

## Template SoF

### Master Statement of Findings of the Internal Inquiry Regarding (Name)

*Date*

#### **Inquiry Findings Information**

*Give an outline of why an inquiry has been conducted*

#### **History of the Report**

*Give details of who received the report, when, how it was followed up, the procedure that was used and how the decision to go to a full inquiry, or not, was made. Attach any appendices documenting these decisions.*

#### **Summary of the Report**

*Provide a summary of the report, what were the issues identified and the focus of the report, make reference to any issues out side of the SoF that may be held in a Report of Findings, link the two documents here.*

#### **Additional Information Gathered**

*List all the details of the findings here, include the timeline (standard feature) and chart documenting what information was corroborated or not (standard feature). Use as much details as is needed to demonstrate why a conclusion has been made. Separate out different situations so it is easy for the logic of the conclusion to be seen.*

#### **SIL Staff Behavior Policy and Standard with Definitions**

*Be sure to include the biblical basis for the standard as this is in part our defense should it be challenged*

#### **Rationale**

SIL is a faith-based organisation, committed to supporting the creation of a healthy Community of Grace<sup>1</sup> for its staff, and families, and treating the people with whom SIL have been entrusted with integrity.

- SIL staff will demonstrate a commitment to behaviour that creates a community of Grace, including moral purity, love and respect for others. SIL staff also commit to maintain ethical business relations that are legally compliant and carried out with integrity.
- SIL recognises it has a Duty of Care<sup>2</sup> towards all of its staff to ensure it provides adequate management and leadership to its staff. In this context SIL also recognises its commitment to ensuring its staff treat others, internally and externally, with fairness and integrity, including children and vulnerable adults, each other and those SIL seeks to serve and work alongside.

#### **Policy**

SIL Staff shall maintain exemplary and ethical conduct<sup>3</sup> that reflects biblical principles.

Staff shall comply with the Staff Behavior Standard.

*Cut and Paste from the standards document (<https://gateway.sil.org/x/cJlrD>) the relevant section of the standard or other behavioral standard being applied to the conclusion. There is no need to paste sections not applicable to the issues being inquired about.*

#### **Conclusion**

*Attach as an appendix the assessment of the information (as many sheets were used).*

*Make a conclusion from the findings being compared to the standard in consideration of the assessment of the credibility of the information the team has received.*

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<sup>1</sup> "Community of Grace is defined for this policy as: a 'safe' environments (psychologically and interpersonally), a spiritually vibrant, healthy community where incarnational living is a priority, and everyone is enabled to flourish in the work to which God has called them."

<sup>2</sup> [Link to Duty of Care document](#)

<sup>3</sup> Defined in [HR Dictionary](#)

*Document each issue separately so if there have been 4 individuals who experienced the abusive/inappropriate behavior list each conclusion separately.*

*Where there is no confession or corroborating information the phrase "on the balance of probability" should be used to indicate we don't have information beyond reasonable doubt and are using the level of evidence on the balance of probability.*

*Make a note if the team feel the conclusion is solid or could be disputed.*

The above findings are submitted on behalf of the SIL Child Safety Office,

Lynn Clower Friday  
Child Safeguarding Response Coordinator  
Date

### **Risk Assessment (that has lead to the action plan)**

*In situations where the policy and standards are not being applied directly, a risk assessment needs to be included in the master SoF so if something goes wrong later was can look back and see where the decision was taken and what the criteria was. If there is a deviation from a policy then there needs to be a statement as to why policy as not followed, this makes defense to law and CSPN easier. Each risk assessment would be different so there can be no template but this example is used to demonstrate the way a risk assessment was used to not have a family return stateside nor have "required" counseling.*

In considering the action plan two risk assessments were made.

1. What is the risk to the on-going safety of the XYZ's children?
2. What is the risk to XXXXX's long-term health?

In assessing the risk to the safety of the children the fact this is a first time, that here were healthy discussions and that the family knew what to do has lead to the assessment that the family does not need to be removed at this time, and the situation would be improved if SILABC can find a way to open a discussion about child safety in a culturally appropriate way.

In assessing the long-term health of XXXX, the ABC counselor will make an evaluation as to the need for intervention, should she need assistance she can consult with SIL's International Counseling Department. Factors she will consider are: was XXXXX being aroused, was there a power imbalance (being in charge) and was the event seen as traumatic. At the present time there is no indication of the family needing to move from the village, ABC's counselor has offered to visit the village if needed.

### **Action Plan**

#### **Administrative Actions**

*Be sure to include the biblical basis for the administrative action as this is in part our defense if challenged*

1. SIL takes seriously its responsibility to protect and nurture children, creating a safe and positive environment in which to grow. We believe it is never acceptable for any child to experience abuse of any kind. In sending staff and families overseas, SIL also assumes certain responsibilities in caring for people in a high-risk environment. Because of these responsibilities and because of the nature of our spiritual community, protection of children is the responsibility of every adult within our organization. We expect staff to conduct themselves with utmost integrity and professionalism at all times. Working together, we can create a safe, positive and nurturing environment for children, protecting and safeguarding them to the highest standards possible. Supportive nurture is always to be guided by Biblical standards of morality, ethics, and prudence. Also, SIL requires certain behaviors of its staff to be consistent with its ministry and mission. SIL desires to create a safe environment for all concerned and has a zero tolerance to anyone who has been determined to have committed child abuse at any time during their adult life. *Add here what administrative action is being taken with the alleged individual who behaved abusively/inappropriately.*

*Person responsible:  
Accountability to:*

2. Following SIL's policy requirement, *a spouse is normally allowed to resign if their partner has had their membership terminated* will be allowed to resign from her assignment.

*Person responsible:*

*Accountability to:*

3. Following SIL's policy, a report will be made to the Texas Child Protective Services and XXXX's home state of YYYY. Because there is no evidence any abuse has happened outside the family context or outside the US, no report will be made to any other Statutory Authority. *Note where reports will NOT be made and why.*

*Person responsible:*

*Accountability to:*

4. *The Area normally* will make an appropriate notice to the SIL and Wycliffe community in ZZZZ. *(template available)*

*Person responsible:*

*Accountability to:*

5. Upon completion of assignment the Administrative responsibility for XXXXX will pass from SIL to Wycliffe ABC who will relate to them on all matters of employment including work references. *Make note of the HR process that will be used.*

6. This report will be sent to *SIL Area Director and HR Director*, the *Service Group Director and HR Coordinator*, *Wycliffe ABC HR Child Safety Officer* and *designated Resource Coordinator (if applicable)*. A formal copy of all the documents pertaining to the inquiry will be stored securely by the Child Safety Office in Dallas. *Note we use position titles here not name as these reports will be passed down from one person to their successor.*

*Person responsible:*

*Accountability to:*

7. In accordance with SIL policy, the leader of the church that XXX attends in *location* will be made aware of the termination and the reason for it. *(Template available)*

*Person responsible:*

*Accountability to:*

8. In accordance with SIL child safety processes, the XXXX church leaders in the US *(or in the case of another country, country name)* will be notified of the termination and the reason for it. *(sample letter available)*

*Person responsible:*

*Accountability to:*

### **Supportive Actions**

9. SIL will work with XXXXX to support them in making a good transition back to the US *(or in the case of another country, country name)* as soon as they are able to ...*state here any conditions of returning like a time limit or location of residence until they return.*

*Person responsible:*

*Accountability to:*

10. *State any conditions of service like a safety plan or conditions of administrative leave.*

During the administrative leave, XXXXX will not continue to function as XYZ managers. SIL will seek replacement staff to cover the work XXXXX have been doing in KLM until appropriate managers can be found.

*Person responsible:*

*Accountability to:*

11. SIL will provide XXXX with an appeals process where, should s/he choose, s/he can appeal the decision. This request must be made within seven days of receipt of this letter, and sent to Keith\_Betsch@sil.org. See the attached process document for further information.

*Person responsible:*

*Accountability to:*

12. On receipt of this Administrative Letter (alleged does NOT receive a copy of the master SoF, but rather an Administrative Letter which is derived from this master SoF), XXXXX may request corrections of facts in the document (spelling of family names, locations, etc.). S/He cannot alter the information with a matter of opinion. S/He may also write a rebuttal statement which will be attached and retained as part of the information.

We realize this is a challenging time for the XXXXX family. SIL appreciates the years of effective service the XXXXXX family has given to the ministry of Bible Translation and language development. We join with them in seeking God's best for their family.

I have reviewed the information compiled; compared it with SIL policy, standards and definitions; and applied the administrative outcomes and action plan as required by SIL policy.

Sincerely,

Keith Robinson  
Representing SIL Executive Leadership  
SIL International