PROTECTION FROM ABUSE AND EXPLOITATION

Caritas Jerusalem

Children and Vulnerable Adults Safeguarding Policy

1.1. Purpose

Caritas Jerusalem recognizes the right of children and vulnerable adults to protection, regardless of gender, sexual orientation, race, culture and disability. Caritas Jerusalem recognizes the power dynamics inherent in working with children and vulnerable adults and the potential for abuse and exploitation by staff of people we work with.

Caritas Jerusalem is committed to creating and maintaining an environment which promotes its core values and prevents abuse and exploitation of all people. Caritas staff and associates are expected to uphold the dignity of all people with whom they come into contact by ensuring that their personal and professional conduct is of the highest standards at all times. They are equally expected to serve with integrity and promote the right relationships while taking their responsibilities.

Caritas Jerusalem recognizes the unique needs of children and vulnerable adults and, therefore, commits itself to creating and maintaining an environment that protects these individuals.

1.2. Scope

This policy applies directly to the following categories:
- Caritas Jerusalem staff, which includes employees, volunteers, interns, and governance members
- Caritas Jerusalem associates, which includes contractors, consultants, and partner organizations

1.3. Protecting Children and Vulnerable Adults from Exploitation and Abuse

Caritas Jerusalem prohibits all forms of exploitation and abuse, namely:

- Caritas staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defence.

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1 Staff refers to all Caritas staff, volunteers, interns and governance members.
2 Associates refers to partner organizations, consultants and contractors
• Caritas Jerusalem staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.

• Caritas Jerusalem staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favors.

• Caritas Jerusalem staff and associates are prohibited from any form of humiliating, degrading, or exploitative behavior toward children, women, and vulnerable adults.

• Caritas Jerusalem staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.

• Caritas Jerusalem staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.

• Caritas Jerusalem staff and associates are prohibited from engaging in trafficking in human beings, in all forms.

In the same spirit, Caritas Jerusalem staff and associates are strongly discouraged from engaging in sexual relationships with people they work with since they are based on inherently unequal power dynamics. Such relationships are contrary to Caritas Jerusalem principles and values and undermine the credibility and integrity of its work.

1.4. Prevention of Harassment

Caritas Jerusalem is committed to providing a work environment that is professional and free from intimidation, hostility, humiliation, bullying, mobbing or other offenses which might interfere with work performance or the dignity of an individual.

Harassment of any sort - verbal, physical, visual - will not be tolerated. This includes but is not limited to harassment based on race, color, religion, philosophical or political ideas, gender, sexual orientation, age, national origin or ancestry, disability, medical condition, marital status, or any protected status defined by law.

Harassment of co-workers, counterparts, and people with whom we work are all equally prohibited.

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other verbal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes taking retaliatory action against an employee for discussing or making a harassment complaint. It is also against Caritas Jerusalem policy to download inappropriate pictures or materials from computer systems.

Sexual harassment may include any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person in particular when it contributes at creating an intimidating, hostile, degrading, humiliating or offensive environment. It may include
unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. It is important to note that sexual harassment crosses age and gender boundaries.

1.5. Responsibility to report

Caritas Jerusalem staff and associates are obliged to report any concern or suspicion of exploitation and abuse of a child or vulnerable adult. Failure to report may put the victim and Caritas Jerusalem at risk and is a breach of this Children and Vulnerable Adults Safeguarding Policy and of the Caritas Jerusalem Code of Conduct.

Caritas Jerusalem staff and associates should report concerns by a staff member from another non-member organisation or body, through established reporting mechanisms. Caritas Jerusalem staff and associates are also required to use these same mechanisms to report any harassment (as defined in section 1.4 of this Policy) that they may witness or experience, during the course of their work.

1.6 Retaliation

Caritas Jerusalem prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

1.7 Prevention

Caritas is adhering to the highest human resource and recruitment standards to safeguard people we work with against exploitation and abuse. This includes:

- Safe recruitment – referencing and vetting prospective applicants with emphasis on impeccable track record in carrying out their work in conformity with the Code of Conduct.
- Induction – all staff have completed an orientation on the Caritas Jerusalem Code of Conduct, Whistle blower’s Protection Policy, Complaints Handling Policy and Procedures, Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy and Standards of Behavior Toward Children and Glossary of Terms.
- Acknowledgment – all staff have read, understood and signed the Children and Vulnerable Adults Safeguarding Policy and the Caritas Jerusalem Code of Conduct.

1.8 Data protection

Caritas Jerusalem is committed to apply the highest levels of protection in the processing of personal data. Thus, Caritas Jerusalem will protect all personal information acquired during investigations related to the breach of the Caritas Jerusalem Code of Conduct and the Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy.
Policy approved by

His Beatitude Patriarch Pierbattista Pizzaballa The Latin Patriarch of Jerusalem

Date: 3rd March 2021

Most Rev. Yaser Al-Ayyash Greek Melkite Catholic Patriarchal Vicar for Jerusalem

Date: 3rd March 2021

Most Rev. Moussa El-Hage Maronite Archbishop of Haifa in the Holy Land and Maronite Patriarchal Exarch of Jerusalem, Jordan and Palestine

Date: 3rd March 2021

Rt. Rev. Francesco Patton OFM Custos of the Holy Land

Date: 3rd March 2021

Most Rev. Yacoub Ephraem Semaan Syro-Catholic Patriarchal Exarch of Jerusalem

Date: 3rd March 2021

Most Rev. Joseph Nerses Zabarian the Armenian Catholic Patriarchal Exarchate of Jerusalem

Date: 

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Annexes:

Annex I - Glossary of Terms
Annex II - Standards of behavior towards children
Annex III - Acknowledgment form

Annex I-Glossary of Terms

CHILD:

Any person under the age of 18. National law or local customs may use different definition; however, Caritas' position is all persons under the age of 18 should receive equal protection regardless of local age limits.

VULNERABLE ADULT:

Vulnerable adults are individuals aged 18 years and over who are at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis.

SAFEGUARDING:

The responsibility that organisations have to make sure their staff and programmes promote the welfare of children and vulnerable adults and do not expose them to the risk of harm and abuse. PSEA (Prevention of Sexual Exploitation and Abuse) and child protection come under this umbrella term.

PROTECTION:

The responsibility and measures taken to prevent and respond to abuse and exploitation of a child or vulnerable adult within communities. This includes building awareness, promoting training, identifying and responding to all complaints, monitoring and evaluating protection structures, and taking personal responsibility.

PSEA (Protection from Sexual Exploitation and Abuse):

All measures that protect people from crisis affected communities from sexual exploitation and abuse by staff (e.g. of NGOs, the UN and other actors).

ABUSE:

Any action or inaction that causes harm to another person. It can include physical abuse, emotional abuse, sexual abuse and neglect. It also includes abuse online and/or through mobile technology. There are various types of abuse including:

1. Sexual abuse: Any actual or threatened sexual act of violence perpetrated against a child or adult, whether by force or under unequal or coercive conditions. Examples of sexual abuse include rape, abusive sexual contact like unwanted touching and non-contact sexual abuse such as sexting and verbal or behavioral sexual harassment.

2. Physical abuse: The actual or likely physical injury to a child or adult, such as hitting, kicking or shaking, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
3. **Emotional abuse**: Harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection.

4. **Neglect**: When basic needs such as food, warmth and medical care are not met, or when there is a failure to prevent exposure to any kind of danger.

**EXPLOITATION:**

Any actual or attempted abuse of a position of vulnerability, differential power or trust to profit monetarily, socially or politically. There are various types of exploitation including:

1. **Sexual Exploitation**: The actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

2. **Child Labour**: The term “child labour” generally refers to any economic activity performed by a person under the age of 15.

3. **Trafficking**: The recruitment, transportation, transfer, harboring or receipt of children or vulnerable adults for the purpose of exploitation such as for labor, prostitution or sexual exploitation.

4. **Survival Sex**: Occurs when a child or vulnerable adult living in poverty or in an emergency situation chooses to engage in or is coerced into sex as a last resort for survival. It is transactional sex in exchange for food, water, drugs, shelter, money and any other essential needs for integral human survival.

**SUSPECT:**

An individual, who is suspected of having abused, exploited or knowingly allowed the ill treatment of a child or vulnerable adult. Such abuse or exploitation may cause physical, sexual, emotional, psychological or other harm to an individual. Investigation would determine whether the suspect is guilty or not.

