



# **Child Protection and Safeguarding Policy**

**2020**

[Adapted from Twaweza East Africa 2018 Child Protection and Safeguarding Policy]

Approved by the Board of Uwezo Uganda  
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## Table of Contents

Table of Contents.....	1
<b>DEFINITION OF TERMS .....</b>	<b>3</b>
VISION .....	3
MISSION .....	3
<b>1. Introduction and Purpose of the policy. ....</b>	<b>4</b>
1.1. Status .....	4
1.2. Purpose of the Child Protection and Safeguarding Policy .....	4
<b>2. Scope and Applicability.....</b>	<b>5</b>
2.1. Introduction .....	5
2.2. Program Design and Scope .....	5
2.3. Human Resource Provisions .....	5
2.4. Physical abuse.....	5
2.5. Sexual abuse .....	6
2.6. Emotional Abuse.....	6
2.7. Reckless Endangerment.....	6
2.8. Children under Uwezo Stewardship .....	6
<b>3. Child Protection and Safeguarding Responsibilities.....</b>	<b>8</b>
3.1. Board of Directors.....	8
3.2. Management .....	8
3.3. Uwezo Uganda staff.....	8
3.4. Uwezo Uganda field Partners .....	8
3.5. Volunteers and Data Collection Enumerators .....	8
3.6. General Provisions in implementing the Child Protection and Safeguarding Policies .....	9
3.7. Specific Provisions for Children being assessed .....	9
<b>4. Dealing with Child Protection and Safeguarding Violations.....</b>	<b>10</b>
4.1. Introduction .....	10
4.2. Violations Touching on a Uwezo Employee.....	10
4.3. Violations Touching on a Uwezo Uganda partner .....	12
<b>5. Regularising the Child Protection Policy .....</b>	<b>13</b>
5.1. Introduction .....	13
5.2. Governance and Management Policy.....	13
5.3. Human Resources Policy Manual .....	13
5.4. Criteria for selection .....	13
5.5. Termination on misconduct.....	13
5.6. Confirmation of appointment.....	14
<b>Annex 1: Statement of Commitment to Uwezo Child Protection and Safeguarding Policy.....</b>	<b>15</b>
<b>Annex 2: Volunteers/Data Collectors/Enumerators Child Protection Commitment Form.....</b>	<b>16</b>
<b>Annex 3: Child Protection and Safeguarding Policy Statement.....</b>	<b>17</b>
<b>Annex 4: Risk Analysis Framework.....</b>	<b>18</b>
<b>Annex 5: Monitoring and Evaluation Framework .....</b>	<b>19</b>

## DEFINITION OF TERMS

- 1) **“Child”** refers to anyone who has not attained his/her 18<sup>th</sup> birthday.
- 2) **“Contract”** refers to a legally binding agreement, mutually and willingly entered between Uwezo and partner or consultant that provides for specific obligatory terms for the two parties.
- 3) **“Designated Safety Officer (DSO)”** refers to an ad-hoc position determined programmatically as the officer in charge of executing a task that may bring program into contact with children and for whom responsibility for protecting and safeguarding the child may fall.
- 4) **“Management”** refers to the Executive Director as defined in the Uwezo Governance and Management policy.
- 5) **“Partner”** refers to a grantee or organisation that has entered into a formal agreement with Uwezo to jointly implement a program with Uwezo. Partner includes an agency that implements a program task for Uwezo Uganda.
- 6) **“Uwezo Leadership”** Refers to the Directors of Uwezo Uganda.
- 7) **“Organization”** refers to Uwezo Uganda.
- 8) **“Policy”** herein refers to the Child Protection and Safeguarding Policy.

## UWEZO UGANDA

### VISION

A society in which all children are learning and realising their full potential.

### MISSION

We are committed to demonstrating how to improve learning outcomes and keeping communities and leaders focused on learning through assessment, research, innovations, partnerships and advocacy

# 1. Introduction and Purpose of the policy.

## 1.1. Status

Uwezo Uganda (“Uwezo”) is a (not for profit) company limited by guarantee with registration number 80020002150575 of P.O Box 33275 Kampala, Uganda. The organisation manages its activities throughout Uganda and globally. From 2009 – 2019, Uwezo was a program of Twaweza East Africa, and as of 15<sup>th</sup> October 2019 it became fully independent and manages its own affairs.

