



New Apostolic Church
Southern Africa

Sexual Misconduct Policy



BOTSWANA

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1. PREAMBLE

1.1. The New Apostolic Church Southern Africa (hereafter referred to as “The Church”) has decided to adopt a framework which will detail the procedures in handling any form of sexual misconduct within The Church.

1.2. The policy was localised to meet the standards required for Botswana.

1.3. In keeping with its moral and legal duty, The Church has elected to adopt a policy document to:

- Create an atmosphere of trust and safety in each congregation along with the church community in general.
- Prevent sexual misconduct and to protect members and individuals from inappropriate sexual behaviours.
- Provide spiritual and emotional support to victims and their next of kin, and to provide support to the perpetrators of sexual misconduct.
- Promote reporting and support individuals during the process if they have reason to believe that sexual misconduct has occurred or may be occurring.
- Establish a mechanism so that allegations of sexual misconduct may be dealt with promptly, judiciously, and fairly in keeping with the teachings of Christ.
- Provide a procedural framework in which allegations of sexual misconduct are handled in a fair and non-judgmental manner.

1.4. The policy is a means for The Church to gather information, and to assess complaints of sexual misconduct. The aim is to take disciplinary action when it is warranted.

2. DEFINITIONS

- 2.1. **Child:** Any person under the age of 18 years.
- 2.2. **Child sexual abuse:** Forcing or enticing a child to take part in sexual activity, whether the child is aware of what is happening, or not. This includes forcing, enticing or involving children to look at, or the production of: sexual images, sexual activities, as well as encouraging children to behave in a sexually inappropriate manner.
- 2.3. **Complainant:** Any person who lodges a complaint under this policy.
- 2.4. **Complaint:** An accusation/statement made of sexual misconduct, by the person who experienced the misconduct or a person who has first-hand knowledge of the misconduct (i.e. has observed or has evidence of matter) and has reported it in terms of this policy.
- 2.5. **Employee:** Any person who has entered into a contract of employment with The Church for the hire of his or her labour, provided that independent contractors, Leaders and volunteers shall not be regarded as employees, unless they have entered into a contract of employment with The Church.
- 2.6. **Guest:** Any person who visits the church services and/or participates in activities of the New Apostolic Church, according to the membership criteria of the church.
- 2.7. **Investigation:** A process used to gather and examine information from a complainant/victim and respondent to a complaint under this policy and other persons who may have information relevant to the complaint.
- 2.8. **Investigator:** Any person who is appointed to conduct the investigation in accordance to this policy.
- 2.9. **Leader:** Any person, including volunteers, members, visitors, and ministers, who are tasked with a responsibility within The Church. These include ordained, appointed, and assigned individuals.

2.10. **Informed Consent:** Permission granted in full knowledge of potential consequences of giving personal information to a person. For the purposes of this policy, consent typically will be given by an individual who wishes to share sensitive or personal information with a person for a specific reason. In this instance, regarding any act of sexual misconduct with knowledge of the possible risks and benefits of sharing such information, and the possibility of such information being shared, will result in the initiation of an enquiry/investigation on the matter shared. Consent also implies voluntary agreement to engage in an activity by an individual in a position to make such a choice.

- *Parties involved in interpersonal relations must be able to communicate effectively, and agree to any interpersonal activities (activities that take place between two individuals, relating to a sexual nature).*
- *It is the responsibility of the person that initiates any type of sexual activity to obtain the other person's consent.*
- *Consent to one type of sexual act does not necessarily imply consent to other forms of sexual activities. Silence does not imply consent either.*
- *A previous or present sexual or any other type of relation between the parties does not imply consent.*

2.11. **Leave of absence:** When an allegation of misconduct is made against an ordained, appointed or assigned minister/member, that minister/member may be suspended or placed on leave of absence, which is temporary leave from the ministerial mandate or leadership role while the complaint is under investigation to determine the appropriate course of action.

2.12. **Member:** Any person who has been received by The Church through Holy Sealing.

2.13. **Minister:** Any person who has been ordained by the laying on of hands by the Apostle into a ministry and has been given ministerial authority and mandate through such ordination.

- 2.14. **Sexual abuse (also referred to as molestation):** Abusive sexual behaviour by one person enforced upon another.
- 2.15. **Sexual assault:** A form of sexual misconduct and represents a continuum of conduct from forcible intercourse to non-physical forms of pressure that compel individuals to engage in sexual activity against their will.
- 2.16. **Sexual exploitation:** Taking non-consensual, unjust, or abusive sexual advantage of another person.
- 2.17. **Sexual intimidation:** Threatening another person that you will commit a sex act towards them; or engaging in indecent exposure.
- 2.18. **Sexual harassment:** Conduct of a sexual nature in word or deed, which degrades the affected person. Sexual harassment is an expression of disrespect towards the other person. The elements of an offence of sexual harassment can also be fulfilled even with a supposed or manifest agreement of the victim.
- 2.19. **Sexual misconduct:** Any misconduct of a sexual nature that is of lesser offence than sexual assault (such as rape and molestation), particularly where the situation is normally non-sexual and therefore unusual for sexual behaviour, or where there is some aspect of personal power or authority that makes sexual behaviour inappropriate.
- 2.20. **Safeguarding Committee:** The Safeguarding Committee is established by, and reports to, the District Apostle of The Church. The District Apostle is responsible to appoint the Chairperson and various team members.
- 2.21. **Sexual offence:** Any sexual offence described and set out in the laws of Botswana (including the Penal Code CAP 08:01, Cybercrime and Computer Related Crimes Act CAP 08:06, Anti-Human Trafficking Act CAP 08:09, Children's Act CAP 28:04) which includes, but is not limited, to:
- *Abduction of a person for immoral purposes*
 - *Administering a substance with intent to commit a sexual offence*
 - *Cohabitation with a child (in a relationship of a sexual nature)*

- *Corruption of children for immoral act*
- *Cyber sexual harassment*
- *Defilement of a person under 18 years*
- *Defilement of idiots or imbeciles*
- *Detention of persons for immoral purposes*
- *Exposing children to pornography*
- *Incest*
- *Indecent assault*
- *Owner, occupier, manager, controller, assistant manager, or assistant controller of premises inducing or knowingly permitting defilement of a person under 18 years on his or her premises.*
- *Publication, production, possession or accessing of child pornography*
- *Rape*
- *Revenge pornography*
- *Sexual exploitation of a child*

2.22. **The Church:** The New Apostolic Church registered in Botswana (NAC-SA) and includes every congregation of the New Apostolic Church within Botswana.

2.23. **Victim:** Any person against whom an act of sexual misconduct has been perpetrated.

2.24. **Suspension from duty:** When an allegation of misconduct is made against an employee that person may be placed on suspension from duty, on recommendation by the committee which deals with sexual misconduct. In the case of an employee of The Church, this is temporary leave from their job. The suspension will be enforced while the complaint is investigated and to determine the appropriate course of action. Where the employee is also a pastoral leader, this may involve a combination of: a suspension of duty and a leave of absence from pastoral duties.

2.25. **Volunteer:** Any person who is carrying out a responsibility that has accountability to The Church and who is not a minister/employee of The Church.

3. INTRODUCTION

- 3.1. The term “sexual misconduct” is often used in policies aimed at addressing cases or situations marked by behaviours associated with power imbalance, coercion, and predatory behaviour. Furthermore, this term is commonly applied as an “umbrella” term for any misconduct of a sexual nature.
- 3.2. Sexual misconduct is a lay term, and a concept which is far from clear. It is acknowledged too that the word ‘misconduct’ also lacks precision. It is used as an encompassing term for all kinds of behaviour which is unacceptable or improper, often obscuring what happens.
- 3.3. For the purposes of this policy, the term includes an array of problematic sexual behaviour including harassment, which may cover both criminal and non-criminal conduct.
- 3.4. Sexual misconduct is often perpetrated against an individual without his or her consent. A power imbalance usually exists, where subordinates are subjected to, or coerced to comply and participate in inappropriate sexual acts and behaviours.
- 3.5. The impression of consent by the victim to engage in sexually inappropriate behaviour is then generally created. The alleged misconduct can be of varying degrees, such as inappropriate conversations, exposure, assault, aggressive come-on, and incessant attention seeking behaviour. There is a complete disregard for the discomfort created by inappropriate advances, behaviours, and comments.
- 3.6. Sexual misconduct can occur with female and male members of all age groups. Such behaviour violates the personal dignity of the individual and is condemned by The Church in the strongest possible terms.
- 3.7. Sexual misconduct by any leader, who normally enjoys a high degree of trust and respect from the members, will not be tolerated. Such behaviour is viewed as a violation and an abuse of trust invested in them. This will have serious repercussions for the offender. Exposure of members to such behaviour can cause trauma and distress and leave them deeply disturbed.

- 3.8. The Church, therefore, recognises its obligation to investigate reports of such offensive behaviour, and above all, to institute appropriate preventive measures. Assessing cases of sexual misconduct as being trivial or ignoring them can bring The Church into disrepute.
- 3.9. The Church commits to investigate all reported cases of sexual misconduct with sincerity and honesty.
- 3.10. No reports will be concealed or omitted by those in The Church entrusted to lead.
- 3.11. No sexual misconduct will be condoned by those in The Church entrusted to lead.

4. POLICY STATEMENT

- 4.1. The Church commits itself to providing a safe institutional environment where all members may worship, learn, work, and go about their duties and activities free from sexual misconduct.
- 4.2. Sexual misconduct undermines the dignity and autonomy of those victimised and erodes mutual trust and respect, which are essential to personal well-being.
- 4.3. The Church opposes any form of sexual misconduct by ministers, teachers, leaders, employees, volunteers, visitors, and members.
- 4.4. This policy focuses on The Church's commitment to preventing sexual misconduct by responding effectively to formal or informal allegations of sexual misconduct.
- 4.5. Allegations will be investigated and dealt with in a manner that seeks to ensure that the identities of the persons involved in a complaint are kept confidential.
- 4.6. The Church will deal with all matters confidentially, except when the law or a court order requires disclosure.
- 4.7. Confidentiality can become a complex matter in cases where victims will require support. The principles of informed consent will then apply.

5. PURPOSE

- 5.1. To provide a systematic approach and framework for the consistent management of reports of sexual misconduct within The Church.
- 5.2. The Church strives to treat reported complaints fairly and impartially.
- 5.3. Encourage all individuals, members, employees to treat reported cases of sexual misconduct confidentially.
- 5.4. Assist victims and perpetrators of sexual misconduct to heal from the encounter and to gain the necessary support.
- 5.5. Maintain a healthy church community and work environment for all individuals, members, and employees of The Church, free from any sexual misconduct.
- 5.6. Enhance the rights, values, dignity, privacy, respect, fairness and equality for all individuals, members and employees of The Church.

6. OBJECTIVES

- 6.1. This policy document is intended to ensure that The Church's community is free - from sexual misconduct.
- 6.2. Provide guidelines for handling cases or situations of sexual misconduct within The Church.
- 6.3. Ensure that all individuals, members, employees, or volunteers are treated with respect.
- 6.4. Inform and educate individuals, members, employees, and volunteers on this unacceptable behaviour.
- 6.5. Protect the rights and dignity of all individuals, members, employees, and volunteers.
- 6.6. Ensure impartiality, fairness, and due processes in handling sexual misconduct.

- 6.7. Provide information on the means of redress available for victims of sexual misconduct. Prevent victimization and protect the complainants and witnesses from any retaliation.
- 6.8. Create an enabling and barrier-free church community that strives to prevent the occurrence of sexual misconduct.

7. SCOPE OF THE APPLICATION

- 7.1. This policy document forms part of the overall management of sexual misconduct and must be considered in conjunction with all relevant legislation.
- 7.2. The policy further applies to all senior managers, managers, supervisors, employees, contract workers, clients, suppliers, individuals, members, and volunteers as well as any person who has dealings with The Church.
- 7.3. In the case of employees - If the victim or complainant is an employee of The Church, such allegations of sexual misconduct should be reported to the Administration Manager of the Church who will deal with such complaints in terms of the disciplinary procedures of The Church administration office, in conjunction with the relevant Labour Relations legislation.
- 7.4. Record will be kept of all complaints. However, anonymous complaints will not be investigated but will be kept on record. In the event of an anonymous complainant involving a minor or a vulnerable adult, the complaint will be referred to the Safeguarding Committee for investigation.

8. LEGAL FRAMEWORK

- 8.1. This policy outlines what The Church aims to achieve in preventing and eradicating sexual misconduct in its communities and this legal framework provides the legal parameters it will use to achieve the objectives of this policy.
- 8.2. Although this policy is not a law, it does however align with the relevant laws of the Republic of Botswana to achieve the objectives of this policy
- 8.3. In its application, the legislation below, as well as any amendments thereto (from time to time), and any other relevant legislation will be considered:
 - *Constitution of the Republic of Botswana*
 - *Anti-Human Trafficking Act CAP 08:09*
 - *Children's Act CAP 28:04*
 - *Cybercrime and Computer Related Crimes Act CAP 08:06*
 - *Domestic Violence Act CAP 28:05*
 - *Employment Act CAP 47:01*
 - *Penal Code CAP 08:01*

9. SEXUAL MISCONDUCT

- 9.1. The term 'sexual misconduct' constitutes any unacceptable or improper behaviour or conduct of a sexual nature.
- 9.2. The term is broadly used to include any unwelcomed behaviour of a sexual nature that is committed without consent, or even by force, intimidation, coercion, or manipulation.
- 9.3. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same/different gender.
- 9.4. Examples of sexual misconduct may vary in its severity and consists of a range of behaviour or attempted behaviour. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct: **sexual harassment**, **sexual assault**, **sexual exploitation**, and **sexual intimidation**.

9.5. **Sexual harassment** is a form of discrimination that includes verbal, written, or physical behaviour of a sexual nature, directed at an individual, or against a particular group. Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred (hence the reason for a thorough investigation done by The Church).

9.6. Examples of sexual harassment include:

- *Offensive, suggestive, and degrading remarks and gestures.*
- *Exposing others to sexual documents, pictures, or corresponding audio products.*
- *Intentionally initiated touching of a sexual nature.*
- *An approach with ulterior sexual motives and corresponding invitations, associated with promises of advantages or the withdrawal of respect and support if rejected, or the threatening of disadvantages.*
- *Exhibitionism*
- *Pressuring a student/ minor/ adult to engage in sexual behaviour for some educational or employment benefit; or*
- *Making a real or perceived threat that rejecting sexual behaviour will carry a negative consequence for the student in education, on-campus residence, or University program or activity*

9.7. **Sexual assault** is a form of sexual misconduct and represents a continuum of conduct from forcible intercourse to non-physical forms of pressure that compel individuals to engage in sexual activity against their will.

9.8. Examples of sexual assault under this policy include, but are not limited to, the following behaviours, however slight, when consent is not present:

- *sexual intercourse (anal, oral, or vaginal). Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger; anal*

penetration by a penis, object, tongue, or finger; or oral copulation (mouth to genital contact or genital to mouth contact);

- *attempted sexual intercourse (anal, oral, or vaginal);*
- *intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any other intentional unwanted bodily contact of a sexual nature;*
- *use of coercion, manipulation, or force to make someone else engage in sexual touching, including breasts, chest, and buttocks.*

9.9. **Sexual exploitation** involves taking non-consensual, unjust, or abusive sexual advantage of another person. Examples can include, but are not limited to the following behaviours:

- *electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved;*
- *voyeurism (spying on others who are in intimate or sexual situations);*
- *distributing intimate or sexual information about another person without that person's consent;*
- *prostituting or trafficking another person.*

9.10. **Sexual intimidation** involves threatening another person that you will commit a sex act towards them; or engaging in indecent exposure.

10. OBLIGATION TO CONFIDENTIALITY

- 10.1. The trust instilled and maintained by members in leadership positions with brothers and sisters in their care, is a fundamental condition for pastoral care. The obligation to confidentiality is broadly understood to be the commitment of individuals, members, volunteers, and employees to treat all information obtained with discretion.
- 10.2. Furthermore, all complaints of sexual misconduct will be investigated with confidentiality. Adhereing to the policy of this document, the committee (of a pastoral care area i.e. congregation, district, apostle area) who is appointed by the District Apostle, will determine what information and documentation, obtained through the investigation process, will be shared with the parties involved.
- 10.3. Throughout the process, the committee will ensure that the complainant and the respondent receive timely updates about the progress of the investigation when appropriate.
- 10.4. Information sharing will be done with prudence and discretion, balancing the desire for open communication with the importance of maintaining the safety of all parties. In instances where the safety of a party is jeopardised, a summarised form of the information may be given.
- 10.5. During the proceedings of the panel, no party should make any public comment/s. No information shall be passed on if the express consent of the person affected had not been granted. Information can also be passed on to a higher minister without the consent of the person affected if an indisputable requirement (legal prescript) exists. This is particularly the case if:
- *Extensive damage to The Church could be expected;*
 - *Fulfilment of tasks carried out by leaders are grossly in conflict with the fundamentals of The Church or its doctrine;*
 - *Such behaviour could seriously affect The Church's reputation;*
 - *The intention exists to carry out a serious, punishable act; or*
 - *Imminent danger to an individual becomes known (e.g. suicidality).*
 - *All legal provisions in terms of the legal framework set out herein shall be upheld.*

