



Child Safeguarding Policy
WeWorld-GVC Foundation

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1. INTRODUCTION

WeWorld-GVC (hereinafter WeWorld, in short) 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 26 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 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 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 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 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 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 AND RECIPIENTS

WeWorld 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 staff, volunteers, consultants and representatives worldwide;
- Partners, suppliers, contractors or those who otherwise have a contractual relationship with WeWorld 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'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- 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 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 takes the responsibility to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form.

WeWorld 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 implements preventive measures and will take into consideration actions against any person involved with the organization who abuses a child. WeWorld 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

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

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

Physical abuse is when someone deliberately hurts a child inflicting injuries. Physical abuse may happen in many forms, including hitting, kicking, throwing, shaking, slapping, burning, scalding, choking, drowning, suffocating, or any other action that causes injuries. Additionally, it is also physical abuse when the child is given medications they don't need by their carer, thus fabricating/inducing illnesses.

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.

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 I.

4. CORE PRINCIPLES²

ZERO TOLERANCE ON CHILDE ABUSE

WeWorld 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 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 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 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 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 will ensure that they agree to adopt WeWorld Child Safeguarding Policy for the duration of the project.

DATA PROTECTION AND CONFIDENTIALITY

All WeWorld 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.

² Definitions have been developed by the International Advocacy and Innovation Unit (IAIU)

³ According to the WeWorld Data protocol based on the GDPR EU 2016/679

CAPACITY BUILDING

WeWorld 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.
- Bring a children in your car, unless he/she is accompanied by parents

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 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 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. WeWorld 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 endeavours to reduce these risks to a bare minimum. WeWorld 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 programmes are expected to uphold child safeguarding standards of WeWorld 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 rules while visiting a child.

FOCAL POINT

Every country office, as well as the Headquarters, has an appointed Safeguarding Focal Point (SFP).

Safeguarding focal point is an appointed person within the staff team who has the professional competences to ensure the application, respect and implementation of this policy at Country Level.

The Safeguarding Focal Point is an individual appointed within the staff, with the professional competences to ensure, also at local level, the application and respect of the principles expressed in this policy. Generally, the SFP promotes and facilitates the application of this policy and related procedures and their implementation at local level, contributes to awareness-raising and training activities on safeguarding issues and is generally the person who may be involved in the analysis of risks and/or problems relating to safeguarding, situations of exploitation, abuse or harassment, referring them and submitting them, where applicable, to the QLC - Quality, Legal & Compliance Unit at Headquarters as the entity appointed and entrusted with the management of reports of irregularities and the possible investigation process.

The SFP within each country is a figure involved in the management of the reporting mechanisms, and/or FCM⁴ established at the country or project level. In the event that the SFP receives a report of a violation of this policy committed by WeWorld staff or by third parties affiliated⁵ with WeWorld in the performance of its activities, the SFP is required to inform the QLC Unit without delay, using the channels provided, so that it can take up the case.

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

SAFE RECRUITMENT

WeWorld 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 whereby they confirm amongst the other things that there are no concerns regarding their suitability to be around 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.

⁴ Feedback & complaint mechanisms

⁵ Associated entities are defined as partners, consultants, suppliers, or any other entities that directly or indirectly, permanently or temporarily, paid or unpaid, establish relationships with WeWorld.

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 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 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.⁶

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 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,

⁶ 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 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 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.

for which a special protocol 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 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 applied.

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 personnel, including volunteers have a mandatory duty to report any concerns, allegations or suspected incidents of child abuse. Reporting is done in accordance with the procedures described in the reporting procedures.

Any allegations of child abuse by WeWorld 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? Any fact, event or behaviour that could potentially or hypothetically constitute a violation of this policy, related to abuse, even alleged abuse, of a person under the age of 18, where the alleged perpetrator is a staff member, or a person associated with WeWorld for the purpose of carrying out its activities.

WHEN? Reporting should take place with no delays, as soon as possible and feasible.

TO WHOM? Any report must be made using the WeWorld channel set up for this purpose, through access to the platform available at the following link <https://whistleblowersoftware.com/secure/WeWorld> and alternatively also by means of a QR code available on the Foundation's website and in its offices. The platform guarantees the confidentiality of the person making the report, the persons involved in or referred to

by the report, as well as the content and documentation relating to the report, and protection from retaliation.

Alternatively, the report can be made to the Safeguarding Focal Point, which will necessarily report it to the QLC Unit at headquarters if it concerns violations committed by WeWorld staff or its associates. The report can also possibly be made to the line manager, if for any reason it is not possible to contact the Safeguarding Focal Point or use the dedicated platform.

