

# WaterAid Child Safeguarding Procedure

## Keeping Children Safe

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## 1. Introduction

WaterAid believes that safe water, sanitation and hygiene are fundamental to life and everyone has a right to these basic services. Through our work WaterAid will come into contact with some of the world's most vulnerable and marginalised communities, where a commitment to child safeguarding is paramount. Child Safeguarding is everybody's responsibility to ensure children are safe and protected, and includes measures to prevent or minimise the potential for abuse occurring.

This child safeguarding procedure, along with the Global Standard on Child Safeguarding (GSCS) aims to provide guidance and direction to all WaterAid representatives. Some key points from the Standard include:

- WaterAid adopts the UNCRC definition of a child as **anyone under the age of 18**.
- Children have a right to be protected from all the following forms of violence and abuse:
  - **Physical abuse:** when a child is hurt or injured by an adult or another child;
  - **Emotional abuse:** the persistent emotional maltreatment of a child;
  - **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs;
  - **Sexual abuse:** when a child or young person is used, forced or enticed into taking part in sexual activities;
  - **Bullying:** will usually include one or all of the above defined categories of abuse and used as deliberately hurtful behaviour, usually repeated over a period of time
  - **Exploitation:** this refers to the abuse of children and their rights
  - **Racism and other types of discrimination** are also considered by WaterAid as forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally.
- Everyone associated with WaterAid or representing WaterAid has a responsibility to minimise the risks of abuse to children. The commitments in the GSCS apply to all WaterAid members and countries where WaterAid works and covers all WaterAid representatives, including WaterAid staff, Trustees, consultants, WaterAid partners, supporters and other participants on WaterAid field visits.
- WaterAid has a duty of care to all children it is in contact with, directly or indirectly.
- **Direct contact** is usually when there is face to face contact with a child. This may also include being within close proximity to a child or children, for example through trips to local communities and schools, organised events, delivery of safe water and hygiene to a local community, work experience in the office, film and photography

- **Indirect contact** is usually when there is not direct physical contact with a child, but the ability to communicate or impact a child or group of children in some way is present, for example through social media, email, telephone, written communication on our website

## 2. Aims of this procedure

This procedure aims to provide practical support in implementing the global standard on child safeguarding. As part of the global commitments all members and country programmes must apply this procedure, so that:

- The rights of children are protected and enhanced through programmes and projects
- WaterAid staff and representatives understand issues of child safeguarding; are aware of the problem of child abuse and are able to prevent harm and abuse to children in their work
- There are clear guidelines on reporting suspected child abuse. So that anyone looking to make a report or raise a child protection concern, is aware how to do this and what will happen as a result.

Organisational risks and duty of care are covered through implementing procedures, clear roles and responsibilities and good practice in all areas of work designed to safeguard children.

If you have any questions or requests for other supports with implementing the Global Standard on Child Safeguarding (GSCS), please contact a member of the People Team.

## 3. Roles and responsibilities

### All WaterAid representatives

Everyone has a role to play in ensuring that children are safeguarded through WaterAid's work – remember '**child safeguarding is everybody's business**'. All WaterAid representatives must:

- Become familiar with the Safeguarding Children Standard
- Become aware of abuse and the risks to children and **be vigilant**
- Be clear about their responsibilities to prevent harm and protect children (see **appendix 2** for some general do's and don'ts when in contact with children)
- Report any concerns about actual/possible abuse or harm to children or risk of such

WaterAid representatives who have direct and non-direct contact with children in their roles are required to undertake additional measures to ensure child safeguarding, as detailed further in section 4.

## **Governance and accountability**

Child Safeguarding must become an intrinsic aspect of the way we do business and so requires high-level support and monitoring. The relevant Chief Executive will advise their WaterAid Board as appropriate on implementation of safeguarding measures designed to manage identified risks, and of any child protection incidents (without revealing details of children involved in cases).

### **Senior Leaders (Country Directors, Regional Directors, Directors)**

Although child safeguarding is everyone's responsibility, senior leaders (CEs, Directors, Country Directors, Regional Directors, Heads of Department) are ultimately accountable for implementation and operation of the Global Standard in their country programme / region / member office / department. Senior leaders may delegate the day to day responsibility to others in their teams, although they remain ultimately responsible.

Specific responsibilities for senior leaders include:

- Appoint Safeguarding Focal Point/s (SFP) and ensure they have sufficient time, training and support to conduct their roles effectively.
- Make sure that the Global Standard is in place and that any local laws are adhered to.
- Ensure that their teams are fully aware of the standard and have training to ensure they are able to meet the standard
- Identify any child safeguarding risks in their area of work with their teams and ensure any actions needed to meet the commitments in the Global Standard are in place
- Ensure that staff and other WaterAid representatives are clear on the procedure for reporting and responding to child abuse.
- Ensure any concerns or complaints of child abuse or safeguarding incidents are taken seriously, responded to immediately and reported appropriately
- Build and maintain relationships with partners and other organisations, to promote the development and monitoring of child safeguarding practices.

### **Safeguarding focal points**

Each country will appoint a Safeguarding Focal Point (SFP) who is a senior member of staff. In country programmes, the role may sit in the programmes team due to its proximity to projects, partners and beneficiaries. In the London office, two or more staff are required from different departments and CPs may decide to have more than one focal point based on the number of staff and the number of volunteers who want to play an active role.

A SFP does not have overall responsibility for safeguarding or creating a safe and trusted environment (this rests with the senior leader). The purpose of the role is to

support the senior leader in their responsibilities by being the focal point for local safeguarding activities:

- Champion protection considerations locally and provide technical and co-ordinating support regarding safeguarding where possible.
- Understanding the suite of safeguarding policies and procedures in WaterAid (Child safeguarding, Code of conduct, Anti bullying and respect, reporting serious malpractice,)
- Raise awareness of safeguarding via the provision of information, including through induction briefings and training
- Support the senior leader to identify safeguarding risks, develop action plans, embed, monitor and report on safeguarding into existing local systems
- Support the senior leader to identify national statutory requirements, map the broader safeguarding environment and build links with other agencies (see **appendix 3** for support on gathering local information on child safeguarding).
- Act as a focal point to receive information and contribute to learning across the network of SFPs
- Ensure that all staff, representatives and staff of partner agencies are aware of the contact details of their SFP for receiving safeguarding concerns / complaints.
- Acting as a confidential point of support, advice and guidance for any member of staff or partners with concerns.
- Where a report or complaint regarding actual/possible harm to a child, beneficiary or member of staff is made, the SFP should ensure an adequate response is made in line with the reporting procedures
- Organise training to be delivered to new staff and refresher training to existing staff every three years
- Assist the Programme Manager at the time of contracting to ensure the partner organisation has appropriate safeguarding training in place for all staff. If not, offer to assist with the provision of training.
- Act as point of advice for others planning events, trips or other activities involve children/young people. Review risk assessments
- Fulfill any internal reporting requirements.

