



WORLD VISION UK CHILD SAFEGUARDING POLICY



WVUK Child Safeguarding Policy





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POLICY APPROVAL & REVIEW HISTORY

POLICY OWNER : Director of Finance , Risk & Legal

ACTION	RECOMMENDED BY	APPROVED BY	DOCUMEN
	FARCOM	TRUSTEE BOARD	T VERSION
Complete review of Child	19 June 2015	7 July 2015	1/2015
Safeguarding Policy			
Annual Review	17 June 2016	7 July 2016	2/2016





WORLD VISION UK CHILD SAFEGUARDING POLICY 2015

which replaces and supersedes the World Vision UK: Child Protection Safeguarding Policy Procedure 2012. APPROVED BY: WVUK BOARD OF TRUSTEES, 7 JULY 2015

World Vision UK (WVUK) is company limited by guarantee and a registered charity in the United Kingdom. World Vision UK (WVUK) is part of the World Vision (WV) Partnership which works together to bring real hope to children in the world's hardest places. WVUK predominantly fundraises, through child sponsorship and by other means, for various child-focussed programmes in developing countries overseen by WV Partnership and National Offices

VALUES, PRINCIPLES AND BELIEFS

At WVUK we believe that:

- (1) All children under the age of 18 years have equal rights to protection from abuse, neglect, exploitation and violence, regardless of gender, ethnicity, disability, sexuality, religious or other beliefs.
- (2) When making decisions regarding the welfare and safety of children, we are guided by the principle of "best interest of the child" which is of paramount consideration.
- (3) Everyone who represents WVUK ("WVUK Representatives") has a moral, and contractual responsibility to safeguard and protect all children.

We are committed to creating an environment where potential risks are identified, considered and minimised and there are clear responsibilities and easily accessible processes and procedures to ensure this in all areas of our work. We will meet our commitment to safeguard and protect children in the following key areas:

- A. Awareness
- **B.** Prevention
- C. Reporting
- D. Responding

UNDERPINNING STANDARDS

This Policy is underpinned by the following international and national legislation, good practice and standards:

- (1) Human and Child Rights UN Charters, Conventions and Declarations, principally the United Nations Convention on the Rights of the Child, 1989 (UNCRC) and its Optional Protocols;
- (2) World Vision International (WVI) Child Protection Policy, (informed by international child protection and safeguarding standards outlined by Sphere, Humanitarian Accountability Partnership-International (Building Safer Organisations)¹, Keeping Children Safe Coalition; Child Protection in Emergencies Minimum Standards under the Global Protection Cluster Child Protection Working Group and the START Network);
- (3) All United Kingdom national legislation, including Safeguarding Vulnerable Groups Act 2006 and others;
- (4) United Kingdom Charity Commission's Child Safeguarding Guidelines²; and
- (5) WVI Standards and Guidelines for Implementation of the WVI Child Protection Standards 2012³
- (6) WVI Partnership Global Social Media Policy April 2014⁴

¹ Humanitarian Accountability Partnership (HAP) and People-In-Aid are merging to form CHS Alliance International by adopting Common Humanitarian Standards

² https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-

³ https://www.wvcentral.org/InternalResources/GuidelinesforImplementationofChildProtectionStandards.doc

⁴ https://www.wvcentral.org/Communications/Bibliotek Communications/WV Global Social Media Policy.docx





APPLICATION:

- (1) The provisions under this Policy will bind all WVUK Representatives at all time
- (2) This policy will be read together with the Child Safeguarding Implementation Guidelines and all other organisational policies (eg. Recruitment Policy 2014, Disciplinary Policy (as reviewed 2013); Whistle-blowing Policy 2010 etc) as appropriate.
- (3) In the event where child safeguarding policies/standards differ in text or implementation with other organisational policies or standards, the more stringent policy/standard will be applied.

Development and review of this Policy: WVUK is responsible for ensuring the development, implementation and annual review of this Policy, in accordance with United Kingdom Charity Commission's Child Safeguarding Guidelines. WVUK may set stricter requirements in this Policy, as required by local law, best practice or context.

A. RAISING AWARENESS

1.0 CHILD SAFEGUARDING RESPONSIBILITIES

1.1 Awareness: WVUK will equip all WVUK Representatives to understand their child safeguarding responsibilities and obligations as set out in this Policy by ensuring:

- (1) All WVUK Representatives who may in the course of their duties include direct or indirect contact or access to children, their personal information or images acknowledge in writing:
- (a) the receipt and their understanding of this Policy; and
- (b) if they become aware of any harm or risk to children, they will inform WVUK Safeguarding Manager immediately and no later than 24 hours.
- (2) All contracts with third parties (excluding WVUK staff and Board members) will include a copy of this Policy, and where applicable, the following provision: "In the course of contracted work, you agree that those representing your company who may interact or have access to children or children's information will act in the best interest of children, uphold WVUK's Child Safeguarding Behaviour Protocols, Safer Recruitment Standards and other child safeguarding measures as requested."
- (3) All current staff, volunteers and Board members receive child safeguarding training as appropriate to their role with periodic refresher training at least once every two years.

1.2 Child Safeguarding Staffing: WVUK Child Safeguarding Manager is the child safeguarding lead to provide advice and support to the implementation of this Policy and its Guidelines. Child safeguarding programmatic design, planning and support will be under the purview of the WVUK Child Rights Programming and Policy Unit.

2.0 CHILD SAFEGUARDING BEHAVIOUR PROTOCOL

All WVUK Representatives will abide by and acknowledge in writing the receipt and understanding of the Behaviour Protocol. Signed acknowledgements must be kept on file by the relevant Line Manager, and in the case of staff, Board Members, casual workers or volunteers, with the human resource department.

2.1 ACCEPTABLE BEHAVIOUR⁵ – WVUK Representatives will:

(a) ensure that the "two-adult" rule be applied, meaning two or more adults must be present at all

⁵ Adapted from Keeping Children Safe Coalition Child Protection Policy (2011).





times when in contact with children. It is also expected that WVUK Representatives will remain visible whilst working with children;

- (b) be aware of situations which may present risks, manage and minimise these risks prior to the implementation of any activity, project or programme;
- (c) be careful how their language and actions will be perceived in relation to children, and must behave in a manner that demonstrates a respect for children and their families, dignity and rights;
- (d) ensure that any physical contact with children is culturally appropriate, never crossing personal boundaries or an invasion of the child's privacy. To avoid misunderstanding, WVUK Representatives should not initiate physical contact with a child (unless circumstances prevail to reduce imminent danger to the child);
- (e) use positive, non-violent methods to manage children's behaviour, eg. withdrawal of privileges;
- (f) accept responsibility for personal behaviour and their actions;
- (g) always be accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner. WVUK Representatives should remove themselves from situations which could compromise them, particularly if they may have contact with children who, because of their circumstances and possible previous abuse they may have experienced, may display inappropriate behaviour;
- (h) report any child safeguarding concerns to the Safeguarding Manager immediately and in any event not more than 24 hours, comply with related investigations (either internal and/or external processes) and make available any documentary or other information necessary for the completion of such investigations;
- (i) ensure a culture of openness and accountability within World Vision to enable all child safeguarding issues or concerns to be raised through proper channels, so that poor practice, potentially abusive or harmful behaviour does not go unchallenged;
- (j) behave sensitively within the local context and consider how their actions may cause potential conflict and tensions within communities. Where their presence may be of detriment to children or the community, WVUK Representatives will seek advice from the appropriate World Vision National Office senior Child Protection Lead;
- (k) be familiar with and responsible in the use of social media in communications about children.

2.2 UNACCEPTABLE BEHAVIOUR – WVUK Representatives within and outside their work environments will not:

- (a) be alone with a child. Refer to 2.1(g) above;
- (b) behave in an inappropriate physical manner, develop a sexual relationship with a child (under 18 years old) or a vulnerable adult that was formerly a child under the care of WVUK, regardless of the country-specific legal age of consent;
- (c) caress, fondle, kiss, hug or touch children in an inappropriate, sexually provocative or culturally-insensitive way;
- (d) use language, make suggestions, offer advice or act in ways which is inappropriate, offensive or abusive, that may cause shame , humiliation, belittling or degrading in nature;
- (e) spend excessive or unnecessary time with a child(ren) alone or taking a child to a location where they may be alone with that child, away from others, behind closed doors or in a secluded area;
- (f) condone or participate in behaviour with or towards children which may be illegal, unsafe or abusive; including practising harmful traditional practices (eg. early and forced marriage, female genital mutilation or cutting), spiritual or ritualistic abuse (including voodoo, witchcraft);
- (g) hire children in any form of child labour that may interfere or harm their physical, developmental, emotional and spiritual well-being; in particular, WVUK Representatives should not hire children as "house help", even if they are in their home with their primary caregiver who may be a house-help;





- (h) hit or use other forms of corporal punishment against a child, or physically assault or abuse a child regardless of whether this is locally or culturally acceptable;
- (i) provide lifts to children in a vehicle, except with express permission from line managers and the parents/ primary caregivers/guardians of those children;
- (j) discriminate against or show preferential treatment to a particular child or children to the exclusion of others (eg. providing gifts or favours to a particular children or their family to gain trust which is a form of sexual grooming). Sponsors are permitted to give gifts to their sponsored child(ren) or their family in accordance with WVUK's 'Gifts for Sponsored Children' guidelines.
- (k) do things of a personal nature for children, which they can do for themselves;
- (I) share personal contact details (home, work , hotel address , contact numbers or any social media identities) with any child or his or her family;
- (m) visit sponsored children unannounced or partake on visits which have not been approved by WVUK to sponsored children or World Vision project communities.

2.3 Failure to comply - consequences: Failure to comply with the above Behaviour Protocol (which is not an exhaustive list) may result in actions to be taken by WVUK set out in paragraph 7.3.

B. PREVENTION

3.0 RECRUITMENT

3.1 Screening: WVUK will undertake diligent measures to screen all staff, volunteers and Board members. These measures will include addressing child safeguarding matters on application forms, questions during interviews and when obtaining references, probationary periods, performance management and general supervision. Child safeguarding screening measures will apply to all WVUK representatives including independent contractors.

3.2 Background Checks: All candidates for paid or unpaid positions, including independent contractors/consultants who may have contact with children or to personal child information or images will undergo necessary identification and criminal record/police background checks prior to appointment, and such checks will be refreshed periodically as required by law or context. People with a prior conviction for a crime against children will not be hired or engaged by WVUK

4.0 VISITS TO WORLD VISION PROJECTS

4.1 Visit Preparation: All visits to World Vision projects must be pre-approved by both WVUK and the relevant National Office. WVUK will conduct background checks on all visitors before any field visit. Unannounced or unapproved visits to sponsored children or World Vision project communities are not permitted and if they take place will be dealt with severely.

(1) Prior to any visit to a World Vision project, all visitors must have undergone the following screening process:

- (a) sign a declaration that they have received, read and understood the Child Safeguarding Policy and are prepared to abide by it;
- (b) provide a photocopy of their current passport;
- (c) complete a child safeguarding assessment with a WVUK-appointed child safeguarding specialist which will take place at WVUK office in Milton Keynes, other mutually convenient location or by telephone/skype call, as appropriate;
- (d) complete Disclosure Barring Service (DBS) check containing no inclusions OR if this is not possible, provide a Disclosure Scotland check <u>and</u> one independent reference OR if this is not possible, provide a signed declaration <u>and</u> one independent reference; and
- (e) in the case of WVUK Staff or Trustee, he/she has completed the face to face child safeguarding training.





- (2) All those travelling with visitors, i.e. partners, colleagues, children 16 years and above will be subject to the same process checks in 4.1(1) above.
- (3) If any visitor chooses not to comply with the provisions contained herein or fails in the screening process, that visitor will be prohibited from visiting or having contact with any World Vision project globally.
- (4) Eight weeks should be allowed for the completion of the screening process.
- (5) Visitors who are sponsors will only be allowed to visit their sponsored child(ren) once every two years (without exception) to ensure minimum disruption to the sponsored child, their family and community.

4.2 Visitor Orientation to Child Safeguarding : The following requirements apply to all visitors who visit a World Vision project or have direct contact with children:

- (a) All visitors are briefed on WVUK Safeguarding Policy, with particular regard to the Behaviour Protocol (Section 2.1) and Communications (Section 5.0). They sign acknowledgement of this Policy and understanding of the protocol, and the signed acknowledgement is kept on file by the WVUK team arranging the visit.
- (b) WVUK team arranging the visit will obtain from the National Office (hosting office) it's Child Safeguarding Behaviour Protocol as well as local customs regarding adult interaction with children and the name and contact details of the local child protection lead. This must be given to all visitors during orientation prior to visit.
- (c) Visitors will be accompanied by a World Vision staff person at all times when visiting World Vision projects.

5.0 COMMUNICATIONS, SOCIAL MEDIA AND DIGITAL TECHNOLOGY

5.1 Dignity: WVUK is committed to ensuring all communications about children are undertaken with sensitivity in order to safeguard each child's right to dignity, privacy and confidentiality. In all forms of communication, children are treated and portrayed with dignity and not as helpless victims or in a sexually suggestive way.

5.2 Consent: Informed consent means the subject has a general understanding of the purpose of the reporting or photography and gives verbal permission. WV staff must obtain informed consent from the child (as appropriate for age), and from parents, primary caregiver or guardian where children are primary subjects of a story, photo and/or video resource gathering.