## 1.2. Purpose of the Child Protection and Safeguarding Policy

- i. The Uwezo Child Protection and Safeguarding policy has been developed for the following purposes:
  - 1) Provide a framework for child protection and safeguarding in Uwezo program design and implementation
  - 2) Provide a framework for safe recruitment and employees development within Uwezo Human Resource establishment
  - 3) Provide mechanisms for dealing with instances of child protection violation
  - 4) Provide a framework for monitoring the implementation of child protection provisions
- ii. The rationale for the Child Protection and Safeguarding Policy framework includes the legal framework of Uganda, East Africa Countries as well as international conventions.
- iii. The legal instruments pivotal in the development of these Policy provisions include; Uganda Children’s Act of 2016 (Amended), Kenya Children’s Act No 8 (2001), Tanzania Law of the Child Act 21 of 2009 and the Constitutions of the three Countries that provides for protecting Children.
- iv. The global good practices informing the Uwezo Child Protection and Safeguarding Policy development include the Universal Declaration for human Rights (1946) and the African Charter on the Rights and Welfare of the Child (1990).

## 2. Scope and Applicability

### 2.1. Introduction

The Uwezo Child Protection and Safeguarding policy shall apply to the following

- 1) Uwezo Program design parameters in relation to thematic (strategic goals in the Strategy), donor restrictions particularly limitations on donor funding of Uwezo Programs including making specific declarations on Child Protection and safeguarding
- 2) Program implementation including approaches and methods of project implementation
- 3) Program partner management; types of partners, restrictions and engagement requirements and benchmarks
- 4) Human resource recruitment and management including declarations and commitments to child protection safeguards by employees, consultants and partners
- 5) Organisation leadership including expectation and policy formulation that is related to child protection contexts

### 2.2. Program Design and Scope

The Uwezo programs / studies that may need application of the Child Protection and Safeguarding policy include:

- 6) **Young People Assessment:** Research activities require collecting data from children
- 7) **Pre – school study:** Research activities require collecting data related to children
- 8) **Refugee study:** Research activities require collecting data from children
- 9) Monitoring activities that may bring Uwezo employees or its partners into contact with children
- 10) Any new program and partnership activities that may bring Uwezo employees or its partners into contact with children

### 2.3. Human Resource Provisions

The Child Protection and Safeguarding Policy provisions are applicable to the following Uwezo establishments

- 11) **Governance-** The Board of Directors bears the responsibility of policy formulation and regularly updates the Uwezo Establishment (directors, Employees, consultants based at Uwezo, interns, implementation partners-grantees and implementing partners)
- 12) **Management:** - The Management (Executive Director, Managers and/or Unit Leads) has the responsibility of implementing the policy by ensuring that all programs with children focus comply with the provisions therein.
- 13) **Uwezo Employees:** - The Uwezo employees bear the responsibility of ensuring that all interactions and program activities that have a focus on children comply with the provisions therein. The Program Employees are also to ensure that partner Employees or any engaged person/s are well conscientized on the provisions therein.
- 14) **Partner Employees:** Employees have a duty to ensure that Uwezo engagements are implemented in strict compliance with the provisions therein where programs have a child focus.

Uwezo Uganda recognises the following as violations of Child protection and Safeguarding

### 2.4. Physical abuse

This kind of abuse results in actual or has potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of the Uwezo person in a position of responsibility, power or trust.

These may be single or repeated incidents.

Physical abuse can involve:

- 15) Any form of physical punishment;
- 16) Beating, slapping, hitting or kicking;
- 17) Pushing, shaking or throwing;

- 18) Pinching, biting, choking or hair pulling
- 19) Terrorising with threats
- 20) Use of excessive force in handling;
- 21) Deliberate poisoning;
- 22) Suffocation;
- 23) Fabricated/induced illness;
- 24) Allowing or creating a substantial risk of significant harm to a child that may include allowing children to walk alone at night, handling dangerous equipment or items such as inflammable materials.
- 25) Verbal abuses including insults

#### 2.5. Sexual abuse

Sexual abuse occurs when “a child is used by another person for his or her gratification or sexual arousal or for that of others”.

