



Child Safeguarding Policy

**Approved by the Board of Directors
Updated February 2020**

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1. INTRODUCTION

WeWorld-GVC is a foundation that has been established in December 2018 following the merger of WeWorld Onlus (established in Milan in 1999), and the GVC Association (established in Bologna in 1971). The foundation works across 29 countries including Italy to ensure that the fundamental rights of every human being, especially children and women, are recognized and respected, tackling poverty, violence and injustice, whilst generating opportunities and sustainable development.

WeWorld-GVC strives for a better world where everyone, including children, have equal opportunities and rights, access to resources, healthcare, education, and fair employment. A world where a positive and inclusive environment is fostered; where war, violence and exploitation are banned. A world where nobody is left behind.

The primary groups for WeWorld-GVC operations are children, young persons and women, namely 'actors of change' in every community for a fairer and more inclusive world. Through development programmes WeWorld-GVC helps people overcome emergencies so that they can rebuild and lead a dignified life and look ahead to a future that offers opportunities (within the context of Agenda 2030).

This policy is complementary to the set of standards of behaviour that all WeWorld-GVC personnel are already required to adhere: the Code of Ethics and Conduct, Antifraud and Anticorruption Policy, and the 231 Procedures also referred as the Model.

PURPOSE AND AIM OF THE POLICY

WeWorld-GVC recognises that children are vulnerable and that child abuse can take place in many forms across the globe. This policy has been developed to ensure that children's rights are recognised and respected, and that children are protected from any form of violence.

The purpose of the policy is to steer the foundation, its personnel and representatives in promoting children's welfare and protecting them from harm. The policy supports people to create and promote a safe environment for children, all whilst enabling them to identify, report and respond to concerns and allegations of child abuse.

SCOPE OF THE POLICY

WeWorld-GVC is committed to fostering the well-being and development of children. The scope of the policy is to detail the actions, behavioural standards

and procedures in building a safe environment for children in every aspect of the foundation's operations and beyond.

This policy applies to:

- All WeWorld-GVC staff, volunteers, consultants and representatives worldwide;
- Partners, suppliers, contractors or those who otherwise have a contractual relationship with WeWorld-GVC unless it has been agreed that the partner will apply its own Child Safeguarding Policy
- Journalists, photographers and any other visitors in any capacity

2. POLICY STATEMENT

- WeWorld-GVC's work is underpinned by the United Nations Convention on the Rights of the Child (CRC) and committed to ensuring the respect, the promotion and the dissemination of children's rights paying specific attention to their rights to protection.
- According to art. 19 of CRC, all children in the world have equal rights to protection from abuse and exploitation. "States Parties shall protect the child from all form of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse".
- WeWorld-GVC is committed to ensure children's right to protection (Art. 19, and the four principles of CRC: non-discrimination (Art. 2), the best interests of child (art.3), the right to life, survival and development (art.6), the right to express their views freely (art.12).
- WeWorld-GVC also works in accordance with the three Optional Protocols of the Convention on the Rights of the Child.
 - The Protocol on the Involvement of Children in Armed Conflicts.
 - The Protocol on the Sale of Children, Child Prostitution and Child Pornography.
 - The Protocol on a Communications Procedure.
- WeWorld-GVC takes the responsibility to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form.
- WeWorld-GVC upholds child safeguarding throughout its programs ensuring that staff, partners, consultants, suppliers, contractors, volunteers, interns and board members adhere to the policy.
- In addition, WeWorld-GVC implements preventive measures and will take into consideration actions against any person involved with the organization who abuses a child. WeWorld-GVC works in partnership with parents, caregivers, communities and other professionals to ensure the protection of children.

3. DEFINITIONS¹

In accordance with Article 1 of the United Nations Convention on the Rights of a Child the definition of a child is “Every human being below the age of 18 years” (regardless of local legislation).

CHILD PROTECTION

Child protection refers to the activities that are undertaken with the aim of keeping children safe from risks and harm.

CHILD SAFEGUARDING

Child safeguarding is an umbrella term that encompasses the policies, preventative measures, responsive actions to allegations and other procedures to keep children safe whilst fostering their development. The overall aim of child safeguarding is to create a safe environment by preventing harm to children’s development, and to promote children’s well-being.

CHILD ABUSE

Child abuse is when a minor is being harmed by an adult or another child whether physically, sexually or emotionally, whether intentionally or through neglect.

PHYSICAL ABUSE

To describe the meanings of SEAH the UN definitions are used:²

SEXUAL ABUSE

Sexual abuse occurs when a child is forced, coerced, manipulated or persuaded to engage in sexual activities by an adult or another child. Sexual abuse may include but is not limited to all forms of sexual violence, indecent touching or molesting, incest, early forced marriage, and voyeurism. Sexual abuse can occur both in person and online; when it occurs in person it does not necessarily involve physical contact, for example a child may be encouraged to behave in a sexually provocative way, or they may be exposed to pornographic materials. The child may not be aware that they are being sexually abused.

¹ Definitions have been developed by the International Advocacy and Innovation Unit (IAIU)

² <https://www.gov.uk/guidance/safeguarding-against-sexual-exploitation-and-abuse-and-sexual-harassment-seah-in-the-aid-sector>

EMOTIONAL ABUSE

This type of abuse is characterised by a variety of behaviours, including but not limited to humiliation, criticising, accusing, shaming, blaming, intimidating, threatening, shouting, verbal abuse, ignorance, rejection and isolation. Emotional abuse is usually repetitive over periods and can severely impact a child's mental development. To a certain extent all forms of child abuse, exploitation and neglect involves emotional abuse.

NEGLECT

Neglect is the ongoing, persistent failure or deliberate denial to meet a child's basic needs, including water, aliment, clothing, shelter, education, emotional support, medical care and protection. It should be noted that neglect can be unintentional, for example when a parent or carer does not have the means to provide for the child adequately due to poverty.

EXPLOITATION AND SEXUAL EXPLOITATION

Child exploitation, including commercial and sexual exploitation means using children for personal or financial advantages, sometimes in exchange for 'something' that the child, or another person needs or want, for example food, money, shelter, gifts, drugs. Power imbalance is a component of exploitation in all cases. Child exploitation often involves various forms of child abuse, and can occur online too. Children are vulnerable hence more susceptible to exploitation.

Additional definitions can be found in Annex II.

4. CORE PRINCIPLES

ZERO TOLERANCE ON CHILDE ABUSE

WeWorld-GVC does not tolerate any form of child abuse and will not knowingly engage anyone in any capacity who might pose a direct risk to children.

NON-DISCRIMINATORY

WeWorld-GVC is committed to safeguarding children in its operations regardless of their nationality, culture, ethnicity, gender, sexual orientation, religious or political belief, socio-economic status, family or criminal background, or physical or mental health.

'DO NO HARM'

WeWorld-GVC is committed to mainstreaming the 'Do No Harm' principle in its operations. The "Do No Harm" principle requires humanitarian organisations to strive to minimize the harm they may inadvertently cause through providing aid, as well harm that may be caused by not providing aid (such as adding to tensions with host communities). Across the globe WeWorld-GVC aims to create synergies with communities, partners and authorities alike to better understand the local context, and the impacts of its interactions in order to minimise the risks of causing harm.

CHILD PARTICIPATION

Every child should be empowered to understand their rights, responsibilities and what to do if they have concerns. Children should be encouraged to raise their voices to call out violations of their rights without intimidation.

ACCOUNTABILITY AND TRANSPARENCY

WeWorld-GVC ensures that the Child Safeguarding Policy is implemented and adhered to, its implementation is monitored, and reviewed on a regular basis considering feedbacks received.

When a suspected case of child abuse is reported action will be taken promptly by following reporting procedures, recording all information. Every report is taken seriously.

SHARING RESPONSIBILITY

When implementing development and humanitarian projects in collaboration with institutions or partner organizations that do not have a child safeguarding policy, WeWorld-GVC will ensure that they agree to adopt WeWorld-GVC Child Safeguarding Policy for the duration of the project.

DATA PROTECTION AND CONFIDENTIALITY

All WeWorld-GVC personnel are required to maintain confidentiality and to comply with data handling processes, such as collecting, storing, transmitting and destroying data. Information can only be shared on a need-to-know basis.³

It should be noted however, that sharing of information might be necessary if it is in the best interest of the child or if it is required by statutory bodies.

³ According to the WW-GVC Foundation Data protocol based on the GDPR EU 2016/679.

