

耶穌會中華省  
兒少保護政策暨準則  
(2021 年試行版)



CHINESE PROVINCE OF THE  
SOCIETY OF JESUS  
**CHILD SAFEGUARDING POLICY AND  
PROCEDURES**

(PILOT EDITION, 2021)





## Preface for Approval

The Jesuit Chinese Province established “Protection of Minors and Professional Standards Office” in July 2019. Father John LEE Hua was its first Director. The purpose of this office is to assist the Jesuit communities and institutions to prevent harm to children. It proactively fosters a friendly environment for evangelization. In addition, it assists the Provincial in processing allegations regarding any offenses to minors.

Both Pope Francis and the Superior General of the Society of Jesus have underscored the urgent need of protection of minors in the Church and the Society of Jesus. It is our hope that our efforts will shape all Jesuit communities and institutions into safer places for the minors.

The Protection of Minors and Professional Standards Office has taken the last one and a half years to compile the “Child Safeguarding Policy” and the “Child Safeguarding Procedures,” while the Province was using the “Integrity in Ministry” as a criterion for dealing with sexual assault.

I am pleased to approve the pilot editions of the Child Safeguarding Policy and the Child Safeguarding Procedures in English and Chinese. These pilot editions will be revised a year later, after a review of its implementation. Your comments and suggestions will be most welcomed.



*Stephen Chow, S.J.*

Fr. Stephen Chow, SJ  
Jesuit Provincial, Chinese Province

# Chinese Province of The Society of Jesus

## Child Safeguarding Policy



## Table of Contents

<b>1. Glossary of Terms</b>	105
<b>2. Introduction</b>	110
<b>3. Child Safeguarding Statement</b>	111
<b>4. Raising a Concern or Disclosure</b>	112
<b>5. Responding to a Concern</b>	113
( Core procedures for the CSO, Managers and Community Superiors )	
<b>6. Preventing Harm to Children</b>	115
6.1 Recruitment	115
6.2 Training	118
6.3 Two Adult Rule	118
6.4 Visitors	119
6.5 Media, Audio & Visual Recordings	120
6.6 Expectations of our Partners	120
6.7 Communicating the Safeguarding Message	121
6.8 Monitoring Compliance	121
<b>7. Authorization</b>	123



## 1. Glossary of Terms

**Child:** means a person under the age of 18 years. The definition of a child for the purposes of safeguarding and child protection should not be confused with the legal definition of a child or age limits set out in other relevant laws. The fact that a person under the age of 18 may have reached the local age of majority, age of sexual consent, voting age, etc., does not alter their inherent vulnerability as a child.

**Child in need of protection:** is one who has suffered significant harm, is suffering significant harm or is at unacceptable risk of suffering significant harm; or does not have a parent, guardian, or care giver able and willing to protect the child from harm.

**Child Protection/ Child Safeguarding:** is preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labor and harmful traditional practices, etc. “Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children’s safety within the communities in which they work, are reported to the appropriate authorities.” (Keeping Children Safe (Alliance), 2014)

### *Type of Harms Against Child*

**Abuse:** there are different legal and operational definitions of child abuse across all countries. All definitions refer to the physical or psychological damage caused to another person by the abusive behavior of others, or the failure of others to protect

from such damage. Most commonly, the categories of abuse cover sexual, physical and emotional abuse, neglect, and exploitation.

“Child abuse and neglect, sometimes also referred to as child maltreatment, is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust, or power.” (World Health Organization, 2002)

Sexual abuse includes sexual behavior involving two or more people in the following circumstances:

- One or more persons bribe, coerce, exploit, threaten or is violent toward the affected person;
- The affected person has less power than the other person(s);
- There is a significant disparity between the affected person and the other person(s) in intellectual capacity or maturity.

Physical abuse is the use of physical force that may result in bodily injury, pain, or impairment.

Psychological abuse is a pattern of non-physical behavior which can seriously interfere with a child’s cognitive, emotional, psychological, or social development sometimes causing more lasting harm to a young child’s development than overt physical abuse.

**Neglect:** is an abusive behavior that was caused by the primary caregivers (e.g., parents/guardians) and that results in the denial of basic needs of children and adolescents, including inadequate

supervision, health care, clothing or housing, as well as other physical, emotional, social, educational and safety needs.

**Emotional Ill-treatment:** is a behavior which negatively impacts on a child's self-esteem, e.g. bullying, name-calling, etc.

**Exploitation:** is the intentional ill-treatment, manipulation or abuse of power and control over a child; to take selfish or unfair advantage of a child, for personal gain. It may manifest itself in many forms such as child labor, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harboring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature. Children in sexually exploitative situations and relationships may receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities upon them.

**Grooming:** actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions.

**Harm:** is any detrimental effect of a significant nature on the person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or by sexual abuse or exploitation. It may be caused by a single act, omission or circumstance, or a series or combination of acts, omissions or circumstances.

**Concern/Disclosure/Allegation:** Suspicions of issues of child safeguarding or professional standards that occurred within the organization.

**Complainant/Grievance:** The person who has alleged abuse against Church personnel. In most, but not all, cases the complainant will also be the person against whom it is alleged that abuse was directed. In other words, the person who witnessed or heard a child safeguarding issue(complainant) or professional standard issue(grievance) or has been subjected to the issues themselves and is sharing their concern, disclosure or complaint to the Child Safeguarding Office.

**Accused:** The person against whom a complaint of abuse is made. **Mandatory Reporting:** is a legal obligation in some countries imposed on selected categories of people (e.g.: teachers, doctors) to report suspected cases of child abuse and neglect to civil authorities. There are penalties in failing to act. In our organization, mandatory reporting means sharing concerns to child safeguarding office whether the concerns are reported to civil authorities/affairs or not. It is important to note that mandatory reporting legislation overrides any professional code of conduct or ethical guidelines that may apply to a particular profession. (except for matters that the Catholic priests learned as a result of the sacrament of reconciliation or the ethical principles of a particular profession, for example, the principle of confidentiality for counseling psychologists.)

**Civil Authorities<sup>1</sup>:** refers to the direct ways to report concerns to the government. There will be evaluation following reporting in order to set up treatment programs or reference to related resources.

**Municipal Investigation:** refers to any official investigation once reported to the civil authorities/affairs. Specifically, it refers to judiciaries including the police office, the prosecutor's office and the courthouse, etc.

**Internal investigation:** In order to investigate whether the accused has potential violation to our Child Safeguarding Policy, Child Safeguarding Officer (CSO) will conduct internal investigation with HR and Jesuit organization, or churches related to the concern/disclosure/allegation.

**Organization:** For the purposes of this policy, the term organization refers to the works, project, partner, organization, body, diocese, parish, province, order, congregation, society or other such structure.

**Personnel:** For the purposes of this policy, personnel refer to any persons employed or conducting a service with the organization and includes full-time and part time employees, interns, volunteers, contractors, consultants and any religious or lay assigned to work in our organization or assigned to reside on our compound.

---

<sup>1</sup> In the Chinese Province of The Society of Jesus, *Principles and Procedures for Dealing with Complaints of Sexual Abuse*, the term "civil authorities" refers to the similar concepts.

## 2. Introduction

This *Child Safeguarding Policy* hereinafter, to be referred as “Policy” establishes the minimum guidelines for the safeguarding of children within the care of the Chinese Province of The Society of Jesus personnel. In cases where we work through partners, these partners also have a responsibility to meet these minimum standards for the children served in their programs. We adopt the definition of a child as a person under the age of 18 years. This should not be confused with the legal definition of a child or age limits set out in other relevant laws.

The Chinese Province of The Society of Jesus is committed to the definition of a child as a person under the age of 18 years in line with the Committee of the Rights of the Child, the monitoring body for the UN Convention on the Rights of the Child. The convention states that a child has a right to be protected from physical and mental violence, injury, abuse or exploitation including sexual abuse.

We will ensure that:

1. The welfare of the child is paramount.
2. Concerns or allegations of child abuse are always taken seriously, investigated and acted on if appropriate;
3. We will support the participation of children by valuing, listening to and respecting them.
4. All personnel have access to, and are familiar with “Policy”, and know their responsibilities within it;
5. All personnel and beneficiaries/clients including children themselves have access to information about how to report concerns or allegations of abuse;

6. Our recruitment practices are robust enough to ensure that we will not recruit personnel, volunteers or other representatives if they pose a known risk to children's safety or wellbeing;
7. All work directors and Jesuit community superiors, hereinafter, to be referred as "managers" are responsible for implementation of "Policy".

### **3. Child Safeguarding Statement**

The Chinese Province of The Society of Jesus believe all children regardless of age, gender, disability, or ethnic origin have a right to be protected from all forms of harm, abuse, neglect, and exploitation.

We expect all our personnel to respect the age of the child as any person below 18 years. We will do everything we reasonably can to protect children and prevent harm.

It is the responsibility of all our personnel to raise any concerns to the CSO or managers. It is the responsibility of all managers to ensure the delivery of "Policy".

Any concerns of abuse should be made to the CSO or managers. In cases of emergency, where a child appears to be at immediate and serious risk the civil authorities should be contacted immediately. Concerning the further details, it is to be referred to the *Child Safeguarding Procedures for the Chinese Province of the Society of Jesus*, hereinafter referred to as "Procedures".

## 4. Raising a Concern or Disclosure

**Anyone** can raise a concern or make a complaint about something they have experienced or witnessed or disclose information in relation to child safeguarding that they've been informed about.

Those who have disclosed a concern or allegation should receive a compassionate response from personnel and be offered access to appropriate care, advice and support. Complainants need to be listened to and heard to ensure that any allegation or disclosure of abuse is handled compassionately, effectively, and professionally. Disclosing abuse takes enormous courage and calls for a high level of trust. Child abuse by its very nature can damage trust; it is therefore imperative that when a complainant is ready to tell their story, the listener responds with great sensitivity and compassion.

All our personnel are obliged to raise any child safeguarding concerns **within 24hours** to the CSO or managers. Failure to report suspicion of abuse is a breach of the “Policy” and could lead to disciplinary action being taken.

For the avoidance of doubt, there is no obligation placed on any individual child to share any incident that has happened to them if they are not ready to do so. Likewise, there is no obligation placed on any personnel to report any incident that has happened to them as a child.

## 5. Responding to a Concern

### (Core procedures for the CSO, Managers and Community Superiors)

Once a concern has been raised with the CSO or managers the below procedures should be followed. More detailed procedures to guide the CSO or managers are available within “Procedures”. Disclosures and concerns should always be acted upon swiftly. Owing to the sensitivity of allegations relating to child abuse and exploitation, all reported cases shall be treated seriously, with utmost professionalism and confidentiality in order to protect the rights of all parties involved. The procedures for responding to a concern shall be as follows:

1. If possible, try to clarify if the complainant or the person who is the subject of the concern or disclosure is below 18 – if so, please follow the procedures below. If the person is 18 years and older, please refer to our *“Principles and Procedures for Dealing with Complaints of Sexual Abuse”*. If the CSO or managers is unclear if the person is over or under 18, please follow the procedures below.
2. If there is an urgent child protection situation, for example if a child is in imminent danger of abuse, then immediate protective action must be taken by the CSO or managers and relevant senior personnel.
3. The CSO or managers must fill in the “Child Safeguarding Concern Form” after receiving a concern or disclosure. This form is in (Appendix 2) of “Procedures”.
4. Where it is established that the allegation or disclosure constitutes a violation of the national laws, the CSO must refer the case to concerned governmental authorities/affairs, for official investigations to be carried out so that legal action may

be taken. The CSO's major role is to forward cases to the concerned authorities if it's a potential violation of the relevant laws protecting the child but not to preside over cases. Exceptions can be made in countries or regions where a case will not be investigated or when referring a case to the judiciaries will most likely result in the child being put at further harm. For such cases, CSO should discuss with child safeguarding committee.<sup>2</sup>

5. If the accused is personnel and the internal investigation is needed, that person may be asked to take leave or suspended from their duties until the investigation has been completed to protect all parties whilst an investigation is undertaken.
6. Where our personnel are involved in cases of abuse outside the reach of the Chinese Province of The Society of Jesus or during their free time, involving children outside of our care, the Chinese Province of The Society of Jesus will follow the "Procedures". The law should always take its course.
7. Where necessary and possible, the Chinese Province of The Society of Jesus shall provide guidance and counseling services to help support a child who has been abused physically, emotionally, or psychologically. The child may also be helped to receive care and emotional support from hospital as a response action. Survivors and victims can choose if and when they would like to take up the support options available to them.
8. In the event that our personnel, after investigations have been carried out, are found to be in breach of this Chinese Province of The Society of Jesus, he/she will be subjected to

---

<sup>2</sup> The roles and responsibilities of CSO and child safeguarding committee are stated in Section 2.2 and 2.3 of "Procedures".

disciplinary action in accordance with our Human Resource Procedure. Where it is established that abuse has taken place, immediate disciplinary action will be taken which might include unpaid suspension summary dismissal and termination of contract.

