



Child Safeguarding Policy

Revised - 2022

Helping children reach their full potential

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POLICY STATEMENT:

Warrior Squad Foundation (WSF) recognises that the abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable and a commitment to children's rights in general also means a commitment to safeguard the children with whom WSF is in contact.

WSF's Child Safeguarding Policy: Rules for Keeping Children Safe', outlines a clear set of behaviours when dealing with children, which is binding on all WSF staff and other stakeholders working with WSF. These rules describe the positive approach to work with children, but also contain details of conduct that is deemed inappropriate and unacceptable.

The Policy requires:

- WSF to recruit only representatives who are suited to work with children and to apply strict child safe recruitment practices
- That everyone associated with the organisation is aware of their obligations and responds appropriately to issues of child abuse and the sexual exploitation of children.
- That anyone who represents our organisation behaves appropriately towards WSF family
- That everyone who represents the organisation must actively create a safe environment for children who come into contact with the organisation.
- All activities and programmes of work including during the response to Humanitarian emergencies are assessed for risks to children which are reduced or removed by all means within WSF control
- Country and field Offices establish and maintain systems which promote awareness of Child Safeguarding, enable the prevention of harm , facilitate the reporting of and responding to safeguarding concerns.
- Reviewing our Child Safeguarding Policy at least every three years (or earlier if there is significant legislative changes in any of the countries where WSF operates).

In this way we make WSF safe for children and by creating a child safe organisation; we honour their rights and our aspirations.

PRINCIPLES

The Child Safeguarding Policy is committed to and guided by the principles of:

- **Personal responsibility.** All representatives of WSF must demonstrate the highest standards of behaviour towards children both in their private and professional lives. They have a responsibility to understand and promote the policy. They must do all that they can to prevent, report and respond appropriately to any concerns or potential breaches of the policy.
- **Universality.** The Policy includes mandatory requirements that apply to everyone in all aspects of WSF's work regardless of how and where they work including during the response to humanitarian emergencies.

- **Standards based approach.** WSF has adopted a standards based approach to Child Safeguarding. Our safeguarding standards and standards of staff behaviour are often higher than those of the national laws and community custom or tradition. Nevertheless, it is our standards that representatives agree to when they join the WSF family and it is to these that they will be held account.
- **Openness.** We aim to create an environment in relation to child safeguarding issues, where any issues or concerns can be raised and discussed
- **Transparency and accountability.** This is essential in order to ensure that poor practice can be addressed, potentially abusive behaviour can be challenged and best practice promoted.
- **Accountability to children and their communities.** Through strengthening our internal systems, standards and practice we will be more accountable to the people we aim to serve.
- **Child participation and non-discrimination.** Children should be empowered to understand their rights in this area, and made aware of what is acceptable and unacceptable, and what they can do if there is a problem or a concern.
- **The Best Interest of any child involved.** When dealing with a Child Safeguarding concern, the best interest of the child will be our priority and we will strive to ensure their safety, health and well- being including meeting their emotional, psychological and physical needs.
- **Confidentiality.** All Child Safeguarding concerns/reports/ investigations will be dealt with on a need to know basis and all records will be held securely. Likewise communication will be confidential and secure.
- **Timeliness.** Given the potential for increased or repeated abuse, timely responses are essential and the accompanying procedures establish mandatory time limits on reporting and responding to concerns.
- **Compliance.** The policy will be implemented in adherence with the Child Safeguarding Protocol of the U.N.C.R.C.1990, African Charter on the rights of the child 198...; The Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003, and with due consideration to the local legal frameworks (the Children's Act CAP 59, Laws of Uganda, Human Rights Act of 1998).
- **Uniformity.** This policy applies both during, after and in between work hours.
- **Ambition.** WSF aims to demonstrate that it is a leader in the field of safeguarding children.
- **Partnership.** We will work together with other agencies to promote Child Safeguarding within organisations and Child Protection within the wider community.

DEFINITIONS

- A. Child:** Anyone under 18 years of age.
- B. Child Abuse:** Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect/Negligent Treatment, Sexual Abuse, and Sexual Exploitation.
- 1. Physical Abuse:** The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).
 - 2. Emotional abuse:** Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
 - 3. Neglect/Negligent Treatment:** Persistent failure to meet a child's basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.
 - 4. Sexual Abuse:** All forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.
 - 5. Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This includes exchange of assistance due to children benefiting from Warrior Squad foundation programming. The sexual exploitation of a child who is under the age of consent is sexual abuse and a criminal offense.
- C. Representatives of Warrior Squad foundation:** Employees, volunteers, interns, consultants, Board members, Partners and others stakeholders who work with children on Warrior Squad foundation's behalf.
- D. Child Safeguarding:** The set of policies, procedures and practices that we employ to ensure that Warrior Squad foundation is a child safeguarding organization such as:
- Protect children from harm.
 - Prevent damage to children's health and development.
 - Ensure children can grow up safely
 - Give children the best start in life.

- E. Child protection:** Is one aspect of child safeguarding and refers to the specific actions individuals, organisations, countries take to protect specific children who are, or are at risk of, abuse.
- F. Direct contact with children:** Being in the physical presence of child/ren whether contact is occasional or regular, short or long term. This includes providing services or engaging children and families in projects to delivering talks to schools, churches or youth groups; it includes visits to projects and organisations VSF supports. This list of examples is not exhaustive

List of unacceptable behaviour while working with children

Staff, partners and other representatives MUST never:

1. Hit or otherwise physically assault or physically abuse a child.
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Develop relationships with children which could in any way be deemed exploitative or abusive
4. Act in ways that may be abusive in any way or may place a child at risk of abuse.
5. Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
6. Behave physically in a manner which is inappropriate or sexually provocative
7. Have a child/child with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from their line manager.
8. Sleep in the same bed as a child with whom they are working
9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from their line manager
10. Do things for children of a personal nature that they can do themselves
11. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
12. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
13. Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.
14. Spend excessive time alone with children away from others in a manner which could be interpreted as inappropriate
15. Expose a child to inappropriate images, films and websites including pornography and extreme violence
16. Place themselves in a position where they are made vulnerable to allegations of misconduct

This is not an exhaustive or exclusive list. Staff, partners, and other representatives should at all times avoid actions or behaviors that may allow behavior to be misrepresented, constitute poor practice, or potentially abusive behavior.

POLICIES AND PROCEDURES FOR CHILD SAFEGUARDING

I. Policy on Commitment to Child Safeguarding

Warrior Squad Foundation is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom WSF is in contact. All WSF Representatives are explicitly prohibited from engaging in any activity that may result in any kind of Child Abuse.

In addition, it is WSF's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or unintended, that place children at risk of any kind of Child Abuse.

All WSF Representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue and will result in disciplinary action being taken, including termination and any other available legal remedy. WSF maintains a zero-tolerance to violations of child safeguarding.

In furtherance of this Policy, Warrior Squad Foundation has adopted Procedures, described below, to promote:

- a) **Prevention of Child Abuse:** Striving, through awareness, good practice, and training, to minimize the risks to children and take positive steps to help protect children who are the subject of any concerns.
- b) **Reporting of Child Abuse:** Ensuring that all Representatives know the steps to take and whom to contact where concerns arise regarding the safeguarding of children.
- c) **Responding to Child Abuse:** Engaging in action that supports and protects children when concerns arise regarding their well-being; supporting those who raise such concerns; investigating, referring, or cooperating with any subsequent investigation; and taking appropriate corrective action to prevent the recurrence of such activity.
- d) **Training to Promote Awareness of Child Safeguarding Obligations:** Ensuring that all Representatives are notified, trained in child safeguarding, and made aware that they are expected to comply with the policy.

2. Policy to Comply with Applicable Laws and Regulations

It is Warrior Squad Foundation's Policy to ensure compliance with the host country and local child welfare and protection legislation, or international standards, whichever affords greater protection, UNCRC, and with the Uganda law, where applicable.

3. Policy Regarding Sexual Activity with Children

It is Warrior Squad Foundation's Policy that any individual under the age of 18 is a child and is "underage", regardless of the legal age of consent of the country in which s/he lives and/or in which the offense occurs. An underage child cannot legally give informed consent to sexual activity. Warrior Squad Foundation considers that sexual activity with a child with or without their consent will be treated as a

serious issue and will result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

4. Policy on Accountability of WSF Management

WSF Management is committed to taking all appropriate corrective actions, including disciplinary, legal or other actions in response to any violation of the Child Safeguarding Policy, with respect to relevant individuals (including those who committed a child safeguarding violation and/or anyone who knew of such child safeguarding violation but failed to act), and taking steps following any findings of a violation of the Child Safeguarding Policy to review the applicable policies, procedures, and protocols to identify and address any gaps or weaknesses.

5. Policy on Confidentiality in Child Safeguarding Matters

WSF has a duty to manage sensitive information in a manner that is respectful, and professional and that complies with the applicable law. Staff must keep all information about any suspected or reported incidents strictly confidential, and must divulge only that information to the Child Safeguarding Focal Person, Human Resources team and any other senior staff directly involved in the investigation, except as required by law.

PROCEDURES TO CHILD SAFEGUARDING

I. Prevention of Child Safeguarding Incidents

A. Mitigating Child Safeguarding Risks in Project Planning and Implementation

1. Where possible and practical, the 'two-adult' rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should be followed.
2. Representatives must not stay alone overnight with one or more children benefiting from Warrior Squad Foundation programs who are not part of their immediate or extended family, whether in their house, project premises, or elsewhere.
3. Representatives should not place themselves in compromising or vulnerable positions and should take care not to discriminate against, show differential treatment towards, or favor particular children to the exclusion of others.

B. Background Checks

Warrior Squad Foundation (WSF) shall conduct criminal background checks on all Warrior Squad Foundation Representatives, and anyone who visits WSF's programs (e.g., journalists, donors, celebrities) and as it deems appropriate and as permitted by law.

2. Reporting of Child Safeguarding Incidents

All Representatives should know the steps to take and whom to contact when concerns arise regarding the safeguarding of children. Failure to report a reasonable suspicion of misconduct in accordance with this Policy will be treated as a serious issue and may result in disciplinary action.

If a child is in danger or in harm's way, call 999 or the local authorities immediately.
Reporting Specifics

A. Mandatory Reporters

“Mandatory Reporters” (as defined below) must report concerns to the appropriate local authority (each Country has its own reporting hotline). “Mandatory Reporters” are those individuals who are mandated by law to report child maltreatment. Individuals designated as Mandatory Reporters typically have frequent contact with children. Such individuals may include:

- Social Workers
- Teachers, principals, and other school personnel
- Physicians, nurses, and other healthcare workers
- Child care Givers
- Directors, employees, and volunteers at entities that provide organized activities for children, such as camps, youth centers, and recreation centers

B. WSF Programs employees and other Representatives who have direct contact with children and all newly recruited employees:

Incident reports must be submitted by email to incidentreporting@wsfug.org within 24 hours. The report always should include:

- Date, time, and location of the incident
- Type of incident (abuse, violence, inappropriate behavior, etc.) and nature of what happened
- The relevant actions that are happening right now

C. All other Representatives

Representatives covered by this policy must report any suspicion of misconduct covered by this policy as soon as practicable to their direct supervisor (if an employee). If you feel you cannot raise the concern with your direct supervisor for any reason, or if you are a non-employee representative, you should contact the child safeguarding champion for your office or location. Alternatively, you can report the matter confidentially to the Child Safeguarding Focal Point at hotline@wsfug.org, file an anonymous report online at Warrior Squad Foundation via email or phone +256 392 002597

D. Manager Responsibilities

Any manager who receives a report of any allegation of a violation of this Child Safeguarding Policy must forward the report as soon as practicable to the Child Safeguarding Focal Point at hotline@wsfug.org or file a report online at Warrior Squad Foundation.