Examples of child sexual abuse include:

- 26) Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- 27) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of the sexual arousal or gratification;
- 28) Masturbation in the presence of the child in an act of masturbation;
- 29) Sexual intercourse with the child, whether oral, vaginal or anal,
- v. Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modeling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the ‘grooming’ process by perpetrators of abuse;

#### 2.6. Emotional Abuse

Although emotional abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events, Uwezo Uganda considers certain activities as having potential to expose children to emotional abuse.

They include

- 30) Physical fighting in front of children
- 31) Verbal altercations before children
- 32) Exposure to inappropriate or abusive material through technology
- 33) Exposure to violent material through technology
- 34) Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- 35) Discriminate against, show differential treatment, or favour particular children to the exclusion of others based on race, culture, age, gender, disability, religion, sexuality, or political persuasion.

#### 2.7. Reckless Endangerment

Uwezo recognizes that certain activities may constitute reckless endangering of children. A person having authority or control over a child or an abuser, who intentionally or recklessly endangers a child is one who:

- 36) Causes or permits any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or
- 37) Fails to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence’.

#### 2.8. Children under Uwezo Stewardship

These are children travelling or specifically have travelled for participating in Uwezo activities such as attending the launch activities. The following provisions shall be put in place for children travelling for any Uwezo related activity

Any child travelling for a Uwezo activity shall be accompanied by a designated adult (child minder)

Consent must be given by parent/guardian and proof availed for each child travelling for a Uwezo activity. Consent must be given by signing the consent forms that include the following:

- 38) Physical wellbeing of the child travelling
- 39) Health wellbeing of the child travelling including any allergies?
- 40) Contact details for the parent(s)/guardian(s)/caregiver(s)
- 41) Alternative contact details for the parent(s)/guardian(s)/caregiver(s)

All children travelling under Uwezo care shall only travel in legally recognised means, with drivers licensed to transport, in vehicles with updated insurance status and fitted with basic first aid kits

Children travelling for Uwezo activities must be indemnified against risks such as accidents and premature death

Any child who suffers any physical injury while participating in a Uwezo activity leading to requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be consulted/summoned in addition to the Uwezo employee's/ Uwezo Partner employee's supervisor. If warranted by circumstances, an ambulance will be called. In all circumstances, effort should be made to ensure that the child urgently gets medical attention.

Once the child has received appropriate medical attention, a medical professional will complete an incident report in the case of injuries requiring treatment beyond First Aid.

### 3. Child Protection and Safeguarding Responsibilities

Child Protection and Safeguarding is a shared responsibility among the following organs of Uwezo:

#### 3.1. Board of Directors

The responsibilities of the Board of the Directors in the Child Protection and Safeguarding Policy provisions include:

- 1) Regularly approve the reviewed Child Protection and Safeguarding policies and provisions to align with the legal and implementation reality
- 2) Approve programs and projects on condition that the design and implementation approaches do not offend child protection and safeguarding provisions
- 3) Ensure that only donors that ascribe to child protection and safeguarding standards are engaged
- 4) Hold senior management to account on the implementation of the Child Protection and Safeguarding provisions

#### 3.2. Management

The responsibilities of the Executive Director in the Child Protection and Safeguarding Policy provisions include:

- 5) Ensure full compliance of the implementation of the Child Protection and Safeguarding Policy in line with Uwezo Uganda's Programs and the Human Resource Policies
- 6) Identify gaps in the Child Protection and Safeguarding Policy implementation and provide provisional measures to ensure high standards are maintained in Child Protection and Safeguarding
- 7) Recommend to the Board necessary changes to the Child Protection and Safeguarding Policy in line with the Uwezo Governance and Management Policies
- 8) Ensure that partner engagement frameworks including MoUs and contracts include provisions on Child Protection and Safeguarding.
- 9) Appoint and designate safeguarding officers to oversee child protection and safeguarding in any field or partner engagement activity

#### 3.3. Uwezo Uganda staff

The responsibilities of the Uwezo Program employees and Consultants in the Child Protection and Safeguarding Policy provisions include:

- 10) Commit to implement the provisions of the Uwezo Child Protection and safeguarding policy
- 11) Ensure that all relevant partner engagement frameworks developed commit partners to protect and safeguard children
- 12) As Designated Safety Officers (DSOs), supervise full policy compliance of enumerators, data collectors and any other engaged persons that they are in charge of
- 13) As DSOs, take immediate response action in the event of child protection and safeguarding violation
- 14) As DSOs, cooperate fully with the child protection violation resolution process