9. Should the allegations be found to be false, or it is established that abuse has not occurred, we will work with the parties involved to restore their reputation and steps will be taken to sensitively reinstate the personnel without delay.

Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives. Parents/guardians also have a right to respect and should be consulted and involved in matters that concern their family. A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families. Where there is conflict, the child's welfare must come first.

## **6. Preventing Harm to Children**

### **6.1 Recruitment**

**Personnel Recruiting:** Those engaged in the recruitment process must be suitably trained and experienced to undertake this task.

**Job Description:** All job descriptions and their advertisements must state that "The applicant must adhere to the Child Safeguarding Policy for the Chinese Province of The Society of Jesus and Child Safeguarding Procedures for the Chinese Province of The Society of Jesus.

**Interview:** Interviewers must ask the interviewee child safeguarding queries to establish a candidate's suitability to working with children or establishing any child safeguarding risks that may be present. Specific questions will be asked at the interview that draw out people's attitudes and values in relation to the protection of children. These are detailed further in the "Procedures".

**Reference Checking:** For jobs that involve frequent contact with children, persons shortlisted and being considered for appointment must be asked to provide written reference(s). Referees must be asked either in the reference form or in person/by phone if there's any reason why this person shouldn't work with children; if they have any child safeguarding concerns; if they're aware of any allegations, convictions or investigations in relation to child safeguarding. The person should not be offered a post until this reference checking has taken place.

( Please check the Appendix 7 in "Procedures" )

**Police Clearance:** Job positions such as jobs that involve frequent contact with children may contain direct or indirect contact with **child**. In order to maintain the physical and mental safety of children which is the highest purpose of The Jesuits, also to avoid harming the interests of The Jesuits, we require the candidates of the jobs that involve frequent contact with children who enter the final round(s) or being considered for employment to provide "Police Criminal Record Certificate". Crimes records other than those against children will not affect the consideration of admission unless the nature of the job or vacancy requires further concern on those records. Shortlisted person/people who is/are considered for appointment must be asked to sign a consent

form for access of the police clearance. (Appendix 4 in “Procedures”)

**Note:** Where recruitment agencies or personnel are subcontracted, the above procedures must be scrutinised in order to ensure they're compliance with “Policy”.

**Self-Disclosure & Acceptance, and Code of Conduct:** Before issuing the appointment form for shortlisted candidates, they will be given the “Policy” and the “Procedures” from their managers and are required to sign the “Child Safeguarding Self-Disclosure & Acceptance Form” and “Code of Conduct” of “Procedures” (see Appendix 3 and Appendix 8) no later than the day they start working.

**Agreement to Adhere to the Policy:** All new personnel, without exception, must sign the “Self-Disclosure & Acceptance Form” and “Code of Conduct” at the latest on the day of commencing. In the case that the forms were updated within the organization, all current personnel are required to sign the updated version. If any personnel, paid or voluntary, whose work involves frequent contact with children or whose responsibilities involve direct contact with children refuses to sign these forms, or he/she poses a risk to any child under his/her care of the project, he or she may be removed for the position.

**Appointment:** Upon appointment, the personnel must be given their job description which must contain the statement that the applicant must adhere to “Policy” and “Procedures”

## 6.2 Training

**Induction:** An initial induction on “Policy” and the “Procedures” will be done following appointment of personnel and within four months of commencing the post. All personnel of the Chinese Province of The Society of Jesus whether directly or indirectly dealing with children shall receive training or briefing regarding their obligations under “Policy” not to harm children and to report allegations of child abuse to the CSO and managers.

**Regular Trainings:** Regular trainings will be facilitated by the CSO and managers to all personnel on child safeguarding to ensure personnel are aware of their responsibilities, the process for reporting a concern, disciplinary actions and their role in strengthening monitoring systems. Records of trainings provided to personnel will be kept by the CSO and managers.

**Additional Training:** Any personnel who require specific training or upskilling in relation to their work, if it improves the quality of child safeguarding and protection services, should receive support in doing so. This may apply to external training courses or attendance at conferences/forums on child protection and children’s rights.

## 6.3 Two Adult Rule

The Two-Adult Rule serves to keep children safe, as well as the adults serving them. Wherever practical no fewer than two adults should be present at all times during any program, event or ministry involving children. It is best that these two adults not be related. Adherence to this rule:

- sends a clear statement that children are important and valued;
- drastically reduces the risk of an incident of abuse, as any potential abuser will lose interest if constantly in sight of another adult;
- protects the adults against false allegations.

Because the nature of some work calls for one-on-one sessions, some personnel are not bound by this rule, for example, professional counsellors and guidance counsellors in schools.

However, during counselling sessions and for others who may need at times to deal one-to-one with a child, the interaction should be conducted in as open and observable as possible. This can be contributed to by one or both of the following:

- leaving doors to offices and interview rooms open; and/or
- putting glass windows in the doors

A second adult is also not required where a class with 5 or more students is being taught.

In any circumstances where one-to-one contact is part of the role or is anticipated, it is important to consider and mitigate any safeguarding risks and to ensure that such contact is notified to line managers to ensure they are aware of it and the actions being taken to safeguard the children involved.

## 6.4 Visitors

Any persons visiting the Chinese Province of The Society of Jesus for work related reasons, regarding to who are likely to have significant contact with children especially over an extended period including consultants and donors, must follow the procedures of “Two Adult Rule” (one of the adults should be the

personnel of the organisation or the parent /guardian of the children). In the circumstance of one-to-one contact, the interaction should be conducted in as open and observable as possible.

## **6.5 Media, Audio & Visual Recordings**

Every child has the right to privacy, and to protection from all forms of exploitation (Articles 16 and 36 of the UN Convention on the Rights of the Child). Before making any audio or video recordings of children, the consent of the statutory agents or guardian of the children must be obtained. Please refer to Appendix 9, Appendix 10 and Appendix 11 in “Procedures”.

## **6.6 Expectations of our Partners**

We expect that partner organizations of the Chinese Province of The Society of Jesus operate effective “Procedures”. If we receive a child safeguarding concern about a partner organization, we will inform them and expect the partner to respond quickly and appropriately. We will assist the partner to ascertain its obligations under the local law to refer the matter to the police or other judiciaries for criminal investigation. Where appropriate, we can work with the partner to address the issue through an appropriate independent investigation which should not interfere with any criminal investigation being conducted by judiciaries. If the outcome is that child abuse has occurred, ongoing work with the partner cannot involve the perpetrator(s) concerned. If there is reason to believe that an allegation of child abuse has been dealt with inappropriately by a partner, then the partner organization risks withdrawal of funding or ending the partnership. We also

expect partners to inform us of any safeguarding incidents they are dealing with where these have not come to our attention.

## 6.7 Communicating the Safeguarding Message

**Access to the Policy:** We will ensure that a hard copy of “Policy” and “Procedures” will be available in the management office. All personnel will be receiving an electronic version of “Policy” and “Procedures”.

**Sensitization:** Children will, in age-appropriate language, in a medium that suits them, be made aware of their rights, what constitutes child abuse, exploitation and neglect against them and the message should be communicated to them regarding whom they should report to, or seek advice from, if they feel they have been violated or offended in any way.

**General Awareness:** Visual child friendly posters will be displayed about the existence of “Policy” in appropriate language and locations throughout our premises and field works where possible. The “Policy” will also be circulated to other stakeholders and opportunities will be taken to promote “Policy” and keep safeguarding front of mind for everyone by including short sessions on “Policy” or related safeguarding matters during work meetings, other trainings and via regular communications.

## 6.8 Monitoring Compliance

On-going monitoring and evaluation will indicate the extent to which safeguarding is being effectively implemented and any need in training for personnel. Resources will be made available for the full implementation of the Child protection in the Chinese Province of The Society of Jesus.

## Records will be kept tracking:

- the numbers of “Self-Disclosure and Acceptance Form” and “Code of Conduct” completed, comparable with the number of personnel appointed. (kept by HR)
- inductions and trainings provided in child safeguarding, numbers attended and dates. (Original copy kept by CSO and hard copies kept by HR)
- all child safeguarding concerns and disclosures reported to the CSO, which will be stored in the Chinese Province of The Society of Jesus premises and kept in a safe and confidential location.
- job descriptions and adverts to confirm if they all contain the commitment to “Policy”.

This “Policy” will be reviewed by the Chinese Province of The Society of Jesus at least on a three-yearly basis and that new processes, changes in legislation and guidelines and practices will be incorporated into the new “Policy” and “Procedures” in accordance with lessons learned.

## 7. Authorization

This policy has been reviewed and approved by the below authorizing persons.

**Policy created (date):** June 21, 2021. Feast Day of St. Aloysius Gonzaga

**Policy to be reviewed (date):** June 21, 2022. Feast Day of St. Aloysius Gonzaga

**Authorization by Provincial of the Chinese Province of The Society of Jesus:** Rev. Fr. Stephen Chow, S.J.

**Signature:**



**Date:** June 21, 2021. Feast Day of St. Aloysius Gonzaga

**Sign off by**

**Director of Protection of Minors and Professional Standards Office: Fr. John LEE Hua, S.J**

**Signature:**



**Date:** June 21, 2021. Feast Day of St. Aloysius Gonzaga



# Chinese Province of The Society of Jesus

## Child Safeguarding Procedures



# Table of Contents

<b>1. Introduction</b>	131
<b>2. Roles in the Safeguarding Structure</b>	131
2.1 Provincial and His Delegate	131
2.2 Child Safeguarding Officer (CSO)	132
2.3 Child Safeguarding Committee	133
2.4 Child Protection Officer	134
<b>3. Local Mapping</b>	134
<b>4. Raising a Concern</b>	136
<b>5. Responding to a Concern – additional detail</b>	137
5.1 Establishing the initial information	138
5.2 Contact other organizations involved:	141
5.3 Meet with the Accused	141
5.4 Contact Civil Authorities	143
5.5 Conduct Internal Investigation	144
<b>6. Human Resources</b>	147
6.1 Recruitment	147
6.2 HR Grievance & Disciplinary Procedures	151
6.3 Training	155

<b>7. Communication</b>	156
7.1 Child Safeguarding Statement:	156
7.2 Exclusive communication channels:	156
7.3 Consent for Media, Audio & Visual Recordings:	157
7.4 Child Friendly Feedback:	159
<b>8. Monitoring Implementation</b>	159
8.1 Self-Audit	161
8.2 Action Plan	161
<b>9. Appendices</b>	162
Appendix 1: Contact Information of Child Safeguarding Reporting	161
Appendix 2: Child Safeguarding Concern Form	165
Appendix 3: Child Safeguarding Self-Disclosure Form and Acceptance Form	169
Appendix 4: Three Consent Forms	175
Appendix 5: Referee Form	177
Appendix 6: Application Form (For Taiwan Region Applicable)	179
Appendix 7: Appointment Form	182
Appendix 8: Code of Conduct	184
Appendix 9: Consent Form for Parents/Guardians	191
Appendix 10: Child Friendly Consent Form	193



Appendix 11: Consent Form for Media, Audio and Visual Recordings	196
Appendix 12: Child Friendly Feedback Form	197
Appendix 13: Child Safeguarding Self-Audit Tool	199
Appendix 14: Child Safeguarding Action Plan Template	209



## 1. Introduction

This *Child Safeguarding Procedures for the Chinese Province of The Society of Jesus* (hereinafter referred to as “Procedures”) is designed to support key personnel within the Chinese Province of The Society of Jesus in effectively implementing our *Child Safeguarding Policy for the Chinese Province of The Society of Jesus* (hereinafter referred to as “Policy”). The “Procedures” is shared with personnel involved in child safeguarding, human resources and senior management and provides additional detail to that found within “Policy”.

## 2. Roles in the Safeguarding Structure

### 2.1 Provincial and His Delegate

Responsible for all safeguarding practices by:

1. Ensuring that the appropriate child safeguarding structures and personnel are in place and providing adequate resources for them.
2. Ensuring the Child Safeguarding Policy is authorized and signed off.
3. Appointing a Child Safeguarding Officer (CSO) and in the case of personnel turnover, ensuring a handover from one CSO to their replacement without any gaps in timeframe.
4. Liaising with and supporting the CSO to ensure implementation of “Policy” and “Procedures”.
5. Fostering a culture of child safeguarding within the organization.

6. Liaising with the Child Safeguarding Committee and convening meetings as a matter of urgency when requested by the CSO in relation to any specific cases.
7. Reporting directly to the governance body on all child safeguarding issues, e.g. local bishop or Fr. General of the society of Jesus.
8. Overseeing the CSO to ensure the child safeguarding policy is reviewed every 3 years.
9. Overseeing the CSO to ensure child safeguarding self-audits are conducted and approving the child safeguarding action plan.
10. Supporting the CSO in terms of guidance and counselling if dealing directly with child abuse cases.
11. Ensuring All CSO on appointment will be:
  - Briefed on the “Policy” and “Procedures”.
  - Introduced to the Child Safeguarding Committee.
  - Offered training in child safeguarding.

## 2.2 Child Safeguarding Officer (CSO)

The CSO duties include to:

1. Serve as the central contact person for internal and external queries, concerns and/or disclosures relating to child safeguarding.
2. Facilitate a general mapping of child safeguarding supports locally.
3. Develop, promote and follow “Policy” and “Procedures”.
4. Incorporate with Human Resource office and ensure personnel upon appointment have been given time to read “Policy” and have signed the “Self-disclosure& Acceptance Form” and “Code of Conduct”.

5. Ensure visitors to the organization for work related purposes understand “Policy”.
6. Provide an induction to child safeguarding when new personnel start or agree with Human Resources that they provide the induction.
7. Coordinate regular training for personnel.
8. Monitor “Policy” compliance.
9. Coordinate child safeguarding self-audits.
10. Coordinate “Policy” reviews. (at least every 3 years)
11. Develop 3-year child safeguarding action plans.
12. Provide support to Provincial and managers (work directors and community superiors) in terms of advice on child safeguarding matters.
13. Offer support and advice in relation to safeguarding issues to personnel.
14. Ensure that he/she has a good knowledge of the safest and most reliable child protection services in the area, for instance medical, psychosocial and legal supports.
15. Lead on the Child Safeguarding Self-Audit and Action Plan.

### **2.3 Child Safeguarding Committee**

The CSO should recommend members to form the Child Safeguarding Committee and obtain the approval from the provincial. The CSO also serves as the convenor of the Committee. The members of the committee should include a Jesuit, a group of resource persons and an HR staff as in-attendance member. In order to reach gender balance in the committee, it is suggested that the number of each gender should not less than two. The committee’s duties include:

1. Helping the CSO to facilitate child safeguarding works.
2. Assisting the CSO in responding to a concern or disclosure when the CSO needs additional support.

## 2.4 Child Protection Officer

Child Protection Officers are appointed at each Jesuit institution after having the negotiation between CSO and managers. The manager could also serve as Child Protection Officer. There will be professional trainings for the Child Protection Officers. Their job is to assist their managers in the following aspects:

1. Cooperate with Child Safeguarding Office.
2. Deal with child safeguarding concerns and take the initial responses.
3. Make sure the related documents are filed and stored properly.

## 3. Local Mapping

As a general mapping exercise, the CSO will confirm the contact details for civil authorities including Social Services and the Police (Appendix1), as appropriate and ensure the Child Safeguarding Statement is up-to-date.

The CSO will identify quality child protection services in the area of operation such as medical, psychosocial or legal services. These contact details can be shared with children and parents/caregivers when needed so that they can seek advice and support.

During the process of referral to authorities, the barriers to reporting as well as the potential for additional exposure to harm should be recognised. It is important to assess the local protection environment to establish the need for accompaniment of children and/adults acting on their behalf, during the reporting/referral process.

**IMPORTANT:** It is important for the CSO to understand the circumstances in which a concern may be a breach of “Policy” but may not be a breach of national law. Although something may be lawful in Hongkong, Macau, or Taiwan, it is still possible for our organization to prohibit this behavior under our “Code of Conduct” (Appendix 8) and act against individuals that breach this. Where in doubt, the Child Safeguarding Committee should be called upon for support.

If witness or experience anything related to child abuse and is confirmed that there are people enduring immediate harm, please contact civil authorities/affairs (find details in Appendix 1) and the child protection officer in your area who will accordingly make known of our CSO. CSO will explore the context of the case and the victim’s age with the civil authorities. If the victim(s) is under 18 years old, CSO shall file a case for investigation while aligning with the civil authorities/affairs throughout investigation and give the victim(s) and the accused social or psychological services.

If the incident is not current, or for some reason it was not reported (e.g., the incident happened a long time ago or the precise time frame could not be determined, uncertainty around the details of the incident or the identities of the parties involved,

or ambiguity in the relationship between the parties involved), please contact child protection officer and they will do their best to find out the fact and decide whether to report.

## 4. Raising a Concern

The follow can assist in guiding any personnel receiving a concern or disclosure:

1. Keep calm and act normally; do not say or show that you are shocked for fear that the person sharing the concern or disclosure is too frightened to describe the incident clearly.
2. Do not investigate or question the child. If a child reports abuse directly to you, only ask questions to get enough information to understand the complaint (e.g., 'who, what, where, when' questions, but not 'why' questions). Do not ask the child for specific or graphic details which may retraumatize the child. Accept what the child says. It is not your responsibility to judge or investigate an allegation.
3. Reassure the child that they have done the right thing by telling you and let them know you need to tell someone else. Never agree to keep a secret. Our personnel must not keep confidences when it involves safeguarding concerns about a child. Any information offered should be received on the basis that it will have to be shared with the Child Safeguarding Officer (CSO) or managers. This applies to all our personnel and representatives including those in counselling roles or ministry roles, lay or religious. In circumstances where a person has shared a child safeguarding concern or disclosure in a conversation that was initially understood as being in confidence, the personnel involved are required to report the concern to the

CSO. (In the circumference of the confession and conversation during the reconciliation sacrament are excluded)

4. Let the child know what you are going to do next and that you will let them know what happens. If you are unsure if the concern raised is a violation of national law, refer the concern with the CSO or managers.
5. Avoid delay. Do not dwell on allegations or suspicions of abuse or disclosures. While counselling will form part of the response, this must not be the immediate reaction. The first priority is the immediate safety and welfare of the child and raising the concern to the CSO or managers. If you are unsure if the complainant is under 18 years, you must still raise the concern or disclosure to the CSO or managers. If you are unsure if there's criminality involved, you must still raise the concern to the CSO or managers.
6. Do not directly challenge parents, guardians, teachers or the alleged perpetrator about the disclosure.
7. Record all the details as soon as possible while the information is still clear and raise the concern or disclosure verbally or in writing immediately to the CSO or managers, even if it relates to something that has happened a long time ago. (Appendix 2)

## 5. Responding to a Concern – additional detail

The “Policy” outlines the core procedures for how our organization responds to a concern or disclosure. This section serves as additional information to guide the CSO, Child Protection Officer, HR and Senior Management in responding effectively to a concern once it has been shared with the CSO.

## 5.1 Establishing the initial information

1. When the CSO receives information about a concern or allegation, record it in “Child Safeguarding Concern Form” (Appendix2). If there is a concern or allegation which involves several victims of children and adolescents, “Child Safeguarding Concern Form” should be filled out individually according to the number of victims.
2. Create a child safeguarding case file for every concern that is shared that includes a log of actions, events and information received. Entries should be made as soon as possible after the event. They must be timed, dated and signed by the author.
3. Try to arrange a face-to-face meeting with the person sharing the concern or disclosure (hereinafter referred to as the “complainant”), in a manner that respects the wishes of the person. The complainant may be accompanied by a person of their choice to the meeting.
4. Reassure the complainant that no negative action will be taken by the organization against anyone who reports in good faith.
5. Explain the procedures for addressing the concern, allegation or disclosure to the person who has raised the concern and discuss issues of confidentiality and data protection with them.
6. If the child is a victim of sexual exploitation or abuse, she/he may have sustained injuries (if violence was used) which may not be visible. If there is information to suggest that sexual activity has occurred within the previous 72 hours, referral for medical treatment must be immediate if emergency treatment to prevent HIV is to be effective.

Assist the complainant with details of where to find medical intervention to promote the child's health and wellbeing. Emergency medical attention may be needed.

7. Take possession of any written records made by any person in connection with the case and place them on the confidential Child Safeguarding Case File.
8. Ensure the "Procedures" as per the "Policy" about how to manage concerns, suspicions, allegations and disclosures of abuse is followed.
9. If there is uncertainty as to the validity of a concern or disclosure which is shared, for example, a rumour that a person has shared or an anonymous note that has been submitted, the CSO will create the child safeguarding case file and try to find out further information. The CSO will try and establish who may have been the child if it is known, try and establish who may have been the initial person sharing the concern/disclosure and if they can be contacted to find out more basic information.
10. Handle anonymous complaints carefully. Anxiety and fear may persuade some people not to immediately reveal their identity. It is sometimes difficult to act on information under these circumstances, unless at some point the name of the person raising the concern or making an allegation becomes known. If the CSO is unsure whether or not the information received reaches the threshold for reporting, consultation with the civil authorities and/or the Child Safeguarding Committee will be needed.
11. In some cases, further basic information is required to determine the exact nature of a concern or allegation and to make decisions on next steps. If this basic information is not available at the time the concern is shared, an initial

‘fact-finding’ exercise should be undertaken as a matter of urgency. The initial fact-finding exercise involves asking basic questions to establish what is being reported and gain a clear understanding of the concern (see “Child Safeguarding Concern Form” Appendix 2). This should not be confused with a formal investigation, which should only be carried out by the appropriate and trained authorities. This can be done by the CSO, or a member of the Child Safeguarding Committee. No force, intimidation, manipulation or coercion should be used by anyone to elicit information about the concern or allegation of abuse.

12. In some cases, a concern may be a breach of “Policy” but not a breach of national law. In cases where the CSO is, clarify with the Child Safeguarding Committee or civil authorities. This will inform whether the CSO will pursue the concern through the civil authorities or conduct an internal investigation.
13. In cases where a concern is shared about personnel outside their duties and in their own free time, involving a child outside the care of our organization, our CSO will still apply these procedures.
14. In cases where a concern is shared about personnel in our organization, at an appropriate time in the process, the complainant will be invited to meet with senior management or leadership if they desire. This meeting is not for the purpose of determining the outcome of any investigations, but for senior management/leadership to hear and acknowledge the experience of the complainant.

