

CHILD SAFEGUARDING POLICY OF YOUTH SKILLING ORGANIZATION UGANDA.

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Introduction.

Welcome to the Child Safeguarding Policy and its procedures, which apply to all operations and activities conducted by, or on behalf of, the Youth Skilling Organization Uganda child, youth and community development solution in our work in Uganda and overseas.

The policy reaffirms and strengthens our commitment as an organisation towards keeping children safe and protecting them from all forms of harm and abuse. This is an issue of critical importance for Youth Skilling Organization Uganda and we see that the protection of children, the promotion of their wellbeing and upholding children's rights as the foundation of our work.

Purpose of this policy.

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

This includes both preventative actions to minimise the chances of harm occurring, and responsive actions to ensure that incidents which may happen are appropriately handled.Safeguarding implies a wider duty of care towards children rather than just upholding their right to protection but it is primarily concerned with harm and wellbeing, rather than with the promotion and protection of child rights generally.

The aim of the policy and procedures is to regulate how we work as an organisation so that the children with which we come into contact (either directly or indirectly) are safeguarded and have their wellbeing promoted, and that our actions, while implementing programmes or

Organizational activities, do not cause any harm to children.

1. To support country delegations and volunteer groups in applying and promoting the policy at local level, a range of resources and tools are included in the Reference and Appendices Sections.
2. Safeguarding Policy aims to be comprehensive, given the diverse range of settings and operations carried out by Youth Skilling Organization Uganda, it is likely that there may be circumstances which are not covered or where there is a question about the application of the policy and procedures

Principles underpinning our Safeguarding Policy.

1. All children have equal rights to protection and to have their wellbeing and participation promoted.
2. All actions regarding child safeguarding must be taken in the best interest of children. This includes an understanding that in all our programmes and activities we must ensure that we respect children's rights and do not cause harm.
3. Everybody has a responsibility for safeguarding. This policy is mandatory for all those work for or on behalf of Youth Skilling Organization Uganda, including staff, volunteers and partners. Although training, advice and support will be provided, everyone should actively participate so that they can carry out their responsibilities towards safeguarding children.
4. We work in a transparent and open way where child safeguarding is made a priority, that situations of abuse and harm are able to flourish when staff, volunteers, partners, children, families and community members do not feel able to raise their concerns.
5. All reports of concern regarding the safety and protection of a child will be taken seriously. Where necessary, appropriate steps will be taken to protect the child and to take action against the alleged perpetrator. This may include referrals to law enforcement and child protection agencies. In relation to allegations against staff, volunteers and partners, action may also include the suspension or termination of engagement or any type of cooperation.
6. No single organisation is able to safeguard children by working in isolation, and therefore we will work with other organisations, agencies (such as state departments and ministries with a mandate to protect children) and groups as necessary and appropriate.
7. We maintain confidentiality and do not disclose personal details of those involved in child protection concerns, including the names of those raising concerns unless it is necessary to pass on information to ensure that a child is protected (for example where a child may need specialist services or where a criminal offence may have been committed).
8. We raise awareness and influence others on the importance of safeguarding children,

using our policy and procedures as a way of both highlighting our commitment and also of explaining our values. We will share our policy and procedures with others, and be open to feedback regarding its application and relevance.

9. We work within the framework of international and national laws and policies regarding safeguarding.

10. There is no one specific way of safeguarding children and promoting their rights. Solutions to protecting children need to reflect the culture and operating environment and the nature of activities being undertaken. However, culture can never be used as an excuse for abuse. While country delegations can propose amendments and modifications of the procedures, this must be done within the framework of requirements set down within this policy. It is not acceptable for a reduced level of safeguarding to be offered

1. Preventative action :

Putting the policy into practice.

This section of the Policy identifies specific steps and concepts which translate the vision of safeguarding children.

Child safeguarding runs across the whole organisation and is not just associated with programmes and projects or Human Resources. The concept of thinking about safeguarding - and reducing risk - should be embedded in everything that we do, from recruiting a staff member or volunteer, to selecting a partner, through to running an activity, designing and implementing a programme or other institutional activity (such as promotion and fundraising).

Throughout the policy, a number of situations have been highlighted which specifically call for a risk assessment such as when conducting an activity or when concerns are raised about a staff member's references or police check. However, this does not mean that risk should only be considered at those times. Safeguarding risks must be regularly reviewed at all levels.

It should be remembered that although we normally think of safeguarding issues when an adult is mistreating a child, children can also be the perpetrators of abuse. This normally occurs where one child is in a position of power or influence (for example because the child is older, or the child being abused comes from a marginalised group) and is often referred to as 'bullying'. In such cases while action is necessary to support the child being bullied, it is critical to remember that the perpetrator is also a child, and therefore interventions should be in the best interests of both children in terms of how to support the abused child and what response is required for the abusive child.

1.1 Human Resources.

a. All Adults (including Board Members, staff, interns, volunteers and consultants)

This section sets out the specific obligations and responsibilities for all adults working with/for Youth Skilling Organization Uganda, whether paid or unpaid or full or part time.

