

Approved by WV India Board September 2022	Title of Policy : Child & Adult Safeguarding Management Policy	 World Vision INDIA Together for children. For change. For life.
Last Revision approved by Board May 2024	<i>Responsibility</i> <i>Strategy Committee</i>	

Safeguarding children and vulnerable adults we serve is foundational to all WV India activities, programmes, and Lines of Ministry (relief, development, and advocacy). Central to everything we do is our commitment to first do no harm to children or adult living where WV India has a programming presence, to respect their rights and to uphold the best interests of children as a primary consideration in all actions and decisions.

This Policy continues to emphasize 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 India has a programming presence.

WV India 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 India takes necessary actions to investigate & respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritizing their interests.

WV is committed to continuous improvement of safeguarding efforts which emphasizes 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.

This Policy applies to all WV India entities, including Board & Society members, micro finance associates and partners, Zonal Offices, Grant funded project, special projects and Program/Project offices (hereinafter 'WV India entities') and WV India affiliates.

This Policy is focused on protecting all children anywhere from harm caused by WV India staff and affiliates, and protecting adults from harm caused by WV India staff or affiliates as part of WV India programme presence.

This Policy applies equally in emergency relief and development aid programmes.

1. Safeguarding Responsibilities

1.1 Relevant WV India People and Affiliates

WV India equips all staff, consultants, interns, volunteers, Board/Society members to understand and perform their safeguarding responsibilities and obligations. WV India further orients its affiliates to ensure compliance by their own staff and /or their affiliates working on a WV project. WV India also applies appropriate standards to external parties, including visitors, community volunteers, contractors, vendors, partners, and others affiliated with partners or contractors, to address safeguarding risks relating to their engagement with WV India's work.

Hereafter, the full range of people for whom all or some of this policy are relevant (either directly or through contractual arrangements) will be referred to as WV India staff and /or affiliates

1.2 Mandatory acceptance of policy

All WV India's staff and affiliates sign an acknowledgement/provide online acceptance that they know, understand and will follow this Child and Adult Safeguarding Policy and such signed agreements/ electronic records are kept on file/storage by the relevant department, including P&C

1.3 Agreements with Partner Organizations

When engaging a partner for a WV India programme or programme activity, World Vision India must assess the capability of the Partner to fulfil safeguarding responsibilities including the Partner's safeguarding policy, procedures and implementation. WV India then either (a) approves or (b) develops a capacity building plan and support the Partner to develop stronger safeguarding controls. The agreement (whether referred to as an 'agreement', 'Memorandum Of Understanding'), specifies that before the Partner begins any work on the project, WV India will conduct this assessment and approve or support the Partner as appropriate.

The Partner can agree to follow WV India's Safeguarding Policy in carrying out the programme activities. The agreement must ensure that any of the Partner's personnel working in the WV India project will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV India upon request).'

1.4 Training:

All WV India's staff and affiliates, receive safeguarding training at the start of employment or WV India affiliation. WV India staff and volunteers receive periodic refresher or other safeguarding training at least once in every two years thereafter.

1.5 Safeguarding Staffing:

WV India will designate a Safeguarding Lead/Focal Point to provide leadership to the implementation of this Policy both in emergency and development settings.

The Lead/Focal Point has a mandate for direct access to the National Director/CEO, and to the WVI Safeguarding Director, should he/she feel that safeguarding issues are not being addressed adequately.

2. Behaviour Protocols

2.1 Safeguarding Behavior Protocols:

WV India's staff and affiliates behave in ways that protect children and adults living where WV India has a programming presence, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WV India serves or works amongst. All WV India staff and affiliates abide by these protocols in their activities with WV India, for all children anywhere and for all adult in the areas where we have programming presence.

