


World Vision Development Foundation Child and Adult Safeguarding Policy			
Approved By: WVDF Board Members	Responsibility: Child Protection and Participation	Effective Date: October 2018	
Endorsed By: Rommel V. Fuente, National Director	Revision Number: VI (Replaces the Child Protection Standards)		

TITLE:	Child and Adult Safeguarding Policy
PREAMBLE:	<ul style="list-style-type: none"> ▪ This Policy continues to emphasize the unique vulnerabilities and special protection requirements for children, along with the importance of preventing sexual exploitation and abuse (SEA), in particular, among other forms of adult beneficiary abuse. ▪ This Policy is grounded in WVDF’s broader ministry mandates—particularly Child Protection, which builds community capacity and strengthens local and national systems that protect children. ▪ WVDF has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.
SCOPE:	<ul style="list-style-type: none"> ▪ This Policy applies to all WVDF employees and affiliates: all employees, interns, volunteers, and Board members, as well as external parties, including sponsors, donors, celebrity ambassadors, visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors. ▪ This Policy applies equally in emergency relief and development programmes (sponsorship-funded, PNS and grants)
POLICY	<p><u>1.0 SAFEGUARDING POLICIES AND RESPONSIBILITIES</u></p> <p>1.1 Awareness:</p> <ul style="list-style-type: none"> • All WVDF employees and affiliates sign an acknowledgement that they know, understand and will follow this Safeguarding Policy. Signed agreements are kept on file by the relevant department. <p>1.2 Agreements with Contractors:</p> <ul style="list-style-type: none"> • Safeguarding language is included in contractors’ contract with WVDF • Copy of the Safeguarding Behavior Protocols must be attached to the contract <p>1.3 Agreements with Partner Organizations:</p> <ul style="list-style-type: none"> • When engaging a partner for a WVDF programme or programme activity, the Partner’s safeguarding policy and procedures must be provided to WVDF and alternatively, the Partner can agree to follow WVDF’s Safeguarding Policy in carrying out the programme activities. <p>1.4 Training:</p> <ul style="list-style-type: none"> • All WVDF employees and affiliates receive safeguarding orientation (minimum one hour) at the start of employment or WVDF affiliation. • WVDF employees and volunteers receive periodic refresher or other safeguarding training at least once every two years thereafter.

2.0 BEHAVIOR PROTOCOLS

2.1 Safeguarding Behavior Protocols: WVDF employees and affiliates behave in ways that protect children and adult beneficiaries, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WVDF serves or works amongst.

All WVDF employees and affiliates abide by these protocols in their activities with WVDF, for all children anywhere and for all adult beneficiaries.

Acceptable Behavior – WVDF employees and affiliates:

- a) create and maintain an environment which prevents sexual exploitation and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behavior—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and [online] contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage children’s behavior;
- e) accept responsibility for personal behavior and actions as a representative of the organization;
- f) are always accountable for their response to a child’s behavior, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) follow the ‘two-adult’ rule while conducting WVDF work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i) comply with applicable data privacy laws and with relevant WVDF data privacy and information security policies,
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WVDF employee or affiliate, or a humanitarian aid worker from any other agency.

Unacceptable Behavior – WVDF employees and affiliates do not:

- a) behave in an inappropriate physical manner, or develop a sexual relationship with a child
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WVDF’s humanitarian aid or development work;
- c) sexually exploit or abuse (either through online or in-person) any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favors, other forms of humiliating, degrading, or exploitative behavior, or hiring sex workers) or other exploitative demands is strictly prohibited.
- e) fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;
- f) use language, make suggestions or offer advice to a child or adult beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- g) spend excessive or unnecessary time alone with a child or adult beneficiary, away from others or behind closed doors or in a secluded area;

- h) condone or participate in behavior with children or adult beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- i) hire children in any form of child labor (including as house help)
- j) hit or use other corporal punishment against a child while the child is in WVDF care or the WVDF employee or affiliate is conducting WVDF work;
- k) take a child alone in a vehicle for WVDF work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- l) misuse or be careless with personal data about individual children or adult beneficiaries;
- m) communicate with a child in WVDF's program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, Whatsapp, Skype), or online without consent and knowledge of his/her parents. Further, WVDF employees or affiliates never communicate on mobile, digital or online platforms with children or adult beneficiaries in ways that are inappropriate or sexual;
- n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WVDF employee or affiliate.