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 QLC Unit if necessary.

Reports may also alternatively be addressed to the QLC Unit directly, as the entity in charge of handling irregularities and any related investigative proceedings. The Unit can be contacted by writing to compliance@weworld.it, or by requesting a direct meeting. Even in this eventuality, the utmost confidentiality of the person of the whistleblower, of the persons involved in or referred to by the report, as well as of the content and documentation related to the report itself and protection from retaliation will be guaranteed.

HOW? Reports made through the dedicated platform can be made either in writing or orally, and either anonymously or confidentially at the choice of the complainant. The complainant is progressively updated on the status of the report. Alternatively, reports can be made orally, in person, by e-mail to the Safeguarding Focal Point or the QLC Unit. A usable reporting format is available and is attached to this policy, among others. Whichever form of communication is chosen, confidentiality and discretion must always be ensured (e.g. in the case of telephone reporting, it must be ensured that no one can hear what is being reported).

The QLC Unit has overall supervision over the implementation and monitoring of this policy, and other organisational policies. Therefore, it is the responsibility of the QLC Unit, as the duly appointed entity, to assess reports concerning the conduct of WeWorld staff or associates, to appoint the person(s) responsible for investigating the reports, and to inform WeWorld's Managing Director and the Board of Directors, who will carry out formal disciplinary proceedings, if the facts reported in the reports are indeed found to be true.

The investigation must be initiated as soon as the report is forwarded to the QLC Unit, once it has passed an initial admissibility screening and the investigation of the case has begun.

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 staff, volunteer, or representative, the concern must be reported via the whistleblowing platform, to the QLC Unit or raised directly with the Safeguarding Focal Point, which will then inform the QLC Unit without delay.

EXTERNAL ALLEGATIONS OF ABUSE

If the alleged perpetrator is not associated with WeWorld 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 emphasized 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 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 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 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 are required to adhere to this policy at all times, including outside working hours and during the period of leave. In addition, all personnel must confirm in writing their adherence to the principles and values contained in the Code of Ethics and in the organisational policies at the time of signing the contract.

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, 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.

WeWorld Foundation also provides an internal channel, within the Quality, Legal & Compliance Unit, for reporting the improvements of this policy.

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

ANNEX I - 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.