Acceptable Behaviour - WV India staff and affiliates:

1. create and maintain an environment which prevents sexual exploitation and abuse of children and adults living where WV India has a programming presence;
2. are careful about perception and appearance in their language, actions and relationships with children and vulnerable adults living where WV India has a programming presence. Their behaviour-including in-person and on digital platforms, both online and offline-demonstrates a respect for children and adults living where WV India has a programming presence and their rights;
3. ensure that all physical and online contact with children and adults living where WV India has a programming presence is appropriate, safe, respectful and in accordance with national legal provisions;
4. use positive, non-violent methods to manage children's behaviour;
5. accept responsibility for personal behaviour and actions as a representative of the organisation; 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;
6. Always, follow the 'two-adult' rule while engaging with children on a one-to-one basis and are visible;
7. comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
8. 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 adults living where WV India has a programming presence, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
9. immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV India staff or affiliate;

Unacceptable Behaviour-WV India staff and affiliates do NOT:

1. 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;
2. develop or seek a sexual relationship with any adult living where WV India has a programming presence; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV India's humanitarian aid or development work;
3. sexually exploit or abuse any child or adult living where WV India has a programming presence ; such behaviour constitutes an act of gross misconduct;
4. exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating/abusive, degrading, or exploitative behaviour, or hiring sex workers) or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to children or adults living where WV India has a programming presence;
5. fondle, hold, kiss, hug or touch children or adults living where WV India has a programming presence, in an inappropriate or insensitive way;
6. use language, make suggestions or offer advice to a child or adult living where WV India has a programming presence which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;

7. 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;
8. condone or participate in behaviour with children or adult programme participants which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
9. hire or engage children below 18 years for any form of child labour (including as "domestic help") with or without remuneration;
10. hit or use other physical and other humiliating punishment against a child while the child is in WV India's care or the WV India staff or affiliate is conducting WV India's work;
11. take a child alone in a vehicle for WV India work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
12. misuse or be careless with personal data including contact details about individual children or adults living where WV India has a programming presence;
13. communicate with a child in WV India's program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, WhatsApp, Skype), or online without consent and knowledge of his/her parents. Further, WV India staff or affiliates never communicate on mobile, digital or online platforms with children or adults living where WV India has a programming presence, in ways that are inappropriate or sexual;
14. stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WV India staff or affiliate.

2.2 Disciplinary Action:

Failure to follow WV India Safeguarding Behaviour Protocols, failure to follow any other section of the WV India Child and Adult Safeguarding Policy, other inappropriate behaviour toward children or adults living where WV India has a programming presence, failing to report a known or suspected safeguarding incident committed by a WV India staff or affiliate or interference with any investigation or inquiry into a possible policy violation, is grounds for disciplinary action, up to and including termination of the employment or other affiliation with WV India. 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.

3. Recruitment

3.1 Screening & background checks:

WV India takes diligent measures to screen all potential applicants who might seek to use WV India to harm children or adults living where WV India has a programming presence, or whose past actions indicate an unacceptable risk of such harm. These measures include:

- a) safeguarding declaration/requirement in all job advertisements, and external application forms. Documentation of references is kept on file.
- b) Ask safeguarding related questions in all interviews and references. Interview panel are aware of this requirement and the candidate's evaluation form have specific criteria on child safeguarding
- c) Safeguarding screening measures including identity checks and appropriate background checks are also applied to candidates for employment, Board/Society members and volunteers who will have access to children or adults living where WV India has a programming presence

or to their personal data.

d) 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 India, 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.

4. Safeguarding in Supply Chain

4.1 Agreements with Contractors:

Contractors engaged in situations where they-or their employees or subcontractors-may have access to children or adults living where WV India has a programming presence, or may have access to personal data about such children or adults living where WV India has a programming presence, require the safeguarding clauses below in their contract with WV India.

In addition, a copy of the WV India 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 children or with adults living where WV India has a programming presence, or with personal data about such persons, will comply with the attached WV India's Safeguarding Behaviour Protocols, and with any other reasonable safeguarding measures that WV India may specify;
- 2) Any incidents of harm or risk of harm to children or to adults living where WV India has a programming presence, will be reported immediately to WV India;
- 3) Any individuals with access to children or adults living where WV India has a programming presence or to personal data about such persons, will have a current clean criminal record for offences against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV India upon requests) and
- 4) These safeguarding obligations who may have access to children or to adults living where WV India has a programming presence, or to personal data about such persons, and will be extended in identical form to any subcontractors (if any are authorized) engaged to perform this contract;
- 5) In accordance with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 will not employ any child below 14 and adolescent 15- 18 in hazardous labour;
- 6) Contractors contracted for construction work should ensure safety of children and prevent child endangerment during the course of the performance of this contract in the proposed construction sites

4.2. Safeguarding screening measures:

Safeguarding screening measures are applied to all individual contractors & suppliers who will have access to children or adults living where WV India has a programming presence or to their personal data.