## 5.2 Contact other organizations involved:

1. If the allegations are made against a member of a religious congregation/order/society belonging to another organization, the matter shall also be reported to his/her Superior and person in-charge of the organization.
2. In the cases of a volunteer sending agency and allegations made against a volunteer, the persons line manager (if available/known) and senior management within that agency must be contacted informing them of the allegation.
3. If the allegations are made against personnel in another organization, the matter shall also be reported to his/her line manager and designated child safeguarding officer (if there is one appointed) and leadership/senior management within the organization.

## 5.3 Meet with the Accused

If the person who the allegation was made against (hereinafter referred to as the “accused”) is not one of our personnel or personnel within one of our partner organizations, we need not meet with the accused before referring the matter to the civil authorities. In the case of the accused who is a member of a religious congregation/order/society belonging to another organization, follow “Procedures” in the section of 5.2.

In any case where the accused is our personnel, we will

1. Make enquiries to identify the present and previous appointments of the person against who the allegation was made in order to establish whether there are any previous concerns about his/her practice, or any current grounds for concern in relation to the safety and well-being of children.

2. Conduct an initial meeting with the accused as soon as possible and invite them to bring a person for support. The purpose of the meeting is to inform the accused of the existence of the allegation and of the process being followed. The accused needs to be given enough detail about the disclosure/allegation/concern to be able to offer a response.
3. Confidentiality must be respected at all times during the process, in order to encourage a culture of good practice around reporting suspicions, concerns or disclosures about child abuse. The accused must understand that they cannot receive the identity of the complainant.
4. A written record of the meeting must be prepared, agreed with the accused, signed and dated.
5. The accused shall be given information about his or her entitlement to seek legal advice and about the child safeguarding process stated in “Procedures”. The accused should be informed that he/she is not obliged, in law, to respond or to furnish evidence, but that any statement provided to the civil authorities.
6. The accused will be treated respectfully during this meeting.
7. The accused may be required to take leave of absence or suspension while the investigation is on-going, in line with our HR procedures. This will not affect their pay for the duration of the investigation.
8. If the accused is required to cooperate with the authority investigation during office hours and is able to request leave from the organization, the institution will also have to grant leave. However, because it is not a matter related to work will not be given work leave.

9. A written reminder is given to the accused to advise him/her to continue following “Policy” and “Procedures”.
10. Other personnel within the organization will not be informed of the allegation unless necessary in order to address any immediate child safeguarding risks within the organization and daily operations. If personnel are being informed, the identity of the child or complainant will not be shared. Likewise, the identity of the accused will not be confirmed, even if obvious from any paid suspension or leave of absence.

#### **5.4 Contact Civil Authorities**

1. Where it is established that the allegation constitutes a violation of the national laws of the country of operation, either at the point of receiving the concern or in gathering initial information, the matter must be immediately reported to the local authorities for further investigation. Arranging a meeting with the accused to discuss the allegation, as described above, would not be appropriate in such circumstances. If the allegation, if it were to be confirmed, would be a breach of “Policy”, but not a breach of any national law, then we would proceed to the Internal Investigation section (see 5.5) below.
2. If barriers exist in reporting a concern or disclosure to the civil authorities, and the accused is not personnel, the CSO will, if appropriate, assist and accompany children and/or adults acting on their behalf, during the reporting process.
3. Contact emergency or appropriate services where a child appears to be at immediate and serious risk of harm. If it is not possible to contact the national Child Protection Services, the Police Authority should be contacted to ensure

that under no circumstances is a child left in a dangerous situation pending intervention.

4. Follow the advice of Child Protection Services/Police Authority where a child protection concern has been referred to them. Allow the Child Protection Services/Police to conduct their enquiries unimpeded. Do not visit the family or contact family members without prior discussion with municipal investigators.
5. Keep a written record of all consultations with the Child Protection Services/Police Authority and the Child Safeguarding Committee in the Child Safeguarding Case File.
6. Maintain a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Child Safeguarding Case File.
7. If possible, request for a written account of the outcome of investigation from the Child Protection Services/Police Authority.<sup>3</sup>

## 5.5 Conduct Internal Investigation

### 5.5.1 What needs to be investigated internally?

1. In cases where the CSO decides not to report concerns to the National Child Protection Services or the Police, the person who raised the concern should be given a clear written statement of the reasons why it is not being reported. They should be advised that if they remain concerned about

---

<sup>3</sup> In Taiwan: *The Protection of Child and Youth Welfare and Rights Act*, Article 53,<sup>4</sup> the outcome of the investigation is to be reported within 4-30 days.

the situation, they are free to contact the National Child Protection Services or the Police themselves.

2. Conduct an internal investigation if for some reason any external investigation does not take place.
3. If the investigation by a civil authority does not find the accused guilty, but the organization has grounds to believe the allegation is accurate and the abuse is in breach of “Policy” and “Procedures” and /or the “Code of conduct”, the organization can proceed to an internal investigation.
4. Any internal investigation will be initiated in cases where child safeguarding concerns remain or where disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses.
5. The investigation process must include testimonies from both the person reporting the allegation (the complainant), the accused and from witnesses if any are available. These testimonies must be signed by the person making them.

#### 5.5.2 Provide Psycho-Social Support to Complainant:

1. For children experiencing abuse in the local community, our organization recognises the importance of crisis counselling and support to help the child deal with the self-blame, guilt, shame and fear which are often common effects of child sexual abuse. In the case of sexual abuse, individuals and family may also need support in dealing with the community stigmatisation which may occur as a result. If there are services available to support children, our CSO will provide this information to children and families.

2. For any child experiencing abuse while in our care, our organization will offer psycho-social support to that child and their family where possible. The child and family can choose if and when they would like to take up the support options available to them.

#### 5.5.3 Action with regard to the accused:

1. For any allegation made against the accused who is one of our personnel, and the allegation is found to be untrue, and the accused not found to have breached “Policy”, “Procedures”, and our Code of Conduct, every effort will be made to restore the accused’s reputation and offer psycho-social support for any trauma related to the allegation and investigation. The accused will be sensitively reinstated without delay.
2. Following investigation, the accused is found guilty, immediate disciplinary action will be taken after investigations have been carried out which might include suspension without pay, summary dismissal, termination of contract.<sup>4</sup>

---

<sup>4</sup> *Regulations of Personnel Management for the Foundation of the Society of Jesus* 《財團法人天主教耶穌會人事管理辦法》, Article 11(Termination of employment contract without notice, reasons for termination) - The Society of Jesus will terminate the contract of the employee under any of the following circumstances:

Paragraph 6-3 Serious or major violation of the employment contract/aforementioned Regulations of Personnel Management). Evidence or conviction of drug abuse, violent crime, sexual harassment, sexual assault, or theft.

## 6. Human Resources

In implementing “Policy”, it is necessary for the CSO to liaise with colleagues in order to support them in ensuring their procedures and practices, or policies are compliant to our child safeguarding policy. One of the main internal operations children safeguarding cross-cuts is our Human Resources (HR).

### 6.1 Recruitment

**Job Descriptions:** During any advertisements of jobs, we commit to including the same child safeguarding message. When developing a job description, consideration will be given to the below:

1. What contact with children will be involved in the job?
2. Will the person have unsupervised contact with children or hold a position of trust?
3. What other forms of contact will the person have with children e.g., email, phone, internet?

Job descriptions include information that all candidates will be vetted in accordance with “Policy” and must adhere to the guidelines and procedures set out in “Policy”. “The three Consent Forms” can be found in Appendix 4.

- **Initial Consent for Child Safeguarding – Applies to any job position**

At interview, candidates must sign a declaration stating “there is no reason why they would be considered unsuitable to work with children”. For any candidate not able to complete the consent

form due to illiteracy, we will ask them orally. If the candidate(s) is given admission, his/her records will be kept.

- **Consent of Contacting the Referees – Applies to any job position**

Candidate(s) shortlisted or being considered to hire will be asked for consenting to provide contacts of two referees or previous employers (must be non-family members) to gain information on a person's past disciplinary proceedings. Ideally, the referees will have first-hand knowledge of the applicant's experience of work/contact with children.<sup>5</sup>

Once confirmation is received at the interview that referees can be contacted, our organization will contact the referees and ask them to complete the Referee Form (see Appendix5) while proceeding with the recruitment process. For any referee not able to complete the Referee Forms due to illiteracy or lack of access to email, every attempt will be made to contact the referee either in person or by phone.

- **Consent of Providing Police Criminal Record Certificate – Applies to Jobs including frequent contact with children**

For candidate(s) shortlisted or being considered to hire, we will ask them to provide "Police Criminal Record Certificate", which they can apply for from Police Authority on their own.

**Interviews:** Ideally at least two representatives will meet with the shortlisted candidate to explore information contained in the

---

<sup>5</sup> The applicant(s) is requested to provide two referees (See Appendix 6)

application. In advance, points in the application form will be highlighted. These will be raised at the interview including:

1. The applicant's attitudes towards working with children
2. Areas that need more detail
3. Vague statements or unsubstantiated qualifications
4. Frequent changes of employment

Interview questions relating to child safeguarding can include:

1. Can you give some examples of what may be unsafe or unacceptable behavior with children in a work environment and in the community?
2. What boundaries are important when in contact with children?
3. In your role, you will be required to work in contact with X group of children. What are your thoughts? (*This is to assess discriminatory tendencies in the context of work – any other scenario could be referred to depending on the role.*)
4. During your work you might come into contact with children. How do you feel about that? Are there any age groups you feel more comfortable being in contact with and any you feel being less comfortable with? (*Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern*)
  - If you saw a person severely hit a child, what would you do?
  - Can you give an example of when you have acted to protect a child? What did you learn from this and what impact it has had on their current practice?

- If you were concerned about the actions or behavior of a colleague/partner personnel/visitor towards children, how would you respond?
- What qualities have you observed in others that you have admired, particularly in regard to their work with or care of children?
- Is there anything that we might find out about during reference checks that you'd like to talk about?
- How do you feel about being supervised? (*This is to assess whether people are happy to be accountable*)

At the interview, permission should be requested for contacting the two referees if it is not already consented to in the application form.

**Confirming Identity:** “Policy” highlights the need to confirm the identity of the candidate with documentation and proof of relevant qualifications where available. This can be done by:

- Requesting to see the original certificates or Identity Documents (ID) if they are available
- Contacting the education institutions or schools referred to in the application form or CV to confirm authenticity of any certificates or attendance if relevant.
- Certification of Working Experience (issued by the previous working organization and the labor insurance record from Bureau of Labor Insure)

**Appointment Form:** An Appointment Form should only be given when all of the above recruitment requirements have been satisfied. “Appointment Form” is in Appendix7.

**Self-Disclosure & Acceptance; Code of Conduct:** Before issuing the offer letter for shortlisted candidates, they will be given “Policy” and “Procedures” from their managers and are required to sign the “Child Safeguarding Self-Disclosure & Acceptance Form” (see Appendix 3) and “Code of Conduct” (see Appendix 8) no later than the day they start working.

**Agreement to Adhere to “Policy”:** All new personnel, without exception, must sign the “Self-Disclosure and Acceptance Form” and “Code of Conduct” (see Appendix 8) no later than the day they start working. In the case that the forms are newly introduced within the organization, all current personnel already in employment will be requested to sign again. If any personnel whose duties involve direct contact with children or they pose a risk to any children under the care of the project refuse to sign the forms, they may be removed for the post, whether paid or voluntary.

