

CHILD SAFEGUARDING AND PROTECTION POLICY



HISTORY

Since 2013, the Brazilian Baptist World Missions Board (JMM) has maintained a consolidated record in the area of child protection through the implementation of the Child and Adolescent Protection Policy (CAPP).

In light of new global, cultural, and digital challenges, the organization has updated this document, now called the Child Safeguarding and Protection Policy (CSPP).

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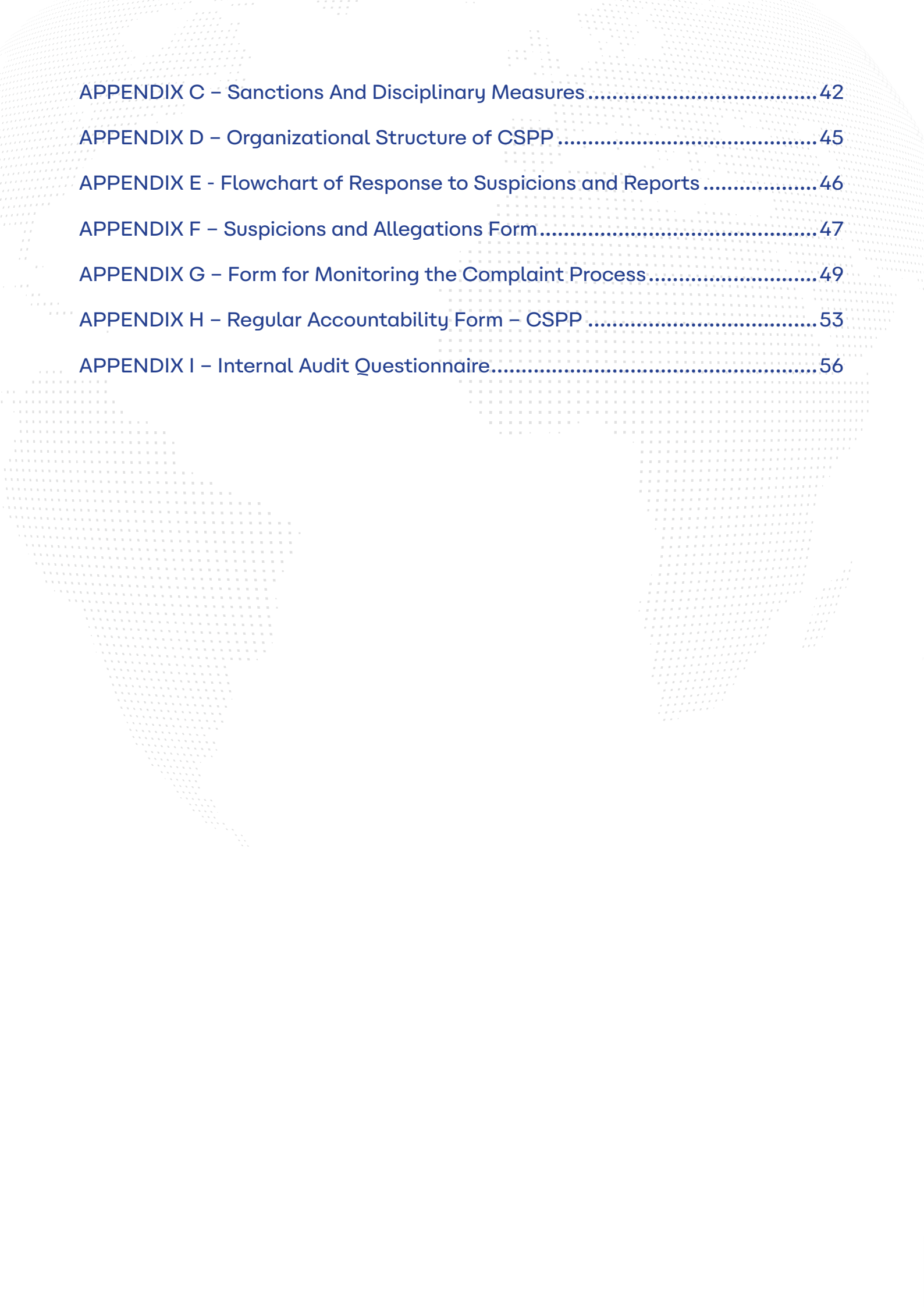
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INTRODUCTION

The World Missions Board (JMM) is the executive mission board of the Brazilian Baptist Convention (CBB), established in 1907 to expand missionary work beyond Brazil's borders. Throughout its history, JMM has engaged in awakening and preparing individuals for service, evangelization, church planting, and initiatives of compassion and justice, contributing to the proclamation of the Gospel among all peoples.

Our mission is to plant churches among all peoples and in places not yet reached.

Our vision is to impact nations with the Gospel, mobilizing the Church to connect people to Jesus and transform communities.

This vision requires us to receive and support individuals holistically – physically, socially, psychologically, emotionally, and spiritually – equipping them to exercise their ministry in cross-cultural contexts with integrity, resilience, and care.

JMM currently operates in more than 90 countries across the Americas, Africa, Europe, and Asia, developing programs and projects that reach people of all ages, particularly in contexts of social vulnerability, risk of exploitation, and rights violations. This includes direct contact with children through churches, missionary projects, compassion initiatives, mobilization campaigns, and institutional marketing efforts.

JMM acknowledges, based on studies and reports from national and international organizations, that there are real risks of violence against children in its various forms – including abuse, exploitation, and neglect – across all contexts. Violence against children is a tragic global reality that undermines the well-being, development, and dignity of millions of boys and girls. We believe that all those involved in the mission carry the essential duty to care for, protect, and value every child, ensuring safe and welcoming environments where they are respected, nurtured, and safeguarded.

1. CHILD SAFEGUARDING AND PROTECTION POLICY

The World Missions Board (JMM) of the Brazilian Baptist Convention (CBB) adopts the Child Safeguarding and Protection Policy (CSPP) as a normative, educational, and ethical instrument, aimed at preventing all forms of violence against children from birth up to 18 years of age. Inspired by biblical principles, the United Nations Convention on the Rights of the Child, the Brazilian Statute of the Child and Adolescent (where applicable), and recognized international best practices, the CSPP reflects our unwavering commitment to life, justice, and human integrity.

The implementation of this policy is the responsibility of all members of the JMM missionary community – missionaries, staff, volunteers, and partners. The commitment to protection is expressed through the development of a culture of prevention and safeguarding, to be promoted through ongoing training, codes of conduct, accessible reporting mechanisms, monitoring systems, and institutional support structures.

More than a document, this policy is the living expression of our faith and practice, grounded in the values of the Kingdom of God and in the mission of serving the most vulnerable with compassion, excellence, and responsibility – always prioritizing the protection and well-being of the child.

2. STATEMENT OF COMMITMENT

The World Missions Board (JMM), through all its staff members, missionaries, volunteers, and partners, reaffirms its commitment to promoting well-being and the comprehensive protection of children in every region where it serves. JMM adopts and recommends best practices and procedures for child protection, guiding its team and partners in accordance with standards of excellence in the development of initiatives and the provision of appropriate support to mission fields, with the objective of ensuring safe, welcoming, and violence-free environments.

JMM takes a firm stand against all forms of violence against children, grounding this position in biblical principles and in the United Nations Convention on the Rights of the Child (1989).

JMM is jointly responsible for protecting children across all areas of its work. In cases of omission, structural failure, or negligence within its safeguarding systems, the organization accepts responsibility for the consequences.

JMM is committed to evaluating and correcting failures in the processes of prevention, communication, training, supervision, and response to prevent organizational risks that could compromise the integrity of children.

With regard to hierarchical responsibility, the leadership of JMM must ensure that the Child Safeguarding and Protection Policy is effectively implemented and be jointly accountable for institutional supervision and for responding to any violations.

JMM is committed to providing biopsychosocial, legal, and spiritual care to victims of violations resulting from institutional failure, ensuring their voice is heard, their dignity upheld, and their recovery supported.

JMM, through its leadership, guarantees that no one will suffer retaliation for reporting inappropriate conduct or violations of the Child Safeguarding and Protection Policy, ensuring a safe listening environment with a secure reporting channel (the ombudsman channel) to guarantee impartiality.

JMM will fully comply with its Child Safeguarding and Protection Policy and will collaborate with legal authorities in all cases of violations of children's rights within its fields of operation.

3. DEFINITION AND TYPES OF VIOLENCE

According to the **World Health Organization (WHO)**,



“violence is the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that results in or has a high likelihood of resulting in injury, death, psychological harm, developmental impairment, or deprivation”.¹

ABUSE

Abuse, or maltreatment, in relation to children,



“encompasses all forms of harmful physical and/or emotional treatment, sexual abuse, neglect or negligent treatment, commercial exploitation, or any other type of exploitation, resulting in actual or potential harm to the child’s health, survival, development, and dignity, within the context of a relationship of responsibility, trust, or power”.²

The outcomes of this category of violence may manifest through emotional health problems such as depression, anxiety, panic disorders, eating disorders, sexual and mood disorders, among others.

SPIRITUAL ABUSE

This is a form of abuse characterized by the use of authority, influence, or power by any person in a position of religious authority (within the church, the organization, or the family) to control, coerce, manipulate, or dominate individuals through religious practices.

¹ World Report on Violence and Health, World Health Organization, Geneva, 2002, p. 5.

² Ibid., p. 81.



“This form of abuse may occur when a leader uses their spiritual position to control or dominate another person, suppressing their feelings, opinions, and the consequences for their life.”³

It may also occur when spirituality is used to compel others to live according to a prescribed spiritual standard or to “test” a person’s spiritual performance.

The outcome of this category of violence is the weakening of a person’s self-understanding and their spiritual connection with God, experienced by those who suffer this type of abuse.

EXPLOITATION

Exploitation refers to the use of a child in labor or activities for the benefit of others. This includes child labor and sexual exploitation, though not limited to these, and the use of children for sexual purposes, whether commercial or non-commercial. Such activities harm the child’s physical and mental health, education, and holistic development.

The outcome of this category of violence is humiliation and threats to the child’s physical and psychological integrity, causing the child to feel like an object rather than a subject of value and rights.

EXPOSURE TO PORNOGRAPHY

Exposure to pornography refers to simulating the participation of a child in pornographic or sexually explicit scenes through alteration, montage, or modification of photographs, videos, or any other form of visual representation. It also includes acquiring, possessing, or storing by any means photographs, videos, or other records containing pornographic or sexually explicit scenes involving children, as well as producing, reproducing, directing, photographing, filming, or recording by any means such scenes involving children.

The outcome of this category of violence may lead to mental health problems, sexism and objectification, sexual violence, and other negative consequences. There is a significant risk that children may come to perceive adverse sexual behaviors as normal and acceptable.

³ JOHNSON, David; VAN VONDEREN, Jeff. The Subtle Power of Spiritual Abuse

NEGLECT

Neglect is defined as



*“the low standard or failure to provide for a child’s basic needs, in such a way that the child’s physical or psychological well-being is harmed or placed at risk”.*⁴

In this category of violence, parents or guardians deliberately fail to fulfill their obligations. Child neglect includes:

- a) **Physical** – failure to provide adequate food, clothing, or hygiene necessary for health care; abandoning the child; expelling the child from home; or failing to supervise the child at home or in public places.
- b) **Educational** – failure to enroll the child in school, or allowing/creating situations that result in frequent absences.
- c) **Emotional** – lack of affection, love, care, comfort, and appropriate attention; failure to intervene when the child demonstrates antisocial behavior; refusal or delay in providing necessary psychological care.
- d) **Digital** – allowing the child to use screens without supervision or moderation, and for longer than recommended.
- e) **Social** – preventing the child from having regular opportunities to socialize with peers of the same age group.

The outcome of this category of violence is associated with harm to the child’s growth and holistic development..

PHYSICAL VIOLENCE



*“Physical violence is defined as “a physical act of aggression against a child or adolescent, committed by an adult or an older child, that causes injury, even if there was no intent.”*⁵

⁴ Manual of Guidelines and Practices for the Protection of Children in Churches, PEPE Network, p. 20.

⁵ Ibid., p. 19.

This type of aggression includes: hitting, shaking, pulling, pushing, throwing the child into the air, burning, suffocating, or any other act that causes physical harm. It also includes administering psychoactive substances, such as alcohol and drugs.

The outcome of this category of violence leads directly to pain, neurological damage, disability, or death. It may also result in low self-esteem and aggressive behavior.

EMOTIONAL VIOLENCE

Emotional violence refers to the mistreatment of a child's emotions. It involves behaviors that interfere with the mental health or social development of a child or adolescent.



It includes verbal violence (intimidating, insulting, making negative comparisons, telling the child they have no value, habitual blaming), lack of affection (ignoring), extreme punishment (causing the child to feel fear or danger), exploitation”⁶

and practices commonly referred to as bullying today. All forms of violence cause harmful emotional effects on the child.

The outcome of this category of violence may lead to long-term effects on the developmental process, fostering a low level of affection and a high level of criticism.

SEXUAL VIOLENCE

Sexual violence against a child refers to



“any deliberate, unwanted, and non-essential act of a sexual nature, whether completed or attempted, that is perpetrated against a child, including for purposes of exploitation, and that results in or has a high likelihood of resulting in injury, pain, or psychological suffering”.⁷

⁶ Ibid, p. 19.

⁷ United Nations Children's Fund. International Classification of Violence against Children. UNICEF. Nova York, 2023. Disponível em: <https://data.unicef.org/topic/child-protection/violence/sexual-violence/>. Free translation.

This involves forcing the child to take part in sexual or libidinous activities, such as: physical contact, including penetration or non-penetrative acts, fondling, violation of privacy (undressing, spying on the child), and encouraging the child to behave inappropriately in a sexual manner

The outcome of this type of violence includes self-harm, inappropriate sexual behavior, sadness, and low self-esteem.

DIGITAL VIOLENCE

Digital violence occurs when children gain unrestricted access to social networks, sometimes without the knowledge or control of parents or guardians over the content accessed or the contacts established. The internet, which should be a benefit, can become a threat to their physical and emotional integrity and to their regular development. Excessive screen use harms the child's development. Digital violence may occur through social networks, information channels, communication technologies, internet platforms, or online games.

The United Nations defines this type of violence as violent online behavior ranging from online harassment and public insults to the intent to inflict physical harm, including sexual assault, homicide, and induced suicide.

Different types of digital violence:

- *Cyberbullying* - is defined as “violence committed and disseminated through digital means, such as social networks, email, or mobile messaging applications, which causes harm to dignity and integrity, and prevents empowerment, development, and the full enjoyment of human rights, such as dignity, freedom of expression and information, protection of personal data, and access to justice.”⁸
- *Stalked/stalking* (digital pursuit) – compulsively pursuing and harassing a person via the internet, social networks, or other digital platforms, with the intent to control, intimidate, or threaten the victim.

⁸ According to a United Nations report, urgent measures must be taken to combat violence against women and girls. UN Women. September 24, 2015. Available at: <https://www.unwomen.org/es/news/stories/2015/9/cyber-violence-report-press-release> (unwomen.org in Bing)

- *Oversharing* (occurs in the parental relationship) – refers to the overexposure of children on social networks, often through the posting of photos or videos that appear “funny” or place the child in embarrassing situations, sometimes involving nudity or minimal clothing. Although perceived as harmless, such exposure can have serious consequences for a child’s development.⁹
- *Shaming* – refers to acts intended to embarrass or humiliate a person.
- *Doxing* – refers to the publication of private information—such as personal data, intimate photos and videos, locations, routines, or hobbies - without the consent of the affected person.
- *Sexting* – refers to the exchange of messages, photographs, and videos with sexual content, where sending and receiving is consensual between both parties. However, when individuals share such material on social networks with the intent to threaten, intimidate, or misuse the content without the other person’s consent, the act becomes a crime.
- *Grooming* – refers to an adult contacting children while pretending to be a child, with the purpose of establishing a relationship of emotional control or sexual abuse.

Therefore, we understand that digital violence is characterized by the violation of children’s rights and can bring serious psychological and emotional consequences, as it directly affects their privacy and self-image, as well as those around them and third parties. There are various forms of digital violence, but the most well-known is cyberbullying, whose most significant features include comments such as insults, humiliations, videos, images, and even sending the victim into the so-called “Silence Zone,” where they are ignored.”¹⁰

The outcome of this category of violence can cause social, emotional, and/or psychological harm, severely affecting the mental health, social development, and even the personal integrity of children.

⁹ MEDON, Filipe. (Over)Sharenting: the overexposure of children’s and adolescents’ images and personal data based on real cases. *Brazilian Journal of Civil Law*, 31(02), p. 265, 2022.

¹⁰ Available at: <https://asuntosdemujeres.com/el-abuso-espiritual-un-agresor-sumamente-silencioso/> (asuntosdemujeres.com in Bing).

4. GENERAL MEASURES FOR THE PREVENTION OF VIOLENCE

JMM shall implement the following preventive measures, which are to be systematically integrated across all organizational areas and management systems:

a) Code of Conduct and Compliance Monitoring

- Implement and reinforce a strict Code of Conduct that establishes clear rules and standards of behavior, with severe sanctions for violations.
- Create safe physical and institutional environments, ensuring constant supervision.
- Require formal authorization for the use of images.
- Safeguard the privacy and dignity of children in all institutional communications and disclosures.
- Disseminate the protection policy through the organization's internal and external channels, including recruitment processes and training programs.
- Record and forward all reports or suspicions of violence to the designated protection officer within the organization, ensuring seriousness, confidentiality, and avoiding trivialization or omission.

b) Capacity Building and Awareness: Promoting Behavioral Change and Social Norms

- Conduct public awareness campaigns on children's rights, the different types of violence, and the available reporting channels, while actively combating the cultural acceptance of violence and the stigmatization of victims.
- Promote regular training sessions for all staff.
- Provide clear guidance on the different forms of violence and on the appropriate procedures to follow in cases of suspicion or confirmation.

c) Child Participation and Community Engagement

- Promote the active participation of children in the design and implementation of projects and initiatives aimed at developing their skills to take a leading role in preventing violence.
- Encourage children's active involvement by listening to their opinions, concerns, and accounts regarding the environment and potential risk situations.
- Provide safe and accessible channels for reporting and qualified listening, ensuring confidentiality and protection against retaliation.

d) Education and Awareness for Violence Prevention

- Implement curricular approaches that strengthen self-knowledge, self-esteem, self-protection, and the development of protective emotional relationships.

e) Emergency Support

- Ensure special protection for children in crisis contexts, preventing increased vulnerability to violence.
- Establish and/or join local protection networks.
- Develop intersectoral protocols for the identification, referral, and follow-up of cases, ensuring coordinated responses and avoiding the re-victimization of children.

5. RISKS ASSESSMENT

As part of its strategic actions and operations, JMM adopts risk identification and assessment measures to minimize and prevent negative impacts that may harm children.

Outlined below are key items that must be observed by those responsible for areas, programs, projects, and missionary initiatives:

- a) The sociocultural context** in which JMM activities take place, recognizing that certain forms of violence may be more prevalent in one context than in another (e.g., female genital mutilation).
- b) The characteristics of projects, programs, and activities in general**, assessing whether situations exist that may expose children to risks.
- c) The profile of staff**, missionaries, volunteers, and partners, including background checks, certificates of good conduct, and training.
- d) The physical and virtual environments used in JMM's activities**, to identify structural or technological vulnerabilities.
- e) Communication**, transportation, and the use of children's images and personal information, ensuring safe and ethical procedures.
- f) Institutional violence** in settings such as shelters, schools, hospitals, detention centers, or care programs, manifested through bullying, discrimination, corporal punishment, sexual harassment, social exclusion, and other forms of violence among peers or perpetrated by adults.
- g) Child trafficking**, with measures to combat sexual exploitation, forced labor, illegal adoption, forced begging, recruitment for armed conflicts, or other forms of exploitation.
- h) Discrimination and exclusion**, identifying risks related to gender, race, ethnicity, disability, migration status, religion, or any other condition that may lead to social exclusion, rights violations, or denial of rights.
- i) Online violence and cybercrime**, including cyberbullying, grooming, child sexual exploitation, identity theft, blackmail, and other digital crimes.

6. RECRUITMENT AND SELECTION PROCEDURES

Individuals who work directly and regularly with children through JMM will be recruited according to pre-established criteria, with a focus on risk prevention and promoting safe environments. Their backgrounds will be verified in accordance with the legal and cultural frameworks of each country of operation.

The World Missions Board (Junta de Missões Mundiais) adopts the following mandatory procedures in the recruitment, selection, and deployment of missionaries, staff, and volunteers:

a) Screening Form with a Protection Focus: All candidates must complete a form providing personal information, a history of work with children, motivation for serving in the mission, and a self-declaration of ethical and legal integrity.

b) Background Verification: Each candidate must present a criminal record clearance certificate (from Brazil or the country of intended service) and a declaration confirming that they have not been, and are not currently, involved in any proceedings related to child abuse, neglect, or mistreatment.

c) References and Pastoral Letter: It is mandatory to provide a letter from the local church leadership attesting to the candidate's Christian testimony, personal ethics, and prior experience with children. In addition, a second personal or professional reference will be required.

d) Structured Interview with Focus on Conduct and Values: A thorough interview will be conducted with all candidates, aiming to understand their family, professional, spiritual, and behavioral background, as well as their relational ethics and perspective on child care and protection.

e) Mandatory Documentation: Candidates must present an official identity document or passport (in the case of foreign applicants) for internal registration purposes.

f) Mandatory Pre-Service Training: No candidate may begin any activity with children without having first participated in the initial training on the Safeguarding and Child Protection Policy.

g) Declaration of Commitment to the CSPP: All candidates must formally acknowledge and adhere to the principles and standards of the Child Safeguarding and Protection Policy (CSPP) by signing the Declaration of Commitment (Appendix A) prior to the commencement of their duties.

7. CODE OF CONDUCT FOR ALL STAFF AND ORGANIZATIONAL STRUCTURE

As a global Christian organization, founded on love for our neighbor, the dignity of all human life, and a commitment to justice, we adopt behavioral guidelines with a special focus on the full protection of all children directly or indirectly involved in our actions – without any form of discrimination based on social class, race, culture, religion, age, gender, including those with disabilities, neurodivergence, and other specific needs.

Children are created in the image of God and must be treated with love, respect, care, and dignity. Therefore, all missionaries, staff members, volunteers, partners, or individuals who have any connection with JMM and who interact directly or indirectly with children must adopt the following established conduct:

7.1 Mandatory Conduct:

- a) Act with respect, empathy, patience, and integrity in all interactions with children.
- b) Treat all children in a manner that reflects God's love for them.
- c) Exercise caution, safeguarding oneself against any possibility of allegations of violence against children.
- d) Always prioritize the physical, emotional, and spiritual well-being of children.
- e) Build healthy relationships based on mutual trust, without favoritism or exclusion.
- f) Never remain alone with a child. Even in private conversations, another adult must be present or within visual contact.
- g) Visits to the homes of children participating in the organization's programs may only occur with the consent of legal guardians and in the presence of a family adult. Visits must not be conducted in households where the child is unaccompanied.
- h) As an adult, always be responsible for one's own behavior. Remain attentive to children's inappropriate behavior and provide firm yet respectful guidance, always reporting incidents to direct leadership.

- j) Always accompany individuals who are not part of the team during visits to projects, programs, and/or activities involving children.
- k) Physical contact with children must occur exclusively in public settings and never in a concealed manner. Even in situations where a child demonstrates emotional and/or physical fragility, requiring closer care and assistance, the initial safeguarding guidance must be respected.
- l) Ensure that any transportation of children is authorized in advance and in writing by their legal guardians.
- m) In cases where medical consultation is necessary, the child must be examined by a qualified health professional in the presence of a family guardian.
- n) Obtain written authorization, record, and inform the guardians of any medical care provided or administration of first aid.
- o) Safeguard the image and privacy of children. Photos and videos may only be taken with formal authorization from parents or legal guardians, as well as the child's own assent/consent (Appendix B).
- p) It is strictly prohibited to publish individual photos of children together with their real personal data on digital platforms. Their names must be altered in newsletters, and any specific geographic references must be removed. Images should prioritize children engaged in activities and collective contexts, using angles that preserve their identity, such as side profiles, shots from behind, or overhead perspectives. The organization adopts the position of not focusing on faces that expose situations of vulnerability, neglect, or exploitation. All communication must, without exception, be guided by respect and decency, celebrating the humanity of the child and protecting them from any narrative that exploits their circumstances in a degrading manner.
- q) Clearly explain to children what their rights are and provide safe reporting channels for suspected or confirmed cases of violence.
- r) All communication with children must occur exclusively through authorized institutional channels. Private or informal contact with program participants is strictly prohibited, whether by email, WhatsApp, social media, or any other channels not authorized by the organization.

7.2 Prohibited Conduct:

- a) Physical punishment, verbal aggression, or any form of humiliation.

- b) Inappropriate physical contact that invades the child's privacy, such as: carrying the child in one's arms; touching intimate areas (genitals, buttocks, or breasts); forced kissing; or prolonged touching that causes discomfort to the child. Any form of physical contact with the intent of sexual gratification is strictly prohibited.
- c) Individual institutional communication with children through social media or messaging applications without the knowledge or presence of parents/guardians.
- d) Isolation with children in closed or non-visible environments.
- e) Trivializing or concealing reports of violence – all communication must be documented and forwarded
- f) Publishing images of children alone accompanied by personal data in newsletters, social media, or any institutional communication channel.
- g) It is strictly forbidden to use the image, presence, labor, or any other form of participation of children in activities that are exploitative, age-inappropriate, or that compromise their rights, safety, or development – especially in the case of children with disabilities or in vulnerable conditions.

All conduct must reflect JMM's biblical, ethical, and institutional commitment to child protection.

7.3 Sanctions:

Any violation of these standards will be treated with the utmost seriousness. Measures may range from a formal warning to permanent dismissal of the individual involved, in accordance with the World Missions Board's Internal Regulations (Appendix C).

In situations that constitute a crime or serious violation of rights, the organization will immediately notify the competent authorities, in compliance with local laws and international commitments to child protection.

8. INTERNAL AND EXTERNAL COMMUNICATION OF THE POLICY

JMM is committed to establishing an internal communication plan that encompasses all levels, from directors to individuals directly or indirectly involved in activities with children.

The Child Safeguarding and Protection Policy (CSPP) of the World Missions Board (JMM) must be widely disseminated across all communication channels, both within and beyond the institutional space, to achieve the broadest possible reach. To achieve this, it is essential to invest in the production and distribution of multi-format materials. All materials produced must carry the CSPP's specific visual identity, ensuring a coherent, easily recognizable communication style.

The language used must be accessible and adapted to children's level of understanding, while also considering diverse contexts and specific needs, such as deaf communities, blind individuals, and non-literate persons. To meet this objective, versions of the PSPI must be developed that respect the specificities of each context.

This dissemination must occur through diverse languages and means:

- **Digital:** institutional website, social media, newsletters, podcasts, etc.
- **Visual:** illustrated brochures, infographics, short videos, posters, etc.
- **Written:** manuals, practical guides, informational emails, comic books, etc.
- **Oral:** mission promotion gatherings, workshops, training sessions, lectures, etc.

The Child Safeguarding and Protection Policy (CSPP) of JMM must be included in the selection process for staff at the headquarters as well as for candidates for missionary service, whether long-term or short-term, to ensure that all candidates are aware of and committed to its guidelines.

When sending individual volunteers, small groups, or caravans, the CSPP of JMM must be presented, and candidates must fully agree to its principles and practices through a formal declaration of commitment between the candidate and JMM.

The Child Safeguarding and Protection Policy (CSPP) of JMM must be integrated into the curriculum of its Initial and Continuing Training Program. It must also remain available for consultation at any time during missionary activities, in both physical and digital formats.

JMM is committed to promoting the regular updating of CSPP information through communication and training initiatives directed to its staff and missionaries across all categories.

All JMM programs and projects must include, in their planning, an annual evaluation of their activities and impacts from the perspective of the CSPP, ensuring full alignment of their procedures and practices with the policy.

9. PROCEDURAL GUIDELINES FOR PARTNERSHIPS

JMM, both in Brazil and abroad, maintains relationships with institutions that share the same vision and commitment to the expansion of missionary work worldwide. In some cases, missionary partnerships are developed that include activities involving children.

JMM requires that its partners sign the Declaration of Commitment to comply with child protection laws in their respective countries, as well as to observe, adhere to, and implement the practices and procedures of JMM's Child Safeguarding and Protection Policy (CSPP), along with other policies and practices that promote a safe environment.

Partner institutions must clearly have their own declaration of commitment against child violence and/or adhere to JMM's declaration. To adhere to JMM's CSPP, partners are encouraged to adopt compatible communication practices to ensure visibility of the policy's terms across their physical environments and digital channels.

In this way, JMM commits to developing partnerships with institutions that uphold this commitment to the safety and integrity of children, both in prevention – through the creation of safe environments – and in the handling of incidents of violence.

10. RESPONSIBILITIES OF THE STRATEGIC, GOVERNANCE, AND OPERATIONAL STRUCTURES

Given the global nature of JMM's mission, members of the CSPP structure must demonstrate a technical, ethical, and spiritual profile consistent with the organization's Christian values. In addition, it is essential that they possess relevant intercultural experiences, a significant trajectory within JMM, and solid knowledge of child protection issues. This will enable them to act with sensitivity toward the cultural, social, and physical diversities of the populations with which the institution engages.

With this purpose, all levels of the structure are committed to ensuring that the full protection of all children – including those with physical, intellectual, or sensory disabilities, as well as those in contexts of greater vulnerability – is safeguarded in every instance of JMM's institutional presence.

The CSPP's Structure is organized as follows:

a) Strategic Level – Directors

The JMM Board of Directors exercises institutional and strategic leadership, ensuring that the CSPP is recognized as the organization's official policy. Their responsibilities include approving priority guidelines, securing the necessary resources, validating global reports, and promoting the mainstreaming of a protection culture throughout the mission.

b) Governance Level – Protection Advisory Committee, CSPP Management, and Program Managers

- The **Protection Advisory Committee** acts as the highest supervisory and advisory body of the policy, ensuring institutional coherence and periodically evaluating reports and protection indicators.
- The **CSPP Management** coordinates global implementation, monitors reporting flows, and ensures regular training processes.

- The **Program Managers** guarantee the integration of the policy into their programs and actions, promoting awareness and mobilization of local teams regarding the relevance and urgency of the CSPP.

c) Operational Level – Technical Reference Team, Protection Coordinators, Missionaries, and Protection Focus Groups

- **Technical Reference Team**, composed of specialized professionals (psychology, social work, law, education, health), is responsible for analyzing reports, issuing technical opinions, recommending internal and external referrals, liaising with justice systems and local/international protection networks, monitoring response processes to cases of violence, and promoting conduct grounded in Christian principles.
- **Protection Coordinators**, appointed by Program Managers from among field missionaries, act as a link between Focus Groups and CSPP Management, ensuring communication, alignment, and fluidity in processes. They are also responsible for the ongoing training of missionaries and staff, the accessible dissemination of the policy (in simple language and inclusive formats), and the promotion of a culture of protection that values diversity, human dignity, and full inclusion.
- **Missionaries** are direct agents of CSPP implementation in their fields of work. In daily contact with children, families, and communities, they ensure the policy's practical application and the creation of environments of trust, respect, and safety.
- **Protection Focus Groups** are present in mission fields and consist of missionaries and a local technical support team. They carry out the initial reception of reports, registration, preliminary screening, completion of the institutional form, and referral to the Technical Reference Team. They also accompany victims and families in cases not involving organizational staff, while maintaining a safe, inclusive, and accessible environment where missionaries, staff, and communities can express concerns without fear of reprisals.

This integrated structure ensures that the CSPP is not merely a normative guideline but a continuous institutional practice, with strategy, governance, and operations articulated.

In this way, JMM reaffirms its commitment to the full protection of children, promoting safe and welcoming environments across all its mission fields.

11. RESPONSE TO SUSPICIONS AND ALLEGATIONS

JMM will ensure procedures in response to suspicions, reports, and disclosures of violence against children, maintaining confidentiality of information, respecting the child's privacy, and complying with data protection laws.

All missionaries, staff, volunteers, and partners are responsible for remaining alert to signs of violence (physical, emotional, sexual, neglect, cyberbullying, exploitation, among others) and for bringing any concern, suspicion, or complaint to the Child Protection Technical Reference Team designated by JMM, under the responsibility of the Rights Advocacy area.

Any report of suspected or confirmed violence against a child – whether received verbally or in writing, from children, staff, parents, or guardians – must be properly documented using the appropriate form for suspicion and reporting, and immediately communicated to the Child Protection Technical Reference Team. This team will take the appropriate measures in accordance with internal procedures and provide guidance regarding communication with the competent authorities.

JMM will make every effort to provide appropriate care to victims and perpetrators of violence, aiming at treatment, restoration, and healing.

11.1 CSPP Organizational Chart and Governance Structure

As previously mentioned, the Child Safeguarding and Protection Policy (CSPP) of JMM is structured across different levels of responsibility, as outlined in its organizational chart (Appendix D). This structure ensures clarity of roles in responding to suspicions and reports, balance among decision-making bodies, and effective integration of the policy throughout the organization.

1. STRATEGIC LEVEL

Composed by: JMM Board of Directors (institutional and strategic leadership) and Human Resources (HR)

JMM Board of Directors:

- Approves and validates the CSPP as the official policy of the organization.

- Defines priority guidelines for the global implementation of child protection.
- Ensures the necessary resources and guarantees that the safeguarding culture is mainstreamed throughout JMM.

Human Resources (HR):

- Responsible for applying disciplinary measures in internal cases.
- Receives technical opinions and enforces sanctions (warning, suspension, or dismissal).
- Works in coordination with the Board of Directors and the Technical Reference Team.

2. GOVERNANCE LEVEL

Composed by: Protection Advisory Committee, CSPP Management (Rights Defense), and Program Managers.

Protection Advisory Committee:

- Permanent body that evaluates, monitors, and proposes updates to the CSPP.
- Acts in a consultative and strategic capacity, ensuring alignment with international best practices and current legislation.
- Provides technical support to the Board of Directors and CSPP Management.

CSPP Management – Rights Defense:

- Responsible for **implementing the CSPP throughout the organization.** Coordinates training, awareness processes, and policy monitoring.
- Monitor and produce reports on CSPP application.
- Serves as a point of articulation between the Advisory Committee, the Technical Reference Team, and local teams.

Program Managers:

- Ensure the integration of the CSPP into programs and actions.
- Promote awareness and mobilization of teams regarding the importance of the policy.
- Monitor implementation in their areas of operation.

3. OPERATIONAL LEVEL

Composed by: CSPP Technical Reference Team, Child Protection Policy Coordinators (Community Development and DNA), Missionaries, and Focus Groups.

CSPP Technical Reference Team:

- Validates reports received and ensures fairness and impartiality in the investigation process.
- Issues technical opinions on internal cases and recommendations for external referrals.
- Acts as a link between different levels of the organization, guaranteeing impartiality and rigor in processes. Serves as a bridge between reports, HR/ Board of Directors, and the Advisory Committee

Protection Policy Coordinators (CD and DNA):

- Train and support missionaries and staff in the application of the CSPP.
- Ensure that training processes reach all teams.
- Monitor the daily application of the policy in local projects.
- Support Missionaries and Focus Groups in complying with the guidelines.

Missionaries:

- Recognized as **community protection agents**.
- Adopt safe conduct, apply the CSPP in the field, and serve as examples of best practices.
- Identify, prevent, and refer risk situations to the Focus Group

Focus Groups:

- Function as **reporting channels** and listening spaces. Receive community reports, register cases, conduct initial screening, and forward them to the Technical Reference Team (with a copy to Program Coordinators), and to local authorities in cases of serious and imminent risk.
- Recommend support and follow-up measures for potential victims and their families.

11.2 Reporting Flowchart

The CSPP establishes a standardized reporting flow (Appendix E) to ensure rapid, safe, and transparent responses.

STEP 1 – IDENTIFICATION OF SUSPECTED PROHIBITED CONDUCT:

All individuals, whether beneficiaries of JMM projects and actions or not, may submit a report. Reports can be made through email, telephone, or the official form. This stage is guided by fundamental principles: the universal right to report, confidentiality, protection against retaliation, secure registration, and responsible archiving.

STEP 2 – FOCUS GROUP (RECEPTION AND INITIAL SCREENING)

- Registers the report and generates a protocol.
- Completes the official form (Appendix F) within 24 hours.
- Identifies the level of risk (minor, moderate, or severe)
- Forwards cases of serious or imminent risk to the competent authorities.
- Refers all cases to the Technical Reference Team.

STEP 3 – CSPP TECHNICAL REFERENCE TEAM

- Analyzes and validates the report received.
- Verifies the integrity of the internal process.
- Confirms whether the report is substantiated.

STEP 4 – TECHNICAL OPINION AND GUIDANCE

- Issues a technical opinion with recommendations for referral.
- Determines whether the process should proceed internally (when it involves an organizational staff member) or externally (when it involves community members).

STEP 5 – INTERNAL AND EXTERNAL PROCESSES

- If the suspect is an organizational staff member/missionary: the opinion is sent to HR/Board of Directors, which applies the appropriate sanctions (warning, suspension, or dismissal) and returns the decision to the Technical Reference Team.

- If the suspect is a community member: the Focus Group receives the opinion, accompanies the victims and their families, and issues the respective follow-up reports (Appendix G).

STEP 6 – CLOSURE OF THE PROCESS

- The Technical Reference Team records the feedback and final referrals.
- Archives the case securely.
- Formally communicates the outcome to HR and the JMM Board of Directors.
- Informs the PSPI Protection Council for monitoring and evaluation purposes.

This flow ensures comprehensive protection for the victim, accountability for the perpetrator, and transparency throughout the entire process.

12. CONFIDENTIALITY

The Brazilian Baptist World Missions Board (JMM) reaffirms its commitment to confidentiality, integrity, and the dignity of **all** children involved in its programs and actions.

All information related to reports—whether suspicions or confirmed cases—of any form of violence will be treated with the highest degree of secrecy, respect, and responsibility. The commitment to confidentiality does not, under any circumstances, prevent mandatory notification to legal authorities, in accordance with the legislation in force in each country where JMM operates.

JMM ensures that its reporting channels remain accessible, secure, and adapted to the communication and comprehension needs of diverse audiences, including specific resources for persons with disabilities. This includes in-person contact, telephone, physical correspondence, and electronic means, with a guarantee of ethical and inclusive reception.

All records, whether physical or digital, related to reports will be securely stored, with access restricted to authorized personnel and in compliance with local data protection and privacy legislation.

All individuals involved in the listening, follow-up, or referral process—whether missionaries, staff, volunteers, or partners—must sign a confidentiality agreement and comply with CSPP protocols.

Throughout the entire process of verification and referral, the organization will give absolute priority to protecting the identity, image, physical integrity, and emotional well-being of the child involved, reaffirming its commitment to the Christian values of compassion, justice, care, and respect for life in its fullness.

13. ACCOUNTABILITY

Individuals working directly with children will provide regular accountability reports, using the designated form (Appendix H), to the program or project coordinator, who will, in turn, consolidate the information into broader reports..

Accountability within the CSPP will be conducted transparently and accessibly, ensuring that actions are properly monitored and evaluated.

Monitoring of CSPP measures will include research on how standards are being met, whether they are effective, and which aspects require improvement. Evaluation of the CSPP will include indicators such as: the percentage of staff trained, the number of cases reported and addressed, and the level of children's knowledge of the CSPP (measured through discussion groups or adapted forms).

To document and demonstrate accountability, internal audit reports will be used, allowing for a clear visualization of compliance with the CSPP and the effectiveness of the actions implemented.

14. NETWORK COLLABORATION FOR THE DEFENSE OF RIGHTS

Each JMM staff member or missionary is committed to working with other groups that, through a policy or statement, express the same commitments to child protection. These groups must demonstrate, through their practices and procedures, a genuine commitment to creating a safe environment.

Within the framework of the CSPP, JMM is willing to collaborate with other groups and institutions that seek to join forces in combating violence and exploitation against children through the dissemination of information and capacity building.

15. IMPLEMENTATION, MONITORING AND REVISION

To ensure the effective implementation of the Child Safeguarding and Protection Policy (CSPP), the Brazilian Baptist World Missions Board (JMM) will adopt institutional and operational measures that guarantee its full integration into the organizational culture and internal processes across all regions of operation.

a) At the governance level, the Rights Defense Department will be responsible for coordinating CSPP implementation, working in conjunction with Program Managers (CD and DNA) and the Advisory Council. At the operational level, Protection Coordinators—appointed by Program Managers from among the missionaries in their areas—will serve as local reference points for policy implementation, team sensitization, and the monitoring of Protection Focus Groups. Also at the operational level, missionaries, staff, volunteers, and focus groups will be directly responsible for the practical application of the CSPP in the field, ensuring that the policy’s principles are incorporated into all activities, projects, and institutional relationships.

b) The policy will be incorporated into both strategic and operational plans across all areas of the organization and will be included in the welcome materials for new missionaries, staff, and volunteers.

c) All missionaries, staff, volunteers, and partners will receive mandatory initial and ongoing training delivered through accessible, context-specific methodologies, either via the World Mission University (WMU) platform or in person, with specific attention to individuals with physical, sensory, intellectual, or atypical conditions. The training content will cover violence prevention, ethical and safe incident response, responsible communication, and the creation of safe environments.

d) The implementation also requires the formal commitment of all those involved, through the reading, understanding, and signing of the Declaration of Commitment to the CSPP. In addition, transparent communication will be ensured with the parents and legal guardians of children participating in the programs, so they are aware of the policy’s principles and JMM’s institutional responsibilities.

e) Partnerships will be strengthened with networks, agencies, and organizations that share the same commitment to child and adolescent protection, including through participation in conferences, forums, and collaborative spaces.

f) The monitoring of the CSPP will be conducted by the Rights Defense Department, in coordination with the Protection Coordinators and the Technical Reference Team, ensuring a continuous, systematic, and transparent process. This process will include periodic evaluations, risk analysis, monitoring of reporting flows, follow-up reports, and active listening to beneficiaries. The results will be consolidated and presented to the CSPP Management and the Advisory Council, ensuring institutional transparency, alignment with international safeguarding standards, and effective accountability at all levels of the organization.

g) The revision of the CSPP will be carried out every three years, or whenever necessary, respecting the principles of transparency, accountability, and continuous improvement, and aligning with the most up-to-date international guidelines. All these efforts reflect the Christian values of love, dignity, and justice, as well as the biblical commitment to caring for the most vulnerable and ensuring comprehensive protection for all children in every context.

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GLOSSARY

Staff Member (Cooperator): A staff member is an employee of JMM headquarters, in accordance with current Brazilian labor legislation.

Child and Adolescent: In general terms, according to the Convention on the Rights of the Child, a child is defined as any person under 18 years of age. In Brazil, the Statute of the Child and Adolescent defines a child as a person under 12 years of age, and an adolescent as a person between 12 and 18 years of age.

Childhood: A concept that recognizes the plurality and diversity of children's experiences, considering social, geographic, economic, and cultural aspects in different contexts.

Missionary: A missionary is one commissioned by Brazilian Baptist churches, through the CBB, to cross-cultural mission fields. Missionaries may be long-term, fixed-term, associate, or local workers. A complete description of missionary categories is contained in the JMM Missionary Manual.

Partner: A partner (institution or individual) is one with whom JMM establishes an agreement to carry out activities and projects, either within or outside Brazil.

Harmful Traditional Practices: Cultural and traditional practices of a people or ethnic group that hinder the healthy development of children, placing them at social risk. Examples include female genital mutilation and child marriage, among others.

Protection: The set of actions for prevention, rescue, restoration, and reconstruction.

Safeguarding: The set of measures and provisions taken by the organization to ensure protection and the preservation of rights.

Volunteer: A volunteer is someone who commits to carrying out religious and humanitarian activities through JMM, supporting one or more of its projects, and may serve in the field individually or in groups.

Appendix A – Statement of Commitment

STATEMENT OF COMMITMENT

The Brazilian Baptist World Missions Board (JMM), through all its staff members, missionaries, volunteers, and partners, reaffirms its commitment to promoting the well-being and comprehensive protection of children in all regions where it operates.

JMM adopts and recommends best practices and procedures for child protection, guiding its team and partners based on standards of excellence in developing actions and providing appropriate support to mission fields, with the goal of ensuring safe, welcoming environments free from any form of violence.

JMM takes a firm stand against all forms of violence against children, grounding its position in biblical principles and in the United Nations Convention on the Rights of the Child (1989).

JMM shares responsibility for protecting children across all its spheres of work. In cases of omission, structural failure, or negligence within its safeguarding systems, the organization assumes responsibility for the consequences.

JMM commits to evaluating and correcting failures in prevention, communication, training, supervision, and response processes to prevent organizational risks that could compromise the integrity of children.

Regarding hierarchical accountability, JMM leadership must ensure that the Child Safeguarding and Protection Policy is effectively enforced, and that they are jointly responsible for institutional supervision and for responding to any violations.

JMM commits to providing reparations (psychological, spiritual, and legal support), as well as assistance to victims of violations resulting from institutional failure, ensuring their voices are heard, their dignity is upheld, and their recovery is supported.

JMM, through its leadership, guarantees that no one will suffer retaliation for reporting inappropriate conduct or violations of the Child Safeguarding and Protection Policy, ensuring a safe listening environment through an impartial reporting channel (ombudsman).

JMM will fully comply with its Child Safeguarding and Protection Policy and will cooperate with legal authorities in all cases of violations of children's rights within its fields of operation.

I, _____
ID No. _____ serving in the role of _____
_____ have read the Statement of Commitment of JMM. I understand that it is my duty to protect the children with whom I have contact, to love and respect them, and not to remain silent in the face of any situation of violence or exploitation.

I agree with the terms of JMM's Child Safeguarding and Protection Policy (CSPP) and commit myself to complying with them.

Date: _____

Signature: _____

APPENDIX B - Consent for Recording and Use of Children's Images

CONSENT FOR RECORDING AND USE OF CHILDREN'S IMAGES

By this act, and for all legal purposes, I authorize the recording and use of the image of the child under my responsibility for the purposes of dissemination and publicity of missionary work, on a definitive and free basis, in photos and videos to be used by the Brazilian Baptist World Missions Board (JMM), whether intended for public dissemination and/or for internal use by the organization, provided that the purpose is not distorted.

The images may be displayed in whole or in part in audiovisual presentations, publications, and communications, and stored in the JMM image bank.

As this is the expression of my will, I declare that I authorize the use described above without any claim to related rights over image or sound, or to any other rights, and I hereby sign this authorization.

_____, _____ of _____, 2026.

Signature

APPENDIX C – Sanctions And Disciplinary Measures

SANCTIONS AND DISCIPLINARY MEASURES

1. INTRODUCTION

JMM adopts a zero-tolerance approach to any form of abuse, exploitation, neglect, or violence against children, in accordance with the Child Safeguarding and Protection Policy (CSPP) and applicable national and international legislation.

The purpose of this provision is to:

- Ensure comprehensive protection for victims.
- Prevent recurrence of violations.
- Reinforce individual and institutional accountability.
- Promote a safe and trustworthy environment.

Any breach of the CSPP will be addressed based on the severity of the conduct, following an internal investigation process that respects the right to a full defense and, when necessary, immediately involves the competent authorities.

2. TYPES OF SANCTIONS

Depending on the severity and nature of the violation, the following measures may be applied, either individually or cumulatively:

- **Formal verbal warning**, recorded in the staff member's or missionary's file.
- **Written warning**, with registration and signature, which may include a conduct correction plan.
- **Preventive removal from duties**, without prejudice to the investigation of facts.
- **Temporary suspension** from activities.
- **Immediate termination** of functions, contracts, partnerships, or ties with JMM.

- **Permanent prohibition** from serving in any role involving contact with children in JMM activities.

3. REFERRAL TO AUTHORITIES

Any case that constitutes a crime or legal violation must be immediately reported to the competent authorities (Child Protection Council, Police, Public Prosecutor's Office, or equivalent bodies in the country of operation), regardless of the application of internal sanctions.

4. PROCEDURES FOR INVESTIGATION

- Upon receipt of a complaint, an internal investigation will be initiated by the **CSPP Reference Team**, ensuring confidentiality and protection of the parties involved.
- The accused will have the right to present their version, without this preventing the adoption of urgent protective measures.
- The final decision will rest with **JMM's Executive Board**, based on the investigation report.

5. CRITERIA OF SEVERITY AND RECURRENCE

- Serious misconduct (physical violence, sexual abuse, exploitation) will be subject to **zero tolerance**, resulting in immediate dismissal and referral to the authorities.
- Recurrence of medium- or low-severity misconduct may lead to the application of more severe sanctions.

6. LEVELS OF SEVERITY AND SANCTIONS

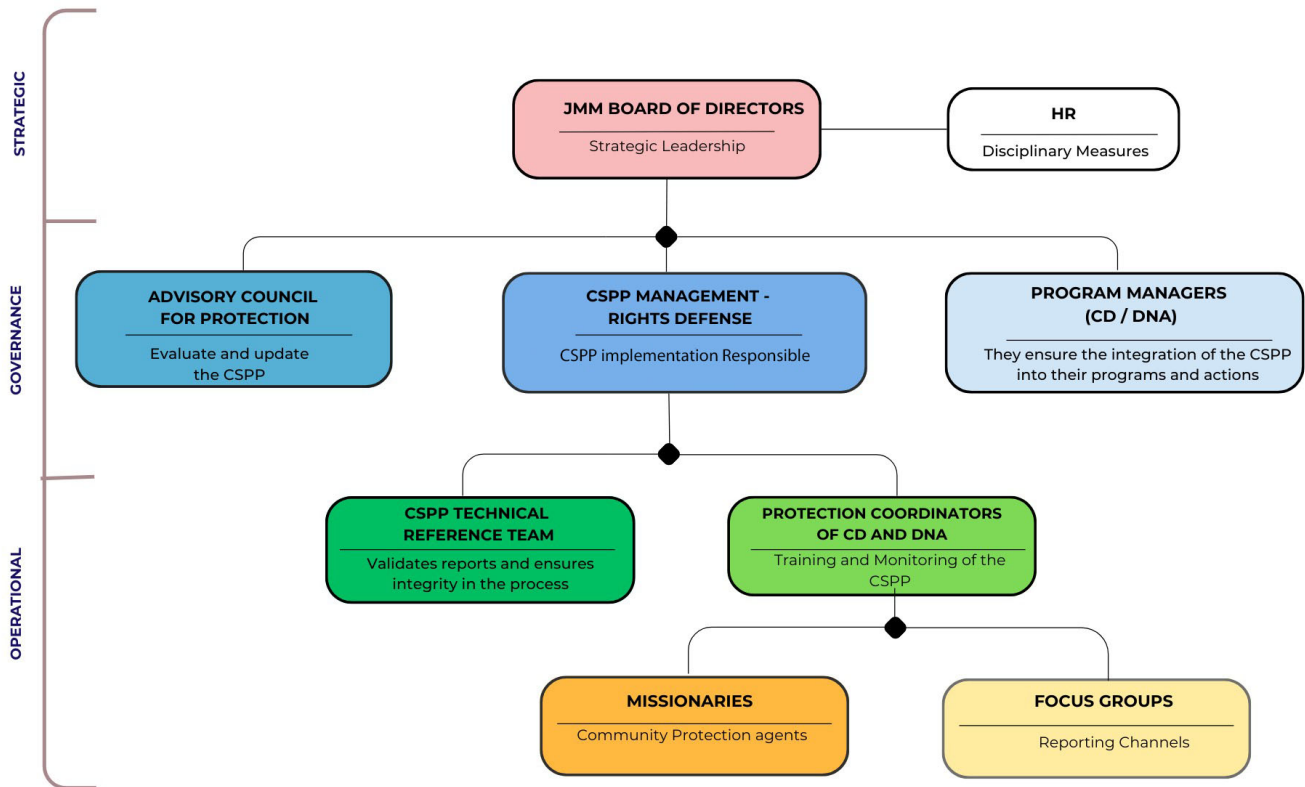
Levels of Severity	Description	Examples of Misconduct	Possible Internal Measures
Low	Failures Without Direct Risk to the Child's Integrity.	Inadequate use of language; failure to register activities; failure to perform routine communication.	Corrective guidance; verbal warning.
Medium	Conduct that exposes children to indirect or occasional Risks.	Failure to follow safety protocols; negligence in maintaining confidential information; unauthorized use of an image.	Written warning; compulsory training; short preventive suspension.
High	Conduct that compromises safety, well-being, or rights.	Exposure of children to unsafe environments, failure to report suspected abuse, and discrimination.	Preventive suspension; temporary removal; referral to authorities.
Extremely High	Intentional and high-impact violations.	Abuse or sexual exploitation; physical violence; exploitation; traffic.	Permanent dismissal; record of prohibition from working with children; immediate referral to authorities

7. PROCEDURE AND COMPLEMENTARY MEASURES

- 1. Preventive Removal:** Whenever there is a plausible allegation of serious or very serious misconduct, the accused person will be immediately removed from any contact with children until the investigation is concluded.
- 2. Mandatory Referral:** Cases that constitute a crime or legal infraction will be referred to the competent authorities (Child Protection Council, Public Prosecutor's Office, Police, or equivalent body in the country of operation), regardless of internal measures.
- 3. Record and Archiving:** All complaints, investigations, and measures applied will be confidentially recorded, ensuring internal transparency and the preservation of privacy.
- 4. Training and Prevention:** All staff will receive periodic training on the PSPI, with emphasis on prohibited conduct, reporting channels, and the consequences of violations.
- 5. Proportionality:** Measures will be applied according to the severity, recurrence, and circumstances, always prioritizing the well-being of children.

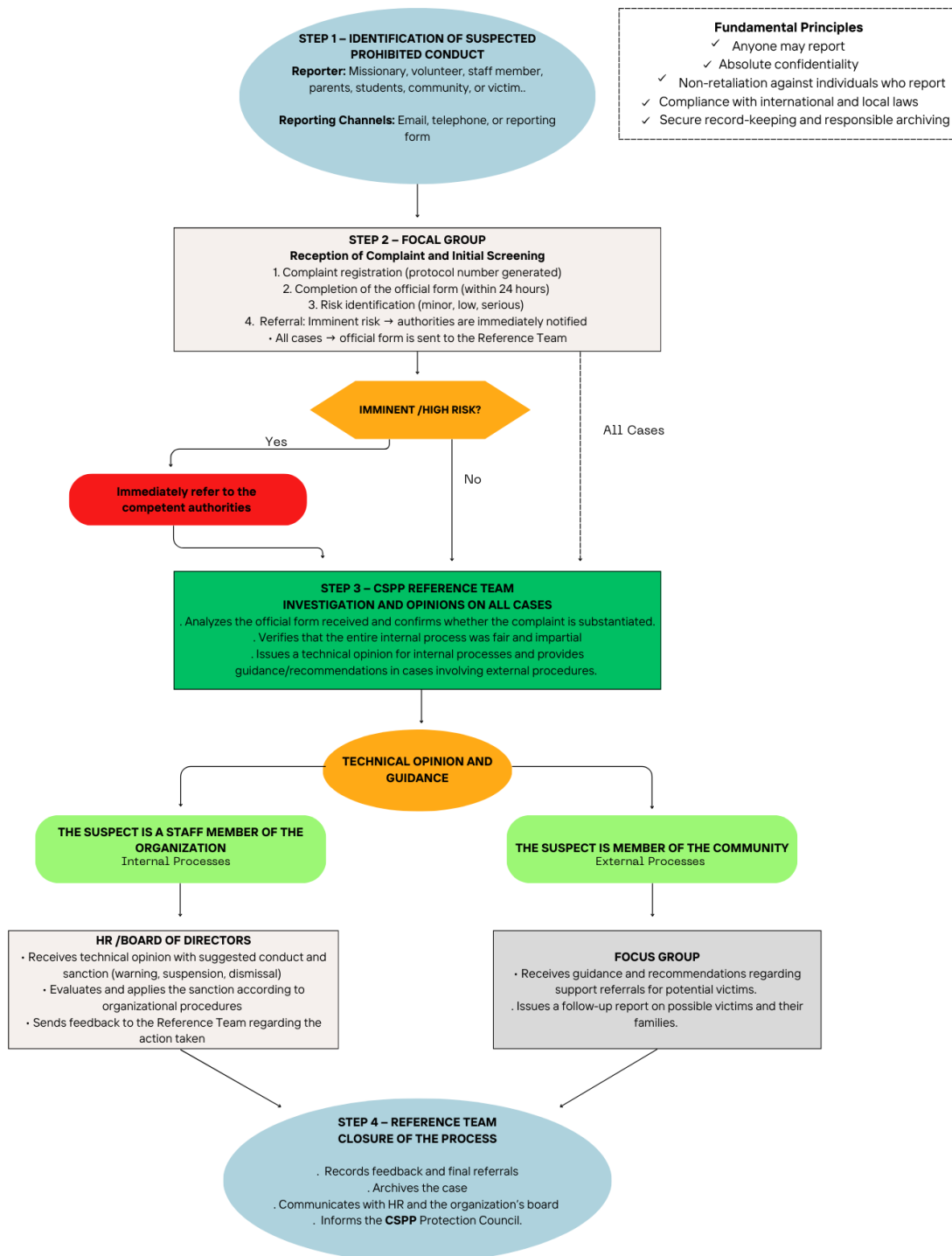
APPENDIX D – Organizational Structure of CSPP

ORGANOGRAM OF THE CHILD SAFEGUARDING AND PROTECTION POLICY – CSPP / JMM



APPENDIX E - Flowchart of Response to Suspicions and Reports

FLOWCHART OF COMPLAINTS WITHIN THE CHILD SAFEGUARDING AND PROTECTION POLICY – CSPP / JMM



APPENDIX F – Suspicions and Allegations Form

SUSPICIONS AND ALLEGATIONS FORM

1. REPORTER'S DATA (OPTIONAL):

- Name: _____
- Telephone: _____
- E-mail: _____
- Address: _____
- Relationship with the victim (if applicable): _____

2. VICTIM'S DATA:

- Complete Name (If Known): _____
- Birth Date (approximately, if not know the exact one): _____
- Gender: _____
- Address: _____
- Contact information of parents or guardians (if known): _____

3. SUSPECT'S DATA:

- Complete Name (if known): _____
- Physical Features: _____
- Relationship with the victim: _____
- Address (if known): _____
- Contact information (if known): _____

4. RECURRENCE DETAILS:

- Date of Recurrence (or period, if multiple events): _____
- Time of Recurrence (approximately, if not know the exact one): _____
- Place of Recurrence: _____

- Complete Address: _____
- Place Description: _____
- Type of Suspected Violence: _____
 - [] Neglect (lack of basic care)
 - [] Physical abuse (injuries, marks, etc.)
 - [] Sexual abuse (inappropriate sexual contact, exploitation)
 - [] Psychological abuse (humiliation, threats, isolation)
 - [] Exploitation (child labor, etc.)
 - [] Other (specify): _____

Detailed Description of Occurrence (Facts report):

- **Who:** Who was involved? (Victim, suspect, witnesses)
- **What:** What happened? (Describe the acts objectively)
- **When:** When did it happen? (Date, time, frequency)
- **Where:** Where did it happen? (Specific Place)
- **How:** What did the child report?
- Are there witnesses? (If so, provide name and contact, if applicable):
- Is there any evidence? (Pictures, videos, messages, etc.):
- Did the victim report the occurrence to anyone? (if so, to whom?):
- Other relevant information:

5. DECLARATION:

I, _____, hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date: _____

Signature (optional): _____

APPENDIX G – Form for Monitoring the Complaint Process

FORM FOR MONITORING THE COMPLAINT PROCESS

Date of Report:

Time of Report:

Who is filing the report?

Missionary

Staff Member

Volunteer

Family member (specify relationship)

Other (specify): _____

VICTIM INFORMATION (CHILD)

- Complete name: _____
- Birth Date: _____
- Age: _____ years old
- Gender: Male Female
- Address: _____
- Telephone (if applicable): _____
- School (if applicable): _____
- Class/year (if applicable): _____
- Parents/Legal guardians' name: _____
- Parents/ guardian telephone: _____

INFORMATION ABOUT THE ALLEGED PERPETRATOR OF VIOLENCE

- **Complete Name (If known):** _____

- **Gender (If known):** [] Male [] Female
- **Relationship/ connection to the child/victim:**
 - [] Father
 - [] Mother
 - [] Stepfather
 - [] Stepmother
 - [] Brother/ Sister
 - [] Other Relative (specify): _____
 - [] Teacher
 - [] Other professional (specify): _____
 - [] Known
 - [] Unknown
- **Address (If known):** _____
- **Telephone (If known):** _____

DETAILS OF THE SUSPECTED VIOLENCE

- **Types of suspected violence:**
 - [] Neglect (lack of basic care)
 - [] Physical abuse (injuries, marks, etc.)
 - [] Sexual abuse (inappropriate sexual contact, exploitation)
 - [] Psychological abuse (humiliation, threats, isolation)
 - [] Exploitation (child labor, etc.)
 - [] Other (specify): _____

Detailed description of the situation: (Include dates, locations, people involved, and what was observed or reported. Be as specific as possible without making judgments.) What did the child report? _____

- How long has the situation been occurring (approximately)? _____

- Are there physical signs (marks, injuries, etc..)? Yes (describe it): No
 Do not know _____

- Did the child report the abuse? Yes (summary of disclosure): No Do
 not know _____

- Other relevant observations: _____

INITIAL ACTIONS TAKEN

Was the suspicion communicated to anyone?

Yes (To whom?): _____

No _____

Was professional help sought (Child Protection Council, Police, etc.)?

Yes (where?): _____

No _____

Other actions taken: _____

CASE FOLLOW-UP

Protocol/registration number (if available): _____

Agency/institution responsible for follow-up: _____

Date the agency/institution was contacted: _____

Reference professional (if available): _____

Planned next steps: _____

Observations about the Follow-up (updates, difficulties encountered, etc.): __

ADDITIONAL INFORMATION

Is there any urgent need for protection for the child?

Yes (describe it) _____

No _____

Other information considered important: _____

Case closure: date and outcome/verdict. _____

APPENDIX H – Regular Accountability Form – CSPP

REGULAR ACCOUNTABILITY FORM – CSPP

(For people working directly with children)

Name: _____

Function: _____ Date: _____

Reference Period: _____ (e.g.: week, month)

Objective: This form is intended to record the activities and practices of individuals working directly with children, to monitor the implementation of the Child Safeguarding and Protection Policy (CSPP), and ensure the well-being and safety of all children involved.

1. INTERACTIONS WITH CHILDREN

1. Describe how you promoted a safe and welcoming environment for the children during the reference period.

2. Indicate how you encouraged the participation and expression of the children in activities.

3. Was there any situation in which you had to intervene to protect a child from risk or violence? () Yes () No

4. If yes, describe the situation and the measures you took.

2. PLANNING AND PREPARATION OF ACTIVITIES

1. Describe how you considered the principles of the CSPP when planning and preparing activities for the children.

2. Indicate whether any activity needed to be adapted to ensure the inclusion and safety of all children.

3. If yes, describe the adaptation.

3. OBSERVATION AND MONITORING OF CHILDREN

1. Describe how you observed the well-being and development of the children during the reference period.

2. Report whether you identified any situation of risk or concern regarding any child. If yes, describe the situation and the measures you took.

4. COMMUNICATION AND COLLABORATION

1. Describe how you communicated with other professionals (colleagues, supervisors) on issues related to child protection.

2. Indicate whether you communicated with parents or guardians of any child regarding their safety or well-being.

3. If yes, describe the situation and the communication.

5. PROFESSIONAL DEVELOPMENT AND KNOWLEDGE OF THE CSPP

1. Describe how you updated your knowledge of the Child Safeguarding and Protection Policy (CSPP) and children's rights during the reference period (e.g., training, reading, sharing with colleagues).

2. Identify any difficulty or challenge you encountered in implementing the CSPP in your work.

FINAL CONSIDERATIONS

1. What could be improved in your work or in the institution to strengthen the implementation of the CSPP?

Staff member's signature: _____

Local project manager's signature: _____

APPENDIX I – Internal Audit Questionnaire

INTERNAL AUDIT QUESTIONNAIRE: Monitoring and Implementation of Safeguard Child Protection Policy in the Programs, Projects and Churches

IDENTIFICATION OF THE CHURCH, PROGRAM, OR PROJECT

Name of the church, program, or project: _____

Date of the audit: _____

Responsible auditors: _____

1. KNOWLEDGE AND DISSEMINATION OF THE POLICY

1.1. Does the church, program, or project have a formally documented child protection policy?

Yes

No

1.2. Is the policy accessible to all members of the church, program, or project (leaders, coordinators, volunteers, educators, facilitators, interns, etc.)?

Yes

No

Partially (specify)

1.3. Are there mechanisms to ensure that new members of the church, program, or project are informed about the policy?

Yes (describe it) _____

No

1.4. Is the policy communicated to children and their families in a way that is appropriate to their understanding?

Yes (Describe it) _____

No

1.5. Is the policy reviewed and updated periodically?

Yes (how often?) _____

No

In process of review

2. IMPLEMENTATION OF THE POLICY

2.1. Are there clear and defined procedures for identifying, reporting, and referring situations of violence such as abuse, neglect, or exploitation involving children?

Yes (briefly describe) _____

No

2.2. Does the church, program, or project have safe and confidential channels for children and others to report concerns or incidents?

Yes (specify) _____

No

2.3. Are regular trainings conducted for members of the church, program, or project on the protection policy, identification of warning signs, and reporting procedures?

Yes (frequency and content) _____

No

2.4. Are there mechanisms to ensure the safety of the physical spaces of the church, program, or project, preventing risk situations for children?

Yes (describe) _____

No

2.5. Does the church, program, or project require criminal background checks for all staff and volunteers working directly with children?

Yes

No

In the process of implementation

3. MONITORING AND EVALUATION

3.1. Does the church, program, or project have a system for recording incidents related to child protection?

Yes

No

3.2. Are periodic analysis of incident data carried out to identify trends, vulnerabilities, and areas needing improvement?

Yes (how often?) _____

No

3.3. Does the church, program, or project seek feedback from children and their families on the implementation of the policy and the safety of the environment?

Yes (how?) _____

No

3.4. Are the results of monitoring and evaluation used to improve the policy and procedures?

Yes (give examples) _____

No

3.5. Are there performance indicators to monitor the effectiveness of the child protection policy?

Yes (which?) _____

No

4. RESPONSIBILITIES AND GOVERNANCE

4.1. Is there a person or committee responsible for the implementation and monitoring of the child protection policy?

Yes (specify position/committee) _____

No

4.2. Are the responsibilities of each member of the church, program, or project regarding child protection clearly defined?

Yes

No

4.3. Does the global leader of the program or project, as well as the church leadership, demonstrate commitment to the implementation and strengthening of the child protection policy?

Yes (how?) _____

No

5. IMPROVEMENTS AND RECOMMENDATIONS

5.1. What strengths have been identified in the implementation and monitoring of the child protection policy?

5.2. What areas need improvement?

5.3. What recommendations can be made to strengthen the policy and its implementation?

ADDITIONAL OBSERVATIONS:

(Space to record other relevant observations during the audit)

SIGNATURES:

Auditor(s): -----

Responsible person for the church, program, or project:
