

WWI'S SAFEGUARDING POLICY: Protecting Children and Adults at Risk

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A. Introduction

Water Witness International (WWI) is committed to safeguarding and protecting the welfare of the children, young people and adults at risk with whom its staff, and those of its operational partners may come into contact during work. The policy was developed in line with global best practice and standards in child safeguarding. It is in line with the UK Children's Act 2004, National Guidance for Child Protection in Scotland (2014), and draws on international principles such as International Standards for Keeping Children Safe (www.keepingchildrensafe.co.uk) and the UN Convention on the Rights of a Child.

WWI does not work directly with children or adults at risk but may do so in the course of delivering its objectives (for example, working with, or in schools, or conducting research at water points where children collect water). If at any time in the future WWI develops work programmes whereby our staff will work directly with children, young people or adults at risk, our procedures will immediately be revised and enhanced.

This policy applies to all WWI staff, volunteers, Trustees and associates. It includes: our policy, our code of conduct, and procedures for reporting child abuse / abuse of adults at risk.

It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community, and particularly the abuse of those most vulnerable among us, including children, young people and adults at risk. All children and adults at risk, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

It is the responsibility of all representatives of Water Witness International to have read and understood this policy and to be aware of what to do if they have any concerns. All line managers have the responsibility to ensure that all representatives of WWI are aware of the Safeguarding policy and have read and signed the Code of Conduct, and are given a copy of the guidance and procedures for reporting child abuse / abuse of adults at risk.

B. Definitions and Terms

For the purposes of this policy, a child is defined as anyone under the age of 18 (as per international law).

An adult at risk is defined as someone aged 18 or over who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation due to age, illness or a mental or physical disability.

Safeguarding is defined as the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children or adults at risk, that they do not expose children or adults at risk to the risk of harm and abuse, and that any concerns the organisation has about safety within the communities in which they work, are reported to the appropriate authorities.

Representatives are defined as employees of Water Witness International, Trustees, volunteers and independent contractors and associates (consultants).

C. Principles

The Principles in this policy have been drawn from key international and regional instruments such as: International Standards for Keeping Children Safe, and the UN Convention on the Rights of a Child, which are:

- All children and adults at risk have equal rights to protection from harm.
- Everybody has a responsibility to support the protection of children and adults at risk.
- Organisations have a duty of care to children and adults at risk with whom they work, are in contact with, or who are affected by their work and operations.
- If organisations work with partners they have a responsibility to help partners meet the minimum requirements on protection.
- All actions on child protection are taken in the best interests of the child.
- All actions on adult at risk protection are taken in the best interests of the adults at risk which are paramount.

D. Implementation of WWI's Safeguarding Policy

The protection from abuse and the rights of children and adults at risk will be addressed through the following steps:

1. Risk Assessment / Risk Mitigation

Within our current set of programmes, representatives from WWI and our partners have minimal direct contact with children and adults at risk. Any contact representatives do have with these groups is most likely to be in public settings (within a community setting).

A general risk assessment is conducted during project design and consideration of safeguarding is incorporated into this process.

In the unlikely event where a project or programme is likely to bring representatives into direct contact with vulnerable groups, there will be a proactive assessment management of risks to children and adults at risk to reduce the risk of harm (see Annex 4).

2. Recruitment and selection of personnel and partners

WWI implements a thorough and standardised recruitment and selection process for all staff, volunteers and partners to ensure the most suitable candidates are identified and chosen for the specific role and / or project.

During the design of new roles, consideration will be given to whether there are any safeguarding issues / risks relating to that job particularly the level of direct contact with children / adults at risk (in person or via email, telephone, letter, internet). All roles will be assessed to check their eligibility

for DBS / Disclosure Scotland / background police checks. If the role is likely to have direct contact with children / adults at risk, then steps will be taken to ensure applicants understand the need for relevant experience of working with children / adults at risk, that the commitment to safeguarding is made within the job description, background checks will be made (including police checks if the role has a safeguarding role), referees will be specifically asked about the candidates experience and suitability to work with children / adults at risk.

For all candidates two references are always requested and checked. Referees are to be asked to comment on a candidate's suitability for the specific position for which they are applying in terms of character and skills.

Those involved in the selection of candidates are to pay attention to and follow up on any gaps in a candidate's employment history.

The interview panel will evaluate responses to questions relating to issues of child protection during the interview process.

All successful candidates will be asked to commit to the WWI Safeguarding Policy and Code of Conduct as a condition of employment. Staff are required to sign this document to demonstrate their understanding and compliance.

For organisations selected to work in partnership with Water Witness International:

- They will be requested to have Safeguarding policy and procedures in place that are both rigorous and appropriate.
- WWI is committed to supporting partner organisations to put in place rigorous and appropriate policies and procedures that are applied across the organisation (recruitment and selection of staff and partners, education and training, management structure, behaviour protocols, communication guidelines, reporting and reaction protocols, and responding to issues of misconduct).
- There will be an agreement at the outset of partnerships that child and adults at risk protection issues will be considered as appropriate through monitoring, evaluation and reporting.

3. Staff Code of Conduct

Children and adults and risk are not the direct beneficiaries of WWI's work. Therefore, WWI representatives should not, in the course of their normal employment, come into contact with children / adults at risk in a non-public setting, or without the supervision of a teacher / parent / guardian.

All staff and Trustees within WWI will agree to this Code of Conduct, evidenced by a signature (see Section 13 of this policy).

All representatives of WWI **must not**:

- Hit or otherwise physically assault or physically abuse children or adults at risk;
- Develop physical/sexual relationships with children or adults at risk;
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive.
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or

physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document.

- Spend time alone with children or adults at risk - wherever possible in the context of delivering work duties. I will plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity.
- Take children/adults at risk alone in a car, even on short journeys, wherever possible in the context of delivering work duties.
- Act in ways that may be abusive or may place a child or adult at risk at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.

All representatives of WWI **must**:

- Treat everyone with respect, recognising their right to personal privacy.
- Be aware of situations that may present risks and manage these.
- Plan and organise events so that safeguarding risks are minimised.
- Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums or crushes.
- If a residential event is being planned, ensure that adults and children have separate sleeping accommodation. Never sleep in the same room or bed as a child or adult at risk with whom they are working.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.
- Adults should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child behaves seductively.

For employees, abuse to children or adults at risk will be considered as gross misconduct. Allegations of child abuse / abuse of adults at risk made against an employee or any representative of WWI will be thoroughly investigated under the organisation's disciplinary policy; for employees it may lead to disciplinary action being taken against the employee while other representatives will have their services terminated immediately. A report will be sent to the police and statutory bodies for further action to be taken.

4. Education and Training

WWI will ensure that opportunities are available as appropriate to develop and maintain the necessary skills and understanding of its representatives to safeguard children and adults at risk including:

- An induction process for all new and existing representatives of the organisation that considers all aspects of the Safeguarding Policy and procedures and code of conduct, ensuring all participants understand the purpose, content and terminology of the policy, how safeguarding policies and procedures can protect children and adults at risk, the staff, and the organisation – and what can go wrong when there are no procedures in place.
- Discussion of risks to children and adults at risk in the local contexts where we work, from a cultural, faith-based or programmatic point of view.

- Identification of any gaps in knowledge in relation to and skills to deal with child protection issues of all representatives of the organisation.
- Open availability of further information and individualised training for all representatives who request it.

WWI is committed to reviewing and updating the education and training offered to all representatives of the organisation to ensure it is both relevant in the organisational context and robust in relation to the protection of child / adults at risk.

5. Project Design

WWI will ensure that its projects are designed in such a way that the rights of children and adults at risk are promoted and protected. Where appropriate, WWI's projects will include training for partner organisation personnel on Safeguarding and the importance of our work being child friendly, with child and adults at risk protection policy and provisions built into their policies. It must be made clear to any partners or beneficiaries that the Children's Act (2005) puts the onus of reporting any form of child abuse on all citizens, irrespective of whether they are directly involved in the abuse. It is an offence, punishable by imprisonment, to protect an abuser, or to fail to report abuse when aware of that abuse. WWI staff and partners are therefore legally bound to report any abuse reported to them.

All projects that include working directly or indirectly with children will include protocols for WWI staff and partner organisations on relating to children in the course of their professional work.

6. Communications

With children and adults at risk as indirect beneficiaries of WWI's work, WWI will control confidential and inappropriate information (written and verbal) regarding these groups and work to a set of communication guidelines which WWI representatives will abide by, including:

- Let children and adults at risk give their own accounts as much as possible rather than others speaking on their behalf, and highlight the ability of children and adults at risk to take responsibility and action for themselves.
- Portray an accurate and balanced picture of children and adults at risk, with an emphasis on dignity and with as much reference as possible to their social, cultural and economic environment, and avoidance of sensationalist text and images, and degrading and inaccurate representations.
- Do not reveal any personal and physical information to identify the location of a child / adult at risk that could put them at risk.
- Always ask permission before taking photos or videos of children and adults at risk.

With the emerging technologies there is the potential for misuse of social media. We will ensure that risks associated with social media are explored and managed appropriately.