Any member of staff acting as a focal point, will be supported as follows:

- ✓ Receive training and have access to continuing development opportunities to support them in carrying out their role.
- ✓ Be provided support to network across WaterAid with other focal points to promote sharing of learning and mutual support
- ✓ Provided with sufficient space to carry out their duties – this may mean allocating some of their workload to others

#### 4. Prevention

This section provides guidance on how to implement child safeguarding policies and practices into your work. As a summary, WaterAid requires the following **minimum requirements** to be fulfilled by WaterAid representatives prior to any contact with children, across all Members and country programmes:

1. A safeguarding risk assessment must be completed for projects / activities / programmes which carry the greatest child safeguarding risks (appendix 6 provides factors which can be used to decide which projects carry the greatest risks).
2. The E-learning child safeguarding programme and the child safeguarding training workshop must be completed by all WaterAid staff (including those with no expected contact with children) during induction and thereafter at least every 3 years. All staff will be expected to participate when this procedure is initially rolled out across WaterAid. The e-learning includes a child safeguarding declaration which must be completed by all staff.
3. The E-learning child safeguarding programme should also have been completed by WaterAid Consultants and Trustees prior to first contact with children when representing WaterAid. The e-learning includes a child safeguarding declaration which must be completed.
4. A clear reporting procedure must be established to allow staff and others, including children themselves and community members, to raise any concerns regarding actual/possible child abuse or any other breaches of the GSCS

These requirements will be included in WaterAid internal audit requirements and compliance will be reported upon.

### **Risk Assessments and Programme design**

WaterAid recognises that there are potential risks to children arising from the delivery of its programmes. A safeguarding risk assessment (appendix 4) must be completed for projects / activities / programmes which carry the greatest child safeguarding risks, see appendix 4 for the risk assessment template and appendix 5 for an example risk assessment based on planning an event involving children. Appropriate control measures should be put in place to reduce any risks, particularly by designing activities to remove unsupervised contact with children.

Teams should decide which projects / activities / programmes carry the greatest child safeguarding risks by utilising the factors in appendix 6. Where teams are unsure as to the level of risk, they should complete a risk assessment.

### **How?**

- Consideration should be made to keeping children safe within programme / project design. It is the responsibility of Programme Managers to ensure that risk assessments (using appendix 4) for their respective programmes / projects are completed in the Inception phase, are regularly updated throughout the programme/projects lifecycle, and made available for inspection as required. For existing programmes / projects, the assessment should be incorporated into any ongoing/annual monitoring and review processes, and must be undertaken before engaging any new partner organisations.



- Think about all possible risks to children – if the activity involves attending clubs or groups, consider safety and protection of children on the journey to and from the group, as well as when they are participating in the activity with WaterAid staff or WaterAid representatives. This should extend to the health and safety of children working on WaterAid projects. As a minimum WaterAid and its partners should comply with national legislation on employing children.
- Involve children in the design, development and monitoring of projects – get their insights into risks that affect them and how they can best be made to feel safe (but remember to risk assess their participation in this way!)

### **Child Safeguarding declaration**

All staff, consultants and trustees on trips organised by WaterAid must be briefed on and are required to partake in the e-learning programme on child safeguarding **prior** to any contact with children in their WaterAid role. The e-learning programme includes a child safeguarding declaration which must be completed.

The WaterAid child safeguarding declaration (see appendix 1) for child safeguarding must be completed every 3 years by all WaterAid staff.

Non WaterAid staff who are representing WaterAid in their work must be briefed on and complete the declaration (appendix 1) prior to any contact with children. This should be provided to the person by the WaterAid staff member who is organising the activity project where the contact with children will occur, in most cases this will be included as part of the e-learning programme on child safeguarding which they must complete.

### **Training**

The e-learning child safeguarding programme and the child safeguarding training workshop must be completed by all WaterAid staff (including those with no expected contact with children) during induction and thereafter at least every 3 years. All staff will be expected to participate when this procedure is initially rolled out across WaterAid.

The e-learning child safeguarding programme should also have been completed by WaterAid consultants and trustees prior to any contact with children in their role with WaterAid.

The Safeguarding Focal point in each office is responsible for organising training to be delivered to new staff and refresher training to existing staff every three years. In the case of partner organisations, the Programme Manager is to confirm at the time of contracting that the partner organisation has appropriate child safeguarding training in place for all staff. In the absence of this, WaterAid may offer to assist with the provision of training.



## Recruitment, selection and employment for staff, volunteers and consultants

WaterAid recognises that appropriate and stringent recruitment procedures can prevent people who may pose a risk to children from gaining employment and thus minimise the risks of child abuse being committed by a member of staff, volunteer or consultant. Occasionally, a small minority of individuals will target organisations and will look to those with weak or inconsistently applied systems.

### How?

Due to the nature of WaterAid's work, our roles should not normally require or involve direct, unsupervised contact with children, although on a rare occasion there may be the potential for unsupervised contact in a small number of roles. The following measures are required for the recruitment of staff and consultants with direct unsupervised and supervised access to children. Successful candidates should not start their new role prior to the pre-employment checks below having been completed.

Measures to ensure child safeguarding during recruitment	Staff roles with direct access to children	Consultant roles with direct access to children
<b>Advertising roles:</b> The job advert (and job description and person specification for staff roles) should state that the role requires contact with children, that WaterAid has a strong commitment to safeguarding children, and that screening procedures will be conducted	Yes	Yes
<b>Interviews:</b> Explore any gaps in employment history and ask questions about child safeguarding. Gaps in employment may indicate a dismissal or prison sentence.	Yes	Yes
<b>References:</b> Reference requests should ask about suitability to work with children. If this is integral to the role, this may include direct contact with referees to check identity and to confirm that there is no reason why the candidate should not be in contact with children	Yes	Yes
<b>Police checks:</b> A criminal record / background check (conducted by police or other statutory agencies) may be necessary/possible for staff roles that	Yes (for roles that meet relevant criteria, e.g. unsupervised)	Will need to check if this is possible and legal in the country

<p>meet relevant criteria established in local law.</p> <p>In the case of applicants who are not citizens of the country, WaterAid will make every effort to obtain criminal record checks from the country of which the candidate is a citizen and from other countries where he or she has been resident. Where this is not possible, details of efforts will be recorded and a judgement for employment made based on other supporting information.</p>	<p>access to children)</p>	
<p><b>Confirmation of identity</b></p>	<p>Yes</p>	<p>Yes</p>
<p><b>Personal declaration:</b> successful candidates to complete and sign a personal declaration at the time of offer of employment, verifying that there is no reason why they should be excluded from working with children (see <b>appendix 8</b> for a template form)</p>	<p>Yes</p>	<p>Yes (if no legal restrictions in country)</p>
<p><b>Checking of appropriate professional registers</b></p>	<p>Yes</p>	<p>Not normally possible</p>

