

Winrock Child Safeguarding Policy - Release forms

Child Participation in Winrock-Led Activities

If a child is to participate in a Winrock-led activity, site staff must obtain a release form from the parent/caregiver and explain to parent caregiver what will occur, who will participate, and any risks related to the events. A release is required for each visit. This is not required in an environment where Winrock is not leading the activity nor in control of the "workplace" (e.g., a volunteer or staff providing a demonstration in a village and children are present).

If the parent/caregiver of a child has not signed the form prior to the visit, the child cannot be included in photographs, video, quotes or other materials intended for publication, marketing or other use that are gathered during the visit.

Copies of the release forms should be filed in the project office, and kept confidential. A copy should be provided to the parent/caregiver and the original kept on file and confidential.

RELEASE FORM FOR CHILDREN VISITING WINROCK PROJECTS

I, [parent/caregiver name] _____, am the parent or legal guardian of child [child name] _____, aged [age] _____. I am authorized to provide this release.

I understand that [child] will be attending or participating in Winrock International's [program description to include the date] _____

Any risks relating to this event (e.g., safety risks, risks unique to this activity) have been explained to me.

I understand that Winrock will lead this event and will provide its best efforts to keep my child safe and free from harm. In consideration of this opportunity for my child to participate, I hereby release Winrock and its agents and employees from any liability, claims, demands, and cause of action whatsoever arising out of or relative to any loss, damage or injury that may be sustained by this child, known or unknown.

I do ___ //do not ___ give permission for photographs, video, quotes or other materials intended for publication, marketing or other use to be taken during the visit of this child.

Please note here, any special concerns relating to this child (allergies, special needs, etc.):

Name:

Signature:

Date:

Winrock Program, reason for visit and Winrock Representative Signature:

For Adults Engaging in Winrock's Projects Where Children Are Present

If volunteers or visitors join Winrock on a site visit, or participate in activities with children under 18 present who are not their own children or under their care (e.g., home stays where children are present in the home), they are required to sign and meet the requirements of a child protection acknowledgement form. Engagement is strictly prohibited unless this Child Protection Acknowledgement Form is signed and accepted by a Winrock representative.

Winrock staff must identify who is in charge of monitoring this requirement and maintaining the forms. A copy of the signed form should be returned to the visitor and the original filed in the project office and kept confidential.

A Child Protection Acknowledgement Form is required for each visit unless the original visit indicated multiple dates and visits, or the program need is for extended work (e.g., a volunteer home stay).

Child Protection Acknowledgment Form

Winrock is proud of its child-centered and rights-based approach in supporting children worldwide.

- Winrock will take all necessary steps to ensure that all staff, consultants, volunteers and staff of project partners understand that the welfare and overall development of all children is to be respected.
- Winrock recognizes that all children, whatever their age, culture, disability, gender identity, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse as well as other protections and rights afforded children under the U.N. and ILO conventions on the rights of the child.
- All suspicions and allegations of abuse against children and young persons will be taken seriously and responded to swiftly and appropriately.

A child is defined as a person under the age of 18 (U.N. Convention on the Rights of the Child, 1989). Every Winrock employee has a duty to safeguard all children from harm whether they are project beneficiaries or not.

I have read and understand Winrock's Child Safeguarding Policy as set forth in the [Code of Conduct](#) and agree to adhere to that Policy.

I understand that as part of that Policy the following practices are prohibited:

- Spending time alone with a child (one on one) or with children away from others
- Employing children as domestic servants or for any other work
- Taking or dropping off a child to an event
- Engaging in rough physical or sexually provocative games with children, including horseplay
- Sharing a room with a child

- Allowing or engaging in any form of inappropriate touching of children
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Using sporting or extracurricular events as an opportunity to take inappropriate photographs or film footage of children in vulnerable positions

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behavior which may constitute poor practice or potentially abusive behavior.

Name:

Signature:

Date:

Winrock Program, reason for visit and Winrock Representative Signature: