

Training for a Child Safe Environment

***For Child Protection Officers [CPOs],
Regional Coordinators and
Volunteer Workers.***

Mission Possible for Future Generations, Philippines
July 2026

This training is about the Children's Worker Code of Behaviour at MPFG.

We will talk about:

- Why the code is important.
 - Behaviours that are not allowed to keep children safe.
 - How you are expected to interact with children.
 - What to do if you see or hear something unsafe.
 - How we all help keep children safe.
 - By the end, you'll know how to work with children in a safe and responsible way at MPFG.
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Why should we have this code?

- To make sure everyone understands the same thing.
 - To keep children safe.
 - To protect workers and volunteers from false accusations.
 - To show that MPFG is serious about creating a safe place for children.
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**We want people to know that MPFG cares
about children's rights.**

**To make this happen, we all need to know what
behaviours are not okay.**

Definitions:

What is 'child neglect'?

- A form of child abuse
 - An act of caregivers that results in depriving a child of their basic needs, such as the failure to provide:
 - adequate supervision,
 - health care,
 - clothing,
 - or housing,
 - as well as other physical, emotional, social needs.
-

Definitions:

What is 'psychological abuse'?

- Psychological abuse is also called emotional abuse or psychological violence.
 - It is when a person subjects or exposes another person to a behavior that may result in psychological trauma, including:
 - anxiety,
 - chronic depression,
 - or post-traumatic stress disorder amongst other psychological problems.
 - This can occur in the home through domestic or other violence, in person, or through online communication which includes cyberbullying and online grooming.
-

Definitions:

What is 'physical abuse'?

- When a child is intentionally harmed by an adult or another child
 - it can be over a period of time or a one-off action.
 - It can include:
 - hitting, shaking, throwing, poisoning, burning, drowning or suffocating,
 - or other actions that cause physical bodily harm.
 - Physical abuse can occur in the home or in the community.
-

Definitions:

What is 'sexual abuse'?

- Any sexual activity with a child that is using force or taking advantage of another,
 - Making a child act in sexually inappropriate ways both online or in person.
 - This can occur in person, or through online communication.
-

Definitions:

What is 'trafficking of children'?

- A form of human trafficking and is defined by the United Nations as the "recruitment, transportation, harboring, and/or receipt"
 - Or kidnapping of a child for the purpose of slavery, forced labour, and exploitation.
-

Definitions:

What is 'exploitation of children'?

- Criminal exploitation of children is defined as:
 - exploitative situations, context and relationships where a child receives something (e.g. food, accommodation, money) because of them completing a criminal task on behalf of another individual or group of individuals.
 - For example, children forced to commit theft, paying money in and out of their own bank account to assist with money laundering, drug running and organised begging.
 - This includes children with or without understanding.
-

**What is compliance, child-safe
environment and harm
minimisation?**

Definition

Compliance means obeying local laws

- We comply with all the relevant laws and regulations concerning child safety where we operate.
-

Definition

A Child-Safe Environment means

- Being an environment which is not merely free from abuse but one in which children themselves are able to make known their concerns as to personal comfort and are free to disclose any conduct on the part of workers, volunteers or other children which they find invasive, belittling or harmful.
-

What does this mean for me?

*Describe to the person beside you how
you can maintain a child safe
environment.*

Definition

Harm Minimisation #1

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - all understand and actively committed to maintaining a culture of care, protection and incident reporting for our children
-

What must you do?

Harm Minimisation #2

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - recruitment, selection and appointment processes provide that those involved are known to MPFG, have passed suitable character checks and provided with specific training
-

What must you do?

Harm Minimisation #3

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - workers and volunteers commit to a code of behaviour before undertaking their role in MPFG
-

What must you do?

Harm Minimisation #4

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - activities are subject to review to assess and minimize opportunity for inappropriate behaviours or the development of inappropriate relationships
-

What must you do?

Harm Minimisation #5

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - there is supervision of visitors who are involved in or are in the proximity of children's activities.
-

What must you do?

Harm Minimisation #6

- Ensure that all persons, especially those who are involved in working with children, are committed to preventing the harm of, or abuse of children. Such harm minimization is best achieved when:
 - Commitment to reporting ensures that all reports and allegations of abuse are reported to those authorities as required by law, not only for matters alleged to have occurred but where there is evidence of abuse that may be occurring.
-

What do we have to do?

Reporting & Accountability

What must you do?

- Report any concerns or signs of child abuse right away. Keep confidentiality. Take records.
 - Report if someone breaks the code.
 - Tell us if you have been charged with or found guilty of child abuse.
 - Watch over visitors and workers who are around children.
-

Our Commitment

This code is for protecting all children—no matter their:

- Race, skin colour, gender, language, or religion
- Background, disability, or any other difference

Everyone must help make MPFG a safe and welcoming place for every child.

Our Commitment

What is expected?

- Always do what is best for children.
 - Stay away from situations that could be seen the wrong way.
 - Follow MPFG's rules to keep children safe.
 - Speak up if something seems wrong.
-

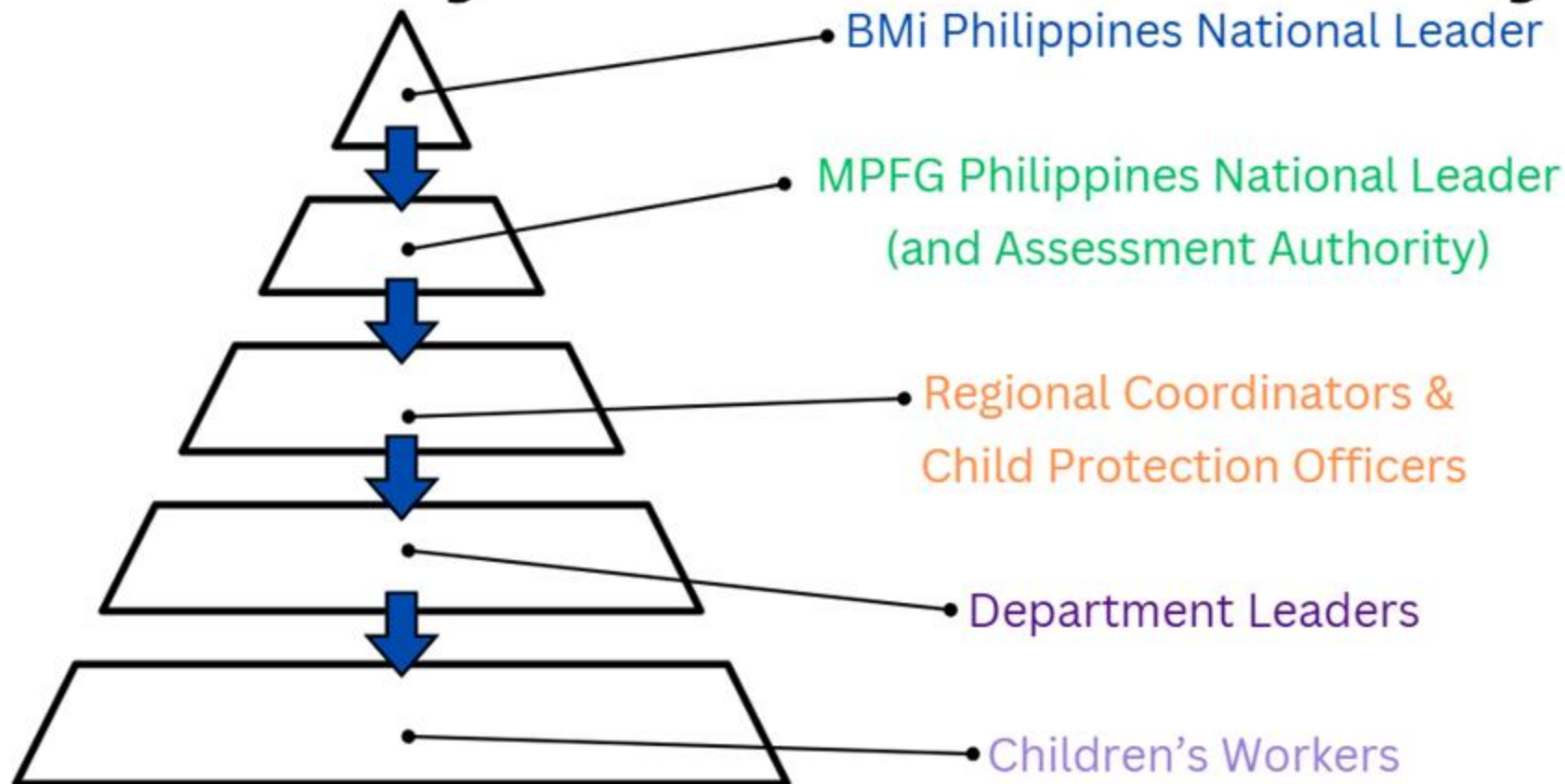
Reporting & Accountability

What must you do as a Child Protection Officer?

- Record any reports that are given to you.
 - Follow the structure of reporting.
 - Maintain confidential records.
 - Protect the reputation of MPFG and children or workers involved.
-

**Thank you
for your commitment
to
child safety.**

Hierarchy of Structured Authority



How can we reduce risk?

- If possible have a second volunteer or assistant working with you when in the presence of children to protect your reputation from accusation.
 - If it is not possible to have a second volunteer or assistant, work in an area that is visible to others with doors and windows open to give witnesses to your conduct.
-

Next steps

Children's Worker Code of Behaviour

With a partner, read through and discuss. If you have questions, ask them. Then sign and witness each other's.

Induction & Training Log

Sign the training elements completed today.

INDUCTION

Children's Worker Code of Behaviour
In accordance with NPFT's policy part of a child's right environment, this code sets down those behaviours to which workers and volunteers are bound to ensure the safeguarding of children in NPFT's care. Breaches of these behaviours will cause workers and volunteers to be removed from any form of contact with the children.

