

# World Vision Canada International Travel Legal Requirements for Affiliates



Each trip participant visiting World Vision's programs and projects is required to provide us with the following information:  
**Name in full, Health and Safety requirements, Health and Medical, Travel Insurance, Media Release, Statement of WV Field Visit, International Travel Policy, Code of Conduct, Safeguarding Policy and Sign off.**

Please submit all your documents to your Sponsor Visit Coordinator at World Vision Canada **six weeks prior to departure.**

<b>Section 1 Personal Contact Information</b>	
Full legal name (as it appears on your passport)	
<b>Section 2 Health and Safety Requirements</b>	
<b>Medical Release</b> <ul style="list-style-type: none"> <li>Every traveler is required to fill out the medical release form to disclose any known medical or health concerns and hereby consents to World Vision sharing the information below on a need-to-know basis (such as but not limited to healthcare and food related allergies) during the trip.</li> </ul>	
Medical condition	
Psychological conditions	
Special Dietary Needs	
Provincial Health Insurance Number	
<b>Emergency Contact #1</b> - First and last name - Relationship - Cell number	
<b>Emergency Contact #2</b> - First and last name - Relationship - Cell number	
<b>Section 3 Health and Medical</b>	
<ul style="list-style-type: none"> <li>Travellers are required to visit a travel physician at least 6 weeks prior to departure to determine what vaccinations/medications are required specific to the country you're visiting.</li> <li>Be sure that your <a href="#">routine vaccines</a>, as per your province, are up to date regardless of your travel destination.</li> <li>Please refer to the following resource for more information on health while travelling abroad and to find a travel clinic near you, please visit <a href="http://www.travel.gc.ca">www.travel.gc.ca</a>.</li> </ul>	

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## Section 4 Travel Health Insurance

I acknowledge and agree that I am entirely responsible for any medical expenses that I, and/or any accompanying minor(s) for whose expenses I'm legally responsible, may incur on the trip. I further acknowledge and agree that WVC has recommended that I should procure medical insurance for this trip and that in the event of illness or injury, medical expenses can be very costly.

I have chosen not to obtain medical insurance  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5 Media Release

• One of World Vision's goals is to make people aware of the needs in our world and help them realize the difference they can make. Your experience with WV will be of interest to your local community and those in your circle of influence. World Vision Canada may also wish to use your story, photos, and testimonial with the Canadian public through the various medias, including radio, television, print and/or social media.

We would greatly appreciate your willingness to share your experience and we request that you indicate the activities to which you consent by selecting "Yes" in answer to the relevant question(s) below:

Do you agree to allow WVC to use photos and videos that you have taken or are in?	<input type="radio"/> Yes	<input type="radio"/> No
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Do you agree to allow WVC to use your quotes, stories, blogs and/or testimonials?	<input type="radio"/> Yes	<input type="radio"/> No
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Do you agree to be contracted by media sources before, during and after your sponsor visit trip?	<input type="radio"/> Yes	<input type="radio"/> No
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6 Statement of World Vision Field Visit Commitment

This statement acknowledges that while travelling under the auspices of WVC you understand certain conditions placed upon you, including:

- You are guest in a host country and will demonstrate respect for all people.
- Release WVC from any damages which may be sustained as a result of your visit with WVC.

I, \_\_\_\_\_ (your name), acknowledge and affirm that I am participating in a field program visit with World Vision Canada (WVC), solely on a voluntary basis.

I recognize that during the trip, I must demonstrate respect for all individuals with whom I come into contact. I acknowledge that in some cases I may be a guest in a government or non-governmental project and therefore regardless of the nature or sponsor of the project, I am a guest and I do not have control of the situation or any persons other than myself and minors or dependents accompanying me.

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Furthermore, I acknowledge and affirm the importance of being respectful of the local customs, traditions, and culture of my destination country. I will strive to be culturally sensitive in both my verbal and nonverbal communication. I will commit and adhere to any security and safety protocols as requested by WVC's Safety and Security Lead or other staff and World Vision host office.