CAPACITY BUILDING

WeWorld-GVC supports capacity-building of families and communities, teachers, health and social workers, medical personnel and others in proximity of children, in prevention and protection efforts, including early recognition of abuse and appropriate responses.

5. STANDARDS OF BEHAVIOUR OF STAFF

In addition to the Code of Ethics and Conduct, the following standards of acceptable and unacceptable behaviours must be taken into consideration by all staff and representatives at all times whenever in contact with children:

DO's

- place children's safety well-being above any other considerations
- treat everyone with respect and without discrimination
- report any concerns cases of suspected child abuse or concerns about the welfare of a minor
- plan and organise project activities whilst minimising risks for children
- avoid culturally inappropriate physical contacts with children, including but not limited to holding, fondling, hugging, kissing etc.
- be mindful to your language, gestures, behaviour etc. in the presence of children
- empower children – listen to them, respect their views, talk to them about their rights
- do respect professional boundaries at all times

DON'T's

- intimidate, threaten or physically abuse children in any way or act in a way that could be deemed abusive including but not limited to kicking, slapping, pushing etc.
- spend time alone with children in secluded areas where you cannot be observed continuously by others
- develop sexual relations, have sex or engage in sexual activities with minors under the age of 18 regardless of whether she/he gives consent even if it's acceptable according to local customs. Mistaken belief of age is not a defence.
- hire children for labour which poses a hazard to their physical and psychological well-being and/or reduces their time available for education and recreational activities. At this regard please refer also to ILO conventions on Child Labour n. 138, n. 182 and recommendations n. 146 and n. 190
- give preferential treatment to any child, for example by giving excessive gifts
- use degrading or insulting language, gestures, remarks or behave in a provocative or culturally inappropriate way
- invite children to your residence or to a cinema, restaurant etc.

The above lists are not exhaustive. Staff and representatives should consider all behaviours and actions which may negatively affect children and violate their rights.

Additionally, in line with the organisation's commitment to protecting children, all personnel and representatives are required to adhere to this policy even outside work. Therefore, actions that contradict the core principles outlined hereby will be considered a violation of this policy.

Finally, remember that no matter how well intended your actions are someone may misinterpret them.

6. PREVENTION

WeWorld-GVC is committed to create and maintain an environment where children's well-being is promoted in every aspect of its operations.

AWARENESS RAISING

It is essential that all WeWorld-GVC staff, volunteers, as well as contractors, representatives, and communities are made aware of the Child Safeguarding Policy and know how to raise their concerns of suspected child abuse. All new staff are introduced to the Child Safeguarding Policy during induction. Considerations should be applied when raising awareness in different cultural contexts and especially among children.

TRAINING

All staff must read, acknowledge this policy. WW-GVC Foundation commits itself to conduct periodical trainings in relation to this Policy to adequately inform the staff, raise their awareness and enhance their capacity in preventing, and dealing with possible.

In addition, country offices must organise refresher trainings/workshops on safeguarding children, and on protection from sexual exploitation, abuse and harassment.

RISK ASSESSMENT

Although it is not feasible to eliminate all risks for children entirely, WeWorld-GVC endeavours to reduce these risks to a bare minimum. WeWorld-GVC recognises that in many aspects of its operations there are potential risks whereby staff, and other individuals interact with children. Therefore, regular risk assessments are carried out in order to identify, evaluate and mitigate risks throughout the organisation's operations.

VISITORS

Visitors to WeWorld-GVC programmes are expected to uphold child safeguarding standards of WeWorld-GVC at all times. All visitors are required to be familiar with and have a sound understanding of child safeguarding standards in advance of their visit. In addition, visitors in the framework of Child Sponsorship Programmes are required to adhere to a specific set of rules⁴ while visiting a child.

FOCAL POINT

Every country office, as well as the Headquarters, has an appointed Safeguarding Focal Point. Safeguarding focal point is an appointed person within the staff team who has the professional competences to ensure the application and respect of this policy at Country Level, its supervision and who can properly deal with, handle and has the capability to analyse in the proper way safeguarding concerns by also addressing them to the Supervisory Body.

Consequently, concerns should be shared directly through the Safeguarding Focal Point or can be raised with line managers if its not possible to the Safeguarding Focal Point however, ultimately it is the responsibility of the latter to complete and forward the Incident Reporting Form to the Supervisory Body once a concern has been raised.

