



## CHILD SAFEGUARDING IN GATHERING AND SHARING CONTENT

Children have a right to be protected – they also have a right to be heard. In collecting and sharing content about children, we can all help uphold these rights, whilst telling strong stories. All content featuring people is for WNCB use and you must get fully informed consent for every child or adult you photograph.

### BEFORE YOU START IN THE FIELD

DO NO HARM Remember the interviewee's welfare comes before everything else.

CHECK RED FLAGS (potential trauma, cultural or political sensitivities) during planning and before you shoot – your images may be unusable if not.

IS YOUR TOPIC SENSITIVE? You may need to anonymise contributors. Consult your WNCB country office lead for further guidance.

DO A RISK ASSESSMENT FOR YOUR TRIP If the story is sensitive, make sure local child protection or safeguarding teams are completing a child-level risk assessment to manage any risk to contributors.

DO FIND INTERVIEWEES who are being supported by WNCB Alliance and partner organizations whenever possible.

SELECT YOUR CREW (including translator) with care, make sure they know their brief and know how to interview children.

### IN THE FIELD

INFORMED CONSENT: you must get written informed consent from the child's caregiver or guardian using the **WNCB Consent Form**. Discuss possible risks and talk through the form with the child if they are old enough. This also helps you to build your relationship with the child and helps them to engage with telling their own story. Children or caregivers can withdraw consent at any time. Fill in and leave a copy to make this easier.

INTERVIEWING CHILDREN: consider where is the safest place to interview? Ask children if they feel comfortable in this place before you start.

MAKE THE INTERVIEW AND PHOTOGRAPHY CHILD-LED: always approach from their perspective and at the child's eye level. Contributors can always say no or stop, and should be in control of their own story,

but be aware that they may also be too shy to say 'stop' for themselves. Stay aware of this throughout your shoot.

ASK OPEN QUESTIONS: gently use words like: "Tell me", "Explain to me", "Describe to me".

CHECK THE CHILD'S RESILIENCE: use available resources and local staff to help you.

AT THE END OF YOUR TIME: check the story with the child again, finish on the positive or future.

## EDITING CONTENT

CHECK THE TRIANGLE OF RISK: Location – Face – Real name

At least one of these should always be removed. Never use surnames, school names, or village-level detail of location in any content. Ensure country office staff also know this and do not share these details in social media.

SAFEGUARDING: You must report any safeguarding issues at all, from any stage of content gathering, to your local focal point. It could be a really minor query – just report.

SIGN OFF: Sign off procedure is via the country office lead.

## CONTENT STORAGE

1. All content must be added with detailed captions; please provide as much information as you can, including a contributor's real name. Please note who signed off the content.
2. Upload the completed consent form to the same folder as the contributor's images and content on **<where are we storing our content?>**
4. Once your content is uploaded you should delete it from your computer or device.

## DISTRIBUTION AND USING CONTENT

Once content is signed off and is available on <....>, only share these final, approved versions.

Check and re-check your content **before you share it** – have you left in any sensitive information in the caption or case study? Have you changed all names and removed locations where necessary? Is there anything in an image that can trace the child (e.g. their real name, a school name, or a telephone number)?

Do not share the original files (or work in progress) again as they may contain sensitive information.

## **FEEDBACK AND FOLLOW-UP WITH CONTRIBUTORS**

Best practice in content gathering is to provide copies of images to contributors whenever possible. The country programme and the commissioning team are jointly responsible for follow-up with contributors and for returning images.

## **WHERE TO GO FOR MORE INFORMATION**

Further documents and guidance, including blank Consent Forms, are available in the toolkit.

Contact your country office lead or <[tbrok@hivos.org](mailto:tbrok@hivos.org)> with any query.