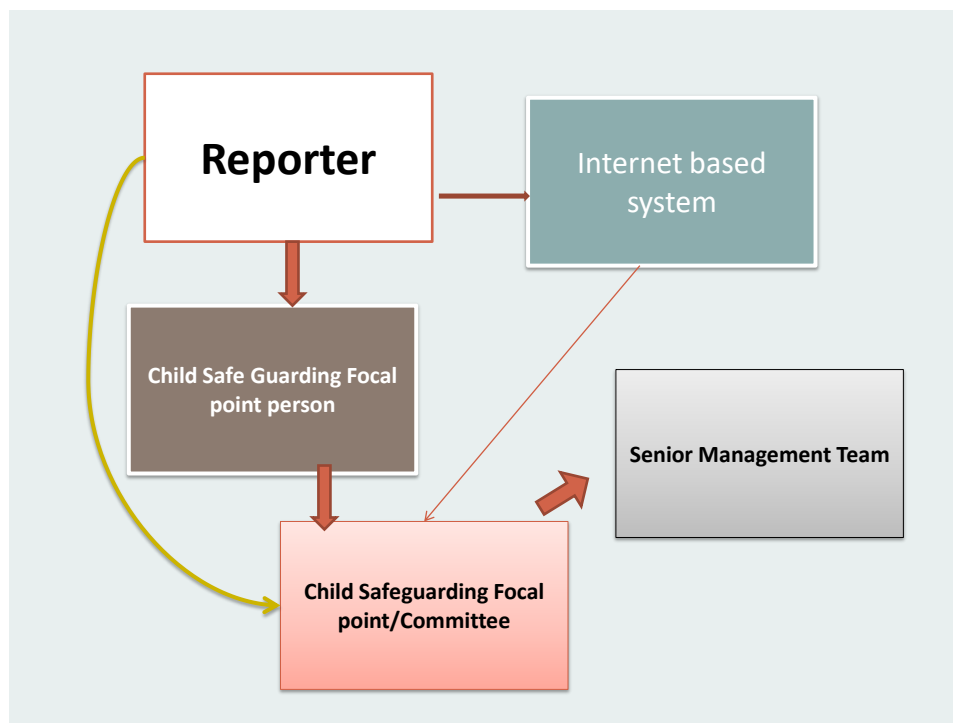
E. Staff Overseas

When traveling or working in WSF offices, you are required to report any allegations of Child Abuse to WSF in accordance with WSF's child safeguarding reporting procedures.

G. Reporting to the Senior Management Team

On an annual basis, the committee shall report all pending cases to the Senior Management Team and the Board of Trustees. The Committee or the Child Safeguarding Focal Point shall report immediately all Exceptional Cases, as defined below, to the Senior Management Team and the Child Safeguarding Contact of the Board of Directors.

Incident reporting chart



3. Responding to Child Safeguarding Incidents

A. Child Safeguarding Contact

WSF shall establish “Child Safeguarding Contacts” who are trained on the specifics of the processes around child safeguarding and who will coordinate with the Child Safeguarding Focal Point, and others as appropriate when conducting any child safeguarding investigation.

B. Investigating and Follow-up of Child Safeguarding Allegations

WSF takes every allegation of a violation of our Child Safeguarding Policy seriously. The Child Safeguarding Focal Point is responsible for ensuring all credible allegations are logged and tracked in the WSF central database.

The Child Safeguarding Focal Point is tasked with following up with the other involved WSF personnel to ensure all allegations are properly investigated and all appropriate corrective action and remedial measures are taken.

Representatives covered by this policy must cooperate fully with any investigation or inquiry by WSF and preserve all records relating to any alleged violation of this Child Safeguarding Policy. Although we cannot guarantee confidentiality, we will keep reported concerns confidential to the extent possible.

1. **Initial Assessment:** Upon receipt of a report, an initial assessment will be conducted by one of the designated Child Safeguarding Champions. A full account of the matter and any further action will be recorded on a Child Safeguarding Report Form. The Human Resources team and Child Safeguarding Focal Point will consider the circumstances of the report, seek professional advice, and determine the next steps.
2. **Reporting to Applicable Authorities:** **In Uganda**, referrals can be made to children's services or the police as soon as possible, but must be within one working day. Be advised that nearly Uganda imposes penalties in the form of **finances or imprisonment** for a **mandated reporter** who fails to timely report suspected child abuse, neglect, or maltreatment of a child.