As a worker with NPFT (acknowledging that I am not permitted)

- to be alone with a child at any time;
- to eat, play with or sexual children without their being involved which prevents;
- to contact a child which would in any way be construed or interpreted as being sexual in nature;
- to associate with a child in any way which fosters favouritism or constitutes favouritism or privilege in relationship;
- to provide gifts or inappropriate attention to a child as may create an impression of favouritism or as may render the child susceptible to a sense of excessive gratitude or obligation towards me;
- to have unnecessary contact with children outside of NPFT programs;
- to use language or behaviour towards children that is coarse, inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- to engage with children under the age of 16 in any form of sexual intercourse or sexual activity;
- to leave unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- to use computers, mobile phones, video cameras, cameras or social media inappropriately, and never for the purpose of exploiting or harassing a child;
- to use physical punishment on children;
- to initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as assisting in folding or abducting tasks;
- to leave children for periods or other times which is inappropriate given their age or developmental stage, which is contrary with their time available for education and recreational activities, or which places them at significant risk of injury.

As a worker with NPFT (acknowledging that I share NPFT's commitment to the safeguarding of abuse, not only for matters alleged to have occurred while a child is in our direct care but where there is reasonable suspicion of abuse as it may be occurring elsewhere. As such I will)

- immediately report concerns or allegations of child exploitation and abuse;
- immediately report observed breaches of this code or any non-compliance with documented procedures;
- immediately disclose all charges, convictions or other offences which may relate to child exploitation or abuse, whether these matters have occurred before or during my association with NPFT, and
- acknowledge that there is supervision as facilitates contact consistent with this code, of children (including contractors) who are involved in, or are in the proximity of, children's activities.

I acknowledge that this code applies to my engagement with all children regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, disability or other status.

