


MANAGEMENT POLICY Child and Adult Beneficiaries Safeguarding		Number:	
APPROVED BY: Doseba T. Sinay CEO and National Director Wahana Visi Indonesia	RESPONSIBILITY: Ministry Quality and Impact (MQI) Director		
	Effective date: 18 July 2003	Revision Number: v1. 29 Nov 2013 v2. 1 April 2018 v3. 1 June 2019	
STATUS : FINAL			

PREAMBLE	<p><i>This policy is replacing the previous WVI Child Protection (CP) Policy approved in April 2018.</i></p> <p>This Child and Adult Beneficiaries Safeguarding Management Policy is based on the World Vision International Safeguarding Standards, to cover all vulnerable populations, especially women and children, in one integrated policy. 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 adult beneficiary abuse.</p> <p>Wahana Visi Indonesia (WVI) 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. WVI takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritizing their interests.</p> <p>Further explanation is included in the document Guidelines for Implementation of the WVI Child and Adult Beneficiaries Safeguarding Standards. Management Wahana Visi Indonesia (WVI) will ensure the revision, implementation and periodic review of its contextualized Child and Adult Beneficiaries Safeguarding Management Policy, which are to be consistent with the WVI Child and Adult Beneficiaries Safeguarding Standard and in accordance with Indonesia’s national laws. This policy will be reviewed every 3 years.</p>
DEFINITION	<ul style="list-style-type: none"> • Child: Someone who has not reached the age of 18 (eighteen), including fetus in womb. • Adult Beneficiaries : to include not only direct beneficiaries of particular project but also adult who might suffer harm caused by WVI employees or affiliates as part of WVI programme presence

	Other definitions are included in in the document Guidelines for Implementation of the WVI Safeguarding Standards.
SCOPE	<p>The Safeguarding Management Policy applies to all WVI affiliated people. WVI affiliated people includes: Board members, WVI Staff, casual workers, volunteers (student volunteers, community volunteers, professional volunteer), donors, sponsors, sub-grantees, visitors, contractors and partners.</p> <p>This policy is focused on protecting children and adult beneficiaries from harm caused by WVI employees and affiliated as part of WVI Programme presence.</p> <p>This Policy applies in emergency relief and development programmes.</p>
POLICY	<p>1.0 Policies and Responsibilities</p> <p><u>1.1 Awareness:</u> All WVI affiliated people will be given orientation to understand and be aware to perform their Child and Adult Beneficiaries Safeguarding responsibilities and obligations and follow the Child and Adult Safeguarding Management Policy and guideline. Signed agreement will be documented. WVI will conduct periodic refresher training in once every two years.</p> <p><u>1.2 Child and Adult Beneficiaries Safeguarding Staffing:</u> WVI appoints a Child and Adult Beneficiaries Safeguarding Lead to provide leadership to the implementation of the Child and Adult Beneficiaries Safeguarding Standards and across all sectors and Lines of Ministry. The safeguarding focal point will support in any emergency response but If there is a declared global response, Response team will appoint their own Safeguarding Focal Point. The Lead/Focal Point has a mandate for direct access to the National Director/CEO.</p> <p><u>1.3 Agreements with Contractors:</u> Contractors engaged in situations where they or their affiliates may have access to children or adult beneficiaries or their personal data in WVI programmes, require to include the prescribed standards in their agreement (whether referred to as an ‘agreement’, ‘sub-grantee’, ‘Memorandum Of Understanding’, or any other term). 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.</p> <p>‘In the course of performing this contract, Contractor and Contractor’s employees will ensure that:</p> <ol style="list-style-type: none"> 1. Any of their interactions with children or with adult beneficiaries, or with personal data about such persons, will comply with the attached WVI Safeguarding Behavior Protocols, and with any other reasonable safeguarding measures that WVI may specify; 2. Any incidents of harm or risk of harm to children or to adult beneficiaries will be reported immediately to WVI; 3. Any individuals with access to children or adult beneficiaries, or to personal data about such persons, will have a current clean criminal background check

for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WVI 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 adult beneficiaries, 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.'