### **Appointment:**

- Upon appointment, the personnel must be given “Appointment Form” and “Working Contract” which must contain the statement that the applicant must adhere to “Policy” and “Procedures”.
- Ensure the new personnel comprehensively understand how to report the child safeguarding concerns.

## **6.2 HR Grievance & Disciplinary Procedures**

### **6.2.1 HR Grievance Procedures**

A grievance is defined as a complaint or concern, which has been formally presented to a management representative. The objective

of the grievance procedure is to enable grievances to be dealt with promptly and fairly with no disruption, if possible, to the operation of the Chinese Province of The Society of Jesus.

In the case of a grievance which relates to persons below the age of 18, the “Policy” must be followed.

➤ Stage 1 Try to resolve locally

If one of the personnel is being harassed, he/she should in the first place, try to deal with it informally by telling the harasser that the behavior is not welcome. Any grievance or dispute, including an allegation of bullying or harassment, which arises at the workplace, should be discussed between the personnel and their line manager. Every effort should be made to reach an agreement at this stage.

➤ Stage 2 Report to HR or CSO

If agreement cannot be reached at the local level, the matter should be reported in writing, stating clearly the details of the grievance with particular reference to dates, history of events etc. to the HR or CSO. If the grievance or dispute is between the personnel and their line manager, or if it is a particularly sensitive nature, it can be reported to HR or CSO without attempts to address it at the local level (stage 1). Meetings can be arranged by HR or CSO to reach an agreement.

➤ Stage 3 Disciplinary Hearing

HR/CSO can call a disciplinary hearing. The following principles of natural justice shall apply.

1. The HR/CSO will call the person reporting the grievance to a meeting

2. Ask he/she to present his/her case in detail.
3. He/she can take a support person with them, but they are not obliged to.

The person whom the accusation is made against will be:

1. Given a letter/email informing them that they have been an accusation against them
2. Invited to a disciplinary hearing and informed in advance who will be at that meeting
3. Invited to take a support person with them, but they are not obliged to
4. Presented with the case against him/her and will be asked to state his/her case in order to make a fair assessment on the basis of facts

HR/or CSO will decide at that point if a joint meeting is appropriate or if it's appropriate to progress to the stage of disciplinary procedures. All the facts must be considered before forming a judgment and taking action as a result of finding the complaint justified. Personnel should be advised that if aggrieved by any disciplinary action, they have a right to appeal to the higher authority in the organization.

#### 6.2.2 HR Disciplinary Procedures

Managers should be aware of the general principles underlying disciplinary action and the need to conform to legal requirements. The following matters should be borne in mind:

1. All disciplinary action should be fair in line with the principle of proportionality according to the seriousness of the infringement;

2. There should be substantial reason and adequate evidence for taking disciplinary action.

The following acts may lead to the disciplinary action: bullying, intimidation, harassment, sexual harassment, negligence, carelessness, poor attendance, abuse of sick leave, assault, absence without leave, substance abuse, falsification of records, misconduct, poor work performance, or any infringement of the terms of one's contract.

#### 6.2.3 Disciplinary Action Procedures

Where the personnel's conduct, attendance or performance warrants disciplinary action, the following disciplinary procedures will apply, except in cases of gross misconduct.

1. Verbal Warning/Counselling: The personnel will initially be given a verbal warning and counselling by the HR/managers which will be recorded on that employee's personnel record.
2. Formal Verbal Warning: In the event of a further breach of conduct, poor attendance or lapse from performance, the personnel will be given a formal verbal warning by HR/managers, preferably, with the presence of a third person as witness. This warning will be recorded on the personnel's record.
3. First Written Warning: In the event of a further breach, the personnel will be issued with a formal written warning.
4. Final Written Warning/Suspension: In the event of a further breach, the personnel will be given a final formal written warning. At this stage, the personnel may also be suspended.
5. Dismissal: If following a period of suspension without pay or a final written warning, the personnel is guilty of further

breaches, the employee will be dismissed. In the case of gross misconduct, the contract may be terminated without having proceeded through the previous warning stages and suspension.

In cases of gross misconduct, including breach of any organizational policies including the “Policy”, breach of Code of Conduct, fraud, theft, gross abuse of power, etc., HR/managers reserve the right to proceed straight to any stage within the disciplinary action, including dismissal without pay, without having implemented the previous disciplinary action. In the event that the procedures apply to a senior member of management, the role of the HR/managers could be taken by the provincial or his delegate.

## 6.3 Training

### 6.3.1 Inductions:

An initial induction on “Policy” and “Procedures” will be done following appointment of the personnel and within four months of commencing the post. This will require coordination between CSO and HR. CSO or HR will:

- Ensure the person to be appointed is given time to read “Policy” and sign “Self-Disclosure and Acceptance Form” and “Code of conduct” before an “Appointment form” is given.
- Arrange for an induction meeting to “Policy” and “Procedures”. At minimum, this should discuss the main points of “Policy” and “Procedures” for sharing a concern or disclosure

- Show the personnel where the Child Safeguarding Statement is displayed
- Let the person know when the next child safeguarding training will be held

### 6.3.2 Further Training:

The “Policy” commits to facilitating the trainings needed in CSO. We commit to assessing regularly the need for:

- Training of the CSO and managers.
- Training of the personnel and Child Protection Officers (CSO) working within our organization
- Awareness raising within the community we work and the children we serve.

Every effort will be made by CSO to identify the resources available in order to meet the needs.

## 7. Communication

### 7.1 Child Safeguarding Statement:

The Child Safeguarding Statement is filled in, updated when there are any changes in contact details and put on a notice board(s) and websites where staff and beneficiaries/clients can see it/surf the net.

### 7.2 Exclusive communication channels:

An enabling environment is created for children or aggrieved persons to freely communicate any form of abuse, including an

exclusive email address and telephone line where anonymous information can be given or more specific information can be given directly to the CSO. Children will also be encouraged to write down their ideas and suggestions for the activity they are involved in. (see 7.4)

### **7.3 Consent for Media, Audio & Visual Recordings:**

The “Policy” outlines the guidelines in relation to photographs and recordings. It is the duty of the CSO to ensure that any personnel involved in communications, or visitors/donors/consultants who will be photographing or filming beneficiaries or the community, will receive a briefing in our guidelines and instructions on the consent forms available. (see Appendix 9 “Consent Form for Parents/Guardians”, Appendix 10 “Child Friendly Consent Form”, and Appendix 11 “Consent Form for Media, Audio, and Visual Recordings”)

#### **Notice:**

1. Children often feel a power imbalance between themselves and adults. We take this into consideration when obtaining informed consent from a child and let them know it is ok to not provide consent.
2. Where possible, we commit to showing the child pictures of how the image may be used – for instance a picture of a computer for the internet/website, a poster/newsletter/brochure, etc. (Appendix 11)
3. We commit to asking children themselves how they would like to be represented and in what context. (see Appendix 9 and Appendix 10)

4. Any audio or visual recordings involve interviewing a child always ensure that the child is at no risk of being endangered, or adversely affected. This includes ensuring their privacy and not disclosing identifying information about a child, i.e. their full names, addresses or identifying their home, host community, or general location and being vigilant of street signs, advertising boards or any other background information that will indicate to a viewer where the child may live. Do not publish a story or an image which might put a child, or that child's siblings or peers, at risk. This is the case even when identities are changed, obscured, or not used. Only use a child's first name and provide a general location that is wide such as a city or province to avoid them being identified.
5. Still photographs and videos must never be demeaning, or disrespectful of the dignity of the persons portrayed. The rights, safety, and wellbeing of the persons being portrayed are always to be protected. The gratuitous portrayal of extreme suffering is always to be avoided. Editing should maintain the integrity of the photographic and video images' content and context. No changes should be made that distort the context of the image, or that make a situation look worse than it actually is.
6. Try to avoid using images of children that are shot from above; this visual angle can often reduce the dignity of that person in the eyes of the viewer. Ideally, images should be taken at the same level as, or looking up at, a subject, particularly when the portrayal shows the subject in a vulnerable or needy situation. We encourage opportunities for children to be photographed looking straight into the camera and in positive and empowering situations.

7. People should always be adequately clothed. They should never be portrayed in poses that could be regarded as sexually suggestive, erotic, or obscene. Images which are not intended to be sexual can be ‘sexualized’ when viewed and/or shared by certain individuals, particularly online.

#### **7.4 Child Friendly Feedback:**

In activities involving children, we will commit to encouraging children’s feedback. Questions can include:(see “Child Friendly Feedback Form” in Appendix 12)

1. How did you feel when you were part of the activity?
2. Name one of the things you liked best about the activity you are involved in.
3. Was there anything you didn’t like about the activity?
4. What could be done to improve the activity?
5. Was there any activity that made you feel unsafe or unhappy?
6. What did you think about the personnel/volunteers?
7. Who were the people you liked in the activity?
8. Did you have any worries about the way the personnel/volunteers treated you or your friends?
9. Is there anything else you would like to tell us about being part of this activity?
10. Would you like to participate in another activity organized by the Chinese Province of The Society of Jesus in the future?

#### **8. Monitoring Implementation**

The “Policy” and “Procedures” will be reviewed at least every 3 years to ensure compliance in accordance with the national laws

of the country/region of operation. The below are guiding documents and legal frameworks that can be revisited to ensure “Policy” and “Procedures” are compliant.

- The United Nations Convention on the Rights of the Child (1989)
- The UN Geneva Declaration on the Rights of the Child (1959)
- The African Charter on the Rights and Welfare of the Child (1999) (if project is in Africa)
- Geneva Conventions (1949) and Protocols I and II (1989)
- Convention Relating to the Status of Refugees (1951) - (plus 1967 Protocol)
- Minimum Age Convention (1973)
- Convention on the Worst Forms of Child Labour (1999)
- Universal Declaration of Human Rights (1948)
- Guidelines on Sexual and Gender-Based Violence in Refugee, Returnee and Displaced Situations (2003)
- Guiding Principles on Internal Displacement (1998)
- Inter-Agency Standing Committee (IASC) Commitment on Eliminating Sexual Exploitation and Abuse by UN and non-UN/NGO Personnel (2008)
- Global Protection Cluster Minimum Standards for Child Protection in Humanitarian Action (2012)

## 8.1 Self-Audit

The self-audit tool (see Appendix 13 developed by Keeping Children Safe will be used to monitor our implementation of “Policy”. The tool can be completed in hard copy (see Appendix) or online <https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/accountability/self-audit-tool> in English, Italian, French or Arabic.

## 8.2 Action Plan

Following the self-audit, an action plan can be developed on at least a three-yearly basis and submitted to CSO and the provincial for approval. Appendix 14 provides the template for the Action Plan.

## 9. Appendices

### Appendix 1: Contact Information of Child Safeguarding Reporting

Protection of Minors and Professional Standards Office, Chinese Province of The Society of Jesus

- Director, Protection of Minors and Professional Standards Office/Child Safeguarding Officer: Father John Lee Hua
- Child Safeguarding Office Telephone Number (886) 2-2365-1123 (Taipei)

Complaints about Sexual Harassment and Grievance & Disciplinary Email: [bng.affair@gmail.com](mailto:bng.affair@gmail.com)

Region	Civil Authority	Social Welfare	Medical Service	Notice
Taiwan	Police Telephone Number 110	Protection Telephone Number 113	Ambulance Telephone Number* 119	For further information •(English) <a href="https://www.mohw.gov.tw/lp-122-2.html">https://www.mohw.gov.tw/lp-122-2.html</a> •(Chinese) <a href="https://dep.mohw.gov.tw/dops/lp-1204-105.html">https://dep.mohw.gov.tw/dops/lp-1204-105.html</a> 關懷 e 起來通報網址： <a href="https://ecare.mohw.gov.tw/">https://ecare.mohw.gov.tw/</a>
Hongkong	Emergency 999	Family and Child Protective Services 2343-2255  Against Child Abuse 2755-1122	Emergency 999	Click on the following links for further details •(English) <a href="#">Family and Child Protective Services Against Child Abuse</a> •(Chinese) <a href="#">社會福利署保護家庭及兒童服務防止虐待兒童會</a>

---

\* Taiwan's "one-stop service for sexual assault cases" brings together police, medical professionals, and social workers in one hospital. This reduces the need for victims to repeat statements about the case and being traumatized again, and reduces inconsistencies in testimony due to repeated statements. It is a hospital-based comprehensive customer-centered care model that brings together expertise in the fields of medicine, law enforcement, and social work.