Agreed: _____ Date: _____ Name: _____ (please print)

Witnessed: _____ Date: _____ Name: _____ (please print)

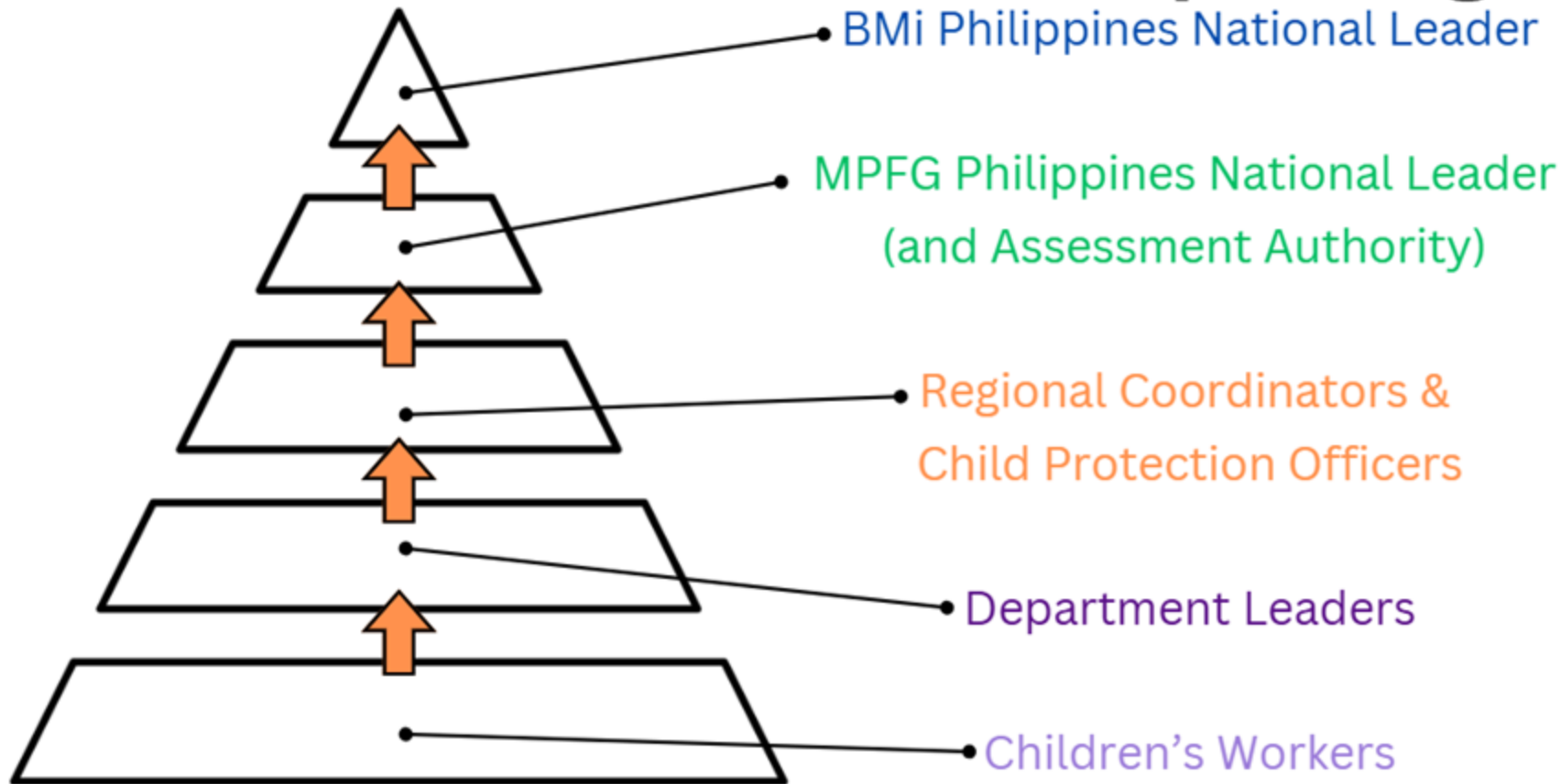
NPFT Child Safe Environment

Recruitment & Induction

Page 3 of 5

**What if you need to
report?**

Order for Structured Reporting



Our Commitment to Child Safety

All MPFG workers and volunteers must follow mandatory and voluntary reporting requirements.

