

TITLE: World Vision Australia Child and Adult Safeguarding Policy			
APPROVED BY:	<i>Board</i>		
POLICY OWNER:	Chief People & Culture	POLICY DELEGATE:	Safeguarding Focal Point
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THE WVA CHILD AND ADULT SAFEGUARDING POLICY MEANS keeping children and vulnerable adults safe.

Introduction

This policy represents the Australian contextualisation of the World Vision Partnership Management Policy on Child and Adult Safeguarding. The World Vision Partnership Management Policy on Child and Adult Safeguarding has been adopted with Australian regulatory and legislative requirements added in blue.

World Vision Australia Commitment to Child and Adult Safeguarding

The safety and wellbeing of all children and all adults participating in World Vision Australia’s work, programs and activities is paramount to our mission. We are committed to all children and adults being safe, well and empowered through World Vision Australia’s programs, activities, management, and governance.

WVA has a zero tolerance for sexual misconduct, sexual exploitation abuse and harassment (SEAH). We are a child safe organisation and are guided by the National Principles for Child Safe Organisations.

It is expected that all directors, management and volunteers model respectful and non-discriminatory behaviour to ensure:

- All children and adults participating in programs, activities and our workforces are safe, empowered and experience wellbeing.
- All Aboriginal and Torres Strait Islander peoples and people from culturally and or linguistically diverse backgrounds experience cultural safety.
- All people with disabilities, those who identify as LGBTI and children who are unable to live at home are provided with a safe environment.

To achieve this WVA:

- Educates and trains leaders to model respectful and non- discriminatory behaviour
- Provides channels for disclosure and reporting of safeguarding concerns
- Promotes a culture of openness to concerns for the safety of children and adults can be raised and managed
- Prioritises gender equality and the rights of diverse women and girls within programming and at all levels of the organisation in order to shift the gender and power inequalities that are at the root of sexual exploitation, abuse and harassment.
- Provides safe programs and environments by identifying and managing risks
- Screens and provides training and guidance to all persons within the scope of this policy.

For WVA, all references of SEA are to be read as Sexual Exploitation Abuse and Harassment (SEAH).

I. OVERVIEW

I.1. Purpose

- I.1.1. Safeguarding children and adults living in communities we serve is foundational to all World Vision (WV) activities, programmes, and Lines of Ministry (relief, development, and advocacy). Central to everything we do is our commitment to do no harm to any child anywhere nor to adults living where WV has a programming presence. We uphold the best interests¹ of children as a primary consideration in all actions and decisions.
- I.1.2. Safeguarding includes preventing, reporting, and responding to harm or abuse caused by WV employees and affiliates of children and of adults living where WV has a programming presence.
- I.1.3. WV is committed to continuous improvement of safeguarding efforts which emphasises prevention of sexual exploitation and abuse (PSEA) and other forms of violence or harm. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. We endeavour to tackle this root cause of abuse in our prevention and training efforts.
- I.1.4. WV has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. WV takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritising their interests.
- I.1.5. This Policy continues to emphasise the unique vulnerabilities and special protection requirements for children, along with the importance of preventing sexual exploitation and abuse (SEA), in particular, among other forms of abuse of adults living where WV has a programming presence.

I.2. Scope

- I.2.1. **Where** – When and where this policy applies extends to any location that is in or outside the workplace during working and non-working hours while representing WVA. This can include but is not limited to:
 - an office or other premises including WV/government/donor/supporter locations;
 - when working from home or remotely;
 - at locations within Australia; and
 - elsewhere in the world when travelling for work.

In summary in any workplace, location or situation in which a WVA employee or affiliate is performing work, representing WVA or is there because of their employment or engagement with WVA.

Who - This Policy applies to any person who is employed by or who represents WVA. This includes all employees (engaged in any capacity – permanent, temporary, full time, part time, casual), students, secondees, volunteers, contractors, agency employees and our Board Members (also known as Directors). WVA also applies appropriate standards to external parties, including project visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors, to address safeguarding risks relating to their engagement with WVA's work. Hereafter, the full range of people for whom all or some of this Policy are relevant (either directly or through contractual arrangements) will be referred to as 'WVA employees and/or affiliates'.

- I.2.2. This Policy is focussed on protecting all children anywhere from harm caused by WVA employees and affiliates and protecting adults from harm caused by WVA employees or affiliates as part of WVA programme presence.
- I.2.3. This Policy applies equally in emergency relief and development aid programmes, as well as advocacy and fundraising activities.
- I.2.4. Further explanation of the WVA Safeguarding Policy is included in the document Guidelines for Implementation of the World Vision Child and Adult Safeguarding Standards.

¹ Convention on the Rights of the Child

2. POLICY

2.1. Safeguarding Policies and Responsibilities

2.1.1. Development of Contextualised Safeguarding Policies: WVA will contextualise the Partnership Management Child and Adult Safeguarding Policy and update it on the regular schedule of policy review outlined above.

2.1.2. Scope: The scope of this policy as applied to WVA is outlined in 1.2 above.

2.1.3. Signed Acknowledgement: All WVA employees sign an acknowledgement that they know, understand and will follow the WVA Child and Adult Safeguarding Policy. Signed agreements are kept on file by the relevant office. Individual employees or subcontractors of Contractors and Partners as defined below also acknowledge safeguarding policies, and these signatures are held by the Contractor or Partner.

2.1.4. Agreements with Contractors: Contractors engaged in contracts where they—or their employees or subcontractors—may have access to children or adults in WVA programmes, or may have access to identifiable personal data about such children or adults, require the safeguarding language below (or language substantively the same) in their contract with WVA. In addition, a copy of the Safeguarding Behaviour Protocols must be attached to the contract. These requirements apply whether the Contractor is being paid for the services or is providing them for free ('pro bono') and is irrespective of the duration of the contract.