7. Management Responsibilities

WWI will adopt a management structure in order to facilitate the implementation of the Safeguarding policy and procedures including:

- Appointment of a designated Safeguarding Representative with a clearly defined role responsible for implementing the Safeguarding policy and procedures, and to ensure a clear

understanding among all representatives of the organisation of all relevant issues relating to protection of children and adults at risk.

- WWI's Board's Audit and Finance Committee will be the initial point of contact with WWI's senior management and Trustees, and discuss any issues arising regarding WWI's policy.
- Inclusion of safeguarding issues in staff evaluations and appraisals as appropriate to provide an open atmosphere to discuss related issues, to ensure staff knowledge and skills can be assessed and appropriate education and training identified, and allow all relevant representatives to feed into overall organisational monitoring of the policy and procedures.
- Ensuring the retention of personal information on children / adults at risk is limited to those who need to know, to ensure respect for children / adults at risk right to confidentiality and privacy, and to protect these vulnerable groups from those who may use information to harm them.
- Overall responsibility for overseeing the implementation of WWI's Safeguarding Policy will lie with WWI's Trustees to ensure due importance is afforded to this area.
- Incorporation of child / adults at risk protection into regular internal and external programme, project and organisational evaluations and assessments to ensure internal monitoring against targets, and external transparency and objectivity.
- WWI will require all partners to establish and implement robust policy on Safeguarding and this will be specified within Memoranda of Understanding and partnership agreements.
- WWI will carry out appropriate checks to ensure that its partners Safeguarding policies are properly implemented.

All line managers have the responsibility to ensure that all representatives of WWI are made aware of the Safeguarding policy and staff code of conduct, and are given a copy of the guidance and procedure for reporting child abuse / abuse of adults at risk.

The named Safeguarding Representative for WWI is:

Kate Studd, Chief Strategy Officer

This person takes on the responsibility for:

- Ensuring the policy is being put into place;
- Being the first point of contact for safeguarding issues;
- Keeping a record of any concern expressed about safeguarding issues;
- Where necessary, taking further steps, such as referring concerns to other agencies;
- Bringing any child protection concerns to the notice of the Director and the Board;
- Ensuring that paid staff and volunteers are given appropriate training, support and supervision on safeguarding children and adults at risk;
- Ensuring that everyone involved with the organisation is aware of the identity of the safeguarding representatives.

8. Reporting / Reaction Protocol

The need to report arises in the following instances:

- Abuse is observed or suspected
- An allegation of abuse is made
- A child / adult at risk discloses abuse

WWI will adhere to the guiding principle of considering the best interests of the child/ adult at risk should any representative of WWI witness or suspect any form of abuse. A process will be followed by all representatives so that immediate and appropriate action can be taken to safeguard the child:

- For incidents reported or suspected by WWI staff, it is the responsibility of the staff member to notify their line manager immediately who will communicate with the organisation's designated person responsible for the Safeguarding policy who will react appropriately according to set guidelines.
- If WWI staff witness any form of child abuse during a visit to a school or community, then they have the duty to report this to the principal or other teacher in charge, to the circuit or district managers, and if a crime has been committed, to the police, in line with the Children's Act 2005.
- If WWI staff witness any significant risk to the safety, security or well-being of children at a school, then they have a duty to report this to the principal or other teacher in charge and to the circuit or district manager.
- WWI management will provide suitable support to staff and volunteers affected by any child/adult at risk protection issue raised to reduce the stressful impact of the situation.

Where representatives of WWI report concerns, it is not their responsibility to decide whether or not abuse is taking place, but it is their responsibility to pass these concerns on. Particular care will be taken in regard to confidentiality and the sharing of information with appropriate people.

Representatives must exercise extreme vigilance in keeping information confidential.

Information given should be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Any written records must be kept securely in a locked place. Under no circumstances should any individual attempt to deal with the problem of abuse alone.

9. Whistleblowing Procedure

The Executive Director and Trustees of WWI are committed to maintaining the highest standards of honesty, openness and accountability and recognise that employees have an important role to play in achieving this goal.

Employees will usually be the first to know when someone inside or connected with an organisation is doing something illegal or improper, but often they feel apprehensive about voicing their concerns. This may be because they feel that speaking up would be disloyal to their colleagues or the organisation itself. Or because they do not think that their concerns will be taken seriously, or that they will be bullied or dismissed. WWI does not believe it is in anyone's interest for employees with knowledge of wrongdoing to remain silent, we will take all malpractice very seriously, whether it is committed by senior managers, staff, volunteers, members, suppliers or contractors.

Please refer to the Whistleblowing Procedure for advice on steps to take.

