



Part F

Summary of Key Facilitation Points

This section is not taught to SNYC participants as part of the toolkit. It is a summary of the main points of the Smart Navigator Training Manual for SNYC facilitators to remember after they return to their communities to teach the toolkit in the SNYC.





Checklist: Good Adult Facilitators

Preferred qualities for an adult facilitator	
Has sufficient time to prepare for and run SNYC for a year	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gets along well with youth; can build relationships with youth	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience or training in working with youth	<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to work with various members of the community	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liked or respected by members of the community	<input type="checkbox"/> Yes <input type="checkbox"/> No
A role model that youth can look up to	<input type="checkbox"/> Yes <input type="checkbox"/> No
A high level of commitment to facilitating the SNYC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can motivate youth to attend	<input type="checkbox"/> Yes <input type="checkbox"/> No
Responsible enough to prepare for the sessions	<input type="checkbox"/> Yes <input type="checkbox"/> No
A person who will follow World Vision's Child Protection Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
A compassionate person, who does not judge others	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has never physically or sexually abused a child (ensure you have conducted a background check)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is not an alcoholic or drug user and has no criminal record (ensure you have conducted a background check)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Checklist: Good Youth Facilitators



Preferred qualities for a child facilitator

A well-liked young person

Yes No

A positive role model

Yes No

Kind and does not bully or ridicule others

Yes No

Has experience volunteering in the past

Yes No

Has enough time to attend all the sessions; be careful that you do not select a child facilitator who is already overworked supporting his or her family at home

Yes No

Can read

Yes No

Comes from the same culture as the participants; for example, if the participants are migrants from Myanmar, choose a youth who is also a migrant from Myanmar

Yes No

Does not hurt or bully other youth

Yes No



Checklist: Vulnerable Youth

SNYC participants should include

Youth who are not able to attend school, or attend sporadically	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth with physical disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth from minority groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No
An equal number of boys and girls	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth who have been identified as vulnerable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth who have siblings under the age of 21 who have already migrated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth whose siblings under the age of 21 already work	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth who are stateless	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth who are members of different religions or who are not religious.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Checklist: SNYC Workshop



The following groups of people should be invited to attend the SNYC Workshop:

- parents/caregivers
- youth (the future participants of the SNYC)
- any key community gatekeepers (members of the community who are interested in helping the SNYC and whose support would encourage parents/caregivers to send their youth).

Ensure the following steps are achieved at the SNYC Workshop	✓
Give a brief summary of the toolkit content to stakeholders.	
Decide if there are any topics that the parents or youth think are inappropriate for this age group or should be taught only to older youth.	
Decide on a schedule for the group. The needs and schedules of the youth should be the main concern and should determine the schedule.	
Identify partners in the community (for example, NGOs that could offer additional relevant trainings or existing youth groups).	
Parents/caregivers sign consent forms to allow their children to participate in the Smart Navigator Toolkit training and the Risk Assessment.	



Checklist: SNYC Location

Ideal qualities for a youth club location	✓
Large enough for at least 25 participants	
Protected by cover from rain and sun	
At least one wall in order to hang images and flip-chart paper during the session	
Space for the participants to sit in a circle on the ground and to play the warm-up games (Desks and chairs are not necessary, but it is not a problem if the room has them as long as there is also space to sit on the floor.)	
A location in which youth can speak openly without being overheard by people outside the club	
A location in which participants feel comfortable and welcomed	

Star System



To build commitment and promote attendance, the SNYC has a star system. There are 31 sessions in the toolkit including those that promote the community action event. Participants receive a star for every session they attend. Participants who receive 22 stars are eligible for Level 1 incentive rewards, participants who receive 26 stars are eligible for Level 2 incentive rewards, and participants who attend all 31 sessions are eligible for Level 3 incentive rewards. Youth facilitators are eligible for stars for attendance.

The World Vision staff and SNYC facilitators can decide together what these incentives should be. Ideas for incentives might include:

- items donated to World Vision such as concert tickets or T-shirts
- SNYC T-shirts or hats
- payment for vocational training courses in subjects linked to safe migration
- inclusion in regional World Vision anti-trafficking events or retreats.

These rewards will be different for each SNYC.



Adapting the Smart Navigator Toolkit for Youth Who Cannot Read

The Toolkit is designed for youth who can read. It would need to be adapted if the SNYC had a large percentage of illiterate youth. However, the SNYC can include about 20 per cent of youth who cannot read, if necessary. If the SNYC has youth participants who cannot read, use the checklist to make sure these youth are assisted.