- Where background checks disclose a blemish on an individual’s record, it is important to have a process by which convictions or other relevant information can be judged fairly and consistently and a decision made on suitability for employment. Offences against children should prevent employment into roles involving contact with children. Other offences should be judged on the basis of seriousness, length of time since conviction, context of offence, and relevance to role. It may be necessary/advisable to have a discussion with the candidate to gather more information on which to base a fair decision. HR and legal advice should be sought where needed.
- Consultants undertaking work for WaterAid should complete a consultant contract, with a clause included on child protection. See **appendix 9** for an example clause.
- Any **work experience schemes** for children must consider child safeguarding as integral. A risk assessment of both general health and safety issues as well as specific child safeguarding issues should be undertaken. Control measures should include supervision by at least 2 members of staff at any time or criminal records checks to be undertaken where this is not possible. Children should also be made aware of with whom to discuss any concerns.
- A wide range of templates for employment of staff and consultants can be found on the [NSPCC website here](#)

## Information Technology and Social Media

Technological development and social media development has increased the possibilities for communication, including with children. Data protection requirements also mean that any information held on children should be in line with legal and regulatory frameworks.

### How?

- Programmes should adopt and ensure implementation of the IT policy, which provides guidance on the use of the Internet and email and prohibits staff from browsing or viewing websites that contain pornographic, offensive or harmful material, and/or downloading, displaying, storing, printing, distributing, or re-distributing any such material, especially that relating to children (i.e. abusive images of children/child pornography).
- ICT use should prohibit staff from browsing or viewing website which contain pornographic material. Access to inappropriate sites should be reported and responded to in line with the local reporting procedures and treated as a child protection/disciplinary matter. This may also be a criminal offence and must be reported as such to the relevant authorities.
- Information held on children should be restricted to only staff that need this as part of their role. Any information regarding children should only be used for the reasons provided when consent was obtained. All information collected that identifies children must not be disclosed or accessed by an unauthorised person without the informed consent of the parents/carers/child. This should also be protected in accordance with local Privacy Acts and Data Protection laws.
- Local policies should cover the safe storage, retention, handling (including transmission) and disposal of child sensitive data/information including stories, images and consent forms, and information relating to child protection incidents/concerns.
- Raise awareness to all staff who use social media day to day as part of their work and in general about the potential issues that can arise and risks to children from this kind of media exposure

## Media, communications and use of images

Media and communications work that features or involves children is an important part of WaterAid's work. However, it is important to recognise that children can be at risk of harm as a result of WaterAid gathering and using images and stories of them. The participation of children in media and communications work must be subject to detailed planning and preparation to ensure child safeguarding by identifying and addressing any potential risks.

### How?

- Risks from media and publicity visits, journalists, media, researchers, celebrities and other visitors, interviews with children, children speaking on public platforms

at conferences, and images of and information on children being used to illustrate WaterAid's work and publications must be assessed and mitigated.

- Images of children should be used subject to strict guidelines in line with WaterAid Ethical Photography policy.
- All images of children, as well as other media content – words, stories, etc, must be obtained with the **appropriate full and informed consent** (using the forms in the WaterAid Ethical Photography policy) based on full disclosure to the child and parents/carers of all use of the child's data (where, how, for how long including if it will be used on social media/internet sites where WaterAid will not be able to control further use/distribution of the data).
- Public exposure via publication of images and stories can place children at risk – do not publish full identifying information, just first names and broad geographical location (region, province or district, for example). If children are especially vulnerable, do not show their faces or identify them in any way (change names, for example)
- Images of children should show them suitably dressed so as to reduce the risk of images being used inappropriately and to avoid impacting negatively on their privacy and dignity. Images of children should never present them in poses that could be interpreted as sexually suggestive or in ways that impact negatively on their dignity or privacy.
- Children may be at risk from people they are in contact with via media and communications work – those in contact with children for these purposes should be subject to the same safeguarding approaches as staff and non staff.
- Photographers and film-makers should not be allowed to spend time with, or have access to children, without supervision. They must also have completed the e-learning child safeguarding programme and completed the child safeguarding declaration prior to any contact with children.

## Fundraising

WaterAid representatives can come into contact with children in a variety of fundraising contexts, including: Volunteer speakers in schools, at events, children undertaking fundraising activities, supporter visits (children as supporters and children in communities). It is essential that all contact with children is appropriate and that their experience of involvement in and engagement with WaterAid is positive and safe.

## How?

The following must be taken into consideration:

- Child safeguarding should be included within risk assessments as part of the planning process for all activities involving children, including supporter visits to schools, communities etc. Make use of risk assessment guidance in **appendix 4**.
- There should be no unsupervised access to children (i.e. a parent, another member of staff, a teacher etc. must also be present).

- Children's personal data (particularly contact details) should be held securely (e.g. password protected or locked filing cabinet) and only accessed by authorised staff.
- Children undertaking fundraising activities should be advised on how to do so safely, both for child safeguarding and more general health and safety. Parents / guardians / organisers should be briefed and take responsibility for the child engaging in the activity.
- Fundraising in schools should be undertaken in accordance with appropriate guidance from the schools and professional bodies.

## Partners

Partner organisations play an important part in WaterAid's work and its commitment to keeping children safe. WaterAid will engage with partners positively and encourage them to adopt appropriate child safeguarding standards into their work.

### How?

- Incorporate a clause into partner agreements to include a requirement of partner organisations to adhere to the WaterAid standard or to develop their own (see **appendix 9** for an example clause which can be used in partnership agreements).
- Assess partner capacity in child safeguarding, during the initial partner assessments for new and existing partner organisations, and also subsequently for compliance. See **appendix 7** for the minimum standards for child safeguarding in partners. The risk assessment tool in **appendix 4** should be used by the relevant WaterAid Programme Manager (or their nominee) for projects which carry the greatest child safeguarding risks, to ensure a documented risk assessment is undertaken for the program of work for which the partner organisation will be responsible.
- Be prepared to support partners in developing, strengthening and implementing child safeguarding measures. Although there is clearly an element of compliance when it comes to meeting safeguarding standards, the objective is also to ensure the best outcomes for children – emphasise common values.

## Safe participation – involving children and young people in WaterAid activities and events

Participation is about children having the opportunity to express their views, influence decision-making and achieve change. However, teams must question themselves on when it is right to involve children in programmes, activities, events and how this should be planned for and managed. Participation must be ethical and meaningful and safe!

### How?

The importance of good planning and preparation cannot be over-emphasised when involving children. Start planning early – preparations always take longer than you

think! Involving children without adequate time to prepare can compromise their safety so allow 3 – 6 months lead in time ahead of events where possible.

