



WORLD VISION UK SAFEGUARDING POLICY

2015 – REVISED 2020

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POLICY APPROVAL & REVIEW HISTORY

Policy Owner: Safeguarding Manager

ACTION BY FARCOM/ORCOM	RECOMMENDED DOCUMENT VERSION	APPROVED BY TRUSTEE BOARD	DOCUMENT VERSION
Complete review of Child Safeguarding Policy	19 June 2015	7 July 2015	1/2015
Annual Review	17 June 2016	7 July 2016	2/2016
Annual Review	10 November 2017	(November 2017)	3/2017
Annual Review	15 June 2018	6 July 2018	1/2018
Annual Review	14 June 2019	4 July 2019	1/2019
Annual Review	12 June 2020	6 July 2020	1/2020

Development and Review of this Policy: WVUK is responsible for ensuring the development, implementation and annual review of this Policy, in accordance with United Kingdom Charity Commission's Safeguarding Guidelines. WVUK may set stricter requirements in this Policy, as required by local law, best practice or context.

WORLD VISION UK SAFEGUARDING POLICY 2020

which replaces and supersedes the World Vision UK: Child Protection Safeguarding Policy Procedure 2015.

World Vision UK (WVUK) is company limited by guarantee and a registered charity in the United Kingdom. World Vision UK (WVUK) is part of the World Vision (WV) Partnership which works together to bring real hope to children in the world's hardest places. WVUK predominantly fundraises, through child sponsorship and by other means, for various child-focussed programmes in developing countries overseen by WV Partnership and National Offices.

VALUES, PRINCIPLES AND BELIEFS

Our Vision: Our vision for every child: life in all its fullness;
Our prayer for every heart: the will to make it so.

Our Mission: World Vision is an international partnership of Christians whose mission is to follow our Lord and Saviour Jesus Christ in working with the poor and oppressed to promote human transformation, seek justice and bear witness to the good news of the Kingdom of God.

Purpose of Policy: This policy details the standards World Vision UK will operate by raising awareness, to prevent, report and respond to harm or abuse suspected or known of all beneficiaries and associates.

We are committed to creating an environment where potential risks are identified, considered and minimised and there are clear responsibilities and easily accessible processes and procedures to ensure this in all areas of our work. We will meet our commitment to safeguard and protect all people, doing NO HARM to others and ensuring Zero tolerance to sexual abuse and exploitation, by taking action in the following key areas:

- A. Awareness**
- B. Prevention**
- C. Reporting**
- D. Responding**

We are 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.

UNDERPINNING STANDARDS

This Policy is underpinned by the following international and national legislation, good practice and standards:

- (1) Human and Child Rights UN Charters, Conventions and Declarations, principally the United Nations Convention on the Rights of the Child, 1989 (UNCRC) and its Optional Protocols;
- (2) World Vision International (WVI) Child Protection Policy, (informed by international child protection and safe-guarding standards outlined by Humanitarian Accountability Partnership-International (Building Safer Organisations), Keeping Children Safe Coalition; The Alliance for Child Protection in Humanitarian Action 2019 Child Protection Minimum Standards The Steering Committee for Humanitarian Response.
- (3) All United Kingdom national legislation, including Safeguarding Vulnerable Groups Act 2006 - 2019, Working Together to Safeguard children 2018 and others;
- (4) United Kingdom Charity Commission's Safeguarding Guidance 2019
- (5) WVI Standards and Guidelines for Implementation of the WVI Child and Adult Partnership Safeguarding Policy
- (6) WVI Partnership Child-Safe Digital Engagement February 2020

APPLICATION

- (1) The provisions under this Policy will bind all WVUK Representatives always
- (2) This policy will be read together with the Safeguarding Implementation Guidelines and all other organisational policies (e.g. Recruitment Policy, Disciplinary Policy; Whistle-blowing Policy, Child-Safe Digital Engagement) etc as appropriate.
- (3) In the event where safeguarding policies/standards differ in text or implementation with other organisational policies or standards, the more stringent policy/standard will be applied.

