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| DRAFT WVI PARTNERSHIP MANAGEMENT POLICY | | DOCUMENT NUMBER: |  |
| APPROVED BY: David Young | RESPONSIBILITY: Child Protection | REVISION NUMBER: Version I | |
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| TITLE: | World Vision International Child Protection Standards |
| PREAMBLE: | <p>These standards are a partnership management policy to guide implementation of the Partnership Policy on Children’s Well-Being, specifically the following section:</p> <p><i>“Child Protection prevents and responds to exploitation, neglect, abuse, and other forms of violence affecting children. Guided by Christ’s teaching, we seek to enable fulfilment of children’s rights to protection¹ from all forms of abuse and violence within families, schools, institutions and communities. Together with partners, we support prevention of exploitation, harmful traditional practices and violence against children in their family and community; protection of children living in risky situations in communities; and restoration of children who have been abused, neglected or exploited.</i></p> <p><i>Management shall establish Partnership child protection standards for every World Vision office and entity, to ensure fulfilment of its responsibilities regarding protection of children. The standards are intended to enable World Vision to be a safe place for children, making every effort to keep children safe from possible abuse by staff, volunteers, sponsors, partners and other parties affiliated with World Vision. The standards shall also address child protection programming, advocacy, and reporting of child protection incidents. World Vision national entities shall establish child protection policies that are culturally sensitive and legally sound, and consistent with the Partnership child protection standards.”</i></p> <p>Further explanation of the WVI CP Standards is included in the document <i>Guidelines for Implementation of the WVI Child Protection Standards</i>.</p> |
| POLICY: | <p>1.0 Child Protection Policies and Responsibilities</p> <p>1.1 <u>Development of National Child Protection Policies</u>: All World Vision (WV) national entities are responsible for ensuring the development, implementation and periodic review of contextualised child protection policies, which are to be consistent with the standards outlined in this document and in accordance with local laws. National offices may set more strict requirements in their national child protection policy, as required by national law or context. In cases where child protection policies from multiple offices apply, the most stringent policy is followed.</p> <p>1.2 <u>Awareness</u>: WV equips all staff, donors, visitors, volunteers, partners and others affiliated with WV to understand and perform their child protection responsibilities and obligations.</p> <p>a) All contracts with staff, contractors, volunteers, partners, or other people affiliated with WV include an attached copy of the Child Protection Behaviour Protocols, as well as the following assurances:</p> <p>“In the course of contracted work, you agree that:</p> <ul style="list-style-type: none"> • All adults who have an interaction or access to children or children’s information will act in the best interest of children, and uphold WV’s Child Protection Behaviour Protocols and other child protection measures as requested. • If you become aware of any harm or risk to children, you will inform WV |

¹ For further information on WV’s position on child rights, see the Partnership Policy Endorsement of “International Instruments Promoting and Protecting Child Rights”.

immediately.”

- b) All WV staff, volunteers/interns, and Board/Advisory Council members, as well as all independent contractors whose contracted responsibilities are expected to include interaction with or access to children or children’s data, acknowledge in writing the receipt and understanding of the WV Child Protection Standards or local Child Protection Policy.
- c) Current staff, volunteers and interns receive periodic refresher or other child protection training at least once every two years.

1.3 Child Protection Staffing: Every WV office appoints a Child Protection Lead to provide leadership to the implementation of the Child Protection Standards and to child protection technical programming across all sectors and Lines of Ministry.

2.0 Behaviour Protocols

2.1 Child Protection Behaviour Protocols: Rules of behaviour to protect children are based on local and culturally appropriate interactions with children, and are included in each National Child Protection Policy. All WV people (including staff, volunteers/interns, donors, sponsors, visitors, partners, Board/Advisory Council members, and independent contractors) abide by and acknowledge in writing the receipt and understanding of WV Child Protection Behaviour Protocols. Signed agreements should be kept on file by the relevant office. National Behaviour Protocols comply with the following WV International Behaviour Protocols:

Acceptable Behaviour² – WV people:

- a) are careful about perception and appearance in their language, actions and relationships with children, and their behaviour demonstrates a respect for children and their rights
- b) ensure that all physical contact with children is locally appropriate
- c) use positive, non-violent methods to manage children’s behaviour
- d) accept responsibility for personal behaviour and actions as a representative of the organisation
- e) 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
- f) 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
- g) comply with child protection related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation.

Unacceptable Behaviour – WV people within and outside their work environments **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
- b) fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way
- c) use language, make suggestions or offer advice which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading
- d) spend excessive or unnecessary time alone with a child, away from others or behind closed doors or in a secluded area
- e) condone or participate in behaviour with children which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse
- f) hire children in any form of child labour; in particular, WV people should not hire

² A number of the following Behaviour Protocols were adapted from *Keeping Children Safe Coalition on Child Protection Policy* (2011).

children 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. See ILO Convention 182 and 138 for further explanation of child labour.)

- g) hit or use other corporal punishment against a child while the child is in WV care or the WV person is conducting WV work
- h) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent.

2.2 Corrective Action: Failure to follow WV Behaviour Protocols, or other inappropriate behaviour toward children, is grounds for discipline, up to and including termination of the working relationship or dismissal from employment, volunteer/internship or Board/Advisory Council membership.

3.0 Recruitment

3.1 Screening: WV takes diligent measures to screen out all people who might seek to use WV to harm children. These measures include addressing child protection on application forms, in interviews and in references. Child protection screening measures are applied to all candidates for staff, Board/Advisory Council members, WV volunteers and independent contractors.

3.2 Background Checks: Candidates for staff, Board/Advisory Council members, WV volunteers/interns or contractors whose contracted responsibilities are expected to include interaction with or access to children or to personal child information, have an identification check and a criminal record/police background check prior to employment, and periodically thereafter as required by law or context. Formal Global Centre exemption approval is required for alternative to police background checks in contexts where they are not feasible or trustworthy. People with a prior conviction for a crime against children are not hired or engaged by WV.

4.0 Visitors

4.1 Visit Preparation: Sponsors or donor visits are pre-approved by both support office and national office. Support offices 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.

4.2 Visitor Orientation to Child Protection: Each WV entity is diligent to ensure that visitors uphold the relevant child protection standards. The following requirements apply to visitors who visit a project or have direct contact with children.

- a) Visitors from other WV offices who are staff or Board Members: The hosting office provides a brief written or oral orientation to any distinctive Child Protection Behaviour Protocols that apply in that context, as well as local customs regarding adult interaction with children.
- b) Visitors who are not WV staff or Board Members: All non-staff visitors are briefed on WV’s Child Protection Behaviour Protocols (Standard 2.1) and Prevention of Harm in Communications (Standard 5.4). They sign acknowledgement of receipt of the protocols, and the signed acknowledgement is kept on file by the hosting entity. Non-staff visitors are accompanied by a WV staff person when visiting projects.

5.0 Communications, Social Media and Digital Technology

5.1 Dignity: In all forms of communication, children are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

5.2 Consent: Children who are primary subjects of text, photo and/or video resource

gathering by WV staff 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. In the following situations, written consent is collected from the parent, guardian, or other legally required entity or individual, and the child (as appropriate for age):

- a) a child 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 Empowerment: WV actively supports the empowerment of children, parents and sponsors/donors to understand how to safely and appropriately utilise social media and digital technology, while avoiding risks and appropriately responding to threats.

5.4 Prevention of Harm in Communications: 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) 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.
- b) 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 ADP office location.
- c) Personal child information that is captured, stored or sent through electronic, on-line or mobile devices is password protected.
- d) 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).
- 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 staff/volunteers/other WV people 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 a legal privacy and confidentiality disclaimer with reporting options for child protection concerns or incidents.

5.5 Reporting Communications, Social Media and Digital Technology Standard Violations: All violations of these standards should be reported to the National Child Protection Lead. Responses are based on the magnitude of risk and its severity to children.

6.0 Child Protection Incidents and Response Protocols

6.1 Responding to Child Protection Incidents: WV offices are required to investigate and respond to reports of child abuse in areas where WV is operational in ways which are consistent with local law. WV uses three levels of Child Protection Incidents to determine WV's response, which is based on WV's potential responsibility and risk of liability.

6.1.1 Level I Child Protection Incidents: A child protection incident that is *not* committed by WV staff member/personnel, board/advisory council member, volunteer, intern, contractor, consultant, donor, sponsor, partner or other WV affiliate is a Level I Incident. National offices develop and implement Level I Child Protection Incident Preparedness Plans which include specific and practical guidance on responsibilities, actions and limits which are consistent with local law, for local team responses to child protection incidents that occur

within the community. Level 1 Incidents are reported to WVI Child Protection in cases of serious harm that threaten the child's survival, safety or development. (Note that for programme areas where harmful traditional practices are widespread, periodic programme-level reporting is an acceptable alternative to individual incident reporting.)

6.1.2 Level 2 Child Protection Incidents: Level 2 Incidents are defined as any violation of the WVI Child Protection Policy and Standards which puts children in direct risk of harm. WV offices endeavour to report Level 2 Incidents to WVI Child Protection within 24 hours of first notice. Response is implemented by the national entity with accountability to the Regional Child Protection Advisors in the case of national offices, and WVI Child Protection Director in the case of support offices.

6.1.3 Level 3 Child Protection Incidents: A Level 3 Incident is any child protection allegation or incident in which WV has responsibility to respond and/or protect, and may carry some risk of liability. A Level 3 incident generally includes (i) an allegation or accusation of harm to a child by a WV-related person (i.e. staff member/personnel, board/advisory council member, volunteer, intern, contractor, consultant, donor, sponsor, partner, etc.), and/or (ii) death or serious injury of a child while participating in or at a WV activity or caused directly by a WV-related person through possible negligence or other actions. WV offices endeavour to report allegations of abuse or possible harm by a WV person or project to WVI Child Protection within 24 hours of first notice. Response is implemented by the national entity in collaboration with a Child Protection Incident Management Team, with accountability to the WVI Child Protection Director.

6.2 Reporting: All WV related persons are responsible for and obligated to report any suspicions of child abuse (or other child protection concerns) involving a staff, volunteer, contractor, consultant, donor, sponsor, visitor, partner, Board/Advisory Council Member, or other person formally affiliated with WV.

6.3 Disclosure: While WV maintains appropriate confidentiality for individuals in child protection incidents, WV may disclose general information about incidents in order to support learning and accountability, and prevent future incidents, and as required by law.

7.0 Child Protection Programming

7.1 Child Protection as a Cross-Cutting Theme: In all programmes across the three Lines of Ministry, WV seeks to do no harm to children, to act in the best interests of the child, and to utilise opportunities to help children be safer within their families and communities. This includes the establishment of complaints and response mechanisms, consideration during programme design of local child protection threats and issues, and influencing partners to be safer organisations for children.

7.2 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, and the secure handling and storage of personal information.

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

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| | <p>9.0 Safe Child Participation</p> <p>9.1 <u>Prevention of Harm in Child Participation</u>: 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.</p> <p>9.2 <u>Ethics</u>: Child participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of children as the top priority.</p> <p>9.3 <u>Informed Consent in Child Participation</u>: 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 risks that could be associated with the activity.</p> <p>9.4 <u>Child Travel</u>: 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 and well-being are the most important priorities during travel supported by WV. WV does not facilitate visits of children outside of their country to their sponsor.</p> |
| DEFINITIONS: | <ul style="list-style-type: none"> • <i>Child</i>: Any person below the age of 18. • <i>Child protection</i>: All measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against children. • <i>Child protection incident</i>: 1) Gross violation of child rights to protection from physical or psychological abuse, neglect, exploitation, or other forms of violence – including trafficking, sexual and labour exploitation, female genital mutilation and early marriage. 2) Any violation of the WVI Child Protection Policy and Standards which puts children in direct risk of harm. 3) Any death or serious injury of a child that is under WV's temporary care, or while participating in a WV activity, or caused by a WV staff, volunteer, intern, contractor, consultant, visitor, partner agency or donor/sponsor. • <i>Child safe organisation</i>: An organisation that is committed to being safe for children. <p>Other CP definitions are included in the <i>Guidelines for Implementation of the WVI CP Standards</i>.</p> |
| SCOPE: | <p>This Partnership Management Policy applies to all WV entities, including but not limited to national offices, support offices, Vision Fund International and all microfinance entities, programme offices, project offices, regional offices, Global Capital offices, Global Centre and Partnership offices. The WVI Child Protection Standards are the same for all children in WV programme areas, whether sponsored or not (except where specifically noted, such as in Section 8.0 above).</p> <p>Further explanation of the WVI CP Standards is included in the document <i>Guidelines for Implementation of the WVI CP Standards</i>.</p> |
| BACKGROUND: | <p>This policy replaces and subsumes the Partnership Child Protection Standards approved January 2000, and the Provisional Standards on Child Protection in Social Media approved May 2011.</p> |