly.
6. All children have the right of life. Governments should ensure that children survive and develop healthily.
7. All children have the right to a legally registered name, the right to a nationality and the right to know and, as far as possible, to be cared for by their parents.
8. Governments should respect children's right to a name, a nationality and family ties.
9. Children should not be separated from their parents unless it is for their own good, for example if a parent is mistreating or neglecting a child. Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.
10. Families who live in different countries should be allowed to move between those countries so that parents and children can stay in contact or get back together as a family.
11. Governments should take steps to stop children being taken out

of their own country illegally.

12. Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
13. Children have the right to get and to share information as long as the information is not damaging to them or to others.
14. Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide their children on these matters.
15. Children have the right to meet together and to join groups and organizations, as long as this does not stop other people from enjoying their rights.
16. Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
17. Children have the right to reliable information from the mass media. Television, radio and newspapers should provide information that children can understand, and should not promote materials that could harm children.
18. Both parents share responsibility for bringing up their children, and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.
19. Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.
20. Children who cannot be looked after by their own family must be looked after properly, by people who respect their religion, culture and language.
21. When children are adopted the first concern must be what is best for them. The same rules should apply whether the children are adopted in the country where they were born or taken to live in another country.
22. Children who come into a country as refugees should have the same rights as children born in that country.

23. Children who have any kind of disability should have special care and support so that they can lead full and independent lives.
24. Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy. Rich countries should help poorer countries achieve this.
25. Children who are looked after by their local authority rather than their parents should have their situation reviewed regularly.
26. The Government should provide extra money for the children of families in need.
27. Children have a right to a standard of living that is good enough to meet their physical and mental needs. The Government should help families who cannot afford to provide this.
28. Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. Wealthy countries should help poorer countries achieve this.
29. Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.
30. Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.
31. All children have a right to relax and play, and to join in a wide range of activities.
32. The Government should protect children from work that is dangerous or might harm their health or their education.
33. The Government should provide ways of protecting children from dangerous drugs.
34. The Government should protect children from sexual abuse.
35. The Government should make sure that children are not abducted or sold.
36. Children should be protected from any activities that could harm their development.
37. Children who break the law should not be treated cruelly. They should not be put in prison with adults and should be able to keep

in contact with their families.

38. Governments should not allow children under 15 to join the army. Children in war zones should receive special protection.
39. Children who have been neglected or abused should receive special help to restore their self-respect.
40. Children who are accused of breaking the law should receive legal help. Prison sentences for children should only be used for the most serious offences.
41. If the laws of a particular country protect children better than the articles of the Convention, then those laws should stay
42. The government should make the convention known to all parents and children

Articles 43-54 (implementation measures):

These articles discuss how governments and international organizations like UNICEF should work to ensure children are protected in their rights.

In response to the growing exploitation of children around the world the UN General Assembly adopted, in 2002, two Optional Protocols as additions to the Convention on the Rights of the Child. These Optional Protocols increase the level of protection of children from involvement in armed conflicts and from sexual exploitation.

The Optional Protocol on the sale of children, child prostitution and child pornography 2002 draws special attention to the criminalization of these serious violations of children's rights and emphasizes the importance of fostering increased public awareness and international cooperation in efforts to combat them.

The Optional Protocol on the involvement of children in armed conflict 2002 establishes 18 as the minimum age for compulsory recruitment into a State's armed forces and requires States to do everything they can to prevent individuals under the age of 18 from taking a direct part in hostilities.

APPENDIX 2 –

RECEIVING A CONCERN ABOUT CHILD SAFETY

If any person reasonably suspects that a child may be, has been or is likely to be abused, they must take action. To do nothing is not an option. As an agent of the ZCC to do nothing is against the code of conduct and will be considered a disciplinary offence.

Under no circumstances should the alleged abuser be alerted at this stage either directly or indirectly. Important evidence may be lost.

If anyone tells an agent of ZCC any information concerning the safety of a child listen, record and refer. Recording and referring are covered in the body of this policy (Section 3A and 3B Page 10).

The following guidance outlines how to receive a concern:

Don't make judgmental statements about anyone involved, and don't ask leading questions.

If the person telling you is a child, explain to them that you may need to pass information on so that the child/ren involved can be kept safe. You can't promise complete confidentiality. You can find out who they are most worried with and about this and what they fear could happen to them.