The following measures will support child safeguarding in relation to child participation<sup>1</sup>:

- All staff and consultants must have, as a minimum, completed the child safeguarding E-learning programme, and staff should have completed the child safeguarding workshop. This will ensure that all staff and consultants involved in the activity have signed the child safeguarding declaration and have read the Global Child Safeguarding standard.
- Consulting with the Safeguarding Focal point when planning events, trips or other activities involve children/young people.
- Conducting a thorough risk assessment of the activity (using appendix 4), sharing it with the Safeguarding Focal point and getting it approved by relevant senior staff. (See also the example risk assessment at appendix 5 based on planning and event involving children)
- Where children will be travelling and staying away from home overnight, additional checks and safeguarding arrangements will be necessary to cover, for example, travel arrangements, venue, insurance, sleeping arrangements and supervision
- Creating a procedure for emergencies or incidents and sharing it.
- Conducting a Health and Safety and child safeguarding briefing for all children and adults involved in the activity/programme of work, including details of how to raise a concern, who to go to, etc.
- Keeping an overview of the safety and wellbeing of children at all times.
- Work with children to establish 'ground rules' for conduct between participants and share WaterAid's child safeguarding declaration to make children aware of what is expected of staff/volunteer behaviour
- Obtaining parental/guardian consent and consent from the children.
- Obtaining and confidentially storing medical information about the children.
- Working with other staff to respond appropriately to any concerns that children may raise.
- Allow additional time to involve children in planning and design of activities, events, projects where possible. This can bring huge gains in terms of quality and outcomes, but will involve a lengthier process

## Monitoring and Review

It is important to conduct periodic review and evaluation of child safeguarding measures to ensure all necessary safeguards are in place and working effectively.

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<sup>1</sup> Adapted from 'Putting Children at the Centre: a practical guide to children's participation' Save the Children 2010



Ongoing monitoring should be incorporated into existing systems and more extensive reviews conducted on an annual basis initially and then every two years.

## 5. Dealing with child safeguarding concerns

### Responsibility to report

- All representatives of WaterAid should be alert to signs that may suggest a child or young person is in need of help (see **appendix 3** for resources which may help).
- It should be recognised that deciding whether to report an issue can be a very difficult responsibility. It is important that any member of staff who discovers or suspects abusive practices refers this immediately through the procedure, to prevent further potential for abuse.
- A recommended template reporting form is available in **appendix 10**.
- All countries should identify any statutory requirements for reporting to government or other bodies (e.g. law enforcement, social welfare) -see **appendix 3** for advice here. Issues that breach the local criminal code must be reported/referred to relevant authorities.
- It would also be good practice for all countries to build links with non-governmental agencies with a child protection remit to provide support and guidance on any issues identified.
- Where someone reporting an allegation of abuse feels that it is being ignored or has not been responded to adequately, then the [WaterAid Reporting Serious Malpractice policy](#) should be used.

### Reporting Procedure - for an allegation involving a member of staff, volunteer, consultant, trustee

- Where an allegation involves a representative of WaterAid (staff, volunteer, consultant, trustee) this should be brought immediately and confidentially to the attention of the Senior Leader (Country Director for CPs, or Regional Director for regional office staff, or relevant Member Director for member offices) **or** an email can be sent to [keepingchildrensafe@wateraid.org](mailto:keepingchildrensafe@wateraid.org), which will be managed confidentially by the global child safeguarding lead role in the People Team.
- The Senior Leader should make a prompt response in ensuring any immediate safety and health needs of the child have been addressed. This should include:
  - Any immediate medical attention which the child may require,
  - Protection from the alleged perpetrator. The alleged perpetrator must be immediately suspended without prejudice from their duties whilst the alleged incident is investigated is conducted.
  - The senior leader should obtain more information immediately (this should happen within 24 hours of any alleged incident being reported. They should ensure all information is recorded. This information should be



stored and used confidentially and only disclosed when required to those who have a 'need to know'.

- The Senior Leader should bring the allegation to the attention of their own Line manager (for example the Country Director should report this case to their Regional Director) **and this must** be brought to the attention of the relevant WaterAid Chief Executive and the Director of People and Organisational Development (Rachel Westcott).
- The Senior Leader should also inform their Safeguarding Focal point (if the report has not come via this route) to ensure they receive the support required in managing this allegation.
- Where an allegation is about the Senior Leader, then it would be appropriate to report the allegation to the Senior Leader's Line Manager, and also all incidents must be reported to the relevant WaterAid Chief Executive and the Director of People and OD (Rachel Westcott).
- The Senior Leader should obtain any relevant information / support from other relevant colleagues confidentially. For example, if the allegation relates to members of staff, the procedure should link into disciplinary procedures and advice should be sought from Human Resources/People Team.
- The Safeguarding Focal point should advise whether any statutory reporting is required.
- If a child is in immediate danger or if the concern relates to criminal activity, then the police, social welfare services or other child protection agency must be alerted in line with local reporting/referral procedures.

### **Reporting procedure – allegation involving someone external to the organisation (partner organisation, family member)**

- WaterAid is not a child protection agency and does not have the expertise to investigate or deal with allegations of abuse.
- The responsibility of WaterAid is to take action to ensure the safety of the child by passing relevant information to the appropriate authorities or agencies. It may be appropriate for this to be done through the Safeguarding Focal point.
- If the allegation involves a Partner organisation, then an appropriate manager within the Partner organisation should be informed, *unless this is likely to place a child/children at (further) risk*, and a follow up process agreed with clear roles and responsibilities negotiated, including reporting back to WaterAid on outcomes, as this may also identify gaps / issues with the partner organisations approach to safeguarding which may require action by WaterAid. If reporting an allegation to a partner might place a child at risk, seek advice from statutory authorities or other agencies you have identified as being in a position to support on child protection matters.

## Confidentiality

- It is important that confidentiality is maintained in the handling of allegations and any subsequent investigation, and that information is only shared with appropriate people, i.e. those that *need to know*.
- WaterAid operates a policy of 'limited confidentiality', i.e. anonymity for those raising concerns or any other kind of absolute confidentiality should not be promised, as this cannot be guaranteed. For example, there may be requirements to report to statutory bodies, in which case identities and information may need to be disclosed.

## What to do if someone tells you they have been abused

*The guiding principle in responding to any concerns around child protection is that the safety and welfare of the child should always come first. No child should be put at more risk by any action you take.*

If a young person informs you they are concerned about someone's behaviour towards them or makes a direct allegation – you should:

- React calmly
- Reassure them that they were right to tell you but do not promise confidentiality
- Take what they say seriously, even if it involves someone you feel sure would not harm them. It is known from experience that we must listen to what we are told even if it is difficult to believe.
- Try not to interrupt when they are telling you their story - listen carefully
- Try not to ask too many questions and do not begin to interview the child. If you need to clarify what is being said in order to understand the nature of the incident or complaint, ask simple questions ('w' questions such as 'who', 'when', 'where', 'what' - as far as possible it is important to know what is alleged to have happened, when and where this took place, who is alleged to have done what to whom, was anyone else present, has anyone else been told)
- Ensure the safety of the child or young person. If they need urgent medical attention, make sure doctors or hospital staff know this is a child protection issue.
- Record what was said to you either at the time if that feels appropriate, or as soon afterwards as possible using the child's own words as far as possible, even if the words may seem rude or silly to you

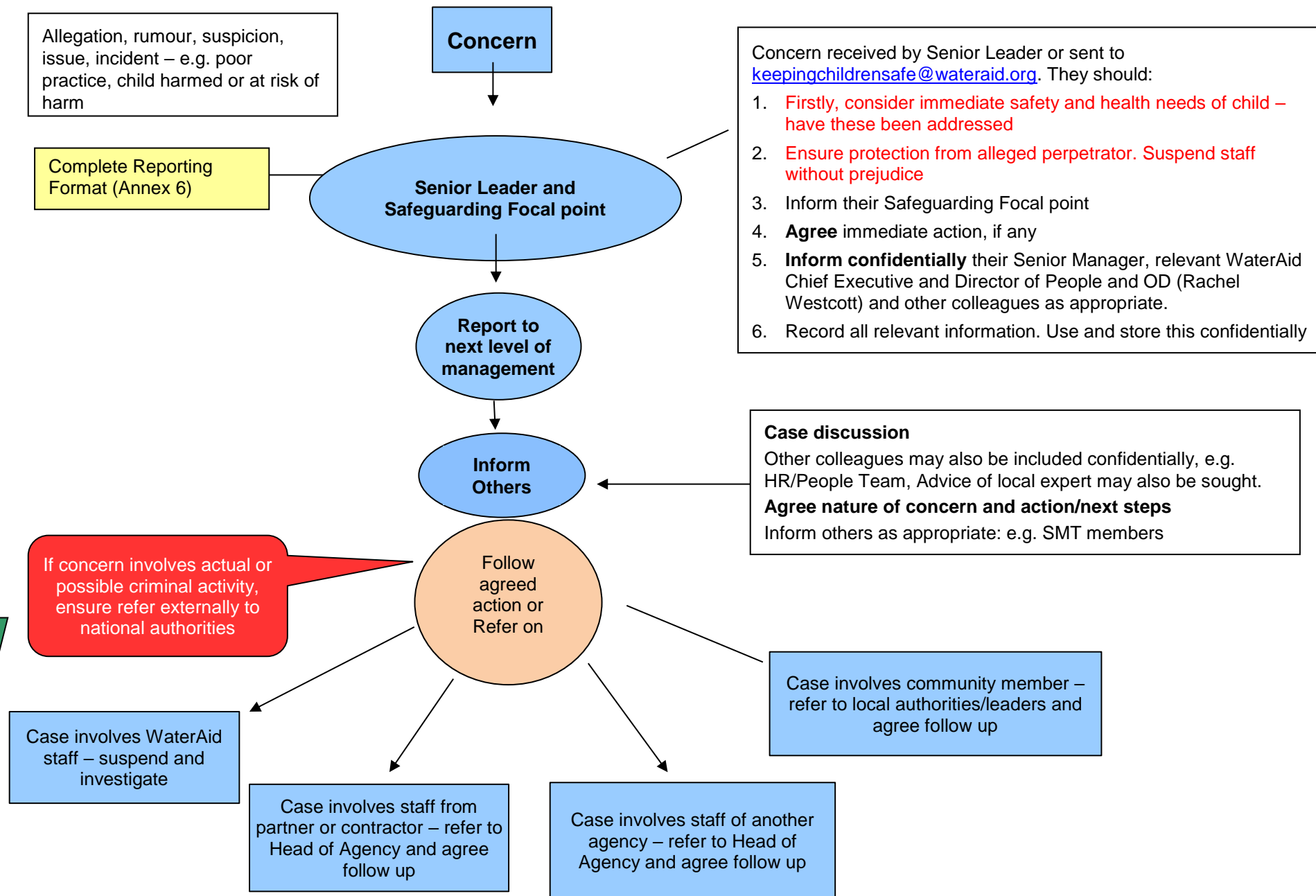
**See flowchart on the next page for further information on this procedure**

Immediate

Max 24 hours

Max 48 hour

## WaterAid Reporting and Responding Framework



## 6. Appendices

### Appendix 1: WaterAid Child Safeguarding Declaration

To be read and signed by all WaterAid representatives undertaking WaterAid activities<sup>2</sup> where they may have contact with children during their work.

I,-----[insert name], have read and understood WaterAid's Global Child Safeguarding standard and agree to adhere to the policy in particular I will:

- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability or other status
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts
- Always ensure another adult is present when working in the proximity of children, unless in unexpected emergency situations
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- Not sleep in close proximity to children that I have contact with through WaterAid's work
- Use any computers or mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- Refrain from physical punishment or any discipline of children that have contact with through WaterAid's work
- Refrain from hiring children for domestic or other labour which is inappropriate given their age or development stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury and any form of exploitation. Children should not be taken out of school to be photographed or filmed by staff on content gathering trips.
- Comply with all relevant local legislation, including labour laws in relation to child labour
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with WaterAid

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<sup>2</sup> This code of conduct applies to contact with children in your professional role, but WaterAid hopes that WaterAid representatives will apply these good practice principles to conduct towards all children in the interests of their welfare, protection and development

- Immediately report concerns or allegations in accordance with WaterAid's procedures

I understand that the onus is on me, as a person engaged by WaterAid to use common sense and avoid actions or behaviours that could be construed as child abuse.

WaterAid is committed to the safety and well being of all children and/or young people who may come in contact with WaterAid Representatives. We support the rights of the child and will act to ensure a child safe environment is maintained. We encourage our staff, partners and volunteers to actively participate in building and maintaining a child safe environment.

### **Taking and using images**

- Before taking an image of any person engaged with our work, whether a supporter or a community member, I will ask their permission. Prior to photographing or filming a child, I will obtain informed consent from both the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used, how long it will be kept and how the individual can ask for the image to stop being used.
- Consent to use an image on an official WaterAid channel does not extend to use on a personal social media account. I will not post anything that could give a negative impression of WaterAid's work or could be harmful to the person in the photograph or film.
- I will ensure images are honest representations of the context and the facts
- I will ensure photographs, films and case studies present children in a dignified and respectful way and not in an unnecessarily vulnerable or submissive manner. No child should be photographed naked from the waist down and no older children naked from the waist up. Children will not be in poses that could be seen as sexually suggestive.
- I will ensure photographs, films and case studies do not contain information about a child that could lead to them being identified (i.e. only use first names and broad geographical location - District/Province rather than village).
- I will ensure that the UK photo team, or a relevant child-safety representative in country, are aware of my plans to take photos or commission a photographer/filmmaker whilst visiting communities in which we work

Signed:

Date:

## **Appendix 2: Some general Do's and Don'ts when in contact with children**

### **Do:**

- Conduct yourself in a manner consistent with your position as a positive role model to children, and as a representative of WaterAid.
- Follow organisational policy and guidelines around the safety of children as outlined in the Child Safeguarding Global Standard.
- Plan and organise the work and the workplace so as to manage and minimise risks.
- Treat all young people with respect and take notice of their reactions to your tone of voice and manner.
- Raise any concerns, issues, problems with your manager or designated WaterAid staff member as soon as possible.
- Make sure all allegations or suspicions of abuse are recorded and acted upon.
- Respect each child's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel there is a problem.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.

### **Don't:**

- Smack or hit children to cause physical injury, nor engage in rough physical games including horseplay.
- Hold, kiss, cuddle or touch children in an inappropriate and/or culturally insensitive way.
- Spend time alone with a child – always ensure another adult is present and that you are visible to others.
- Sleep in the same room or bed as a child unless you are a parent, family or guardian.
- Develop sexual relationships with children and make sexually suggestive comments to a child, even as a joke.
- Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes unless you are a parent, family member or guardian.
- Encourage meetings with children that are not related to you outside the program activity.
- Take children alone in a car, even for short journeys, unless this is unavoidable for safety reasons. If it is unavoidable, make sure that someone else knows what is happening.
- Get drawn into inappropriate attention-seeking behaviour such as tantrums or crushes.
- Trivialise or exaggerate child abuse issues.

### **Appendix 3: Gathering local information on child safeguarding**

*(Taken from Keeping Children Safe Coalition)*

#### **Legal resources**

- Details of any government bodies or agencies with statutory authority for the protection of children.
- Summary of legislation governing welfare/protection of children.
- Identify international conventions to which the country is a signatory or has ratified (e.g. UN Convention on Rights of the Child).
- Brief analysis of implementation/enforcement of legislation as far as this is known.

#### **Criminal Investigation/Prosecution – Police and Judiciary**

- Local police position on investigation of criminal assault against children and likelihood of prosecution of such offences.
- Legal age of consent in country and legislation covering this.

#### **Other Agencies – Health Services, NGOs, Inter-agency Forums**

- Details of health and other services that may be accessed as part of victim response.
- Details of NGO's, other agencies, other relevant bodies and professional networks, including any local joint arrangements for dealing with child protection issues, HIV, women's centres / refuges or safe housing.

#### **Community**

- Details of informal/community based justice and protection mechanisms and how these function.
- Identify and establish contact with locally-based NGOs / INGOs and other organisations working on child protection / rights or aid programmes that affect children.
- Gather information about community resources such as local advocacy groups, community and faith groups, or organised children's activities which could support the child protection work.
- Establish contact with any academic institutions working on children's rights.
- Identify and document harmful traditional practices such as early marriage, initiation ceremonies and female circumcision.

#### **General information on child safeguarding**

- NSPCC provides a range of guides online on [how to recognise signs of abuse, from physical abuse, sexual abuse, neglect, emotional abuse](#) etc.
- Online exploitation resources can be found here: Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk) or Virtual Global Taskforce [www.virtualglobaltaskforce.com](http://www.virtualglobaltaskforce.com) or Child Exploitation and Online Protection [www.ceop.gov.uk](http://www.ceop.gov.uk)



## Appendix 4: Risk Assessment Process

Any activity or work involving or impacting on children should be subject to risk assessment in order to identify potential hazards. Using the process described and recording outcomes in the Risk Assessment format below, can reduce the risk of these hazards causing harm to the lowest possible level. Please also be aware that all risk assessments are subjective, and to a degree based on the views of the assessor, therefore you can make your assessment less subjective by involving others in this process. An example risk assessment is provided in appendix 5.

### Five Steps to an effective Risk Assessment

**Step One: What are the activity areas.** It helps to divide the whole project into different activity areas

**Step Two:** Who can be harmed?

**Step Three:** Identify the risks / hazards from start to finish of the relevant activity

**Step Four:** Consider the Existing Control Measures: Think about the degree of risk that the identified hazards (of each activity area) currently pose by taking into account the control measures that are already in place. If you are not satisfied with the adequacy of existing controls, seek to improve them.

**Step Five:** Calculate the Level of Risk, taking into account the control measures that are already in place. Consider the probability of an accident/incident happening. Enquire about previous accidents and incidents to assist you in your estimation of what the potential for an accident would be. It is a good idea to ask the question “what if...?” to imagine what could potentially go wrong, and the consequences of this. Consider both the probability of the incident occurring and the impact it could have. Each risk must be allocated a score from 1-5 for ‘probability’ and ‘impact’, which you then multiply together, giving you a risk score to identify the risk level.

Total Risk Score	Risk Level
1-5	Low
6-14	Medium
15 - 25	High

Probability	Score	Impact	Score
Unlikely	1	Negligible	1
Moderate	2	Minor	2
Likely	3	Moderate	3
Very Likely	4	Severe	4
Certain	5	Critical	5

**Step six:** If the risk is calculated as being medium or high with the original controls in place, you will need to consider additional safety controls that can be put in place to either eliminate, isolate or minimise the risk further.

**Step seven:** Calculate the new risk rating with the additional controls / actions listed. **If the risk rating is still calculated as high risk, then the activity must not be undertaken.**

**Record and Review** - Having recorded your findings and actions, you must ensure that these are signed off and you then communicate the risks and control measures to appropriate people, i.e. all those involved in each aspect of the event/activity and document this. Later, if there are any significant changes to the activity or venue, reconsider and review your assessment, you may need to re-evaluate the risk. Both the manager responsible<sup>3</sup> for the project and the staff member undertaking the risk assessment must agree that the control measures are adequate and in place before the activity takes place.

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<sup>3</sup> As well as the local manager, it is sensible to have a senior manager and/or the Safeguarding Focal point reviewing and signing off on risk assessments

Risk Assessment				Risk Management				
Step 1: Activity areas <i>(break down into different activity areas)</i>	Step 2: Who is at risk? <i>(Think about the factors which put them at risk)</i>	Step 3: What are the risks ?	Step 4: What are the control measures currently in place?	Step 5: Risk Calculation			Step 6: What are the agreed additional controls/actions to be put in place to mitigate the risk? Also, by whom and when?	Step 7; Risk level after identifying additional controls/actions
				Probability	Impact	Risk Level		

**Completed by:**

**Date:**

**Signed off by:**

**Date:**

**(Print names and sign)**

### Appendix 5: Example Risk Assessment<sup>4</sup>

The below example risk assessment is provided as **an example only** to guide your risk assessment activities. It does not cover all risks and control measures associated with planned events. Risk identified will vary according to the local context.

Risk Assessment				Risk Management				
Step 1: Activity areas (break down into different activity areas)	Step 2: Who is at risk? (Think about the factors which put them at risk)	Step 3: What are the risks?	Step 4: What are the control measures currently in place?	Step 5: Risk Calculation			Stage 6: What are the agreed additional controls/actions to be put in place to mitigate the risk? Also, by whom and when?	Step 7: Risk level after identifying additional controls/actions
				Probability	Impact	Risk Level		
<b>Meeting Point</b> (including access routes, car parks etc)	Children Staff	Abduction, Assault, Child protection issues, Vehicle accident	Clearly defined designated access routes and safe meeting point identified (away from road/moving vehicles) Adequate ratio of adults to children. Clear objectives so children know what is expected. Parental consent forms checked for dietary/medical. Staff to have list of child participants. Police checks done of all staff and accompanying adults. All trained on expectations of behaviour and CP responsibilities.				Ensure insurance cover has been considered throughout each aspect of event.  Staff and Volunteers to arrive at meeting point earlier than agreed to ensure the safety of children (particularly if arriving unescorted). Check made that children have written details of itinerary, maps, emergency & regular contacts and safe carriage of money.	

<sup>4</sup> Reproduced with the kind permission of Plan International (some amendments made to make relevant for WaterAid)

<b>Transport</b> (vehicles and driving)	Children Staff Drivers	Road traffic accident Breakdown	Vehicle has required safety standards and licence. Driver has valid permit & experience Travel insurance in place			Vehicle Safety Inspection conducted before departure (check first aid kit, fire extinguisher, safety equipment, lights, petrol, communications equipment etc)	
<b>The Journey</b>	Children Staff Drivers	Inappropriate behaviour towards children  Accident  Travel sickness  Losing a member of the group during a rest stop (emotional distress, child protection issue, parental distress and possible media interest)	Driver briefed on appropriate behaviour towards children. All young people are seated and wearing seat belts and checks made that they do so Emergency contact numbers, consent forms etc are accessible Driver to take regular breaks and to pull over if they begin to feel tired Ensure medication is taken (where applicable). Carry bucket/sickness bags and paper towels, if required Know who is prone to travel sickness and place them near the front or window. Ensure sufficient rest-stops to minimize the risk of illness. Stop at a safe place where all pupils can recover. Use 'buddy' accounting system. Ensure pupils have leaders/staff members' phone number. Clear instructions given before leaving vehicle, including return time and place. Head count getting off the vehicle and again once on board.			Check who sits where in the vehicle/ bus.  Take head count before and after every rest break  Provide briefing to children in the event they get lost or get left behind. Instruct children to go to a secure place (cash desk in service area, back to the venue they have just left e.g. theatre), phone leader and stay there until picked up.  Leader should inform home contact as soon as possible about incident.	

**Prepared By:**

**Print Name**

**Signature**

**Date**

**Management Sign off:**

**Print Name**

**Signature**

**Date**

## Appendix 6: Which projects/ activities / programmes to risk assess for child safeguarding?

The aim eventually is to risk assess most projects and activities for child safeguarding, but for now we need to focus on those that we see as carrying the greatest child safeguarding risk. In deciding which projects to risk assess, consider the following factors - the more of these feature in a project, the higher the safeguarding risk and therefore the greater the need is for a risk assessment to be completed. Please note that all WASH in school projects should be automatically risk assessed.

### 1 Project profile

Does the project include working with/in:

- Emergency response i.e. natural disaster/ conflict situation?
- vulnerable children groups e.g. children with disabilities, children from minority groups, street children, sexually abused children, children in residential care/boardings
- significant levels of child participation (e.g. workshops/events with children/field trips)
- directly with children , especially if working alone with children
- isolated communities/locations, especially if working alone with children

### 2 Project Staffing Issues

Are there staffing issues that might affect the safe running of the project?  
E.g.

- High level turnover of staff
- Staff far removed from country / local office, little access to support on safeguarding, or working with little management supervision
- Senior Managers or other staff with special responsibilities for child safeguarding have not been trained/briefed on executing their responsibilities or can only provide limited support

### 3 External Risks to Children

Consider factors in the external environment that put children at risk in general:

- is the project in an area that is known to pose high risk for children or where children are significantly vulnerable to abuse/exploitation
- does the area lack infrastructure and support for child safeguarding, especially for children that are particularly vulnerable

### 4 Partnership Arrangements

Is there:

- High level of reliance on partners for the implementation of project work
- Low level of capacity of partners in relation to child safeguarding
- Basic standards on safeguarding not met

## Appendix 7: Minimum standards for child safeguarding in partners

Area of Safeguarding	Standards for WaterAid partners
<b>Policies and Procedures to keep children safe</b>	<ol style="list-style-type: none"> <li>1. Partners have a written, comprehensive Child Safeguarding Policy that all staff and associates must review and adhere to.</li> <li>2. The consequences of breaching the Policy are clear and linked to organisational disciplinary procedures.</li> <li>3. There are clear, well-publicised reporting procedures in place that allow staff, children and families to raise concerns, confidentially if necessary, about poor practice, unacceptable behaviour or actual/potential abuse by other staff or contractors and that provide step-by-step guidance on what action to take.</li> </ol>
<b>Preventing Harm to children</b>	<ol style="list-style-type: none"> <li>4. There are policies and procedures or agreed ways of recruiting staff and partners that include assessing their suitability to work with children, and that where possible, police and reference checks are undertaken.</li> </ol>
<b>Implementation and Training</b>	<ol style="list-style-type: none"> <li>5. All members of staff and associates have training/briefing on child safeguarding when they join the organisation, which includes an introduction to the organisation's Child Safeguarding Policy and Procedures. If this is not in place, WaterAid can support with the provision of this training by providing training or E-learning materials.</li> </ol>
<b>Information and Communication</b>	<ol style="list-style-type: none"> <li>6. Children and families are made aware of their right to be safe from exploitation and abuse at the hands of staff and associates and how to make complaints, including via a child-friendly mechanism, should any issues or incidents arise.</li> <li>7. 7. Everyone in the partner organisation is informed of which named WaterAid staff member/s have special responsibilities under the Policy and how to contact them.</li> </ol>
<b>Monitoring and Review</b>	<ol style="list-style-type: none"> <li>8. The implementation of organisational safeguarding measures is subject to regular (every three years) monitoring and review to ensure adequate steps have been taken and the effectiveness of these measures.</li> <li>9. All concerns, incidents or allegations of abuse and complaints are taken seriously, responded to appropriately, recorded, followed up and monitored.</li> </ol>
<b>Partnership Responsibilities</b>	<ol style="list-style-type: none"> <li>10. Contractors/Consultants working with children must meet the above standards and ensure that their sub-contractors working with children also have in place measures that mean they are in compliance with the standards.</li> </ol>



## Appendix 8: Template Personal Self-Disclosure Form

**This template confidential disclosure form can be used for staff, consultant or volunteer appointments where the role involves contact with children. This form should be adapted as appropriate for local use in line with any local legal requirements.**

### Personal Self-Disclosure Form

This confidential self-disclosure form is for staff, consultant or volunteer appointments where the role involves contact with children (under 18's). All information you provide will be treated as confidential, kept securely and managed in line with relevant data protection legislation and guidance. All information declared on this form will be carefully assessed to decide whether it is relevant to the WaterAid role and will only be used for the purpose of safeguarding children and young people.