SAFE PROGRAMMING

It is of utmost importance that all activities are carefully designed and implemented by taking into consideration potential risks and threats and by minimising these as much as possible.

WeWorld-GVC takes proactive measures at every stage of project implementation to avoid causing harm inadvertently whilst mainstreaming best practices.

SAFE RECRUITMENT

WeWorld-GVC takes great responsibility and all necessary steps to ensure that potential new employees are screened in order to identify any concerns or risks that the individual might pose to children or otherwise. The following measures are in place to comply with safe recruitment standards:

- **Interview:** Questions should be designed to help identify any child protection concerns.
- **Reference checks:** Candidates are required to supply the names and contact details referees from previous employers whom can be contacted regarding the suitability of the candidate to work with children.
- **Declaration Form:** All new employees are required to sign the Declaration Form, Annex I whereby they confirm that there are no concerns regarding their suitability to be around

⁴ Ref. WW-GVC LDS Handbook – Long Distance Sponsorship procedural visibility package

and work with children, and that they have provided the details of any previous issues in connection with child protection.

- **Police Vetting:** Depending on the sensitivity of the role and in line with Italian legislation, candidates may be required to submit criminal record checks.

INFORMED CONSENT

No pictures, videos or any other forms of audio-visual material portraying children can be taken without having previously obtained informed consent from the child's parent/s or legal guardian/s and informed assent from the child herself/him.

Consent and assent must be informed, voluntary and unambiguous.

- **Voluntary:** the child and her/his parents or legal guardians must be given the genuine freedom of choice to give or refuse their consent, without providing any further explanation and without any detrimental consequences in the treatment given to them by staff or otherwise negatively affecting their access to assistance.
- **Unambiguous:** the child and her/his parents or legal guardians must express their consent in an explicit, univocal and affirmative manner. Consent must not be in any ways implied.
- **Informed:** the child and her/his parents or legal guardians must be informed about the purposes and the usage of the images and/or video captured. This information must be provided in a language they are able to easily understand, in age-appropriate, clear, and jargon-free terminology.

SOCIAL MEDIA

WeWorld-GVC ensures that its social media platforms are used safely, and that no sensitive information is shared about a child that could reveal their identity and compromise their safety whenever posting images and/or stories from the field.

Additionally, all WeWorld-GVC personnel are not allowed to post information regarding their work on private social media accounts unless authorised. Staff and representatives are not allowed to interact with rights-holders who participate in the foundation's programmes on any social media platform.

VISUAL IMAGES AND WRITTEN CONTENT

Consent must be sought from the child's parent/s or caregiver/s before children are photographed, filmed and/or interviewed. Assent from the child herself/himself should be also sought in advance. The consent should provide information on how the material will be used, for what purposes, how and where the information is stored and for how long.⁵

⁵ The Foundation intends to communicate and promote in its communications and visibility activities (including awareness- and fund-raising activities) an objective knowledge of the reality and of the countries involved in the intervention, by conveying contents in compliance with rights and dignity of the person, without any kind of discrimination, and without using in a distorted way - for the purposes

Children must be portrayed at all times in a dignified and respectful manner and never in a submissive and vulnerable way. Children should be adequately dressed. Whenever working with children there must be at least two adults present.

WeWorld-GVC will not share images, videos and interviews/stories of children that could reveal identifiable information. For example only first names can be used, if necessary real names will not be used at all. Derogations will apply in the case of Child Sponsorship Programmes, for which a special protocol⁶ in terms of images and personal information regarding children is applied.

Right-holders must be portrayed at all times in a dignified and respectful manner and never in a submissive and vulnerable way. Children should be adequately dressed. Whenever working with children there must be at least two adults present.

WeWorld-GVC will not share images, videos and interviews/stories of right-holders that could reveal identifiable information. For example, only first names can be used, if necessary real names will not be used at all. Derogations will apply in the case of Child Sponsorship Programmes, for which a special protocol in terms of images and personal information regarding children is applied⁷.

of its initiatives - any information and image collected for a specific purpose. It likewise undertakes to ensure a correct use of images of minors and of sensitive information in its possession. WeWorld-GVC communicates using traditional media and social media through specially designated personnel, who is committed to operating with the utmost fairness and transparency. External communications must be truthful and not aggressive.