'In the course of performing this contract, Contractor and Contractor's employees will ensure that:

1. Any of their interactions with adults living where WVA has a programming presence, with children, or with identifiable personal data about such persons, will comply with the attached WVA Safeguarding Behaviour Protocols, and with any other reasonable safeguarding measures that WVA may specify;
2. Any incidents of harm or risk of harm to any child or to adults living where WVA has a programming presence will be reported immediately to WVA;
3. Any individuals with access to adult programme participants, to children, or to identifiable personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WVA upon request);
4. They do not use children for labour; and
5. These safeguarding obligations will be clearly communicated to, and acknowledged by, all employees who may have access to children or to adults living where WVA has a programming presence, or to identifiable personal data about such persons, and will be extended in identical form to any subcontractors (if any are authorised) engaged to perform this contract.'
6. Refer to the *WVA Screening Policy* for additional screening requirements.

2.1.5. Agreements with Partner Organisations: When engaging a partner for a WVA programme or programme activity, WVA must assess the capability of the Partner to fulfil safeguarding responsibilities, including the Partner's safeguarding policy, procedures, and implementation. WVA must then either (a) approve or (b) develop a capacity building plan and support the Partner to develop stronger safeguarding controls.

- a. The agreement (whether referred to as an 'agreement', 'subgrant', 'Memorandum of Understanding', or any other term) must specify that before the Partner begins any work on the project, WVA will conduct this assessment and approve or support the Partner as appropriate.
- b. The Partner can agree to follow WVA's local Safeguarding Policy in carrying out the programme activities.
- c. The agreement must ensure that any of the Partner's personnel working in the WVA project will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to

WVA upon request).

- d. The agreement will include relevant compliance obligations under the National Principles for Child Safe Organisations, Australian Council for International Development (ACFID) Code of Conduct and/or Department of Foreign Affairs and Trade (DFAT) Child Protection Policy and Prevention of Sexual Exploitation Abuse and Harassment Policy. For DFAT funded projects: DFAT funded partner's compliance with these standards will be monitored by annual safeguarding assessments.
- e. Assessments of partners capability to fulfil safeguarding responsibilities should include both safeguarding of children and those vulnerable to sexual exploitation, abuse and harassment (SEAH).

2.1.6. Training: All WV employees, volunteers, interns, and Board/Advisory Council members, as well as partner employees or partner volunteers working within a WV project, receive safeguarding training within 90 days from the start of employment or WV affiliation. WVA employees will complete safeguarding training within 30 days from the start of employment or affiliation.

- a. WV employees and volunteers receive periodic refresher or other safeguarding training at least once every two years thereafter. Board/Advisory Council members receive refresher training on re-election (see section 2.10).
- b. Employees and affiliates will be provided with safeguarding training relevant to their role.
- c. Supervision and performance review templates of WVA employees will reference adherence to the requirements of this policy.

2.1.7. Safeguarding Staffing: Every WV Field Office, Support Office, and Regional Office appoints a Safeguarding Lead/Focal Point to provide leadership to the implementation of this Policy.

- a. Humanitarian/Emergency responses which are declared a Category 3 response appoint their own Safeguarding Focal Point.
- b. The Lead/Focal Point has a mandate for direct access to the National Director/CEO (or Regional Leader/SDO, or Disaster Response senior manager), and to the WVI Safeguarding Director, should he/she feel that safeguarding issues are not being addressed adequately.
- c. A Safeguarding Focal Point is required to be appointed by WVA and has responsibility for:
 - Being a focal point for incident reporting
 - Monitoring the implementation of this Policy
 - Providing advice in relation to this Policy and associated activities to ensure its implementation.

2.2. Behaviour Protocols

2.2.1. Safeguarding Behaviour Protocols: WVA employees and affiliates behave in ways that safeguard all children everywhere and adults living where WVA has a programming presence, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WVA serves or works amongst.

2.2.2. Rules of behaviour are based on local and culturally appropriate interactions (provided these meet or exceed the minimum protocols below) with children, members of the opposite sex, and other adults living in the programming area, and are included in each contextualised Safeguarding Policy.

2.2.3. Partners are provided with and acknowledge behaviour protocols.

Acceptable Behaviour – WVA employees and affiliates:

- a. create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of these Behaviour Protocols;
- b. are careful about perception and appearance in their language, actions and relationships with children and with adults living where WVA has a programming presence. Their behaviour—including in person and on digital platforms, both online and offline— demonstrates a respect for children and adults and their rights;
- c. ensure that all physical and online contact with children and programme participants is

- appropriate in the local culture;
- d. use positive, non-violent methods to manage children’s behaviour;
- e. accept responsibility for personal behaviour and actions as a representative of the organisation;
- f. are always accountable for their response to a child’s behaviour, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g. where possible and practical, follow the ‘two-adult’ rule while conducting WVA work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h. comply with safeguarding-related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i. comply with applicable data privacy laws and with relevant WV data privacy and information security policies, including WV digital child safeguarding protocols, when handling any personal data about individual children or adult programme participants, and that such data must be maintained and transferred in a secure, confidential manner;
- j. immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WVA employee or affiliate, or a humanitarian aid worker² from any other agency (See Section 2.6.5 on how to report.);
- k. immediately disclose to WVA all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, or sexual exploitation abuse and harassment;
- l. are to be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse;
- m. when working in-country, employees are required to abide by relevant Australian laws and local legislation, including labour laws about child labour.

Unacceptable Behaviour – WVA employees and affiliates do not:

- a. behave in an inappropriate physical manner or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This includes consenting or condoning the above behaviour (including fostering or condoning child marriage, i.e. under 18 years old). This also includes behaviour that could be seen as grooming a child for a future inappropriate relationship;
- b. develop or seek a sexual relationship with any adult living where WVA has a programming presence. Such relationships, based on inherently unequal power dynamics, undermine the credibility and integrity of WVA’s humanitarian aid or development work;³
- c. sexually exploit or abuse any adult living where WVA has a programming presence or any child;
- d. exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating, degrading, or exploitative behaviour, or hiring sex workers) or other exploitative demands. This includes exchange of assistance that is already due to programme participants;
- e. communicate with a child in WVA’s programme areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, WhatsApp, Skype), or online without consent and knowledge of his/her parents. Further, WVA employees or affiliates never communicate on mobile, digital or online platforms with children or adult programme participants in ways that are inappropriate or sexual;
- f. fondle, hold, kiss, hug or touch any child, or any adult living where WVA has a programming presence in an inappropriate or culturally-insensitive way;
- g. use inappropriate or abusive language with a child nor an adult living where WVA has a programming presence, for example language that causes shame or humiliation, or is belittling or degrading;
- h. spend excessive or unnecessary time alone with a child or adult programme participant, away from others or behind closed doors or in a secluded area;

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

³ WVA acknowledges there may be circumstances in our Australian First Nations Program (AFNP) where employees live and work in communities where WVA has a programming presence and form relationships with individuals who are not directly involved in WVA’s project activities. Refer to the WVA Safeguarding Implementation Guidelines for guidance.