1.4 Agreements with Partner Organizations: When engaging a partner for a WVI programme the agreement specifies that before the Partner begins any work on the project, the Partner's safeguarding Management policy and procedures must be provided to WVI. If not, the Partner can agree to follow WVI's local Safeguarding Management Policy. The agreement must ensure that if Partner's personnel is working in the WVI project, she/he has to obtain background check for offenses against children or abuse of adults

2.0 Behaviour Protocols

2.1 Safeguarding Behaviour Protocols: WVI employees and affiliates behave in ways that protect children and adult beneficiaries, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WVI serves or works amongst. Rules of behaviour are based on local and culturally appropriate interactions (provided these meet or exceed the minimum protocols below) with children, members of the opposite sex, and other vulnerable adults, and are included in each contextualized Safeguarding Management Policy. All WVI employees and affiliates abide by these protocols in their activities with WVI, for all children anywhere and for all adult beneficiaries.

Acceptable Behaviour – WVI employees and affiliates:

- a) create and maintain an environment which prevents sexual exploitation and abuse of children and adult beneficiaries and promotes the implementation of these Behaviour Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behaviour—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage children's behaviour;
- e) accept responsibility for personal behaviour and actions as a representative of the organisation;
- f) are always accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) where possible and practical, follow the 'two-adult' rule while conducting WVI 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 WVI data privacy and information security policies, including WVI digital child safeguarding protocols, when handling any personal data about individual children or adult beneficiaries, 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 WVI employee or affiliate, or a humanitarian aid worker¹ from any other agency (See Section 6.5.1 on how to report.)

Unacceptable Behaviour – WVI 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 beneficiary of any age; 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 WVI's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiaries (adult or 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 is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- e) fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;
- f) use language, make suggestions or offer advice to a child or adult beneficiary 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 beneficiary, away from others or behind closed doors or in a secluded area;
- h) condone or participate in behaviour with children or adult beneficiaries 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

¹ “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.

	<p>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 adults²);</p> <ul style="list-style-type: none"> j) hit or use other corporal punishment against a child while the child is in WVI care or the WVI employee or affiliate is conducting WVI work;³ k) take a child alone in a vehicle for WVI 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 beneficiaries; 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, WVI employees or affiliates never communicate on mobile, digital or online platforms with children or adult beneficiaries in ways that are inappropriate or sexual; n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Management Policy by a WVI employee or affiliate. <p>2.2 Disciplinary Action: Failure to follow WVI Safeguarding Behaviour Protocols, failure to follow any other part of the WVI Safeguarding Management Policy, other inappropriate behaviour toward children or adult beneficiaries, or failing to report a known or suspected safeguarding incident committed by a WVI employee or affiliate, is grounds for discipline, up to and including termination of the employment or other affiliation with WVI.</p> <p>3.0 Recruitment</p> <p>3.1 Screening: WVI takes diligent measures to screen out all people who might seek to use WVI to harm children or adult beneficiaries, or whose past actions indicate an unacceptable risk of such harm. These measures include addressing Child and Adult Beneficiaries Safeguarding on application forms, in interviews and in references. Child and Adult Beneficiaries Safeguarding screening measures are applied to all candidates for WVI staff, Board members, WVI volunteers and independent contractors who will have access to children or adult beneficiaries or to their personal data.</p> <p>3.2 Identity and Background Checks: Candidates for employment and Board members—as well as relevant personnel of contractors and partners—have an identification check and an appropriate criminal record/police background check, to the extent permitted by law, prior to employment or engagement with WVI, and periodically thereafter as required by law or appropriate for</p>
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² See ILO Conventions 182 and 138 and consult local legal counsel to determine appropriate parameters of 'child work' in your WV country office; include these details in your contextualised policy.

³ All WVI employees are familiar with alternatives to corporal punishment, including positive parenting approaches, which they are expected to apply with children inside and outside of the workplace or WV programme areas.

the context. The alternative background check procedures will be applied according to the exemption letter.

4.0 Visitors

4.1 Visitors: Visitors subject to this Policy include people going to a WVI field programme or meeting with a WVI beneficiary child(ren). This includes sponsors, donors, and other delegations from Support Offices such as bloggers, celebrity supporters, or journalists invited by WVI. Government officials or institutional donors (government, multilateral) based in the hosting country do NOT require Safeguarding clearance, but are accompanied by a WVI employee(s).