#### 3.4. Uwezo Uganda field Partners

The responsibilities of the field partners in the Child Protection and Safeguarding Policy provisions include:

- 15) Commit to fully comply with the Uwezo Child Protection and safeguarding policy
- 16) Develop and implement internal Child Protection and Safeguarding policies that specify sanctions for employees violating Child Protection and Safeguarding provisions
- 17) Take necessary administrative and where appropriate legal action against organisations' employees who violate the Child Protection and Safeguarding provisions
- 18) Regularly review and update internal child protection and safeguarding policies

#### 3.5. Volunteers and Data Collection Enumerators

The responsibilities of the data collectors and enumerators in the Child Protection and Safeguarding Policy provisions include:

- 19) Get oriented on the Uwezo Child Protection and Safeguarding policy provisions
- 20) Commit to protect and safeguard children during any time of data collection by signing the Child Protection and Safeguarding Commitment statement on the standard form



- 21) Adhere fully to the Child Protection and Safeguarding provisions
- 22) Promptly report to Uwezo and or partner Designated Safeguarding Officer any direct or suspicious act(s) of child protection and safe guarding violations.

### 3.6. General Provisions in implementing the Child Protection and Safeguarding Policies

- 23) A written Child Protection and Safeguarding policy statement shall be displayed in an area accessible by anyone in the organisation
- 24) Management shall develop and display a service charter on the duration it takes to resolve Child Protection and protection complaints
- 25) Management shall implement the whistleblower’s policy on those reporting Child Protection violations
- 26) The Board of Directors and the Senior Management shall cite Child Protection as a principle in strategic organisation planning hence form part of the core values of Uwezo Uganda
- 27) Uwezo Uganda Senior Management shall take full responsibility in ensuring that publications do not in any way violate the provisions for Child Protection provisions including rights of children, photography and editorials that may be offensive to child protection

### 3.7. Specific Provisions for Children being assessed

- vi. The volunteers and data collection enumerators shall ensure that:
  - 1) There is no inappropriate physical contact between the enumerators and the children.
  - 2) Preference in surveying children is given to the enumerators of the same gender as the child
  - 3) Children are surveyed at the household in the presence of the parent/guardian/caregiver
  - 4) Children’s photos are taken with written permission of the parent/guardian/caregiver
  - 5) Children are spoken to politely and made comfortable in the course of interaction
  
- vii. Uwezo employees and partners working directly with children should never do the following:
  - 1) Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
  - 2) Place children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).
  - 3) Behave physically in a manner that is inappropriate or sexually provocative.
  - 4) Have a child /children with whom they are working to stay overnight at their home unsupervised.
  - 5) Sleep in the same room or bed as a child with whom they are working.
  - 6) Do things for children of a personal nature that they can do for themselves.
  - 7) Condone, or participate in, behaviour of children that is illegal, unsafe or abusive.
  - 8) Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
  - 9) Discriminate against, show differential treatment, or favor particular children to the exclusion of others based on race, culture, age, gender, disability, religion, sexuality, or political persuasion.
  - 10) Encourage any inappropriate attention seeking behaviour.
  
- viii. *In order to minimize risk situations, Uwezo field personnel*
  - 1) Should be aware of situations that may present risks and manage these.
  - 2) Plan and organise the work and workplace so as to minimize risks.
  - 3) Should ensure that a parent or guardian for any function or activity invited by the organisation always accompanies children.
  - 4) Should be accompanied by a second adult whenever possible.
  - 5) Should meet with a child in a central and public location whenever possible.
  - 6) Immediately note, the circumstances of any situation which occurs which may be subject to misinterpretation by a third party.

## 4. Dealing with Child Protection and Safeguarding Violations

### 4.1. Introduction

Upon the matter of Child Protection and safeguarding violation being brought to the attention of Uwezo, the following steps shall be taken

The Officer in charge of Human Resources shall determine the jurisdiction of the matter that can fall in either

- 1) Violations touching on a Uwezo Uganda employee
- 2) Violations touching on the Uwezo Uganda Partner

The HR Officer shall take the following actions

- 1) Institute procedural proceedings on violations touching the Uwezo employee
- 2) File the matter to the Executive Director on violations touching on a Uwezo partner

### 4.2. Violations Touching on a Uwezo Employee

The focus is always placed on safeguarding and protecting the child and Uwezo employees and partners must treat any suspected abuse seriously.