**REPORTER:**

An individual who identifies and reports suspected incidents of abuse or exploitation of a child or vulnerable adult. All Caritas Staff are required to report whenever a suspicion of abuse or exploitation involving Caritas Staff or other humanitarian workers is raised, even when they may not have all the facts at hand.
Annex II - Caritas Jerusalem Standards of Behaviour towards Children

Caritas Jerusalem staff\(^1\) and associates\(^2\) must remain aware of perceptions and appearances in their language, actions, and relationships to children and safeguard them from harm. Staff and associates should be aware at all times to uphold the dignity of each child and treat all children with respect.

The following outline provides behavioural expectations of all Staff and Associates when interacting with children (any person under 18 years of age).

Caritas Jerusalem staff and associates:

<table>
<thead>
<tr>
<th>MUST</th>
<th>MUST NOT</th>
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<tbody>
<tr>
<td>1. Conduct themselves in manner consistent with values of Caritas, including complying with the Caritas Jerusalem Code of Conduct</td>
<td>1. Hit and physically abuse children (even if culturally acceptable)</td>
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<tr>
<td>2. Treat all children and their families with respect, regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status</td>
<td>2. Emotionally or verbally abuse a child</td>
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<td>3. Listen to children</td>
<td>3. Be harsh toward a child. If a child expresses discomfort, stop the behaviour</td>
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<td>4. Provide welcoming, inclusive and safe environment for children that prevents all forms of abuse and exploitation.</td>
<td>4. Have sex or engage in any sexual activity with a child including inappropriate touch</td>
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<td>5. Be sensitive when they are around children (i.e. language, conversations, touch, gestures)</td>
<td>5. Send degrading or harmful written or verbal messages to a child, such as sex-texting, pornography</td>
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<td>6. Respect cultural differences which do not harm children</td>
<td>6. Use any computers, mobiles, video cameras or social media to exploit or harass children, or access, download or share child exploitation material</td>
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<td>7. Be transparent in actions and whereabouts</td>
<td>7. Hire a child</td>
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<td>8. Have at least one other adult present when they are with a child. Care and discretion must be used on all one-on-one situations</td>
<td>8. Encourage a child to meet with them outside of work-related activities</td>
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<td>9. Ensure that an adult caretaker is present when transporting a child; and if not possible, obtain appropriate permission</td>
<td>9. Take a child to their homes</td>
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<td>10. Report any concerns of child abuse or exploitation</td>
<td>10. Find themselves alone with a child (there may be exceptions)</td>
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<td>11. Disclose all charges or convictions if they relate to child exploitation</td>
<td>11. Do things for child of a personal nature that they are able to do for themselves</td>
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<td>12. Comply with relevant country legislation</td>
<td>12. Show favouritism</td>
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<tr>
<td>13. Ensure contact with children is supervised, accompanied or at least in sight of other adults.</td>
<td>13. Be intoxicated or under the influence of drugs when with children</td>
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\(^1\) Staff refers to all Caritas staff, volunteers, interns and governance members.

\(^2\) Associates refers to partner organizations, consultants and contractors.
Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy

Annex III-Acknowledgement Form

Acknowledgement

All Caritas Jerusalem staff\(^4\) and associates\(^5\) must read, sign, and abide by the Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy which prohibits abuse and exploitation of a child or vulnerable adult.

I understand Caritas Jerusalem’s commitment to protect the rights and dignity of children and vulnerable adults and to safeguard them from abuse and exploitation as defined in the Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy.

I have read the Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy in its entirety and understand the following:

- [ ] The definitions of abuse and exploitation.
- [ ] That I am required to report abuse and exploitation of a child or a vulnerable adult.
- [ ] How to report, in accordance with Caritas reporting procedures, maintaining confidentiality.
- [ ] That I am required to uphold the standards of behaviour described in the Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy and Caritas Jerusalem Code of Conduct.
- [ ] That I am required to complete an orientation on the Caritas Jerusalem Code of Conduct, Caritas Jerusalem Children and Vulnerable Adults Safeguarding Policy, Caritas Jerusalem Whistle blower’s Protection Policy, and the Caritas Jerusalem Complaints Handling Policy and Procedures and familiarize myself with related documents including:
  - Annex I- Glossary of Terms
  - Annex II- Standards of behaviour towards children
- [ ] That if I have any questions, it is my responsibility to ask my supervisor or designated staff at Human Resources.
- [ ] That breach of the Policy and failure to report may lead to disciplinary action including termination or dismissal.

________________________________________________________________________

EMPLOYEE SIGNATURE

DATE

\(^4\) Staff refers to staff, volunteers, interns and governance members

\(^5\) Associates refers to partner organizations, consultants and contractors