- i. condone or participate in behaviour which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- j. hire children in any form of child labour (including as “house help”) unless it is within the best interest of the child and in alignment with local law and international standards;
- k. hit or use other corporal punishment against a child while the child is in WV care or the WVA employee or affiliate is conducting WVA work;
- l. take a child alone in a vehicle for WVA work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- m. misuse or be careless with personal data about individual children or adult programme participants;
- n. stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WVA employee or affiliate;
- o. exchange inclusion in WVA programmes or benefits for any kind of favour from a member of the community, as this is an abuse of power.
- p. provide children with any alcohol or illegal drugs;
- q. show favouritism through the provision of gifts or inappropriate attention;
- r. invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger; and
- s. sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual’s own children).
- t. engage in any form of sexual harassment;
- u. fraternise whilst on deployment or engaged in any work or actions relating to WVA.

The above list provides concrete examples but is not exhaustive of all behaviours that constitute a violation of this Policy.

2.2.4. Disciplinary Action: The following are grounds for discipline, up to and including termination of the employment or other affiliation with WVA:

- a. Failure to follow WVA Safeguarding Behaviour Protocols;
- b. Failure to follow any other part of the WVA Safeguarding Policy;
- c. Other inappropriate behaviour toward any children or any adults living where WVA has a programming presence;
- d. Failing to report a known or suspected safeguarding incident committed by a WVA employee or affiliate; or
- e. Interference with any investigation or inquiry into a possible policy violation.

Individuals who have been found to have breached this Policy may have “Do Not Rehire” placed on their personnel file. Partners and Contractors may have “Do Not Re-engage” placed on their file based on the nature of the case.

Employment contracts

All employment contracts will contain provisions for:

- a. preventing a person from working with children if they present an unacceptable risk to children;
- b. suspension or transfer to other duties for any employee who breaches the WVA Safeguarding Policy or Code of Conduct while under investigation; and provision for dismissal if allegations are substantiated;
- c. prohibition of fraternisation and transactional sex while on programming deployment and engaged in any work or actions relating to WVA (where relevant).

2.3. Recruitment

2.3.1. Screening: WVA takes diligent measures to screen out all people who might seek to use WVA to harm children or adult programme participants, or whose past actions indicate an unacceptable risk of such harm.

- a. These measures include but are not limited to addressing safeguarding in job advertisements (when feasible), applications, interviews and references. Safeguarding screening measures are

applied to all candidates for employment, Board/Advisory Council members, volunteers, interns and individual contractors who will have access to children or adult programme participants or to their identifiable personal data.

- b. During the interview process, applicants are asked about previous work with children.
- c. For references supplied by applicants, questions are asked regarding the suitability of the candidate to work with vulnerable adults and children or for a child-focused agency. Documentation of references is kept on file.
- d. Screening of internal candidates includes reference checks and review of their personnel file for any previous infractions while working with WVA.
- e. At least two behavioural based questions will be included as part of the interview process. The questions will refer to the roles and responsibilities of each candidate in relation to their work with children or vulnerable people.
- f. Two verbal reference checks will be conducted that include asking questions relating to concerns about the candidates conduct in relation to child safety and SEAH.

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

2.3.2. Identity and Criminal Background Checks: Candidates for employment, Board/Advisory Council members, volunteers, and interns—as well as relevant personnel of contractors and partners—have an identification check and an appropriate criminal record/police background check, to the extent permitted by law, prior to employment or engagement with WV, and periodically thereafter as required by law or appropriate for the context. Formal Global Centre exemption approval is required for alternatives to police background checks in contexts where they are not feasible or trustworthy or lawful. People with a prior conviction for any crime against children or sexual exploitation or abuse against an adult are not hired or engaged by WV, to the extent permitted by applicable law, and in any case will not be placed in a position with access to children or adult programme participants, or to their personal data.

2.3.3.

- a. WVA requires criminal checks for all individuals for each country in which they have lived for 12 months or longer in the last 5 years and for the individuals' countries of citizenship. Criminal checks are updated on a regular basis as outlined in the *WVA Screening Policy*.
- b. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context in line with the *WVA Disclosable Outcome Procedure*.
- c. As far as legally permitted, job applicants are asked to disclose whether they have been charged with child exploitation offences and whether they have been charged with any SEAH related offences in Australia or overseas.
- d. All people engaged in child-related work in Australia are required to undergo additional screening as required under State and Territory legislation (e.g. Working With Children Check) and provide evidence of these checks as outlined in the *WVA Screening Policy*.

2.4. Visits to WV Projects

2.4.1. Visitors: Visitors subject to this Policy include people going to a WV field programme or meeting children at a WV-facilitated event.

- a. "Visitors" include sponsors, donors, other delegations such as celebrity supporters or journalists invited by WV.
- b. Government officials or institutional donors (government, multilateral) based in the hosting country do NOT require Safeguarding clearance, but are accompanied by a WV employee(s).
- c. Unannounced visits to sponsored children or WV project communities are not permitted.

2.4.2. Visit Preparation: Visits by all sponsors and private donors, and other international visitors are pre-

approved by both the sending and the hosting office. The office sending the visitor conducts a police background check on potential sponsor or donor visitors prior to any field visit, where permitted by law.

- 2.4.3. Visitor Orientation to Safeguarding: Each WV Entity is diligent to ensure that visitors uphold the relevant sections of this Policy. The following requirements apply to visitors who visit a project or have direct contact with community members in WV programming areas.
- a. Visitors from other WV offices who are employees or Board Members: The hosting office provides a brief orientation to any distinctive Safeguarding Behaviour Protocols that apply in that context, as well as local customs regarding adult interaction with children. Employees and Board members do not need to re-sign the policy or behaviour protocols
 - b. Visitors who are not WV employees or Board Members: All such visitors are briefed on WV's Safeguarding Behaviour Protocols (Section 2.2.1) and Prevention of Harm in Communications (Section 2.5.3) by the sending office prior to the visit. Upon arrival, visitors receive a brief written or oral orientation and sign acknowledgement of receipt of the protocols. The signed acknowledgement is kept on file by the hosting entity. Non-employee or Board visitors are accompanied by a WV employee when visiting projects.