- You must follow the Policy manual:
 - Record
 - Report
 - Reduce immediate risk
-

Morning Tea

Session 2
Starting soon

During our last training we discussed:

What is a Child Safe Environment?

A child safe environment is a place where children are protected, respected, and cared for. Adults make sure children feel safe and supported.

During our last training we discussed:

What is Abuse?

Abuse is when a child is treated in a harmful way. This can be:

- **Physical abuse** – hurting a child's body.
 - **Emotional abuse** – making a child feel scared, unloved, or worthless.
 - **Neglect** – not giving food, shelter, clothing, or care.
 - **Sexual abuse** – touching or behaving with a child in a sexual way.
-

During our last training we discussed:

Following the Law

All staff and volunteers must follow the child protection laws in their country and area. This means:

- Reporting abuse if you see or suspect it.
 - Respecting children's rights.
 - Obeying safety rules.
-

During our last training we discussed:

- **How do we keep MPFG Children Safe**
 - Create clear rules for behaviour.
 - Always watch children during activities.
 - Use safe buildings, equipment, and food.
 - Listen to children if they feel unsafe.
 - Teach children how to ask for help.
 - Train staff and volunteers in child safety.
-

During our last training we discussed:

- Code of Behaviour:
 - Behaviours that are not allowed to keep children safe.
 - How you are expected to interact with children.

PROCESURE

Children's Worker Code of Behaviour

In compliance with MPPG's policy goal of a child safe environment, this code sets down those behaviours in which workers and volunteers are bound to prevent the grooming of children in MPPG's care. Moreover, references to these behaviours will alert workers and volunteers to patterns from suspicion of inappropriate conduct.

As a worker with MPPG I acknowledge that I am not permitted:

- to be alone with a child or any twins;
- to sit, play, work or counsel children without there being another adult present;
- to contact a child which would in any way be construed or interpreted as having sexual overtones;
- to associate with a child in any way which fosters favouritism or constitutes covering exclusivity or privilege in relationship;
- to provide gifts or inappropriate attention to a child as may create an impression of favouritism or as may render the child susceptible to a sense of indebted gratitude or obligation towards me;
- to have unnecessary contact with children outside of MPPG programs;
- to use language or behaviour towards children that is vulgar, inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- to engage with children under the age of 18 in any form of sexual intercourse or sexual activity;
- to make unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- to use computers, mobile phones, video cameras, cameras or social media inappropriately, and never for the purpose of exploiting or harassing a child;
- to use physical punishment on children;
- to initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as washing or styling or athletic tasks;
- to have children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

As a worker with MPPG I acknowledge that I share MPPG's commitment to the reporting of abuse, not only for matters alleged to have occurred while a child is in our direct care but where there is reasonable suspicion of abuse as may be occurring elsewhere. As such I will:

- immediately report concerns or allegations of child exploitation and abuse;
- immediately report observed breaches of this code or any non-compliance with documented procedures;
- immediately disclose all charges, convictions or other offences which may relate to child exploitation or abuse, whether these matters have occurred before or during my association with MPPG; and
- seek to ensure that there is supervision as facilitates conduct consistent with this code, of visitors (including contractors) who are involved in, or are in the presence of, children's activities.

I acknowledge that this code applies to my engagement with all children regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, disability or other status.

Signed: _____ Date: _____ Name: _____ (please print)

Witnessed: _____ Date: _____ Name: _____ (please print)

MPPG Child Safe Environment Recruitment & Induction Page 11 of 15

During our last training we discussed:

- Commitment to reporting:
 - What to do if you see or hear something unsafe.
 - What to do if someone reports to you.
 - Who to report to.
-

What will this training cover?

- How to use 'due diligence' in appointing leaders and volunteers.
 - Referees
 - Code of behaviour
 - What is needed to train your children workers and volunteers?
-

What will this training cover?