11. RESPONSIBILITIES

- 11.1 Everyone is responsible for what he/she does or refrains from doing.
- 11.2 In general, The Church is not responsible for the inappropriate behaviour of individuals. However, those entrusted to lead have a great responsibility when selecting brothers and sisters to occupy leadership positions. They have a supervisory function concerning the type and way those appointed fulfil their commission.
- 11.3 The leaders ought to guard against making themselves guilty of sexual misconduct during the execution of their spiritual/organisational responsibilities
- 11.4 It is the responsibility of leaders to take preventive actions if the possibility of sexual misconduct in pastoral care arises.
- 11.5 Care ought to be taken that sexual misconduct does not originate from the actions of leaders or from the person seeking advice or being cared for.
- 11.6 If necessary, a solution ought to be found in conjunction with those entrusted to lead to help prevent inappropriate behaviour. For some activities it is highly recommended that one-on-one activities ought to be avoided, i.e. that those in leadership positions ought to always ensure that someone accompanies them when embarking on activities or responsibilities which could potentially present as a one-on-one.
- 11.7 The principle of pastoral care is violated if appointed leaders are guilty of sexual misconduct. In such cases, the well-being of members is no longer in the foreground, but the needs of the leaders, appointed by the Church, have taken precedence.
- 11.8 If a person becomes a victim or witness of sexual misconduct in the Church environment, it is expected that the responsible Apostle be informed. Sexual misconduct must not be concealed or accepted in silence. The Apostle ought to be informed of all cases of a sexual misconduct.
- 11.9 Appointed leaders are carefully selected with respect to their suitability for dealing with children, youth, and members. They must not exhibit any signs of inappropriate sexual behaviour. Leaders must inform proposed members for leadership positions about The Church's sexual misconduct policy, and its zero tolerance for inappropriate sexual behaviour.

- 11.10 Where applicable their spouses must be informed about the contents of this policy document. This includes making them aware of the consequences for the victims and offenders. Reference should also be made to the long-term consequences as well as the burden placed on families and society.
- 11.11 No private church lessons ought to be carried out by a person/teacher alone with a student. If possible, combined lessons for several congregants or the presence of a further person should be arranged.
- 11.12 Members ought to act and/or behave in an appropriate and acceptable manner. Special attention should be paid to behaviour outside of what is deemed to be generally acceptable social behaviour/manners, since this may be the advance warnings of sexual misconduct in the future. Although certain inappropriate behaviours may lead to acts of sexual misconduct, it should be noted that such behaviour may only be diagnosed by a trained professional.
- 11.13 Inappropriate sexual behaviour usually commences as a grooming process, which leads from apparently harmless violation of limits up to grave abuse. It is important to trust one's own perception and feelings.
- 11.14 All members will be be informed about the contents of this policy. Parents will be advised of the indicators of sexually harmful behaviours and patterns, and will be advised about their responsibility (should they observe warning signs).

12. EDUCATION

- 12.1 The Church will provide regular opportunities for its ministers, teachers and leaders to be advised on developments in the field of psychosocial and psychosexual education, and on matters relevant to this document. This will assist ministers and congregation to identify and care for victims of sexual misconduct within The Church and the wider community.
- 12.2 Suitable candidates who are qualified in the fields applicable to psychosocial and psychosexual education will be recruited and deployed to create awareness and present appropriate training to ministers, congregants and other individuals deemed in need of support.

- 12.4 A copy of this policy document and the procedures of its implementation will be distributed to all Rectors so that all existing ministers, new ministers and volunteers can have access to it. A copy will also be placed on the MIS (Membership Information System) for access to all members and published on The Church's website.
- 12.5 All volunteer ministers and remunerated staff should familiarise themselves with the policy and their responsibility for compliance and implementation.

