

Internal Child Safety Policy Checklist

Global Ministries requires its partners who work with Children¹ when either using funds provided by or through Global Ministries to either adopt its Child Safety Policy (“Policy”) or have a policy, which substantially complies with and contains the core tenets set forth in such Policy. This checklist provides the standards which must be met by a partner’s child protection policy if the partner does not adopt Global Ministries’ Policy. All of the following criteria must be met in a partner’s child protection policy before an Advance project is approved, a grant agreement is signed, or other substantial funding is provided by Global Ministries when such funding will be used in the partners’ work with Children.

1. **Screening.** All partners must conduct screening of employees and volunteers who, while implementing the grant or funding, are likely to have contact with children. This must include some form of a criminal background check, which is consistent with the norms, expectations and platforms available in the local context.
2. **Mandatory Training.** All partners must provide mandatory training to employees and volunteers who, while implementing the grant or funding, are likely to have contact with children. The training must include information about the partner’s child protection policy, explain appropriate behavior and interactions with children and inform participants of how to report an incident.
3. **Two Person Rule.** All partners must abide by and enforce the two-adult rule. The "Two Person Rule" is defined as having at least two unrelated adults in any classroom or setting (with the exception of individual counseling where a door is left open and other adults are close by) one of which must be a screened staff or volunteer.
4. **Appropriate Conduct.** All partners must include in their child protection policies rules setting forth appropriate conduct required of adult staff and volunteers, such as no use of obscene language in front of children, no use of drugs, tobacco and/or alcohol in front of children, etc.
5. **Open-Door Policy.** All partners must include in their child protection policies a requirement that parents, volunteers and staff of partners will be permitted, as reasonableness dictates, to visit and observe all programs and classrooms at any time.
6. **Reporting.** All partners must include in their child protection policies a mechanism by which reports of child abuse or neglect are reported, including a statement on when and for whom it is mandatory to do so.

¹ A child is defined as any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.