- How to respond to a report
 - What should you say
 - How do you follow reporting structure?
 - Keeping accurate records – what to include
 - Department of Social Welfare
-

What do you already do when you appoint children's workers and department leaders?

e.g. check their character, church attendance

Definition: What is 'due diligence'?

"Due diligence" means checking every children's worker or volunteer to make sure they are:

- Safe
- Trustworthy, and
- Have capacity to carry out obligations to care for children in their supervision.

Your children's workers should have 1-2 referees who can confirm their values, way of living and faith journey.

Using 'due diligence' to appoint children's workers:

1. What is their experience working with children?
 2. Why do they want to work with children?
 3. Do they understand how to work with children in a safe and positive way.
 4. How will you teach them so they understand what a child safe environment is, and can maintain it?
-

Using 'due diligence' to appoint children's workers

- All children's workers must read and sign the 'Code of Behaviour' form.
 - You must keep one copy of the form for yourself.
 - Give one copy to the worker so they remember the rules and expectations for working in MPFG's child safe environment.
-

Explain to the person beside you your understanding of "Due Diligence"

What is non-delegable duty of care?

- This means the organization is always responsible for keeping children safe. Even if the organization asks workers, volunteers, or other groups to help, the organization itself still has the duty. The organization cannot give away or pass on this responsibility to someone else.
-

An example of non-delegable duty of care?

- *The organization takes children on an excursion to play 10-Pin bowling. You ask the business manager to supervise the children.
If something unsafe happens, the **YOU are still responsible** for the children's safety, not just the volunteers.*
-

**Your duty of care is
'non-delegable'.**

Discuss what does that mean?

Definition: What is 'duty of care'?

"Duty of care" means that the leaders and organisers of MPFG are responsible for making sure children are:

- safe,
- healthy, and
- well-cared-for

while they are attending MPFG programs.

Reasonable steps for 'duty of care':

**Means you do everything you can to prevent harm,
to protect children before something bad happens.**

Reasonable steps for 'duty of care':

All children's workers should take reasonable steps to prevent harm, which means:

- Keep children safe from danger (e.g., unsafe places, equipment, or people).
 - Watch for signs of bullying, neglect, or abuse.
 - Act quickly if something seems unsafe.
 - Make good choices so children are protected.
-

'Duty of care' includes responding to emergencies

Knowing how to handle accidents or emergencies could mean:

- knowing first aid,
 - having an emergency plan, or
 - being prepared for things like bad weather or an injured child.
-

'Duty of care' includes respecting children's rights

- Showing respect and protecting their privacy
 - Following MPFG's Code of Behaviour
 - Fostering safety and
 - ensuring a child knows they are believed if they report any abuse.
-

What is 'non-delegable' duty of care?

Leaders/Child Protection Officers:

Must make sure programs are:

- safe
 - supervised, and
 - that emergencies are managed quickly.
-

What is 'non-delegable' duty of care?

All workers with children:

Everyone must help keep children safe.

- Be trained properly.
 - Know what their duties are.
 - Do their job carefully and well.
-

Questions?

Children's Worker Code of Behaviour

In compliance with MPFG's policy goal of a child safe environment, this code sets down those behaviours to which workers and volunteers are bound to preserve the well-being of children in MPFG's care. Moreover, adherence to these behaviours will serve workers and volunteers by protecting them from accusation of inappropriate conduct.

As a worker with MPFG I acknowledge that I am not permitted:

- to be alone with a child at any time,
- to visit, pray with or counsel children without there being another adult present,
- to contact a child which would in any way be construed or interpreted as having sexual overtones,
- to associate with a child in any way which fosters favouritism or constitutes seeming exclusivity or privilege in relationship,
- to provide gifts or inappropriate attention to a child as may create an impression of favouritism or as may render the child susceptible to a sense of inordinate gratitude or obligation toward me,
- to have unnecessary contact with children outside of MPFG programs,
- to use language or behaviour towards children that is coarse, inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate,
- to engage with children under the age of 18 in any form of sexual intercourse or sexual activity,
- to invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger,
- to use computers, mobile phones, video cameras, cameras or social media inappropriately, and never for the purpose of exploiting or harassing a child,
- to use physical punishment on children,
- to initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as assisting in toileting or ablation tasks,
- to hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

As a worker with MPFG I acknowledge that I share MPFG's commitment to the reporting of abuse, not only for matters alleged to have occurred while a child is in our direct care but where there is reasonable suspicion of abuse as may be occurring elsewhere. As such I will:

- immediately report concerns or allegations of child exploitation and abuse,
- immediately report observed breaches of this code or any non-compliance with documented procedures,
- immediately disclose all charges, corrections or other offences which may relate to child exploitation or abuse, whether these matters have occurred before or during my association with MPFG, and
- seek to ensure that there is supervision as facilitates conduct consistent with this code, of visitors (including contractors) who are involved in, or are in the proximity of, children's activities.

I acknowledge that this code applies to my engagement with all children regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, disability or other status,

Signed: _____ Date: _____ Name: _____
(please print)

Witnessed: _____ Date: _____ Name: _____
(please print)

So what's next?

Children's Worker Code of Behaviour

Just like you completed the code of behaviour, it's important to have your children's workers and volunteers also complete the form.

5 minute break

What will this training cover?



- How to use 'due diligence' in appointing leaders and volunteers.



- How to respond to a report
-

What if I receive a report?

When Sexual Abuse is Seen or Reported

You must write down important details.

Child Safety Report

All incidents of child abuse or suspected child abuse, are to be recorded and communicated to a Child Protection Officer. This form is to be completed by the person who is reporting the matter.



Record of Report	
Name of Person providing the report:	
Name of Person receiving the report:	
Date Report made:	

Give as much detail as possible:

Details of Alleged Incident	
Child's Name:	
Date & Time of alleged abuse:	
Age of Child at time of alleged abuse:	
Location where alleged abuse occurred, or is said to have occurred:	
Name of person alleged to have performed the abuse:	
Position held by the person involved in the alleged abuse:	e.g. uncle, business owner, neighbour

Record of What Happened or Is Said to Have Happened

Record what you saw observed or what you were told, including by whom, when, where and who else may have been involved or effected.

How did the person making the report become aware of the matter?

Declarations

I, the person making this report, declare that to the best of my knowledge the details as reported are correct and true.

I, the person receiving this report, declare that in receiving this report, I have:

- Advised Child Projection Officer? Yes / No
- On / / referred the report to an appropriate National Leadership Team member being:

Other comments:

Details to Record

- Date & time you saw or heard about abuse
 - Date & time abuse is said to have happened
 - Child's name and age
 - Name of person accused
 - How that person is connected to the child
-

Details to Record

- What was seen or said to have happened
 - How the information came to you
(e.g. child told you, someone else, observation)
 - Date & time you wrote your report
-

What if someone reports?

- **When a Child Tells You About Abuse:**
 - **Do not ask for more details** than what the child shares.
 - **Write down only what the child said** – do not add or change anything.
-

Record on Abuse Incident Report?

- Include the basic details (child's name, time, what happened).

Also write down:

- If the **Assessment Authority** was told
 - The **name of the person** who received your report
 - The **date** you gave them the report.
-

What do I say?

How to Respond to a Report

- What do I say?
 - Ask who, what, when questions.
 - What if they ask you to keep their secret...
 - Tell them you have to report to make sure they remain safe, but will keep it confidential.
 - Ask them if they are safe to go home after today's program.
-

What do I do?

Follow the Structured Reporting

Keep Accurate Records

- Let's look at the record form together.

Our Commitment to Child Safety

All MPFG workers and volunteers must follow mandatory and voluntary reporting requirements.