5. Visits to WV India Projects

5.1 Visitors:

Visitors subject to this Policy include people going to a WV India field programme or meeting with children and/or adult living where WV India has a programming presence. This includes sponsors, donors, corporates and other delegations from Support Offices such as bloggers, celebrity supporters, or journalists invited by WV India. Government officials or institutional donors (government, multilateral) based in the hosting country do **NOT** require Safeguarding clearance, but are accompanied by a WV India staff(s). Unannounced visits to sponsored children or WV India project communities are not permitted

5.2 Visit Preparation:

Visits by all sponsors and private donors, and other international visitors are pre-approved by both the sending and the hosting office.

5.3 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 India programming areas.

- a. Visitors from other WV offices who are staff or Board/ Society Members: The hosting office provides a brief orientation to any distinctive Safeguarding Behaviour Protocols that apply in that context, as well as local customs regarding adult interaction with children.
- b. Visitors who are not WV staff or Board/Society Members: All such visitors are briefed on WV India's Safeguarding Behaviour Protocols (*Section 2.1*) and Prevention of Harm in Communications (*Section 6.4*) by the sending office prior to the visit. Upon arrival, visitors receive a brief written or oral orientation by the hosting department. The visitor's acknowledgement of receipt of the behaviour protocols and Prevention of Harm in Communication would be obtained in the Visitor Management System of World Vision India. Non-employee or Board/Society visitors are accompanied by a WV India staff when visiting projects.

6. Communications, Social Media and Digital Technology

6.1 Dignity:

WV India ensures that in all forms of communication, children and adults living where WV India has a programming presence, are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

6.2 Consent:

Children or adults living where WV India has a programming presence, who are primary subjects of text, photo and/or video resource gathering by WV India staff must provide informed consent and have the right to withdraw their consent at any time for any reason. WV India must be able to demonstrate that informed consent has been given, and have systems in place that allow WV India 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 reporting or photography, and gives verbal or written permission thereof. If the primary subject is a child, written consent is also collected from the parent, guardian, or other legally required entity or individual. In the following situations, written consent is collected from the child (as appropriate for age) or adult living where WV India has a programming presence:

- a. child/adult living where WV India has a programming presence could be personally identified or
- b. the sensitive nature of their personal disclosure or situation could possibly cause damage to their privacy, dignity; safety or reputation, or

6.3. Digital Awareness:

WV India actively supports Registered Children (RCs) and their parents/caregivers-as well as any children participating in WV India organized Information and Communication Technology (ICT) activities-to understand how to safely and appropriately utilize social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

6.4. Prevention of Harm in Communications:

WV India is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adults living where WV India has a programming presence. WV India takes the following steps to prevent harm through communications, social media and digital technology (including photographs/videos/audio clips, stories, articles, or any other communication materials):

- a. Personal child and adult (living where WV India has a programming presence) information that is captured, stored or sent through electronic, on-line or mobile devices is password protected. In addition, data is handled in accordance with WV's current information security standards for personal data, which may include encryption and other requirements.
- b. Wherever possible, measures are taken to prevent electronic copying of photographs without WV India's permission (utilizing digital water-marking and right-click disable functions in accordance with the WV Partnership Minimum Standards for Internet Presence).
- c. Recognizing the special vulnerability of children, material posted on social media or digital technology does not contain a child's family name, sponsorship ID number, or child's personal location/address.
- d. Material with a child or children is not geo-tagged to precise locations if it contains any part of the child's name. An acceptable alternative is to retag photos with the child's first name only to the Area Programme or project office location.
- e. WV India discourages direct, un-facilitated, unauthorized, undocumented communication through social media without WV India's knowledge between: a sponsor/donor/visitor and registered/ nonregistered children and between employees/volunteers/other WV India affiliates and registered/non-registered children.
- f. WV India provides reporting and response options so that sponsors, donors, visitors children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.
- g. Sponsorship welcome kits, WV India websites, domains and social media platform profile pages contain reporting options for child protection concerns or incidents.

