


<b>PARTNERSHIP MANAGEMENT POLICY</b>		DOCUMENT NUMBER:	
APPROVED BY:	RESPONSIBILITY: Child Protection and Participation		
Executive Leadership Team (EXL)	EFFECTIVE DATE: 29 August 2018	REVISION NUMBER: v1 (replaces Child Protection Standards)	
PUBLICATION STATUS: Public			

<b>TITLE:</b>	<b>Child and Adult Safeguarding</b>
<b>PREAMBLE:</b>	<ul style="list-style-type: none"> <li>• This Partnership Management Policy is authorised by the Partnership Policy on Children’s Well Being and Partnership Policy on Code of Conduct.</li> <li>• This Partnership Management Policy on Child and Adult Safeguarding, also referred to as the Safeguarding Management Policy, expands upon WV’s Child Protection Standards, in place since the year 2000, to cover all vulnerable populations, especially women and children, in one integrated policy. This Policy continues to emphasise 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.</li> <li>• Safeguarding children and vulnerable adults we serve is foundational to all WV activities, programmes, and Lines of Ministry (relief, development, and advocacy). Central to everything we do is our commitment to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests<sup>1</sup> of children as a primary consideration in all actions and decisions.</li> <li>• This Policy is grounded in WV’s broader ministry mandates—particularly Child Protection, which builds community capacity and strengthens local and national systems that protect children.</li> <li>• WV 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. WV takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritizing their interests.</li> <li>• WV is committed to continuous improvement of safeguarding efforts which emphasises prevention of sexual exploitation and abuse (PSEA) and other forms of violence or harm. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. We endeavour to tackle this root cause of abuse in our prevention and training efforts.</li> </ul>
<b>SCOPE:</b>	<p>This Policy applies to all WV entities, including but not limited to Field Offices, Support Offices, VisionFund International (VFI) and all of its affiliated microfinance institutions (MFIs), and World Vision International and its Global Centre, regional, programme, branch, and project offices (hereinafter ‘WV entities’). References herein to “WV” shall be understood as including VFI and affiliated MFIs, unless the specific language or context clearly indicates otherwise.</p> <p>This Policy is focussed on protecting all children anywhere from harm caused by WV employees and affiliates, and protecting adults from harm caused by WV employees or affiliates as part of WV programme presence.</p> <p>This Policy applies equally in emergency relief and development aid programmes.</p>

<sup>1</sup> Convention on the Rights of the Child, General Comment 14:  
[http://www2.ohchr.org/English/bodies/crc/docs/GC/CRC\\_C\\_GC\\_14\\_ENG.pdf](http://www2.ohchr.org/English/bodies/crc/docs/GC/CRC_C_GC_14_ENG.pdf)