13. APPLICABLE PROCEDURES

- 13.1. Victims and complainants have two options to resolve a complaint relating to sexual misconduct.
- 13.2. An attempt can be made to resolve the complaint in an informal way, or a formal procedure can be embarked upon. A victim or complainant should be under no duress to accept one or the other option.
- 13.3. The Church acknowledges the rights of both parties to be heard during the investigation of any complaint of sexual misconduct.
- 13.4. If the victim or complainant is an employee of The Church, the allegation(s) of sexual misconduct should be reported to the Administration Manager of The Church who will deal with such complaints in terms of the relevant disciplinary procedures of the employer.
- 13.5. A victim or complainant may also lodge a complaint of sexual misconduct to an independent person (a social worker, psychologist, medical practitioner, or the Botswana Police Service) outside of The Church's structure. Such independent person should be advised to immediately inform the District Apostle of such a complaint, where after the District Apostle will follow the formal complaint procedure as set out in this policy.
- 13.6. Should the victim not be satisfied with the informal procedure, he/she can at any stage lodge a formal complaint in terms of the procedures set out in this policy.

13.7. **The informal procedure:**

- a) Any victim or complainant may report allegations of sexual misconduct to their Rector or responsible Apostle.
- b) The Rector will immediately inform the responsible Apostle.
- c) The responsible Apostle will within a reasonable time bring the parties together and attempt to resolve the complaint in a way that is acceptable to both the victim and the respondent.
- d) The mediator can be a minister, member or independent person who, preferably has knowledge of mediation, dispute resolution, sexual misconduct and/or gender- based violence.
- e) The person appointed to act as mediator has a duty to promote, protect and give effect to the integrity, fairness and efficacy of the mediation procedure; act independently and impartially; conduct himself or herself with honesty, integrity and with courtesy to both parties; act in good faith; and attempt to resolve the complaint in a way that is acceptable to both parties.
- f) The mediator must at the conclusion of the mediation procedure deliver report that records the issues which were resolved; the issues upon which agreement could not be reached, and any other point which the mediator considers necessary.
- g) The mediator must deliver the report to the Safeguarding Committee within 10 days of the closure of the mediation procedure.

13.8. **The formal procedure:**

- a) A victim or a complainant who wishes to lodge a formal complaint of sexual misconduct against a respondent shall, as far as practically possible, lodge a complaint in writing and direct the complaint to the District Apostle.
- b) Within 7 (seven) days or as soon as possible after receiving the formal complaint, the District Apostle in conjunction with the responsible Apostle will appoint an investigator to investigate the complaint.

- c) The District Apostle could also, depending on the nature of offence, appoint a subgroup, with representation from, and in consultation with the Safeguarding Committee, on a case-by-case basis

13.9. Investigation:

- a) The investigator shall be a person of knowledge in investigations and obtaining of evidence, writing of reports and should preferably also have either knowledge of the law or knowledge of sexual misconduct and gender-based violence.
- b) To conduct the investigation, the investigator shall meet with the complainant, victim, respondent and any witnesses or any other relevant person(s); prepare a written report for submission to the Safeguarding Committee that will include a recommendation.
- c) The report must be completed on the form provided (appended hereto) and be compiled and presented to the Safeguarding Committee within 30 (thirty) business days after being appointed by the District Apostle.
- d) The investigator and the Safeguarding Committee will ensure that all records concerning the matter are kept confidential and that a record is kept of actions taken and of the proceedings.

14. DUTY TO REPORT CHILD ABUSE

- 14.1 It is important to note that there is a duty on every person to report child abuse if he or she has a suspicion, based on reasonable grounds, of a child being abused.
- 14.2 Any type of abuse must be reported. A 'child' is a person under the age of 18 years. The child abuse must be reported to the police.

15. THE SAFEGUARDING COMMITTEE

- 15.1 The Safeguarding Committee, appointed by the District Apostle, must consist of at least 2 (two) Apostles and at least 3 (three) other individuals who collectively have at least the following expertise and knowledge of sexual misconduct, gender-based violence and knowledge of the law.
- 15.2 Upon appointment, the Safeguarding Committee will choose a secretary who will be responsible for convening all relevant meetings of the committee and writing the report of the Safeguarding Committee.
- 15.3 Upon receipt of the investigator's report, the Safeguarding Committee can request further information or direct the investigator to do further investigation on identified issues.
- 15.4 Should the Safeguarding Committee deem it necessary, the committee can request further interviews with the victim, complainant, respondent, and any other witnesses.
- 15.5 The Safeguarding Committee can obtain a specific investigation and report from a specialist in the field of law and/or gender-based violence and/or sexual misconduct.
- 15.6 The Safeguarding Committee will conclude any further investigations and reports within 30 (thirty) days after receipt of the final report.
- 15.7 Within 14 (fourteen) days after concluding any further investigation, the Safeguarding Committee will provide a report to the District Apostle which report will set out all the evidence obtained, an evaluation of such evidence as well as the Safeguarding Committee findings and recommendations.
- 15.8 The District Apostle will implement the recommendations of the Sexual Misconduct committee within 14 (fourteen) days of the receipt of the report from the Safeguarding Committee or deal with the report in a manner that he deems fit.

15.9 The regional committee:

- a) Regional committees will be established and mandated by the District Apostle as the needs arise.
- b) The function of the regional committee is to assist the Safeguarding Committee in dealing with matters related to sexual misconduct within their geographical area.
- c) All members of the regional committee for Botswana will be appointed by the District Apostle in consultation with the Apostle of the area.
- d) The District Apostle in consultation with the Apostle will appoint a Chairperson for the Regional Committee who will be responsible for the overall functioning of the regional committee in Botswana.
- e) The chairperson of the regional committee will report and/or communicate with the chairperson of the Safeguarding Committee concerning all matters related to sexual misconduct in Botswana.

16. SAFEGUARDING FACILITATORS

- 16.1 Safeguarding facilitators will be appointed by the Apostle of the area in consultation with the Chairperson of the Regional Committee.
- 16.2 The role of the Safeguarding Facilitator is to provide support to victims of, and their families affected by sexual misconduct in the church.
- 16.3 Safeguarding facilitators must have a clear criminal record and experience in dealing with sexual misconduct or related matters.
- 16.4 The goal of the Safeguarding Facilitator is to respond appropriately to victims of sexual misconduct to reduce levels of trauma and refer victims of sexual misconduct to community resources for additional assistance and counselling.
- 16.5 Safeguarding Facilitators must also continuously conduct awareness raising sessions on the sexual misconduct policy and related content.

17. APPEAL PROCESS

- 17.1 The aggrieved respondent who feels that the outcome of an investigation is not appropriate may appeal in writing to the office of the District Apostle to revisit the decision.
- 17.2 The responded must appeal in writing to the office of the District Apostle within 21 days after he/she has been informed of the outcome of the decision taken.
- 17.3 The respondent shall be given a fair hearing, and the decision taken by the responsible party on the allegation shall abide until the appeal is launched.
- 17.4 During the appeal period, the respondent shall be suspended until the appeal's conclusion to determine if the earlier decision stands or is altered.

18. PENALTY FOR MISCONDUCT

- 18.1 If found guilty of a sexual misconduct offence, the church reverses the right to revoke the member's ministry if he or she was an office bearer and/or any leadership role in the church. This includes a minister in retirement.
- 18.2 The matter may also be referred to the relevant authorities for legal penalty.

19. MULTIDISCIPLINARY SUPPORT ORGANISATIONS

- 19.1 Contact with multi-disciplinary support organisations and legal bodies is beneficial and The Church will recommend this to all parties concerned, i.e. victims and offenders.
- 19.2 The Church will be working closely with the following organisations, that are operative in the relevant local area, and which deal with these matters on an ongoing basis:
 - Childline
 - Tebelopele Wellness Clinic
 - Botswana Police Service
 - Women Against Rape

- Botswana Family Welfare Association (BOFWA)
- Social and Community Development Department
- Botswana Institute of Rehabilitation and Reintegration of Offenders (BIRRO)
- Lifeline Botswana
- Botswana Gender Based Violence Prevention and Support Centre
- Psychologists/ Counsellors/ Medical Practitioners /Health Facilities

18.3 The victim or in the instance of a minor, the legal guardians, must decide whether legal proceedings should be instituted.

18.4 A helping organisation can also provide qualified and competent advice, however all cases of sexual misconduct involving a minor will be reported to the Botswana Police Service, in accordance with The Children's Act CAP 28:04.

20. SUPPORT FOR VICTIM AND OFFENDER

19.1 Pastoral support will be offered to both the victim and offender as well as their close relatives, as organised by the relevant Apostle.

19.2 External therapeutic support and interventions are also available. If desired by the victim (or their legal guardian).

19.3 The Church representative is available to establish contact with multi-disciplinary support organizations or therapists and could also be present in the further discussion if, and when necessary.

19.4 Church leaders are advised to sincerely empathise with victims and handle all matters with care and understanding. The same understanding should be conveyed when dealing with the close relatives of the victim. To protect the victim, appropriate restraint should be exercised.

19.5 The offender must be made aware of the seriousness of his/her actions or behaviour to assist him/her in showing remorse, seeking atonement, and changing his/her behaviour.

- 19.6 Therapeutic support interventions will be recommended for both the offender and his/her family. Irrespective of the seriousness of the offence, he/she will be offered pastoral support from the Church.

21. POLICY REVIEW

- 20.1 This policy will be reviewed every two years by the review committee as established by the District Apostle.

22. DEVIATION

- 21.1 Any deviations and/or changes to this policy must always be approved by the relevant Safeguarding Committee and all changes be recorded in writing and communicated appropriately.

REF NO.:

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Date:

Time:

Venue:

(if face to face)

Type of Contact: Telephone Email SMS WhatsApp Face to Face

1. IDENTIFYING DETAILS

REPORTER	
RELATIONSHIP TO VICTIM: (this could be 'Self')	
VICTIM: (this could be 'As above')	
ALLEGED PERPETRATOR:	

2. NATURE OF THE INCIDENT

3. OUTCOME OF INVESTIGATION

4. EXPECTATIONS

4.1 What are the wishes and expectations of the reporter? Are these still the same?
4.2 Were the wishes of the reporter adequately met?
4.3 What are the wishes and expectations of the victim? Are these still the same?
4.4 Were the wishes of the victim adequately met?

5. SUPPORT AND RESOURCES

5.1 What kind of support was offered to the victim and his/ her family?

5.2 Have external agencies been consulted? If so, please specify and inform what the outcomes were.

5.3 Has this matter been referred to external agencies for continued/ follow-up support? If so, please specify which agencies and identify type of support requested.

6. CLOSURE

6.1 Motivation for closure:

6.2 Victim's comments on the above decision (depending on level of maturity)

6.3 Reporter's comments on the above decision:

6.4 Representative of safeguarding committee's comments on decision to close:

7. SIGNATORIES

7.1 Victim (depending on level of maturity) Date:

7.2 Reporter: Date:

7.3 Safeguarding Committee Representative: Date:

AUTHORISED SIGNATORIES

AUTHOR INFORMATION	QA by Chairperson / Member of Safeguarding Committee:
Name:.....	Name:.....
Signature:.....	Signature:.....
Date:.....	Date:.....

CONFIDENTIAL REPORT: SEXUAL MISCONDUCT INCIDENT

CASE NO.:

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Date:

Time:

Type of Contact: Telephone Email SMS WhatsApp Face to Face

INFORMANT/REPORTER	
NAME SURNAME	
CONTACT NUMBER	
PHYSICAL ADDRESS	
EMAIL ADDRESS	
CONGREGATION	
RECTOR	
APOSTLE	
Relationship to Victim	

VICTIM (THIS COULD BE 'AS ABOVE')	
NAME SURNAME	
CONTACT NUMBER	
PHYSICAL ADDRESS	
EMAIL ADDRESS	
CONCREGATION	
RECTOR	
APOSTLE	

ALLEGED PERPETRATOR:	
NAME SURNAME	
CONTACT NUMBER	
PHYSICAL ADDRESS	
EMAIL ADDRESS	
CONGREGATION	
RECTOR	
APOSTLE	
Relationship to Victim	

REASON FOR CONTACT

Four horizontal lines for text entry.

DETAILED NOTES: (PLEASE USE AN ADDITIONAL PAGE IF NEED BE)

Multiple horizontal lines for text entry, with a large, faint watermark logo in the center.

WISHES/ EXPECTATIONS OF THE INFORMANT:

WISHES/ EXPECTATIONS OF THE VICTIM: (THIS COULD BE AS ABOVE)

		MANDATORY STEPS		
1. REGISTER INCIDENT	YES	NO	Outcome:	
2. INFORM PANEL MEMBER	YES	NO	Outcome:	
3. INFORM OFFICE OF THE DA	YES	NO	Outcome:	
4.	YES	NO	Outcome:	
5.	YES	NO	Outcome:	
6.	YES	NO	Outcome:	