Try to use the person's own words rather than change them to your own. The kinds of question you can ask are:

- Is there anything else you can tell me?
- Where and when did that happen?
- What happened next?
- Do you know who said or did that?

Keep the questions to a minimum – although you will need to know enough to make an immediate assessment of safety – are it safe to let the child leave your presence and return to their parent or carer?

The kinds of questions you **should avoid**, especially if the person reporting is a child (who are considered much more suggestible) are:

- Did he touch your private parts?
- Did that take place at the office?
- Were you very scared?

Try to remain compassionate but neutral. Try to avoid showing shock, disbelief or disgust.

Reassure them they have done the right thing by coming to you and explain what you will do next.

If the person telling you is an adult, try to encourage them to share their concerns directly with the statutory authorities.

Agents of the Church who have even vague concerns about the safety of a child, should record and refer, rather than trying to gather further information first.

APPENDIX 3 - CHILD PROTECTION SELF DECLARATION FORM (CONFIDENTIAL)

If you have any queries regarding the completion of this form please contact the Child Protection Advisors or Child Protection Officer in your diocese. If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf however we still require you to sign the form.

Parish/ Religious: Order

Role(s) Applied for:

Status of Role:

Employed/Post holder/Voluntary

(delete accordingly)

Title: Mr/Mrs/Miss/Ms/Other(please specify)

Date of Birth:

Male / Female

Question 1

Do you have any convictions or cautions (including any “spent” convictions)? **Yes / No** (delete accordingly)

Question 2

Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?
Yes / No
(delete accordingly)

Question 3

Are you or have you ever been the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures? **Yes / No**
(delete accordingly)

If Yes, please provide summary details.

Declaration (please read, sign & date)

In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.

If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer or Safeguarding Office.

I understand that this Form and any enquiries made in response to the contents of this Form will be retained for 75 years and in the event that I am not appointed/selected due to the contents of this Form, a record of the non-appointment will be retained.

By signing this Declaration I provide consent to the Catholic Church of Zimbabwe checking details on this form with the relevant authorities

I declare that the information I have given on this form is correct and true to the best my knowledge.

Signed:

Dated:

APPENDIX 4 – FORMS AND TYPES OF ABUSE

The following is the Scope of Child Abuse as recorded and agreed to be prevalent in communities in which Catholic Institutions exists. Forms and Types of Abuse may vary from one community to the other.

Physical Abuse

Intentionally inflicting of pain a child - whether it is considered to be as Corporal Punishment, as exorcism, initiation, rite of passage or as torture such as by:

Caning	Pulling of ears	Burning	Tying up
Pinching	Punching	Scalding	Forcing to fast or starve
Kicking	Hitting with a belt or similar	Forcing to Lift heavy loads	Female genital cutting
Slapping	Pricking	Pulling hair	smacking
Not facilitating a child getting healthcare or taking medicines	Administering substances which make the child sick	Forcing to endure physical discomfort (sitting or standing in such a way that it becomes uncomfortable)	Exposing to harsh weather conditions

Emotional and spiritual Abuse

Any act or comment that causes emotional harm to a child

Insults and Labelling	Shaming a child - especially but not only when they are the victim (eg of sexual abuse)	Coercing a child to do something	Lack of parental love
Mockery	Stigmatization	Bullying or picking on	Rejection
Neglect	Long term exclusion from class	Ignoring	Isolation
Treating a child as possessed or a sorcerer	Abuse by a representative of the child's religion	Using religion or belief to coerce a child into acts that will harm them	Spiritually shaming a child

Child Exploitation and economic abuse

Coercing a child to do something	Recruiting a child to armed conflict	Allowing a child to work to the detriment of their education	Encouraging a child to use anti-social language or behaviour
Getting a child to commit crime	Allowing a child to do work which will physically, emotionally or mentally harm them	Using a child to carry, make or sell drugs	Not facilitating a child's inheritance rights

Child Neglect

Depriving a child of their basic needs

Not listening - Denying children love and attention	Not giving feedback on children's work	Not facilitating children in your care receiving healthcare and medicines	Ignoring children's concerns and grievances
Not educating certain children or groups of children	Not providing facilities for children in your care for basic water, sanitation and hygiene	Not facilitating children in your care in taking medicines that they need	Failing to provide a safe environment for children in your care
Absconding lessons by teachers	Not providing children in your care a healthy diet	Failure to take reasonable measures to protect children from potential hazards and abuses	Failure to provide adequate age-appropriate supervision