4. Training to Promote Awareness of Child Safeguarding Obligations

All WSF staff must undertake initial training on the Child Safeguarding Policy within the first six months after induction to WSF, and/or within the first six months following the circulation of this policy, and must take refresher training every two years.

Newly Recruited employees are also required to take any required Mandatory Reporter (as defined herein) training.

Managers at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given trainings as described above.

Other trainings will be required dependent on job specific responsibilities.

5. Agreements with Partners

All agreements with Partners (as defined above) must include this Policy as an addendum and must include a provision in which the Partner agrees to comply with this Policy.

6. Communications Materials (interviews, photography, and filming)

Any communications materials that include images of or information about children are subject to the Communications Guidelines attached as Annex I and included as part of this Child Safeguarding Policy

7. Guests on Project Visits

All Representatives of Warrior Squad Foundation on project visits involving children are subject to the Program Visit Child Protection Guidelines attached as Annex II and included as part of this Child Safeguarding Policy. Once at the project, there should be a verbal presentation made to the guests regarding appropriate conduct.

ANNEX I

COMMUNICATIONS GUIDELINES

Guidelines for ethical reporting about children

- We have a responsibility to the children we represent to tell their stories in a responsible and ethical manner.
- The child's best interest should always be our primary consideration.
- We work with some of the world's most vulnerable children and communities.
- We want people to be motivated to support Warrior Squad Foundation's work.
- To do this, we need to show the injustice children face in a way that creates an emotional response and compels people to act to make the world a better place for children.

However, in doing so we must respect the dignity and humanity of the children we serve and we must not exploit their situation in order to raise funds or attract attention for our cause.

Children and young people have all the rights of adults. In addition, they have the right to be protected from harm. Reporting on children and young people carries this added dimension and restriction, especially in the current era when it is nearly impossible to limit a story's reach. This document is meant to support the best intentions of ethical reporting – serving the public's interest for truth without compromising the rights of children.

In some instances, the act of reporting on children places them or other children at risk of exploitation, retribution or stigmatization. When in doubt, we must err on the side of caution and ensure the right of the child to be protected from harm.

Guidelines for interviewing children

1. Do no harm to any child. Avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from traumatic events.
2. Ensure that the child and guardian know they are talking with a reporter. Explain the purpose of the interview and its intended use.
3. Assess any potential risks to the child or children, including:
4. Reprisals,
5. Stigmatization, rejection or attacks by family or communities,
6. Legal prosecution,
7. Misguided or malicious attempts by outsiders to "rescue" the child from a difficult situation
8. No staging: Do not ask children to tell a story or take an action that is not part of their own history. Do not ask children to promote products contributed by corporate supporters.
9. Obtain permission from the child and her or his guardian for all interviews, videotaping and, when possible, documentary photographs. When possible and appropriate, this permission

should be in writing. Permission must be obtained in circumstances that ensure the child and guardian are not coerced in any way and understand they are part of a story that might be disseminated locally and globally. This is usually ensured only if the permission is obtained in the child's language and if the decision is made in consultation with an adult the child trusts.

10. Pay attention to where and how the child is interviewed. Limit the number of interviewers and photographers. Try to make certain that children are comfortable and able to tell their stories without outside pressure, including pressure from the interviewer. In film, video, and radio interviews, consider what the choice of visual or audio background might imply about the child and her or his life and story. Ensure that the child will not be endangered or adversely affected by showing their home, community, or general whereabouts.
11. If a child discloses bad practices during an interview (such as abuse, criminal activity, or a violation of Warrior Squad Foundation policy), the person carrying out the interview should know the local procedures for reporting this. Staff should also be familiar with Warrior Squad Foundation's Child Safeguarding Policy.
12. No payments or any other form of compensation are to be provided to children or parents in exchange for their interview, photo, or consent.