<u>Written consent</u> is obtained from the child (as appropriate for age), and from parent, primary caregiver or guardian in the following situations:

- (a) where a child could be easily identified, or
- (b) where the sensitive nature of their personal disclosure of their situation could possibly cause a risk to his or her privacy, dignity, safety or reputation, or
- (c) where otherwise required by applicable law.

5.3 Prevention of Harm in Communications: The underlying rule : Child personal and physical information that could be used to identify the location of a child within a country should not be used on World Vision websites or in any other form of communication by World Vision about a child.

WVUK takes the following steps to prevent harm through communications, including social media and digital technology (through the use of photographs/videos/audio clips, stories, articles, or any other communication materials):

(a) Material posted on social media or digital technology will not contain the family name, sponsorship ID number, or personal location/address of children.





- (b) Material with a child or children will not be geo-tagged to precise locations if it contains any part of the child's name or other identifying information.
- (c) Personal child information that is captured, stored or sent through electronic, on-line or mobile devices is password protected.
- (d) Wherever possible, measures are taken to prevent electronic copying of photographs without WVUK's permission (utilising digital water-marking and right-click disable functions in accordance with the WV Partnership Minimum Standards for Internet Presence⁶).
- (e) Discourage direct communication between a WVUK Representative with a registered or unregistered child through social media or any other means that is without WVUK's knowledge or facilitation.
- (f) WVUK cooperates with WV Partnership and National Offices to provide reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.
- (g) Sponsorship welcome kits, WVUK websites, domains and social media platform profile pages contain a legal privacy and confidentiality disclaimer with reporting options for child safeguarding concerns or incidents.

5.4 Prevention of Harm in Sponsorship: Sponsorship is implemented in a manner that keeps the safety of children as the top priority. This includes training of staff to recognise, report and respond to potential abuse and harm, and the secure handling and storage of personal information and eventual disposal.

C. REPORTING

6.0 CHILD SAFEGUARDING INCIDENT REPORTING: All staff and WVUK representatives are made aware of their individual responsibility to uphold this Policy. Any member of staff or WVUK representative who is concerned, suspects or is made aware of any child safeguarding incident, should report the matter immediately to :

- (a) the WVUK Child Safeguarding Manager ; and
- (b) the National Office child protection lead (when in country) or
- (c) use the procedure under the World Vision UK Whistle Blowing Procedure.⁷

D. RESPONDING

7.0 RESPONDING TO CHILD SAFEGUARDING INCIDENTS: WVUK will respond to all reports of child safeguarding incidents through appropriate internal mechanisms. In order to achieve effective and fair reporting and management of incidents, **all** incidents reported will be categorised and managed according to WVUK's incident management guidelines, and escalated if necessary.

7.1 Definition

"incident" - a concern, allegation or fact about inappropriate behaviour or any breach or threatened breach of the terms of this or any other organisational policy which may put a child at risk of harm, injury or death whether in temporary or permanent care of a WVUK representative or National Office;

"intervention"- when an incident demands action to be taken to mitigate, monitor or manage risk associated with a specific incident or suspected policy breach. An intervention may include internal administrative investigation or if criminal in nature, a referral to an external agency, government authority, the Charity Commission, any law enforcement body, including any other escalation within WV International.

⁶ https://www.wvcentral.org/wvipolicy/Documents/Internet Presence pp.doc

⁷ WVUK Whistle Blowing Policy - WVUK Policies Database - Admin\Policy By Category\Care\Grievances and Disclosures





7.2 Child Safeguarding Incident Thresholds

WVUK uses three levels of thresholds to determine WVUK's response :

Amber	An issue that presents a risk to children, the organisation, staff or WVUK Representative arising from a breach or potential policy breach
Red	An issue that poses a high risk to child(ren), the organisation, staff, or WVUK Representative, which demands Child Safeguarding Intervention.
Black	An issue that represents or has caused significant risk to a child(ren), the organisation, staff or WVUK Representative which demands immediate Child Safeguarding intervention and in any event not later than 24hrs.

7.3 Consequences and Outcomes : Violations of any provision contained in this Policy may result in:-

- (a) disciplinary action which may result in suspension and dismissal from employment, volunteer/internship, partnership, contractual relationship or Board membership; or
- (b) termination of sponsorship;
- (c) termination of the working relationship with WVUK .

