



CHILD PROTECTION POLICY | version 5.0 ***Excerpt for Short-Term Visitors***

SHORT-TERM VISITOR GUIDELINES

Team members must read and agree to our guidelines before entering ZOE. We apologize for any inconvenience. It is not our intention to make you uncomfortable in any way. Our primary purpose and responsibility is the safety of our ZOE children and staff. ZOE is committed to the welfare and protection of all children entrusted to our care. All part-time and full-time staff, missionaries and volunteers at ZOE are committed to doing everything in our power to create a safe, nurturing environment for our children and to prevent all forms of abuse. ZOE is committed to acting at all times in the best interests of children, seeing these interests as paramount. Thank you for understanding.

1. Team members **MUST** either be accompanied by a ZOE host or in pairs in the designated area for teams.
2. All members must wear a "Visitor/Name Badge" at ALL times.
3. Thank you so much for your generosity but in fairness to ALL of our children we ask that you do not give any gifts or items (candy, money, clothes, cookies, jewelry, drinks, etc.) to individual children – please do not promise a gift or item to our children. If you would like to give ALL of our children a gift, please first get permission from your ZOE host.
4. Please do not exchange addresses – phone numbers – email addresses – any personal information with our children.
5. NO pre-visit or post-visit contact (letters, email, phone calls, text messages, video, packages, etc.) is allowed with our children without authorization from the ZCH Director.
6. If a ZOE child sends you a 'friend' request via social media please do not accept this request.
7. Please do not remove a child from our premises for ANY reason.
8. ZOE children are to NEVER be alone (one-on-one) with team members, NO EXCEPTIONS!
9. You cannot take pictures or video at any ZOE property.
10. If you wish to use video conferencing (Facetime, Google, Skype etc.) please do so inside an office or meeting room where no ZOE children are present.
11. ZOE children will not be touched or treated in a way that is against the Convention on the Rights of the Child. The general guideline is not to touch children in areas that would normally be covered by shorts and t-shirt.
12. No cross-gender lap-sitting for extended periods of time.
13. No inappropriate tickling or inappropriate expressions of affection will be tolerated towards our children.
14. No flirtatious, suggestive or inappropriate behavior or mannerisms toward a ZOE child is permitted.
15. All allegations (i.e., when a specific accusation of abuse is made against a named individual) and suspicions (i.e., when a concern is expressed about abuse that may have taken place) will always be investigated and acted upon swiftly making the welfare of the children the paramount consideration.
16. We are happy to serve you while you are here for a visit, but please ask for permission from your ZOE host before using any item from our home.

MEDIA GUIDELINES

- You cannot take pictures or video at any ZOE property.
- **NO FACES** of children from the ZOE Children's Home can be shown in any media.
- At outings, schools, outreaches or ZOE Child Rescue prevention campaigns, children's faces are allowed in crowd shots. *If there could be any misunderstanding as to whether a child is or has been a victim of trafficking, the face must be concealed.*
- Fundraising/Publicity protocols apply to all print materials and media that depict or describe children whether or not they are under ZOE's care.
- ZOE requests that the following statement be legible on reports, videos, newsletters and presentations:

ZOE protects the identity and dignity of children and does not show trafficked children.

FAQs

Q: Can I create a slideshow or video and show it to my family, my friends or to supporters?

A: Yes, however you can only show approved photos of the children at the ZOE Children's Homes. No faces of children from the ZOE Children's Home can be shown in any media.

Q: Can I use photos from ZOE's online sites to make a slideshow or video about human trafficking?

A: Yes, you can! However, no faces of children from the ZOE Children's Home can be shown in any media. If your presentation uses media from events outside of ZOE, i.e., outings, outreaches or Child Rescue prevention campaigns, please only use crowd shots if children are depicted. If there could be any misunderstanding as to whether a child is or has been a victim of trafficking, then any children's faces in the media should be concealed.

Q: Can I add text to my slideshow or video?

A: You cannot add text or audio that implies or gives the impression that the children have been rescued, trafficked or are or have been at risk of trafficking. If there could be any misunderstanding as to whether a child is or has been a victim of trafficking, then any children's faces in the media should be concealed.

Q: Can I create a slideshow or video and place it on YouTube / a public website / a blog / any online communication?

A: Yes, you can! Provided that the slideshow/movie adheres to the Standards of Conduct and Fundraising / Publicity Protocols and that you make reference to ZOE in the slideshow or movie. Note: The reference must be legible. Please understand that our children have access to the internet for their studies.

Q: What about Facebook?

A: You can upload photos of your trip to Facebook, however you cannot upload photos that show the face of any ZOE child to your Facebook page (or any social networking site). We encourage you to create links to the ZOE website, ZOE blog, or ZOE videos via Facebook.

If you are uploading media from events outside of ZOE i.e., outings, outreaches or Child Rescue prevention campaigns, please only use crowd shots if children are depicted. If there could be any misunderstanding as to whether a child is or has been a victim of trafficking, then any children's faces in the media should be concealed.



FAQs (continued)

Q: Can I write an article about human trafficking?

A: Yes, we want you to be our voice and communicate with people about human trafficking.

Note: If you would like to mention the ZOE Children's Homes, please ensure that your article is in line with the Standards of Conduct and Fundraising / Publicity Protocols.

Q: Can I write, use, or link to an article about human trafficking and use a photo of a child at ZOE?

A: No, you cannot put a photo of a ZOE child with any article about human trafficking. We do not want the face of any ZOE child connected with an article about human trafficking.

We encourage you to be a voice and fight for victims of human trafficking. If you wish to feature an article about human trafficking and would like to use a photo then please select a photo from the **ZOE Concealed Identity Images**. These photos do not show the faces of ZOE children.

Direct link to **ZOE Concealed Identity Images**

<https://plus.google.com/u/0/photos/103470204358674776920/albums/5714204597547100225>



CHILD PROTECTION POLICY AGREEMENT

I, _____, agree to the following:

- I have read and fully understand the ZOE Child Protection Policy.
- I agree to abide by the Standards of Conduct.
- I submit to any investigation or inquiries resulting from an accusation of abuse or any other breach of the ZOE Child Protection Policy.
- I understand that ZOE Children's Homes will seek damages and prosecute to the fullest extent of domestic and international law all perpetrators found abusing (in any form) or exploiting children.

Signed _____ Date _____