Have you ever be known to any children's services department or police or court as being a risk or potential risk to children?	YES	NO
Have you ever been the subject of any investigation by any organization, employer or body due to concerns about your behavior towards children?	YES	NO
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behavior towards children or due to being a risk to children?	YES	NO
Please provide further information for any questions where you answered yes.	YES	NO

Confirmation of declaration (please tick box)	Tick box
Whilst working / volunteering for WaterAid, I agree to inform WaterAid within 24 hours if I am subsequently investigated by any agency or organization in relation to concerns about my behavior towards children.	
I understand that the information contained on this form and any information supplied by third parties may be supplied by WaterAid to other persons or organisations in circumstances where this is necessary to safeguard children.	
In accordance with the organisations procedures if required, I agree to WaterAid clarifying any information provided on the disclosure with the agencies, authorities or organisations able to provide this information	

**Declaration**

I declare that the above information (and that on any attached sheets) is accurate and complete to the best of my knowledge.

Signed:

Full name:

Any previous Name (s) and the dates that this previous name was used

Date:

Date of Birth:

Address:

Please return completed form to: **XXXX,**

In countries where police checks or criminal checks are not available, the following questions may also be considered for staff, only if there are no legal restrictions in country of asking these questions.

<p>1. Have you ever been convicted of a criminal offence <i>(Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Convictions obtained abroad must be declared as well as those from the UK).</i></p>	<p>YES NO</p>
<p>2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?</p>	<p>YES NO</p>
<p>3. Are you at present under investigation by the police or an employer for any offence?</p>	<p>YES NO</p>

## Appendix 9: Example clauses for contracts / agreements

Please see below some template clauses which could be used in contract / agreements. However local legal advice should be sought, to ensure that any clauses are appropriate before these are used.

### **Example clause on child safeguarding in WaterAid partnership agreements:**

1. The Agency is required to comply with the minimum standards for child safeguarding and to work in line with its own child safeguarding policy or, where such does not exist, in line with WaterAid's Global Standard on Child Safeguarding (GSCS).
2. The Agency implementing a WaterAid project shall make known to its personnel, in an appropriate manner, the core values, guiding principles and commitments contained in the attached WaterAid child safeguarding declaration. Agencies shall also take steps to ensure that its personnel adhere to the WaterAid standards of conduct as set out in the child safeguarding declaration and the global child safeguarding policy.
3. The Agency shall inform its staff of what procedure they are to follow when they acquire some knowledge and information regarding activities by a fellow worker, whether in the same Agency or not, that are inconsistent with the standards of conduct as set out in the WaterAid global child safeguarding policy.
4. The Agency must report to the WaterAid Representative any information received indicating a situation as described in 3 or any other situations where the protection of children is at risk.

### **Example clause in WaterAid staff employment contracts (can be adapted for consultant / volunteer contracts)**

As an employee of WaterAid you are required to comply with the practice and principles as stated in WaterAid's Global Standard on Child Safeguarding (GSCS) both in the course of employment and in your private life.

Actions undertaken solely by, or participated in by you, which materially contravene the principles of this policy/standard either in the course of employment or in your private life, may be considered to be gross misconduct, depending on the facts of the case.

### **Example clause to be used in forms to be signed by supporters / trustees in advance of WaterAid field visits**

As a WaterAid supporter carrying out a visit with WaterAid, you are required to comply with the practice and principles as stated in WaterAid's Global Standard on Child Safeguarding (GSCS) and the associated child safeguarding declaration during your WaterAid visit and thereby ensure that at all times you will promote the safety and protection of children with whom you may be in contact, directly or indirectly.

## Appendix 10: Reporting form of child safeguarding incidents

<b>CHILD PROTECTION: REPORTING FORM</b>	
<p>The information in this form is confidential. It should be used to report concerns in accordance with WaterAid's Child Safeguarding standard. In the first instance it should only be sent to the relevant Senior Leader. It will be held in a safe and secure place in accordance with Data Protection requirements and confidentiality requirements.</p> <p>Please try to fill in as much of the form as possible, but leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear.</p>	
Part One: About the complainant (if different from the child)	
Complainant name	
Complainants relationship to the child	
Part Two: About the child	
Child / young persons name	
Is the child male or female?	
Contact details for child's parent / carer	
Who does the child live with?	
Child / young persons date of birth / age	
Has the child given consent to the completion of this form?	Yes / No
Part 3: About the concern	

<p>How did you come to have a concern?</p> <ul style="list-style-type: none"> <li>• Was abuse observed or suspected?</li> <li>• Was an allegation of abuse made?</li> <li>• Did a child disclose abuse?</li> </ul>
<p>Date(s), time(s) and location(s) of any incident(s):</p>
<p>Nature of concern / allegations</p>
<p>Observations made by you (e.g. description of visible bruising, other injuries, child / young person's emotional state etc).  <i>NB: Make a clear distinction between what is fact and observed by you and what is hearsay</i></p>
<p>Exactly what the child / young person has said and what you have said:  <i>N.B. Record the actual details of what the child says – do not lead them</i></p>
<p>Any other information:  <i>For example: Does the child have a disability? Do they have communication problems or learning disabilities?</i></p>
<p>Witnesses:  <i>Names and contact information</i></p>

Were any other children involved?	
About the alleged perpetrator: <i>If appropriate record as much detail as possible about the alleged perpetrator, including name, job title, organisation, address, age, sex and physical description.</i>	
External agencies contacted (if any) – date and time of contact and advice received:	
Action taken: <i>Include any immediate security measures</i>	
<b>Part 4: Report completed by</b>	
Name	
Position / Organisation	
Signed	
Time and Date	
Submitted to	

- Any concerns, allegations or disclosures should be written down as soon as possible, and records signed and dated.
- Records should be detailed and precise and interpretation should be clearly distinguished from reporting.

If you are not sure whether you should report the concern or not, then it is recommended that you report it/discuss this with the appropriate representative to avoid anything being missed.