I release and forever discharge WVC and/or other staff and the World Vision host office.

I release and forever discharge WVC and/or World Vision International (WVI) and/or the Host Office and their heirs, executors, officers, directors, administrators, successors and assigns, affiliated companies and advertising agencies, representatives, employees and its servants and agents from any and all action, cause of action, claims cost and demands whatever in law or in equity, and payments whatsoever for damages, including but not limited to sickness, injury, and/or loss or damage to personal property, wherever arising now in the future, which may be sustained by me as a result of my visit with WVC. I further agree not to make any claims, demands, or maintain any action or proceeding in which any claim could arise against WVC, WVI and/or any related parties for contributions or indemnity under the Negligence Act or other applicable acts or regulations, whether Canadian or foreign, in respect of any incident arising by my participation as a visitor with WVC.

I further agree that the terms of this agreement shall apply and be binding on my heirs, executors, administrators, successors, and assigns. I understand, and affirm, that either WVC or I may terminate my field program visit with WVC at anytime for any reason. I have read and understood this agreement as evidence by my signature below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 7 Acknowledgement Form for International Travel Policy

I, \_\_\_\_\_, have read the World Vision Canada Board Policy No 4.3.1: International Travel (attached hereto) and understand and accept all the risks associated with travel to a foreign country, including contracting an illness or disease, and being a victim of kidnapping or held hostage while travelling on World Vision business or making a trip to view World Vision projects.

I understand and acknowledge that I am responsible for seeking appropriate medical advice and am responsible for any and all medications prescribed to me. I further understand that if I should become sick due to contracting an illness or disease that World Vision International or any of its affiliates, including World Vision Canada, will not be held responsible, nor will they be held responsible for death as a result of such disease or illness. World Vision will assist as far as possible in my obtaining appropriate medical assistance in the event of contracting a disease or illness.

I also understand that in the event that I am taken as a hostage or a victim of kidnapping, World Vision Canada will use every legitimate means to secure my release but will not make any concession nor negotiate payment of ransom for my release.

I hereby acknowledge and agree that I have been informed of and understand the risks in undertaking travel on behalf of, or with, World Vision Canada and I hereby release and discharge World Vision International, World Vision Canada and/or any other World Vision office from all actions, causes of action, liabilities, claims and demands whatsoever which I may have hereafter from or by reason of or in any way arising out of, contracting any illness or disease, and/or any kidnapping or hostage taking, as a result of or during such travel.

I understand and accept that this International Travel Policy and Agreement is consistent with and will be governed by and construed in accordance with the laws of Canada.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 8 Code of Conduct

### WORLD VISION CANADA CODE OF CONDUCT For Trip Participants

Throughout the duration of the trip, we request the following:

#### Behavior Protocol

1. Trip participants refrain from behaviour that would be considered culturally insensitive to the nationals of the host country.
2. Parents agree to ensure that their children will behave in an appropriate manner. If children are not behaving in an appropriate manner, World Vision reserves the right to exclude them and their parents from parts of the trip.
3. Parents are responsible for the care and supervision of their children.
4. Trip participants must not handle or use firearms or other dangerous weapons, except for tools required for trip participant activities.
5. Parents agree to ensure their children review and sign 'WV's Safeguarding Behavior Protocols and Preventing Harm' form.

#### Transportation & Accommodation Protocol

6. All trip participants agree to participate and travel together as outlined in the itinerary.
7. All trip participants agree to reside in the provided accommodation throughout the duration of the trip as outlined in the itinerary.

#### Project Activities Protocol

8. All trip participants will participate in the scheduled activities as planned in the itinerary. The World Vision Coordinator will try to permit exceptions in the event that a trip participant is physically unable to participate.

#### Accident or Illness Protocol

9. In the case of illness or accident, the local World Vision office will assist by locating a clinic, doctor/prescription medication. Trip participants will use their own medical coverage.
10. If a trip participant is unable to continue in the project for a medical reason, the local World Vision office will make the decision as to how to proceed.
11. The trip participant (if able) will personally contact his or her emergency contacts. If the trip participant is unable, World Vision personnel will contact their emergency contacts.
12. In the event of an accident, a World Vision Canada representative will meet the participant on arrival in Canada to ensure they are released to the participant's named emergency contact and/or taken to a medical facility to receive the appropriate treatment.

## **Sponsored Children Visits**

13. Please refer to section 4.0 (Behaviour Protocols) in the Child Protection Policy for procedures and policies for meeting and interacting with children in the country.
14. Trip participants will meet their sponsored children as scheduled in the itinerary. If a child is unable to participate in the anticipated meeting, World Vision will attempt to reschedule the meeting for an appropriate time.
15. World Vision is not responsible for any lost or damaged gifts that were intended for sponsored children.
16. The trip participants will abide by the Child Protection Policy. World Vision Canada will distribute and review the policy with trip participants. Failure to comply will result in the trip or visit cancellation.
17. Trip participants will not share their personal addresses or telephone numbers with people in the communities. The trip coordinator will explain the procedure for corresponding with their sponsored child and their family.

## **Safety Protocol**

18. The trip participant will abide by the advice of the World Vision trip coordinator with regards to safety issues (i.e. not venturing out alone at night).
19. The trip participant will not engage in activities or behaviours that might endanger themselves or cause unnecessary risk to other members of their group or to local people in the host country.
20. The trip participant will immediately report any accident, theft, assault (sexual or otherwise) or other trauma to the World Vision trip coordinator so that the proper course of action can be taken.

## **Team/Group Protocol**

21. Each trip participant will respect other members of their team and resolve any conflicts one-on-one (we recommend within a period of 24 hours).
22. Trip participants will ask the World Vision trip coordinator their advice in culturally sensitive matters.
23. Trip participants will wear appropriate attire according to cultural expectations.
24. If the trip participant decides to stay longer in the host country, it is under his or her own responsibility.

## **Emotional Shock Protocol**

25. World Vision is responsible for providing briefings before, after and during the trip to ensure the trip participants are aware of the nature of the trip and any resulting stress or shock.
26. Parents are responsible for being aware of how their children may react in the short and long term to the conditions and events of the visit.
27. World Vision is not liable for vicarious post-traumatic stress trip participant experience as a result of the trip.

## **Gifts and Cash Donations Protocol**

28. When travelling to the field to visit countries and projects where World Vision works, you will be exposed to many situations of need, some of which may even be extreme or urgent. It can be a very powerful emotional experience and you may feel compelled to make a gift to address that situation; a family, a child or other national citizen may even solicit you to make a gift. While such urges are entirely natural, we strongly discourage you from giving money, or even making promises to give money while on this visit. Here is further explanation as to why World Vision recommends you refrain from such out of pocket donations:
  - World Vision Area Program staff have been working with community leaders for an extended period of time (many years in some cases) to identify and prioritize community needs. Unfortunately, given resource

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constraints, we are not able to solve all the problems, so WV in partnership with the community leaders address the most important needs first. The project that you funded or are considering to fund has been identified as a top priority for immediate action.

- The types of needs that you might feel compelled to give to are typically those of an individual and “urgent” nature. While we do make some investment in addressing “urgent” needs, the most effective use of our donor’s money to effect sustainable community transformation is to work on “important” needs.
- The process of this joint planning with community leaders is intended to build capability and confidence within the community that they can solve problems independently. This makes the development investment sustainable so that after a period of years we are able to transition out of the community with the confidence that the gains made through the generous support of donors such as yourself will not be eroded.

For these reasons we ask you to please respect the decisions that have been made as to how to prioritize the development effort and refrain from making direct donations while on this visit.

With that said, in certain circumstances (weddings, funerals, birth) you may feel compelled to give some help between \$50-\$100 dollars or according to what the National Office might suggest appropriate should be immediately given while donors are in the country of visit. Please understand that we will not be able to issue a tax receipt for any gift made while on a field visit.

Should you have any questions during or after the trip, please direct them to your World Vision Sponsor Visit Coordinator.

This code of conduct was developed to ensure that you, the trip participant, have a worthwhile and rewarding experience.

I, \_\_\_\_\_ (name of trip participant), acknowledge that World Vision has developed a trust and partnership relationship within the communities in the country that I am visiting. I acknowledge that inappropriate actions or behaviours on my part or any children accompanying me, will damage that reputation. I will therefore conduct myself and will ensure that any children accompanying me, will behave in a manner of the utmost diligence and care at all times, in compliance with this Code of Conduct.

I realize that even upon complying with the Code of Conduct, I may face certain risks as a consequence of the trip. I therefore release World Vision Canada, World Vision International and/or other World Vision offices, their directors, officers, employees, and volunteers thereof from claims for damages sustained by me or my property during the trip or resulting from the trip. I make this release on my own behalf and on behalf of my heirs and estates.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be signed by a parent/legal guardian accompanying a minor:

I am the legal guardian of \_\_\_\_\_, the latter not having attained the age majority. I have all necessary authority to take this child on the trip. I also release World Vision Canada and its related offices including directors, officers, employees and volunteers thereof from claims for damages sustained by this child or their property during the trip or resulting from the trip. This release is made on behalf of the child and their heirs and estates.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 9 Safeguarding Policy and Sign-off

Prior to any visit to a World Vision area program, all visitors must sign an acknowledgement that they have received, understood, and will follow the WVC Safeguarding Behaviour Protocols (2.2), and guidelines on Consent (2.5.2) and Prevention of harm in communications (2.5.3).1.

### 2.2. WVC Safeguarding Behaviour Protocols

#### 2.2.1 Behaviour that safeguards

World Vision employees and affiliates, including WVC employees and affiliates, must behave in ways that safeguard all children everywhere and adults living where World Vision has a programming presence, to prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people World Vision serves or works amongst.

#### 2.2.2 Safeguarding behaviour protocols

Rules of behaviour are based on local and culturally appropriate interactions with all children and any adults living in the programming area and are included in each contextualised Safeguarding Policy. The rules in the WVC Safeguarding Behaviour Protocols meet or exceed the minimum protocols provided within the WV Partnership Safeguarding Policy.

#### Acceptable behaviour – WVC employees and affiliates will:

- (a) create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of these Behaviour Protocols;
- (b) be careful about perception and appearance in their language, actions and relationships with children and with adults living where World Vision has a programming presence. Their behaviour—including in person and on digital platforms, both online and offline— demonstrates a respect for children and adults and their rights;
- (c) ensure that all physical and online contact with children and adult program participants is appropriate in the local culture;
- (d) use positive, non-violent methods to manage children's behaviour;
- (e) accept responsibility for personal behaviour and actions as a representative of WVC;
- (f) be always accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner. WVC employees and affiliates will avoid being placed in a compromising or vulnerable position with children and will remove themselves in such circumstances;

- (g) where possible and practical, follow the 'two-adult' rule while conducting WVC work, meaning that two or more adults supervise all activities that involve children, and are visible and present at all times;
- (h) comply with safeguarding-related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- (i) Comply with applicable data privacy laws and with relevant WVC data privacy and information security policies, including World Vision digital child safeguarding protocols, when handling any personal data about individual children or adult program participants, and that such data must be maintained and transferred in a secure, confidential manner;
- (j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WVC employee or affiliate, any other World Vision employee, or a humanitarian aid worker from any other agency. (WVC visitors should report safeguarding incidents or breaches to [safeguarding@worldvision.ca](mailto:safeguarding@worldvision.ca).) If the above option is not available or appropriate for whatever reason: Use the World Vision Integrity and Protection Hotline (also known as Whistleblower Hotline): available online at [worldvision.ethicspoint.com](http://worldvision.ethicspoint.com), or by phone at 1-888-291-7583 (toll-free).