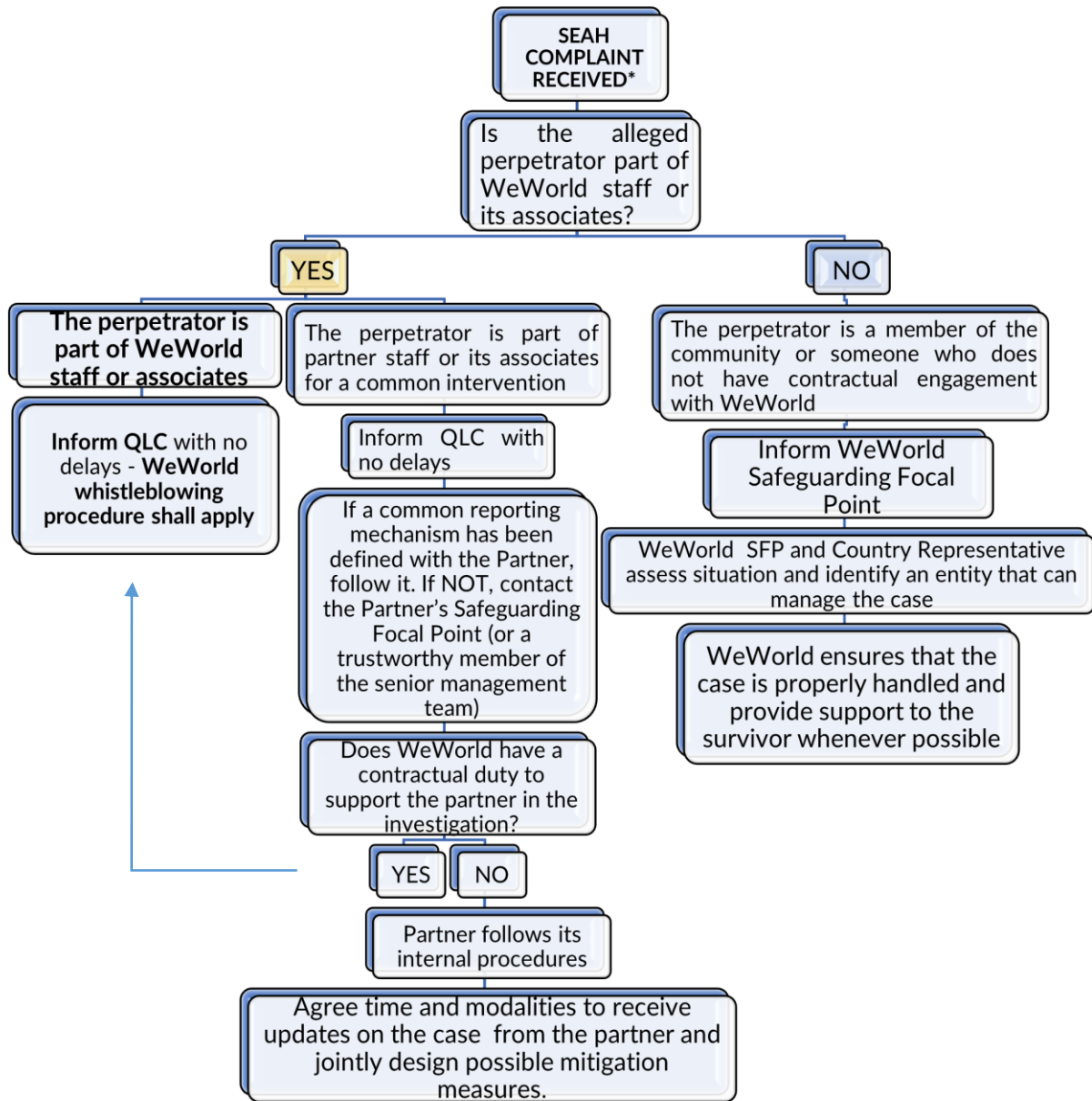
TRAFFICKING

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 II – HANDLING REPORT FLOWCHART



ANNEX III - REPORTING FORM

Please note that before making a report, it is necessary to carefully read the Whistleblowing Procedure adopted by the Organisation, in particular:

- who receives the report and how it is handled
- what protections are provided for the whistleblower by the Organisation.

It is also necessary to read the privacy policy enclosed in this form.

Finally, please note that the report is only investigated and verified if it is well substantiated and documented.

For further information, please go to this link <https://whistleblowersoftware.com/secure/WeWorld>

Subject/title of the report

Complainant data - *in case of a confidential and non-anonymous report only

Full name: _____

E-mail address: _____

City: _____

Country: _____

Job position in the Organisation or relationship with the Organisation (in the case of a person who does not have a working relationship with We World): _____

Contact details for subsequent contact between the Manager investigating on the case and the complainant, in the case of a confidential and non-anonymous report.

Indicate the channel through which you can be contacted and receive updates on the case.

- E-mail: _____

- Address: _____

Where were the reported facts committed? (please indicate the specific location, clearly identifying the Country, City/Town/Village) and nearest WeWorld office

Indicate the exact location

Indicate the nearest WeWorld Country Office

When were the reported facts committed? (please indicate a date or a timeframe)

Date /timeframe: _____

Please select the category that most suits your report

- Abuse of power
- Breach of law
- Child abuse
- Conflict of interest
- Environmental safeguarding
- Fraud or Corruption
- Other (such as discriminatory behaviors)
- Sexual exploitation, or abuse (SEA)
- Sexual harrassment
- Terrorism
- Unethical behavior
- Violations of internal rules and procedures

What happened? Please describe the facts you are reporting, who committed them and how. It is important to include all details you have and to be as precise as possible, by indicating the source of any allegation or information. You can also attach any file - e.g documents, pictures, recordings - including specific evidence to the reported case.

Provide a description of the facts

Is there any evidence (e.g documentation, pictures, recordings) you wish to share to support your report? Please attach your files

Are there any other people informed about or witnesses to the facts you are reporting?

- Yes
- No

- I do not know

In case you answered YES, can you provide name or role/position or any other relevant information you may have?

Do you know if the facts that you are reporting have previously been reported to other authorities or to anyone inside and or outside WeWorld?

- Yes
- No
- I do not know

In case you answered YES, please provide details.

Comments/any additional remark or anything you wish to add

- I confirm to have read the privacy policy (annexed to this form)
- I confirm to the best of my knowledge that my statement is true. I am informed that whistleblowing reports made with knowledge of their falsity or with wilful disregard of their truth or falsity shall constitute misconduct and may lead to disciplinary sanctions or more serious legal consequences. (Required)

Signature (optional, in case of confidential report only)



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