7. Safeguarding Incidents and Response Protocols

7.1 Responding to Safeguarding Incidents:

WV India is committed to investigate and respond to all reports of both suspected and actual child and adult (living where WV India has a programming presence) abuse in WV India programmes in ways which are consistent with local law. WV India uses three levels of Safeguarding Incidents to determine WV India's response, which is based on the seriousness of the incident and WV India's role.

7.2 Level 1- Child Protection Community Incidents:

Abuse of or harm to a child (both RC and non-RC), in a community where WV India has programming presence and that is not committed by WV India staff or affiliates, is a Level I Incident. Level I Incidents are to be reported to WV India safeguarding reporting mechanisms (refer Section 7.6) within 48 hours of first notice

7.3 Level 2- Safeguarding Incidents:

Level 2 Incidents are defined as any violation of this Policy by the person/affiliates who have signed his policy which puts children or adults living where WV India has a programming presence, in direct risk of potential harm, but where no actual harm is believed to have occurred. Level 2 Incidents are to be reported to WV India safeguarding reporting mechanisms (Refer section 7.6) within 24 hours of first notice. Response is implemented by WV India with oversight by and accountability to the WVI Safeguarding unit and support from the Regional safeguarding focal point.

7.4 Level 3- Safeguarding Incidents:

A Level 3 Incident is an allegation or accusation of harm or abuse to a child or adult living where WV India has a programming presence by a WV India staff 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 India activity or caused directly by a WV-related person, and/or a road traffic accident involving a WV India vehicle or driver affiliated with WV India in which a child is injured or killed.

All Level 3 Incidents are to be reported to WV India Reporting Focal Point (Refer section 7.6) within 24 hours of first notice. Response is implemented by WV India with oversight by and accountability to the WVI safeguarding unit and support from the Regional focal point.

7.5 Reporting:

All WV India staff and affiliates are responsible and obligated to report any suspicions or actual abuse of child or adult living where WV India has a programming presence (or other safeguarding concerns, including any violations of this Policy) that is connected to WV India or its programmes. Failure to report is subject to appropriate 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 India (other than WV India staff and affiliates) is immediately reported. Where interagency mechanisms are established, these are utilized to report the incident, in consultation with the WV India Safeguarding Focal Point for the Field Office or Global Response.

7.6 Safeguarding reporting mechanisms:

Reports can be made by WV India staff including its micro finance associates and partners and other affiliates in the following ways:

- a. Report to WV India Safeguarding Focal Point, Sylvia Balahan (wvindia_safeguarding@wvi.org/+91 8754598517*);
- b. Report to line manager or P&C director
- c. Contact Regional Safeguarding focal point (who then reports on Integrated Incident Management (IIM) system)
- d. Contact WVI Safeguarding unit by email at safeguarding@wvi.org
- e. Staff can also use the “Incident Reporting Form” in WV’s Integrated Incident Management (IIM) system using the given link: 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 whistle-blower hotline)
Phone number and online reporting options available at <http://worldvision.ethicspoint.com>

*Any change of the WV India Safeguarding focal point will be communicated to all stakeholders

7.7 Disclosure:

Whilst WV India maintains appropriate confidentiality for individuals in Safeguarding Incidents, WV India may disclose information about incidents, when lawfully permitted or required in order to support prosecution of persons involved in crime against children, meet donor and regulatory requirements, support learning and accountability, advocate to prevent future incidents, or as required by law. Information in ongoing investigations of Safeguarding Incidents, and information about past incidents, is shared only with those on a 'need-to-know' basis, as deemed necessary by WV India national office.

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

7.8 Reporting to Authorities:

WV India shall report safeguarding violations to appropriate legal authorities, where there is a legal obligation to report under mandatory reporting requirements of Protection of Children from Sexual Offences Act, 2012, as well as the interests of the survivor(s). Generally, reports are made, unless a report is considered likely to cause greater harm to survivor(s).