⁶ Ref.WW-GVC LDS Handbook Long Distance Sponsorship procedural visibility package

⁷ Ref.WW-GVC LDS Handbook Long Distance Sponsorship procedural visibility package

7. REPORTING AND RESPONDING

RECOGNISING ABUSE

Abuse is often undetected because it can be difficult to recognise that a child is being hurt or is at risk. Sometimes children may not even be aware that they have been abused. There are different signs that when found, either on their own or in various combinations, can indicate possible abuse, neglect or violence.

Indicators can be:

- **Physical** – such as bruises, scratches or burns, always wearing clothes that cover their bodies.
- **Behavioural** – such as unexplained changes in personality, aggressiveness, flinching if touched unexpectedly; or a parent, relative or caregiver constantly calling a child 'stupid' or 'dumb'. Therefore it is important to emphasise that behavioural indicators can be displayed by a child or by the alleged abuser.

Indicators do not necessarily prove that a child has been harmed. Sometimes indicators can result from life events that do not involve abuse, such as divorce, bereavement, the arrival of a new sibling etc.

DUTY TO REPORT

The following steps should be taken into consideration when reporting concerns and suspected cases of SEAH.

All WeWorld-GVC personnel, including volunteers have a mandatory duty to report any concerns, allegations or suspected incidents of child abuse to their respective Child Safeguarding Focal Point or managers. Failure to do so may result in a disciplinary action.

Any allegations of child abuse by WeWorld-GVC personnel will be investigated and appropriate actions will be taken.

REPORTING

The following steps should be taken into consideration when reporting concerns and suspected cases of child abuse:

- ➔ **WHO?** Anyone who has concerns over the well-being of a child can raise their concerns
- ➔ **WHAT?** It is mandatory to report any alleged, suspected or witnessed cases of child abuse.
- ➔ **WHEN?** Reporting should take place with no delays, as soon as possible and feasible
- ➔ **TO WHOM?** Any concerns should be reported to the Safeguarding Focal Point who will necessarily report it to the Supervisory Body, or it can be raised to the line manager if for any reason its not possible to do so to the Safeguarding Focal Point, however,

ultimately it is the responsibility of the latter to complete and forward the Incident Reporting Form to the Supervisory Body once a concern has been raised.

- Any concerns can also be reported directly to the Supervisory Body, as an independent and external body with the function of supervising the respect of this policy and the compliance with the 231 Model, its presence ensures amongst the other things the protection of the complainant from possible retaliations either via email odvweworldgvc@gmail.com; or alternatively sent to the professional address of the Supervisory Body: Avv. Giovanni Catellani, Via Guido da Castello 33, 42121 Reggio Emilia.

The consultation is reserved only to the members of the Supervisory Body.

To be noted that the presence of the Safeguarding Focal Point, due to his/her professional competences, represents a further guarantee on the operation and application of the current policy at Country level, it does not compromise in any case the application of the whistleblowing policy and the possibility for anyone to refer directly to the Supervisory Body if necessary.

- ➔ **HOW?** Reports can be made to the Safeguarding Focal Point verbally, in person, via e-mail. Whichever form is used confidentiality and discretion should be exercised at all times (for example, if reporting via telephone ensure that no one can hear what is being said).

Once the concern has been reported, the Safeguarding Focal Point will complete the written Incident Reporting Form, please see Annex IV.

The completed form is then necessarily sent to the Supervisory Body via either via email odvweworldgvc@gmail.com; or alternatively sent to the professional address of the Supervisory Body: Avv. Giovanni Catellani, Via Guido da Castello 33, 42121 Reggio Emilia.

The consultation is reserved only to the members of the Supervisory Body.

The Supervisory Body has the overall responsibility for the implementation and monitoring of the Child Safeguarding Policy, the “Organization, Management and Control Procedures and 231 Model” and the Code of Ethics in accordance with Italian Legislative Decree 231/01. Therefore it rests upon the Supervisory Body to assess the allegations, to appoint the person/s to investigate the allegations, and to inform the President of WeWorld-GVC and the Board of Directors whom together will carry out formal disciplinary procedures provided the allegations are substantiated.

