

## CHILD AND ADULT SAFEGUARDING POLICY

<b>Policy Manager</b>	Safeguarding Committee Chair
<b>Last Review</b>	April 2022
<b>Next Review</b>	April 2024
<b>Approval</b>	WVNZ Board

### 1.0 Purpose:

World Vision New Zealand's (**WVNZ**) vision is life in all its fullness for every child. In pursuit of this vision, WVNZ is committed to safeguarding (preventing, reporting, and responding to harm or abuse caused by WV employees and affiliates) any child anywhere, adults living where World Vision has a programming presence, and communities with whom World Vision works, protecting them from abuse, neglect and exploitation.

Central to everything we do is our commitment to do no harm to any child anywhere nor to adults living where World Vision has a programming presence. Every person who shares in the work of WVNZ shares in the responsibility to take all appropriate measures to protect children. Upholding the best interests of children as a primary consideration in all actions and decisions.

This document outlines the Child and Adult Safeguarding Policy for WVNZ. The document provides a summary view of the policy including the scope, the roles and the responsibilities as a child focused organisation.

### 2.0 Policy Scope:

- 2.1 This policy applies to all WVNZ members, meaning:
  - a) its board members;
  - b) its employees (permanent, casual and contracted employees);
  - c) its interns and volunteers;
  - d) its contractors and personnel of partner organisations;
  - e) and any other person who to the extent of their work with WVNZ involves working with or having access to information held by WVNZ about: any child anywhere; adults living where WV has a programming presence; or, communities with whom WV works.
- 2.2 This Policy is focused on protecting all children anywhere from harm caused by WVNZ members and protecting adults from harm caused by WVNZ members as part of WV programme presence.
- 2.3 This policy has been reviewed against all relevant WV policy and is satisfactorily in alignment with WV policy, with no conflicts identified. In the case of inconsistency between WVNZ and WV safeguarding policies, the most stringent policy is followed. In the case of ambiguity in the WVNZ safeguarding policy the WV Management Policy on Child and Adult Safeguarding provides further detail and clarity.
- 2.4 The policy does not govern or provide a framework for any in-field programmatic work that WVNZ may choose to undertake, to support the more general work of protection of children in programme areas. This will be integrated into the relevant National Offices' Child and Adult Safeguarding Policy and Implementation Guidelines which is aligned to the WV Management Policy on Child and Adult Safeguarding.

### 3.0 Policy Statement:

- WVNZ believes that safeguarding is both an individual and a corporate responsibility. Every person who shares in the work of WVNZ shares in the responsibility to take all appropriate measures to protect any child anywhere, adults living where WV has a programming presence, and communities with whom WV works.
- Central to everything we do is our commitment to do no harm to any child anywhere, adults living where WV has a programming presence, and communities with whom WV works. To respect the rights of all who we serve and to uphold the best interests of children as a primary consideration in all actions and decisions.
- WVNZ 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.
- WVNZ is committed to continuous improvement of safeguarding efforts which emphasises prevention of sexual exploitation and abuse 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.
- WVNZ endorses and supports the United Nations Convention on the Rights of the Child (1989) and accepts and upholds the matters set out in the WV Management Policy on Child and Adult Safeguarding.

