

Note: This policy applies to all who interact on behalf of HarvestCall. The respective waiver form for your type of involvement with HarvestCall will reference and apply to this document. Whether you are a team member, committee member, or missionary, the standard process for you will involve your agreement of understanding for this policy.

HARVESTCALL CHILD SAFETY POLICY

I. Introduction

- A. We live in a broken world where sin can enter the mission through forms of abuse, neglect and sexual misconduct. Apostolic Christian HarvestCall seeks to ensure the safety and protection of our missionary children. This is demonstrated through proactively screening and training our missionaries, pursuing transparency and immediate action should allegations arise, and offering hope and healing to those impacted by the misdeeds of others.

- B. Questions about this policy should be directed to the Outreach Manager.

II. Policies and Procedures

- A. Persons who have been convicted of either sexual or physical abuse of a child or those who have a history of inappropriate conduct with children will not be employed or allowed to be a missionary or intern or otherwise volunteer in any HarvestCall activity or program involving minors.

- B. This Child Safety policy addresses definitions of abuse, a code of conduct for interacting with children, training in child safety, and child abuse response including reporting, investigation and procedures.

III. Scope, Policy Implementation, Legal Compliance Summary, and Training

A. Scope

- 1. HarvestCall employees including administrative staff, as well as missionaries, volunteers, team members, and interns (collectively “Representatives”) are included in the scope of this policy and are expected to understand and comply with this policy. In addition, dependents of Representatives, all participants in HarvestCall’s programs or activities, all vendors and others involved in HarvestCall’s ministry are prohibited from engaging in Child Abuse (as defined in Section V).

- 2. In some jurisdictions, the state, federal, or laws of a country may be more stringent than this policy. When more stringent laws exist, they will apply in place of the requirements of this policy.

B. Policy Implementation

1. Administrative Staff - HarvestCall administrative staff are responsible for development and implementation of child safety policies, procedures, training, and response procedures as applied to those under the authority of HarvestCall.
2. Mission Managers - Mission Managers are responsible to ensure the implementation of child safety policies, procedures, training and response procedures in the missions for which they are responsible.

C. Legal Compliance Responsibility Summary

1. Every report of child abuse or child neglect shall be handled and reported to the law enforcement authorities in accordance with the law.
 - a) Mission Managers shall have the responsibility to be aware of local laws relating to child abuse and the legal requirements for reporting to law enforcement.
 - b) The Outreach Manager shall have the responsibility to be aware of state laws relating to child abuse and legal requirements for reporting to North American law enforcement agencies.
 - c) Some states and countries have mandatory reporting obligations as further discussed in Section VI(C). Mandatory reporters have a legal duty to report child abuse and neglect in addition to the obligations under this policy. Representatives may be mandatory reporters. See Section VI(C) for more information.

D. Training

1. HarvestCall Representatives will receive training as part of their new hire orientation (for administrative staff), pre-field preparation (for missionaries, team members, and volunteers), and initial orientation (for interns).
2. The training will include education on the rights of children, various forms of Child Abuse (as defined in Section V), prevention strategies, how to protect individuals at risk, the reporting process, and the reading and discussion of the HarvestCall Code of Conduct attached as Appendix A.

3. Upon completion of the training, HarvestCall Representatives will submit a signed acknowledgement that they have completed the training, read the HarvestCall Code of Conduct, and agree to abide by HarvestCall's Child Safety Policy understanding that failure to comply with the Policy could result in notification of authorities, the termination of employment or service as well as any additional applicable discipline according to HarvestCall's Child Safety Policy or other policies.