#### **Unacceptable Behaviour – WVC employees and affiliates will not:**

- (a) behave in an inappropriate physical manner or develop a sexual relationship with any child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This includes consenting or condoning the above behaviour (including fostering or condoning child marriage, i.e., under 18 years old). This also includes behaviour that could be seen as grooming a child for any future relationship;
- (b) develop or seek a sexual relationship with an adult living where World Vision has a programming presence. Such relationships, based on inherently unequal power dynamics, undermine the credibility and integrity of World Vision's humanitarian aid or development work;
- (c) sexually exploit or abuse an adult living where World Vision has a programming presence or any child;
- (d) exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating, degrading, or exploitative behaviour, or hiring sex workers) or other exploitative demands. This includes exchange of assistance that is already due to program participants;
- (e) communicate with a child in World Vision's program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e. g. texting, WhatsApp, Skype), or online without consent and knowledge of his/her parents. Further, WVC employees or affiliates never communicate on mobile, digital or online platforms with children or adult program participants in ways that are inappropriate or sexual;
- (f) fondle, hold, kiss, hug or touch an adult living where World Vision has a programming presence, or any child, in an inappropriate or culturally insensitive way;
- (g) use inappropriate or abusive language with an adult living where World Vision has a programming presence, or any child (for example, using language that causes shame or humiliation, or is belittling or degrading);
- (h) spend excessive or unnecessary time alone with an adult program participant, or any child, away from others or behind closed doors or in a secluded area;
- (i) condone or participate in behaviour which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- (j) hire children in any form of child labour (including as "house help") unless it is within the best interest of the child and in alignment with local law and international standards. In Canada, the employment of persons



under 17 years of age are regulated by the Canada Labour Standards Regulations. ('Child labour' is work that is mentally, physically, socially, or morally dangerous and harmful to children, or that interferes with their schooling. 'Child work' in contrast may be beneficial if it meets International Labour Organisation (ILO) Conventions and puts the child's interests ahead of any benefits gained by adults.);

- (k) hit or use other corporal punishment against a child while the child is in the care of World Vision or when the WVC employee or affiliate is conducting World Vision work;
- (l) take a child alone in a vehicle for World Vision work, unless it is absolutely necessary, and only with parental/guardian and managerial consent;
- (m) misuse or be careless with personal data about individual children or adult program participants;
- (n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of the WVC Safeguarding Policy by a WVC employee or affiliate, or any other World Vision employee;
- (o) exchange inclusion in World Vision programs or benefits for any kind of favour from a member of the community, as this is an abuse of power. WVC employees and affiliates also will not discriminate against or show preferential treatment to a member of the community to the exclusion of others;
- (p) do things of a personal nature for a program participant, which they can do themselves;
- (q) share personal contact details (home, work, hotel address, email address, contact number, or any social media identity) with any program participant;
- (r) visit sponsored children or World Vision program areas without the approval of WVC.

#### Failure to follow WVC Safeguarding Behaviour Protocols

"The above list provides concrete examples but is not exhaustive of all behaviours that constitute a violation of this Policy.

#### 2.2.3 Disciplinary action

The following are grounds for discipline, up to and including termination of the employment or other affiliation with WVC: WVC Sponsor/Donor/Visitor - Safeguarding Sign-off

- (a) Failure to follow WVC Safeguarding Behaviour Protocols;
- (b) Failure to follow any other part of the WVC Safeguarding Policy;
- (c) Other inappropriate behaviour toward adults living where World Vision has a programming presence, or any children;
- (d) Failure to report a known or suspected safeguarding incident committed by a WVC employee or affiliate, or any other World Vision employee; or
- (e) Interference with any investigation or inquiry into a possible policy violation.
- (f) Individuals who have been found to have breached this Policy may have "Do Not Rehire" placed on their personnel file. Partners and Contractors may have "Do Not Re-engage" placed on their file based on the nature of the case.