4.2 Visitors Preparation and Orientation to Safeguarding: All visitors receive a brief written or oral orientation and sign acknowledgement of receipt on WVI's Safeguarding Behaviour Protocols (*Section 2.1*) and Prevention of Harm in Communications (*Section 5.4*) prior to the field visit, and as alternative to police background check. The signed acknowledgement is kept on file by the hosting Department/Unit of . Non-employee or Board visitors are accompanied by a WVI employee when visiting projects. Unannounced visits to sponsored children or WV project communities are not permitted.

5.0 Communications, Social Media and Digital Technology

5.1 Dignity: In all forms of communication, children and adult beneficiaries are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

5.2 Consent: Children or adult beneficiaries who are primary subjects of text, photo and/or video resource gathering by WVI staff must provide informed consent. Depending on the child's age, the consent can be obtained from his/her parent or guardian. Informed consent means the subject has a general understanding of the purpose of the reporting or photography, and gives written permission thereof. In the following situations, written consent is also collected from the parent, guardian, or other legally required entity or individual, and the child (as appropriate for age):

- a) a child or adult 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
- c) where otherwise required by applicable law.

5.3 Digital Awareness: The empowerment of children, parents and sponsors/donors is the priority of WVI to understand how to safely and appropriately utilize social media and digital technology, while avoiding risks and appropriately responding to threats or incidents.

5.4 Prevention of Harm in Communications: WVI will take several actions to prevent harm through communications, social media and digital technology (including photographs/videos/audio clips, stories, articles, or any other communication materials).

5.5 Reporting Communications, Social Media and Digital Technology Standard Violations: All violations of these standards should be reported to responsible Child and Adult Beneficiaries Safeguarding Incidents Focal Person. Please refer to Standard 6 for detail information.

6.0 Child and Adult Beneficiaries Safeguarding Incidents and Response Protocols

6.1 Responding to Child and Adult Beneficiaries Safeguarding Incidents: WVI investigates and responds to reports of child abuse in areas where WVI is operational in ways which are consistent with local law. WVI uses three levels of Safeguarding Incidents to determine WVI's response, which is based on the seriousness of the incident and WVI's role.

6.2 level I Incidents: is all violations, in cases of serious harm that threaten the child victim's survival, safety or development. : abuse or harm to a child in a community where WVI has programme operations and that is *not* committed by WVI affiliates.

6.3 level II Incidents: is all violations of this policy and standards that put children and adult beneficiaries in risk of potential harm, but where no actual harm is believed to have occurred. WVI Entities report Level 2 Incidents to WVI Safeguarding within 24 hours of first notice.

6.4 level III Incidents: is an allegation or accusation of harm or abuse to a child or adult beneficiary by a WV employee or affiliate. If a child is involved, two additional types of incidents qualify: death or serious injury of a child while participating in or at a WV activity or caused directly by a WV-related person, and/or a road traffic accident involving a WV vehicle or driver affiliated with WV in which a child is injured or killed. WV Entities report actual or alleged Level 3 Incidents to WVI Safeguarding within 24 hours of first notice.

6.5 Reporting: All WVI affiliated people are responsible for and obligated to report any suspicions of child or adult beneficiary abuse (or other Child and Adult Beneficiaries Safeguarding concerns) that is connected to WVI or its programmes. .

In addition, any credible concern or suspicion of sexual abuse or exploitation by a humanitarian worker outside WVI is immediately reported.

Reports can be made by WVI employees or affiliates as per IIM mechanism, including :

- a) Use Confidential Incident Reporting form in WVI's Integrated Incident Management (IIM) system (trained reporters only): www.worldvisionincidentreport.ethicspoint.com
- b) Contact Field/Support office or MFI Safeguarding Lead using manual report form (who then reports on IIM system at link above)

- c) Contact Regional Safeguarding focal point (who then reports on IIM system)
- d) Contact WVI Safeguarding Director or Safeguarding Advisor (who then reports on IIM system)
- e) If confidentiality required/preferred, or if the above options are not available for whatever reason: Use WVI Integrity and Protection Hotline (also known as Whistleblower Hotline): Phone numbers and online reporting options available at <http://worldvision.ethicspoint.com>.
- f) Incidents will be managed according to the safeguarding Incident Preparedness Plan.

