



WVD SAFEGUARDING POLICY

HUMAN RESOURCES

11-07-2025

1. PURPOSE

This policy establishes WVD's commitment to the comprehensive protection of children across all its activities, programs, and operations. It defines the standards, procedures, and responsibilities required to prevent, identify, and appropriately respond to any risk of harm to children who may have direct or indirect contact with our organization, personnel, volunteers, or activities.

2. COMMITMENT

WVD is fully committed to safeguarding and promoting the welfare of all children and adolescents. We recognize that all individuals under the age of 18 have the fundamental right to live free from harm, exploitation, abuse, and neglect.

Our promise is clear: zero tolerance for any form of child maltreatment and a total commitment to creating safe environments for children who may have direct or indirect contact with our organization, personnel, volunteers, or activities.

3. SCOPE

- All WVD personnel (full-time, temporary, and volunteers)
- Activities involving direct or indirect contact with children
- In-person vasectomy and educational events where children may be present
- Digital communications and content that may be accessible to children
- Partner organizations acting on behalf of WVD

4. DEFINITIONS

4.1 General Definitions

- **Child:** Any person under 18 years of age
- **Child maltreatment:** Any act or omission that causes physical, psychological, or sexual harm or neglect to a child

- **Direct contact:** In-person interaction, supervision, or one-on-one communication with children
- **Indirect contact:** Activities where children may be present without direct interaction
- **Safeguarding:** A comprehensive system of preventive and responsive measures to protect children
- **Sexual abuse:** Any sexual activity involving a child, including inappropriate physical contact or exposure to sexual material
- **Neglect:** Failure to provide the basic care necessary for a child's healthy development
- **Supervisor:** An individual with direct responsibility for coordinating, leading, or overseeing WVD personnel, volunteers, or activities involving contact with children

5. FUNDAMENTAL PRINCIPLES

- **The child's welfare is always paramount**

All decisions and actions will be taken with the best interests of the child as the primary consideration.
- **Equality and non-discrimination**

We will protect all children without distinction based on age, disability, gender identity, race, religion, sexual orientation, or any other characteristic.
- **Recognition of additional vulnerabilities**

Some children may be at greater risk due to prior experiences, levels of dependency, communication needs, or exposure to discrimination.
- **Participation and empowerment**

Children have the right to be heard, to participate in decisions that affect them, and to be informed of their rights.
- **Transparency and accountability**

We will uphold the highest standards of transparency in our policies and procedures.

6. TYPES OF CHILD MALTREATMENT

We recognize four primary categories of abuse that we seek to prevent and address:

6.1 Physical Abuse

Intentional bodily harm, including hitting, striking, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise deliberately causing physical injury.

6.2 Sexual Abuse

Any sexual activity involving a child, including:

- Inappropriate sexual physical contact
- Exposure to pornographic material
- Involvement in the production of sexual content
- Sexual propositions or inappropriate conversations

6.3 Emotional/Psychological Abuse

Ongoing emotional mistreatment that adversely affects a child's development, including:

- Intimidation, threats, or discrimination
- Restriction of movement
- Ridicule or humiliation
- Persistent emotional rejection

6.4 Neglect

Failure to provide adequate care in essential areas such as:

- Physical and mental health
- Education and development

- Adequate nutrition
- Safe housing and living conditions
- Appropriate supervision

7. STRATEGIC PILLARS OF OUR POLICY

7.1 Awareness

To raise awareness and promote positive attitudes grounded in respect for diversity through mandatory training and the development of a safeguarding-focused organizational culture.

7.2 Prevention

To implement proactive measures to reduce risks, including background checks, risk assessments, clear protocols, and safe environments.

7.3 Response

To respond effectively, professionally, and in a child-centered manner to any incident through clear procedures, confidential investigation, and coordination with competent authorities.

8. REPORTING AND RESPONSE PROCEDURES

8.1 Duty to Report

All personnel have an ethical (and where applicable, legal) obligation to report any suspicion or evidence of child maltreatment.

Important: It is not the responsibility of personnel to determine whether abuse has occurred. Staff must report any concern, even if vague or based on intuition that “something is not right.” No staff member may agree to keep information about actual or suspected abuse as a “personal confidence.”

8.2 CONFIDENTIAL REPORTING CHANNELS

- Dedicated email: claims@wvd.org
- Incident Reporting Form
- Direct contact with the Human Resources Directorate: hr@wvd.org
- Telephone report to direct coordination contact (in urgent cases)

Important: All reports are received and managed by the Human Resources Directorate in coordination with the Operations Directorate. In cases requiring external investigation, coordination will be carried out with the competent authorities according to the applicable jurisdiction.