#### 2.5 Communications, Content, and Marketing

##### 2.5.1. Dignity

WVC is committed to ensure cultural sensitivity and restrictions for reproducing personal images are adhered to before photographing or filming a subject, and WVC ensures images are honest representations of the context and the facts. In all forms of communication, children and adults are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

## 2.5.2 Consent

Children and adults who are primary subjects of text, photo, video, audio and/or data gathered on behalf of WVC must provide informed consent and have the right to withdraw their consent at any time for any reason. WVC must be able to demonstrate that informed consent has been given and have systems in place that allow WVC to show that a request to withdraw consent has been respected.

Informed consent means the subject has a general understanding of the purpose of the content and gives verbal or written permission thereof. If the primary subject is a child, informed consent is also collected from the parent, guardian, or other legally required entity or individual.

In the following situations, verbal consent is insufficient and not acceptable and written consent is collected from the child's legal guardian or an adult authorized by law to provide such consent:

- (a) the sensitive nature of their personal disclosure or situation could possibly cause damage to their privacy, dignity, safety or reputation, or
- (b) where otherwise required by applicable law.

## 2.5.3 Prevention of harm in communications

World Vision is committed to storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adults. WVC takes the following steps to prevent harm through communications, content gathering and marketing (including digital or offline photographs/videos/audio clips, stories, articles, or any other communication materials):

- (a) Personal information on children and adults that is captured, stored or sent through electronic, on-line or mobile devices is password protected. In addition, data is handled in accordance with WVC's current information security standards for personal data, which may include encryption and other requirements
- (b) WVC ensures that relevant requirements for safeguarding are clearly communicated to all staff, sponsors, vendors and partners at the point of access to photographs, videos or data, and that appropriate measure are taken for child-safe usage of the content once it has been shared.
- (c) Recognising the special vulnerability of children, material posted on social medial or digital channels mentions only the child's first name and country name, and does not contain a child's family name, sponsorship ID number, or child's personal location/address. In cases of sensitive subjects such as unaccompanied children or child sex workers among others, WVC conceals the child's identity in images and uses a pseudonym.
- (d) Material with a child or children is not geo-tagged to precise locations if it contains any part of the child's name. An acceptable alternative is to retag photos with the child's first name only to the Area Program or project office location.
- (e) WVC discourages direct, unfacilitated, undocumented communication through social media without WVC's knowledge between a WVC employee or affiliate (including sponsors, donors, visitors, volunteers, Board members and contractors) and children in World Vision program areas.
- (f) Where WVC facilitates communication between children and external parties, controls are put in place to protect children's safety and well-being.
- (g) World Vision provides reporting and response options so that employees, sponsors, donors, visitors,

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and children or their caregivers can report any incident(s) where either party feels that children may be uncomfortable or threatened. WVC sponsorship welcome kits, websites, domains and social media platform profile pages contain reporting options for child protection concerns or safeguarding incidents.

- (h) Use of platforms to share marketing or communications content with no ability to track back evidence of informed consent and/or platforms that lack the ability to withdraw consent is forbidden. Only platforms that have been vetted by global or local World Vision IT departments are permitted for sharing content between offices or with donors/external parties. (e.g., Horizon, RMT, StoryHub, etc.).

## Statement of Acknowledgement

My signature below confirms that I have read, fully understand, and agree to comply to the WVC Safeguarding Behavior Protocols and the related safeguarding guidelines required to visit a World Vision area program. I understand that any action inconsistent with the WVC Safeguarding Behavior Protocols, including failure to take action mandated by these protocols, may result in disciplinary action, up to termination of trip.

Name: \_\_\_\_\_ Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_