



CODE OF CONDUCT CHILD PROTECTION POLICY

All team members are required to read, initial each line, and return a signed and notarized copy of this document in order to participate in an Unafaa International sponsored mission trip.

Unafaa International has personal conduct expectations of all individuals participating in an Unafaa International sponsored mission trip. These expectations are meant to increase the safety and effectiveness of each team member on the mission trip.

PERSONAL CODE OF CONDUCT

- _____ 1. Refrain from criticizing the food or culture. Respect the advice you are given concerning attire, eating and drinking, and other such traditions that will help you to assimilate into the local community.
- _____ 2. Accept and submit to the leadership role and authority of the team leader(s) and promise to abide by his or her decisions as they concern this mission trip.
- _____ 3. Make sure that your outward appearance projects the image of Christ to the host culture. Be prepared to follow the dress code established for your trip.
- _____ 4. Refrain from giving or receiving personal contact information with any children at the ministries the mission team visits. Communication after the trip should be handled through Unafaa International or the ministry leader.
- _____ 5. Attend all team meetings, both prior to departure and during the mission trip (meetings may be in person or held as conference calls). In the event you are unable to attend, please contact your team leader prior to the meeting. Excessive nonparticipation may be cause for your removal from the team.
- _____ 6. Make sure the team leader knows where you are at all times during the mission trip. You should never wander off alone while on the mission field. The team must stay together at all times, unless directed by the team leader to do otherwise.
- _____ 7. Refrain from giving individual gifts of any sort without the knowledge and approval of your team leader. Although the intent of the giver is good, the results after we leave can cause problems for our host, and jealousy amongst the nationals who did not receive such gifts. NEVER give out cash on the mission field for any reason. If you want to bless a ministry, always talk with your team leader to discuss the best option.
- _____ 8. Speak the truth in love. Be positive. Avoid criticizing the ministries you are exposed to, team members and leaders on your trip with others not involved as this will only prove divisive to the mission. If an issue arises take it to the team leader and speak to him/her in private to determine the best way to address the issue. Always carry yourself in a Christ-like manner.
- _____ 9. If you are in a personal relationship with a team member (married or dating), it should not show in any way during your mission trip. Many cultures are offended by public displays of affection so be

sensitive to that on the mission field as you will be in an environment with many traditions and social norms of which you are unaware.

- _____ 10. We request that team members do not enter into a closed door or isolated setting with a member of the opposite sex (unless you are married as the Bible defines marriage) without being accompanied by a third person. Neither should you enter into a time of counseling or witnessing with the opposite sex without another team member or spouse present.
- _____ 11. We ask all mission participants to abstain from the consumption/use of alcoholic beverages, illegal drugs or tobacco products while on the mission trip. This includes time as a team both within and outside the continental US.
- _____ 12. Be flexible about room arrangements on the mission field. You will almost always be sharing a room with one or more team members. It is not always possible for married couples to be together in a room. It will depend on the type of lodging and the male/female makeup of the team. We are a Christian organization and therefore, men and women who are not legally married are never allowed to share a room together.
- _____ 13. Each person is liable for him/herself. If you break or damage something, you are responsible for restitution.
- _____ 14. Team members should be sensitive not to make commitments for the team without discussing with the team leader and asking the other team members. Teams should not commit time or funds from mission participants unless they have talked with their team leader about it first and received permission.
- _____ 15. The team leader reserves the right to direct a problem team member to return home if that team member's behavior is not in compliance with the expectations of this agreement. Lack of compliance can be destructive to the team, the ministry, or the community the team is visiting. Any additional cost incurred as a result of a team member being directed to return home early will be at the non-compliant team member's expense.

CHILD PROTECTION POLICY

The safety, security, and well-being of children are a high priority in all Unafaa International outreach teams and events. Therefore, this policy has been developed to ensure that this goal is achieved and sustained. All staff and volunteers are to be familiar with the principles and procedures outlined below and to be conscientious in fully complying with the policy. Adult staff and volunteers assume the full responsibility of setting and maintaining clear, appropriate boundaries in all interaction with children. This includes valuing them, regarding them positively, and treating them with respect and care at all times.