7.9 Notification of Safeguarding Incidents:

The WVI Safeguarding Unit informs donors of safeguarding incidents according to contractual obligations and regulatory requirements.

- a) The WVI Safeguarding Unit can provide a copy to WV India for the purpose of notifying local donor 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.

7.10 No Retaliation for Reporting:

WV India does not tolerate harassment, retaliation or adverse action whatsoever by any employee, director, or other affiliate as a result of any safeguarding report provided in good faith to World Vision or other recognized reporting mechanism

a) If an employee believes that they are being retaliated against, the employee should immediately contact People & 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 India'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.

7.11 Safeguarding Investigation:

Safeguarding investigations must meet minimum standards and follow the core principle of investigating allegation of harm, exploitation or abuse to child & / or adult living where World Vision has a programming presence.

- a. Investigation follow a survivor-centred approach and investigators conduct the process in accordance to sector best practice to prevent further harm to the survivor World Vision India prioritizes 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. World Vision may deploy internally trained investigators or retain the services of an external investigator to manage an incident. Oversight of investigation takes place according to the protocols of the incident level.

8. Programming Considerations for Safeguarding

8.1 Safeguarding Essentials in Programming:

In all programmes/projects across the three Lines of Ministry, WV India seeks to do no harm to children or adults living where WV India has a programming presence, to keep the interests of community members-especially children-at the centre of our activities, and to utilize opportunities to help children be safer within their families and communities.

8.2 Safeguarding Essentials considerations:

This includes consideration during programme design of local child safeguarding risks, protection threats and issues, and influencing local actors and groups to be safer organisations for children and adults living where WV India has a programming presence.

8.3 Community safeguarding awareness, feedback and complaints mechanisms:

All programs/projects create safeguarding awareness in the community that includes behavioural protocols expected from WV India staff and affiliates and established reporting mechanisms to help children/ community members to recognize inappropriate conduct by WV India staff or affiliates, and to develop safe and contextually appropriate community feedback

mechanisms by which community members can report both general suggestions and any serious incidents of misconduct by WV India staff or affiliates.

8.4 Online safety in programme activities:

WV India actively supports Registered Children (RCs) and their parents/caregivers as well as any children participating in WV India organized digital activities to understand how to safely and appropriately utilize social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

8.5 Institutionalization and Adoption:

WV India does not facilitate the adoption of children or long term institutionalization of children unless it is a last resort after all other community based care options are exhausted.

8.6 Humanitarian Responses:

Because of the special vulnerability of children and adults during humanitarian responses, safeguarding measures should take on additional importance.

- a. Humanitarian protection and child protection are anticipated and planned for in programme designs, ensuring that WV India 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 to response management and who has responsibilities as expressed in Section 1.5 of this Policy.

9. Sponsorship

9.1 Prevention of Harm in Sponsorship:

Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes the screening of all sponsor correspondence, training of staff and child monitors to recognize and respond to abuse, creating safeguarding awareness among RC children and their caregivers, the secure handling and storage of personal information, and gathering only the minimum elements of personal information necessary for the programme.

9.2 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 prioritized and used to the extent that it is feasible.

9.3 Responding to Abuse:

Sponsorship child monitors/ community volunteers 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.

10. Safe Child Participation

10.1 Prevention of Harm in Child Participation:

WV India is committed to promote safe child participation. All child participation activities implemented by program/projects require a comprehensive Risk Assessment (using the prescribed Risk Assessment template), which includes safety assessment of venue, transportation, food, political & religious sensitivity, Government restrictions and take appropriate measures to mitigate the identified risks; All such assessments need to be reviewed and updated annually, approved by the team leader, properly documented and made available for reference.

10.2 Informed Consent in Child Participation:

Child participation should be voluntary and inclusive (especially of the most vulnerable children). In all such child participation activities, that require travel outside their village/habitation, prior written consent should be obtained from parents/caregivers;

10.3 Child Travel & accommodation:

If WV India arrange transportation facilities for children to travel outside their respective villages/habitation to participate in events, activities, exposure / recreations trips or other opportunities, it is mandatory for all Area Programmes /Projects to ensure that the vehicle they are travelling has a valid comprehensive insurance. The child's health, safety and well-being are the most important priorities during travel supported by WV India. WV India does not facilitate visits of children outside of their country to their sponsor.

10.4 Sleeping arrangements during child travel:

- a. All girls must be accompanied by an adult female.
- b. Boys are generally to be accompanied by an adult male but there may be cases where a boy is accompanied by a mature older woman.
- c. Parents/guardians must be fully informed and in agreement to the selection of accompanying adult and sleeping arrangements prior to travel.
- d. If the child shares accommodation with the Accompanying Adult (as per section (10.4.a & 10.4.b), the child and the adult must sleep in separate beds.
- e. Only children of the same sex [or siblings] may share accommodation.
- f. If a child becomes ill or there are any other circumstances requiring the Accompanying Adult to spend time alone with the child unexpectedly this must be reported to the WV India Safeguarding Focal point within 24 hours.
- g. Except National Office Safeguarding Focal Point, no other person is authorized to clarify to provide exemption to any of the provisions mentioned above. Exemptions, if any required for any unavoidable special circumstance, prior approval must be obtained in writing.

11. Board Safeguarding- Governance

11.1 Accountability:

National Board holds WV India accountable to fulfilling their safeguarding responsibility 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.

11.2 Risk appetite:

Board ensures that local risk appetite statements for Child and Adult Safeguarding set the risk area/category as Risk Averse.

11.3 Committee oversight:

The Board mandates one of its committees to provide oversight to safeguarding. Given the heightened level of importance of safeguarding oversight, the full Board receives periodic reports and is informed as well as engaged on safeguarding issues.

11.4 National Office reports provided to the full Board:

The National Office provides a copy of the Annual Safeguarding Update Report to the Board. 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.

DEFINITIONS:

Child: Any person below the age of 18 Yrs. The Partnership Management Policy on Child and Adult Safeguarding covers interactions by WV India staff and affiliates with all children anywhere (not only programme participants)

Child protection: All measures taken to prevent and respond to abuse, neglect exploitation and all other forms of violence against children

Living in World Vision Programming Area: World Vision uses a broad working definition of these terms to ensure that any individuals who may be subject to power imbalance with World Vision staff, affiliates, or programming are protected through this Policy

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

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

Safeguarding: Preventing, reporting, and responding to harm or abuse of adult living where WV India has a programming presence, and any children, by WV India staff and affiliates. Externally to WV India, there is often no distinction made between child and adult safeguarding.

Child safeguarding: Preventing, reporting, and responding to harm, abuse or exploitation of any child (< age 18 Yrs) by a WV staff or affiliate. The Child and Adult Safeguarding Policy also requires reporting/ referring child abuse cases affecting any child in WV India programmes even if not committed by WV staff or affiliates

Adult safeguarding: Preventing, reporting, and responding to harm, abuse or exploitation of an adult living where WV India has a programming presence, (age 18+) by a WV India staff or affiliate. Includes Prevention of Sexual Exploitation and Abuse (PSEA), a frequently cited subset of safeguarding.

Safeguarding incident: See Section 7

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.

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

Volunteer: A person who is neither employed by WV India nor legally obliged to work for WV India but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to WV India's work. 'Volunteer' includes a 'business volunteer' in WV India 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 WV India 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:

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, WV India does not specify how to complete the relevant activities; AND
3. The community does not perceive or consider this person as 'part of WV India's work due to their volunteer activities, and if they were to harm a child or adult, would not be expected to hold WV responsible.

WV staff and affiliates: Refers to the full range of people accountable to WV India's Safeguarding policies and protocols, including all staff, interns, volunteers, and Board/Advisory Council members, as well as external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors.

This is to acknowledge that I have read and have received orientation on the above Child and Adult Safeguarding Policy. I understand that any action inconsistent with WV India's Safeguarding Management Policy including failure to take action mandated by this policy may result in disciplinary action up to termination. Hereby, I promise to adhere to/ follow all the provisions of this policy.

Name of the staff/ affiliate:

Name of the person who gave
Orientation

Signature:

Signature:

Date:

Date:



Mr. Madhav Bellamkonda
National Director /CEO
World Vision India



Dr. Pearl John
Board Chair
World Vision India