## 4.0 Policy

### 4.1 Safeguarding Policies and Responsibilities

- 4.1.1 WVNZ develops, implements and periodically reviews its contextualised Safeguarding Policy along with more detailed WVNZ Safeguarding guidance, ensuring that these are culturally sensitive, legally sound, and consistent with both external funder requirements and the WV Management Policy on Child and Adult Safeguarding.
- 4.1.2 WVNZ equips all employees, interns, volunteers, and Board/Advisory Council members to be aware of, understand and perform their safeguarding responsibilities and obligations. This includes training within the first three months of their employment and at least once every two years.
- 4.1.3 WVNZ members sign acknowledgement of understanding and adherence to this Child and Adult Safeguarding Policy. Signed acknowledgements are kept on file.
- 4.1.4 WVNZ applies appropriate standards to external parties, such as contractors, vendors, partners or visitors, to address safeguarding risks relating to their engagement with WVNZ's work. All contractors with access to children or adults living where WV has a programming presence, or their personal information must also sign agreement to Annex 2.
- 4.1.5 WVNZ ensures that every relationship between WVNZ and any third party that includes contact with or access to information about children or adults living where WV has a programming presence, is governed by a written agreement which includes the provisions relating to safeguarding outlined in the WV Management Policy on Child and Adult Safeguarding.
  - 4.1.5.1 When engaging a partner for a WV programme or programme activity, WVNZ must assess the capability of the Partner to fulfil safeguarding responsibilities, including the Partner's safeguarding policy, procedures, and implementation. WVNZ must then either (a) approve or (b) develop a capacity building plan and support the Partner to develop stronger safeguarding controls. The Partner can agree to follow WV's local Safeguarding Policy in carrying out the programme activities. The agreement must ensure that any of the Partner's personnel working in the WV 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 upon request).

- 4.1.6 WVNZ engages in reciprocal learning regarding safeguarding within the WV Partnership and New Zealand Development Sector.
- 4.1.7 WVNZ maintains a Safeguarding Committee, including a Safeguarding Focal Point, to provide leadership to the implementation of this policy, and related standards and guidelines across all sectors, in programming, sponsorship, marketing, and all lines of ministry.

## 4.2 Behaviour Protocols

- 4.2.1 WVNZ members behave in ways that protect children and adults living where WV has a programming presence, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WVNZ serves, including abiding by the WV behaviour protocols set out in Annex 1.
- 4.2.2 Failure to follow WV's behaviour protocols, report a known or suspected safeguarding incident, or follow any other part of WVNZ's Child and Adult Safeguarding Policy is grounds for discipline, up to and including termination of the relationship with WVNZ. 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.

## 4.3 Recruitment

- 4.3.1 WVNZ develops and implements professional recruitment practices and diligent measures to comprehensively screen potential and existing staff, board members, interns, volunteers and contractors every three years to help ensure WVNZ is a safe organisation for children and adults living where WV has a programming presence. These screening measures are aligned with requirements outlined in the Vulnerable Children's Act including criminal conviction history check and reference checks.
- 4.3.2 WVNZ does not permit WVNZ personnel to work with children and adults living where WV has a programming presence, or access information held by WVNZ about them if, in WVNZ's opinion, they pose an unacceptable risk to children's or adults' safety or wellbeing. People with a prior conviction for a crime against children or SEA against an adult are not hired or engaged by WVNZ.

## 4.4 Visits to WV Projects

- 4.4.1 Visits by all sponsors and private donors, and other international visitors must be pre-approved by both WVNZ and the hosting office.
- 4.4.2 WVNZ will conduct screening, including criminal background checks, on potential sponsor or donor visitors prior to any field visit. This screening is aligned with requirements outlined in the Vulnerable Children's Act.
- 4.4.3 WVNZ provides safeguarding orientation information to all individuals and groups who are authorised to visit WV projects, interact with or access information and/or media of children and adults living where WV has a programming presence.
- 4.4.4 WVNZ will ensure that visitors agree in writing and adhere to the relevant sections of this Child and Adult Safeguarding Policy as outlined in the *Supporter Safeguarding Policy*.