- The Safeguarding Policy applies to all those working with or on behalf of Youth Skilling Organization Uganda. By agreeing to work with/for the organisation, it is implied that the terms and conditions of the Safeguarding Policy have been accepted as a condition of involvement.
- All staff (including consultants and standing volunteers) are required to sign and abide by the Code of Conduct (Appendix 1) as a condition of their involvement with Youth Skilling Organization Uganda. This sets out specific expectations of acceptable and unacceptable behaviour.
- In addition to all staff of the Foundation, every person in a governing function within the Foundation should sign and abide by the Code of Conduct (Appendix 1) of Youth Skilling Organization Uganda. This recognises that those in a governing capacity as Members of the Board are expected to set the highest standards of behaviour for the Foundation.
- All occasional volunteers and visitors are required to sign and abide by the Guide for Occasional Volunteers and Visitors (Appendix 2) as a condition of their involvement with Youth Skilling Organization Uganda.
- While orientation on the policy together with any necessary additional training regarding responsibilities and duty of care (particular to specific roles) will be provided, all adults have a personal responsibility to seek further clarification and advice where they are not clear about what is expected of them.
- Breaching the Code of Conduct, Guide for Occasional Volunteers and Visitors or contravening the Child Safeguarding Policy may lead to suspension and termination of any type of engagement. This will be determined on a case by case basis, ensuring that applicable employment conditions and legislation are observed and with regard for the privacy and confidentiality of those concerned while any internal investigation is carried out. In addition, after a thorough consideration of the facts, we will decide whether the case needs to be reported to law enforcement authorities in full conformity with the law.
- The Child Safeguarding Policy focuses on contact with children taking place during work under the responsibility of the organisation. Nevertheless, conduct outside the work environment of those associated with Youth Skilling Organization Uganda may also contravene the principles and values of the Child Safeguarding Policy. If such issues arise, these will be carefully considered and any decisions made will place utmost importance on the child's best interests.

b. Education, Advice & Support

This section sets out the efforts that will be undertaken to support the implementation of the Safeguarding Policy.

- Within their probationary period, and no longer than three (3) months after appointment, all staff must be given guidance as to the Child Safeguarding Policy, and their responsibilities towards safeguarding children. Standing volunteers should also be included in such training.
- Staff and standing volunteers must be given the opportunity for regular updates on safeguarding children – either formally, such as through training or supervision, or more informally, for example through discussion at team meetings
- Depending upon the nature of the work being undertaken, the role of the staff and their background and experience, additional specialist training regarding child wellbeing, protection and safety should be provided.

- Records must be kept in HR files of all training/guidance meetings conducted – with the date and list of attendees.
- While all adults have a responsibility for safeguarding children, no one should have to do this alone and unsupported. Country Representatives from the Youth Skilling Organization Uganda and managers are responsible for ensuring that staff and standing volunteers are supported in their roles in safeguarding children, with the Country Representative being ultimately responsible for the implementation of the Child Safeguarding Policy.
- The Child Safeguarding Focal Point based at country level within Youth Skilling Organization Uganda is the primary source of advice and support in relation to child safeguarding concerns and the implementation of the Child Safeguarding Policy. The Child Safeguarding Focal Points are in turn supported by the Regional Child Protection Advisors and by the Risk Management Advisor.
- Where support or advice is sought regarding child safeguarding this must be taken seriously. At no time must seeking advice or support be considered indicative of someone lacking capacity or knowledge.
- Where those working with/for Youth Skilling Organization Uganda are involved in child protection incidents either as the subject of an investigation or as a witness – appropriate support must be provided. This may include additional supervision or counselling. (Further guidance on reporting and managing cases of concern and child protection incidents is included later in this policy and procedures).

c. Awareness Raising

This section sets out how awareness will be raised regarding the Child Safeguarding Policy.

- Staff and standing volunteers, as well as partners, communities, families, children and other stakeholders and all those working with/for Youth Skilling Organization Uganda should be made aware of the Child Safeguarding Policy, and how to report a concern. This should be done in ways that are appropriate and accessible given the context.
- A copy of the Child Safeguarding Policy including local adaptations should be translated and made available in local languages. Depending on the context, this should be provided in a variety of suitable formats, and could include posters or booklets using pictures.
- Special consideration must be given on how to raise awareness with children about the policy and ways in which they can help keep themselves safer. This could include developing with children a child friendly version of the policy.

d. Safer Recruitment

This section focuses on how those working with/for Youth Skilling Organization Uganda are selected (staff and volunteers).

Individuals who are intent on abusing children often target organisations where they can gain access to children. While no recruitment processes can ever be 100% safe, by having stringent recruitment processes in place, the likelihood of engaging someone who is not suitable to work with children can be dramatically reduced.

- Safer recruitment procedures act like a safety net that in combination provide a level of assurance that proper attempts have been made to ensure that recruitment processes identify those who may pose a risk. No one check is sufficient.
- All recruitment procedures must be based on a detailed analysis of each job or volunteer task and the level of contact with children. Safer recruitment procedures include pre-selection, selection and post-selection actions to ensure that there are as many safeguards as possible in place. See Appendix 4 - Safer Recruitment Checklist for detailed guidance.
- Work should not commence until all safer recruitment processes have been followed and background checks and guidance on the Child Safeguarding Policy have been completed. However, it is recognised that in some exceptional circumstances there may be a long delay, or for operational reasons it may be necessary to start work at short notice. In such situations, additional measures must be put in place so that Youth Skilling Organization Uganda can be confident that the risks for children are minimised. For example, providing additional supervision and ensuring the staff member in question does not work alone.
- Records of safer recruitment practice, such as references etc., must be kept in HR files. This information must be kept and destroyed in accordance with applicable data protection rules.

e. Child Safeguarding Focal Point.

This section sets out the obligation of each country office to nominate someone to act as Child Safeguarding Focal Point.