In compliance with legislation or best practice, WVUK will report to law enforcement and external agencies including but not limited to the police or relevant law enforcement agencies, the Child Exploitation and Online Protection Unit (CEOP, now under the National Crime Agency NCA), the Disclosure & Barring Service (DBS), the Charity Commission or the Independent Local Authority Designated Officer (LADO). WVI Safeguarding Lead will also be informed and take appropriate next steps.

7.4 Disclosure for learning and accountability: While WVUK maintains appropriate confidentiality for individuals in child safeguarding incidents, WVUK may disclose general information about incidents (without personal or confidential details) in order to support learning and accountability, to prevent future incidents, or as required by law.

CHILD SAFEGUARDING IN PROGRAMMING

8.0 Child Safeguarding Programming includes all efforts aimed at helping children to be safer within their families and communities, including empowering children. WVUK will actively support children and their parents/primary caregivers/guardians, to understand how to safely and appropriately utilise social media and digital technology, while avoiding risks to their safety and diginity and responding immediately to threats

8.1 Child Safeguarding as a Cross-Cutting Theme: In all programmes, WVUK seeks to do no harm to children, to act in the best interests of the child, and to utilise opportunities to help children be safer within their families and communities. This includes the establishment of complaints and response mechanisms, consideration during programme design of local child safeguarding threats and issues, and influencing partners to be safer organisations for children.

8.2 Institutionalisation and Adoption: WVUK does not facilitate the adoption of children or support programming within institutions where children stay for the long-term in ways that perpetuate the institutionalisation of children.

8.3 Child Participation: World Vision works to empower children as citizens and participants promoting their own well-being, and to minimise any risk of harm or negative consequence resulting from participation in activities promoted by World Vision. When planning or organising programmes





or activities where there may be contact with children or access to their personal information or images, a risk analysis will be carried out with clearly identified risks and mitigating actions by the team in charge of such planning or organisation

8.4 Ethics: Child participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of children as the top priority.

8.5 Informed Consent in Child Participation: Child participation activities are voluntary and inclusive (especially of the most vulnerable children), and both children and parents/caregivers/guardians make informed decisions regarding participation, including due consideration of risks that could be associated with the activity.

8.6 Child Travel: World Vision sometimes supports children to travel to events, activities or for other opportunities. In such cases the parents, guardians or caregivers, or other legally required entity or individual, give informed written consent prior to travel. The child's health, safety and well-being are the most important priorities during any travel supported by World Vision. World Vision will not facilitate travel of children outside of their country to visit their sponsor.

DEFINITIONS

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. There are four main types of child abuse as defined under the UK Government guidance *Working Together to Safeguard Children 2013*:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent, a primary caregiver or guardian failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding,





drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, primary caregiver or guardian fabricates the symptoms of, or deliberately induces, illness in a child

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child: in conformity with the UN Convention on the Rights of the Child, 1989, a 'Child' is defined as any person who is less than 18 years old, regardless of which country they live in. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Child labour: Work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling.

Child safeguarding: All internal organisational measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against children

Corporal punishment: Defined by the UN Committee on the Rights of the Child as:"Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light".

Exploitation: The use of a child for the benefit of others. This includes, but is not limited to, child labour and sexual exploitation. Sexual exploitation targets children through an abuse of power or trust for sexual purposes; examples include child prostitution, child pornography and the trafficking of children for sexual abuse.

Harmful traditional practices (HTP) include:

- female genital cutting/mutilation
- so called 'honour' based violence and 'honour' killings
- early, child and forced marriage
- abuse linked to a belief in spirit possession
- breast ironing also known as breast flattening

Harmful traditional practices are based on tradition, culture, custom and practice, religion and/or superstition. They have often been embedded in communities for a long time and are born out of community pressure. They are committed and actively condoned by the child's parents or significant adults within the child's/young person's community.

They include rituals, traditions or other practices that have a detrimental effect on the physical, mental and emotional health of the victim. Many of the practices involve bias against groups of children, particularly girls and children with disabilities. Many involve physical abuse and pain leading, in some cases intentionally, to death or serious injury. Others involve mental abuse

National Office: A World Vision office in the field or country where World Vision projects are





implemented

Violence: The use or threat of physical force or power that harms a child. Although abuse, neglect and exploitation are forms of violence, we include "violence" as a separate category in order to address additional threats from which children need to be protected, including gang violence, bullying, harassment and playground violence.

Visitors: anyone visiting a World Vision project and may include but not limited to WVUK Representatives, photographers or reporters.

WVUK Representatives: is any person who represents WVUK whether under a contractual relationship, paid or unpaid position or in a position of trust. This includes staff, volunteers, fixed term contractors, consultants, Board members, sponsors, donors, or people affiliated with World Vision.