## 4.5 Communications, Content, and Marketing

- 4.5.1 WVNZ respects local traditions and restrictions when photographing or filming a subject, and ensures images are honest representations of the context and the facts. Children and adults are always treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

- 4.5.2 Children and adults who are the primary subjects of text, photo and/or video resource gathering must provide informed consent, and have the right to withdraw their consent at any time for any reason. In the following circumstances written consent is required for adults or the child's 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.
- 4.5.3 WVNZ is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adults living where WV has a programming presence.
- 4.5.4 WVNZ actively seeks to prevent harm through communications, social media and digital technology through the following steps:
  - 4.5.4.1 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.
  - 4.5.4.2 Wherever possible, measures are taken to prevent electronic copying of photographs without WV permission (utilising digital watermarking and right-click disable functions in accordance with the WV Partnership Minimum Standards for Internet Presence).
  - 4.5.4.3 Recognising 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.
  - 4.5.4.4 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.
  - 4.5.4.5 WV discourages direct, unfacilitated, undocumented communication through social media without WV's knowledge between; a sponsor/donor/visitor and registered/non-registered children and between employees/volunteers/other WV affiliates and registered/non-registered children.
  - 4.5.4.6 WV provides reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.
  - 4.5.4.7 Child Sponsorship welcome kits, WV websites, domains and social media platform profile pages contain reporting options for child protection concerns or incidents.

#### **4.6 Safeguarding Incidents and Response Protocols**

- 4.6.1 All WVNZ members are responsible and obligated to report any and all safeguarding concerns, violations of this policy, suspicions of abuse to any child anywhere, or adults living where WV has a programming presence, and suspicions of sexual abuse by external humanitarian workers to the WVNZ Safeguarding Focal Point or National Director as soon as it is discovered. Concerns can be reported in person or emailed to [safeguarding@worldvision.org.nz](mailto:safeguarding@worldvision.org.nz) or anonymously through WVI at [worldvision.ethicspoint.com](http://worldvision.ethicspoint.com).
- 4.6.2 WVNZ investigates and responds to reports of child or adult abuse in WVNZ programmes, consistently with local law in the incident country.

- 4.6.3 WVNZ uses levels of Safeguarding Incidents to determine response, which is based on the seriousness of the incident and WV's role. Further detail is available in the *WVNZ Safeguarding Response Procedures*.
- *WVNZ Safeguarding Policy Breach*: A breach of safeguarding policy by a WV member that does not put any child anywhere, or adult living where WV has a programming presence in direct risk of harm, or is able to be rectified before the risk occurs.
  - *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 a WV member.
  - *Level 2 Safeguarding Incidents*: Violation of 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.
  - *Level 3 Safeguarding Incidents*: 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.
- 4.6.4 WVNZ maintains appropriate confidentiality for individuals in safeguarding incidents; however, may disclose information about incidents, when lawfully permitted. WVNZ will evaluate reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s).
- 4.6.5 WVNZ does not collect information that cannot be kept confidential and minimises the personal information collected.
- 4.6.6 WVNZ cares for and supports personnel who are working on difficult safeguarding issues.
- 4.6.7 WVNZ 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.
- 4.6.8 All WVNZ Safeguarding investigations meet minimum standards and follow the core principles of investigating allegations of harm, exploitation or abuse to a child or adult living where WV has a programming presence. Prioritising the safety, physical and psychological health and welfare of all survivors while upholding and promoting their rights of confidentiality, equality and access to justice.

#### **4.7 Programming Considerations for Safeguarding**

- 4.7.1 International Partnerships team members are trained on mainstreaming child protection concepts and safeguarding essentials into the assessment and design and monitoring and evaluation of field facing programmes.
- 4.7.2 Children and adults living where WV has a programming presence are able to recognise inappropriate conduct and are aware of the established complaint mechanisms in WVNZ projects and their right to be safe from abuse and exploitation in WV programmes. The established complaints mechanisms are safe and contextually appropriate.
- 4.7.3 WVNZ does not facilitate the adoption of children or support programming within long term institutions in ways that perpetuate the institutionalisation of children.
- 4.7.3.1 Short-term or interim care is sometimes needed for girls and boys to ensure their immediate protection. An interim care facility is not always needed: safe community care options are preferred. WV 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.

- 4.7.4 Because of the special vulnerability of children and adults during humanitarian responses, safeguarding measures take on additional importance. WV Humanitarian Emergency Affairs (HEA) 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 WV does not expose programme participants to greater harm through participation.
  - b) All WV HEA Cat. 3 Responses must complete a safeguarding self-assessment.
  - c) All WV HEA Cat. 3 Responses must have an assigned Safeguarding Focal Point.
  - d) Some aspects of this policy may be addressed through accepted industry mechanisms, such as the cluster system or PSEA network.

#### **4.8 Prevention of Harm in Sponsorship**

- 4.8.1 Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes the review of all sponsor correspondence, training of staff and child monitors to recognise and respond to abuse, constructive interaction with parents and children, implementation of child protection programming interventions, the secure handling and storage of personal information, and gathering only the minimum elements of personal information necessary for the programme.
- 4.8.2 WV actively supports Registered Children 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.
- 4.8.3 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

#### **4.9 Safe Child Participation**

- 4.9.1 WVNZ empowers children as citizens and participants in their own well-being and minimises any risk of harm or negative consequence resulting from participation in activities promoted by WVNZ.
- 4.9.2 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.
- 4.9.3 Child participation activities are designed and implemented to prioritise the best interests of children, are voluntary (informed consent is sought), and inclusive (especially of the most vulnerable children). When WVNZ-facilitated child travel is required, guardian consent is required prior to travel. Child health, safety, well-being and meaningful participation are priorities when WVNZ facilitates travel.

- 4.9.4 WVNZ does not facilitate visits of children outside their country to their sponsor.
- 4.9.5 WVNZ advocates for the protection of children from all forms of exploitation and seeks to raise awareness of issues relating to child exploitation and protection.

## 5.0 Administration of this Policy

- 5.1 WVNZ must review this Policy every two years and any time there is significant change in WVI policy or New Zealand law. This review will be conducted by the WVNZ Safeguarding Committee with advice from the WVI Safeguarding Advisor.
- 5.2 The WVNZ Board has the non-delegable responsibility for approving the WVNZ Child and Adult Safeguarding Policy, following policy review.

## 6.0 Board and Advisory Council Safeguarding Governance

- 6.1 WVNZ Board holds WVNZ accountable to fulfil their safeguarding responsibilities as outlined in the Board-level Partnership Policy for Child and Adult Safeguarding as well as the WV Management Policy for Child and Adult Safeguarding.
- 6.2 WVNZ Board ensures that local risk appetite statements for Child and Adult Safeguarding set the risk area/category as Risk Averse.
- 6.3 WVNZ Board mandates the Risk Assessment and Audit Committee to provide oversight to safeguarding. The WVNZ Board receives periodic reports and is informed as well as engaged on safeguarding issues.

## 7.0 Definitions

**Child:** Any person below the age of 18. The WV Management Policy on Child and Adult Safeguarding covers interactions by WV employees 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.

**“Community with whom WV works” or “living in a WV Programming Area”:** WV uses a broad working definition of these terms to ensure that any individuals who may be subject to power imbalance with WV staff, affiliates, or programming are protected through this Policy.

**Contractor:** WV regularly contracts with non-employee individuals and organisations to perform services for WV.

**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’s behalf or in collaboration with WV, and which has a written agreement with WV. The partner may or may not receive funding from WV.

**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, abuse or exploitation of any child (< age 18) by a WV employee or affiliate. The WV Management 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 or exploitation 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 (PSEA), a frequently cited subset of safeguarding.

**Safeguarding Focal Point:** Appointed person to provide leadership to the implementation of this Policy. Usually also acts as the Safeguarding Committee chairperson.

**Safeguarding Incident:** 1) Abuse of or harm to a child in a community where WV operates not committed by a WV member, 2) Violation of policy which puts children or adults living where WV has a programme presence at risk, 3) Harm or abuse of a child or adult by a WV member. *Further details included in the Safeguarding Response Procedures.*

**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 nor legally obliged to work for WV, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to WV’s work. ‘Volunteer’ includes a ‘business volunteer’ in a WV office or affiliate; a ‘supporter volunteer’ without physical contact with sponsored children or their record.