IV. **Rights of Missionary Children**

- A. HarvestCall values boys and girls of all ages and races. The Bible teaches that children are gifts from the Lord and that all adults have the solemn God-given responsibility to care for them properly.
- B. HarvestCall believes that children have the right to protection from harm and abuse within the limits of the organization's jurisdiction.
- C. HarvestCall expects proper moral and ethical conduct toward all children. Proper moral and ethical conduct toward children is specified in HarvestCall's Code of Conduct.
- D. HarvestCall recognizes that the reputation of an individual, church, or agency can be seriously harmed by a false report of abuse. Therefore, while protecting children as specified herein, HarvestCall will seek to protect innocent parties.
- E. Healthy human relationships between adults and children include expressions of proper care and affection, guided by the law and biblical standards of morality, ethics, and prudence.
- F. Every person serving with HarvestCall has the privilege of being a role model for the children with whom they come in contact.
- G. If a child reports that he/she has been the victim of Child Abuse (defined in Section V), or when someone observes or becomes aware that a child's welfare has been compromised because of suspected Child Abuse, it is the individual's responsibility to report the incident or suspicion immediately following the procedures outlined in this policy.

V. **Prohibited Conduct**

- A. All Representatives shall abide by the Code of Conduct attached as Appendix A. Further, all Representatives are prohibited from engaging in Child Abuse (defined

below) or otherwise violating or breaching this policy. In addition, dependents of Representatives, participants in HarvestCall's programs or activities, vendors and others involved in HarvestCall's ministry are prohibited from engaging in Child Abuse.

B. Definitions of Child Abuse

1. The following definitions will be applied to all reports in which a child is involved. While it is recognized that local and/or national definitions of child abuse may vary, and there are racial, cultural, religious, and ethnic differences in child rearing and relating to children and understandings of what constitutes child abuse, it is important to remember that all children have basic human rights. These definitions have been written with the awareness of the various cultures represented on the field. However, as noted earlier, if more stringent laws exist, those laws will apply.
2. Child Abuse Definition - Child abuse is the treatment of a child under the age of 18, often in the context of a relationship of responsibility, trust, or power that endangers or impairs the health or welfare of a child or any other criminal conduct against a child ("Child Abuse"). There are generally four types of Child Abuse:
 - a) Sexual Abuse: sexual activity directed towards a child, with or without consent, and includes but is not limited to:
 - (1) Touching offenses include inappropriate touching; fondling; oral, genital or anal stimulation; violent and nonviolent intercourse; incest; rape; homosexual activity; assault; or battery.
 - (2) Non-touching offenses include verbal expression with the intent to arouse or sexually stimulate; sexting; indecent exposure; peeping; causing or allowing a child to witness sexual relations; reading or showing pornographic material, or playing audio or video of pornographic material to a child.
 - (3) Sexual exploitation offenses including prostitution, child seduction, or human or sexual trafficking. A victim of human or sexual trafficking is generally a child who is recruited, harbored, transported, or engaged in forced labor, involuntary servitude, prostitution, child exploitation, marriage, or trafficking for the purpose of prostitution or participation in sexual conduct.

- b) Physical Abuse: any act which results in a non-accidental physical injury (often involving unjustifiable punishment) or an act or failure to act which presents an imminent risk of serious harm and can include:
 - (1) Intentional, deliberate battery such as burning, biting, cutting, poking, hitting, twisting limbs, or otherwise intentionally hurting or torturing a child.
 - (2) Unreasonably severe corporal punishment that:
 - (a) Results in physical injury, including bruises (However, it is recognized that a small percentage of people bruise very easily. That fact shall be considered.)
 - (b) Is inconsistent, arbitrary punishment
 - (c) Is inappropriate for the age of the child
 - (d) Is the result of unreasonable expectations or demands on the child by the caretaker or is the result of a caretaker losing control during discipline.
 - c) Emotional Abuse: chronic attitude or acts which harm or interfere with the psychological or social development of a child and includes behavior that is degrading or harassing or that intends to cause a child to feel demeaned, neglected, or unwanted. An infrequent, unkind snubbing of a child or a rare incidence of overly harsh criticism is usually not emotional abuse.
 - d) Neglect: The failure, refusal, or inability of a parent, guardian, legal custodian, or another person exercising temporary or permanent control over a child, for reasons other than poverty or war, to provide care, instruction, food, clothing, supervision, education, basic medical service, and shelter so as to seriously harm or endanger the well-being of the individual, physically or mentally.
- C. Child-to-Child Cases - Should both the victim and the alleged offender be under the age of 18, HarvestCall will handle the situation on a case-by-case basis in determining whether the conduct is deemed Child Abuse under this policy and may take into consideration, among other things, the ages, physical and emotional maturity and mental capacity of the children involved, whether the behavior was consensual and not harmful or abusive behavior, whether the conduct is a criminal activity in Indiana or the place where the activity occurred, and whether the alleged perpetrator was in a position of authority over the other child or responsible for the child's welfare.