8.3 IMMEDIATE RESPONSE PROCESS

8.3.1 If You Observe Suspicious Behavior

STEP 1: Prioritize the child's safety immediately

- Ensure the child's immediate safety
- Do not leave the child in a situation of risk
- Contact emergency services if necessary
- Notify the Human Resources Directorate immediately
- Do not conduct independent investigations; this is the responsibility of specialized authorities

STEP 2: Document observations objectively

- Document all known details: record specific facts, dates, times, and locations
- Avoid interpretations or personal judgments
- Use the child's own words if statements were made

STEP 3: Report within 24 hours

- Use the established reporting channels
- Complete the Incident Reporting Form
- Do not delay reporting due to doubts or fears
- Notify the Human Resources Directorate immediately

STEP 4: Maintain confidentiality during the investigation

- Share information only with authorized personnel
- Do not discuss the case with uninvolved colleagues
- Follow the instructions from the investigation team
- Provide ongoing support to the victim
- Apply appropriate disciplinary measures if applicable

STEP 5: Cooperate fully with any investigation

- Provide all requested information
- Participate in interviews when required
- Remain available for follow-up

8.3.2 If a Child Discloses Abuse to You

STEP 1: Listen without judgment or interrogation

- Allow the child to speak at their own pace
- Do not ask leading or investigative questions
- Demonstrate calm and emotional support

STEP 2: Reassure the child that they did the right thing

- Praise their courage in seeking help
- Assure them it is not their fault
- Confirm that appropriate action will be taken

STEP 3: Do NOT promise absolute confidentiality

- Explain that certain trusted adults will need to be informed
- Clarify that only the information necessary for protection will be shared
- Do not make promises that cannot be kept

STEP 4: Document using the child's exact words

- Record statements verbatim whenever possible
- Note the date, time, and context of the conversation
- Sign and date the document immediately

STEP 5: Report immediately

- Follow the reporting process within the first 24 hours using established channels
- Do not attempt to handle the situation independently

8.4 INVESTIGATION AND FOLLOW-UP

8.4.1 Investigation Committee

- The investigation committee, composed of administration and designated members, will investigate the report and collect relevant information
- Investigations will be conducted in an impartial and thorough manner
- The committee will submit a detailed report of its findings and recommendations to the administration

8.4.2 Process and Timelines

- An initial investigation period of 30 days will be established, with regular updates provided to the reporting party
- Administration will take corrective and disciplinary actions as necessary

- Individuals affected by the report will receive a clear and transparent response regarding the outcome of the investigation
- Full cooperation with specialized authorities when applicable

8.5 WHISTLEBLOWER PROTECTION

- Absolute confidentiality for individuals who report in good faith
- Prohibition of retaliation against reporting individuals
- Legal and emotional support when necessary
- Investigation of any act of retaliation

WVD is committed to protecting individuals who make reports from any form of retaliation or discrimination. Protection against retaliation is guaranteed for those who report in good faith.

9. SPECIFIC CODE OF CONDUCT FOR CHILD PROTECTION

9.1 Mandatory Behaviors

In Direct Interactions:

- Treat all children with respect and dignity
- Maintain appropriate professional boundaries at all times
- Ensure interactions are transparent and observable
- Obtain parental or guardian consent before photographing or filming children
- Report immediately any concern regarding a child's welfare
- Serve as a positive role model
- Respect appropriate privacy and confidentiality

Events and Activities:

- Verify parental authorization before including children in activities
- Maintain appropriate supervision ratios (minimum 1 adult per 8 children)
- Properly document all significant interactions

- Report immediately any concern regarding children's welfare
- Follow established emergency protocols

In Digital Communications:

- Use official channels only for professional communications
- Maintain records of important communications
- Protect personal data in accordance with privacy regulations
- Avoid private communication outside institutional channels

9.2 PROHIBITED Behaviors

Inappropriate Physical Contact:

- Do NOT be alone with a child without appropriate supervision
- NEVER engage in physical contact of a sexual or inappropriate nature
- NEVER use physical punishment or intimidation
- AVOID unnecessary physical contact (hugging only if culturally appropriate and observable)

Inappropriate Communication:

- Do NOT use inappropriate, sexual, suggestive, degrading, or discriminatory language
- Do NOT share personal information or private contact details with children
- Do NOT establish communication outside official channels
- Do NOT make comments about children's physical appearance

Gifts and Favors:

- Do NOT give personal gifts to children without prior supervisor authorization
- Do NOT offer special favors or preferential treatment
- Do NOT request personal favors from children
- Do NOT develop “special” or favoritism-based relationships

Substances and Inappropriate Activities:

- PROHIBITED from consuming alcohol or illegal substances in the presence of children
- Do NOT expose children to inappropriate digital content
- Do NOT involve children in risky activities without authorization
- Do NOT share confidential information about other children

9.3 Guidelines for Specific Situations

During Vasectomy Events:

- Verify that the children present are accompanied by responsible adults
- Maintain appropriate family areas separate from medical procedures
- Ensure educational content is age-appropriate
- Protect patient medical confidentiality when children are present

Transportation:

- Never transport children alone in vehicles
- Obtain written parental permission
- Document routes and schedules

Emergency Situations:

- Prioritize the child's immediate safety
- Contact emergency services when necessary
- Notify supervisors and parents as soon as possible

Communications and Marketing:

- Obtain specific consent before using images of children
- Respect anonymity when required
- Avoid gender stereotypes in educational materials
- Adapt messages to age-appropriate audiences

Remote or Virtual Work:

- Use secure platforms for virtual interactions with children
- Maintain recordings in accordance with established protocols
- Ensure appropriate moderation in virtual events
- Report any inappropriate behavior in digital spaces

10. TRAINING AND DEVELOPMENT

10.1 Mandatory Training

- **Induction:** Child protection training for all new personnel upon entry
- **Specialized training:** For roles with greater exposure to children

10.2 Training Content

- Recognition of signs of abuse
- Reporting procedures
- Specific code of conduct
- Local and international legal framework
- Handling of sensitive situations
- Trauma-informed approaches and victim support

11. SAFE RECRUITMENT AND SELECTION

11.1 Risk-Based Background Checks

For personnel and volunteers WITH direct contact with children:

- Criminal background certificate specific to work with children
- Two verified professional references
- The interview focused on child protection

For personnel and volunteers WITHOUT direct contact with children:

- Basic child protection training

11.2 Induction Process

For ALL personnel (regardless of level of contact):

- Full review of this policy prior to commencing duties
- Signed declaration of commitment to this policy
- Specific child protection training (including reporting procedures)

- Completion of risk assessment when required for the role

11.3 Automatic Exclusions

WVD will NOT permit individuals to work with children who:

- Have been convicted of offenses related to child abuse
- Are listed on sex offender registries
- Have been subject to disciplinary investigations related to child protection
- Represent an unacceptable risk to children according to the WVD assessment

12. RESPONSIBILITIES AND ROLES

12.1 All WVD Members

All members of WVD are responsible for:

- Understanding and complying with this policy
- Reporting any suspicion of maltreatment, abuse, or risk to children
- Cooperating fully with any investigation
- Maintaining confidentiality regarding cases and sensitive information
- Participating in mandatory training according to their role
- Seeking guidance in uncertain situations
- Creating safe and protective environments in all professional interactions

12.2 Managers and Coordination Contacts

- Ensure their team complies with this policy
- Request appropriate access for their personnel when necessary
- Monitor compliance with this policy

- Regularly evaluate staff conduct
- Observe interactions with children when applicable
- Provide constructive and corrective feedback when necessary

12.3 Human Resources Directorate

- Lead the implementation of this policy across the organization
- Receive and manage all reports related to child protection
- Coordinate investigations with the Ethics Committee when necessary
- Maintain confidential records of incidents and training
- Oversee background verification processes for new personnel
- Ensure all personnel receive appropriate safeguarding training
- Act as the primary contact point for external authorities when required
- Review and update child protection procedures annually
- Provide support and guidance to managers and coordination contacts
- Coordinate with the Operations Directorate in cases requiring disciplinary measures

12.4 Risk Assessments

- **Primary Responsible:** Human Resources Directorate
- **Collaborating Responsible Parties:** Direct supervisors and Logistics Directorate
- Initial risk assessment for all activities involving children
- Regular review of safety measures
- Updating protocols as necessary

- Documentation of all assessments

12.5 Ethics Committee (3 members)

- Human Resources Director, Chair
- Operations Director, Secretary
- Logistics Director, Member
- Finance Director, Alternate Member

Responsibilities:

- Evaluate reported complaints and violations
- Investigate reports in an impartial and timely manner
- Submit detailed reports to the administration
- Recommend corrective actions when necessary
- Review and update these policies regularly

12.6 Operations and Human Resources Directorates

- Oversee the overall implementation of this policy
- Approve significant changes to policies and systems
- Lead the Ethics Committee together with HR and the Executive Directorate

12.7 Executive Directorate

- Designate the central person responsible for document management and confidentiality
- Approve litigation hold notifications and oversee overall compliance
- Approve significant policy changes

13. COMPLIANCE AND CONSEQUENCES

13.1 Monitoring and Audits

13.1.1 Compliance Monitoring

WVD will conduct reviews of compliance with this policy through:

- Annual review coordinated by the Human Resources Directorate
- Verification of training records
- Evaluation of reported cases and their resolution
- Consultation with personnel regarding practical application
- External audits are required by funders

13.1.2 Policy Violations

Violations of this policy that require disciplinary action include:

- Failure to report reasonable suspicions of risk to children
- Inappropriate conduct in interactions with children
- Noncompliance with required background checks
- Breach of confidentiality in child protection cases
- Unjustified absence from mandatory training
- Retaliation against individuals who report in good faith

13.1.3 Consequences of Noncompliance

Failure to comply with this policy may result in disciplinary consequences, including but not limited to:

- Corrective measures: Additional training, enhanced supervision
- Disciplinary sanctions: Formal warning, suspension, termination of contract
- Legal actions: Reporting to authorities in cases involving illegal activities
- Rehire prohibition: In severe cases that compromise safety

All measures will be applied in accordance with due process and in proportion to the severity of the violation.