It should be noted that all concerns are considered allegations until evidence proves otherwise, therefore confidentiality must be maintained by all parties involved in the reporting throughout the procedures and beyond.

The flowchart of the Reporting and Responding Procedures can be found in the Annexes.

INTERNAL ALLEGATIONS OF ABUSE

If the allegations are made against a WeWorld-GVC staff, volunteer, or representative, the concern must be raised directly with the Safeguarding Focal Point or to the reporting individual's line manager whenever reporting to the Safeguarding Focal Point is not possible.

EXTERNAL ALLEGATIONS OF ABUSE

If the alleged perpetrator is not associated with WeWorld-GVC in any capacity, the allegations must be reported to the local authorities without delay. The principles of "Do no harm", and acting in the best interest of the child must be followed.

HISTORICAL ALLEGATIONS OF ABUSE

Whether an abuse has happened recently or in the past, it has to be emphasised that there are no time constraints for reporting these historical cases.

BARRIERS TO REPORTING ABUSE

Some people may have concerns about sharing suspected cases of child abuse for various reasons. For example they may fear that they were wrong, that reporting the case might worsen the situation for the child, or they might be put off reporting suspicions over fears about repercussions on for them personally. However, each and every allegation is taken seriously, and people are strongly encouraged to speak up as soon as they became aware of suspected cases of child abuse.

UNFOUNDED ALLEGATIONS

If a concern is raised in good faith and it is not confirmed by investigation, no action will be taken against the reporting individual.

If, however, an allegation is deliberately false, misleading and malicious, appropriate or legal action will be taken against the reporting individual.

PROTECTION FROM RETALIATION

WeWorld-GVC does not tolerate any negative behaviour or action towards anyone who raises concerns of child abuse. Any threatening or intimidating action, whether verbal or physical, will be subjected to investigation, which may result in disciplinary action or even in the dismissal of the staff member carrying out reprisals.

KEEPING INFORMED THE SURVIVOR

In addition to offering full support and protection to the survivor, they will be provided information on the progress of the investigation regularly and will be informed on the details of the outcome.

8. PROTECTION OF VICTIMS/SURVIVORS

WeWorld-GVC facilitates survivors of sexual exploitation and/or abuse access to psychological, medical and legal support either by providing them with direct services or referring them to relevant service providers present at Country level, including UN agencies. WeWorld-GVC ensures the survivor will be supported throughout legal proceedings by providing information of her/his own rights in respect to local legislation, customary law and international conventions.

9. RESPONSIBILITIES

Across the organisation, every personnel, regardless their position and the type of their association with WeWorld-GVC are required to adhere to this policy at all times, including outside working hours and during the period of leave.

MANAGERS

Managers at all levels are responsible to promote awareness and understanding of the Policy and ensure compliance among all personnel (including volunteers) and that all personnel have the knowledge and skills to support child safeguarding.

STAFF AND VOLUNTEERS

It is every staff and volunteers' due responsibility to understand, advocate and apply the policy to their work. If allegations or incidents of abuse are raised it is important for staff and volunteers to follow correct procedures of reporting.

10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

Everyone at WeWorld-GVC, regardless of their status has the responsibility in the implementation of the Child Safeguarding Policy, based on the principles outlined in this document.

The implementation of safeguarding standards, and compliance with this Policy is monitored on an ongoing basis. Feedback from staff, as well as communities and stakeholders is highly encouraged in order to improve procedures.

WW-GVC Foundation also provides an internal channel, within the Quality & Control Unit, for reporting the improvements of this policy in the following email: compliance.officer@weworld.it. The Quality & Control Unit has the duty to always inform the Supervisory Body.

This Policy is subject to review on a regular basis, at least once every five years by the Board.

ANNEX I – DECLARATION FORM

I, _____
hereby declare that

- I have fully read and understood the Child Safeguarding Policy
- I will responsibly adhere to the policy
- I have disclosed to WeWorld-GVC any information that may cause concern for child protection in connection with my suitability for employment, volunteering or consultancy
- I will inform WeWorld-GVC if any changes in my circumstances could be grounds for child protection concern, and seek advice from relevant Safeguarding Focal Points
- I am aware that any false declaration, withholding information is considered gross misconduct

Signature

Date

Declaration received by *(print and sign)*

Date _____

ANNEX II-ADDITIONAL DEFINITIONS

BULLYING

Bullying means the deliberate ill-treatment of a person by displaying dominating, aggressive and/or demeaning behaviour towards another person, such as name-calling, threatening, harassment, causing physical harm, spreading rumours, and making rude gestures. In most cases bullying occurs repeatedly over a period of time. Bullying can happen anywhere in many forms, including online.