10. Ramifications of Misconduct

WWI takes the protection of children and adults at risk seriously and will implement the Children's Act 2005, WWI's Safeguarding Policy, guidelines and codes of conduct rigorously across the organisation to safeguard children and adults at risk.

In the event that staff, volunteers or contractors associated with WWI violate any aspect of the policy and procedures, appropriate action will be taken. WWI staff and volunteers should not, in the course of their normal employment, come into contact with children / adults at risk without the supervision of the teacher, parent/guardian of the children being present. However, if a staff member or volunteer becomes directly involved in any abuse allegation, or reports the involvement of another person as allegedly involved in abuse, WWI will act in accordance with the law to safeguard the children / adult at risk and the staff member and ensure justice is fully adhered to.

11. Handling External Concerns

WWI employees should be able to clearly differentiate between internal and external concerns.

Internal concerns are those where persons covered by the policy are the alleged perpetrators.

External concerns are abuses which would usually be considered criminal under local legislation, and perpetrated by people not covered by this policy.

In situations where local legislation is weaker than WWI’s Safeguarding policy and Code of Conduct, staff should be obliged to abide by the Safeguarding Code of Conduct, keeping in mind at all times the best interests of the child and/or adults at risk.

WWI should not ignore any protection issues of concern; however abuse in the wider community is an external concern, and WWI and its Safeguarding Representative needs to have the mechanism for appropriately and efficiently referring cases. Clearly, if a child or adult at risk is in immediate need of attention then staff must act, but the employee must consider in advance how much support it is qualified or able to provide, and recognise when it is best to refer.

12. Monitoring and Review of this Policy

Regular monitoring of risks, risk mitigation and the effectiveness of safeguarding measures will be incorporated into WWI’s organisational monitoring processes and activities. Risks will be monitored every year, and this policy reviewed every year, or at any point where there is a significant change in context / legislation or WWI’s programme of work.

We will:

- Incorporate safeguarding into our organisational risk register and annual review processes;
- Incorporate safeguarding policy requirements into Partnership Agreements and contracts with vendors and consultants;
- Senior management and the Board of Trustees will regularly review the risk register and organisation reports to ensure that safeguarding measures are in place and effective;

13. Staff Agreement

I, [insert name.....], acknowledge that I have read and understand Water Witness International’s Safeguarding Policy, and agree that in the course of my association with Water Witness International, I will abide by the organisation’s Code of Conduct (Section 3 of the Safeguarding Policy).

Signature of Staff member:

Name of Staff member:.....

Date:

Annex 1: Definition of Abuse

Child abuse/abuse of adults at risk occurs when adults or other children inflict hurt on children or young people under the age of 18 or adults at risk, physically or psychologically or in any other way. Children/adults at risk can be abused in a number of ways. The harm cannot always be easily categorised. However, broad kinds of abuse can be identified as follows:

- Physical abuse or physical injury to a child /adult at risk, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- Emotional abuse where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection, resulting in adverse effects on behaviour and emotional developments of a child, young person or adult at risk.
- Sexual abuse where exploitation of a child, young person or adult at risk occurs. This includes rape, incest and all forms of sexual activities including pornography.
- Neglect, where basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a child from exposure to any kind of danger, resulting in serious impairment of a child, young person or adult at risk's health or development.
- Exchanging of benefits, for example goods, food and money in exchange for sexual favours.
- Bullying, which could include physical intimidation. This includes verbal intimidation, including racist and sexist remarks; emotional intimidation for example, excluding or isolating someone

Annex 2: WWI's Child Safeguarding Incident Reporting

WWI takes all concerns and reports of child abuse seriously and immediate action will be taken. Staff members or others reporting child protection concerns will be supported by the agency throughout the process of assessing the claim.

This form should be used to report if you see or suspect abuse, if an allegation of abuse is made, or if a child discloses abuse. The information you provide here will be kept CONFIDENTIAL and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken.

What to do if a child or adult discloses harm to you

Receive

- Listen to the child/adult at risk
- If you are shocked by what they are saying, try not to show it
- Take what they say seriously
- Accept what the child/adults at risk says
- DO NOT ask for (other) information

Reassure

- Stay calm and reassure the individual that they have done the right thing in talking
- Be honest and do not make promises you can't keep
- Do not promise confidentiality – you have a duty to refer the individual who is at risk
- Acknowledge how hard it must have been for them to tell you what happened

React

- React only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate them for details
- Do not ask leading questions
- Explain what you have to do next and to whom you have to talk
- Explain and if possible seek agreement that you will have to discuss the situation with someone else and will do so on a 'need to know' basis.