The role of this person is to provide a point of contact, and to advise, support and assist country teams in the implementation of the Child Safeguarding Policies. The Risk Management Advisor also acts as the Child Safeguarding Focal Point. Ideally the role of the Focal Point should be assigned to someone with child protection/safeguarding knowledge. However the role can be given to anyone who is committed and has the respect of the team.

See Appendix 5 - Child Safeguarding Focal Point.

It should be understood that the Child Safeguarding Focal Point is not solely responsible for child safeguarding this responsibility rests with everyone. The ultimate responsibility for safeguarding within countries rests with the Country Representative. For volunteer groups in Uganda the responsibility rests with the "Uganda human rights commission".

f. Partners.

This section considers how to work with partners in order to promote the implementation of the Child Safeguarding Policy. If there is any doubt about how to best implement the Child Safeguarding Policy with partners then the relevant Regional Child Protection Advisor or the Risk Management Advisor should be consulted.

- In selecting partners, consideration should be made with respect to the potential partner's suitability and track record for working with children including if they have their own child safeguarding policy and procedures (which they may refer to as their Child Protection Policy).
- In all partnership relations, strong attention must be given to issues related to child safeguarding. As good practice, specific reference to child safeguarding measures should be included in partnership agreements and contracts.
- Partnerships are an opportunity to raise awareness on the need for institutional policies on child safeguarding. Therefore all partners should be given training, guidance and support on the Youth Skilling Organization Ugandas' Safeguarding Policy, in particular emphasising the responsibilities that partners have for safeguarding children. The nature of this orientation and training can be determined in the country, related to the scope of the work of the partner.
- Where Youth Skilling Organization Uganda is the lead partner (i.e can exert more control over the terms of the contract) then reference in the contract must be made to the commitment to keeping children safe and our Child Safeguarding Policy. Where we are not the lead partner, then attempts should be made to include safeguarding within the agreement. In either case, partners should be given a copy of the Child Safeguarding Policy

and guidance provided on the contents.

- Partnerships should also be pursued which aim at advocating governments to develop standards of safeguarding, with support for the required resources and expertise to implement such standards.
- Where concerns about child safeguarding arise in relation to a partner, in addition to considering whether a report of the concerns needs to be made to appropriate authorities, consideration must also be given regarding whether to suspend the partnership and/or withdraw funding and support.
- A child safeguarding concern raised in relation to a partner does not mean that the partnership must be terminated automatically. The decision to continue with the partnership must take into account the reaction of the partner and their commitment to addressing the situation such as prioritising the best interests of the child, responding to advice on managing the situation and agreeing to seek support through training and guidance.

g. Occasional volunteers and visitors.

This section specifically considers safeguarding issues in relation to the different types of occasional.

volunteer supports to Youth Skilling Organization Uganda activities or visitors to programmes and country offices.

- Official visitors may visit a project with the express permission of Youth Skilling Organization Uganda. Unofficial visitors might, for instance, be a parent or an acquaintance of the Country Representative or a programme staff member without formal permission from the organisation.
- All occasional volunteers and visitors, official and unofficial, must be made aware of and understand the principles of the Youth Skilling Organization Uganda Guide for Occasional Volunteers and Visitors (Appendix 2), and agree to its terms and conditions before the visit takes place.
- It is the responsibility of the staff member to ensure that occasional visitors and volunteers are properly briefed and supervised throughout the activities or visit, and have signed the Guide for Occasional Volunteers and Visitors (Appendix 2).
- All occasional volunteers and visitors must be accompanied at all times and in no circumstances should they be left unattended with children, unless there are clear reasons for doing so (only possible for official visitors or where express permission is granted by the Country Representative in advance). Such permissions should only be granted in rare circumstances with the Country Representative seeking approval from headquarters in Kampala. Before granting permission, the Country Representative must ensure that the

visitor does not pose a risk to children.

1.2 Media & Communication.

This section considers the actions that need to be taken to ensure that safeguarding is included in media activities. The Communications Department in Kampala should be consulted for specific guidance including how to work with journalists and the media.

The Ethical Rules regarding the use of images by Youth Skilling Organization Uganda must be observed, namely:

1. Respect the Child Safeguarding Policy and its procedure.
2. Make sure that the safety of the child will not be compromised if one disseminates images of his or her home, community or environment.
3. Be accompanied by an employee of Youth Skilling Organization Uganda while doing a report (video, photo, etc.).
4. Obtain permission from the child and the person who is responsible for looking after him or her.
5. Ensure that the child does not pose in any inappropriate manner (sexual connotations etc.).
6. Do not take or publish photos of children who are completely naked or dressed inappropriately. Images of children which are exploitative or offensive must not be used.
7. Always respect the children's dignity. Do not represent the children as victims (weak, desperate etc.). Images should present children in a 'positive way'. Similarly stories about children should aim to report not only the negative aspects of children's lives, but also their strengths rather than sensationalising the child's experience.
8. Taking pictures or videos is reserved for strictly professional use. Staff, volunteers and visitors are encouraged to 'like' and 'share' photographs published on official Youth Skilling Organization Uganda websites and social media sites (such as Facebook). In this way, officially approved photographs may be distributed more broadly on personal social media sites. Unofficial photographs must not be posted or uploaded on personal pages.
9. Never indicate in the files any information that could endanger the child victim of abuse (title, captions etc.). When publishing/distributing photos, images, stories etc., personal information must be removed to ensure privacy (i.e. names and addresses must not be included and if necessary other identifying features such as school name should also be omitted).
10. Only use photos available for public use (verified and validated by an official country

representative and the person in charge of visual communication.

b. Online Protection and Safety

Youth Skilling Organization Uganda has its own policies and separate guidance on the use of social media and technology.