CHILD LABOUR

Referring to child labour means a category of types of work that is classified hazardous for children to undertake, and/or deprives the child from spending adequate time on education, recreational activities and resting. Not every type of work should be considered unsuitable for children, for example helping parents with light household chores or delivering leaflets after school hours to earn pocket money may be acceptable.

CHILD PORNOGRAPHY

Child pornography happens when a minor is portrayed in sexually explicit and indecent images or videos, engaged in sexual and pervasive activities for the sexual gratification of others.

CHILD-TO-CHILD ABUSE

It is often assumed that abuse on children is carried out by adults. However, it has to be emphasised that children can also abuse other children, both physically and mentally. Especially younger children are more susceptible to fall victims to older children and adolescents.

It should be noted that when a child abuses another child, she or he may not be fully aware - depending on their development stage - of the full extent and the possible consequences of their actions unlike adults.

FALSE IMPRISONMENT

A child may be falsely imprisoned by an individual in a confined space that restricts movements with the intention of causing physical injuries and/or emotional distress. In addition, false imprisonment can also result in deliberately neglecting the child by failing to meet their basic needs whilst imprisoned.

GROOMING

Grooming, including online grooming happens when an individual befriends a child for the purposes of sexual exploitation, sexual abuse or trafficking.

HARMFUL TRADITIONAL PRACTICES

Although culturally may be accepted, several traditional practices are considered harmful, both physically and mentally. Such practices include female genital mutilation or cutting, witchcraft, and early forced marriage.