Record

- Make some brief notes at the time and write them up more fully as soon as possible – use the Record of Concerns Template attached
- Take care to record timing, setting and personnel as well as what was said
- Be objective in your recording – include statements and observable things rather than your interpretations or assumptions

Act Now

- Discuss the matter with the safeguarding representative immediately

Annex 3: WWI Safeguarding Incident Reporting Form

Part One: About You

Name:

Your role in (agency or partner agency):.....

Details of any other organisation involved:.....

Your relationship to the child, young person or Adult at risk concerned:.....

Part Two: About the Child/Adult at risk

Name(s):.....

Male/female:.....

Age:.....

Address:.....

Whom does the person live with?:.....

Part Three: About Your Concern

How did you come to have a concern: was abuse or policy non-compliance observed or suspected?
Was an allegation made? Did a child, young person or adult at risk disclose abuse?
.....

Date, time and place of any incident(s) reported to you:.....

Nature of concern/allegation:.....

Observations made by you (e.g. child's emotional state, any physical evidence).....

Write down exactly what the child or person making a report said and what you said (or another informant said): continue on a separate sheet of paper if necessary.

.....
.....
.....
.....
.....

Any other relevant information? (E.g. disability? language?).....

Were other children involved or aware?.....

Have you already spoken to parents or carers or any other Safeguarding Personnel or Agencies? Yes or No ___....._ If Yes, who or whom?.....

Time and date of reporting:.....

Person(s) to who report was made: (name of supervisor/manager/staff):

.....

Advice given by that person or agency:

.....
.....
.....
.....
.....

Action taken:

.....
.....
.....
.....
.....

I understand that in making this report the agency may have to inform other authorities, in a confidential manner and only if necessary for the safety of the child, adult at risk, the staff member, or the agency, or to meet obligations to donors or under national law.

Signed

Date

Note: Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported to. You will be informed of next actions that will be taken.

Annex 4: Safeguarding Risk Assessment

In the unlikely event that WWI Programme Managers identify a programme / project is likely to bring WWI representatives into close contact with children / adults at risk, the following Risk Assessment process will be used to identify the level of risk, and therefore guide appropriate action to mitigate those risks.

How to identify situations which require child or safeguarding adult risk management

1. Risk Assessment for contact with children/adult at risk (No = nil contact)		
Inherent risk	Personnel will be deployed in-country	
	Personnel will be working in a remote and/or rural location	
Degree of Isolation	Involves being alone with children/adult at risk (not frequently enough to be working with children/adult at risk)	
	Involves activities that are away from organisation location	
	Involves meeting one-on-one with children/adult at risk (not frequently enough to be working with children / adult at risk)	
	Involves unpredictable or remote settings	
Online contact or access to personal details	Involves direct one-on-one or group access to children/adult at risk online	
	Involves supervising child-to-child online contact	
	Involves online access to a child's or children's/ adult at risk's personal and/or confidential information	
	Inadequate/missing safe options for children/ adults at risk to report unwanted attention or inappropriate behaviour by others	
	Involves educating children and supporting adults on cyber safety	
2. Risk Assessment for working with children/adults at risk		
Vulnerability of child/children/adult at risk	Engages with children/adults at risk whose true or cognitive age impacts on their ability to protect themselves	
	Engages with children/adults at risk who have challenges that contribute to their vulnerability (e.g. psychological, situational)	
	Engages with children/adults at risk who do not have many support systems	
Degree of physical contact	Involves demonstrating a skill to children/adults at risk	
	Position involves need for physical contact/touching children/adult at risk	
	Involves providing a personal service (e.g. washing, dressing, toileting)	
Degree of monopoly	Monopoly on provision of goods and/or services <ul style="list-style-type: none"> • Medical • Food distribution • Career training (sports/musical) 	
Degree of supervision	Involves personnel having unsupervised contact with children/adults at risk	
	Activities/engagement with children/adults at risk is not observed or monitored	
	insufficient number of trained staff to supervise activities/engagement with children/adults at risk	
Degree of trust	Involves developing close, personal, long term relationships with children/adults at risk	
	Involves transporting youth	
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to youth or spending extended periods of time with youth e.g. camps Contributes to important decisions regarding the future of	

	children/adults at risk	
Access to Property	Has access to personal/confidential information	
	Adult has a perceived or actual level of authority (from child/adults at risk perspective)	
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child/adults at risk related position	
Child labour	Possibility that activity will lead to the employment of children	
	Possibility that activity will lead to the removal of children from school	
	Possibility that activity will lead to children being employed in hazardous work	
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children/adults at risk	
	Engages with parents who have challenges that contribute to their ability to provide care (e.g. psychological, situational)	
	Engages with parents who do not have many support systems	
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young.	