Region	Civil Authority	Social Welfare	Medical Service	Notice
Macau	Emergency 933	<p>Social Welfare Bureau of MSAR 2826-1126</p> <p>Domestic Violence 2823-3030</p>	<p>Social Welfare Bureau of MSAR 2826-1126</p> <p>Domestic Violence 2823-3030</p>	<ul style="list-style-type: none"> <li>•(English) Social Welfare Bureau of MSAR  <a href="https://www.ias.gov.mo/en/preventing_combatin">https://www.ias.gov.mo/en/preventing_combatin</a>  <a href="https://www.ias.gov.mo/wp-content/uploads/2016/08/2019-09-27_113626_85.pdf">https://www.ias.gov.mo/wp-content/uploads/2016/08/2019-09-27_113626_85.pdf</a></li> <li>•(Chinese)  <a href="http://ias.gov.mo/">澳門特別行政區政府 - 社會工作局預防及打擊家庭暴力法總覽 (ias.gov.mo)</a>  <a href="http://ias.gov.mo/">澳門特別行政區政府 - 社會工作局防治家庭暴力服務 (ias.gov.mo)</a></li> </ul>

## Appendix 2: Child Safeguarding Concern Form

Note: To be completed by the Child Safeguarding Officer (CSO). A copy of the completed form must be filed in the province archive and a copy must be held on file by the CSO and submitted to the local civil authorities.

### 1. Date and location of disclosure/concern

Date and time of disclosure/concern	
Location of disclosure/concern	
How was the information received? e.g., by telephone, email, letter or in person? (attach any written information to this form)	

### 2. Details of person making disclosure / raising concern

Name	
Address	
Telephone number	
Email/Line/WhatsApp	
Relationship to child or alleged victim?	

### 3. Details of child or alleged victim

Name	
Date of birth	
Gender (male or female)	

Address	
Telephone number/Social media	
Ethnic origin	
Language spoken (is an interpreter needed?)	
Any disability or special needs?	

#### **4. Parent/guardian details (where appropriate)**

Name	
Address (if different from above)	
Telephone number/Social Media	
Are they aware of the allegation, suspicion or complaint?	<input type="checkbox"/> yes <input type="checkbox"/> No

#### **5. Details of alleged perpetrator/Accused**

Name	
Address	
Telephone number/social media	
Relationship to child/victim	
Position in Jesuit Institution	
Address at time of alleged incident(s)	

Current contact with children if known (e.g. Teaches children, runs youth groups etc.)	
Any additional information	

#### 6. Details of concern, allegation or complaint

Date and time of incident	
Location of incident	
Were there any witnesses? (who? How many? Etc.)	
Details of the incident	
Does the child/victim know the referral is being made?	

#### 7. Action taken

Has the matter been referred to the relevant authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date and time of referral and venue of referral	
If no, explain why	
Who was it referred to? (Give name and designation of person)	
Address	

Telephone number	
Email/Line ID (if available)	

#### 8. Next steps

What actions were agreed upon and by whom when the matter was referred to the relevant authorities?	
Are there any immediate child protection concerns? If so, please record what they are and state what actions have been taken and by whom.	

#### 9. CSO details (details of person completing the form)

Date of form completion	
Time of form completion	
Signature	

## Appendix 3: Child Safeguarding Self-Disclosure Form and Acceptance Form

### Self-Disclosure Form

The Chinese Province of The Society of Jesus is committed to the protection of all children under 18, in line with the Committee of the Rights of the Child, the monitoring body for the UN Convention on the Rights of the Child. The convention states that a child has a right to be protected from physical and mental violence, injury, abuse or exploitation including sexual abuse. In accordance with this Convention, persons working or volunteering with the Chinese Province of The Society of Jesus agree to keep children safe from harm when relating and working with children. In addition, the Chinese Province of The Society of Jesus asks that all persons declare the following:

**1. Have you ever been convicted of a sexual or child safeguarding offence or are subject to an on-going sexual or child safeguarding investigation? \***

---

\* *The Protection of Children and Youths Welfare and Rights Act*, Article 81-1, People who are under any of the following circumstances shall not serve as the responsible people or employees of after-school careservices classes and centresfor children:

1. People who have committed offenses set forth in Paragraph 1 of Article 2 of the Sexual Assault Crime Prevention Act, Article 25 of the Sexual Harassment Prevention Act, or the Child and Youth Sexual Exploitation Prevention Act and have been punished with deferred prosecution or found guilty; however, people aged below 18 and convicted of breaking Article 227 of the Criminal Code are not restricted by the Article.
2. People who have committed sexual assault, sexual harassment or sexual bullying in a serious manner, or one of the acts set forth in each

Yes       No

If yes, please state below the nature, date(s) and location of the offence(s), case(s) or allegation(s):

---

---

**2. Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behavior towards a child?**

Yes       No

If yes, please state below the nature, date(s) and locations of the discipline procedure(s) you have been subjected of:

---

---

### **Declaration:**

---

subparagraph of Paragraph 1 of Article 49, which has been verified by the education authorities.

3. People who have committed sexual harassment or sexual bullying in a minor manner or one of the acts set forth in each subparagraph of Paragraph 1 of Article 49, which the education authorities deem it necessary to dismiss or lay them off and verify that they shall be prohibited from being employed for one to four years.
4. People who have committed sexual assault, sexual harassment, or sexual bullying, which has been verified by education authorities based on the objective facts.

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary.

► *Labour Standards Act, Article 12*

In any of the following situations, an employer may terminate a labour contract without advance notice: Where a worker misrepresents any fact at the time of signing of a labour contract in a manner which might mislead his/ her employer and thus caused him/her to sustain damage therefrom.

I understand that the information will be kept securely by the organization/project.

I understand that if someone made an allegation against me via civil authorities, I must inform my manager immediately, thus the Chinese Province of The Society of Jesus can assist me in an appropriate method.

I hereby declare the information I have provided is accurate.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- \* Please keep this form confidential.
- \* For personnel whose work involves frequent contact with children (e.g., at parishes or schools): Please note that refusal of signing the updated version of this form may subject to job relocation.

## Acceptance Form

I, \_\_\_\_\_ working/volunteering of the Chinese Province of The Society of Jesus agree that I have taken time to read and understand the Child Safeguarding Policy and will abide by the policy and statements stipulated below. I have had the opportunity to ask questions and seek clarification on any points that were not clear to me.

### I will:

1. Treat all children equally, observing their personal dignity regardless of their age, gender, language, tribe, religion, disability, opinion or other status.
2. Immediately report concerns or allegations of child abuse in accordance with Child Safeguarding Policy for the Chinese Province of the Society of Jesus.
3. Apply the following self-assessment questions regarding my professional boundaries:
  - Am I dealing in a different manner with a particular child than with others under the same circumstances?
  - Is my dress/availability/language different from normal with a particular child?

If my answer to the above questions are “yes”, keep answering the questions below:

- Would I do or say this to a child if a colleague were present?
- Would I condone my conduct if I observed it in another adult?

- Is there anything in the way I behave that is likely to impact negatively on a particular child or children, or harm them or place them at risk of harm?

**I will never:**

1. Put a child at risk of harm through inaction (including failure to report a concern).
2. Condone or participate in any child related activity which is illegal, exploitative, unsafe or abusive; this includes behavior by other children.
3. Use computers, mobile phones, video and digital images to exploit or harass children or to access child pornography through any medium.
4. Use language or behavior towards children that is harassing, abusive, sexually provocative or that is intended to shame, humiliate or emotionally abuse or place a child at risk of abuse.
5. Hit or otherwise physically assault a child irrespective of cultural norms, including as discipline.
6. Abuse my position to withhold professional assistance or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child, in order to solicit any form of advantage or sexual favor from a child.
7. Seek to make contact or spend time with any child with whom I come into contact as part of my work except as part of the designated activities set out in my role.

8. Do things of a personal nature for a child with whom I come into contact as part of my work that the child can do for themselves (e.g. toileting, bathing, dressing).
9. Visit a child's home alone during a field visit; invite unaccompanied children into my accommodation when on a field visit; spend excessive time alone with children away from others during a field visit; share a bedroom with or sleep close to an unsupervised child/ children during a field visit.
10. Have sexual intercourse or participate in any form of sexual activity, including paying for sex, with any person under 18 years old. This applies to all personnel regardless of the age of consent in the country/region being visited or for any social, cultural or religious reasons.
11. Seduce nor be seduced into any form/act of sexual activity with children.

**Signature:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* Please keep this form confidential.

\* For personnel, whose work involves frequent contact with children (e.g., at parishes or schools) Please note that refusal of signing the updated version of this form may subject to job relocation.

## Appendix 4: Three Consent Forms

### Initial Consent for Child Safeguarding

**Commitment to Child Safeguarding: The Chinese Province of The Society of Jesus** is committed to child safeguarding and requires all personnel to adhere to our child safeguarding policy and procedure. We define the child as any person under the age of 18.

**Declaration:**

I, \_\_\_\_\_ (name) declare that there is no reason why I would be considered unsuitable to work with children (persons under 18 years of age).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Consent of Contacting the Referees

**Consent:**

If my application proceeds to the interview stage, I \_\_\_\_\_ (name) agree that my referees can be contacted following that interview process and give my consent for information to share on past disciplinary proceedings or convictions involving safeguarding of children or vulnerable persons that my referees may be aware of.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please give the name and address of two referees, whom should be two most recent/present employer/tutor and not a relative. Please note that at this stage of the application process referees will not be contacted. Referees may only be contacted following the interview stage if a candidate progresses to that stage.

	Referee 1	Referee 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Referees Role at the Organization at the time of your employment</b>		
<b>Referees current role at the same Organization (if known)</b>		
<b>Consent of Providing Police Criminal Record Certificate</b> - Jobs including frequent contact with children applies		
If my application moves to the interview process, I hereby agree to provide <b>Police Criminal Record Certificate</b> after the interview. I understand that it is <u>only</u> used for clarifying that I have no criminal background regarding to child abuse. I also understand that criminal records other than child abuse (if any) <u>won't</u> affect the consideration of appointment unless there are additional concerns of the position I apply for.		
<b>Signed:</b> _____	<b>Date:</b> _____	

## Appendix 5: Referee Form

The candidate, \_\_\_\_\_ (full name), has applied for the post of \_\_\_\_\_ (name of post) with the Chinese Province of The Society of Jesus. He/ She have given us written permission to verify their employment details with you. We would be grateful if you could do so at your earliest convenience in order for us to proceed with the recruitment process.

<b>Referee's Current Details</b>	
Your Name	
Current Organization Name	
Current Organization Address	
Position in Organization	
<b>Referee's Details at the time of Candidate's Employment</b>	
Relationship to the candidate	
Length of Relationship	
Your role at the time of working with the candidate	
<b>Candidate Details</b>	
Positions Held by the candidate at your organization	
Start and end dates of the candidate's employment in your organization	
Reasons for Leaving	
Would the organization rehire the applicant? Yes/No	
If no, why would the organization not rehire the candidate?	

**General Feedback**

How would you describe the personal character of the candidate?

What particular traits would assist the candidate to work in communities, interacting with people from different social, ethnic

Please provide other relevant information or general comments about the applicant's suitability for this job position.

**Protection of Children**

The Chinese Province of The Society of Jesus is committed to the welfare of children. Have you any information or knowledge of this candidate that would cause you any concern in relation to the protection of persons under 18 years of age. Please answer yes or no. If yes, please provide details.

Please return the completed reference form with our prepaid (stamped) envelope. Thank you very much for your generous help.

Signature		Date
-----------	--	------

## Appendix 6: Application Form (For Taiwan Region Applicable)

<b>Position Details</b>			
<b>Position Applied for</b>			
<b>Applicant Information</b>			
<b>Full Name</b>			
<b>Any name previously known by</b>			
<b>Permanent Address</b>			
<b>Temporary Address (if applicable)</b>			
<b>Land Phone:</b>		<b>Mobile:</b>	
<b>Email Address:</b>			
<b>Employment History</b>			
<p><i>Please start with the current or most recent and include all posts if possible</i></p>			
<b>Employer Name &amp; Address</b>	<b>Post held</b>	<b>Start &amp; End Date</b>	<b>Description of post held</b>

<b>Volunteer Posts or Unpaid Work</b>				
<i>Please start with the current or most recent and include all posts if possible</i>				
<b>Employer Name &amp; Address</b>	<b>Post held</b>	<b>Start &amp; End Date</b>	<b>Description of post held</b>	
<b>Formal Education</b>				
<b>Dates</b>		<b>Institution/School Name &amp; Address</b>	<b>Qualifications Gained</b>	<b>Name/Title of Course</b>
To	From			
<b>Additional Information</b>				
<i>Please use this section to highlight additional skills or any other information that you feel is useful in considering your application.</i>				
<b>Languages</b>				
<i>Please indicate the level (Fluent, Intermediate, Basic)</i>				
<b>Language</b>	<b>Understanding</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<b>Referees</b>				
<i>Please give the name and address of two referees, whom should be two most recent/present employer/tutor and not a relative. Please note that at this stage of the application process referees will not be contacted. Referees may only be contacted following the interview stage if a candidate progresses to that stage.</i>				

	Referee 1	Referee 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Referees Role at the Organization at the time of your employment</b>		
<b>Referees current role at the same Organization (if known)</b>		
<b>Child Safeguarding</b>		
<p><b>Commitment to Child Safeguarding:</b> The Chinese Province of The Society of Jesus is committed to child safeguarding and requires all personnel to adhere to our child safeguarding policy and procedures. We define the child as any person under the age of 18.</p>		
<p><b>Declaration:</b> I, _____ (name) declare that there is no reason why I would be considered unsuitable to work with children (persons under 18 years of age).</p>		
<p><b>Consent:</b> If my application proceeds to the interview stage, I _____ (name) agree that my referees can be contacted following that interview process and give my consent for information to share on past disciplinary proceedings or convictions involving safeguarding of children or vulnerable persons that my referees may be aware of.</p>		
<p><b>Signed:</b> _____ <b>Date:</b> _____</p>		

## Appendix 7: Appointment Form

<b>Chinese Province, The Society of Jesus, Appointment Form</b>	<b>Date</b>	Year/Month/Day
	<b>Reference No.</b>	
<b>Name</b>		
<b>Duplicate</b>		
<b>Institution</b>		<b>Title</b>
<b>Salary</b>		
<b>Commencement date</b>	<b>Year/Month/Day</b>	<b>Location</b>

<p><b>Noted</b></p>	<p>Please prepare the following documents and submit to the Human Resource Office within 7 days.</p> <ol style="list-style-type: none"> <li>(1) The Appointment Form (keep a copy for your reference)</li> <li>(2) One Photocopy of Personal Identification Card</li> <li>(3) Photocopy of Qualification (Certificates, with the originals to verify)</li> <li>(4) Certification of Working Experience (issued by the previous working organization and the labor insurance record from Bureau of Labor Insure)</li> <li>(5) Personal Information Sheet with a half-length photo</li> <li>(6) Medical Checkup Report</li> <li>(7) Tax Free Application Form</li> <li>(8) Photocopy of the Cover of the Bank Passbook</li> <li>(9) The Signed Working Contract (3 sets)</li> <li>(10) The Signed Child Safeguarding Documents</li> </ol>
<p><b>Signature of Chairman of the Board</b></p>	

## Appendix 8: Code of Conduct

Due to the nature of work, it is imperative that all personnel working for, or persons assisting or co-ordinating with the Chinese Province of The Society of Jesus behave with ethical prudence and integrity at all times. Any behavior inappropriate to the objectives of our work and any breaches of the below conditions in the opinion of the Chinese Province of The Society of Jesus, at any time can lead to immediate termination of contract or other disciplinary action. The term 'personnel' for the purposes of this Code of Conduct, applies to all those associated with the Chinese Province of The Society of Jesus, including employees, interns, volunteers, contractors, consultants and any religious or lay assigned to work in our organization or assigned to reside in our compound.

### Professional Behavior

I commit myself to:

1. Undertake my duties conscientiously and in keeping with the organization's values and its mission.
2. Uphold and promote the highest standards of ethical and professional conduct in carrying out my assigned duties in the workplace and in my life outside the official work environment.
3. Display at all times equal respect for all persons regardless of their race, gender, religion, colour, national or ethnic origin, language, sexual orientation, age, socio-economic status, political conviction, or any other distinguishing features.

4. Help create and maintain a work environment characterised by mutual respect, integrity, dignity and which prevents exploitation, abuse and non-discrimination.
5. Maintain the highest degree of confidentiality in professional matters.
6. Facilitate open and honest communication within the organization.
7. Help create a healthy and positive working environment that allows and encourages all team members to work harmoniously even through challenging and stressful times.
8. Respect all local laws in the country/region where I am working and honour my private legal obligations.
9. Ensure that my conduct neither reflects negatively on the Chinese Province of The Society of Jesus nor impacts or undermines my or others' ability to undertake the role for which I am contracted
10. Be accountable for the property and funds of Chinese Province of The Society of Jesus entrusted to me and to those whom I supervise. I understand that, if I am proven to have been involved in theft or fraud or if I have mishandled assets, funds or records, I will be liable to pay compensatory damages and will be subject to dismissal.
11. Use my best endeavours to protect the natural environment and work in a sustainable way.
12. Behave in a way that does not jeopardise my security or the safety, health and welfare of my team.

13. Never possessing or being under the influence of illegal substances while on duty or representing the organization. The same prohibition applies for being under the influence of alcohol in the workplace or while representing the organization.
14. Receive clear instructions and approval before taking part in any communications or media task associated with my work.
15. Avoid any public statement which may unnecessarily reflect poorly on the name and reputation of the organization.
16. Report behaviors of other staff when I have reasonable suspicion of breaches of the standards of the Code of Conduct.

## **Child Safeguarding**

Please refer to “Acceptance Form” in Appendix 3

### **Bullying, Intimidation or Harassment**

Personnel should be free from any activity or behavior in the workplace that adversely affects their dignity. Personnel should have the freedom to conduct their work without having to suffer bullying, intimidation or harassment, including sexual harassment. Personnel should be aware that bullying, intimidation or harassment, including sexual harassment, affects the dignity of people at work, undermines them as human beings and is unacceptable.

Bullying, intimidation and harassment, including sexual harassment, constitute misconduct and can be grounds for disciplinary action. Any confirmed case of exploitation and abuse, whether of a sexual or non-sexual nature, is grounds for immediate dismissal.

**I will never:**

1. Shout or swear at colleagues, both publicly and in private
2. Insult a colleague's appearance, age, gender, religion and ethnic background.
3. Spread malicious rumours, which have no basis in fact
4. Harass verbally or in writing through jokes, offensive language or gossip
5. Freeze out, isolate, ignore or exclude
6. threat or act of violence, physical or verbal, either within or outside the workplace environment
7. bring offensive weapons to the workplace or carry them while conducting work or representing the Chinese Province of The Society of Jesus which is grounds for dismissal, unless approval is clearly stated in one's job description (e.g., guards)
8. Physically contact a beneficiary or colleague ranging in an unwanted way ranging from unwanted touching to serious assault
9. Stare, leer, or make aggressive gestures etc
10. Persistently and negatively attack a person on their personal or professional performance without good reason or legitimate authority
11. Refuse a colleague's annual leave in an unreasonable and unfounded manner

12. Abuse a position of power by unnecessarily undermining a colleague's work and/or placing unreasonable demands on a particular individual
13. Unreasonable or inappropriate monitoring of a colleague's performance
14. Persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks
15. Over-monitoring a colleague with malicious intent
16. Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior. This includes exchange of assistance that is due to beneficiaries; This also includes engaging with commercial sex workers.
17. Use the Chinese Province of The Society of Jesus communication equipment or premises (e.g., phones, computers, e-mail, etc.) to transmit harassing, abusive, sexually explicit, racially or ethically offensive, or defamatory material
18. Sexually harass a colleague or beneficiary. This includes, but is not limited to:

Verbal:

- requests or demands for sexual favours
- suggestive remarks
- degrading abuse or insults
- jokes or tricks of a sexual nature

Physical:

- gesturing of a sexual nature
- unnecessary touching
- indecent exposure
- actual assault

Visual:

- displaying pornographic material at the workplace

Sexual harassment should not be confused with simple friendly behavior or with more intimate exchanges if these are mutually desired and accepted. The difference between friendly behavior and sexual harassment is that sexual harassment is neither solicited nor accepted by the recipient; it is unwelcome and/or imposed.

### **Conflict of Interest**

Furthermore, I agree to:

1. Avoid activities outside the formal work setting (e.g., additional time-consuming employment or volunteer work) that would create a conflict of interest with my duties and responsibilities or detract in any way from my work assignments.
2. Not create business relationships between the Chinese Province of The Society of Jesus and members of my own extended family or friends or any private businesses in which I have a financial interest that may lead to a conflict of interest. If I become aware of a potential conflict of interest, I must immediately discuss this matter with my line manager.
3. Neither offer nor accept from beneficiaries, partners or contractors any favours, bribes or other forms of personal enrichment under any circumstances. Small tokens of appreciation may be offered or received, but I must inform my line manager of any such gifts.
4. Disclose any potential conflict of interests prior to my appointment with the Chinese Province of The Society of



Jesus or if a potential conflict arises during my service, I will share it immediately with my line manager for discussion.

I have carefully read this Code of Conduct and have had time to become familiar with the relevant documents. I hereby agree to abide by its requirements and commit to upholding the standards in this Code of Conduct.

I realize that any breach of the Code of Conduct can and may result in the termination of my contract or disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 9: Consent Form for Parents/Guardians

**Name of Organization:**

---

**Child's Name:**

---

**Parent/Guardian(s) Name(s):**

---

**Parent/Guardian(s) Email(s)/Line/WhatsApp:**

---

**Parent/Guardian(s) Mobile phone(s):**

---

**Photograph Consent:** Photographs may be featured on television, radio, newspapers, newsletters, websites, Facebook and social media pages of the Chinese Province of The Society of Jesus or that of our donors. Do you give permission for your child's photos/images to be used?

in a group (minimum of 3 Children) Yes  No

individual Yes  No

audio/visual recoding Yes  No

Note: Children's names or identity will not be used for any of these purposes.



**Outing/Camp Consent:** Do you give permission for your child to take part in the activities organized by the Jesuit institution?

Yes  No

**Medical Consent:** I give my consent to the Chinese Province of The Society of Jesus for my child to be brought and treated at hospital in case of an emergency and notify me immediately.

Yes  No  (if No, please tell us what can be done.)

---

**Signed Parent/Guardian 1:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed Parent/Guardian 2:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please read this message and sign above:

- (1) If parents are both the child's guardian, both of them have to sign.
- (2) If only one guardian, he / she should attach the Household Registration Transcript or any legal document before signing this form alone.
- (3) If the child is parentless or with parents who lack the ability to be guardian of children, the one who owns the guardianship should sign with the legal document.