- Country Representatives should ensure that sufficient guidance is provided to staff and standing volunteers about the appropriate use of technology – including internet, mobile phones and social media.
- Filters and blocking software should be installed to ensure that unsuitable/offensive sites cannot be downloaded. Further guidance on this can be obtained from the IT team, but in general sites which promote the abuse of children or contain images and information which are harmful to children should be blocked.
- In the event that offensive material or unsolicited messages/chats are received, these must be passed on to the Child Safeguarding Focal Point who must report to an agency working to improve internet safety.
- Staff and standing volunteers must also report to their line manager if any offensive material is received or accidentally downloaded.
- In the event that offensive material, such as child pornography, is received or accidentally downloaded and a report is made to law enforcement, the materials must not be sent with the referral. The transmission of images is considered a crime under international law. Guidance should be sought from the law enforcement agency as to how to arrange for images to be transferred appropriately.

c. Information, Communication & Technology (IT)

Youth Skilling Organization Uganda has its own IT rules on the use of computers and other technology.

- IT equipment is provided for business purposes, and its use is subject to the Safeguarding Policy.
- The use of computer and technology resources for private purposes is allowed provided that this does not prevent employees from exercising their professional activities, and that it is not prejudicial to the reputation and image of Youth Skilling Organization Uganda.
- While the privacy of staff is respected, this is not guaranteed. Additionally the HR Director may exceptionally grant access to private files. This may be, for example, if there was a suspicion that IT equipment had been used to access child pornography online, in violation

of the Code of Conduct.

- Any voluntary non-professional access to websites detrimental to the reputation of Youth Skilling Organization Uganda.(and in violation of the Child Safeguarding Policy) is strictly forbidden and can justify a dismissal with immediate effect. Any unintended access to harmful data should be immediately reported to line managers to avoid any misunderstanding.

1.3 Programme Design & Implementation.

Programmes and all type of actions across all sectors, not just child protection programmes, should 'think safeguarding' at all times and across all activities – and not consider safeguarding as a separate activity, but rather a theme that runs through all work. A separate risk assessment checklist is available to help country teams evaluate safeguarding requirements in programmes

- Safeguarding must be considered at every stage, from project/programme design and must be reviewed regularly as part of the monitoring of the project's implementation.
- In addition to programme design, when conducting specific activities (residential and non-residential) such as consultations with children or a summer activities scheme a risk assessment must be undertaken to identify any potential dangers and a plan put in place to minimise these risks. A separate "Risk Assessment Template for Activities Form" is available which should be used. Copies of risk assessments must be kept on file.
- If the assessment concludes that there are too many risks that cannot be reduced to an acceptable level then the activity should not proceed.
- If necessary, additional guidance must be given to staff, volunteers, partners, children and communities in order to ensure that the spirit of the Safeguarding Policy is met for specific activities or programmes, for example, to highlight particular dangers or concerns.
- Before activities are conducted, the written permission of both parents and children must be obtained. See Appendix 3 - Parental Consent Form. This can also be used for guardians, for example, where children are in residential institutions. Where parents/children are illiterate, a staff member or standing volunteer can sign on their behalf in their presence, so long as the form has been discussed.
- Staff and volunteers who work with children must be supervised on a regular basis, and given the opportunity to participate in discussions about safeguarding issues for example in meetings, informal discussions or through considering case studies.
- Safeguarding must be reviewed regularly throughout activities and at the end of activities, so that either lessons learned can be fed into future activities or necessary adjustments made as the programme proceeds. For example, during a summer activities programme it

would be useful at the end of each day to include a review of safeguarding during debriefing meetings.

- A separate "general guidelines for safeguarding in projects and activities " is available which should be used.

2. Responsive action.

1. Where the concern relates to potential, actual or suspected abuse of a child by the family/community such incidents can be managed at country level and handled by the Child Safeguarding Focal Point with the support of the Country Representative and the Regional Child Protection Advisor, in conformity also with national and international law. These cases are not managed under this policy.

2. Where the concern involves a staff member, volunteer, visitor or partner of Youth Skilling Organization Uganda or a representative of a significant stakeholder such as a donor, another (I)NGO or a UN Agency such incidents must also be reported to the HR line management and Risk Management Advisor who will work with the HR Committee, the Regional Child Protection Advisor, Country Safeguarding Focal Point and Country Representative to determine the appropriate action necessary.

This is not to avoid taking action, but to ensure that the action taken does not jeopardise organisational or individual reputation, and to ensure that appropriate support is given to the country delegation as such incidents can be particularly difficult to manage.

- Concerns and reports may be received from a number of sources including staff, volunteers, partners, children and families/community members. All concerns and reports must be taken seriously.
- In Uganda all concerns and reports must be passed to the Risk Management Advisor as this person acts as the Child Safeguarding Focal Point. In overseas operations, such reports should be passed in the first instance to the Child Safeguarding Focal Point.
- Countries should develop a reporting framework/ flowchart which identifies how concerns and reports should be managed. The main point of referral should be the Child Safeguarding Focal Point. This is to ensure that reports are managed in a systematic way, and lessons are learned in terms of the implementation of the policy. This does not mean that the Child Safeguarding Focal Point is responsible for action but he or she should be involved in decision making.
- Decisions about child protection incidents must not be made by individual workers in isolation. However in exceptional circumstances such as a life threatening situation – staff or volunteers may take whatever action they deem necessary to protect a child at immediate risk, but this must be reported as soon as possible in accordance with the country reporting framework.

2.1 Reporting Concerns & Child Protection Incidents.

There are two distinct ways in which child protection incidents may arise:

This section covers the case where a concern is reported that the child safeguarding policy is not being implemented or a child protection incident is reported (i.e. where a child may be or is at risk of abuse and actions may be necessary to ensure that the child is protected).

- Concerns and reports may be received from a number of sources including staff, volunteers, partners, children and families/community members. All concerns and reports must be taken seriously.
- Uganda all concerns and reports must be passed to the Risk Management Advisor as this person acts as the Child Safeguarding Focal Point. In overseas operations, such reports should be passed in the first instance to the Child Safeguarding Focal Point.
- Decisions about child protection incidents must not be made by individual workers in isolation. However in exceptional circumstances such as a life threatening situation – staff or volunteers may take whatever action they deem necessary to protect a child at immediate risk, but this must be reported as soon as possible in accordance with the country reporting framework (i.e. in the first instance to the Child Safeguarding Focal Point).
- Local contacts with child protection agencies and law enforcement should be identified in advance to enable a referral to an outside agency if required to protect the child. Contact details should be retained so a referral can be made quickly and efficiently.
- Consideration on whether to refer a child to an outside agency for protection must always be made within the legal framework of the country and with consideration for the best interests and wishes of the child.
- When concerns are raised or reports made, importance must be placed on CONFIDENTIALITY, both of the referrer and also the child(ren)/adults involved. Information must be shared strictly on a need to know basis as necessary to ensure the child is kept safe and appropriate assistance is given.
- Where concerns are raised by staff and volunteers about other staff, volunteers and partners, even if these are not substantiated, providing there was no malicious intent, no punitive action will be taken against the person raising the concern or making the report. Youth Skilling Organization Uganda has a Whistle Blowing Policy¹² which ensures that reports can be raised safely and applies when reporting child protection incidents or concerns about the implementation of the Safeguarding Policy.
- Referrals to local child protection agencies/police should be done in the prescribed manner (for example, there may be a particular format for reporting). Where the referral is made verbally it must also be confirmed in writing.

- Written records of all reports received (even if the report is vague) must be kept and maintained in a secure and confidential location by the Child Safeguarding Focal Point. In some cases, such as where the programme/project specifically addresses child protection and case management forms part of the intervention provided, as an alternative, records may be kept by the project team. This needs to be clarified at country level. When the report relates to a concern about staff, volunteers, partners or a significant stakeholder then a copy must also be given to the Risk Management Advisor in Kampala.
- Written records are kept confidentially in our database at HQ level. The number of cases are shared in our annual activity report.

2.2 Accountability, Monitoring & Review.

This section details how the implementation of the Safeguarding Policy will be monitored, and how the policy will be viewed.

- Everyone has a responsibility for ensuring that the Child Safeguarding Policy is implemented as set out in the policy and procedures outline in this document and as may be adapted to suit local conditions.
- The Director General, by mandate from the Council, has overall responsibility for the Child Safeguarding Policy. Directors are responsible for determining policy and good practice and for implementation of the policy in all activities related to their areas of organisational responsibility.
- Based on the self-assessment, an annual plan of action will be developed to address any gaps in policy implementation and to mitigate any risks identified.
- Both the self-assessments and the development of action plans will be coordinated by the Risk Management Advisor so that information from all countries can be assessed to measure safeguarding across the organisation.
- This policy will be reviewed on a regular basis, but not more than every five years. Such reviews will also include feedback from staff working overseas, and where possible, the views of children, their families as well as other local stakeholders.
- Where countries have created local versions of the policy, these should also be reviewed on a regular basis. Such reviews should include feedback from staff, volunteers, children, communities and other local stakeholders. Consultations should take place with communities and children and their feedback sought regarding the implementation of the safeguarding policy in order to inform and improve procedures.
- Through membership of the International Federation of Youth Skilling Organization Uganda, this policy and its implementation is also subject to scrutiny, monitoring and review by the International Federation.

Appendix 1: Code of Conduct.

The Code of Conduct must be signed by all staff and standing volunteers BEFORE commencing duties.

Youth Skilling Organization Uganda(YSOU) considers all forms of abuse towards children to be unacceptable, and recognises that it has a duty to safeguard children that is to keep them safe, promote their wellbeing and protect them from abuse and harm. Neglect, physical, psychological/emotional and sexual violence are the main forms of abuse.

Our Child Safeguarding Policy and Procedures set out the measures we will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse. A child is any human under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989.

As part of our Child Safeguarding Policy, it is a requirement that all staff (including paid employees, consultants and interns), whether full or part time, agree to abide by the Child Safeguarding Policy and specifically to agree to work in accordance with this Code of Conduct which sets out responsibilities for safeguarding children and expected behaviour of staff. THIS IS A MANDATORY REQUIREMENT.

Any form of unacceptable behaviour which breaches this Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, YSOU expects its representatives to apply common sense whilst focusing on the "child's best interests".

YSOU respects the Convention on the Rights of the Child and the following five principles:

Appendix 1: Code of Conduct.

I. Children's rights : all YSOU staff must respect and promote children's rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, at all times, in the child's best interests.

II. Zero tolerance: YSOU will not tolerate any form of abuse and will take all necessary measures to implement the Child Safeguarding Policy.

III. Risk management: YSOU ensures that risks are identified and minimised from the planning stage through to the implementation stage of activities.

IV. Everyone's responsibility : the successful implementation of the Child Safeguarding Policy is based on the individual and shared responsibility of all Tdh representatives including staff. Youth Skilling Organization Uganda will seek to ensure that partner organisations' programmes also comply with international safeguarding standards.

V. The duty of notification : any suspected violation or any actual violation of the current Code of Conduct must be reported immediately to the supervisor or the YSOU Country Child Safeguarding Focal Point. Confidentiality will be maintained through out the entire procedure.

BY SIGNING THE CODE OF CONDUCT, I explicitly agree that

I will always:

- Treat children with respect and equally, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
- Help children to take part in decisions which concern them according to their age and their level of maturity.
- Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organisations so that concerns may be shared and discussed.
- Use non-violent and positive behaviour methods when supervising children.
- Encourage children and communities to speak openly about their interactions with adults and with each other.
- Inform children and communities of their right to report any worrying situations and how they can raise a concern.
- Empower children so that they are in a position to better protect themselves.
- Make sure that another adult is present or try to be visible when I am in contact with a child.
- Try to preserve the child's autonomy and make sure that I do not do things that a child can do for herself/himself.
- Plan activities and organise the work place in such a way so as to minimise the risk

of harm taking into account the age and development of the child.

- Ensure that information concerning children, families and communities remains confidential.
- Behave in a way that sets a good example (avoid smoking, showing disrespect towards colleagues, etc.).
- Obtain permission from the child and their parents before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
- Ensure that the child does not pose in a degrading manner or in a way that may be interpreted by others as having sexual connotations.
- Raise any concerns and queries concerning the Child Safeguarding Policy with my manager/supervisor or the Child Safeguarding Focal Point.
- Immediately report any suspicions or allegations to the Child Safeguarding Focal Point of behaviour which goes against the principles of the Child Safeguarding Policy and Code of Conduct including any forms of child abuse – even if the information or allegation is vague.

I will never:

- Engage in any form of sexual relations with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. Mistaking a child's age is not a defence.
- Exchange money, job, goods or services or humanitarian aid for sexual favours or subject the child to any other kind of humiliating, degrading or abusive behaviour.
- Touch children or use language or make suggestions in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
- Exploit a child for labour (for example through domestic work).
- Discriminate against, treat children unequally or unfairly for example by favouritism

and excluding others.

- Invite a child or their relatives to my home or develop a relationship with a child and/or their family which may be considered outside normal professional boundaries.
- Work with or transport a child alone without the prior authorisation of my manager, unless absolutely necessary for the safety of the child.
- Be under the influence of drugs or alcohol while working with children.
- Take photos or videos of beneficiaries for use that is not strictly professional unless the Country Delegation gives permission.
- Watch, publish, produce, or share pornography showing children, and/or show pornographic material to children.
- Show the faces of children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified.
- Take or publish photos of children entirely naked or dressed in a manner which is not adapted to the situation in which they are represented.
- Represent children as victims (weak, powerless, unassisted, desperate, etc.)
- Publish a story or image which may endanger the child, their family or community.
- Use photos which have not been checked and approved by my manager and/or Communications team or post unofficial pictures or information about children on personal websites or social networks (such as Facebook).
- Maintain contact with children and their families via social networks, unless a specific Youth Skilling Organization Uganda project requires me to do so and I have been given express permission.
- Close my eyes to, ignore or fail to report any concern, suspected violation or violation of the Child Safeguarding Policy and the Code of Conduct to the Child Safeguarding Focal Point.

I understand that, in the event of suspicions or allegations of my violation of the Code of Conduct:

Youth Skilling Organization Uganda will take any action they deem necessary, which may include, but is not limited to :

- Providing assistance for the victim and taking immediate steps to protect and support the child.
- Attempting to establish the facts in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved.
- Undertaking disciplinary actions, which may result in my suspension or termination of contract.
- Initiating judicial proceedings and/or reporting to the competent authorities any violation of the Code of Conduct which may breach national legislation.
- Taking appropriate measures in order to ensure that such incidents do not occur again, for example, informing other organisations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

Declaration of commitment

I, the undersigned,

Declare I have received, read and understood the Youth Skilling Organization Ugandas' Child Safeguarding Policy and I commit to know and agree to work in accordance with it.

I understand that any failure to uphold the Code of Conduct may result in the termination of my engagement with Youth Skilling Organization Uganda, or further disciplinary or judicial proceedings as mentioned above.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. Youth Skilling Organization Uganda shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date at

Signature

Appendix 2: Guide for Occasional Volunteers and Visitors.

Youth Skilling Organization Ugandas is an organisation that exists to support children, youth their families and communities in emergency relief and all development contexts.

Children have a right to protection and as an international children’s organisation we have an obligation to make sure that we safeguard the children we work with that is to keep children safe, promote their wellbeing and uphold their rights to protection. It is the responsibility of all Youth Skilling Organization Uganda staff, sponsors, volunteers, contractors, suppliers, donors, journalists, consultants, supporters (visitors) to protect children “from all forms of physical and mental violence, injury or abuse” (UN Convention on the Rights of the Child Article 19).

For this reason we have policies and systems in place to prevent abuse and harm and to safeguard children (detailed in our Child Safeguarding Policy). These measures also protect volunteers and visitors from actions that could be misconstrued and lead to false or malicious accusations.

Visits to projects, partners and communities are opportunities to see relief and development work first-hand. Similarly volunteering for Youth Skilling Organization Uganda is a great opportunity to directly support relief and development work for children and Youth

We would like you to enjoy your volunteer work/visit and at the same time help us to keep children safe by introducing to you the key elements of our policy that affect you as a volunteer or visitor. If you have any questions you should refer to your main point of contact within

Youth Skilling Organization Uganda (as all our staff are trained in safeguarding). You can also request to see a full copy of our Child Safeguarding Policy.

Our Safeguarding policy states it clearly that Children are protected only when open and honest environments are created and exist in projects, partner organisations and activities. Communications and child safeguarding.

To ensure we minimise the risk that harmful relationships develop, correspondence between visitors and children is discouraged, and should the need arise it should be sent via Youth Skilling Organization Uganda for monitoring rather than directly to the child.

Volunteers must not develop special relationships with children and encourage these to develop outside of the normal work environment. Visitors must not exchange contact details when meeting children and young people.

All volunteering opportunities and visits to projects must be arranged officially, with the permission of the Youth Skilling Organization Uganda Operations manager.

Photographs, video and other images – Good Practice.

- Obtain consent of the child and his/her parents or carers before taking photographs and images.
- Take and use photographs and images of children that are dignified and respectful and that do not present them as victims, vulnerable or submissive.
- Ensure children are adequately dressed in photo graphs and images and not in poses that could be in terpreted as sexually suggestive.
- Protect the safety and privacy of children and their families by not

using their images on the internet without explicit consent from Youth Skilling Organization Uganda using them in any way which reveals the identity or location of the child and their family.

- Do not use the photographs and images of children to benefit financially or for journalistic purposes without express permission from Youth Skilling Organization Uganda.

Guidance on Responsible Behaviour.

This information is designed to protect children first and foremost but also to minimise the risk to visitors of being wrongly accused of inappropriate behaviour or abuse.

By agreeing to be an occasional volunteer or a visitor you are agreeing to abide by this guidance on the understanding that if you do not adhere to it your volunteering experience will be terminated or the visit ended.

As a Youth Skilling Organization Uganda occasional volunteer or visitor

I will:

- Always arrange my volunteering/visit through the Youth Skilling Organization Uganda Head Office in Matugga Bombo road/Kiryagonja road or through apply via our official website.
- Follow the directions and instructions of the staff member of Youth Skilling Organization Uganda who is assigned to supervise my work or accompany me on the visit.
- Treat children, their families and communities with equality and respect their privacy – for example not entering into homes without an invitation, and not showing favouritism towards a particular child
- Take photographs, videos and images in line with the good practice outlined in this guide.
- Discuss any concerns I have regarding the wellbeing of a child with a

Youth Skilling Organization Uganda staff member/ Child Safeguarding Focal Point.

- Ask the Terre des hommes staff member when I am not sure of what is acceptable behaviour.

I will never:

- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative. For example: fondle, hold, hug, kiss or touch children in an inappropriate or culturally insensitive way.
- Do things for children of a personal nature that they can do for themselves.
- Condone or participate in behaviour with children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children or engage in any form of emotional abuse or physically hit a child.
- Discriminate against, show preferential treatment to, or favour particular children to the exclusion of others.
- Develop physical and/or sexual relations with children or their family members.
- Develop relationships with children which could in any way be deemed exploitative or abusive.
- Spend time alone with children away from others.
- Assist a child to leave their community, even with the consent of parents/carers, or offer children the chance to visit my country of residence.

- Exchange personal contact details with children.
- Arrange to stay overnight with a child or their family.
- Introduce other visitors to the community without prior clearance from Youth Skilling Organization Uganda.
- Return to the community without going through the standard visit process with Youth Skilling Organization Uganda.

I confirm that I have read and understood the Guide for occasional volunteers and visitors, and agree to abide by its contents.

Dateat,

Name,..... Signature,.....

Appendix 3 : Parental Consent Form.

Youth Skilling Organization Uganda is an organisation that exists to support children, youth their families and communities in emergency relief and development contexts. We are proposing different activities involving your child.

Before starting this collaboration, we need your consent, and also some important information from you to ensure that your child can participate safely and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events a child is defined as anyone who is

under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

Activity Consent (Please tick as appropriate):

- I/we give my/our consent for my/our child (name of child) to travel to and participate in Youth Skilling Organization Uganda activities.

- I/we authorize Youth Skilling Organization Uganda to be responsible for my/our child during these activities and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.

- I/we affirm that I/we have full authority to give the consent provided for in this document.

Media Consent (Please tick as appropriate):

- I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.

- I/we DO NOT give my/our consent for my/our child to take part in media activities.

- I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child,.....

Date at

Name and Signature (names of parent(s)/carer(s)).....

.....

Medical History

The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.

Name of child (including nicknames):.....

Date of Birth:.....

Identity Number:.....

Any known allergies (e.g. to food, conditions, insect bites, medication):.....

Currently on medication: No Yes

If yes, please state which type/dosage:.....

Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time.

Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/fainting/dizziness, depression/anxiety):.....

Any previous surgeries and hospitalisations:.....

Please provide details of any medical insurance

Name of insurance company:.....

Insurance policy number:.....

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully

Emergency contact details:

Name:.....

Contact Number:.....

Address:.....

Alternative Contact:

Name:.....

Contact Number:.....

Address:.....

If at any time you are concerned about the safety or protection of your child, please contact the Youth Skilling Organization Uganda Child Safeguarding Focal Point.

Permission to Administer Common Drugs (Please tick as appropriate):

Please indicate below if you give your consent to your child being administered common drugs such as Advil, Tylenol, and Aspirin etc. for common ailments (headaches, stomach aches etc.).

For more serious illness, your child will be taken to a qualified doctor.

I/we give my/our consent for my/our child to take common drugs such as Advil, Tylenol, Aspirin etc. if in need for common ailments.

I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.

*** Insert name and contact number of the local Child Safeguarding Focal Point.**

Appendix 4 : Safer Recruitment Checklist.

This checklist is designed to be followed for the safer recruitment of posts for recruitment of posts.

It is recognised that recruitment can never be totally 'safe'. The aim of safer recruitment is to put in place a number of actions that, together, aim to reduce the chances of employing the 'wrong' person.

In some countries it may be difficult to fully comply with all areas of the checklist for example, getting references may not be feasible, or police checks may be easily forged. Similarly obtaining copies of qualifications may be impossible, particularly if applicants have moved several times or have had to leave their country (for example, refugees).

Not being able to comply with one aspect of the checklist does not mean that the appointment cannot proceed.

An overall assessment of the information available needs to be made. However, in case of doubt, the person concerned must not be hired. Where the checklist cannot be complied with then this must be recorded on HR (Human resources) files. Copies of all checks and references must also be retained. The Safer Recruitment procedures also apply to standing volunteers who will be working on a regular basis with Youth Skilling Organization Uganda.

Recruitment & Selection

Profile, Decide what skills and knowledge are needed to safely work with children, and include these within the profile.

Advertisement, Include a clear statement about an organisation's commitment to safeguarding children.

Interview Questions, Include at least one question that relates to child safeguarding.

Employment History, Always ask for information about previous employment and obtain satisfactory explanations for gaps in employment (e.g. maternity leave, sick leave).

Pre-Appointment

Reference Checks, Two references must be provided including one from the current or most recent employer, or most recent academic referee. All references should always be sought and obtained directly from the referee using only a business email address, postal address or landline number and written from a supervisor. Open references (e.g. candidate providing a written reference) are not sufficient.

Proof of identification Verify a candidate's identification as predatory offenders may provide false information - including a false identification - to secure a job.

Qualification & registration checks.

Verify that candidates have actually obtained all qualifications or professional registrations claimed in their application by asking to see original certificates, to make sure that there is no attempt to hide any professional qualifications and experience.

Police Check.

The decision to request a police check needs to be made with a regard to

whether the post requires access to children. Note that some countries have a database of offenders/people who are not suitable to work with children. If this exists then it should be checked.

If a police check returns with a conviction then the Country Representative, in consultation with the Child Safeguarding Focal Point, HR colleagues and the Risk Management Advisor, needs to decide whether to proceed with the appointment. Having a conviction does not necessarily mean that the person cannot be appointed; it depends on the offence (although any conviction for mistreatment/abuse of a child will lead to a decision not to hire the person).

It is recognised that it may be difficult to obtain police checks and references in some operating contexts, or their reliability may be questionable.

No one check will ever be a total guarantee of someone's suitability for working with children. Country offices need to take a pragmatic view and put in place additional steps when background checks cannot be obtained.

For example ensuring that more than one person works with children at a time.

Where police checks/references raise concerns about the suitability of someone to work with children, this needs to be carefully considered before deciding to proceed with the appointment. Explanations for the decision to proceed with an appointment must be thoroughly recorded in HR files. In case of doubt, the candidate must not be hired.

Self-Declaration and Code of Conduct.

All candidates must sign the code of conduct, including the section confirming they are safe to work with children.

Post-Appointment.

Probationary period Probation periods should be used to actively assess

the employee's suitability for the job or voluntary activities. Terms and conditions including the duration of the probationary period will depend on the employment laws in-country, but ideally should be at least three months.

Induction Briefing/orientation on the Child Safeguarding Policy (including contact details of the Child Safeguarding Focal Point).

Appendix 5 : Child Safeguarding Focal Point.

Roles and Responsibilities of the Child Safeguarding Focal Point:

To support the country operations with the day to day implementation of the Child Safeguarding Policy with the technical support of the Regional Child Protection Advisor and the Risk Management Advisor Specific duties include:

- To act as the main point of contact within the delegation for child safeguarding.
- To ensure that staff and partners are aware of the Child Safeguarding Policy and their responsibilities under it (for example by providing training and guidance)
- To advise and support staff and partners with the implementation of the safeguarding policy including risk assessments.
- Establish links with local specialist child welfare, health and law enforcement contacts in order to have information available if an incident occurs and/or external advice is needed

- Ensure that the safeguarding policy and our commitment to children's rights is made known to children, families and communities who work with Youth Skilling Organization Uganda, and that the policy is accessible.
- Ensure that the name and contact details of the Child Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice
- To act as first point of contact for concerns regarding child protection incidents and to raise those concerns to the Senior Manager/Regional Child Protection Advisor as appropriate.
- Keep an accurate record of any incidents.
- To support the implementation and monitoring of the Child Safeguarding Policy by providing an annual progress report to the Risk Management Advisor (as requested) together with a plan for further action required to implement the Child Safeguarding Policy at local level.

Suggested Skills and Characteristics :

- Have knowledge and experience about child safeguarding and child protection
- Have respect and authority within the country office so that their opinions are valued.
- Be approachable, with good communication skills with adults and children.

- Be able to keep calm when a concern is raised, especially if a child needs assistance
- Be able to work with others to ensure that the policy is implemented, and respond where a child protection incident occurs.
- Commitment to safeguarding children and upholding their rights together with the ability to advocate for and defend safeguarding.
- Training and presentation skills.
- Be able to keep information confidential.