2.5. Communications, Content, and Marketing

- 2.5.1. Dignity: WVA takes care to ensure cultural sensitivity and restrictions for reproducing personal images are adhered to before photographing or filming a subject, and WVA ensures images are honest representations of the context and the facts. In all forms of communication, children and adults are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

- 2.5.2. Consent: Children and adults who are primary subjects of text, photo, video, audio and/or data gathered on behalf of WV must provide informed consent and have the right to withdraw their consent at any time for any reason. WV must be able to demonstrate that informed consent has been given and have systems in place that allow WV to show that a request to withdraw consent has been respected.

Informed consent means the subject has a general understanding of the purpose of the content and gives verbal or written permission thereof. If the primary subject is a child, informed consent is also collected from the parent, guardian, or other legally required entity or individual.

In the following situations, verbal consent is not acceptable and written consent is collected from an adult or the child's parent or legal guardian:

- a. the sensitive nature of their personal disclosure or situation could possibly cause damage to their privacy, dignity, safety or reputation, or
- b. where otherwise required by applicable law

- 2.5.3. Prevention of Harm in Communications: WVA is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adults. WVA takes the following steps to prevent harm through communications, content gathering and marketing (including digital or offline photographs/videos/audio clips, stories, articles, or any other communication materials):

- a. Personal information on children and adults that is captured, stored or sent through electronic, on-line or mobile devices is password protected. In addition, data is handled in accordance with WV's current information security standards for personal data, which may include encryption and other requirements.
- b. WVA ensures that relevant requirements for safeguarding are clearly communicated to all staff, sponsors, vendors and partners at the point of access to photographs, videos or data, and that appropriate measure are taken for child-safe usage of the content once it has been shared.
- c. Recognising the special vulnerability of children, material posted on social medial or digital channels mentions only the child's first name and country name, and does not contain a

child's family name, sponsorship ID number, or child's personal location/address. In cases of sensitive subjects such as unaccompanied children or child sex workers among others, WVA conceals the child's identity in images and uses a pseudonym.

- d. Material with a child or children is not geo-tagged to precise locations if it contains any part of the child's name. An acceptable alternative is to retag photos with the child's first name only to the Area Programme or project office location.
- e. WVA discourages direct, unfacilitated, undocumented communication through social media without WVA's knowledge between: a sponsor/donor/visitor and registered/non-registered children and between employees/volunteers/other WVA affiliates and registered/non-registered children.
- f. Where WVA facilitates communication between children and external parties, controls are put in place to protect children's safety and well-being.
- g. WVA 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. Sponsorship welcome kits, WVA websites, domains and social media platform profile pages contain reporting options for child protection concerns or safeguarding incidents.
- h. Use of platforms to share marketing or communications content with no ability to track back evidence of informed consent and/or platforms that lack the ability to withdraw consent is forbidden. Only platforms that have been vetted by global or local WV IT are permitted for sharing content between offices or with donors/external parties. (e.g. Horizon, RMT, StoryHub, etc.)
- i. Data is also handled in accordance with WVA's *Privacy and Confidentiality Policy*.

2.6. Safeguarding Incidents and Response Protocols

2.6.1. Responding to Safeguarding Incidents: WV Entities are required to investigate and respond to reports of violations of this Policy and harm of children or adult programme participants in ways which are consistent with local law. WV uses three levels of Safeguarding Incidents to determine WV's response, which is based on the seriousness of the incident and WV's role. Offices with community-based programmes develop a Safeguarding Incident Preparedness Plan (SIPP) which defines response in line with local law and available services.

2.6.2. Level 1 Child Protection Community Incidents: Abuse of or harm to a child, in a community where WV has programme operations and that is not committed by WV employees or affiliates, is a Level 1 Incident. Field offices track and document Level 1 Incidents and respond according to their SIPP in cases of serious harm that threaten the child victim's survival, safety or development.

2.6.3. Level 2 Safeguarding Incidents: Level 2 Incidents are defined as any violation of this Policy which puts any child anywhere or adults living where WV has a programming presence in direct risk of potential harm, but where no actual harm is believed to have occurred. WV Entities report Level 2 Incidents to WVI Safeguarding within 24 hours of first notice. Response is implemented by the national entity with oversight by and accountability to the WVI Safeguarding Unit and support from the Regional Safeguarding focal point.

2.6.4. Level 3 Safeguarding Incidents: A Level 3 Incident is an allegation or accusation of harm or abuse to any child anywhere or adults living where WV has a programming presence by a WV employee or affiliate. If a child is involved, two additional types of incidents qualify: death or serious injury of a child while participating in or at a WV activity or caused directly by a WV-related person, and/or a road traffic accident involving a WV vehicle or driver affiliated with WV in which a child is injured or killed. WV Entities report actual or alleged Level 3 Incidents to WVI Safeguarding within 24 hours of first notice. Response is implemented by the national entity with oversight by and accountability to the WVI Safeguarding Unit and support from the Regional Safeguarding focal point.

Where mandated by applicable law, grant requirements, or agreements with WVI, relevant Support Offices are informed immediately in coordination with WVI Legal. See section 2.6.6 Notification of Safeguarding Incidents.

2.6.5. Reporting incidents: All WV employees and affiliates are responsible and obligated to report any suspicion of Level 2 or Level 3 incidents as soon as it is discovered. As stated in section 2.2.3(d), failure to report by one of the mechanisms below is breach of this Policy and is grounds for disciplinary action up to and including termination of employment.

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

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

- a. Report to line manager or P&C manager
- b. Contact Field/Support office or MFI Safeguarding Focal Point (who then reports on IIM system)
- c. Contact Regional Safeguarding focal point (who then reports on IIM system)
- d. Contact WVI Safeguarding Unit by email at safeguarding@wvi.org
- e. Staff can use the Incident Reporting form in WV's Integrated Incident Management(IIM) system: www.worldvisionincidentreport.ethicspoint.com
- f. If the above options are not available or appropriate for whatever reason: Use WV Integrity and Protection Hotline (also known as Whistleblower Hotline): Phone numbers and online reporting options available at <http://worldvision.ethicspoint.com>.

