

Vetting of Visitors, Consultants and Volunteers to Kids Alive International Programs



Kids Alive International will ensure that anyone who represents Kids Alive International, including, but not limited to, staff, volunteers, partners (local NGO's affiliates and government counterparts), contractors, donors and board members around the world:

- Are aware of the problem of child abuse and of situations where children may be at risk
- Actively safeguard children from abuse through good practice
- Report all concerns about possible abuse
- Respond appropriately and quickly when abuse is suspected or discovered

Any person representing Kids Alive International will have to read and sign the Child Protection and Vulnerable Adult Policy, as well as the related Code of Conduct, before they engage with any Kids Alive program operations.

The following outlines the different categories of occasional or one-time visitors to Kids Alive fields and how they must be vetted, approved and managed:

- **Field visitors:** If visitors are potential donors that are coming for a few hours on a one-off basis to view the ministry and its programs, then no vetting process is mandatory, provided that all interactions with children are fully supervised by a staff member at all times.

There should be a clear, pre-determined objective established for all international visitors. KAI discourages visits that do not add value to the ministry and unnecessarily utilize staff time and resources.

If the goal of the visitor is helping with any ministry activities for a short time, and/or they will be staying in a Kids Alive property on a campus where there are children present, then they must follow a vetting process (similar to that for service team members - including a criminal background check and signing the Child and Vulnerable Adult Policy Safe Code of Conduct) and have the approval of the Country Director and Missionary Mobilization Manager.

- **Approved consultants:** If individuals come as consultants or subject matter experts and their time on campus is structured and limited by completion of a training/assistance goal, then a vetting process (similar to that for service team members - including a criminal background check and signing the Child and Vulnerable Adult Policy Safe Code of Conduct) is necessary.

The intended outcomes for each consultant's visit should be determined beforehand, with the Terms of Reference written up. Their assignment must have the approval of the Country Director and appropriate Regional Director or Vice President.

- **Family members and friends:** If family members or friends of missionaries and/or field staff are coming to visit and they intend to assist with any ministry activities, and/or they will be staying in a Kids Alive property on a campus where there are children present, they must follow a vetting process (similar to that for service team members - including a criminal background check and signing the Child and Vulnerable Adult Policy Safe Code of Conduct) and have the approval of the Country Director and Missionary Mobilization Manager.
- **Field volunteers:** If a volunteer is coming to help the ministry on an ongoing basis for quarter time or more (for example, 10 hours/week or more, or one week per month or more), and/or is staying on campus, then an in-depth vetting and agreement process, such as that which is carried out with interns, is necessary.

A written agreement regarding the volunteer's duties, boundaries, supervision, length of service commitment, and monetary contribution to the ministry must be written, agreed and signed by the Country Director and Missionary Mobilization Manager.

Once approved, a volunteer may serve for a period of up to a year, at which time they will need to reapply. Any visits made by the volunteer must be approved by the Country Director. The Missionary Mobilization Manager must be kept apprised of all such visits.

Longer-term US volunteers must also go through our office orientation as well as receive appropriate cross-cultural preparation, similar to the process undertaken by full-time missionaries.

- **All visitors, volunteers and consultants:** KAI's Child and Vulnerable Adult Policy Safe Code of Conduct must be signed by each visitor, volunteer and consultant.
- **Vetting of non-US visitors, consultants and volunteers:** Personnel from the UK will be vetted by the Hope for Kids office. The Missionary Mobilization Manager will be kept apprised of any visitors or volunteers from the UK.

Personnel from Canada will be vetted by KAI.

Local, national visitors, volunteers and consultants must be fully vetted by the local KAI office in that country.

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