Guidelines for reporting on children

1. Do not further stigmatize any child. Avoid categorizations or descriptions that expose children to negative reprisals – including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.
2. Always provide an accurate context for the child's story or image.
3. Do not give any information that could lead to a child being identified or traced. For example, if the child is from a small village, it might be easy for the child to be identified by another villager. Provide the region or district where the child lives, rather than naming the village. Do not name the school the child attends. Use first names only.
4. **Always change the name and obscure the visual identity** of any child who is identified as:
 - a) A victim of sexual abuse or exploitation,
 - b) A perpetrator of physical or sexual abuse,
 - c) Charged or convicted of a crime,
 - d) A current or former child combatant,
 - e) HIV positive, living with AIDS or has died from AIDS, unless the child, a parent or a guardian gives fully informed consent,
 - f) Or any child who does not wish to be named and identifiable, or whose parent/guardian does not wish the child to be named and identifiable.

5. **Always change the name and consider obscuring the visual identity** of a child identified as:
 - a) An asylum seeker, a refugee or an internally displaced person,
 - b) A beneficiary of Warrior Squad Foundation's domestic programs or a resident of a Ugandan community,
 - c) Orphaned, abandoned or separated from parents/guardians. In the case of orphans, please be sure to mention when they are in the care of relatives or guardians.

6. **Do not change a child's identity when it is important to the child and the story.** In certain cases, using a child's identity – name and/or recognizable image – is in the child's best interests. However, when a child's identity is used, he/she must still be protected against harm and supported through any stigmatization or reprisals. Some examples of these special cases are:
 - a) When a child initiates contact with the reporter, wanting to exercise their right to freedom of expression and to have their opinion heard.
 - b) When a child is part of a sustained program of activism or social mobilization and wants to be so identified.
 - c) When a child is engaged in a psychosocial program and is claiming their name and identity as a part of their healthy development.
 - d) When a child has died and the parent/guardian wants the child's name to be used in order to raise awareness of a problem or change policy.
7. When changing a child's name to protect their identity, ask them at the time of the interview what name they would prefer to be known as. If the child does not state a preference for a certain name, work with someone from the community to select a name that is culturally appropriate given the child's gender, ethnicity, religious background, etc. Whenever possible, choose a name that is short and easily pronounced/understood by an audience that may be unfamiliar with the child's culture.
8. Confirm the accuracy of what the child has to say, either with other children or an adult, preferably with both.
9. When in doubt about whether a child is at risk, report on the general situation for children rather than on an individual child, no matter how newsworthy the story.
10. Do not invent a tragic future the child may face "if we don't help". If the child's image or story are to be used in this way, the child and parent or guardian must see the creative treatment and give additional consent.

Guidelines for use of videos and photos including children

- Quality Indicator Definitions
- Clarity – Please take clear photos and videos, test sound quality and write conversationally while remaining grammatically correct.
- Composition – Videos, stories and images should convey a story with a clear beginning, middle and end or imagery that conveys emotion or action.
- Context – Include setting or background for the story or reference that references Warrior Squad Foundation's work. Describe the problem we are trying to solve or the solution to a problem. For example, feeding a hungry child or distributing books at a library.

- Compelling – Take pictures and videos that would make you want to stop what you are doing and take action.

Compliance Indicators

Protection:

- Coverage (No private parts, ever. Very strict discretion around shirtless children to ensure asset does not serve as fodder for pedophiles.)
- Dignity (Is the subject portrayed as a helpless victim, or as a brave survivor who is contributing to his/her own success?)
- Care (Children in grave health or dangerous situations are not to be depicted without care – e.g. a baby alone and crying; under attack, severe acute malnutrition, fresh wounds, or extreme physical trauma)
- Released (Releases are required, some verbal in case of emergencies. Releases include informing the subject of the intended use of the photo and protecting the identity of high-risk children such as those in conflict settings, exploited workers, former slaves, and those affected by deadly infectious diseases including HIV/ AIDS and Ebola.)

ANNEX II

PROGRAM VISIT CHILD PROTECTION GUIDELINES

Standards & Procedures for Child Safeguarding and Site Visits:

I.1. Uphold the agency Child Safeguarding Policy standards through signed acknowledgement, training, and application by all Warrior Squad Foundation visitors. Visitors are defined as staff, interns, consultants, volunteers, vendors, policymakers, talent, corporate or foundation partners, board members, etc.