2.2 Disciplinary Action:

- Failure to follow the WVDF Safeguarding Policy, other inappropriate behavior toward children or adult beneficiaries, or failing to report a known or suspected safeguarding incident committed by a WVDF employee or affiliate, is grounds for discipline, up to and including termination of the employment or other affiliation with WVDF.

3.0 RECRUITMENT

3.1 Screening:

- WVDF takes diligent measures to screen out all people who might seek to use WVDF to harm children or adult beneficiaries, or whose past actions indicate an unacceptable risk of such harm.

3.2 Identity and Background Checks:

- Candidates for employment, Board members, volunteers, and interns—as well as relevant personnel of contractors and partners—have an identification check and an appropriate criminal record/police background check prior to employment or engagement with WVDF.
- People with a prior conviction for any crime against children or sexual exploitation or abuse against an adult are not hired or engaged by WVDF.

4.0 VISITS TO WVDF PROJECTS

4.1 Visitors: Visitors subject to this Policy include people going to a WVDF field programme or meeting with a WVDF beneficiary child(ren). This includes sponsors, donors, and other delegations from Support Offices such as bloggers, celebrity supporters, or journalists invited by WVDF. Government officials or institutional donors (government, multilateral) based in the hosting country do not require Safeguarding clearance, but are accompanied by a WVDF employee(s).

4.2 Visit Preparation: Unannounced visits to sponsored children or WVDF project communities are not permitted.

4.3 Visitor Orientation to Safeguarding: Visitors that are WV employees or Board Members: provide a brief orientation of Safeguarding Behavior Protocols. Visitors who are not WVDF employees: All such visitors are briefed on WVDF's Safeguarding Behavior Protocols and Prevention of Harm in Communications by the sending office prior to the visit. Upon arrival, visitors receive a brief written or oral orientation and sign acknowledgement of receipt of the protocols. The signed acknowledgement is kept on file

by the hosting entity. Non-employee or Board visitors are accompanied by a WVDF employee when visiting projects.

5.0 COMMUNICATIONS, SOCIAL MEDIA AND DIGITAL TECHNOLOGY

5.1 Dignity: WVDF ensures local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a subject and WVDF ensures images are honest representations of the context and the facts. In all forms of communication, children and adult beneficiaries are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

5.2 Consent: Children or adult beneficiaries who are primary subjects of text, photo and/or video resource gathering by WVDF employees must provide informed consent.

5.3 Digital Awareness: WVDF actively supports Registered Children (RCs) and their parents/caregivers—as well as any children participating in WVDF organized Information and Communication Technology (ICT) activities—to understand how to safely and appropriately utilize social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

5.4 Prevention of Harm in Communications: WVDF is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adult beneficiaries. WVDF takes the following steps to prevent harm through communications, social media and digital technology (including photographs/videos/audio clips, stories, articles, or any other communication materials):

- a) Personal child and adult beneficiary information that is captured, stored or sent through electronic, on-line or mobile devices is password protected. In addition, data is handled in accordance with WVDF's current information security standards for personal data, which may include encryption and other requirements.
- b) Wherever possible, measures are taken to prevent electronic copying of photographs without WVDF permission (utilizing digital water-marking and right-click disable functions in accordance with the WVDF Partnership Minimum Standards for Internet Presence).
- c) Recognizing the special vulnerability of children, material posted on social media or digital technology does not contain a child's family name, sponsorship ID number, or child's personal location/address.
- d) Material with a child or children is not geo-tagged to precise locations if it contains any part of the child's name. Social media platforms such as Facebook live, Tiktok app, etc. is not allowed during WV-facilitated events.
- e) WVDF discourages direct, unfacilitated, undocumented communication through social media without WVDF's knowledge between: a sponsor/donor/visitor and registered/non-registered children and between employees/volunteers/other WVDF affiliates and registered/non-registered children.
- f) WVDF provides reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.
- g) Sponsorship welcome kits, WVDF websites, domains and social media platform profile pages contain reporting options for child protection concerns or incidents.
- h) Photos of children to be used for any publication should be in group, no individual photos of children will be unless otherwise consent from parents was secured.
- i) No images of children (either individual or group) will be posted to any personal social networking sites of the WVDF staff, volunteers, contractors and other individuals/groups who got the pictures through World Vision events. Photos should be uploaded through World Vision's official sites.
- j) WV staff and affiliates are not allowed to invite and/or accept social media friend requests from children and child leaders. (Ex: Facebook, Twitter, Skype)

- k) Images of children will not be posted to any social marketing sites to gain sponsors when it appears to be “selling” children. All pictures shall protect the children’s privacy, identity and confidentiality. No dehumanizing or degrading pictures or situation of children shall be used or posted. Use of photos shall be subject to local laws and government regulations.

5.5 Reporting Communications, Social Media and Digital Technology Policy

Violations: All violations of this policy should be reported to the national Safeguarding Lead. Responses are based on the magnitude of risk and its severity to children or adult beneficiaries.

6.0 SAFEGUARDING INCIDENTS AND RESPONSE PROTOCOLS

6.1 Responding to Safeguarding Incidents: Investigations are conducted in reports of child or adult beneficiary abuse in WVDF programmes in ways which are consistent with local law.

6.2 Level 1 Child Protection Community Incidents: Abuse of or harm to a child in a community where WVDF has programme operations and that is not committed by WVDF employees or affiliates.

6.3 Level 2 Safeguarding Incidents: Level 2 Incidents- any violation of this Policy which puts children or adult beneficiaries in direct risk of potential harm, but where no actual harm is believed to have occurred. WVDF Entities report Level 2 Incidents to WVDF Safeguarding within 24 hours of first notice.

6.4 Level 3 Safeguarding Incidents: Level 3 Incidents- an allegation or accusation of harm or abuse to a child or adult beneficiary by a WVDF employee or affiliate. If a child is involved, two additional types of incidents qualify: death or serious injury of a child while participating in or at a WVDF activity or caused directly by a WVDF-related person, and/or a road traffic accident involving a WVDF vehicle or driver affiliated with WVDF in which a child is injured or killed. WVDF Entities report actual or alleged Level 3 Incidents to WVDF Safeguarding within 24 hours of first notice.

6.5 Reporting: All WVDF employees and affiliates are responsible and obligated to report any suspicions of child or adult beneficiary abuse (or other safeguarding concerns, including any violations of this Policy) that is connected to WVDF or its programmes.

6.6 Disclosure: WVDF maintains appropriate confidentiality for individuals in Safeguarding Incidents.

6.7 Reporting to Authorities: WVDF Entities shall evaluate reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s).

7.0 PROGRAMMING CONSIDERATIONS FOR SAFEGUARDING

7.1 Safeguarding Essentials in Programming: In all programmes across the three Lines of Ministry, WVDF seeks to do no harm to children or adult beneficiaries, to keep the interests of community members—especially children—at the centre of our activities, and to utilize opportunities to help children be safer within their families and communities.

7.2 Community Feedback and Complaints Mechanisms: Children, parents, and other adults are aware of established complaint mechanisms in WVDF projects and their right to be safe from abuse and exploitation in WVDF programmes

7.3 Institutionalization and Adoption: WVDF does not facilitate the adoption of children or support programming within long term institutions in ways that perpetuate the institutionalization of children.

8.0 SPONSORSHIP

8.1 Prevention of Harm in Sponsorship: Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes the review of all sponsor correspondence, training of staff and child monitors to recognize and respond to abuse, constructive interaction with parents and children, implementation of child protection programming interventions, the secure handling and storage of personal information, and gathering only the minimum elements of personal information necessary for the programme.

8.2 Responding to Abuse: Sponsorship child monitors promote appropriate follow-up action or referrals if child safeguarding needs are observed or reported, as stipulated in the national Safeguarding Incident Preparedness Plans and consistent with local law.

9.0 SAFE CHILD PARTICIPATION

9.1 Prevention of Harm in Child Participation: WVDF works to empower children as citizens and participants in their own well-being, and to minimize any risk of harm or negative consequence resulting from participation in activities promoted by WVDF. Child participation programmes and activities are based on context analysis with clearly identified needs and expected results, along with how the project will measure progress towards achievement while mitigating risks through risk assessments.

9.2 Ethics: Child participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of children as the top priority.

9.3 Informed Consent in Child Participation: Child participation activities are voluntary and inclusive (especially of the most vulnerable children), and both children and parents/caregivers make informed decisions regarding participation, including due consideration of the benefits and risks that could be associated with the activity.

9.4 Child Travel: When it is in the best interests of children, WVDF sometimes helps children travel to events, activities or other opportunities. In such cases the parents or caregivers, or other legally required entity or individual, give informed consent prior to the travel. The child's health, safety, well-being, and meaningful participation are the most important priorities during travel supported by WVDF. WVDF does not facilitate visits of children outside of their country to their sponsor.

"I hereby declare that I have not been charged or have been convicted of a crime or offense involving moral turpitude. And that I know, understand and will follow this Safeguarding Policy."

Name and Signature/Date