Youth who cannot read	Remember to:
Do not tell the whole group that a specific youth cannot read.	
Whenever written information is handed out, (for example, an IS) it is important to read it aloud as well, so that youth who can't read can hear it.	
Whenever you divide participants into groups to work on flip-chart exercises or to discuss issues, make sure you divide youth who cannot read amongst the groups, so that the youth who are literate can write for them.	
The toolkit offers plenty of opportunities for youth to draw images of their experiences. Make sure you stress that drawing is an option (for example in the diary sessions).	
If an exercise involves passing around a bag with written information on pieces of paper, make sure the bag does not stop on a youth who cannot read.	
Most activities ask youth to work in pairs or in groups so that youth who are not literate can work with youth who are literate.	

Monitoring the SNYC



- Self-monitoring forms are included at the beginning of the toolkit. Adult SNYC facilitators should complete these forms after every session and store them in the locked box with the diaries and the sign-in sheets.
- World Vision staff should offer supervision to SNYC facilitators, encouraging facilitators to call if they encounter problems and meeting with facilitators every two months.
- World Vision staff should lead a one-day evaluation workshop at the end of the toolkit for facilitators and youth.
- The World Vision Monitoring and Evaluation team should help design tools to use at this workshop to assess:
 - knowledge
 - behaviour change
 - SNYC operations.
- World Vision staff should be responsible for making sure that results are incorporated into future planning for the SNYC should result in adapting the toolkit for future use.



Good Facilitation

Good Facilitation Skills

SNYC facilitators should:

- understand that teenagers experience extreme emotions and that this is a normal part of development
- build positive relationships with youth to promote learning and attendance
- recognise their limits and therefore:
 - not give medical advice
 - not allow youth to move in with them
 - follow the response plan if youth report abuse
 - be professional
 - be honest if they do not know the answer to a question, but should try to find the answer.
- encourage youth to be active in the SNYC
- talk with energy
- encourage youth to speak up
- encourage youth to express real opinions
- relate sessions to youth's lives
- use positive discipline, and never hit, hurt or humiliate youth.

Strategies for Good Facilitation of Discussions

- Include quiet youth.
- Limit over-talkers. For example, wait until the participant is at the end of a sentence and say, 'Thanks for that. Sorry to stop you there, but we have limited time. Can I ask if anyone else has an opinion on this?'
- Rephrase what participants said. For example, 'She just said _____.
Do you agree?'
- Listen.
- Ask a lot of questions about youth's opinions.
- Present the position of World Vision when participants offer opinions contrary to the values of World Vision. First, ask if anyone in the group disagrees with the contrary opinion, and if not say, 'At World Vision we think that...'

Discussing Disturbing or Sexual Topics



- The toolkit discusses sexual and disturbing topics in order to protect youth by educating them.
- Facilitators ask approval from parents/caregivers before presenting this material and ask them to sign consent forms.
- Facilitators may decide to teach only older youth SNYC Session 7 on trafficking for sexual purposes.
- Facilitators may decide to divide the club into separate groups of boys and girls when they teach this session.
- Facilitators should be able to discuss difficult or sexual topics in a calm, unemotional tone.



Responding to Youth in Distress and Child Protection

- If a youth is upset during a session, the facilitator should allow the youth to feel upset without drawing undue attention, and then follow up after the session.
- If a youth is upset and wishes to leave the session, he or she should be permitted to do so.
- If a youth reports that he or she is being physically or sexually abused, the facilitator should call the SNYC supervisor that day and should follow the response plan included as Appendix B.
- Facilitators should sign and adhere to the World Vision Child Protection Policy found in Appendix A and on wvcentral, and should:
 - minimise physical contact with youth
 - not be alone with youth
 - not condone illegal behaviour
 - not hire youth.

Vocabulary



Broker	An intermediary agent who facilitates travel and/or finding a job. Someone who helps people travel from one location to another, finds jobs for job seekers and helps business owners find employees. There are both legal and illegal brokers. Not all brokers are traffickers.
Child rights	The human rights of youth, with particular attention to the rights of special protection and care afforded to minors, including their rights to protection, development, participation and survival.
Child sex tourism	Tourism for the purpose of engaging in the prostitution of youth; that is, commercially facilitated child abuse.
Convention	An international agreement on a subject. For example, the UN Convention on the Rights of the Child.
CRC	The Convention on the Rights of the Child. An international law that protects youth.
Destination country	In this toolkit a destination country is defined as a country that people move to in order to find work.
Exploitation	The use of someone for the benefit of others. 'Taking advantage, abusing or mistreating someone for personal gain. As in making a child work to pay off his or her parents' debts, or making youth do dangerous or illegal work (such as child prostitution) to make someone else better off'. ¹¹
Human rights	Rights that belong to all individuals because they are human, including rights to basic freedoms and to have what they need to survive, develop and participate in society. Adults have rights and so do youth.
Human smuggling	The facilitation, transportation or illegal entry of a person or persons across an international border in violation of either country's law.
Irregular migration	When a person moves to another place using illegal methods.
Migrant	A person who has moved from one place to another. In this toolkit a migrant usually describes a person who has moved for work.

11 UNICEF Innocenti Research Centre, *Handbook on the Optional Protocol on the Sale of Children, Child Prostitution and Child Pornography* (Florence, Italy: UNICEF, February 2009), 6. Available at www.unicef-irc.org/publications/pdf/optional_protocol_eng.pdf.

Peer pressure	Social pressure by friends that makes a person act or change a value in order to conform to the peer group.
Palermo Protocol ¹²	An international agreement to prevent and stop trafficking in people and to assist countries in working together to stop trafficking. It includes ideas about action that countries can take to stop traffickers as well as how to help the victims.
Sex trafficking	Sex trafficking occurs when a commercial sex act is induced by trafficking (as defined below.)
Trafficking	<p>Below is the Palermo Protocol's definition of trafficking. However, different countries also have their own definitions of trafficking (see Smart Navigator Booklet on page 5).</p> <p>Trafficking: (a) The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.'</p>
Trafficking of youth	The recruitment, transportation, transfer, harbouring or receipt of a child for the purposes of exploitation shall be considered 'trafficking', even if this does not involve any of the means defined in the definition of trafficking in persons or regardless of how it occurs – i.e. whether it is voluntary or coerced. ¹³
Trafficker	A person who is in the business of trafficking other people. A person who knowingly benefits from the recruitment, transfer, holding or exploitation of a person.
United Nations (UN)	The UN was created after the Second World War to provide a mechanism for almost all the countries in the world to discuss issues and solve problems that affect them all. (All the members together are called the UN General Assembly.) If you want to find out more about the UN, go to http://www.un.org .

12 The official name is 'The Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime', chap. XVIII, 12a (New York: 15 November 2000). It can be accessed at treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=XVIII-12-a&chapter=18&lang=en.

13 UNICEF, *Handbook on the Optional Protocol on the Sale of Children, Child Prostitution and Child Pornography*, 6.

Appendix A: WVI Child Protection Policy



(26 January 2007)

Purpose: To establish and outline World Vision International's (WVI) policy on its responsibility and commitment to the protection of children and families which it serves. To maintain a work force that is committed to the welfare of children around the world.

Scope: This policy applies to all WVI staff (covering all employment categories including without limitation full-time, part-time, short-term, temporary, and contract employees), Independent Contractors [Consultants], interns, and volunteers in the Partnership Office.

Policy: This policy is based upon the WVI Board Policy entitled "World Vision Partnership Policy on Child Protection" adopted on March 2, 2000.

For the purpose of this policy and World Vision's work, the definition of children will be any person under the age of 18 years.

World Vision International (WVI) is an international partnership committed to the welfare of children around the world. World Vision opposes all forms of child exploitation and child abuse, including child sexual abuse. Any person who has knowledge of a potential child protection issue involving the World Vision organization is to immediately contact PO Human Resources Director who will work with the Child Protection Coordinator.

I. Awareness Raising and Statement of Responsibility for the Protection of Children

WVI will present periodic mandatory training sessions/seminars for all Partnership Offices (PO) staff to raise awareness of issues related to protecting children from exploitation. This training will be mandatory for all categories of staff. Training will include: awareness and indicators of child abuse, procedures to adopt if abuse is alleged or suspected, security of information. PO Human Resources Director and Legal will work with the Child Protection Coordinator to review the policy and hold follow up training sessions on an as needed basis.

All World Vision employees, volunteers, interns, independent consultants, and Board Members involved with World Vision International/Partnership Offices are asked to sign their commitment of support for the Child Protection Policy and training attendance. Completed forms shall be returned to WVI Employment.

2. World Vision International Behavior Protocol Guidelines

All WVI employees, applicants, volunteers, interns, independent consultants and Board Members will be expected to abide by the defined guidelines for behavior:

- A. Treat all children with respect and dignity (listen)
- B. All visitors and volunteers to WV projects must always accompanied by a designated WV staff member.
- C. Be sensitive to the local or regional norms of personal familiarity in language, conversation and physical intimacy and observe them.
- D. STOP any interaction with a child if a child says stop or if the child appears uncomfortable with the interaction.
- E. Always ask permission from a child and parents/guardian if you wish to take a photograph.
- F. Do not touch sexual areas of the body and/or have sex with a child.
- G. Do not expose them to sexual materials or abuse them through non-contact sexual activity.
- H. Always be in view of another adult when with a child. i.e. Do not spend time alone with a child. This is for the protection of the child and to protect you from false accusation
- I. WV staff do not hire children as house help or place a child in situations of exploitative labor. Children have a right to education and play.
- J. Do not slap or hit a child or physically abuse any child.
- K. Do not psychologically and/or verbally abuse any child.
- L. Adults are always responsible for their behavior with a child even if a child appears to be acting seductively.

3. World Vision International Standards for Protection of Beneficiaries

The following principles of sexual behavior outline international standards for protection of beneficiaries (adult and/or child) and are considered an integral part of this policy:

- A. Sexual exploitation and abuse by any WV or humanitarian worker of any beneficiaries (adult or child) constitute acts of gross misconduct and are therefore grounds for termination of employment.
- B. Sexual activity between any WV or humanitarian worker and a child (person under the age of 18), or any beneficiary is strictly prohibited regardless of the age of majority or age of consent locally. In such case, mistaken belief by any WVI or humanitarian worker regarding the age of a child is not a defense against corrective action or termination of employment.

- C. Exchange of money, employment, goods, or services for sex (including sexual favors or other forms of humiliating, degrading, or exploitative behavior) is strictly prohibited and is grounds for termination of employment. This includes exchange of assistance that is already due to beneficiaries.
- D. Sexual relationships between any WV or humanitarian workers and beneficiaries 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 work.
- E. Where a WV or humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via WV's established WV reporting mechanisms.
- F. All WV workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of WV's Code of Conduct. WV Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

4. Visits to World Vision Projects

Any staff member, board member, or visitor of WVI who will be visiting a World Vision project must be advised of the local behavior protocols which should include:

- A. Visits to WV projects are to be pre-arranged and pre-approved.
- B. When a WVI staff member takes visitors (sponsors, donors, constituents) to a project, the visitors must be accompanied by a WV staff member at all times.
- C. Unannounced or unplanned visitors may be denied access to the project.
- D. WVI does not facilitate visits by children to the donor, sponsor or constituent's home.
- E. WVI does not facilitate adoptions.
- F. WVI staff must not stay overnight alone with non-related children whether in the staff member's home or elsewhere.
- G. Although it should be the exception rather than the rule, there may be some circumstances when it might be appropriate for WVI staff to spend time alone with a child. WVI staff must notify the appropriate supervisor before spending time alone with a child in an unsupervised situation with written permission from the child's parent or guardian.
- H. Two or more adults must supervise all activities where project children are involved. At least two adults must be present at all times.

5. Communication about Children

- A. All visual communications about children must use pictures that are decent and respectful, not presenting them as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive avoided. Language that implies a relationship of power should also be avoided.
- B. World Vision's web site will not use scanned images of children without formal, written permission of the national office responsible for the project and the family/community of the child.
- C. A child's personal and physical information which could be used to identify the location of a child within a country must not be used on World Vision's web site or in any other form of communication about a child.
- D. WVI requires that any communication with the media on protection of children issues be coordinated by the Vice President, Communications in consultation with the WVI Child Protection Coordinator.
- E. Misuse of WVI-provided Internet access is prohibited. Misuse can occur through viewing web sites, downloading information or uploading information and specifically includes accessing or distributing information relating to children which is obscene, pornographic, defamatory, harassing, threatening, contains racial or sexual slurs, or otherwise is inappropriate in the context of WVI's Christian ethos and Core Values.
- F. Any outside organization, group, or individual requesting the use of World Vision's resources such as videos or photographs should sign an agreement with WVI PO Legal as to the proper use of such materials. This agreement will include a statement that any use of such materials for purposes other than what is agreed upon will subject the borrowing organization, group, or individual to legal action. In addition, failure to adhere to the agreed upon use of the material may result in the immediate termination of World Vision's permission to use the subject materials and/or require immediate return of all materials provided by World Vision as well as any copies of such materials.

6. Guidelines on Screening and Selection

In order to safeguard children, WVI will screen all potential employees, current employees, volunteers, interns, consultants, and Board Members in accordance with the Fair Credit Reporting Act (FCRA) and California Investigative Consumer Reporting Act. This screening will only consist of a background check for identification (e.g. social security and address check) and criminal convictions (e.g. felonies or misdemeanors) relating to child abuse, pedophilia, etc. The background check will be done by employing a consumer reporting agency. If the employee's country of origin requires the employee to request a background check for themselves, then the employee will be responsible to obtain a certified copy of all necessary documentation.

A. New Applicants:

All applicants will be asked to sign a “Background Check Release and Authorization” form as part of his/her application process. All candidates being considered for a position with WVI will have a background check prior to employment. If a prospective applicant refuses to submit to a background check, this will result in disqualification for employment with WVI. New applicants will be informed initially that WVI takes the issues of child protection seriously and screening of new applicants will also include prior employer references and other traditional employment processes.

- i. General Recruitment: Clearance to move forward with the assignment of the successful candidate will be dependent on the outcome of this background check.
- ii. Relief and Emergency Response Recruitment: Candidates will still be required as a condition of employment to have a clear police background and identification check prior to full acceptance as an employee by WVI. In the event of delay in obtaining police checks outside the control of WV, the candidate may be assigned immediately, on a provisional basis, only AFTER the following conditions have been met:
 - The National/Country office has been alerted that the child protection background check has not been completed and the candidate’s employment is provisional upon a receipt of clear background check within 90 days.
 - Documented general and child protection reference checks have been completed on the candidate;
 - Documented child protection interview of the candidate has been undertaken by a skilled Human Resource or Child Protection officer.
 - Written documentation of all reference checks and interview(s) and all other relevant information has been kept on file.
 - A signed Declaration of Compliance form has been provided by the candidate. (See Below).
- iii. WVI must receive the clear police background and identification check within 90 days after the candidate has accepted employment. Pending final receipt of the candidate’s child protection background check, WVI or the National/Country office shall have the right to limit the candidate’s work to the office or access to the children. Failure to provide a clear police background and identification check within 90 days of employment will result in the candidate being recalled from the assignment and his/her contract terminated.

B. Independent Contractors/Consultants:

- i. All independent consultants, must sign a Declaration of Compliance with WV’s Child Protection policy.

- ii. Any Consultant who is assigned to work in a field location or based at the PO for more than five (5) working days will be required to submit to a background check.

C. Procedures:

- i. Certification – Before requesting a background check, WVI Corporate Security will have on file a written certification form to certify to the Credit Report Agency (CRA) that WVI is utilizing such information for employment purposes only.
- ii. Authorization and Release – All WVI employees, volunteers, interns, independent consultants and Board Members involved with WVI Partnership Office are requested to sign the Background Check Release and Authorization form and return it to WVI Corporate Security. Failure to sign the form will result in non-selection for a position or separation.

D. Background Check Results for Applicants, Current Employees, and Independent Contractors/Consultants:

WVI will not retain any hard copies of reports where a clear background check is received. Such clearance will be noted on the individual's authorization form and filed in the individual's personnel or contract file. In the event the information received from the consumer reporting agency indicates negative results, WVI will:

- i. Notify the individual of the negative results, orally, in writing or electronically;
- ii. Meet with the individual to discuss the report;
- iii. Provide the report(s) to the individual orally, in writing or electronically;
- iv. Advise the individual of his/her rights, orally, in writing or electronically;
- v. Advise the individual of the agency that provided the negative information orally, in writing or electronically;
- vi. Reserve the right to take adverse action including non-selection of an applicant for a position or separation. If such adverse action is taken, WVI will notify the individual orally, in writing or electronically.

E. Security and Confidentiality:

All reports that indicate further inquiry may be required will be held in a confidential and secure area in WVI Corporate Security. The Director of Corporate Security, WVI Child Protection Coordinator, Director for PO Human Resources Director will be the only staff designated to handle any information received as a result of a background check.

7. Reporting Procedures for Alleged Misconduct

All misconduct with children will immediately result in an investigation and resolution. All investigations will be coordinated through the office of the PO Human Resources Director in consultation with the WVI Child Protection Coordinator. WV reserves the right to refer to law enforcement as required by law.

- A. Any suspicion or allegation of any such misconduct is to be reported immediately to the Partnership Offices' PO Human Resources Director. Anyone in the field who experiences a situation that raises concern for the children involved is to immediately report such concerns to the National Director who will contact PO Human Resources Director. An internal investigation will be initiated by PO Human Resources Director and representatives from Human Resources, Legal and appropriate senior management (e.g., National Director, the employee's supervisor).
- B. All electronic communication needs to be identified (subject heading) in a manner that indicates urgency but does not define the actual situation. For example: use a phrase such as "Urgent matter" rather than "Child abuse occurred" when addressing any communication.
- C. Treatment of the complainant (for the alleged minor victim and/or for any individual who has witnessed inappropriate conduct): The complainant will be treated respectfully and fairly. Statements made by the complainant will be kept in appropriate confidentiality. The complainant may:
 - I. Participate in an internal investigation of all known relevant facts.
 - II. Be given the opportunity to provide all known relevant facts.
 - III. WVI PO Human Resources Director will work with the national office to follow-up with the complainant and offer counseling services as appropriate.
- D. Treatment of the alleged perpetrator: The alleged perpetrator will be treated respectfully and fairly. Statements made by the alleged perpetrator will be kept in appropriate confidentiality. WVI will notify the individual of the allegation and investigation. The alleged perpetrator may:
 - I. Be given an opportunity to respond with a written documentation
 - II. Be given an opportunity to provide WVI with other pertinent information and witnesses.
 - III. Receive a written memorandum of WVI's final determination at the conclusion of an investigation which may include, but not limited to, notification of corrective action to be taken by WVI, up to and including, suspension or separation
- E. References and Re-Hire: In the event of dismissal due to confirmation that inappropriate behavior occurred, WVI reserves the right to disclose such information as termination

for child protection incidents to other NGOs as applicable law and customs allow. In the event that a WVI employee is contacted for reference, they are to refer to the individual to WVI Employment for an appropriate response. An employee who is dismissed as a result of misconduct with a child(ren) is not eligible for rehire with any WV entity.

8. Confidentiality

Coordinating an investigation requires extreme caution in maintaining confidentiality for all parties involved. Accusations of inappropriate behavior will be investigated. All complaints will be treated seriously and impartially and appropriate confidentiality will be maintained. It is of the utmost importance to maintain confidentiality, especially in situations where investigations prove that no inappropriate behavior occurred. Discussing details or sharing opinions on any situation with those not involved will not be tolerated. Corrective action steps will implemented up to and including termination in such cases.

The WVI Child Protection Coordinator shall be the person who determines what is communicated to other WV offices (PO, Region, Support Office, etc). Even if you think you should be able to communicate a child abuse situation, FIRST receive clearance from the Child Protection Coordinator. The Coordinator will be responsible for determining a list of individuals who have a “need to know” in each situation. This includes communication with the media.

Approved By: Bev Irwin, Acting Vice President of Human Resources

Document History: Revision of policy 545 dated 17 August 2001;
Revision of policy 545 dated 23 January 2001

Appendix B:

Response Plan: If a Child Reports that He or She is Being Abused



Some offices may already have a Level 1 Child Protection Incident Preparedness Plan (LI CPIPP) which includes a detailed plan. Ask the child protection officer in that office if that exists first. Otherwise, World Vision in-country staff should put together a Response Plan that describes how World Vision staff members will respond if a child reports that he or she is being physically or sexually abused.

This response plan should include:

- A description of the procedures to be followed if a child reports abuse, including detailed descriptions of the roles of relevant World Vision staff or partner NGOs in this process.
- A description of how World Vision will explain the response plan to the child in question.
- The telephone numbers of relevant World Vision staff or partner NGOs who will take action to protect a child who reports abuse.
- A means to offer immediate protection to a child who reports abuse in order to prevent retaliation by the abuser.
- Links to local counselling services.

Each country office should insert the Response Plan here:



Appendix C: Supplies Needed for the Toolkit

- Ball
- Small prizes
- A piece of fabric or a scarf
- Coloured pens (red and blue), pencils
- An adhesive name tag for every participant
- Flip-chart paper
- Paper
- A diary for each participant (the diary should be a regular lined notebook with lots of pages)
- A lockbox to hold the diaries in
- A bag
- Sticker pens dots
- A photo of a passport or a visa
- Candy
- Adhesive tape
- Sticky notes (stickies)
- Smart Navigator Booklets



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