	Further explanation of the WV Safeguarding Standards is included in the document <i>Guidelines for Implementation of the World Vision Child and Adult Safeguarding Standards</i> .
<b>POLICY:</b>	<p><b>1.0 Safeguarding Policies and Responsibilities</b></p> <p><b>1.1 <u>Development of Contextualised Safeguarding Policies:</u></b> Field Offices and Support Offices are responsible for ensuring the development, implementation and periodic review of contextualised safeguarding policies, which are to be consistent with the standards outlined in this document and in accordance with local laws (and which could consist of simply deciding to utilise this Policy as their applicable policy on safeguarding). Offices may set more strict requirements in their national Safeguarding Policy, as required by national law or context. In cases where safeguarding policies from multiple offices apply, the most stringent policy is followed. WV offices and MFIs operating in the same country shall coordinate in any national contextualisation.</p> <p><b>1.2 <u>Relevant WV People and Affiliates:</u></b> WV equips all employees, interns, volunteers, and Board/Advisory Council members to understand and perform their safeguarding responsibilities and obligations. WV also applies appropriate standards to external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors, to address safeguarding risks relating to their engagement with WV’s work. Hereafter, the full range of people for whom all or some of this Policy are relevant (either directly or through contractual arrangements) will be referred to as ‘WV employees and/or affiliates’.</p> <p><b>1.3 <u>Awareness:</u></b> All WV employees, volunteers, interns, and Board/Advisory Council members sign an acknowledgement that they know, understand and will follow this Safeguarding Management Policy or local Safeguarding Policy. Signed agreements are kept on file by the relevant office.</p> <p><b>1.4 <u>Agreements with Contractors:</u></b> Contractors engaged in situations where they—or their employees or subcontractors—may have access to children or adult beneficiaries in WV programmes, or may have access to personal data about such children or adult beneficiaries, require the safeguarding language below (or language substantively the same) in their contract with WV. In addition, a copy of the Safeguarding Behaviour Protocols must be attached to the contract. These requirements apply whether the Contractor is being paid for the services, or is providing them for free (‘pro bono’), and is irrespective of the duration of the contract.</p> <p style="padding-left: 40px;">‘In the course of performing this contract, Contractor and Contractor’s employees will ensure that:</p> <ol style="list-style-type: none"> <li>1. Any of their interactions with children or with adult beneficiaries, or with personal data about such persons, will comply with the attached WV Safeguarding Behaviour Protocols, and with any other reasonable safeguarding measures that WV may specify;</li> <li>2. Any incidents of harm or risk of harm to children or to adult beneficiaries will be reported immediately to WV;</li> <li>3. Any individuals with access to children or adult beneficiaries, or to personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV upon request); and</li> <li>4. These safeguarding obligations will be clearly communicated to, and acknowledged by, all employees who may have access to children or to adult beneficiaries, or to personal data about such persons, and will be extended in identical form to any subcontractors (if any are authorised) engaged to perform this contract.’</li> </ol> <p><b>1.5 <u>Agreements with Partner Organisations:</u></b> When engaging a partner for a WV programme</p>

or programme activity, the agreement (whether referred to as an 'agreement', 'subgrant', 'Memorandum Of Understanding', or any other term), specifies that before the Partner begins any work on the project, the Partner's safeguarding policy and procedures must be provided to WV and approved by WV as appropriate for the programme at issue. Alternatively, the Partner can agree to follow WV's local Safeguarding Policy in carrying out the programme activities. The agreement must ensure that any of the Partner's personnel working in the WV project will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV upon request).

**1.6 Training:** All WV employees, volunteers, interns, and Board/Advisory Council members, as well as partner employees or partner volunteers working within a WV project, receive safeguarding training at the start of employment or WV affiliation. WV employees and volunteers receive periodic refresher or other safeguarding training at least once every two years thereafter.

**1.7 Safeguarding Staffing:** Every WV Field Office, Support Office, and Regional Office appoints a Safeguarding Lead/Focal Point to provide leadership to the implementation of this Policy. Emergency responses which are declared a global response appoint their own Safeguarding Focal Point. The Lead/Focal Point has a mandate for direct access to the National Director/CEO (or Regional Leader/SDO, or Disaster Response senior manager), and to the WVI Safeguarding Director, should he/she feel that safeguarding issues are not being addressed adequately.

## **2.0 Behaviour Protocols**

**2.1 Safeguarding Behaviour Protocols:** WV 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 WV serves or works amongst. Rules of behaviour are based on local and culturally appropriate interactions (provided these meet or exceed the minimum protocols below) with children, members of the opposite sex, and other vulnerable adults, and are included in each contextualised Safeguarding Policy. All WV employees and affiliates abide by these protocols in their activities with WV, for all children anywhere and for all adult beneficiaries (see *Definitions*).

Acceptable Behaviour – WV 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 Behaviour Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behaviour—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 behaviour;
- e) accept responsibility for personal behaviour and actions as a representative of the organisation;
- f) are always accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) where possible and practical, follow the 'two-adult' rule while conducting WV 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 WV data privacy and information security policies, including WV digital child safeguarding protocols, when handling any personal data about individual children or adult beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV employee or affiliate, or a humanitarian aid worker<sup>2</sup> from any other agency (See Section 6.5.1 on how to report.).

**Unacceptable Behaviour – WV employees and affiliates do not:**

- a) behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This also includes consenting or condoning the above behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiaries (adult or child); such behaviour constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating, degrading, or exploitative behaviour, or hiring sex workers) or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- 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 behaviour 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 labour (including as “house help”) unless it is within the best interest of the child and in alignment with local law and international standards (‘Child labour’ is work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. ‘Child work’ in contrast may be beneficial if permitted by International Labour Organisation (ILO) Conventions and puts the child’s interests ahead of any benefits gained by adults<sup>3</sup>.);
- j) hit or use other corporal punishment against a child while the child is in WV care or the WV employee or affiliate is conducting WV work;<sup>4</sup>
- k) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent;

<sup>2</sup> “Humanitarian aid worker” includes all paid employees, volunteers, contractors, and other affiliates of organisations providing emergency relief or development aid. Such organisations include UN agencies, INGOs, LNGOs, and CBOs.

<sup>3</sup> See ILO Conventions 182 and 138 and consult local legal counsel to determine appropriate parameters of ‘child work’ in your WV country office; include these details in your contextualised policy.

<sup>4</sup> All WV employees are familiar with alternatives to corporal punishment, including positive parenting approaches, which they are expected to apply with children inside and outside of the workplace or WV programme areas.

- l) misuse or be careless with personal data about individual children or adult beneficiaries;
- m) communicate with a child in WV'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, WV 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 WV employee or affiliate.

2.1.1 Any WV affiliate not required to sign the full Safeguarding Management Policy or local Safeguarding Policy (See Section 1.3) must at minimum acknowledge in writing the receipt and understanding of these Safeguarding Behaviour Protocols.

2.2 Disciplinary Action: Failure to follow WV Safeguarding Behaviour Protocols, failure to follow any other part of the WV Safeguarding Policy, other inappropriate behaviour toward children or adult beneficiaries, or failing to report a known or suspected safeguarding incident committed by a WV employee or affiliate, is grounds for discipline, up to and including termination of the employment or other affiliation with WV.

### **3.0 Recruitment**

3.1 Screening: WV takes diligent measures to screen out all people who might seek to use WV to harm children or adult beneficiaries, or whose past actions indicate an unacceptable risk of such harm. These measures include addressing safeguarding in job advertisements (when feasible), applications, interviews and references. Safeguarding screening measures are applied to all candidates for employment, Board/Advisory Council members, volunteers, interns and individual contractors who will have access to children or adult beneficiaries or to their personal data. During the interview process, applicants are asked about previous work with children. For references supplied by applicants, questions are asked regarding the suitability of the candidate to work with vulnerable adults and children or for a child-focused agency. Documentation of references is kept on file.

Note that major grant donors may have specific screening requirements for work they fund, so relevant grant terms and regulations should be checked.

3.2 Identity and Background Checks: Candidates for employment, Board/Advisory Council 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, to the extent permitted by law, prior to employment or engagement with WV, and periodically thereafter as required by law or appropriate for the context. Formal Global Centre exemption approval is required for alternatives to police background checks in contexts where they are not feasible or trustworthy or lawful. People with a prior conviction for any crime against children or sexual exploitation or abuse against an adult are not hired or engaged by WV, to the extent permitted by applicable law, and in any case will not be placed in a position with access to children or adult beneficiaries, or to their personal data.

### **4.0 Visits to WV Projects**

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

4.2 Visit Preparation: Visits by all sponsors and private donors, and other international visitors

are pre-approved by both the sending and the hosting office. Support Offices and Field Offices with National Resource Development programmes conduct police background checks on potential sponsor or donor visitors prior to any field visit, where permitted by law. Unannounced visits to sponsored children or WV project communities are not permitted.

**4.3 Visitor Orientation to Safeguarding:** Each WV Entity is diligent to ensure that visitors uphold the relevant sections of this Policy. The following requirements apply to visitors who visit a project or have direct contact with community members in WV programming areas.

- a) Visitors from other WV offices who are employees or Board Members: The hosting office provides a brief orientation to any distinctive Safeguarding Behaviour Protocols that apply in that context, as well as local customs regarding adult interaction with children.
- b) Visitors who are not WV employees or Board Members: All such visitors are briefed on WV's Safeguarding Behaviour Protocols (*Section 2.1*) and Prevention of Harm in Communications (*Section 5.4*) 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 WV employee when visiting projects.

## **5.0 Communications, Social Media and Digital Technology**

**5.1 Dignity:** WV takes care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a subject, and WV 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 WV employees must provide informed consent. Informed consent means the subject has a general understanding of the purpose of the reporting or photography, and gives verbal or written permission thereof. If the primary subject is a child, written consent is also collected from the parent, guardian, or other legally required entity or individual. In the following situations, written consent is collected from the child (as appropriate for age) or adult beneficiary:

- a) a child/adult beneficiary could be personally identified or
- b) the sensitive nature of their personal disclosure or situation could possibly cause damage to their privacy, dignity, safety or reputation, or
- c) where otherwise required by applicable law.

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

**5.4 Prevention of Harm in Communications:** WV is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adult beneficiaries. WV 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 WV'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 WV permission (utilising digital water-marking and right-click disable functions in accordance with the WV Partnership Minimum Standards for Internet Presence).

- c) Recognising 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. An acceptable alternative is to retag photos with the child's first name only to the Area Programme or project office location.
- e) WV discourages direct, unfacilitated, undocumented communication through social media without WV's knowledge between: a sponsor/donor/visitor and registered/non-registered children and between employees/volunteers/other WV affiliates and registered/non-registered children.
- f) WV 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, WV websites, domains and social media platform profile pages contain reporting options for child protection concerns or incidents.

**5.5 Reporting Communications, Social Media and Digital Technology Policy Violations:** All violations of this policy should be reported to the national Safeguarding Lead, Regional Safeguarding focal point or WVI Safeguarding Director. 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:** WV Entities are required to investigate and respond to reports of child or adult beneficiary abuse in WV programmes in ways which are consistent with local law. WV uses three levels of Safeguarding Incidents to determine WV's response, which is based on the seriousness of the incident and WV's role.

**6.2 Level 1 Child Protection Community Incidents:** Abuse of or harm to a child, in a community where WV has programme operations and that is *not* committed by WV employees or affiliates, is a Level 1 Incident. Field offices report Level 1 Incidents to the WVI Safeguarding Unit in cases of serious harm that threaten the child victim's survival, safety or development. Field Offices and Support Offices with domestic programming include in their Safeguarding Incident Preparedness Plans specific and practical guidance on responsibilities, actions and limits which are consistent with local law, for local team responses to Level 1 incidents.

**6.3 Level 2 Safeguarding Incidents:** Level 2 Incidents are defined as 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. WV Entities report Level 2 Incidents to WVI Safeguarding within 24 hours of first notice. Response is implemented by the national entity with oversight by and accountability to the WVI Safeguarding Director and support from the Regional Safeguarding focal point.

**6.4 Level 3 Safeguarding Incidents:** A Level 3 Incident is an allegation or accusation of harm or abuse to a child or adult beneficiary by a WV 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 WV activity or caused directly by a WV-related person, and/or a road traffic accident involving a WV vehicle or driver affiliated with WV in which a child is injured or killed. WV Entities report actual or alleged Level 3 Incidents to WVI Safeguarding within 24 hours of first notice. Response is implemented by the national entity with oversight by and accountability to the WVI Safeguarding Director and support from the Regional Safeguarding focal point. Where mandated by applicable law, grant requirements, or agreements with WVI, relevant

Support Offices are informed immediately in coordination with WVI Legal.

**6.5 Reporting:** All WV 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 WV or its programmes.

In addition, any credible concern or suspicion of sexual abuse or exploitation by a humanitarian worker outside WV is immediately reported. Where interagency mechanisms are established, these are utilised to report the incident, in consultation with the WV Safeguarding Lead/Focal Point for the Field Office or Global Response.

6.5.1 Reports can be made by WV employees or affiliates in the following ways:

- a) Use Confidential Incident Reporting form in WV's Integrated Incident Management (IIM) system (trained reporters only): [www.worldvisionincidentreport.ethicspoint.com](http://www.worldvisionincidentreport.ethicspoint.com)
- b) Contact Field/Support office or MFI Safeguarding Lead using manual report form (who then reports on IIM system at link above)
- c) Contact Regional Safeguarding focal point (who then reports on IIM system)
- d) Contact WVI Safeguarding Director or Safeguarding Advisor (who then reports on IIM system)
- e) If confidentiality required/preferred, or if the above options are not available for whatever reason: Use WV Integrity and Protection Hotline (also known as Whistleblower Hotline): [Phone numbers and online reporting options available at http://worldvision.ethicspoint.com](http://www.worldvision.ethicspoint.com).

**6.6 Disclosure:** Whilst WV maintains appropriate confidentiality for individuals in Safeguarding Incidents, WV may disclose information about incidents, when lawfully permitted, in order to support prosecution of suspected criminal activity, meet donor and regulatory requirements, support learning and accountability, advocate to prevent future incidents, or as required by law.

Information in ongoing investigations of Safeguarding Incidents, and information about past incidents, is shared only with those on a 'need-to-know' basis, as deemed necessary by the national office or regional office or WVI Safeguarding Unit. If it is likely that sensitive information about survivors or about violence against children or adults will not be kept confidential, and would put people at risk if accessed by unauthorised parties, such information is not collected.

Detailed personal information, in particular health information, is not obtained or maintained by WV, except for the minimum necessary to ensure WV handles the matter appropriately. Such personal data is kept strictly confidential and protected in accordance with the applicable data protection and informational security standards.

**6.7 Reporting to Authorities:** WV 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). Generally reports are made, unless a report is judged likely to cause greater harm to existing victims or potential future victims.

## **7.0 Programming Considerations for Safeguarding**

**7.1 Safeguarding Essentials in Programming:** In all programmes across the three Lines of Ministry, WV 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 utilise opportunities to help children be safer within their families and communities. This includes consideration during programme design of local child protection threats and issues, and influencing local actors and groups to be safer organisations for children and adult



beneficiaries. In emergency programme designs, humanitarian protection threats are considered in addition to child protection threats.

**7.2 Community Feedback and Complaints Mechanisms:** Children, parents, and other adults are aware of established complaint mechanisms in WV projects and their right to be safe from abuse and exploitation in WV programmes. Every community-level WV programme:

- a) works with children and adults in the community to help them recognise inappropriate conduct by WV employees or affiliates, and to develop safe and contextually appropriate community feedback mechanisms by which community members can report both general suggestions and any serious incidents of misconduct by WV employees or affiliates.
- b) provides information on how to report child abuse, sexual exploitation and abuse, or other breaches of Behaviour Protocols by WV employees or affiliates.

**7.3 Institutionalisation and Adoption:** WV does not facilitate the adoption of children or support programming within long term institutions in ways that perpetuate the institutionalisation 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 recognise 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:** WV works to empower children as citizens and participants in their own well-being, and to minimise any risk of harm or negative consequence resulting from participation in activities promoted by WV. 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, WV 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 WV. WV does not facilitate visits of children outside of their country to their sponsor.

## **DEFINITIONS:**

**Beneficiary:** In regards to safeguarding, WV uses a broad, working definition of 'beneficiary'

to include not only direct beneficiaries of a particular project, but also any child or adult who might suffer harm caused by WV employees or affiliates as part of WV programme presence<sup>5</sup>.

**Child:** Any person below the age of 18. The Safeguarding Management Policy covers interactions by WV employees and affiliates with all children anywhere (not only beneficiaries).

**Child protection:** All measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against children. A World Vision global sector, together with child participation.

**Contractor:** WV regularly contracts with non-employee individuals and organisations to perform services for WV. These non-employee individuals and organisations may also be referred to as 'independent contractors', 'consultants,' or 'vendors', and are referred to in this document as 'Contractors'. Contractors are distinguished from organisations with which WV partners to carry out programme activity (including subgrantees). See *Partner*, below.

**Partner:** A partner organisation, for safeguarding purposes, is a Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity implementing a programme or activity on WV's behalf or in collaboration with WV, and which has a written agreement with WV. The partner may or may not receive funding from WV.

**Safeguarding:** Preventing, reporting, and responding to harm or abuse of adult beneficiaries and any children by WV employees and affiliates. Externally to WV, there is often no distinction made between child and adult safeguarding.

**Child safeguarding:** Preventing, reporting, and responding to harm<sup>6</sup>, abuse or exploitation of any child (< age 18) by a WV employee or affiliate<sup>7</sup>. The Safeguarding Management Policy also requires reporting/ referring child abuse cases affecting any child in WV programmes, even if not committed by WV employees or affiliates.

**Adult safeguarding:** Preventing, reporting, and responding to harm, abuse or exploitation of an adult beneficiary (age 18+) by a WV employee or affiliate<sup>8</sup>. Includes Prevention of Sexual Exploitation and Abuse (PSEA), a frequently cited subset of safeguarding.

**Safeguarding incident:** See *Section 6.1*.

**Sexual Exploitation and Abuse (SEA):** The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.<sup>9</sup>

**Prevention of Sexual Exploitation and Abuse (PSEA):** A term used by the United Nations and International Non-Governmental Organisation community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by humanitarian aid workers.

**Volunteer:** A person who is neither employed by WV nor legally obliged to work for WV,

<sup>5</sup> WV's definition recognises the unequal power relationship between a representative of an NGO and vulnerable communities.

<sup>6</sup> Includes injury or death of a child while participating in a WV activity or when involved in a road traffic accident with a WV driver or WV vehicle.

<sup>7</sup> Includes WV employees, volunteers, interns, Board members, visitors, contractors, or partners—as well as employees or sub-contractors of partners and contractors.

<sup>8</sup> Ibid.

<sup>9</sup> UN Secretary-General's Bulletin on protection from sexual exploitation and abuse (PSEA) (ST/SGB/2003/13)

	<p>but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to WV's work. 'Volunteer' includes a 'business volunteer' in a WV office or affiliate; a 'supporter volunteer' without physical contact with sponsored children or their records; 'community volunteer' who volunteers on behalf of their community to fulfill the community's responsibilities in an ongoing WV project; and volunteers or 'incentive workers' from groups or communities targeted for humanitarian assistance. All categories of volunteers are subject to applicable Safeguarding Management Policy, <i>except</i> community volunteers for whom the following apply:</p> <ol style="list-style-type: none"> <li>1. The community volunteer does not have physical contact with sponsored children or their records as part of their volunteer activities; AND</li> <li>2. Beyond basic training, WV does not specify how to complete the relevant activities; AND</li> <li>3. The community does not perceive or consider this person as 'part of WV's work' due to their volunteer activities, and if they were to harm a child or adult, would not be expected to hold WV responsible.</li> </ol> <p><b>WV employees and affiliates:</b> Refers to the full range of people accountable to WV's Safeguarding policies and protocols, including all employees, interns, volunteers, and Board/Advisory Council members, as well as external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors.</p>
<b>BACKGROUND:</b>	This policy replaces and subsumes the Partnership Child Protection Standards approved January 2000 (and updated 2012 and 2016), and the Provisional Standards on Child Protection in Social Media approved May 2011