## Appendix 10: Child Friendly Consent Form

Child's Name:	Child's Signature:
Date:	Location:
Name of personnel completing this form	Project/Organization:

*Instructions: Depending on the age/literacy of the child, ask the child to read the question or read it to him/her and ask the child to circle his/her response using the faces or words*

	Question	Child's Response Circle the face that best describes how you felt
1.	A person working for the Chinese Province of The Society of Jesus would like to take your photo or film of you. How do you feel about having your photo or being filmed today?	   Sad/upset   Not sure   Happy
2.	The Chinese Province of The Society of Jesus person explained you do not have to agree to having your photo taken or to being filmed. How do you feel about that?	   Sad/upset   Not sure   Happy

	<b>Question</b>	<b>Child's Response</b> Circle the face that best describes how you felt
3.	<p>How do you feel about your photo/film being used on the Chinese Province of The Society of Jesus website or our donor websites?</p> <p>Show the child the image or use a phone/device to show the website if possible. Explain if it is on the internet so it can be seen anywhere in the world.</p>	   Sad/upset   Not sure   Happy
4.	<p>How do you feel about your photo being used in a newsletter or magazine, poster or such like?</p> <p>Show the child a version if you have one.</p>	   Sad/upset   Not sure   Happy
5.	<p>How do you feel about your recording being used on radio/television? (if relevant)</p>	   Sad/upset   Not sure   Happy
6.	<p>How do you feel about your story or words you have told us today being used in a report or poster? Show an example of a poster or report if available.</p>	   Sad/upset   Not sure   Happy

	<b>Question</b>	<b>Child's Response</b> Circle the face that best describes how you felt
7.	The Chinese Province of The Society of Jesus has talked to your parents/guardians to ask their permission to take your photograph or film you. How do you feel about that?	   Sad/upset   Not sure   Happy
8.	Your photo, film or story may not end up being used. How do you feel about that?	   Sad/upset   Not sure   Happy



## Appendix 11: Consent Form for Media, Audio and Visual Recordings

### The Consent Form for Media, Audio & Visual Recordings

I \_\_\_\_\_ (the media/audio and video recorder) and \_\_\_\_\_ (name of institution, if applicable), hereby acknowledge that I, and the institution if applicable, will comply with the Regulations and Guidelines of Media/Audio and Video Recording in the *Child Safeguarding Procedures for the Chinese Province of The Society of Jesus*, and will only utilize the children's photos, audio and visual recordings on the related websites or publications of the \_\_\_\_\_ (name of the event) organized by \_\_\_\_\_ (name of the Jesuit's institution).

Signature \_\_\_\_\_ Date \_\_\_\_\_

ID/ARC

Number \_\_\_\_\_

Contact

Number \_\_\_\_\_

Email

address \_\_\_\_\_

Address \_\_\_\_\_

## Appendix 12: Child Friendly Feedback Form

Date: \_\_\_\_\_ Name (if you want): \_\_\_\_\_

Age: \_\_\_\_\_

*Instructions: Depending on the age/literacy of the child, ask the child to read the question or read it to him/her and ask the child to circle his/her response using the faces or words*

	<b>Question</b>	<b>Child's Response</b> Circle the face that best describes how you felt – sad/upset, not sure, happy
1.	How did you feel when you were part of the activity?	 Sad/upset  Not sure  Happy
2.	Name one of the things you liked best about the activity you are involved in.	
3.	Was there anything you didn't like about the activity?	
4.	What could be done to improve the activity?	
5.	Was there any activity that made you feel unsafe or unhappy?	

	<b>Question</b>	<b>Child's Response</b> Circle the face that best describes how you felt – sad/upset, not sure, happy
6.	What did you think about the personnel/volunteers?	 Not very Good <span style="margin-left: 40px;">   Not sure <span style="margin-left: 40px;">   Great/Fun </span> </span>
7.	Who were the people you liked in the activity?	
8.	Did you have any worries about the way the personnel/volunteers treated you or your friends?	No: Yes: If yes, can you tell us more?
9.	Is there anything else you would like to tell us about being part of this activity?	
10.	Would you like to participate in another activity organized by the Chinese Province of The Society of Jesus in the future?	 Not very Good <span style="margin-left: 40px;">   Not sure <span style="margin-left: 40px;">   Great/Fun </span> </span>

## Appendix 13: Child Safeguarding Self-Audit Tool

Name of Organization: \_\_\_\_\_

Person leading on the Self-Audit: \_\_\_\_\_ Date \_\_\_\_\_

**Part A:** *This tool is to assist organizations in self-assessing their child safeguarding initiatives; to help recognise strengths and weaknesses; and to inform the development of a Child*

**Instructions:** *Please draw the symbol or color in the appropriate box according to the level at which the indicator is currently in place:*

**A: In place:**○

**B: Partially in Place.** If so, please add comments: **∞**

**C: Not in place:** **X**

**For Means of Verification** please refer to attached appendices as proof of the procedure being in place, e.g. photographs, extracts from documents. etc.

*Safeguarding Action Plan.*

	<b>POLICY</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
1	The organization has a written child protection policy.					
2	The policy and procedures are approved and endorsed by the relevant management body (e.g., senior management board/ executive/ committee) and a signed copy of the policy is on file with the Child Safeguarding Officer (CSO).					
3	It is understood by all personnel and representatives that the policy and procedures must be followed by everyone in the organization.					
4	There are clear reporting procedures in place that provide step-by-step guidance on what actions to take if there are concerns about a child's welfare or safety.					
5	The policy includes the name and contact details of the CSO and explicitly outlines his/her responsibilities.					
6	The organizational policy makes reference to guiding documents such as the United Nations Convention on the Rights of the Child, as well as any relevant and important national laws and policies.					

	<b>PREVENTION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
1	Personnel are adequately assessed for their suitability to work with children, including where possible police and reference checks.					
2	Persons under contract/agreement have signed a Self-Disclosure Form stating whether or not they have had any previous court convictions or pending/previous investigations.					
3	There are written guidelines for behavior or some way of describing to personnel what behavior is acceptable and unacceptable, especially when it comes to contact with children (i.e. Code of Conduct, discrimination being unacceptable etc.).					
4	The consequences of breaking the guidelines on behavior are made clear and are linked to organizational disciplinary procedures (i.e. Ramifications of Misconduct).					
5	Children are not put at risk through the inappropriate use of information technology, such as the internet, websites, digital cameras etc.					

	<b>PREVENTION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
6	Where there is direct responsibility for running/providing activities, including residential care, children are adequately supervised and protected at all times (including use consent forms where necessary).					

	<b>TRAINING</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
1	All personnel have an induction to the child safeguarding policy when they join the organization.					
2	All new CSOs receive adequate training/induction/handover on the child safeguarding policy within a specific period of time from the start of their appointment.					
3	All personnel are provided with training opportunities within the organization in order to learn more about how to recognise and respond to concerns about child abuse.					
4	Personnel who have specific roles of responsibility towards children are given opportunities to attend and participate in conferences, trainings, forums and other external meetings/events concerning children's rights and child safeguarding					
5	Opportunities are made available to learn from other organizations working with children and to share our experiences with them in a safe and confidential manner.					
6	Work has been undertaken with all partner organizations to encourage best practice.(e.g., assisting with policy/procedure development, training of partner personnel etc.)					

	COMMUNICATION	A	B	C	Comments	Means of Verification
1	The organization is very clear about its responsibility to protect children and makes this known to all who come into contact with it.					
2	Children are made aware of their rights, particularly to their equal rights to safety and protection from abuse.					
3	A Child Safeguarding Statement is visible on the wall for children and beneficiaries which guides them, in language that is locally appropriate, on how to report any concerns					
4	There are clear and transparent messages made available to personnel, partners, beneficiaries and other organizations (including funding organizations) on how children will be kept safe (including through the use of child friendly material)					
5	The organization makes its policy visible through active sensitisation /publicity to all stakeholders (including through promotional materials)					
6	It is clearly communicated to all personnel that they are free to contact the CSO at any time in order to discuss or report a concern.					

	<b>SUPPORT</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
1	The organization supports and manages children's behavior in ways which are non-violent and do not degrade or humiliate children (e.g. without corporal punishment).					
2	The organization has conducted a mapping of quality local child protection resources, safe places, national authorities (e.g. police) and emergency medical, psychosocial and legal assistance.					
3	Children are provided with information and advice on where to go to for help in relation to abuse, harassment and bullying etc.					
4	The CSO has established a good network of relationships with the relevant child protection/welfare agencies as appropriate.					
5	Personnel with special responsibilities for keeping children safe have access to specialist advice, support and information.					
6	All child safeguarding concerns are filed with the CSO and then stored in a secure and confidential location.					

	MONITORING	A	B	C	Comments	Means of Verification
1	Arrangements are made by the organization to monitor compliance with standards and to use its experience of implementing child safeguarding measures to influence, develop and improve upon existing policy and procedures.					
2	Steps are taken to include the opinions of children and parents/carers in the monitoring and review of policies and practices in order to improve their effectiveness.					
3	Personnel are consulted as part of the monitoring and review process.					
4	All incidents, allegations of abuse and complaints are recorded and monitored in order to assess changing safeguarding risks over time.					
5	There is a written Child Safeguarding Action Plan (typically for up to 3 years), sufficiently resourced by management, showing what steps will be taken to keep children safe (including timeframe and person(s) responsible)					

	<b>MONITORING</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Comments</b>	<b>Means of Verification</b>
6	Policies and procedures are reviewed and evaluated at regular intervals, ideally at least every three years (using the Self-Audit Tool)					

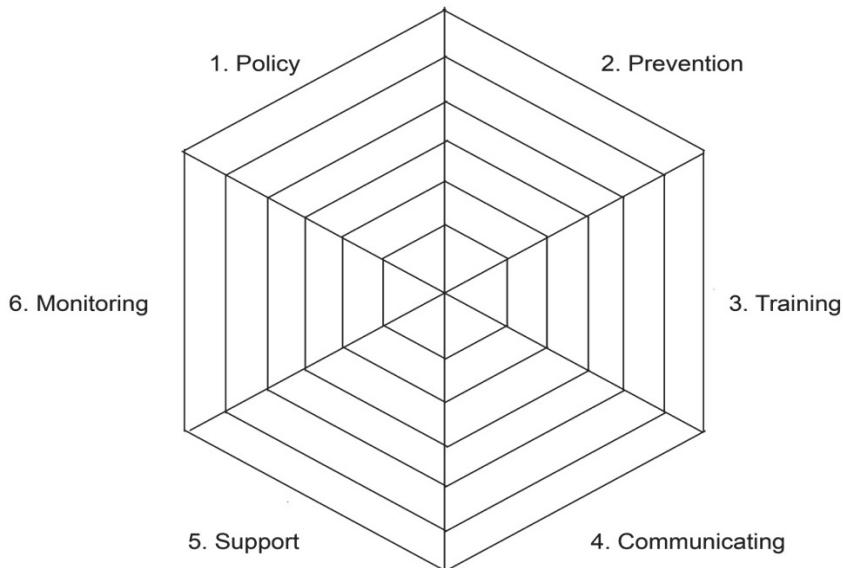
## **Part B:**

When you have finished, transfer your answers to the web using coloured pens or drawing the symbols. The web visually illustrates any gaps in your works in safeguarding children and highlights where further action is needed.

 In place

 Partially done

 Not in place



## Appendix 14: Child Safeguarding Action Plan Template

Name of Organization	
Start Date	
End Date	
Person completing the Action Plan	
Date of completing the form	

Objectives	Action	Duration	Budget (N.T.)	Note

NOTE: Add more rows as needed