The most effective way to prevent harm to children is to be aware and vigilant. By adhering to the following standards for interaction with children we hope to reduce the risk of abuse. The Policy provides an agreed level of responsible interaction which increases trust and which acts as a deterrent for anyone with an intention to harm children. The Policy protects Unafaa International staff and volunteers from any actions being misunderstood or misinterpreted.

All Unafaa International staff and volunteers are expected to interact with children in a mature, capable, safe, caring, responsible manner, with a high level of accountability.

_____ 1. Team members should NEVER be alone with a child. Always be mindful of increased visibility to other adults when working with children. Plan activities in areas where other adults are present and at a time when other activities are occurring.

_____ 2. For Counseling and Medical issues: If there must be some level of privacy involved in the interaction, always have a third party (adult) present. Avoid situations where you are placing yourself at risk of being misunderstood. If appropriate, meet in a room with a visible window in the door for accountability purposes.

_____ 3. Technology should be used appropriately to protect children from abuse and exploitation. Sensitivity and discretion shall be used in uploading images of children or other vulnerable people on to personal social networking sites. Photographs should always be taken with the team leader's permission and in a way which protects the child's privacy and promotes their dignity.

_____ 4. Discipline (when necessary) should be used to teach and correct rather than punish. It should not include slapping, hitting, shaming, yelling at, or belittling a child. It is not permitted to physically discipline an unrelated child.

_____ 5. Children thrive on receiving loving, kind and affectionate expressions of our care. However unhealthy touch can be harmful and abusive. Therefore the following guidelines apply:

_____ a. Touch shall be open rather than secretive.

_____ b. A hug in the context of a group is very different from a hug behind closed doors.

_____ c. Touch should be in response to the need of the child, and not the need of the adult.

_____ d. Touch should be age-appropriate. (Example: picking up and comforting a two year old who has fallen and is crying will be different from helping a teenage girl who has twisted her ankle.)

_____ e. Touch should generally be initiated by the child rather than the adult and any resistance from the child should be respected.

_____ f. Touch should always communicate respect for the child. Adults should avoid doing things of a personal nature for the children that they are able to do for themselves, including dressing, bathing, etc.

_____ g. The following signs of affection are generally appropriate within specific contexts: verbal praise, side hugs, shoulder to shoulder hugs, pats on the shoulder, back or head (when culturally appropriate). For smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.

_____ h. The following behaviors between staff or volunteers and children are inappropriate or

may be perceived as inappropriate and shall not be engaged in: touching buttocks, chest, or thighs; showing affection in isolated areas or when alone with a child (you should never be alone with a child); having a child in your room (without specific permission); sleeping in bed with a child; inappropriate comments that relate to physique or body development; flirtatious or seductive looks or conversation; any form of affection that is unwanted by the child; any behavior that could be interpreted as sexual in nature.

_____ i. Physical touch or behavior initiated by a child that seems inappropriate should be immediately stopped, and attention redirected. Many of these children, especially girls, have been raised in a way where they received attention by using their bodies in seductive and inappropriate ways. For many of them, this is the only way they know to get any validation, attention and love. Do not shame them, but be very vigilant to give positive affirmation with redirected attention. Report any such incidents to your team leader immediately.

_____ 6. Verbal Interaction – Words can also be used to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes. Inappropriate verbal interaction includes: shaming, belittling, bullying, humiliating, name calling, using harsh language that may frighten, threaten or humiliate the child, cursing, or making derogatory remarks about the child.

_____ 7. Inappropriate verbal interaction also includes telling off-colored or sexual jokes, making sexually suggestive comments, and telling inappropriate secrets.

I have read the above policies and agree to abide by them. IN WITNESS WHEREOF, the parties hereto have set their hands to this Agreement:

I/we have read the Code of Conduct and agree to follow and/or support it.

PARTICIPANT:

Date: _____ Printed Name of Participant: _____
Signature of Participant: _____

If the participant is a minor (under the age of 18):

Date: _____ Name of Parent or Guardian: _____
Signature of Parent or Guardian: _____

NOTARY:

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

_____ My commission expires _____.
Notary Signature