WWF-Pakistan
Child Safeguarding Guidelines

Approved by : Senior Management Team [SMT]
Review Cycle : 2 Years
Reference : Workplace Safeguarding Guidelines # 16 : Annexure - 1
Effective : Jan 2022

1. Statement

We believe in the inherent rights, freedom, dignity and equality of all people, including children. We are committed to upholding the rights of children, and safeguarding them against actions (intended or unintended) that place them at risk of all forms of violence and harm, including mental, physical, sexual and economic abuse and exploitation.

2. Purpose & Scope

The guideline is designed to minimize the risk to children that are engaged in physical and virtual activities of WWF-Pakistan and employees involved in planning and conducting these activities with children. The requirements of the Guideline are in addition to any applicable national and local legal requirements. It applies to all employees, board members, consultants, volunteers, interns and hosted employees and international staff if any.

3. Definitions / Terminology

Children: A person below the age of eighteen (18) years in line with the UN Convention on the Rights of the Child. Special attention should be made to children from minority groups, children with disabilities & transgender children.

Child Rights: Children have the “right to life, survival and development” where development encompasses physical, emotional, cognitive, social and cultural development.

Child Protection: The prevention of and response to harm, abuse, neglect, exploitation and violence against children.

Safeguarding: to prevent, deter, detect and respond to potential harm or abuse (which includes, physical, emotional, sexual & economic abuse) in all WWF activities and places of work, including but not limited to conservation actions, product merchandising, social media engagement, and employee interactions with children.

Safeguarding is not just about protecting children from deliberate harm. It also relates to other areas including:

a) A child’s health and safety
b) The use of reasonable force
c) Meeting the needs of children with medical conditions or special needs
d) Providing first aid
e) Internet or online safety
f) Data security
g) Appropriate arrangements to ensure premises security

Child Abuse: involves the abuse of children’s rights and includes all forms of violence against children: physical, emotional sexual and economic abuse, neglect, sexual exploitation, abduction and trafficking, including for sexual
purposes, involvement of a child in online child sexual exploitation and child labour as defined below.

Physical Abuse: When a person purposefully injures, or threatens to injure, a child. Examples of physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning and strangling.

Neglect: The failure, where there are means, or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child’s health is placed at risk.

Emotional Abuse: An attack on a child’s self-esteem. Examples include – name-calling, threatening, ridiculing, shaming, intimidating or isolating the child

Child Sexual Abuse: When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children. This includes exposing a child to online child sexual exploitation material or taking sexually exploitative images of children and selling or distributing the same.

Child Labour: work that deprives children of their childhood, their potential and their dignity, and that is harmful to their physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. Child labour is a form of economic abuse.

Child Trafficking: Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power.

Working with Children: Working with children means being engaged in an activity with a child where the contact (in person and online) would reasonably be expected as a normal part of the activity.

4. Our Commitments

a) To have a zero-tolerance approach to child abuse and exploitation. This is enacted via robust prevention and response work, and holding those responsible for harm and intolerable behaviour to account.

b) To ensure that a safeguarding culture is developed within the organization so that children’s welfare and safety is always paramount.

a) To ensure that children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse whilst interacting with WWF-Pakistan.

b) Those adults engaged in an official capacity for WWF-Pakistan or its reporting offices (employees, volunteers, interns or contractors) feel informed and supported in dealings with children, ensuring WWF-Pakistan’s reputation is enhanced and safeguarded.

c) To develop a conducive environment in which children feel safe, valued and respected, and know how to approach WWF-Pakistan, designated employees / focal persons if they are in difficulties, believing they will be effectively listened to and that their concerns will be taken seriously and acted upon.

d) To raise the awareness of WWF-Pakistan representatives [employees, consultant, interns & volunteers] of the need to safeguard children

e) To identify, report and investigate possible cases of abuse [Refer to Workplace Safeguarding Guideline No. 16], WWF-Pakistan will ensure all those associated with the delivery of our work [employees, consultants, interns, volunteers] have access to information about how to report concerns or allegations of child exploitation, abuse or other breaches of this guideline.

