



Helping Hands Healing Hearts

Ministries Philippines Inc.

MEDIUM AND LONG-TERM VOLUNTEER APPLICATION FORM

Date of Application _____

You are applying to be a medium or long-term volunteer at Helping Hands Healing Hearts. How long do you wish to stay? Please note that the stay will be at your own expense. You must be fully self-supporting.

☐ 1-3 months

☐ 3-6 months

☐ 6-12 Months

I am interested in experiencing (please mark appropriately):

- _____ Community Visitation to former client's homes for follow up
- _____ Working in the residential homes as practical support to local staff
- _____ Working with the children in arts and crafts group activities
- _____ Working with kids with special needs by assisting local staff in their routines
- _____ Hospital Ministry (Visiting sick children and their families to meet urgent needs)
- _____ Education (working in our homeschool with our teachers)
- _____ Education (Offering training for our team in your area of expertise)
- _____ Administration and office work
- _____ IT support
- _____ Other please state specialty skill you have _____
- _____ Medical Outreach

PERSONAL INFORMATION

Last Name		First Name		Middle Name
Home Address				
Mobile/Cell Number			Email Address	
Date of Birth			Place of Birth	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Citizenship		Civil Status
Name of Emergency Contact		Relationship		Contact Number



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EMPLOYMENT

Name of Company

Office Address

Position

Office Number

EDUCATION

	Name of School	Degree
Doctorate		
Masteral		
College		
High School		

How did you learn about Helping Hands Healing Hearts?



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Have you volunteered with any organization before? If yes, please provide at most, 3 relevant experiences.

Inclusive Dates	Name of Organization	Scope of Volunteer Work

If you are no longer connected with your most recent volunteer organization, why did you leave?

Why do you want to volunteer with Helping Hands Healing Hearts?

What do you hope to gain from your volunteer experience with Helping Hands Healing Hearts?

What hobbies, skills, talents, or special qualities that you possess that may be relevant?



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When are you available to volunteer? Please specify days, times, and length of volunteer commitment.

Helping Hands Healing Hearts is a Christian organization which provides shelter, education, medical assistance and trauma informed care to children in crisis situations. As a Christian Org, we would like to check on your spiritual compatibility with our organization. We will contact your Pastor/Minister/Priest so please speak to them about your intentions before applying as they will have to offer their personal and professional recommendation on your application.

RELIGIOUS AFFILIATION

Religion	
Name of Church	
Address of Church	
Name of Pastor / Minister	
Email Address and Phone Number	

Are you involved in any church ministry? If yes, please enumerate them including responsibilities.

What do you think is your purpose in life?

How would you describe your personal relationship/opinion/attitude towards God?



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Is there anything else about your faith or spiritual life that you would like to share?

What is your Happiest childhood experience?

What is your saddest childhood experience?

I hereby acknowledge that the information I have provided above is true and correct. I understand that any falsification herein may be grounds for the termination of my volunteer service with Helping Hands Healing Hearts Ministries.

Volunteer Applicant's Signature Over Printed Name

Date

To complete your application, please provide scanned copies of

- **your current passport**
- **full body picture and close up picture**
- **a signed copy of the HHM Child Protection Policy clearly indicating your intention of compliance and understanding of the consequences of non compliance (You can just send a copy of the signature page but ensure you have read and understood it very well)**
- **Police Clearance from your current area of residence as well as your from your home country if that is not where you are currently residing.**
- **Email your submission of this application to volunteer@helpinghandsministries.com**

All applications will be considered AFTER all requested documents have been submitted.



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Child Protection Policy

Helping Hands Healing Hearts Ministries Philippines Inc.

This document exists to explicitly lay out the child protection policy and procedures of Helping Hands Healing Hearts Philippines Inc. It is mandatory for staff and volunteers to read and sign this policy before they begin to work with children. Its purpose is to unite the ministry under a uniform policy to best protect the children and vulnerable adults in its care.

Core Beliefs of Helping Hands Healing Hearts

Helping Hands Healing Hearts Ministries recognizes the personal dignity and rights of the children and vulnerable adults in its care. The ministry, staff and volunteers vow to do everything in our power to create a safe environment for children and young people and to prevent any harm or abuse from happening to them. We commit to listen to and value each child in our care and to train and support our staff and volunteers in best practices in child safety. We are committed to acting at all times in the best interests of the children, seeing the children's needs as priority.

We will do this by...

- educating staff and volunteers on our policy and commitments in relation to child protection and ensuring that policy is adhered to on all levels regardless of their level of contact with the children.
- ensuring that any allegations of abuse are promptly and properly dealt with. That victims are supported and perpetrators held to account.
- following best practices in child abuse prevention in all of our homes and outreach ministries.



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Definition of Child Abuse

Child abuse is any action by another person, adult or child, that causes significant harm to a child either physically, emotionally, sexually or through neglect.

There are 4 types of abuse:

- **Physical abuse** is actual or likely physical injury to a child, such as hitting, kicking, pinching, biting, burning or shaking. A person can be held liable by HHM for physical abuse whether these acts are intentionally committed by them or are known to be happening to a child and they do nothing to prevent it or stop it.
- **Emotional abuse** is harm caused by emotional ill-treatment or rejection, such as degrading punishments, threats, calling names, shouting, bullying, and exposure to domestic violence.
- **Sexual abuse** occurs if a child or young person is persuaded or forced to take part in any kind of sexual activity, whether or not the child is aware of or consents to what is happening. Sexual abuse includes incest, rape and fondling. It also includes non-contact activities such as showing pornography or inappropriate photographs to a child. Again, knowing that sexual abuse is occurring and not reporting it immediately is the same as involvement and will be disciplined accordingly.
- **Neglect** occurs when basic needs such as food, a safe environment and medical care are not met, or when there is failure to protect a child from exposure of any kind of danger.



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Helping Hands Healing Hearts Ministries Phil Inc.'s Child Protection Procedures

1. Recruitment of Staff and Volunteers

- Candidates will be asked to describe their previous experience of working with children or young people and to provide a referee who can comment on their work with children or young people.
- Advertisements and job descriptions for any Helping Hands Healing Hearts Ministries Phil Inc. employment will include a reference to the NGO's commitment to child protection and our Child Protection Policy.
- Job offers made will be subject to satisfactory clearance from checking of statutory records and satisfactory verification of qualifications and the candidate's CV and subsequent interview.
- Staff and Volunteers will be asked to read and sign a Code of Conduct which becomes part of their contractual agreement for employment or duration of volunteer terms.

2. Ensuring Awareness and Prevention

- Helping Hands Healing Hearts Ministries' commitment to child protection will be stated in appropriate corporate documents and on our website. The NGO will make its policy and procedures available to anyone who requests them.
- The Director of the Helping Hands Healing Hearts Ministries will ensure that all staff are aware of the Child Protection Policy and have access to the document. The induction program for all staff will include an explanation of the policy, and all staff will be expected to complete a more detailed education session on the policy.
- Managers have the responsibility for ensuring that all staff and volunteers are aware of the child protection policy, and for reminding them of its provisions when the need arises. Managers will be expected to take part in child protection training.



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- The training needs of staff in identified posts will be regularly assessed and relevant training provided.

- Any events planned should ensure that child protection issues are considered as part of the risk analysis and/or health and safety arrangements.

3. Examples of Good and Bad Practice

Good Practice

- Always work in an open environment where possible and avoid being alone unnecessarily with a child.
- Promote, support and model positive conflict resolution techniques helping children to be considerate and kind with one another.
- Treat all children equally and with respect and dignity.
- Where close physical contact (changing nappies/diapers, bathing, dressing, moisturizing) is necessary it should be done openly yet respectfully with another member of staff or another child nearby. When applicable, the consent of the child or children should be sought, especially in the case of slightly older children.
- Guests and visitors should always be accompanied by a volunteer or staff member when with a child.
- Be a positive role model. This includes a zero tolerance to the use of or discussion of use of tobacco, alcohol or any other drugs in the company of the children.



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Poor practice

- Allowing or engaging in inappropriate touching of any form even when done in a light hearted manner.
- Volunteers taking a child outside of the orphanage unaccompanied by a staff
- Engaging in rough or sexually provocative games.
- Allowing young people to use inappropriate language.
- Spending excessive amounts of time alone with a child away from others.
- Having 'favorites' and allowing a child to become dependent upon your particular attention.
- Making sexually suggestive comments to a child.

No staff member or volunteer will endanger their own standing or position within Helping Hands Healing Hearts Ministries Phil Inc. by responsibly reporting potential or suspected child abuse. Better safe than sorry approach is always appreciated.

4. Management Responsibilities and Plan of Action

If a member of staff is the subject of an allegation of child abuse, that staff member will be asked to take immediate leave from their duties on full pay until an investigation has been completed. If a HHM volunteer is the subject of an allegation of child abuse, that volunteer will be asked to withdraw from their work until an investigation has been completed. In both cases, it should be made clear that suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken. Helping Hands Healing Hearts will provide care and support for the alleged victims and alleged abuser during investigation and will continue support needed after the situation has been resolved.



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If a disclosure of abuse takes place in which the alleged abuser is a member of staff or a volunteer, the incident has taken place on HHM premises or in connection with HHM activities, Helping Hands Healing Hearts Ministries will inform the statutory authorities. If a suspicion is expressed, the HHM will undertake a risk assessment and then take appropriate action, which may involve contacting statutory authorities.

If an allegation of child abuse is made involving a member of HHM staff, this allegation, together with a record of the investigation undertaken and the outcome, will be recorded in their personal files. Confidentiality regarding these records will be scrupulously maintained and information will only be released to the manager of the staff member concerned or to those in positions of authority externally who have reason to need it for the protection of children.

If a member of HHM staff or anyone closely associated with HHM's work is found to have committed acts in relation to children which are criminal or which contravene in a serious way the principles and standards set out in this policy, Helping Hands Healing Hearts Ministries will take disciplinary action and/or legal action appropriate to the circumstances. Staff and volunteers found guilty of child abuse will not be allowed on the HHM's premises or to make contact with any of its children.

5. Visitors

No visitor will ever be left alone with any Helping Hands Healing Hearts Ministries children. This is reinforced in our separate – 'Visitors Policy'.

6. Photos and Videos

Photographs and videos are powerful tools that can be used appropriately and inappropriately. In effort to ensure only appropriate pictures and videos of our children are taken and used we give these guidelines:

- Children should always be appropriately clothed in photographs or videos
- Children should not be photographed when in compromising activities or positions.



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- No inappropriate photos should be used online for any reason by any person.
- No photos distributed in any medium should be accompanied by the child's full name. First names alone may be used.
- Photos/video used for any for profit or fundraising efforts should have explicit permission from the Director and should only be used to raise funds for Helping Hands Healing Hearts Ministries Phil Inc. We would encourage all usage of photos/video be accompanied by a link to Helping Hands Healing Hearts Ministries web site with a message encouraging donations / support. All photographs should be stamped with the HHM logo.

7. Reviewing the Child Protection Policy

Helping Hands Healing Hearts Ministries will ensure that this policy is reviewed every 2 years and that an annual report on any incidents relating to child protection is written.

8. Code of Behavior

It is important that staff and volunteers specifically check that the following principals are being implemented in any event, which involves babies, children, young people or vulnerable adults.

- Treat everyone with respect, recognizing their right to personal space and privacy.
- Be aware of situations which may present risks and manage these.
- Plan and organize events so that risks are minimized.
- Recognize that caution is required in all one-on-one situations with a child or vulnerable adult.
- Provide access for children and young people to talk to others about any concerns they have. Encourage young people and adults to feel comfortable enough to identify attitudes and behavior they do not like or that makes them uncomfortable.
- Be mindful of how someone else may misinterpret your actions, no matter how well intentioned.
- Do not spend time alone in a closed room / room with no windows with children.

*plan activities so that more than one adult is present or other people are within sight and hearing.



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- Avoid showing favoritism to any child.
- Never make suggestive remarks or gestures, even in fun.
- Do not rely on just your good name to protect you.
- Do not believe "It could never happen to me".

9. How to listen to a child's concerns

If a child approaches you about a concern or shares information in regard to their emotional and physical safety, follow these procedures:

- Listen and show acceptance. Say things such as, "thank you for telling me." "I will help you." "Tell me more." "In fact, let's go and tell Mummy Claire, Mama Mina or Nanay Marissa" (The Director, Center Head or Social Worker) what's been happening.
- Write notes with specific word for word detail of what the child said as soon as possible.
- Tell the child who you will share the information with and how they will help.
- Take the matter to your supervisor / center head as soon as possible. Immediately is best so the child does not have to retell their story over and over again.
- Do not promise confidentiality
- Do not show judgment or blame
- Do not interrogate or put words in the child's mouth. Listen. I, _____ have read these Child Protection Policy and I am committed to comply with these guidelines.

Signature over Printed Name

Date