

## **Behavioural Protocol in case of alleged Abuse for KKI ministry expressions**

The following rules and guidelines are important for leaders in the ministry and can be read together with the whole team as part of a training on abuse to make everyone aware of the steps to take if there is a case of alleged abuse in the KKI ministry expression/Base. KKI expressions / Bases should appoint a person to be the KKI Safeguarding Coordinator, who will step in in case of alleged abuse. Likewise should Nations/Regions have Safeguarding representatives, who can come alongside the local coordinator if needed.

- Everyone involved in KKI/YWAM activities is required to report suspected abuse to either the KKI expression or base leader. In situations where that would be inappropriate (Ex. if the leader himself is involved) the alleged abuse should be reported to the next level leader or the KKI Safeguarding Representative. Outside expertise or legal authorities may be involved. The KKI Safeguarding Representative of the country/region has to be included in the case and be informed from the beginning.
- Where an allegation has been made that a KKI/YWAM staff, student, volunteer or visitor has abused a child, the appropriate action will be taken to deal with the situation and in the case of serious abuse, which includes sexual abuse, an immediate report of the alleged abuse will be made to the police or government social services agency, whatever is appropriate in the country. This means that the leader HAS NO CHOICE, the incident MUST BE REPORTED!
- Suspicions must not be discussed with anyone other than the people mentioned above.
- A written record of the concerns should be made and kept in a secure place with the leader or the Safeguarding Representative. You must make written, dated notes of everything that occurred, what you saw/heard, etc., preferably within an hour of the suspicion/allegation. Keep these notes in a safe place, and do not discard even if typed up/photocopied later. All reports of alleged abuse will be investigated and documented and the report of the findings should be completed as soon as possible after the allegation.
- If an investigation leads to the conclusion that abuse has occurred, then the appropriate legal authorities will be notified if they have not previously been involved in the investigation. If a KKI/YWAM member is involved in a finding of abuse, then they will be terminated immediately and subject to criminal prosecution.
- It might be good to designate a point person to deal with the media and the police. Consideration will be made before an investigation is started by the KKI team involved, together with the local Safeguarding Coordinator, about how the police and media will be informed/involved.

### **If a child makes a disclosure - or if you suspect a child abuse related issue:**

Following steps that you can/have to take in order to help the child and keep the child safe:

**LISTEN, LISTEN, LISTEN!**

- comfort and reassure the child or vulnerable adult;
- listen carefully;
- only ask questions to clarify what has been disclosed, do not dig and prod for information other than what the child/adult is able and willing to share;

- do not promise confidentiality;
- encourage them that they did the right thing in sharing with you;

Make sure they are safe. And consider others who may also be at risk.

Contact the first available person on this list:

- Local KKI Leader
- Local KKI Safeguarding Coordinator
- KKI Safeguarding Representative of country/region/international
- Do not discuss the issue at hand with any other person, except police or social services if approached by them, which INCLUDES PARENTS/CARERS!

Make dated notes of everything said, as well as the child's name and address.

### **What to do if you have concerns or suspicions about Abuse of any kind?**

Your first priority must be the interests of the young person and any others who may also be at risk. The protection of young and vulnerable people must take precedence over any desire you may have to raise concern with the person who might be responsible for the alleged abuse. Remember that abuse is a crime. It is in the best interests of both parties to involve the statutory authorities (police and law representatives) from the very beginning. KKI/YWAM has no need to fear statutory authorities - they have been established by God (Romans 13.1), and need all our support in their very difficult work.

### **Cases of Possible Allegations/Suspicions of physical injury or neglect**

#### **Lesser Concerns and what to do:**

- Where poor parenting, neglect, etc. is suspected, encourage parent/carer to contact their Doctor/Social Worker. Keep written, dated notes of all that was seen/ suspected/ communicated and the response and inform your KKI expression leader/Base leader/ Regional leader as soon as possible.
- If a parent/carer is unwilling to accept help or fails to acknowledge need for medical attention, keep written, dated notes of all that was seen/ suspected/ communicated and the response, and use the following chain of communication starting at the lowest level available within 24 hours: KKI expression leader/Base leader/ Regional leader

#### **Serious Concerns:**

- Where there are serious concerns regarding the child/vulnerable adult or their parents/carers (in cases of deliberate harm or where there is a risk of significant harm) or where a child or vulnerable adult is afraid to return home, use the following chain of communication starting at the lowest level: KKI expression leader/Base leader/ Regional leader

### **Allegations of sexual abuse**

Every suspicion/allegation of sexual abuse is to be seen as serious. The same chain of communication must be followed IMMEDIATELY.

- Contact your KKI expression leader/Base leader/ Regional leader IMMEDIATELY.
- The KKI expression leader will contact the Social Services Child Protection Officer / Police/ Child Protection Team, or whatever is appropriate in your country, directly. The leader will NOT speak to the parent (or anyone else)
- Neither you nor your Ministry Leader should investigate the concern – this is for Social

Services and/or Police to do. Your role is to report, keep the child/vulnerable adult safe, and keep accurate records.

- KKI/YWAM will support the Safeguarding Coordinator in their role, and accept that any information that may be in their possession will be shared in a strictly limited way on a need to know basis.

## **How to react when a young person wants to talk about Abuse (DISCLOSURE)**

### **The Alleged Abuse**

- Can be current or happened in the past.
- Can be a one off incident or recurring over weeks, months or years
- Has happened at this location, or elsewhere

### **General Points: CHILD**

- Above everything else listen, listen, listen!
- Accept what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Let them know you will need to tell someone else – don't promise confidentiality.
- Even when a child has broken a rule they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared – recording accurately the words used by the young person.

### **Helpful things to say or show**

- I believe you (or showing acceptance of what the child says).
- Reflective statements, to clarify you have understood what is being said.
- You've done the right thing in telling me.
- That must have been really hard/sad/difficult. (use age appropriate language without leading or inciting).
- I am glad you have told me.
- It's not your fault.
- I will help you.

### **Avoid saying**

- I can't believe that!
- Why did you never tell someone before?
- Don't tell anyone else!
- I am shocked!

### **Reasons for Not Contacting the Parent/Carer or Alleged Abuser**

- A child or young person might make a direct allegation of abuse naming the person who did it. Because of fear, confusion or other reasons the allegation might not be wholly accurate.
- Informing a parent/carer of the allegation could damage any subsequent investigation by the authorities if their reaction inadvertently alerts the person under suspicion e.g. the parent/carer going to see them to sort the matter out. It is vital no one from the organisation informs the parent/carer of the allegations at this stage. This decision should be left to the statutory authorities.
- Another very important reason the alleged abuser is not contacted is that they could try to silence their victim with bribery or threats. Also, they could dispose of any incriminating material such as books, videos, DVDs, photos, computer files or text messages

### **What happens next?**

- The KKI staff member/volunteer reports immediately to their KKI Expression /Base Leader. Make sure you know the name of the person who has disclosed the abuse. But do not leave that person alone as they will be in a very vulnerable state having just talked about their experiences.
- The KKI Team /Base Leader will immediately contact the Safeguarding Coordinator who will then be responsible for the matter.
- The Safeguarding Coordinator can involve the other members of the KKI Safeguarding Team for their support of the staff member/volunteer involved as required.