A. RAISING AWARENESS

1.0 SAFEGUARDING RESPONSIBILITIES

1.1 Awareness: WVUK will equip all WVUK Representatives to understand their safeguarding responsibilities and obligations as set out in this Policy by ensuring:

- (1) All WVUK Representatives acknowledge in writing:
 - (a) the receipt, acceptance and understanding of this Policy;
 - (b) the receipt, acceptance and understanding annually of the Safeguarding Behaviour Protocols;
 - (c) if they become aware of any harm or risk to beneficiaries, they will inform WVUK Safeguarding Manager, immediately and no later than 24 hours; and
 - (d) if they are required to travel, all WVUK Representatives must satisfy pre-visit protocols detailed within Section 4 of this Policy

All signed acknowledgements will be kept on file by the Safeguarding Manager

- (2) Contracts with third parties engaged by WVUK where the third party, its employees or any person or entity engaged by them in connection with performance of the agreement with WVUK, may have access to children, beneficiaries and or their data in the course of performing their agreement with WVUK and the relevant services, will see this policy, meet with the Safeguarding Manager who will enable them to understand and sign to adhere to WVUK's Safeguarding Behavioural Protocols.
- (3) All staff, volunteers, consultants and Board members will receive mandatory safeguarding training for at least three hours within the first 6 months of their association with WVUK with periodic refresher training at least once every two years. Bespoke Safeguarding training will be given to representatives who are more engaged with managing processes, procedures, behaviours or in direct contact with beneficiaries.

1.2 Safeguarding Staffing: WVUK Safeguarding Manager (Susan Cole: Phone 01908 841008 / Mobile +44(0) 7808476697 / Email Susan.cole@worldvision.org.uk) is the safeguarding lead to provide advice and support to the implementation of this Policy and its Guidelines. Child safeguarding programmatic design, planning and support will be under the purview of the WVUK Programming and Policy Unit.

2.0 SAFEGUARDING BEHAVIOUR PROTOCOL

All WVUK Representatives will abide by and acknowledge in writing the receipt and understanding of the Behaviour Protocols annually. Signed acknowledgements must be kept on file by the Safeguarding Manager.

2.1 Acceptable Behaviour – WVUK Representatives will:

- (a) create and maintain an environment which prevents sexual exploitation and abuse of children and adults and promotes the implementation of these Behaviour Protocols;
- (b) ensure that the “two-adult” rule be applied, meaning two or more adults must be present always when in contact with children. It is also expected that WVUK Representatives will remain visible whilst working with children;
- (c) be aware of situations which may present risks, manage and minimise these risks prior to the implementation of any activity, project or programme;
- (d) be careful how their language and actions will be perceived by another person and on digital platforms, both on- line and offline, and must behave in a manner that demonstrates a respect for all beneficiaries, and communities with dignity and their rights;
- (e) ensure that any physical and online contact with beneficiaries is culturally appropriate, never crossing personal boundaries or an invasion of privacy. To avoid misunderstanding, WVUK Representatives should not initiate physical or online contact with a beneficiary (unless circumstances prevail to reduce imminent danger to the beneficiary);
- (f) use positive, non-violent methods to manage beneficiaries’ behaviour, e.g. withdrawal of privileges;
- (g) accept responsibility for personal behaviour and actions as a representative of WVUK;
- (h) always be accountable for their response to a beneficiary’s behaviour, even if their behaviour is in a sexually in-appropriate manner. WVUK Representatives should remove themselves from situations which could compromise or place them in a vulnerable situation, particularly if they may have contact with beneficiaries who because of their circumstances and possible previous abuse or exploitation they may have experienced, may display inappropriate behaviour;
- (i) report any safeguarding concerns to the Safeguarding Manager immediately and in any event not more than 24 hours, comply with related investigations (either internal and/or external processes) and make available any documentary or other information necessary for the completion of such investigations;
- (j) ensure a culture of openness and accountability within World Vision to enable all safeguarding issues or concerns to be raised through proper channels, so that poor practice, potentially abusive or harmful behaviour does not go unchallenged;
- (k) behave sensitively within the local context and consider how their actions may cause potential conflict and tensions within communities. Where their presence may be of detriment to beneficiaries or the community, WVUK Representatives will seek advice from the appropriate World Vision National Office senior Safeguarding Lead;
- (l) comply with World Vision Digital Safeguarding protocols in any online image or information sharing about beneficiaries in World Vision Programmes and be familiar with and responsible in the use of social media in all communications;
- (m) in the case of WVUK staff, immediately inform their line manager if they or anyone they reside with is involved in a criminal investigation that relates to or could be deemed to relate to any matter, issue or situation referred to in the Behaviour Protocols. Failure to disclose details of such investigation shall be deemed a breach and action shall be taken in accordance with the Behaviour Protocols.

2.2 Unacceptable Behaviour –

2.3 WVUK Representatives within and outside their work environments will not:

- (a) develop or seek a sexual relationship with any beneficiary child or adult; regardless of gender or of the country specific legal age of consent or age of majority. Such relationships are not acceptable and will not be tolerated. **This also includes condoning such behaviour and failing to report it.**
- (b) Sexually exploit or abuse any beneficiaries (adult or child); such behaviour constitutes an act of gross misconduct.
- (c) Exchange money, employment, good or services for sex including sexual favours, other forms of humiliating, degrading or exploitative behaviour or hiring sex workers is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries:
- (d) communicate with a beneficiary in World Vision programme areas via digital platforms (e.g. Facebook, Twitter) via mobile technology (e.g. texting, WhatsApp, Skype, Face chat) or online without consent and knowledge of his/her legal guardians. WVUK Representatives will not communicate on mobile, digital or online plat- forms with children or adults in ways that are inappropriate or sexual;
- (e) caress, fondle, kiss, hug or touch beneficiaries in an inappropriate, sexually provocative or culturally insensitive way;
- (f) use language, make suggestions, offer advice or act in ways which is inappropriate, offensive or abusive, that may cause shame, humiliation, belittling or degrading in nature;
- (g) spend excessive or unnecessary time alone or taking a beneficiary to a location where they may be alone with that beneficiary, away from others, behind closed doors or in a secluded area;
- (h) condone or participate in behaviour with or towards beneficiaries which may be illegal, unsafe or abusive; including practising harmful traditional practices (e.g. early and forced marriage, female genital mutilation or cutting), spiritual or ritualistic abuse (including voodoo, witchcraft);
- (i) hire children in any form of child labour that may interfere or harm their physical, developmental, emotional and spiritual well-being; WVUK Representatives should not hire children as “house help”, even if they are in their home with their primary caregiver who may be a house-help;
- (j) hit or use other forms of corporal punishment against a beneficiary, or physically assault or abuse a beneficiary regardless of whether this is locally or culturally acceptable;
- (k) provide lifts to beneficiaries in a vehicle, except with express permission from line managers and the parents/ primary caregivers/guardians of those responsible for children;
- (l) discriminate against or show preferential treatment to a beneficiary to the exclusion of others (e.g. providing gifts or favours to a beneficiary or their family to gain trust which is a form of sexual grooming).
- (m) do things of a personal nature for a beneficiary, which they can do for themselves;
- (n) share personal contact details (home, work, hotel address, contact numbers or any social media identities) with any beneficiary or their family;
- (o) stay silent, cover-up or enable any known or suspected safeguarding incident or breach of Safeguarding policy involving a WV representative or affiliate.
- (p) visit sponsored children unannounced or participate in visits which have not been approved by WVUK to sponsored children or World Vision project communities.

2.4 Failure to Comply with these behaviour protocols will result in:

- a) disciplinary action which may result in suspension and dismissal from employment, volunteering/internship, partnership, contractual relationship or Board membership; or
- b) termination of sponsorship;
- c) termination of a relationship with WVUK.

B. PREVENTION

3.0 RECRUITMENT

3.1 Screening: WVUK will undertake diligent measures to screen all staff, volunteers and Board members. These measures will include, (where applicable) addressing safeguarding matters on application forms, questions during inter views and when obtaining references, DBS checks, probationary periods, performance management and general supervision. Safeguarding screening measures will apply to all WVUK Representatives including independent contractors and consultants.

3.2 Background Checks: All candidates for paid or unpaid positions, including independent contractors/consultants and volunteers who may have contact with a beneficiary or to the beneficiaries personal information or images will undergo necessary identification and criminal record/police background checks prior to appointment, and such checks will be refreshed at least every two years or as required by law or context. People with a prior conviction for any crime against children, or sexual exploitation or abuse against an adult will not be hired by WVUK. WVUK endorses the Steering Committee for Humanitarian Response, Inter-agency mis-conduct disclosure scheme and will systemically check with previous employers about SEA issues and will respond systemically to any check requests .WVUK representatives needing to travel abroad will be required to undertake an enhanced check which is refreshed every two years.

4.0 VISITS TO WORLD VISION PROJECTS

4.1 Visit Preparation: All visits to World Vision projects must be pre-approved by both WVUK and the relevant National Office. WVUK requires verification of a recent original DBS certificate for all visitors before any field visit. Unannounced or unapproved visits to sponsored children or World Vision project communities are not permitted and if they take place will be dealt with severely. A visit to World Vision projects is not an inherent right of the visitor and WVUK reserves the right to decline or refuse any request to visit a sponsored child or World Vision project community.

- (1) Prior to any visit to a World Vision project, all representatives and visitors must have undergone the following screening process:
 - (a) sign a declaration that they have received, read and understood the Safeguarding Policy and are prepared to abide by it;
 - (b) provide the valid passport NO, and expiry date together with the date of birth;
 - (c) complete a safeguarding assessment with WVUK Safeguarding Manager which will take place at WVUK office in Milton Keynes, other mutually convenient location or by telephone/skype call, as appropriate;
 - (d) complete Disclosure Barring Scheme (DBS) check;
 - (e) Visitors must provide an independent reference;
 - (f) all WVUK Representatives must have completed face to face safeguarding training within the last 24 months;
 - (g) all WVUK Representatives must undertake a de-brief after every trip;
- (2) All those travelling with visitors, i.e. partners, colleagues, children 16 years and above will be subject to the same process checks in 4.1(1) above.
- (3) If any visitor chooses not to comply with the provisions contained herein or fails in the screening process, that visitor will be prohibited from visiting or having contact with any World Vision project globally.
- (4) Eight weeks should be allowed for the completion of the screening process.
- (5) Visitors who are sponsors will only be allowed to visit a sponsored child(ren) once every two years (without exception) to ensure minimum disruption to the sponsored child, their family and community.

4.2 Visitor Orientation: The following requirements apply to all visitors who visit a World Vision project or have direct contact with children:

- (a) All visitors are briefed on WVUK Safeguarding Policy, about the Behaviour Protocol (Section 2.1) and Communications (Section 5.0). They sign acknowledgement of this Policy and understanding of the protocol, and the signed acknowledgement is kept on file by the Safeguarding Manager
- (b) WVUK team arranging the visit will obtain from the National Office (hosting office) their Safeguarding Behaviour Protocol as well as local customs regarding interaction with appropriate beneficiaries together with the name and contact details of the local Safeguarding lead. This must be given to all visitors during orientation prior to visit.
- (c) Visitors will be accompanied by a World Vision staff person always when visiting World Vision projects.

4.3 Exceptions: In exceptional circumstances when visitors are unable to comply with ALL the pre-visit protocols detailed in Section 4.1 above, the WVUK CEO may authorise a visit with the relevant National Office Director. These visits will be accompanied by a WVUK staff member always.