VI. Reporting Child Abuse and Investigations

A. Quick Access Summary

1. A brief summary flow chart of response procedures is described in Appendix D, Child Abuse Response Flow Chart.
2. For the specific response procedure requirements, see below.

B. Required Internal Reporting

1. Any Representative receiving a report, witnessing, or having good faith suspicion of Child Abuse or any other violation of this Policy (whether adult to child or behavior between children and whether committed by a Representative or others, including those participating in or having access to HarvestCall activities) must immediately report verbally or in writing (“Initial Report”) to their Immediate Supervisor. A report should be made regardless of where the Child Abuse may have occurred or the perceived seriousness. If the Immediate Supervisor is implicated, or if the reporter desires, the report may be made to the next person of greater authority, HarvestCall Missions Manager, HarvestCall Outreach Manager, or HarvestCall Executive Director. A report must be made so that the situation can be investigated and corrective action taken if necessary.
2. Any Representative that is charged with a criminal offense, or becomes the subject of a criminal investigation, that concerns or includes an allegation of a criminal offense against a child, or learns of another Representative is the subject of such a charge or investigation, shall report the matter immediately according to the reporting procedure of this policy.
3. There should be no attempt to handle the situation privately or enter into a private agreement with the offending individual or reporting child.
4. Appendix C contains a Data Gathering Form that individuals reporting possible breaches of this policy or the Sexual Conduct Policy should complete. If the reporter does not complete the Data Gathering Form, the immediate supervisor, HarvestCall Missions Manager, the HarvestCall Outreach Manager, or the HarvestCall Executive Director should work with the reporter to complete as much of the Data Gathering Form as possible.
5. Whoever receives the Initial Report must immediately contact the HarvestCall Outreach Manager, the HarvestCall Missions Manager, the HarvestCall Executive Director, and the accused’s immediate supervisor preferably by phone or in person.

6. As soon as possible, the Outreach Manager will also pass along his/her own written report, as well as other reports received, to the Executive Director.

C. Required External Reporting

1. All states in the United States have child abuse and neglect reporting laws. Some foreign countries have them as well. Representatives may be mandatory reporters under the child abuse and neglect laws of the state or country where they work or volunteer. Mandatory reporters have a legal duty to report child abuse and neglect in addition to the obligations under this policy.
 - a) Representatives who are mandatory reporters are responsible for making reports under applicable law. Mandatory reports are often required to be made within very short timeframes (e.g. 24-48 hours) so it is critical that Representatives who obtain, become aware of or suspect Child Abuse act quickly in notifying HarvestCall and if necessary, law enforcement.
 - b) HarvestCall seeks to support and assist Representatives with making reports under applicable law, but the ultimate responsibility for making the report rests with the Representative if the Representative is a mandatory reporter. Failure to make a report can result in criminal or civil liability for damages caused by the failure to report. Representatives who have questions about mandatory reporting, can contact the Mission Manager, Outreach Manager, or Executive Director.
2. Upon receiving a report of Child Abuse, the Executive Director will notify the insurance carrier, HarvestCall's legal counsel, and law enforcement as required by law or based on HarvestCall's discretion.

D. Treatment of Individuals Involved

1. Treatment of Reporter
 - a) Anyone who receives a report or allegation of Child Abuse by a child or an adult must treat the reporter with an attitude of respect and belief. Guidelines for those who receive a report of Child Abuse from a child are listed in Appendix B.
 - b) Even if there is reason to doubt a report, the person receiving the report must communicate the information accurately, completely, and immediately.

2. Protection of Victims

- a) The Mission Manager will decide what must be done to immediately protect the victim(s). This will be done as discreetly and respectfully as possible.

3. Alleged Perpetrator Suspended or Placed on Leave

- a) The Executive Director, Outreach Manager, and Mission Manager will decide:

- (1) How to best contact the alleged perpetrator and place them on On-field Suspension or Administrative Leave during the investigation (i.e., remove them from the field). For potential illegal activity, such as, but not limited to, sexual abuse or sexual molestation, the alleged person will be immediately placed on Administrative Leave until an investigation has been completed. In all other cases, HarvestCall, in its discretion, will place the person reported as possibly violating this policy on On-field Suspension or Administrative Leave pending the results of an investigation.

- (a) On-field Suspension removes the person from their employment or ministry responsibilities until further notice but financial support/wages are not removed.

- (b) Administrative Leave removes a person from their employment or ministry responsibilities immediately and is without pay/financial support.

- (c) The alleged perpetrator will be instructed to remain away from the premises during an investigation and to have no contact with the victim or witnesses. Such placement is not tantamount to a finding or conclusion that the alleged perpetrator is guilty.

- (2) How to best notify the alleged victim's parents about the allegations and the investigation process (unless the parents are the alleged perpetrators).

E. Investigation

1. The Executive Director, Outreach Manager, and Mission Manager, in consultation with other professionals as needed, will determine next

steps, including the determination of an appropriate investigation process. On behalf of the company, no HarvestCall employee that is the alleged perpetrator can participate in the investigation and decision-making process.

2. An investigative team may be formed with preferably at least 3 members, including a man and a woman. HarvestCall also reserves the right to use a third-party investigator in its discretion. The investigation will be approached and carried out in an unbiased, thorough manner. HarvestCall will make every effort to protect the victim by maintaining confidentiality insofar as possible and as permitted by law, consistent with the investigation process and goals.
3. The investigation should seek information on the individuals involved, including whether there may be other victims. Representatives are required to participate in the investigation if requested.
4. The investigation should be completed within 3 weeks unless the investigator reports that more time is needed and why. As soon as practicable upon completion of the investigation, the investigator or investigation team should submit a report with results and recommendations to the HarvestCall Executive Director or other designee. The immediate supervisor, Outreach Manager, and Executive Director will review the report and take appropriate action.

F. Retaliation Prohibited

1. No one will be subject to, and HarvestCall prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of violations of this Policy or cooperating in related investigations.

G. Post-Investigation

1. When a Representative engages in Child Abuse, HarvestCall will:
 - a) Notify the victim(s), “near victims” (those emotionally and/or physically close to the victim and adversely affected by the abuse), and the perpetrator of the decision and any known counseling programs.
 - b) Take disciplinary action including but not limited to terminating the employment, volunteer work, affiliation or activity of the perpetrator with HarvestCall; removing financial support; removing the perpetrator from the missionary field; prematurely

returning the perpetrator to his or her sending country; banning the perpetrator's presence on HarvestCall property and at HarvestCall events; and/or banning the perpetrator's affiliation with HarvestCall. HarvestCall is not bound to follow the disciplinary process found in the Missionary Guide.

(1) In instances where a dependent child is the perpetrator, HarvestCall in its discretion, may take action, including but not limited to: restricting the child's or family's contact with the ministry; requiring counseling for the child and/or the child's family; removal of the child and the family from the mission field; premature return to sending country; and/or banning the child and possibly the family from HarvestCall positions, property, volunteer work, and events.

- c) Decide, in consultation with legal counsel and mission administration, what information to submit to appropriate law enforcement authorities.
- d) Evaluate the conclusions of the investigation and take any other appropriate action to stop and remedy a breach of this policy, including actions to prevent recurrence.

HarvestCall reserves the right to communicate with the sending church, mission family, or other individuals or entities in its discretion or as required by law, even if the individual objects.

- 2. For any violation of this policy other than engaging in Child Abuse, HarvestCall will take any action it deems appropriate, including but not limited to, the actions identified in the previous section (A).
- 3. When there is a report made of Child Abuse or other violation of this policy but there is a determination that there was no violation of this policy, HarvestCall will:
 - a) Notify the alleged victim(s) and the alleged perpetrator of the decision and any known counseling programs.
 - b) Evaluate the conclusions of the investigation and take appropriate administrative action and notification, if any.

Appendix A HarvestCall Code of Conduct

Introduction

Apostolic Christian HarvestCall believes in the full safety and protection of our missionary children. In order to establish a safe and protected environment, all HarvestCall administrative staff, missionaries, interns, team members, and volunteers are required to read and submit a signed agreement to abide by this Code of Conduct before beginning their assignment.

The most effective way to prevent abuse of children is to be vigilant. By being vigilant in adhering to the following standards for interaction with children, we hope to protect them from abuse.

All administrative staff, missionaries, interns, team members, and volunteers are expected to interact with children in a mature, capable, safe, caring, responsible manner, with a high level of accountability. All adult staff, missionaries, interns, team members, and volunteers are responsible for giving and accepting feedback from others in order to maintain our high level of professionalism.

This Code of Conduct includes, but is not limited to, the following expectations of staff, interns, missionaries, team members, and volunteers.

Accountability

HarvestCall staff, interns, missionaries, team members, and volunteers agree to keeping each other accountable in interaction with children. Attempts must be made to not put oneself in any questionable situation with a child.

Discipline

Discipline should be used to teach and correct rather than punish. It should not include slapping, hitting, shaming, yelling at, or belittling a child.

Technology

Technology should be used appropriately to protect children or youth from abuse and exploitation, for example, to prevent downloading pornographic material from the Internet, or access to inappropriate emails or chat rooms.

Touch

Because healthy, caring touch is valuable for children but unhealthy touch can be abusive, the following guidelines apply. Outside of a parent-child relationship, touch should be open rather than secretive. Generally, touch should be in response to the need of the child, not the need of the adult.

Always seek to use appropriate touch. For example, do not give back rubs or frequent or excessive hugs. Touch should be age-appropriate. Any resistance to touch from a child should be respected. If you are unsure whether a touch is appropriate, do not do it.

Adults and other youth or children should not hit, slap, pinch, push in a violent manner, hold against their will, or otherwise assault children.

Staff, interns, missionaries, team members, and volunteers shall monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

Verbal Interaction

Words can also be used to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes. Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten, threaten or humiliate the child, cursing, or making derogatory remarks about the child. Inappropriate verbal interaction also includes telling off-color or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or discussing sexual encounters or desires with children. Adults shall avoid favoring or showing differential treatment to particular children or youth to the exclusion of others.

Overcoming Isolation

Adults should not spend time alone with a child that is not their own in a concealed or hard-to-observe location. Adults needing to speak to a single child separately from others, should choose an easily observable place or ask another adult to come with them.

Counseling or other necessarily confidential meetings with children shall be done in a visible office with a window in the door or with the door open.

Reasonable Precautions to Avoid Groundless Accusations

Here are some guidelines to follow to protect children, as well as avoid groundless accusations:

- A. Make sure at least one other adult is with you when working with one child in a closed space. Be open and public in spending time with children. Stay visible to others. For example, leave curtains, blinds, and doors open.
- B. When circumstances make it necessary for you to accompany children to the bathroom, whenever possible take children to the bathroom with two or more adults present. If you are the only adult present, remain outside the bathroom door, and never be alone with a child in the bathroom with the door closed.

- C. Always seek to use proper touch. For example, do not give children backrubs, or frequent or excessive hugs. If you are unsure whether a certain manner of touch is appropriate, do not do it.
- D. All children should be handled in a quiet and gentle manner. Screaming or using harsh language is unacceptable. If a child's behavior is totally out of control, remove the child until he or she can behave, and if necessary and possible, contact the parent(s).
- E. When traveling with one child or someone of the opposite sex, be accompanied by one other person.
- F. Obtain parental permission for each child prior to a retreat or overnight activity. A minimum of two adults must be present at any overnight activity. Separate sleeping and changing areas should be available for girls and boys.
- G. Respect the privacy of a child. Take all steps necessary to monitor the health and safety of the children, but do not intrude into their privacy. Adults should also maintain their own privacy and should not freely discuss with children any sensitive subjects or unnecessary details about the private life of the adult.
- H. Be sensitive to maintain the principle of modesty both for the children and for the adult. An adult should not be alone with one child at a time when either the adult or the child is changing clothes, or otherwise less than fully clothed.

Child-to-Child Interaction

Children should also be expected to abide by the guidelines discussed in the Code of Conduct under Touch, Technology, and Verbal Interaction. Adults are responsible for monitoring child-to-child interaction. Parents are responsible for teaching their children safe and appropriate interaction with other children. Any unsafe interaction should be immediately addressed. When children are together, there should always be adult supervision.

Violations of this Code of Conduct

Notwithstanding any policy of HarvestCall to the contrary, failure to follow this Code of Conduct will result in discipline, including but not limited to, termination of employment, volunteer work, affiliation or activity with HarvestCall; suspension of employment, volunteer work, affiliation or activity with HarvestCall; removal of financial support; removal from the missionary field; premature return to sending country; ban on perpetrator's presence on HarvestCall property and at HarvestCall events; and ban on perpetrator's affiliation with HarvestCall. HarvestCall is not bound to follow the disciplinary process found in the Missionary Guide. Cases may be dealt with in consultation with the home church or sending church of the individual. Suspected illegal activity will be reported to law enforcement authorities.

Appendix B
Guidelines for Those Who Receive a Report of Child Abuse from a Child

- A. Any discussions concerning child abuse or neglect should be a private conversation in a location where other adults see you talking with the child but where no other child can overhear the discussion.
- B. Do not panic or overreact to the information reported by the child.
- C. Do not challenge, argue with, refute, or criticize the child, or state to the child any conclusion that the child simply was wrong or misunderstood what actually happened.
- D. Be very sensitive to the emotional needs of the child and try to relieve the stress and anxiety which accompany an abuse situation.
- E. Assure the child that the child is not to blame and is not guilty of any wrongdoing with respect to the abuse the child has suffered.
- F. The child should be told that the reporting of abuse is the right thing to do.
- G. Respect the privacy of the child who made the report to the extent possible by sharing the information in accordance with this policy, on a need to know basis, as necessary to protect the child in HarvestCall's discretion, and as required by law.

Appendix C
Data Gathering Form for Possible Breaches of Sexual Conduct Policy or Child Safety Policy

Date: _____

Name of Person Filling Out Form:

Name of Reporter (if different than above):

Alleged/Confessed Perpetrator:

Name(s), age, and gender of Victim(s) (if applicable):

Name(s) of Victim(s)'s Parents (for child safety cases):

Present Location of the Child (for child safety cases):

Additional Persons Involved and Their Role:

Witnesses:

Breach Suspected/Discovered/Confessed:

Details of Breach (*Quote the spoken words as much as possible. Include, if possible, dates, places, times, and specifics of what took place.*):

Nature or Extent of Injury (if applicable):

How the Information was Obtained (from observation, from child, from victim, from adult, etc):

Person(s) Contacted:	Date and Time Contacted:

Signature of Reporter (if applicable):

Title and Signature of Person Completing this Form:

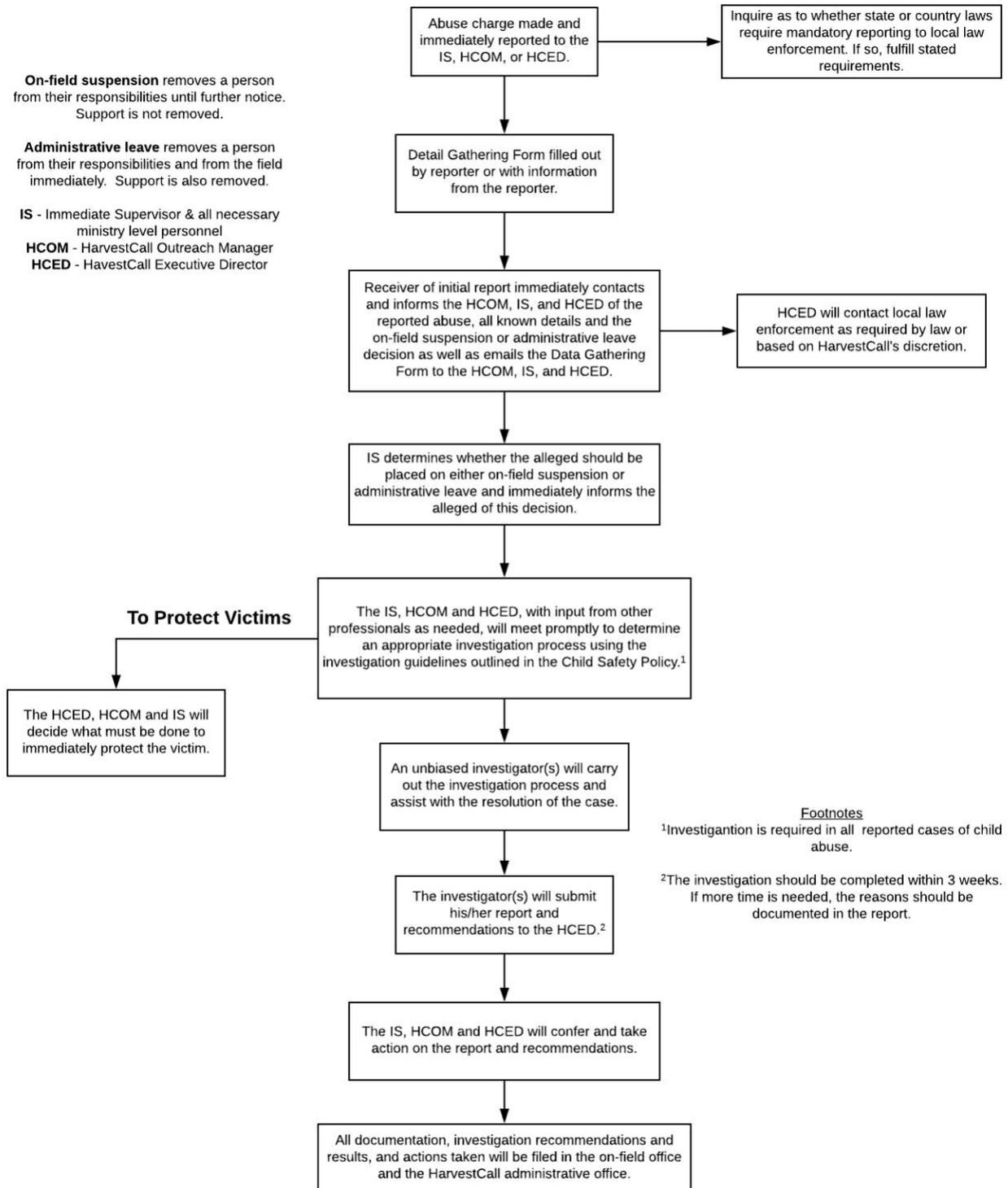
Appendix D

Child Abuse Response Chart

On-field suspension removes a person from their responsibilities until further notice. Support is not removed.

Administrative leave removes a person from their responsibilities and from the field immediately. Support is also removed.

IS - Immediate Supervisor & all necessary ministry level personnel
HCOM - HarvestCall Outreach Manager
HCED - HarvestCall Executive Director



Footnotes

¹Investigation is required in all reported cases of child abuse.

²The investigation should be completed within 3 weeks. If more time is needed, the reasons should be documented in the report.