- You must follow the Policy manual:
 - Record
 - Report
 - Reduce immediate risk
-

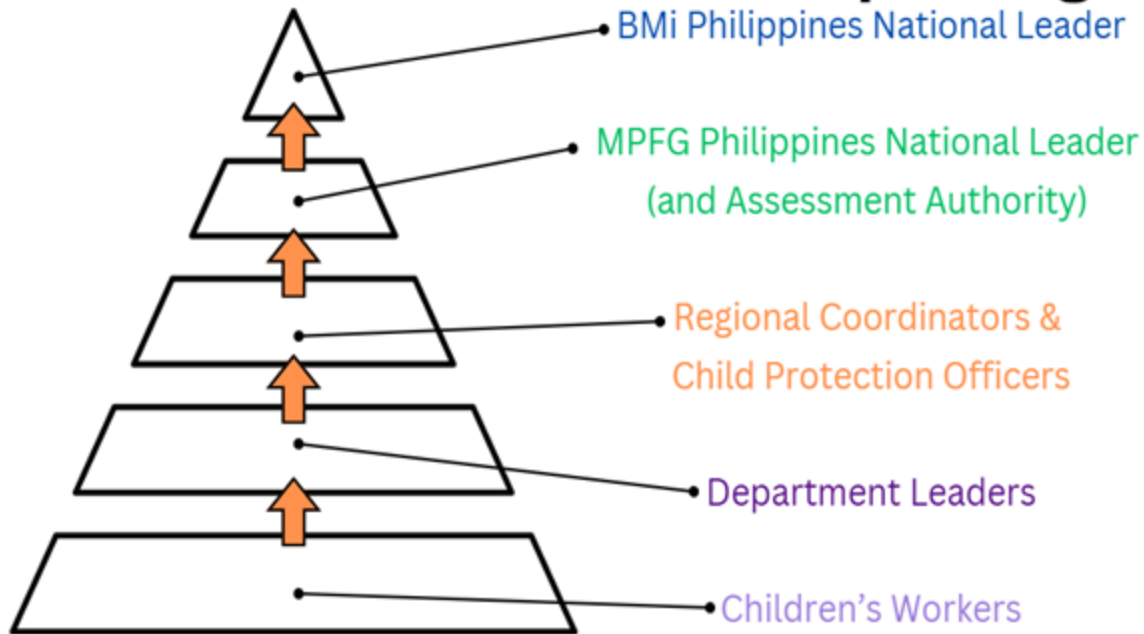
What is Mandatory Reporting?

What if it is mandatory reporting?

According to the **Department of Justice: Child Protection Program, Philippines**

To report a case of abuse you must be **one of a group of 3** or more persons who have personal knowledge of the abuse.

Order for Structured Reporting



Who do you report to?

- Department of Social Welfare & Development or to the Child Health and Intervention and Protective Service (CHIPS) Tel. No. 734-4216
 - Anti-Child Abuse, Discrimination, Exploitation Division (ACADED) National Bureau of Investigation Tel. Nos. 525-6028/525-8231 loc. 403 & 444
 - Commission on Human Rights Child Rights Center Tel. No. 927-4033 (Mon-Fri during office hours)
 - Philippine National Police Operation Center Tel. Nos. 712-8613/722-0540 & 724 8749 or nearest police station
 - DOJ Task Force on Child Protection, Tel. Nos. 523-8481 to 89 or contact the nearest Provincial, City or Regional Prosecutor
 - Local Barangay Council for the Protection of Children
-

**How do you
train your workers?**

You run the next seminar!

Training: department leaders & children's workers/volunteers.

- This might include adults and young people helping in the program such as parents, youth, young adults, elderly, siblings and more.
-

You run the next seminar!

What will you do?

- Explain the Code of Behaviour.
- Advise them that if there is a problem they report to you as the regional coordinator and child protection officer for your area.
- Teach them the importance to maintain confidentiality.
- Respecting the rights of the child.

Download resources here: <https://www.mpfg.org.au/child-safety-policy>

Next steps

Training Log

Sign the training elements completed today.

**Thank you for
maintaining
child safety
and
MPFG's
reputation.**

Matthew 19:14

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."