Procedure:

Before Site Visit:

- Prior to any contact with children, WSF's to review expectations for site visits with visitor(s), including an acknowledgement of the Child Safeguarding Policy.
- Provide a copy of Warrior squad Foundation's child safeguarding policy to Warrior Squad Foundation visitor(s) prior to each visit. Warrior Squad Foundation visitor(s) must review and return a signed copy of the child safeguarding policy to the organizer of the site visit.
- Retain signed copies of Acknowledgement of Child Safeguarding policies per standard WSF policies and practice.
- If a representative participates in multiple visits annually, he/she only needs to sign and return the policy once a year.
- In some cases, the head Office will have additional Child Safeguarding or Ethics Conduct forms for visitor(s) to review and sign.
- Adhere to the two-adult rule, as outlined in the WSF Child Safeguarding Policy.

Procedure:

During Site Visit:

- Children must never be left alone with visitor(s). Warrior Squad foundation staff must adhere to the two-adult rule: two or more adults are required to supervise all activities where children are involved and are present at all times.

I.2. Protect the privacy and sensitive personal information of children and families.

Procedure:

Before Site Visit:

- Head office staff must explain the "*Original Materials, Interviews, Film, Photos, Tape and Video Consent and Release*" form to all participants of the upcoming site visit, including all caretakers, guardians, parents of children at the site. If an adult or guardian/caretaker of a child has not signed the form prior to the visit, they cannot be included in photographs, video, quotes or other materials intended for publication, marketing or other use are gathered during the visit. Copies of the release forms should be filed at the Head Office as per standard WSF policies and practices.

During Site Visit:

- Do not share children's full names or locations on social media. Turn off location devices that automatically populate the location on social media. Please follow Warrior Squad Foundation's safeguarding guidelines for social media and communications.

After Site Visit:

- Do not share children's full names or locations on social media. Please follow WSF's child safeguarding guidelines for social media and communications.

I.3. Ensure all site visits are authorized, and visit procedures are followed.

Procedure:

Before Site Visit:

- All site visitors must go a thorough background check, as permissible in their market, on the sponsor and all other accompanying visitors in advance of the visit. The organizer of the visit must send WSF representative a background authorization form a month in advance of the visit. The WSF visitor must complete, sign and return the form to the visit organizer. The Authorization to Obtain Background Reports form must be signed by hand in pen (electronic signatures are not acceptable). WSF does not require an original copy of the form: faxes, scans, and photocopies are fine.
- The visit organizer must submit the form and budget code to their legal department. Background checks can take several weeks, and cost from \$20-\$500 depending on what courts the system needs to run through. The background check is good for a year's time. The background check must be completed and cleared before the visit.
- The Head Office must secure parental/guardian permission for the site visit via a signed consent form. (link to the form used in child sponsorship)

During Site Visit:

If a visitor arrives at WSF Head office unexpectedly requesting a site visit, the Head office should explain that a visit cannot take place because the proper forms and background checks have not been completed and notify the appropriate WSF member of the request. Under no circumstances should a WSF guest visit a child, program or community unannounced.

- Visitors must not stay overnight with one or more children benefiting from Warrior Squad foundation programs who are not part of their immediate or extended family, whether in their house, project premises or elsewhere.
- Sponsors/children may not visit children's/families' or sponsors' homes, respectively. Sponsor visits should take place in a communal, public location (e.g., not at the child's home).
- Sponsor site visits may not exceed two days.
- In the case of a violation pertaining to sponsor visits, the sponsorship relationship will be terminated if deemed necessary (after reviewed for severity of breach).

Annex III: child safeguarding checklist:

We, the board of Warrior Squad Foundation, do recognise and approve this child safeguarding policy, which provides Rules for Keeping Children Safe and outlines clear sets of behaviours when dealing with children, which is binding on all WSF staff. These rules describe the positive approach to work with children, but also contain details of conduct that is deemed inappropriate and unacceptable.



Chairperson, Board



secretary, Board