14. FINAL PROVISIONS

14.1 Review and Update

14.1.1 Frequency

This policy will be reviewed and updated annually to ensure it reflects changes in legislation and best practices in ethics and transparency.

14.1.2 Participation

Feedback from personnel will be encouraged to continuously improve these policies. Members may submit suggestions to: hr@wvd.org

14.1.3 Communication of Changes

Policy updates will be communicated to all WVD members through digital channels, email, and team meetings.

14.4 Contact for Policy Inquiries

For questions, clarifications, or suggestions regarding this policy:

- Email: hr@wvd.org
- Suggested subject line: "Inquiry Child Protection Policy."
- Department: WVD Human Resources

We expect this policy to contribute to creating safe environments for children and to strengthen our commitment to child protection. If you have any questions or concerns, please do not hesitate to contact us.

ANNEXES AND RELATED DOCUMENTS

Annexes included in this policy:

- Annex 1: Compliance Declaration Form
- [Annex 2: Incident Reporting Form](#)
- [Annex 3: Risk Assessment Checklist](#)

This policy is a living document that will be reviewed and updated annually or as necessary. All WVD members must read, understand, and comply with this policy and be able to justify their actions based on the principles and procedures established herein.

Action	Name	Date
IT Verification	Katherin Córdoba	11/07/2025
Prepared by	Gabriela Ormeño Guzmán	11/07/2025
Approved by WVD Leadership	Jonathan Stack	11/07/2025
Next Review date: July 2026		

ANNEX 1

COMPLIANCE DECLARATION FORM

Individual notification to WVD member to be filed in the Human Resources digital record:

By signing this document, I declare that:

- I have read and fully understood this Child Protection Policy
- I commit to complying with all established procedures and standards
- I understand the consequences of noncompliance with this policy
- I will report any concern regarding the welfare of children immediately

Full Name: _____

Date: _____

Digital Signature: _____

ANNEX 2

INCIDENT REPORTING FORM

Date of report: _____

Reporter Information (optional):

Name: _____

Position: _____

Contact: _____

Detailed description of the incident or suspicion:

Date, time, and location of the incident (if applicable):

Individuals involved or witnesses (if known):

Evidence supporting the report (if available):

Have you reported this to anyone else in the organization? If yes, to whom?

Do you wish to remain anonymous? Yes ___ No ___

Declaration: I declare that the information provided in this form is true and accurate to the best of my knowledge and belief.

Signature (if not anonymous): _____

Date: _____

ANNEX 3

RISK ASSESSMENT CHECKLIST

Basic Activity Information

Name of activity: _____

Examples: "Educational session at School X," "Vasectomy campaign at Medical Center Y,"
"WVD community event," "Virtual workshop for parents."

Date: _____

Responsible person: _____

Location: _____

Initial Risk Assessment

1. Presence of Children

- Will children be present at the activity?
- Will children be accompanied by responsible adults?
- Estimated number of participating children: _____

2. Type of Contact

- Direct physical contact with children
- Indirect or supervised contact with children
- No direct contact with children
- Virtual activity with possible participation of children

3. Personnel Involved

- All personnel have valid background checks
- Personnel trained in child protection
- Adequate supervision ensured

Appropriate adult-to-child ratios according to context:

- Educational or community events: Minimum 1 WVD adult per 8 children
- Occasional accompaniment: Parent or guardian supervision present
- Virtual activities: Appropriate content moderation

4. Physical or Digital Environment

- Safe and appropriate spaces
- Adequate visibility (avoid isolated areas)
- Appropriate sanitary facilities
- Secure digital protocols implemented

5. Communication and Documentation

- Parental or guardian authorization obtained
- Emergency procedures established
- Emergency contacts available
- Photography and video policy explained

IDENTIFIED MITIGATION MEASURES

To be completed by the activity supervisor in coordination with Human Resources

Identified risks:

Preventive measures implemented:

Incident response plan:

APPROVAL

Evaluated by: _____

Direct supervisor of the activity

Position: _____

Date: _____

Signature: _____

Approved by Human Resources Directorate or designated representative:

Date: _____

Signature: _____

NOTE: This assessment must be completed BEFORE any activity that may involve children and must be filed in the organization's official records.