The seven steps below shall guide the administrative action on allegations of violations against a Uwezo Uganda employee

PROCEDURE	STEP ONE
Allegations Reported	An allegation of child protection violation is reported against a Twaweza staff
	<b>STEP TWO</b>
Uwezo is Contacted	<ol style="list-style-type: none"> <li>1. The Program Employees or Representative reports the allegations of abuse to the Executive Director or Relevant Manager within 24hours.</li> <li>2. The Programs manager or relevant Manager reports the allegations of abuse to the ED and the HR Officer within 24hours. In case the person to report to is the one in allegations, the responsible person shall report to the higher level of authority for action.</li> <li>3. The HR Officer studies the matter and advises the ED on the next steps as per relevant policy.</li> <li>4. If an emergency emerges, the child or the Employees can call and ask the relevant Programs Manager or Executive Director to be present in the project site immediately. The Executive Director may be at liberty to deploy the representative appropriate to visit the site.</li> <li>5. Uwezo through the HR Officer institutes emergency response mechanism for the abused Child</li> </ol>
	<b>STEP THREE</b>
Response Determined	<ol style="list-style-type: none"> <li>1. An Action Plan to respond to the allegations is agreed by the relevant Program Officer, HR Officer and Executive Director.</li> <li>2. An independent committee of at least 3 and not more than 5 members is set up by the Executive Director to investigate the allegations. The HR Officer assumes the roles of the Secretary to the Committee</li> </ol>

	<b>STEP FOUR</b>
Immediate Action	<ol style="list-style-type: none"> <li>1. The accused employee is suspended from duty until the investigation is complete.</li> <li>2. If it's a criminal case, Uwezo facilitates the Employee's surrender to authorities for legal action to start. (This is only if Uwezo has the ability to implement the facilitation)</li> <li>3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension</li> </ol>
	<b>STEP FIVE</b>
Investigation Undertaken	<ol style="list-style-type: none"> <li>1. The Committee undertakes a full investigation with appropriate evidence / documentation gathered.</li> <li>2. If a conviction is secured before the Uwezo investigations are complete, Uwezo severs the relationship with the employee in line with the Human Resources Policy Manual upon dismissal of any appeal lodged by the accused employee.</li> </ol>
	<b>STEP SIX</b>
Decision Taken	<ol style="list-style-type: none"> <li>1. The investigation is completed and the accused employee is informed.</li> <li>2. Investigation file with recommended decision is forwarded to the Executive Director for final decision</li> <li>3. Executive Director makes the decision within 7 days and sends the file to the HR Officer for communication with the employee</li> <li>4. The HR Officer communicates with the employee within 72 hours while allowing the employee to appeal the decision within 7 days</li> <li>5. If the Employee appeals, the Executive Director sets up an independent Committee of 3 members that he/she chairs</li> <li>6. The Appeals Committee hears the appeals and makes a final recommendation to the ED within 14 days</li> <li>7. The ED shall make a decision within 7 days</li> <li>8. An employee has the right to appeal, and shall communicate the matter to the Board of Directors within seven (7) days, stating his/her case in writing.</li> <li>9. The Board of Directors shall respond to such appeals as soon as possible and no later than thirty (30) days of receiving the appeal. The disciplinary action already taken by the ED shall remain in effect during the course of appeal, unless the ED or the Board as the case may be chooses to postpone action pending ruling of the appeal.</li> <li>10. Necessary legal obligations are fulfilled (e.g. informing police, Children's Department, etc.).</li> </ol>
	<b>STEP SEVEN</b>
	<ol style="list-style-type: none"> <li>1. The abused child is provided with ongoing counseling as appropriate.</li> <li>2. Executive Director provides written report to the Board as appropriate.</li> <li>3. Program Officer communicates with affected community, including child's relatives if appropriate.</li> </ol>

#### 4.3. Violations Touching on a Uwezo Uganda partner

The seven steps below shall guide the administrative action on allegations of violations against a Uwezo Uganda partner.

<b>PROCEDURE</b>	<b>STEP ONE</b>
Allegations Reported	An allegation of child protection violation is reported against a Uwezo partner employee/consultant
	<b>STEP TWO</b>
Uwezo is Contacted	<ol style="list-style-type: none"> <li>1. The Program Employee reports the allegations of abuse to the relevant Uwezo Manager within 24hours.</li> <li>6. The relevant Manager contacts the ED and HR Officer within 24 hours. In case the person to report to is the one in allegations, the responsible person shall report to the higher level of authority for action.</li> <li>2. If an emergency emerges, the child or the Employees can call and ask the relevant Manager to be present in the project site immediately. The Executive Director or HR Officer may be at liberty to deploy the representative appropriate to visit the site</li> <li>3. Uwezo ensures that the partner institutes emergency response mechanisms for the abused child</li> </ol>
	<b>STEP THREE</b>
Response Determined	<ol style="list-style-type: none"> <li>1. An independent committee of at least 3 and not more than 5 members is set up by the Executive Director to investigate the allegations. The HR Officer assumes the roles of the Secretary to the Committee. Other members of the committee may include the Executive Director, a Program Officer and an officer from the Admin &amp; Finance unit</li> <li>2. A communiqué is developed and dispatched to the relevant partner within 72 hours citing the partner provisions in dealing with Child Protection violations. The communiqué requests partner to respond on specific actions taken in regard to the violations within 72 hours upon receipt of the communiqué.</li> </ol>
	<b>STEP FOUR</b>
Immediate Action	<ol style="list-style-type: none"> <li>1. Partner organisation is expected to institute disciplinary action as per their policies on child protection and safeguarding. Some of these would include: The accused partner employee is suspended from duty until the investigation is complete.</li> <li>2. If it's a criminal case, Uwezo requires the Partner to facilitate surrender to authorities for legal action to start</li> <li>3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension</li> </ol>
	<b>STEP FIVE</b>
Investigation Undertaken	<ol style="list-style-type: none"> <li>1. The Uwezo independent committee through the Secretary keeps abreast with developments at the partner and reports progress after every 3 days until the final report from the partner is received not later than a month since the incident occurred.</li> </ol>
	<b>STEP SIX</b>

Decision Taken	<ol style="list-style-type: none"> <li>1. Uwezo reviews the decision of the partner whether it complies with the Child Protection and Safeguarding provisions and files the analysis to the Executive Director with a recommendation to adopt, reject or ask for a review of the decision made by the partner.</li> <li>2. If need for review or rejection, a decision is communicated within 7 days of receiving the decision of the Partner organisation</li> <li>3. Partner has 10 days to review if any appeal has been lodged and to make the final decision and to communicate the decision to the Executive Director through the relevant Uwezo Manager</li> <li>4. The final decision is not subject to appeal</li> <li>5. Necessary legal obligations are fulfilled (e.g. informing police, Children’s Department, etc.).</li> <li>6. Partner communicates final administrative actions taken for Uwezo’s consideration.</li> <li>7. The independent committee reviews the decision and recommends to the Executive Director a decision on engagement within 3 days. The decision may include, satisfied with the partner’s action, dissatisfied and recommendation for termination of partnership. If culpable, Uwezo invokes the severance provisions</li> </ol>
	<b>STEP SEVEN</b>
	<ol style="list-style-type: none"> <li>1. If the engagement proceeds, the partner and/or Uwezo shall first establish if the abused child is willing to proceed and if yes, new consent shall be sought also from the parents/guardian. If in agreement, the Partner ensures that the abused child is provided with ongoing counseling as appropriate and reports to Uwezo regularly through the relevant Manager. This shall however be based on the mutual understanding between the parents/guardians of the Child and Uwezo.</li> <li>2. In the event that the partnership is severed, Uwezo takes over ensuring that the abused child is provided with ongoing counseling. The Uwezo Program Officer communicates with affected community, including child's relatives if appropriate.</li> <li>3. If need be, the Executive Director provides written report to the Board/Donors as appropriate.</li> </ol>

## 5. Regularising the Child Protection Policy

### 5.1. Introduction

For effective implementation of the Uwezo Child Protection and Safeguarding Policies, the following amendments and policy changes are necessary

### 5.2. Governance and Management Policy

Uwezo shall require harmonising the Child Protection and safeguarding provisions with the following Governance and Management Policy provisions

- 1) Be explicit that program financing has to be consistent with good practice on child protection i.e. only secure financing from entities that do not promote violation of Children's Rights
- 2) Be explicit on requesting donors to make disclosures regarding Child Protection and Safeguarding
- 3) The entire Uwezo programs must be responsive to the child protection policy and safeguarding.

### 5.3. Human Resources Policy Manual

Uwezo shall require harmonising the Child Protection and safeguarding provisions with the following Human Resources Policy provisions:

Provide for that all candidates qualified for hiring sign a disclosure that they have not been involved in any incidence of child protection violation. Uwezo shall also ensure that each staff is fully aware of the policy, understands it and commits to abide by it fully.

### 5.4. Criteria for selection

*Selection of employees shall be based on the ability to get the work done in the job description effectively, reliably and with quality. Criteria to be considered shall vary depending on the position, but shall normally include relevant work experience, academic background, record of delivery, commitment to Uwezo mission and values, cultural fit, personal integrity, demonstrated skill level, writing/publications record (for program Employees), language fluency (English and Swahili), letters of reference, and performance during interview(s). These criteria shall be applied fairly and flexibly rather than rigidly. Minimum qualification requirements may be waived where the candidate who does not possess them is regarded to be best able to fulfill work responsibilities provided such a waiver is warranted and documented.*

- 5.4.1 Hiring of persons convicted of Child Protection and safeguarding violations by making explicit the provision of 5.4.2 to include disclosure of child protection and safeguarding violations
- 5.4.2 *All candidates shall be obliged to divulge any information that they have regarding legal, health and other issues that could reasonably be expected to impair their ability to successfully perform their duties. A candidate who knowingly withholds such information shall be considered in breach of the Uwezo Code of Conduct and be subject to termination of contract or other disciplinary action.*
- 5.4.3 Uwezo shall require classifying violation of Child Protection and Safeguarding violations leading to criminal convictions a reason for summary dismissal

### 5.5. Termination on misconduct

5.5.1 *The Executive Director may terminate the contract of an employee with immediate effect where the employee:*

- *Substantively or willfully violates the Uwezo Code of Conduct*
- *Is absent from work for three (3) or more successive days without prior permission or where explanation for such absence is found to be unsatisfactory by the Executive Director*
- *Makes false or misleading statements or commits theft, fraud or misappropriation of Uwezo properties or assets*
- *Uses his/her position for unauthorized personal gain or other unethical conduct*
- *Commits violence against an employee, director, intern, visitor, or other person affiliated with Uwezo.*
- *Fails to show improvement in performance or fails to successfully carry out responsibilities, and has already been served with two written warnings in the prior twelve months*

- *Is convicted in a court of law of criminal offence*
- *Commits any other violation that is subject to termination on misconduct under applicable laws*

5.5.2 Uwezo shall include a requirement for employees to sign a commitment to Child Protection and Safeguarding policy provisions as a mandatory document in the offer for employment

#### 5.6. Confirmation of appointment

*Prior to commencing work the new employee shall be provided the following:*

- *Contract signed and stamped by the Executive Director*
- *Job description/responsibilities signed by the Executive Director*
- *A set of Uwezo Policy documents*
- *A checklist of his/her orientation and training/learning schedule*

*The employee shall be given reasonable opportunity to read these documents and to seek clarification as needed prior to signing the contract and commencing employment. Upon satisfaction, the employee shall return two signed copies of the contract to signify his/her understanding and acceptance of the full terms of the appointment.*



## Annex 1: Statement of Commitment to Uwezo Child Protection and Safeguarding Policy

I..... confirm that I have/ not been involved in any case of child protection violations. I confirm that I have read, understood and agree to Uwezo Uganda Child Protection and Safeguarding Policy. I understand that a violation of the provisions therein may result into disciplinary action, including possible summary dismissal, as well as criminal proceedings being taken against me in line with the applicable laws of the Republic of Uganda.

### Employee

Full names: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Witnessed by Supervisor

Full names: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Uwezo Uganda  
P.O. Box 33275, Kampala, Uganda  
Uganda





## Annex 2: Volunteers/Data Collectors/Enumerators Child Protection Commitment Form

I ..... confirm that I have/ not been involved in any case of child protection violations. I confirm that I in my course of work as a volunteer commit to undertake the following

- 1) Assess/survey children with consent from the parent/guardian/caregiver
- 2) Only assess the children at their households in full presence of the parent/guardian/caregiver
- 3) Not to have any inappropriate physical contact with the child that I am assessing
- 4) Not to behave in a manner that may emotionally abuse children that include verbal abuses directed at the child or anyone around the child, engaging in physical fights, exposing children to any harmful content including on any technological device
- 5) Not to have any sexual relationship or intention to make suggestive moves that could be interpreted to mean otherwise
- 6) To report promptly any case of child protection and safeguarding violation

I confirm that I have read, understood and agree to the Uwezo Child Protection and Safeguarding Policy provisions. I understand that a violation of the provisions therein may result to disciplinary action, including possible summary dismissal, as well as criminal proceedings being taken against me in line with the applicable laws of the Republic of Uganda

### **Volunteer/Data Collector/Enumerator**

**Full names:** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Witnessed by Supervisor**

**Full names:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

Uwezo Uganda  
P.O. Box 33275, Kampala, Uganda  
Uganda



### **Annex 3: Child Protection and Safeguarding Policy Statement**

Uwezo Uganda, a registered company limited by guarantee in Uganda believes in the rights of all Children, recognizes and works to promote the rights of all the Children in its program design and implementation. The Organisation’s activities throughout Uganda and globally are managed by Uwezo. At Uwezo Uganda, we are committed to ensuring that we identify any potential and real needs for Child Protection and Safeguarding for the Children that we interact with. Through staff recruitment, continuous employee training and ethical program implementation practice, partner recruitment and management, and constant review of our work, we are committed towards upholding the highest standards of Child Protection and Safeguarding. At Uwezo Uganda, we do not condone any form of physical, sexual or emotional abuse of children.

Signed

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**Dr. Mary Goretti Nakabugo**  
Executive Director

Uwezo Uganda

**2020**

### Annex 4: Risk Analysis Framework

No	Risk	Chance of Occurring	Likely Impact	Mitigation Measures
1	Projects that do not comply with Child Protection and Safeguarding	Low	Medium	Uwezo uses clear cut standards and processes in approval of projects. The management has the overall responsibility of designing the programs and Project while the Board approves those projects. The Board approves bearing in mind its fiduciary responsibility in strict conformity to broad policy provisions
2	Partners who are contracted fail to comply with Child protection and safeguarding provisions	Medium	Medium	Partners shall be recruited after due diligence that includes checking if partners have child protection policies. Partner engagement instruments particularly contracts and MoUs shall include Child Protection as a compliance requirement for all partners. A statement of commitment that partner employees commit to protect children shall be part of the engagement framework
3	Staff Violate the Child Protection and Safeguarding Policy	Low	High	Employees are hired after due diligence including background checks are conducted. Upon being hired, employees shall be required to sign commitment to protecting children. Annual appraisals shall also include compliance with Child protection policy as part of policy compliance. Uwezo shall regularly train staff on emerging child protection needs. The Child Protection Policy Statement shall be placed in a place accessible by all the staffs
4	Children getting hurt while attending Uwezo events	Low	Medium	Uwezo shall indemnify and insure all children travelling for Uwezo events. Children shall not travel unaccompanied. First Aid services shall always be available where children are involved. There shall always be a child minder taking care of children when attending Uwezo events.

## Annex 5: Monitoring and Evaluation Framework

Uwezo shall apply the following framework in implementation of the Child Protection Policy

No	M&E Activity	Responsibility	M&E Point
1	Approval of Policy Changes	Board of Directors	<ul style="list-style-type: none"> <li>• On needs basis requested by Management</li> <li>• Overall review after every 2 years</li> </ul>
2	Approval of Project Design Compliance with Child Protection	Board of Directors	<ul style="list-style-type: none"> <li>• At the Strategic Planning</li> <li>• On needs basis</li> </ul>
3	Ensuring Compliance	Management	<ul style="list-style-type: none"> <li>• Engaging of partners and Employees</li> <li>• Annual Appraisals and employees' evaluations</li> </ul>
4	Complying with Policy provisions	staff	<ul style="list-style-type: none"> <li>• Field work and/ throughout contractual period</li> </ul>