5.0 COMMUNICATIONS, SOCIAL MEDIA AND DIGITAL TECHNOLOGY

5.1 Dignity: WVUK is committed to ensuring all communications about beneficiaries are undertaken with sensitivity to safeguard each person's right to dignity, privacy and confidentiality. In all forms of communication, beneficiaries are treated and portrayed with dignity and not as helpless victims or in a sexually suggestive way.

5.2 Consent: Informed consent means the individual has a general understanding of the purpose of the reporting or photography and gives verbal permission. WV staff must obtain informed consent from any identifiable individual, and from parents, primary caregiver or guardian where the subject is a child and they are the primary subjects of a story, photo and/or video resource gathering.

Written consent is obtained from the individual or from the parent, primary caregiver or guardian in the following situations:

- (a) where a beneficiary could be easily identified, or
- (b) where the sensitive nature of their personal disclosure of their situation could possibly cause a risk to his or her privacy, dignity, safety or reputation, or
- (c) where otherwise required by applicable law – e.g. GDPR.

When written consent is not possible to obtain the reporter, photographer or videographer must confirm in writing that they explained consent and this was verbally obtained from the individuals involved, using local language, beforehand. It is best practice to film or record this action being taken.

5.3 Empowerment: WVUK actively tries to empower beneficiaries and donors to understand how to safely and appropriately use, and avoid risks associated with, digital technology and social media.

5.4 Prevention of Harm in Communications: A beneficiaries' personal and physical information that could be used to identify their location should not be used on World Vision websites or in any other form of communication by World Vision.

WVUK takes the following steps to prevent harm through communications, including social media and digital technology (using photographs/videos/audio clips, stories, articles, or any other communication materials):

- (a) Material posted on social media or digital technology will not contain the family name, sponsorship ID number, or personal location/address of beneficiaries.
- (b) Material about a beneficiary will not be geo-tagged to precise locations if it contains any part of the beneficiaries' name or other identifying information.
- (c) Personal beneficiary 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 WVUK's permission (utilising digital water-marking and right-click disable functions in accordance with the WV Child-Safe Digital Engagement guidance 2020).
- (e) Discourage direct communication between a WVUK Representative with a registered or unregistered beneficiary through social media or any other means that is without WVUK's knowledge or facilitation.
- (f) WVUK cooperates with WV Partnership and National Offices to provide reporting and response options so that sponsors, donors, visitors, beneficiaries or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.
- (g) Sponsorship welcome packs WVUK websites, domains and social media platform profile pages contain a legal privacy and confidentiality disclaimer with reporting options for safeguarding concerns or incidents.

5.5 Prevention of Harm in Sponsorship: Sponsorship is implemented in a manner that keeps the safety of beneficiaries as the top priority. This includes training of staff to recognise, report and respond to potential abuse and harm, and the secure handling and storage of personal information and eventual disposal.

c. REPORTING

6.0 SAFEGUARDING INCIDENT REPORTING

All staff and WVUK representatives are made aware of their individual responsibility to uphold this Policy. Any member of staff or WVUK representative who is concerned, suspects or is made aware of a safeguarding incident, should report the matter immediately to:

- (a) the WVUK Safeguarding Manager (Susan Cole: Phone 01908 841008 / Mobile +44(0) 7808476697/ Email Susan.cole@worldvision.org.uk);
- (b) the National Office safeguarding lead (when in country) or
- (c) via World Vision Whistle Blowing freephone number 0800890011 then dial 8778 975384 or e-mail www.worldvision.ethicspoint.com
- (d) in cases occurring abroad where WVUK is the Supporting Office, funding programmes and coordinating grant agreements, notification will be shared and supported by WVI Legal to ensure WVUK legislative reporting can take place.

D. RESPONDING

7.0 RESPONDING TO SAFEGUARDING INCIDENTS

WVUK will respond to all reports of safeguarding incidents through appropriate internal mechanisms. In order to achieve effective and fair reporting and management of incidents, all incidents reported will be categorised and managed according to WVUK's Serious Incident Preparedness Plan and escalated if necessary.

7.1 Definition

“incident” – a concern, allegation or fact about inappropriate behaviour or any breach or threatened breach of the terms of this or any other organisational policy which may put a beneficiary at risk of harm, injury or death whether in temporary or permanent care of a WVUK representative or National Office;

“intervention” – when an incident demands action to be taken to mitigate, monitor or manage risk associated with a specific incident or suspected policy breach. An intervention may include internal administrative investigation or if criminal in nature, a referral to an external agency, government authority, the Charity Commission, any law enforcement body, including any other escalation within WV International.

7.2 Safeguarding Incident Thresholds

WVUK uses three levels of thresholds to determine WVUK's response:

AMBER	Abuse of or harm to a child or adult, in a community where WV has programme operations and that is not committed by WV employees or affiliates.
RED	Breach 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.
BLACK	An allegation or accusation of harm or abuse to a child or adult beneficiary by a WV employee or affiliate. Death or serious injury of a child or adult while participating in or at a WV activity or caused directly by a WV-related person.

5.

7.3 Consequences and Outcomes: Violations of any provision contained in this Policy may result in: -

- (a) disciplinary action which may result in suspension and dismissal from employment, volunteering/internship, partnership, contractual relationship or Board membership; or
- (b) termination of sponsorship;
- (c) termination of the working relationship with WVUK.

In compliance with legislation or best practice, WVUK will report to law enforcement and external agencies including but not limited to the police or relevant law enforcement agencies, the Child Exploitation and Online Protection Unit part of the National Crime Agency NCA, the Disclosure & Barring Service (DBS), the Charity Commission or the Independent Local Authority Designated Officer (LADO). WVI Global Safeguarding team will also be informed and take appropriate next steps.

7.4 Disclosure for learning and accountability: While WVUK maintains appropriate confidentiality for individuals in safeguarding incidents, WVUK may disclose information about incidents, when lawfully permitted, in order to support prosecution of suspected criminal activity, meet donor and regulatory requirements to support learning and accountability, to prevent future incidents.

SAFEGUARDING IN PROGRAMMING

8.0 SAFEGUARDING PROGRAMMING

This includes all efforts aimed at helping children to be safer within their families and communities, including empowering children. WVUK will actively support children and their parents/primary caregivers/guardians, to understand how to safely and appropriately utilise social media and digital technology, where appropriate, while avoiding risks to their safety and dignity and responding immediately to threats. All activities increase capacity of partners and other stakeholders to keep beneficiaries safe. Projects also put in place reporting and complaints mechanism that is accessible to all beneficiaries.

8.1 Child Safeguarding as a Cross-Cutting Theme: In all programmes, WVUK seeks to do no harm to adults and children, to act in the best interests of the child, and to utilise opportunities to help children be safer within their families and communities. WVUK will actively support children and their parents/primary caregivers/guardians to understand how to safely and appropriately utilise social media and digital technology, while avoiding risks to their safety and dignity and responding immediately to threats. This includes the establishment of complaints and response mechanisms, consideration of local safeguarding threats and issues in local context analysis and programme design.

8.2 Institutionalisation and Adoption: WVUK does not facilitate the adoption of children or support programming within institutions where children stay for the long-term in ways that perpetuate the institutionalisation of children.

8.3 Child Participation: World Vision works to empower children as citizens and participants promoting their own well-being, and to minimise any risk of harm or negative consequence resulting from participation in activities promoted by World Vision. 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.

8.4 Ethics: All project activities are designed and implemented to adhere to principles and ethics which keep the best interests of children and other vulnerable beneficiaries as the top priority.

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

8.6 Child Travel: World Vision sometimes supports children to travel to events, activities or for other opportunities. In such cases the parents, guardians or caregivers, or other legally required entity or individual, give informed written consent prior to travel. The child's health, safety and well-being are the most important priorities during any travel supported by World Vision. World Vision will not facilitate travel of children outside of their country to visit their sponsor.

DEFINITIONS

Abuse: A form of maltreatment of a person/s. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm. Beneficiaries may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. There are four main types of child abuse as defined under the UK Government Guidance Working Together to Safeguard Children 2018:

Emotional Abuse: The persistent emotional maltreatment of a beneficiary such as to cause severe and persistent adverse effects on their emotional development and stability. It may involve conveying to beneficiary that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the beneficiary opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on beneficiaries. These may include interactions that are beyond the beneficiaries' developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the beneficiary participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying or sexting), causing beneficiaries frequently to feel frightened or in danger, or resulting in exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment of another, though it may occur alone.

Neglect: The persistent failure to meet a beneficiaries basic physical and/or psychological needs, likely to result in the serious impairment of the beneficiaries health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent, a primary caregiver or guardian failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a beneficiary's basic emotional needs.

Physical Abuse: This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a beneficiary. Physical harm may also be caused when a parent, primary caregiver or guardian fabricates the symptoms of, or deliberately induces, illness in a beneficiary.

Sexual Abuse: Forcing or enticing a beneficiary to take part in sexual activities, not necessarily involving a high level of violence, whether they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving beneficiaries in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming a beneficiary in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

Beneficiary: In regard to Safeguarding WVUK uses a broad, working definition of "beneficiary" to include not only direct beneficiaries of a project, but also any child or adult residing in a community in which WV operates.

Child: In conformity with the UN Convention on the Rights of the Child, 1989, a 'Child' is defined as any person who is less than 18 years old, regardless of which country they live in. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Child Labour: Work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling.

Corporal Punishment: Defined by the UN Committee on the Rights of the Child as: "Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light".

Exploitation: Abuse of power or trust to use a person for the benefit of another. This includes, but is not limited to, child labour and sexual exploitation.

Harmful Traditional Practices (HTP) include:

- female genital cutting/mutilation
- so, called 'honour' based violence and 'honour' killings
- early, child and forced marriage
- abuse linked to a belief in spirit possession
- breast ironing also known as breast flattening

Harmful traditional practices are based on tradition, culture, custom and practice, religion and/or superstition. They have often been embedded in communities for a long time and are born out of community pressure. They are committed and actively condoned by the child's parents or significant adults within the beneficiaries' community.

They include rituals, traditions or other practices that have a detrimental effect on the physical, mental and emotional health of the victim. Many of the practices involve bias against groups of beneficiaries, particularly girls and children with disabilities. Many involve physical abuse and pain leading, in some cases intentionally, to death or serious injury. Others involve mental abuse

National Office: A World Vision office in the field or country where World Vision projects are implemented

Safeguarding: Preventing, reporting and responding to harm or abuse of beneficiaries and others in WVUK's sphere of responsibility.

Violence: The use or threat of physical force or power that harms a beneficiary. Although abuse, neglect and exploitation are forms of violence, we include "violence" as a separate category to address additional threats from which beneficiaries need to be protected, including gang violence, bullying, harassment and playground violence.

Visitors: anyone visiting a World Vision project and may include but not limited to WVUK Representatives, sponsors, photographers or reporters.

WVUK Representatives: is any person who represents WVUK whether under a contractual relationship, paid or unpaid position or in a position of trust. This includes staff, volunteers, fixed term contractors, consultants, Board members, sponsors, donors, or people affiliated with World Vision.

World Vision UK

World Vision House, Opal Drive,
Fox Milne, Milton Keynes, MK15 0ZR

tel: +44 (0) 1908 84 10 00

fax: +44 (0) 1908 84 10 01

email: info@worldvision.org.uk

worldvision.org.uk

Follow us: [@WorldVisionUK](https://www.instagram.com/WorldVisionUK)



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