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

7.0 Child and Adult Beneficiaries Safeguarding Programming

7.1 Safeguarding Essentials in Programming: In all programmes across the three Lines of Ministry, WVI seeks to do no harm to children or adult beneficiaries, to keep the interests of community members—especially children—at the centre of our activities, and to utilise opportunities to help children be safer within their families and communities. This includes the establishment of Community Feedback and Complaints mechanism, consideration during programme design of local child protection threats and issues, and influencing local actors and groups to be safer organisations for children and adult beneficiaries. In emergency programme designs, humanitarian protection threats are considered in addition to child protection threats.

7.2 Institutionalization and Adoption: WVI does not facilitate the adoption of children or support programming within long term institutions in ways that perpetuate the institutionalization of children.

8.0 Sponsorship

8.1 Prevention of Harm in Sponsorship: Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes the review of all sponsor correspondence, training of staff and community cadres to recognize and respond to abuse, constructive interaction with parents and children, implementation of child protection programming interventions and the secure handling and storage of personal information.

8.2 Responding to Abuse: Sponsorship child monitors promote appropriate follow-up action or referrals if Child Safeguarding needs are observed or reported, as stipulated in the WVI Indonesia Safeguarding Incident Preparedness Plan and consistent with Indonesia’s national law.

9.0 Safe Child Participation

	<p>9.1 Prevention of Harm in Child Participation: WVI works to empower children as citizens and participants in their own well-being, and to minimize any risk of harm or negative consequence resulting from participation in activities promoted by WVI through CP risk assessments. Risk assessments should be done more often where the context is changing, or any time there is a rapid change (e.g. security threat or natural disaster).</p> <p>9.2 Ethics: Child participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of children as the top priority.</p> <p>9.3 Informed Consent in Child Participation: Child participation activities are voluntary and inclusive (especially of the most vulnerable children), and both children and parents/caregivers make informed decisions regarding participation, including due consideration of risks that could be associated with the activity.</p> <p>9.4 Child Travel: When it is in the best interests of children, WVI sometimes helps children travel to events, activities or other opportunities. In such cases the parents or caregivers, or other legally required entity or individual, give informed consent prior to the travel. The child’s health, safety and well-being are the most important priorities during travel supported by WVI. WVI does not facilitate visits of children outside of their country to their sponsor.</p>
<p>Acknowledgment</p>	<p>I have read and have received orientation on the above Child Protection and Adult Beneficiaries Safeguarding Management Policy of Wahana Visi Indonesia .</p> <p>I understand them and follow them.</p> <p>Signature: _____</p> <p>Name: _____ Date: _____</p>
<p>REFERENCES</p>	<ol style="list-style-type: none"> 1. Peraturan Pemerintah Pengganti UU no 1 Tahun 2016 Tentang Perubahan Kedua atas UU no 23 Tahun 2002 Tentang Perlindungan Anak 2. Peraturan Menteri Ketenagakerjaan no.2 Tahun 2015 : usia minimum pekerja domestik adalah 18 tahun.

	<ol style="list-style-type: none"> 3. UU Republik Indonesia no 35 Tahun 2014 Tentang Perubahan atas Undang-Undang no 23 Tahun 2002 Tentang Perlindungan Anak 4. Undang – Undang (UU) RI No.11 Tahun 2012 Tentang Sistem Peradilan Anak 5. UU No.9 tahun 2012 tentang Pengesahan Protokol Opsional Konvensi Hak-Hak Anak mengenai Keterlibatan Anak dalam Konflik Bersenjata 6. UU No.10 tahun 2012 tentang Pengesahan Protokol Opsional Konvensi Hak-hak Anak mengenai Penjualan Anak; Prostitusi Anak dan Pornografi Anak 7. UU No.21 tahun 2007 tentang Pemberantasan Tindak Pidana Perdagangan Orang 8. UU No.23 tahun 2004 mengenai Penghapusan Kekerasan dalam Rumah Tangga 9. UU No.23 tahun 2002 tentang Perlindungan Anak 10. UU No.1 tahun 2000 tentang Pengesahan Konvensi ILO No.182 tentang Pelanggaran dan Tindakan Segera Penghapusan Bentuk-bentuk Pekerjaan Terburuk untuk Anak 11. UU no. 20 tahun 1999 tentang Pengesahan Konvensi ILO No. 138 tentang Usia minimum untuk diperbolehkan Bekerja 12. Undang – Undang (UU) RI No.4 Tahun 1997 Tentang Penyandang Cacat 13. Keputusan Presiden No.36 tahun 1990 tentang Pengesahan Konveksi Hak Anak PBB
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