



Guidance Note: Application of Child Protection Standards to Staff and Sub-Contractors of Contracted Individuals or Companies

September 2016—working draft

Individuals or companies contracted to perform a service for any World Vision entity often utilize their own employees or subcontractors to complete the work for WV. Where the contractor's work may include interaction with children—directly as part of the project or simply due to being in a WV operational area—or access to children's personal information, every employee and/or subcontractor assigned to the WV project(s) must fulfill all Child Protection Standards (CP Standards) applicable to the contracting company or individual themselves.

The WV office signing the contract with the individual or company bears the responsibility to ensure that CP Standards are fully cascaded to all persons involved in the contracted activities. It is insufficient to rely only on the contractor to fulfill the requirements, although noncompliance should be addressed immediately and may be grounds for breach of contract.

This requires **advance planning, budgeting any costs** in the contractor agreement, and **follow up** by the contracting WV office to ensure fulfillment of these requirements prior to commencement of the project activities. For any unusual circumstances or for questions on this guidance note, **contact WVI Child Safe Organisation Advisor, Rachel Wolff.**

Contractors perform a wide range of services for WV offices. Guidance is below for three of the most common types of contractors that WV works with. The bottom line is that any contractor expected to interact with children or access children's personal information must ensure that WV's CP standards are upheld as part of their work with WV.

I. Monitoring & Evaluation (M&E) Contractor –

This type of contractor may involve a freelance consultant, firm, university, or combination of these. The contracting entity may be conducting an assessment, baseline, mid-term review, evaluation, or other research project, and may be local or globally sourced. As such, the contracting entity may be wholly unfamiliar with local norms and common Child Protection risks.

Any and all employees or subcontractors of the M&E contractor must acknowledge in writing receipt of WV's CP Standards or local CP Policy, and must have key assurances (See *CP Standard 1.2*) added to their employment contract or sub grantee agreement prior to commencing work on WV projects. All such persons must also clear a background check in their country of residence. If their country has an exemption for the WV National Office, they must undergo the **approved alternative screening measures** agreed to by the



National Office with the exemption (*refer to the written exemption in your office, signed by WVI*). The contracting WV office should require submission of these documents as part of the initial package of deliverables from the contractor.

These requirements also apply to any and all individuals hired by WV or by the contractor (e.g. enumerators, supervisors, translators), regardless of whether these individuals are residents of the local area or plan to speak directly to children or youth. Such individuals must acknowledge in writing receipt of WV's CP Standards or local CP Policy have key assurances (See *CP Standard 1.2*) added to their contract or MOU, and clear a background check.

2. Contracted Security Companies –

Many WV offices contract with external firms to provide security guards at ADP offices, warehouses, and/or NO offices. The majority of these guards serve in WV field locations amongst the vulnerable children we serve. As such, ***it is insufficient for WV's CP Standards to be acknowledged only by the security company entity or manager***, as this provides no assurance that the CP Standards will be communicated to individual guards.

Any and all WV offices with such contracts should immediately review the status of individual guards serving in WV locations. Prior to taking up their WV assignment, all guards should:

- Acknowledge in writing the receipt of WV's CP Standards or local CP Policy.
- Have key assurances (See *CP Standard 1.2*) added to their employment contract with the security company.
- Clear a background check, conducted by the security company. If an exempt country, the security company must ensure approved alternative screening measures for each guard, with guidance from the WV National Office (*refer to the written exemption in your office, signed by WVI*).
- Receive training/orientation in Child Protection Standards from WV at the ADP level within the first month of posting. The WV office may arrange with the security company alternate forms of training, including Train the Trainer delivery via the security firm, centralized trainings, etc., but there must be a minimum orientation at the start of the guard's posting with WV.

WV offices which have current contracts with security firms that do not comply with the above requirements must ensure all individual guards comply within 90 days of the effective date of this document. Support Services, Administration, and/or Supply Chain teams should proactively ensure these requirements are met, with support and advice from the Child Protection focal point.

For future bidding processes for security firms, Child Protection requirements as well as efforts to prevent abuses—such as higher percentages of female guards for WV locations—



should be incorporated into the request for bids to promote child-safe suppliers.

3. Labor Contractors –

Companies hired to complete an infrastructure project in the field, such as rehabilitate a school, dig a deep well, or construct a new WV ADP office, may dispatch regular employees (foreman, project manager) or casual workers (day laborers). As a firm hired by WV to complete a project in a WV operational area, the presence of the contractor's laborers may pose a risk to WV and our responsibility to safeguard children from violence. Therefore, prior to signing a contract for labor work, **the WV office is responsible to ensure the contracted company will apply WV's CP Standards to all company employees who will or may work on the WV project**, including acknowledgement in writing of receipt of the local CP Policy; key assurances (See CP Standard 1.2) added to their employment contract; and successful completion of background checks (or standard alternatives).

Given the transitory nature of many laborers, however, the contracted company must also describe in the contract how they intend closely supervise any and all laborers at the site. The company must agree in writing to supply copies of the WV CP Standards to such laborers and get their signed agreement prior to the start of work.

In addition, the local WV supervisor (e.g. ADP Manager) must be notified in advance of commencement of local work, so that he/she or their designated representative can meet with the laborer team and brief them in person of the CP Behavior Protocols. Where possible, the local CP committee, along with additional community leadership, should be alerted that laborers will be working in the community and have been briefed on behavior protocols vis-à-vis children. If there is a public event to launch the construction project, this can be used as an opportunity for WV representatives or community leaders to speak publicly about the importance of keeping children safe during any construction activity.

VERSION 1.0