Sexual Abuse Any sexual activities with a child or minor which can be physical, verbal, written and emotional.			
Rape or Penetration of the Child of any form	Kissing in ways which are considered sexual	Sexually flattering a child	Exposing children to a sexual environment or to adult sex acts
Touching a child's private parts except in the course of their care	Forced marriage and Child Marriage	Exposing a child to pornography	Sexually suggestive dressing by adults
Getting a child to view or touch other's private parts or watch pornography	Using obscene or sexually provocative language	Sending indecent messages to a child (e.g. 'sexting')	Trafficking, supplying or procuring a child for any of the above

Child Trafficking

Catholic institutions in Zimbabwe exist within varying contexts that are defined by among other factors, geographic locations that immediately present different socio-economic circumstances and environment for each school. The different circumstances present specific risks which make the children living in these locations vulnerable in their own specific ways. Some of the Catholic schools are located along the highways and the children in these schools are vulnerable to child trafficking.

Human trafficking can be defined as modern day slavery. Every year, men, women and children are trafficked both within Zimbabwe and across the borders and forced to work for little or no pay.

According to section 3 of the Trafficking in Persons Act of 2014, the crime of trafficking in persons refers to any person who trafficks any individual by transporting him or her into, outside or within Zimbabwe involuntarily through the following means:

- Force, violence or threats thereof
- Administering drugs to subdue the victim
- Fraud, extortion or deception
- Abuse of power or trust over a victim
- Giving of inducements to a victim or a person having control over the victim for the purpose of exploitation

Who are the traffickers?

- A close friend
- Family member
- School friends
- Relatives
- Parents
- Any other persons

Most common methods used by traffickers

- Promising good opportunities both locally and abroad to victims
- Forcibly abducting the victims

CHILD TO CHILD ABUSE

ZCBC is committed to providing school and other environments such as hospitals, care institutions and churches where children are safe from bullying and abuse, including sexual abuse, by other children. We are aware of studies showing that a great deal of sexual abuse (40%) is perpetrated by older children on younger ones, and that bullying tends to thrive wherever it is not actively tackled. Bullying may include:

- **Physical abuse** – e.g. hitting, pushing, tripping, spitting
- **Sexual** – e.g. unwanted touch, sexual teasing, spreading rumours

- **Verbal abuse** – e.g. teasing, name-calling, ridiculing
- **Non-verbal** – e.g. offensive notes or graffiti, rude gestures
- **Technological abuse** – e.g., sharing indecent or offensive messages by phone, text, social networking sites or email.
- **Exclusion** – e.g. leaving out, refusing to sit with.
- **Emotional abuse** – e.g. conscious/unconscious projection of words, attitudes or actions that belittle, degrade or harm the feeling or personality of the unsuspecting victim.

All educational recreational or residential institutions working with children under the auspices of ZCBC are expected to set up systems and programmes of work to address bullying and peer to peer abuse. The CPAs within those particular institutions will be responsible for ensuring these are adequate. They should include:

- Feedback systems that are explicitly intended to include complaints about bullying
- Adopting a zero-tolerance stance towards bullying where all instances, big or small, are addressed.
- Supporting and training teachers and other staff who work with children to tackle bullying
- Processes of reconciliation and/or penalties for the perpetrators
- support and pastoral care for victims of abuse
- Developing a school or institutional ethos that promotes Catholic values of honesty, fairness, respect, love, compassion, forgiveness, justice and reconciliation. This ethos shall hold the bullies to account and in no way blame or shame their victims.
- Support for young people who bully or abuse others to address their abusive behaviours

APPENDIX 5 – SIGNS OF CHILD ABUSE

Emotional signs

Fear, depression, withdrawal, anger

Behavioural signs

violence or abusive language, extreme withdrawal or self harm, abuse of pets, bed wetting or soiling

Additional signs

Vagueness or denial of around injuries (“I don't know how I got that mark”)

Incompatible explanations offered or several different explanations given for a child's illness or injury

An unexplained delay in seeking treatment that is obviously needed

A child reacting in a way that is inappropriate to his/her age or development

Reluctance to give information or failure to mention previous known injuries

Frequent attendances at Accident and Emergency Departments or use of different doctors and Accident and Emergency Departments

Frequent presentation of minor injuries (which if ignored could lead to a more serious injury)

Unrealistic expectations/constant complaints about the child by parent or teacher or similar

Domestic violence between parents

Parental or family with mental ill health issues

Particular signs of physical abuse

Bruising is the most common injury to a child who has been physically abused.

What do we know about bruising?

- Bruising in a baby who is not yet crawling, and therefore has no independent mobility, is very unusual.
- Only one in five infants who is starting to walk by holding on to the furniture has bruises.

- Most children who are able to walk independently have bruises.

Where would you expect to see bruising from an accidental injury?

- The shins and the knees are the most likely places where children who are walking, or starting to walk, get bruised.
- Most accidental bruises are seen over bony parts of the body – e.g. knees and elbows – and are often seen on the front of the body.
- Infants who are just starting to walk unsupported may bump and bruise their heads – usually the forehead, nose, centre of their chin or back of the head.

Where would more suspicious (less likely to be accidental) bruising be?

- back, belly, cheeks, upper arms, neck, chest, thighs

Particular signs of sexual abuse

- pain in wee-ing, sore bottom or anus, unusual discharge
- sexualized behaviour or abuse in play scenarios
- sexualized behaviour or language
- signs of an adult favouring a child – gift giving, seeking private time with a child etc

APPENDIX 6:

WAYS THAT CHILDREN CAN PROTECT THEMSELVES FROM ABUSE

Where it is age-appropriate (usually from 14 years upwards), children may be asked to take certain responsibilities for their own safety and the safety of others, which include the following:

1. Your body belongs to you.

- ❖ No one should touch you if you don't want them to.
- ❖ No one should make you touch him or her.

2. Your feelings are important.

- ❖ Trust your feelings and share them with your parents and guardians
- ❖ Parents/guardians need to know how you feel(happy ,sad, angry)

3. Do not allow anyone to touch you or make you touch them inappropriately

There are different kinds of touches.

- ❖ Good touches make you feel happy and loved.
- ❖ Bad touches hurt and make you feel sad, angry, hurt, or upset. (*kick, hit, punch*)
- ❖ Confusing touches may feel good at first and then feel bad or uncomfortable. Hugs that are too tight or tickling that goes on too long can make us feel confused or mixed up. Being touched on your private parts can feel bad or confusing. Being made to touch someone else's private parts can feel bad or confusing.

4. Do not keep a secret that makes you feel uncomfortable or hurts your body.

Secrets are different from surprises. Surprises, like a birthday present, are supposed to be found out and that makes them fun. Secrets are kept hidden, usually to keep someone out of trouble.

5. It is never too late to get help

6. Beware of situations that can lead one into being abused and avoid them.

- a) Types of friends you choose
- b) Type of literature or internet material
- c) The manner you walk and talk
- d) Refraining from associating with and asking favours from people older than themselves

7. Never hit or hurt others physically.

8. Do not insult or put down others (our staff or your peers).

APPENDIX 7 -
RECORD OF INCIDENTS / CONCERNS REGARDING CHILDREN AND
YOUNG PEOPLE

Information received at: *(insert time)* on *(insert date)*

By *(insert name)* Role:

Telephone Number: email:

Information received: by telephone / by letter / in person / by e-mail *(delete as necessary)*

Alleged Victim/Survivor, Child or Young Person

Name:

Age/Date of Birth: Gender: Male/Female *(delete as necessary)*

Address:

Telephone Number:

Name of Parent/Guardian:

Telephone Number:

Information received from:

Name:

Role:

Address:

Telephone Number:email:

Alleged person responsible for incident/concern:

Name:

Role:

Age/Date of Birth:

Address:

Telephone Number:

Actions and Further Information

Record all actions taken and information received with times, locations, dates and identities of persons present. All entries to be signed.
All relevant documents should be retained securely and forwarded to the Safeguarding Officer with this form as soon possible.

Date	Time	Information	Name	Signature

APPENDIX 8 - WHISTLEBLOWING

Whistle blowing is when an agent of ZCC reports suspected wrongdoing within the work of the ZCC. Officially this is called 'making a disclosure in the public interest'.

A worker can report things that aren't right, are illegal or if any other agent of ZCC is neglecting their duties, including:

- Any child protection concern
- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- covering up wrongdoing

An agent of the ZCC will not be dismissed from employment or receive any penal penalty under canon law because of whistle blowing.