5. Preventive Measures

a) Conduct a due diligence process for hiring employees who will engage with children to assess their suitability for the assigned role. This includes verification of their identity, background checks, reference checks, and employment verification.

b) All employees go through the Child Safeguarding Policy and sign on a disclaimer form (Annex 2).
c) Employees working with children will go through a mandatory information session on child safeguarding upon joining WWF-Pakistan. Re-enforcement sessions on child safeguarding will be done on a bi-annual basis.

d) Employees who are working with children will go through a formal training on Child Safeguarding [including basic first aid skills] and know how to report and respond [if necessary] to a child who discloses abuse and how to record and report this information. [As per Workplace Safeguarding Guidelines No. 16] WWF-Pakistan representatives will not place themselves in a vulnerable position with children. Where possible, both genders shall be present to facilitate any activity involving children.

   a) Where possible a representative/ focal person of children’s Institution will be present during activities.
   b) Employees using personal / work phones in and around children need to avoid language inappropriate for children.
   c) Partners must contractually commit to preventing harm to children for the activities they are engaged with and are aware of the child safeguarding procedures.
   d) All children engaged and their parents / guardians sign a disclaimer form [Annex -1]
   e) WWF-Pakistan representatives who have contact with children on WWF-Pakistan business will ensure their social networking business activity is done from a WWF-Pakistan business related account and not their own personal channels/accounts.

6. Risk Management

WWF-Pakistan will make maximum possible efforts to provide protective environments for children in all its operations and activities. WWF-Pakistan will act with intention and foresight that child safeguarding risks are identified, monitored and mitigated. Child safeguarding will be considered when planning and / or designing a programme and / or project, as well as during implementation.

7. Confidentiality

We recognize that all matters relating to child protection are confidential. WWF-Pakistan is committed to confidentiality in sharing sensitive information in relation to child safeguarding incidents reported to us. Information that identifies individuals will only be shared with due consideration to the safety of the child, witnesses or subject of complaint or to protect the integrity of an investigation.

Without prejudice, WWF-Pakistan will adhere to data protection obligations and recognizes an individual’s right to privacy and anonymity and only share information about a child with adults who have parental responsibility, or where a parent/guardian with parental responsibility has given written permission to do so, or where it is necessary in order to safeguard the child from harm.

8. Photography and Videography

WWF-Pakistan acknowledges that identifiable images taken of children are sensitive personal data and will be handled as per the following:

   f) If a child or person appears to not want to have their photo taken; either by stating so verbally or through body language, the photograph must not be taken or if already taken, must be deleted.
   g) Photographs must be taken keeping in view the event taking place.
   h) The name and photographs of children will be used with permission.
   i) We will not include any personal information about the children such as email addresses, postal addresses, telephone numbers on our website, social channels or in other printed publications. WWF representatives must not accept any friend requests from children engaged with WWF under any circumstances. Parents are asked to inform WWF immediately if it appears that a WWF representative has accepted a friend request as it may also be someone pretending to be associated with WWF
   j) Only use images of children who are dressed appropriately.
   k) We may use photographs or footage of groups of children (to portray the world as it is) with very general labels.
   l) Use a consent/ parental permission form to obtain the consent for a child to be photographed and videoed (Annex 1) and also to use their image for social networking purposes.
m) Photographers hired for an event or activity will sign a disclaimer form. The photographs taken will be copyright property of WWF-Pakistan and cannot be used further. Photographers will not be allowed unsupervised access to children - photography sessions outside the event are not allowed.

9. Reporting Allegations and Concerns

Whistleblower Contact Details:

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<tr>
<th>Name &amp; Designation</th>
<th>Phone no.</th>
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<tbody>
<tr>
<td>Hammad Naqi Khan, Chief Executive Officer / DG</td>
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<td>Rab Nawaz, Sr. Director Biodiversity</td>
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<tr>
<td>Rabia Tahir, Head Communications</td>
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<tr>
<td>Tahir Mahboob Ali, Head Human Resources</td>
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</tbody>
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Email Addresses: complaints@wwf.org.pk
Mobile Number [for Text messages]: +92 300-0993725 [for text /WhatsApp messages only]
Address: WWF-Pakistan, Ferozepur Road, P O Box 5180, Lahore, 54600, Pakistan

Who can report?
Anyone who is a victim, or has witnessed someone being a victim of inappropriate conduct by a WWF stakeholder should report the matter. The problem/ incident may have occurred inside WWF offices or in the contexts of WWF’s activities, e.g., events, training, exposure trips, etc.

WWF-Pakistan strongly disapproves of and will not tolerate any form of retaliation against individuals who report concerns in good faith regarding WWF’s operations. All who engage in such retaliation will be subject to legal / disciplinary action if proven.

10. Investigation & Corrective Measures

Complaints will be investigated as per Workplace Safeguarding Guidelines #16 and if proven the deviations shall be considered gross misconduct and appropriate corrective/ disciplinary action shall always be taken.

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