In Australia, reports of any safeguarding incident or concern should be made to a WVA Safeguarding Focal Point.

The WVA Safeguarding Focal Points include:

- a. Head of People and Culture Services
- b. Child and Adult Safeguarding Manager

Reports can be made in the following ways:

- WVA's dedicated Safeguarding Email: safeguarding@worldvision.com.au
- Phone: 03 9287 2233 (ask for Safeguarding Focal Point)
- Online: <https://www.worldvision.com.au/about-us/report-a-child-safeguarding-concern>
- WVA [incident report form](#) can be found on the Safeguarding Hub Page.
- If the above options are not available or appropriate for whatever reason: use the Whistleblower Hotline through [Your-Call](#).

The WVA *Complaints Policy* sets out how complaints are received and escalated by WVA.

Any SEAH complaints relating to other organisations will be referred to the relevant organisation, where it is safe to do so and following consultation with a Safeguarding Focal Person. SEAH complaints will be de-identified at the request of the complainant or victim/survivor.

2.6.6. **Notification of Safeguarding Incidents:** The WVI Safeguarding Unit informs Support Offices and Multilateral donors of safeguarding incidents according to contractual obligations and regulatory requirements. Additionally, Support Offices may be notified if an incident has potential reputational issues.

- a. The WVI Safeguarding Unit can provide a copy to the field office for the purpose of notifying local donor offices if appropriate.
- b. In line with the principle of "need to know", no identifying information on survivors, witnesses or subjects of complaint are shared in these notifications.
- c. Only basic information is provided in order to a) ensure the privacy and safety of those involved in the incident and b) provide assurances that World Vision is appropriately managing the case.
- d. Support Offices notify their national donors according to contractual/regulatory

requirements using the information provided by the WVI Safeguarding Unit's notification.

If a safeguarding incident occurs within the delivery of a grant funded program or any other activity with contractual reporting requirements, the incident must be reported in line with the contract.

For DFAT funded activities:

- Suspected or alleged cases of child exploitation, abuse or policy non-compliance will be reported to DFAT immediately after becoming aware of them.
- Alleged SEAH incidents must be reported within 2 working days. A breach of the policy should be reported within 5 working days to DFAT.

All reports will be made to DFAT by a WVA Safeguarding Focal Point using the relevant DFAT Incident Notification Forms.

The process for reporting of safeguarding incidents to external funders and to the WVA Board is outlined in the *WVA Safeguarding Reporting Procedure*.

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

- a. Information in ongoing investigations of Safeguarding Incidents, and information about past incidents, is shared only with those on a 'need-to-know' basis, as deemed necessary by the national office or regional office or WVI Safeguarding Unit. If it is likely that sensitive information about survivors or about violence against children or adults will not be kept confidential and would put people at risk if accessed by unauthorised parties, such information is not collected.
- b. Detailed personal information, in particular health information, is not obtained or maintained by WV in safeguarding incident management, except for the minimum necessary to ensure WV handles the matter appropriately. Such personal data is kept strictly confidential and protected in accordance with the applicable data protection and informational security standards.

2.6.8. Reporting to Authorities: WV Entities evaluate reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s). WV reports when legally authorised to do so, unless a report is judged likely to cause greater harm to existing victims or potential future victims.

An external report may be required to government agencies such as: Police, Child Protection Authority, Reportable Conduct Scheme and Donors depending on the nature of the matter as outlined in the *Safeguarding Reporting Procedure*.

Employees who are mandated reporters must comply with applicable Australian state-based legislation requiring reporting of certain types of child abuse to local authorities.

Referral for support

WVA is committed to providing appropriate assistance and culturally appropriate referrals to survivors (e.g. medical, social, legal, financial).

2.6.9. No Retaliation for Reporting: WV does not tolerate any harassment, retaliation or adverse action whatsoever by any employee, director, contractor or other affiliate as a result of any safeguarding report provided in good faith to WV, law enforcement or other recognised reporting mechanism.

- a. No employee shall be adversely affected because they refuse to carry out a directive that could reasonably be construed as likely to create abuse or neglect of a child or an adult programme participant.
- b. If an employee believes that they are being retaliated against, the employee should immediately contact People and Culture or report it through the Whistle-blower hotline. Anyone who

retaliates against an employee for making a good faith report will be subject to disciplinary action up to and including termination. WV's commitment to anti-retaliation does not prevent a reporter from appropriate disciplinary action if they are found to have engaged in unethical behaviour or misconduct.

- 2.6.10. **Safeguarding Investigations:** Safeguarding investigations meet minimum standards and follow the core principles of investigating allegations of harm, exploitation, or abuse to child &/or adult living where WV has a programming presence: thoroughness, confidentiality, safety, competent investigators, impartiality, objectivity, timeliness, accuracy and documentation.
- a. Investigations follow a survivor-centred approach and investigators conduct the process in accordance to sector best practice to prevent further harm to the survivor. WV prioritises the safety, physical and psychological health and welfare of all survivors while upholding and promoting their rights of confidentiality, equality and access to justice.
 - b. WV may deploy internally trained investigators or retain the services of an external investigator to manage an incident. Oversight of investigations takes place according to the protocols of the incident level.

2.7. Programming Considerations for Safeguarding

- 2.7.1. **Safeguarding Essentials in Programming:** In all programmes (including development, humanitarian response and advocacy), WVA seeks to do no harm to children or adult programme participants, to keep the interests of community members—especially children—at the centre of our activities, and to utilise opportunities to help children be safer within their families and communities. This includes consideration of local child protection threats and issues during the entire program life cycle and influencing local actors and groups to be safer organisations for children and adult programme participants.

Risk assessment:

- a. WVA proactively manages risks to children and has risk management strategies in place to identify, assess, monitor and evaluate risk through all stages of an initiative, including risks posed by physical and online environments.
 - b. WVA also has risk management strategies in place to assess and address programming risks in relation to the risk of sexual exploitation abuse and harassment.
 - c. Risk is re-assessed on annual basis or where there is significant change to the context, environment or other factors impacting on the level of risk.
 - d. Safeguarding is included in the organisational risk register and monitored by the Audit and Risk Committee of the Board.
- 2.7.2. **Community Feedback and Complaints Mechanisms and Information Provision:** Children, parents, and other adults are aware of established complaint mechanisms in WVA projects and their right to be safe from abuse and exploitation in WVA programmes. As part of our wider Programme Accountability Framework, every community-level WVA programme:
- a. ensures that there are community feedback and complaints mechanisms through which community members can report both general suggestions and any serious incidents of misconduct by WVA employees or affiliates. These mechanisms should be safe and contextually appropriate (i.e. designed in consultation with the community and so child-friendly, gender-sensitive and inclusive of those with low levels of literacy).
 - b. provides information to communities on what behaviour they can expect of WVA employees or affiliates and how to report any concerns about abuse, exploitation, or any other breaches of Behaviour Protocols by WVA employees or affiliates.
 - c. information will be provided in accessible formats and translated into appropriate languages and formats.
 - d. children, families and communities are informed about program activities and the rights and responsibilities of the people involved.

- 2.7.3. **Online safety in programme activities:** WV actively supports Registered Children (RCs) and their

parents/caregivers—as well as any children participating in WVA-organised digital activities—to understand how to safely and appropriately utilise social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

2.7.4. Institutionalisation and Adoption: As a Christian organisation, World Vision values the family as the primary social unit and basis of civil society. Children grow and thrive best in a family-based environment, not in institutional care.

- a. WVA therefore does not support programming within long-term institutions in ways that perpetuate the institutionalisation of children. WVA supports community-based care options for children which allow the child to remain with family members. If remaining with the family is not in the best interests of the child, WVA supports the family, community and local authorities to find community-based solutions. WVA does not facilitate the adoption of children.
- b. Short-term or interim care is sometimes needed for girls and boys to ensure their protection whilst longer-term community care is arranged. For example, short-term care may be appropriate for girls and boys who have been seriously abused or trafficked, have been associated with fighting forces, in conflict with the law, or living on the streets. WVA only supports interim care facilities that are family-like in their design. An interim care facility is not always needed: safe community care options are preferred if they are available.
- c. WVA responds to risks and situations of children deprived of parental care by strengthening families to care for children, reducing risk of separation from their immediate and extended family, strengthening systems that provide alternative community-based options to institutionalisation, and supporting transition and deinstitutionalisation processes.
- d. WVA are committed to protecting a child's right to grow up within their family, community and culture.

2.7.5. Humanitarian Responses: Because of the special vulnerability of children and adults during humanitarian responses, safeguarding measures take on additional importance. Category 3 Responses must meet the standards outlined in this Policy in addition to other industry standards.

- a. Humanitarian protection and child protection are anticipated and planned for in programme designs, ensuring that WVA does not expose programme participants to greater harm through participation.
- b. All Category 3 Responses must complete a safeguarding self-assessment.
- c. All Category 3 Responses must have an assigned Safeguarding Focal Point who has direct access
- d. to response management and who has responsibilities as expressed in section 2.1.7 of this Policy.
- e. Some aspects of this Policy may be addressed through accepted industry mechanisms, such as the cluster system or PSEA network.

2.8. Sponsorship

2.8.1. Prevention of Harm in Sponsorship: Because of the close relationship built between WV employees and affiliates, especially volunteers, with registered children and their families, unique safeguarding considerations must be put in place to reduce risk of abuse and exploitation. The Child Sponsorship Standards outline this behaviour. Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes:

- a. The facilitation and review of all sponsor correspondence and all other types of connection, such as videos, between the sponsor and child to ensure appropriate interaction and safety of all parties
- b. Training of staff and child monitors to recognise and respond to abuse, including linking child monitors to the local Child Protection Committee and/or Child Protection Reporting and Referral Mechanism
- c. Constructive and respectful interaction with parents and children
- d. The secure handling and storage of personal information
- e. Gathering only the minimum elements of personal information necessary for the programme.

As stated in 2.7.3 above, WV actively supports Registered Children (RCs) and their parents/caregivers—as well as any children participating in WV-organised digital activities—to understand how to safely and appropriately utilise social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

- 2.8.2. Child Protection Minimum Standards:** All Area Programmes with child sponsorship ensure the following minimum package of Child Protection Minimum Requirements (interventions) are included in their programming:
- a. Conducting a child protection context analysis to understand and address the community child protection issues and their root causes
 - b. Supporting or strengthening community-based reporting and referral mechanisms that enable boys and girls, caregivers, and other community members to report child protection violations with confidence and receive help in addressing them
 - c. All adolescent RCs (aged 12 to 18) are directly participating in interventions that strengthen their well-being. Interventions that strengthen life skills and protective skills are prioritised and used to the extent that it is feasible
- 2.8.3. Responding to Abuse:** Sponsorship child monitors promote appropriate follow-up action or referrals if child safeguarding needs are observed or reported, as stipulated in the national Safeguarding Incident Preparedness Plans and consistent with local law.

2.9. Safe Child Participation

- 2.9.1. Prevention of Harm in Child Participation:** WVA 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 WVA.
- a. 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.
 - b. WVA supports meaningful participation of children, families, and communities, that gives children a genuine opportunity to express their views, be involved in decisions or take action.
- 2.9.2. Ethics:** Child participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of children as the top priority.
- 2.9.3. Informed Consent in Child Participation:** Child participation activities are voluntary and inclusive (especially of the most vulnerable children), and both children and parents/caregivers make informed decisions regarding participation, including due consideration of the benefits and risks that could be associated with the activity. Consent forms must be kept on file.
- 2.9.4. Child Travel:** When it is in the best interests of children, WV sometimes helps children travel to domestic or international events, activities or other opportunities.
- a. In such cases the child and the parents or caregivers, or other legally required entity or individual, give informed consent prior to the travel.
 - b. The child's health, safety, well-being, and meaningful participation are the most important priorities during travel supported by WV.
 - c. WV does not facilitate visits of children outside of their country to their sponsor.