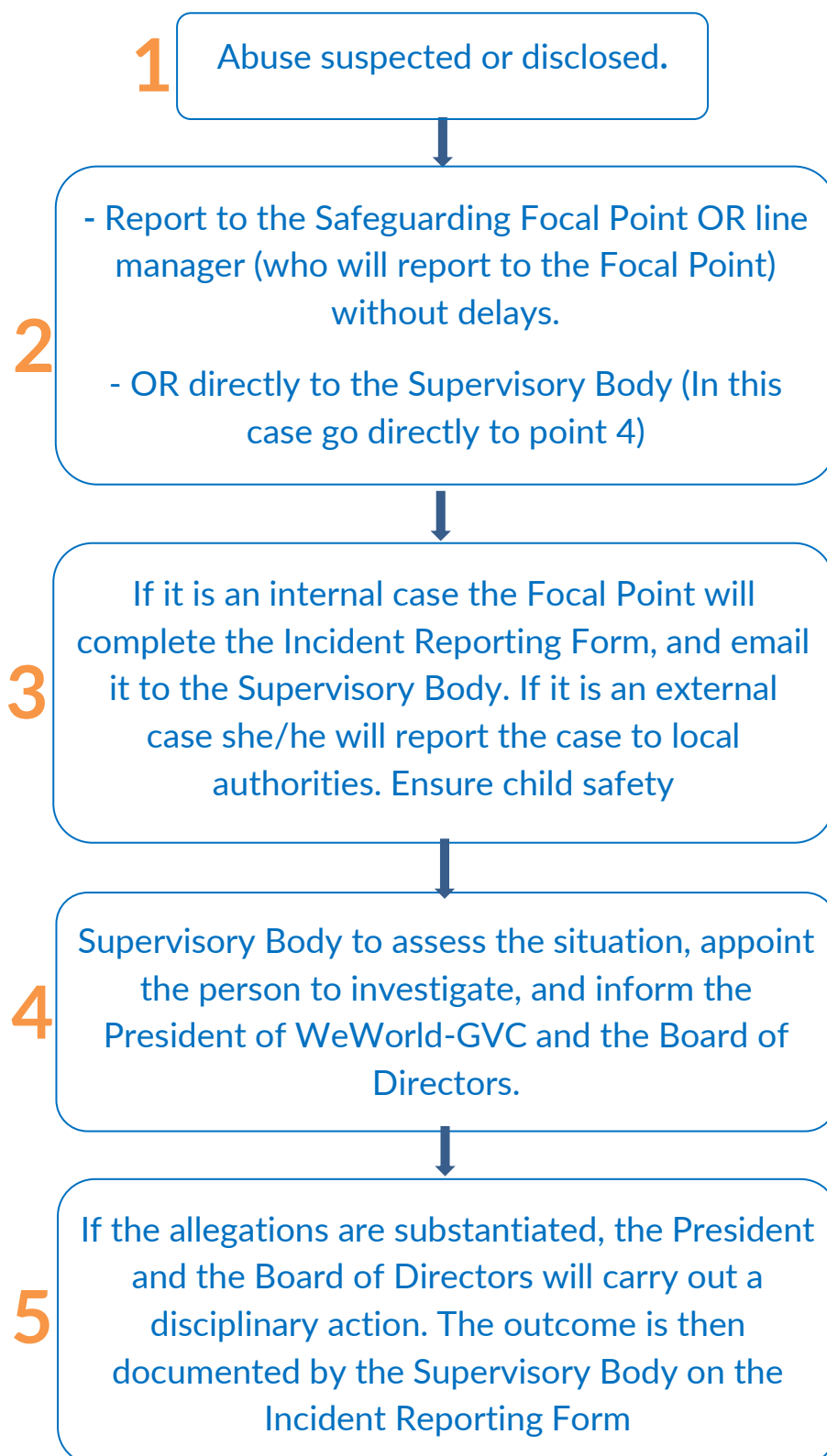
TRAFFICKING

Trafficking of children refers to the illegal recruitment, transportation of children - either by force or by tricking them into it - for the purpose of forcing them into slavery, prostitution, forced labour, involuntary domestic labour, debt bondage, serving as soldiers or any other form of exploitation.

TRANSACTIONAL SEX

This term refers to the exchange of monetary reward, gifts and other goods, employment in exchange of services of sexual nature.

ANNEX III- FLOWCHART OF REPORTING AND RESPONDING PROCEDURES



ANNEX IV - INCIDENT REPORTING FORM

CONFIDENTIAL

Any concerns, suspected cases of child abuse must recorded using this form (for internal allegations only). The form should be completed with all known information. If there are more than one victim, a separate form should be used for each case. Sections 1-5 must be completed by the Safeguarding Focal Point in the relevant country office, who will then email it to the Supervisory Body. If there is a hard copy, it must be stored securely and safely in a lockable storage (for further information on handling paper documents refer to the Data Protection Protocol).

SECTION 1. ABOUT THE REPORTING

Date and time of reporting			
Method for reporting <i>(delete as applicable)</i>	in person letter	telephone	email

SECTION 2. DETAILS OF THE REPORTER

Does the reporter wish to be identified? (if 'No' proceed to Section 3)	Yes	No
Full Name		
Contact Number		
E-mail		

SECTION 3. DETAILS OF THE CHILD

Full Name	
Gender	
Date of Birth	
Age (or approximate age if unknown)	
Address	
Language/s spoken	
Disability (if 'Yes' please specify)	Yes No
Any other relevant information	
Name of parent/s, or caregiver/s	
Contact details of parent/s, or caregiver/s	
Address	
Are they aware of the allegations/suspicions	Yes No Not known
Does the caregiver/parent give consent?	Yes No

SECTION 4. DETAILS OF THE ALLEGED PERPETRATOR

Full Name	
Gender	
Age	
Relationship to child	
Occupation	

SECTION 5. DETAILS OF CONCERN, ALLEGED INCIDENT

Please describe here what happened, including date, time, location of the incident, any witnesses, persons involved.

Safeguarding Focal Point (*print and sign*) _____

Date

Sections 6 and 7 to be completed by the Supervisory Body.

SECTION 6. ACTIONS TAKEN

Has the incident been reported to the relevant authorities in line with local legislation?	Yes	No
If 'Yes' date of reporting		
To which authority has been reported?		
If 'No' why?		
Actions taken by WW-GVC Supervisory Body (insert details)		
Actions taken by WW-GVC PSEAH Team		

SECTION 7. OUTCOME

Is the allegation substantiated?	Yes	No
Are the findings conclusive?	Yes	No

What actions have been agreed?

Any recommendations, lessons learnt?

Supervisory Body (print and sign) _____

Date _____



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