**WVNZ members:** See section 2.1

## 7.0 Relevant Legislation:

- United Nations Convention on the Rights of the Child (1989),
- New Zealand Legislation:
- Privacy Act 2020,
- Human Rights Act 1993
- Children, Young Persons, and their Families Act, 1989
- Children’s Act, 2014

## 8.0 Key Related Documents and Procedures:

- WV Management Policy on Child and Adult Safeguarding
- WVI Guidelines for Implementation of the WV Management Policy on Child and Adult Safeguarding
- WVI International Partnership Statement of Core Values

## Annex 1 | Safeguarding Behaviour Protocols

WVNZ members behave in ways that safeguard all children everywhere and adults living where WV has a programming presence, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WV serves or works amongst.

### Acceptable Behaviour – WV 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 WV 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, even if a child behaves in an inappropriate manner;
- 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 WV 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, 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;
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV employee or affiliate, or a humanitarian aid worker from any other agency. ‘Humanitarian aid worker’ includes all paid employees, volunteers, contractors, and other affiliates of organisations providing emergency relief or development aid. Such organisations include UN agencies, INGOs, LNGOs, and CBOs.

### Unacceptable Behaviour – WV 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 also includes consenting or condoning the above behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any adult living where WV 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’s humanitarian aid or development work;
- c) sexually exploit or abuse any adult living where WV has a programming presence or any child; such behaviour constitutes an act of gross misconduct;
- 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. These are strictly prohibited. This includes exchange of assistance that is already due to programme participants;

- e) fondle, hold, kiss, hug or touch children or adult living where WV has a programming presence in an inappropriate or culturally insensitive way;
- f) use language, make suggestions or offer advice to a child or adult living where WV has a programming presence which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- g) 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;
- h) condone or participate in behaviour which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- i) 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 (‘Child labour’ is 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 permitted by International Labour Organisation (ILO) Conventions and puts the child’s interests ahead of any benefits gained by adults.);
- j) hit or use other corporal punishment against a child while the child is in WV care or the WV employee or affiliate is conducting WV work;
- k) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- l) misuse or be careless with personal data about individual children or adult programme participants;
- m) communicate with a child in WV’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 employees or affiliates never communicate on mobile, digital or online platforms with children or adult programme participants in ways that are inappropriate or sexual;
- n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WV employee or affiliate.

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

### **Statement of Acknowledgement**

My signature below confirms that I have read, fully understand, and agree to comply to World Vision New Zealand Child and Adult Safeguarding Policy including the Behavioural Protocols. I understand that any action inconsistent with World Vision’s Policy and Behavioural Protocols including failure to act mandated by these protocols may result in disciplinary action up to termination.

Name

---

Signature

---

Date

---

**Annex 2 – Contractor Agreement**

In the course of performing the contract with World Vision New Zealand, \_\_\_\_\_  
(Contractor) and Contractor’s employees will ensure that:

1. Any of their interactions with children or adults living where WV has a programming presence, or with personal data about such persons, will comply with the attached WV Safeguarding Behaviour Protocols, and with any other reasonable safeguarding measures that WVNZ may specify;
2. Any incidents of harm or risk of harm to children or to adults living where WV has a programming presence will be reported immediately to WVNZ;
3. Any individuals with access to children or adults living where WV has a programming presence, or to personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults (evidence of which will be provided to WVNZ upon request); and
4. These safeguarding obligations will be clearly communicated to, and acknowledged by, all employees who may have access to children or to adults living where WV has a programming presence, or to personal data about such persons, and will be extended in identical form to any subcontractors (if any are authorised) engaged to perform this contract.

Name

---

Signature

---

Date

---