2.10. Board and Advisory Council Safeguarding Governance

- 2.10.1. Accountability:** National Boards and Advisory Councils hold WV offices accountable to fulfilling their safeguarding responsibilities as outlined in the Board-level Partnership Policy for Child and Adult Safeguarding as well as the Partnership Management Policy for Child and Adult Safeguarding.

- 2.10.2. Risk appetite: Boards and Advisory Councils ensure that local risk appetite statements for Child and Adult Safeguarding set the risk area/category as Risk Averse.
- 2.10.3. Committee oversight: The Board/AC mandates one of its committees to provide oversight (or in the case of an Advisory Council committee, advice) to safeguarding. Given the heightened level of importance of safeguarding oversight, the full Board/AC receives periodic reports and is informed as well as engaged on safeguarding issues.

The Audit and Risk Committee of the WVA Board will be informed of:

- any child safeguarding or SEAH incidents including policy non-compliance. Victim/survivors will be de-identified.
 - management of safeguarding risk including the risk of SEAH.
- 2.10.4. National Office reports provided to the full Board/AC: The National Office provides a copy of the Annual Safeguarding Update Report to the Board/AC. The National Office also provides the associated Safeguarding Action Plan outlining how they will maintain and improve safeguarding controls as outlined in the Annual Safeguarding Update Report.
- 2.10.5. Training of Board/Advisory Council members: At inception, the entire Board/Advisory Council are given training by the local Safeguarding Focal Point or by the WVI Safeguarding Unit where it is not practical for the local Safeguarding Focal Point to do so.
- a. Every new member to the Board/Advisory Council are given this training at orientation and sign an acknowledgement of having reviewed the Partnership Management Policy on Child and Adult Safeguarding. This acknowledgement is kept on file by the NO.
 - b. Board/Advisory Council members re-elected to serve another term repeat the training they received at orientation to refresh their knowledge.

3. DEFINITIONS

Child	Any person below the age of 18. This Partnership Management Policy on Child and Adult Safeguarding covers interactions by WVA employees and affiliates with all children anywhere (not only programme participants).
Child abuse	Child abuse includes physical, spiritual, sexual, emotional, neglect, bullying, child labour, exposure to family violence and grooming. Abuse can be inflicted on a child by adults, as well as by young people themselves and in some cases; professionals and other adults working with children in a position of trust.
Child Exploitation	Can include one or more of the following: <ul style="list-style-type: none"> • committing or coercing another person to commit an act or acts of abuse against a child • possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • committing or coercing another person to commit an act or acts of grooming or online grooming • using a minor for profit, labour, sexual gratification, or some other personal or financial advantage (e.g. child labour, child trafficking).
Child labour	Work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. ‘Child work’ in contrast may be beneficial if it meets International Labour Organisation (ILO) Conventions and puts the child’s interests ahead of any benefits gained by adults.
Child protection	All measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against children. A World Vision global sector, together with child participation.
“Community with whom World Vision works” or “living in a World Vision Programming Area”	WVA uses a broad working definition of these terms to ensure that any individuals who may be subject to power imbalance with WVA staff, affiliates, or programming are protected through this Policy.
Complaint	An expression of dissatisfaction made to an organisation, related to its products or services, or the Complaint handling process itself, where a response or resolution is explicitly or implicitly expected.
Contractor	WVA regularly contracts with non-employee individuals and organisations to perform services for WV. These non-employee individuals and organisations may also be referred to as ‘independent contractors’, ‘consultants,’ or ‘vendors’, and are referred to in this document as ‘Contractors’. Contractors are distinguished from organisations with which WVA partners to carry out programme activity (including subgrantees). See Partner, below.
Cultural Safety (First Nations)	Includes children being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture...their spiritual and belief systems, and they are supported by their carer... (who) respects their Aboriginality and therefore encourages their sense of self and identity. Cultural safety of children from a culturally

	and/or linguistically diverse background is an environment which is spiritually, socially and emotionally safe, as well as physically safe for children. This environment must be free from assault, challenge or denial of their cultural or linguistic identity, of who they are and what they need
Disability	A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.
Emotional abuse	Occurs when harm is inflicted on a child through repeated rejection, isolation or by threats of violence. It can include derogatory name-calling, put-downs or persistent and deliberate coldness from a person, to the extent where the child's behaviour is disturbed and/or their emotional development is at serious risk of being impaired.
Fraternisation	Any relationship occurring in the course of conducting business, that involves, or appears to involve, partially preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It includes sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.
Grooming	Refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. Grooming can be conducted online, in person or both by a stranger or someone known to the child. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive.
Neglect	The continued failure to provide a child with the basic necessities of life such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised.
Physical abuse	The use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.
Partner	A partner organisation, for safeguarding purposes, is a Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity that has a written agreement with WVA to implement a programme or activity on WVA's behalf or in collaboration with WVA. The partner may or may not receive funding from WVA.
Safeguarding	Preventing, reporting, and responding to harm or abuse by WV employees and affiliates, of any children anywhere and of any adults living where WV has a programming presence. Externally to WV, there is often no distinction made between child and adult safeguarding.
Child safeguarding	Preventing, reporting, and responding to harm ⁴ , abuse or exploitation of any child (< age 18) by a WV employee or affiliate. The Partnership Management

⁴ Includes injury or death of a child while participating in a WV activity or when involved in a road traffic accident with a WV driver or WV vehicle.

	Policy on Child and Adult Safeguarding also requires reporting/referring child abuse cases affecting any child in WV programmes, even if not committed by WV employees or affiliates.
Adult Safeguarding	Preventing, reporting, and responding to harm, abuse, exploitation or harassment of an adult living where WV has a programming presence (age 18+) by a WV employee or affiliate. Includes Prevention of Sexual Exploitation and Abuse and Harassment (PSEAH), a frequently cited subset of safeguarding.
Safeguarding incident	Harm or risk of harm resulting from safeguarding misconduct or violations of this Policy to any child or to any adult living where WV has a programming presence. Includes child safeguarding incidents and SEAH incidents.
Child sexual abuse	Occurs when a person uses power, force or authority to involve a child in any form of sexual activity. Child sexual abuse can involve a range of sexual activity including indecent touching, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through child sexual abuse material or prostitution, as well as grooming behaviour, early and forced marriage and sexual slavery. This also includes sexually harmful behaviour, as a developmentally inappropriate sexual behaviour which is displayed by children and young people towards younger children, peers, older children or adults, and which may be harmful or abusive.
Sexual Exploitation and Abuse (SEA)	The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. ⁵ <i>Note: All references to SEA are referred to as Sexual Exploitation Abuse and Harassment (SEAH) by WVA. Sexual harassment is defined below.</i>
Sexual harassment	A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.
Prevention of Sexual Exploitation and Abuse (PSEA)	A term used by the United Nations and International Non-Governmental Organisation community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by humanitarian aid workers.
Victim/survivor	A person who is, or has been, sexually exploited, harassed or abused.
Volunteer	A person who is neither employed by WVA nor legally obliged to work for WVA, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to

⁵ UN Secretary-General’s Bulletin on protection from sexual exploitation and abuse (PSEA) (ST/SGB/2003/13)

	<p>WVA’s work. ‘Volunteer’ includes a ‘business volunteer’ in a WVA office or affiliate; a ‘supporter volunteer’ without physical contact with sponsored children or their records; ‘community volunteer’ who volunteers on behalf of their community to fulfil the community’s responsibilities in an ongoing WVA project; and volunteers or ‘incentive workers’ from groups or communities targeted for humanitarian assistance. All categories of volunteers are subject to the contextualised Policy on Safeguarding, except community volunteers for whom the following apply:</p> <ol style="list-style-type: none"> 1. The community volunteer does not have physical contact with sponsored children or their records as part of their volunteer activities; AND 2. Beyond basic training, WVA does not specify how to complete the relevant activities; AND 3. The community does not perceive or consider this person as ‘part of WVA’s work’ due to their volunteer activities, and if they were to harm a child or adult, would not be expected to hold WVA responsible.
<p>WVA employees and affiliates</p>	<p>Refers to the full range of people accountable to WVA’s Safeguarding policies and protocols, including all employees (engaged in any capacity – permanent, temporary, full time, part time, casual), students, secondees, volunteers, contractors, agency employees and our Board Members (also known as Directors), as well as external parties, including project visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors.</p>

Policy Revision History

Revision Date	Summary description of revision	Section(s) Changed
February 2022	Contextualise Partnership Management Policy on Child and Adult Safeguarding Policy for Australian requirements.	Noted through addendum.

Appendix A – Supporting Information to WVA Child and Adult Safeguarding Policy

Responsibility for the Policy

The following table sets out the responsibilities for this WVA Policy Addendum:

	Implementing & complying with the Policy	Amending the Policy	Responding to and dealing with Incidents (including non-compliance)
Recommend	Safeguarding Focal Points	Anyone	Anyone
Consult	Safeguarding Committee	Chief People and Culture	Safeguarding Focal Points
Decide	Chief People and Culture	Board	Chief People and Culture
Perform	Safeguarding Focal Points	Chief People and Culture Safeguarding Focal Points	Safeguarding Focal Points

Supporting Information to the Policy

In addition to the information contained in this policy there are several external references and internal policies, procedures and resources that can be used or referenced in conjunction with this policy. These documents include (but are not limited to):

Standard or Industry Reference	Summary of what these cover
ACNC External Conduct Standards	A set of standards that govern how a registered charity must manage its activities and resources outside Australia.
Australian Council for International Development – ACFID Code of Conduct	A voluntary, self-regulatory industry code of good practice. The aim of the Code is to improve the outcomes of international development and increase stakeholder trust by enhancing the transparency and accountability of signatory organisations.
Commonwealth Child Safe Framework	Aims to protect children and young people from the risk of harm or abuse.
DFAT Australian NGO Accreditation Guidance Manual	Having effective child safeguards in place is a red-line criterion which is a requirement for DFAT accreditation and funding.
DFAT Child Protection Policy	The policy articulates DFAT’s zero tolerance of child exploitation and abuse and includes expectations of DFAT funded partners in the management of child protection risks.
DFAT PSEAH Policy	The policy outlines both expectations and requirements for DFAT funded partners to manage the risk of Sexual Exploitation, Abuse and Harassment (SEAH) and SEAH incidents, should they occur in the delivery of DFAT business.
National Principles for Child Safe Organisations	The principles aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and wellbeing.
The United Nations Convention on the Rights of the Child	Internationally adopted legal framework on the rights of children.

Policy or Area	Examples of what these cover
WVA Code of Conduct	Guidance and framework regarding the standard of behaviour expected in WVA workplaces.
WVA Complaints Policy	To ensure WVA processes reflect the importance and value of listening and responding to concerns and complaints received from our supporters, beneficiaries, partners and the general public.
WVA Fair Treatment Policy	Information and examples regarding respectful behaviours and work relationships including discrimination, harassment, bullying, sexual harassment, occupational violence and victimisation.
WVA Gender Equality and Diversity Policy	Outlines WVA's commitment to support gender equality and diversity in our organisation.
WVA Internal Data Privacy Policy	Equips employees with relevant knowledge, tools and resources, to protect employee, supporter, volunteer, contractor & WVA supplier PII, and ensure trust in our brand.
WVA Privacy and Confidentiality Policy	Sets out how World Vision Australia will: <ul style="list-style-type: none"> • Handle confidential business information • deal with personal information in accordance with the Australian Privacy Principles (under the Privacy Act 1988) (APPs) and other applicable laws (privacy law).
WVA Protected Disclosure Policy	To support ethical standards in WVA and to create an environment and culture which enables people to speak up about unethical or unlawful conduct.
WVA Recruitment & Selection Policy	Aims to facilitate transparent and merit-based attraction and selection methods that are consistent, fair and compliant. The Policy also outlines WVA's commitment to Child and Adult Safeguarding.
WVA Risk Management Policy	WVA requires all areas of its organisation to identify key risks and maintain adequate controls to manage those risks in a pro-active manner.
WVA Screening Policy	Outlines who is responsible for screening and what steps constitute a sufficient screening process prior to personnel being engaged.
Safeguarding reporting procedure (to draft)	Process for reporting concerns and allegations of safeguarding breaches.
World Vision Partnership Management Policy on Working with Partners	Sets out operational guidance for all World Vision Field Offices (FO) when engaging with other organizations in any form of partnering to achieve a programme goal.