



# Child Safeguarding Policy

2020

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**Note from CRVPF Board of Trustees Chairperson**

Children’ Rights and Violence Prevention Fund (CRVPF) is a child rights and social justice organization providing grants to community organizations and local NGO’s working directly with children and Adolescent girls. The safety of children and Adolescents, particularly those interacting with our representatives and the programmes we support through partners in communities is therefore paramount.

We are committed to implementing this policy and best practice in child safeguarding to fulfil our legal and moral obligation to protect children associated with CRVPF’s work. This will require us to start with; creating safe environments in our very own organisational settings before we promote the child safeguarding practises among our partners and the communities they reach.

Our new four year’s strategic plan (2020-2024) focuses on building children and adolescent agency and resilience. It requires our partners to work closely with children and adolescents in close proximity. We are keen to ensure that these engagements do not compromise the safety of children and Adolescent girls; thus, the focus on building our internal Child Safeguarding Capacity and that of our partners is important.

I am pleased that this policy is in place and I am confident that it will adequately guide our internal safeguarding efforts as well as our engagements with partners. I therefore call upon all CRVPF Representatives, Partners and Stakeholders to embrace it and to fully utilize it to promote a child safeguarding culture both in their private and professional lives.

Regards,

**Professor Anne Katahoire  
CRVPF Board of Trustees  
Chairperson**

## Introduction

### 1.1 Background Information:

CRVPF was established in 2015 as a regional grant making child rights and social justice organization, with a goal to provide grants and technical support to community organizations and local Non-Governmental Organisations (NGO's) working at community levels. Working through and with our partners, (currently 74 partners in Ethiopia, Kenya, Tanzania and Uganda), the goal is to ensure a Safe and empowering environment for children and Adolescent girls using a community place centred cluster approach.

Currently, CRVPF implements three major Programs:

1. Prevention of violence against children and adolescents
2. Adolescent Girls Power Building
3. Youth and Capacity Development

### 1.2 Policy statement:

CRVPF recognises that children and Adolescent girls are vulnerable to abuse, especially by people in position of responsibility, power and trust. Those closest and known to them and in place where presumably they should be protected; including homes, schools, communal places and organisation's spaces. CRVPF, its representatives and partners are in such a position over children, adolescents and communities that benefit and participate in CRVPF-supported programmes. The safety and wellbeing of children that interface with our work is paramount and we expect our partners (who are in direct contact with children) to pay attention to this principle and take proactive steps to identify and mitigate risks and professionally respond to abuse when it occurs.

As enshrined in the United Nations Conventions on the Rights of the Child (UNCRC) and the national legal frameworks of the Eastern African countries in which CRVPF works, we have a moral and legal obligation to protect children that directly or indirectly come into contact with our representatives, stakeholders, partners and programmes from all forms of abuse and exploitation. CRVPF will implement this policy to fulfil this responsibility.

### 1.3 Definitions:

**A Child** – Person below 18 years. Within the broad category of children, CRVPF has particular focus on adolescent girls in the age category of 10-24 years because of the recognition that at this adolescent stage, the risk of abuse, particularly resulting from uninformed choices is high.

**Child abuse:** Maltreatment of children in the form of physical, sexual, emotional abuse neglect or exploitation. It can be a single or a series of repeated events. It can be contact, non-contact and online. Abuse can be perpetuated by any individual including parents, fellow children, teachers, religious leaders, community members and persons

working for development organisations. Child Abuse often involves abuse of a position of responsibility, power and /or trust.

- **Emotional abuse:** This refers to attack on a child's emotional development and self-worth through criticism, verbal insults, blackmail, neglect, ignoring/rejection, belittling, threatening, ridicule, discrimination, comparison and withdrawal of love, support and guidance. It can also result from bullying, failure to protect from other forms of abuse and exploitation.
- **Neglect:** Refers to persistent failure to provide a child's basic physical and psychological needs, which could result in impairment of a child's wellbeing, growth and development. It also involves failure to supervise and show a child love, care, guidance and protection from danger.
- **Physical abuse:** This is a maltreatment that causes physical pain. It may lead to physical injury such as bruises, burns, broken limbs etc
- **Sexual abuse:** This is the involvement of children or vulnerable adult (by enticing or force) into a sexual act. It can be contact in nature (e.g. defilement, fondling, kissing, sodomy etc) or non-contact – e.g. verbal comments, text messages and exposure to pornography.
- **Exploitation:** This is the involvement of children in abusive activities that socially or economically benefit the abuser. These may include child labour, prostitution, pornography, marriage and trafficking for slavery purposes. Children in exploitative situations work for little or no pay; miss out school; work for long hours and in hazardous environments without protection.

**Child abuse risk:** The likelihood that an individual's action or inaction could lead to abuse of a child.

**CRVPF Representative:** A person contracted to do work on behalf of CRVPF at all levels, on long term or short-term basis, paid or unpaid, as a staff, volunteer, intern, or consultant. This also includes CRVPF Board of Trustees.

**CRVPF Stakeholder:** An individual/institution that identifies with or relates with the work of CRVPF (e.g. government official, staff of non-governmental organisation implementing associated programmes, donor, media) who might visit CRVPF supported programmes and interact with children or children's information.

**CRVPF Partner:** Organisation/clusters that have contracts or Memoranda of understanding with CRVPF to implement activities/projects focusing on children and adolescents.

**Safeguarding:** Proactive preventative and responsive actions taken to protect children and adolescent girls from abuse/harm perpetuated by adults and peers. In the spirit of this policy, focus is on the harm caused to children as a result of children's interaction with CRVPF representatives, partners or stakeholders.

**Prevention –** Is the act of employing measures that ensure abuse in its various forms does not happen to both children and adolescent girls associated with CRVPF work.

**Contact with children –** This is interaction that provides an individual with the opportunity for personal communication (physical or virtual) or touch with a child or adolescent girl.

#### 1.4 Purpose of the policy:

This policy is CRVPPF's statement of commitment to protecting and promoting safeguarding of children and adolescent girls that come into contact with its work. It provides a foundation on which we will build child safeguarding processes and practices and generate learning.

- The policy provides behavioural and practice standards for CRVPPF representatives and stakeholders on prevention and response to abuse of children and adolescent girls during their work/visit with CRVPPF.
- It will guide our approach to safe programming, safe grant making and safe interactions with children and adolescent girls by our representatives and stakeholders that interface with programmes implemented by partners in communities.
- The policy seeks to protect and enhance CRVPPF's image as a reputable organisation committed to protecting children and adolescent girls that come into contact with its work and the work it promotes through partners.

#### 1.5 Scope of the Policy:

This policy applies equally to Representatives, Stakeholders and Partners of CRVPPF in all countries in which CRVPPF operates, promotes their work and carries out visits to CRVPPF's supported programmes.

- **CRVPPF Representatives** (Staff, Volunteers, Board of Trustees, Interns and Consultants at all levels)
- **CRVPPF Partners** (Grantee NGOs and CBOs) with direct contact with children and adolescent girls.
- **CRVPPF Stakeholders:** (Donors, media, Government and Civil Society stakeholders)

#### 1.6 Foundations of the Policy:

**CRVPPF's purpose:** Safeguarding is at the core of our very reason for existence and permeates in all aspects of our work. Our vision is children and adolescents are safe and empowered where they live, learn, play and work. Our mission is to advance the safety and rights of children and Adolescents; we value respect for children and adolescent girls and cherish them in their diversity. We encourage participation of children and adolescent girls in our care in issues affecting them and we are committed to acting in an ethical and honest manner so that our own work and that of our partners does no harm to children and adolescent girls. All this gives us a moral mandate to protect children in our care and those that we interact with as we contribute to the achievement of CRVPPF's mandate.

**Legal framework on Child Protection:** Our legal obligation to protect children is backed by the United Nations Convention on the Rights of the Child (UNCRC), the African Charter on the Rights and Welfare of the Child (ACRWC) and the national laws on protection of children in Uganda, Kenya, Tanzania and Ethiopia. We recognise the

duty to support governments (through our work) to promote and fulfil the rights of children. The National laws variously provide for different issues that relate to the protection of children from all forms of abuse as well as associated sanctions. The relevant legal frameworks include; the National Constitutions, the Children's Acts, the Penal Code Acts and other child protection legislations focussing on issues such as trafficking of children, child sexual abuse, domestic violence, harmful traditional practices, child labour etc. This policy shall be implemented within these legal frameworks and where necessary the applicable laws shall be evoked particularly when dealing with criminal matters. We require our representatives and partners to understand the laws in relation to child safeguarding, so that they are clear on the rights of children they promote as well as their obligations to fulfil them.

**International good practice standards:** CRVPF upholds the International Keeping Children Safe Standards, which are integral to this policy and against which progress shall be measured. These include; having a written comprehensive safeguarding policy; having safeguards in place to preventing abuse of children and adolescent girls; sensitising/building capacity of CRVPF representatives and partners to implement standards; having well-known case management procedures for responding to child abuse and a commitment to implement, monitor; and regularly review standards to meet the changing contexts that CRVPF operates in.

**Child abuse Risk Profile:** The development of this policy was informed by a thorough analysis of risks associated with CRVPF's nature of contact with children and adolescent girls and its work that reaches children and Adolescent girls through partners. These risks are not exhaustive neither do they suggest that CRVPF is not a safe organisation but rather helps to recognise the potential dangers and design appropriate mitigation measures. CRVPF identified risks at organisation, program and personal levels. The child safeguarding risk profile (See appendix 7) shall be reviewed annually to deduce progress made in creating safe environments and also to identify areas for improvement.

## 2. Prevention Measures:

CRVPF believes prevention is the foundation of safeguarding and child protection. It is the mechanism through which we strive to limit the possibility of violence actually occurring. That is the main reason we support interventions that build children and adolescent girls' agency and resilience and create supportive family environments characterised by stable family relationships, positive parenting, guaranteed basic needs and building Adolescent girls power.

CRVPF commits to preventing harm/abuse to children and adolescent girls through enforcing a code of conduct that spells out expected behaviour of CRVPF representatives and stakeholders while they are in contact with children and adolescent girls; safe recruitment practices, safe partnerships, safe communications and safe programmes.

## 2.1 Code of Conduct

### Do

- Be visible to others when working with children and adolescent girls
- Keep all children's information confidential
- Obtain consent/assent of children/adolescent girls and/or their parents (if necessary, depending on the nature of documentation) before photographing, filming, interviewing, documenting case stories of children or adolescent girls.
- Cautiously discuss sensitive topics, avoid using examples that relate to children/adolescents' lived experiences that might put them on the spot or ask questions that intrude on the privacy of children/adolescent girls.
- While working with children, Adolescent girls and communities, always dress decently in a culturally appropriate manner and avoid revealing clothing.
- Be alert to the children's and adolescent girls' conditions so as to identify signs of abuse. Should you suspect or feel concerned about the safety of the child or adolescent girl report to a designated child safeguarding officer.
- Cooperate in any processes related to management of a reported concern.
- Listen to children's and adolescent girls' views and take them seriously.

### Don't

- Engage in unnecessary physical and virtual contact with children and adolescent girls
- Share personal contacts with children and adolescent girls
- Privately give children and adolescent girls gifts. Instead, channel them through the partner organisation.
- Promise children and adolescent girls help unless agreed by CRVPF and partner organisation
- Show favour for one or more children and adolescent girls to the exclusion of others
- Engage children and adolescent girls to do personal errands and other private tasks
- Engage in sexual relations with children and adolescents girls
- Physically or emotionally abuse a child and adolescent girl, even if it is for disciplinary reasons.
- Invite children and adolescent girls for outings, private visits, or offer lifts to children and adolescents girls.
- Force children and adolescent girls to participate in any activity or process against their will.
- interact with children and adolescent girls while under the influence of alcohol and drugs
- Circulate/disseminate abusive/derogatory information about children and adolescent girls.

- Use language that is sarcastic, abusive, demeaning, comic of children's and adolescent girl's vulnerability, derogatory or humiliating.
- Use sexually suggestive language or gestures in front of children and adolescent girls.
- During field visits discriminate children and adolescent girls, treat all children and adolescent girls equally.
- Have unnecessary physical contact with children and adolescent girls e.g. hugging, kissing and inappropriate touches.
- Use organisational resources and equipment (e.g. phones, computers, vehicles, cameras, internet etc.) to procure, download and disseminate derogatory or abusive information involving children and adolescent girls

### **Safeguarding in private lives**

The conduct of staff outside CRVFP is equally important as they carry the brand of CRVFP. We expect that they will behave in a manner that does not pose risks of abuse and bring disrepute to CRVFP and its work.

- Never employ children as house helps
- Never abuse physically, emotionally, sexually, exploit or neglect children and adolescent girls in your care
- Never post information (images, stories, videos) of children and adolescent participating in CRVFP programmes and programmes supported by CRVFP through its partners on personal social media accounts.
- Never upload abusive, discriminative, tribal, defamatory and obscene content on personal social media accounts
- Never be friends with children and adolescents girls in the programme and/or engage them in private conversations on private social media sites.
- Always promote the cause for safeguarding children and adolescent girls and live exemplary lives in the communities where you live.

### **2.2 Safe Recruitment:**

CRVFP is committed to not only recruiting people with the highest professional and personal standards but also persons that are committed to promoting the safety of children and adolescent girls. CRVFP shall carefully select staff, volunteers, and consultants taking into account their expected level of contact (particularly unsupervised) with children and adolescent girls and the risk it poses.

- Job Descriptions shall clearly spell out the level of contact with children and adolescent girls and specific responsibilities to protect them.
- Adverts shall spell out our commitment to protect children and adolescent girls and CRVFP's expectation for all representatives and stakeholders to embrace this commitment.

- Interviews shall include a panellist who is conversant with child safeguarding as well as questions to assess the candidate's knowledge, skills and positive attitude towards children and adolescent girl.
- All staff and volunteers shall be oriented on the child safeguarding policy and new staff shall be oriented as part of the induction process.
- Commitment to Child safeguarding shall be one of the pre-conditions for recruitment of trustees. Child safeguarding shall be included in the Board Charter and a detailed orientation on the policy made during the Board induction process. As part of their Board service declarations, trustees shall sign a declaration of commitment to promote and abide by this child safeguarding policy.
- CRVPF's human resource policy provides for background checks through contacting Referees, previous employers, Police etc. In addition to cross-checking the candidate's technical competencies, CRVPF shall also cross check the candidate's skills, work experience and attitude related to child safeguarding. If deemed necessary (depending on the level of contact with children and adolescent girls particularly unsupervised contact), digital footprints shall be checked and criminal background checks done with Interpol.
- Upon recruitment of representatives and consultants, individuals shall be required to sign a declaration form (see appendix 2) stating their commitment to abide by CRVPF's child Safeguarding policy and giving consent for CRVPF to conduct any background checks that might be required.

### **2.3 Training and Staff Development:**

CRVPF will organise orientation / training on the Child safe guarding policy and procedures for all staff.

- CRVPF shall also carry out trainings on the child safeguarding policy for staff, volunteers, national consultants and interns periodically to ensure that they are highly knowledgeable and up to date on child safeguarding landscape and CRVPF's standards. This training is compulsory and will be done annually as a refresher course for all staff and national consultants.
- CRVPF shall ensure that all new representatives are inducted on the child safe guarding policy upon recruitment.
- Electronic and hard copy policy documents shall be availed to staff, consultants, partners, and other stakeholders that intend to visit CRVPF supported programmes, to orient them on CRVPFs child safeguarding standards.
- There shall be regular briefing during staff meetings to ensure safe guarding is embedded in the daily staff practices and organisation culture.
- Persons charged with specific safeguarding responsibilities shall receive special training to enable them fulfil their obligations.
- New staff on probation, volunteers and interns shall be supervised by an experienced person (where necessary).

## 2.4 Safeguarding in Grant Making:

CRVPPF is committed to promoting child safeguarding in all interventions that it supports. As a grant making organisation, we are accountable to national governments, donors and other stakeholders on proper use of the support we give to partners. This includes ensuring that partners receiving grants are committed to child safeguarding, have the necessary knowledge and skills to create safe environments for children and adolescent girls and have safeguarding policies and procedures to support this commitment.

### Assessment of partners:

- CRVPPF shall do due diligence to ensure that the prospective partners have the necessary capacity to safely deliver interventions.
- During the vetting process, CRVPPF will assess partner's commitment to adhering to and implementing child safe guarding standards.
- Assessments of partners shall include identification of risks associated with the partnership and agreement with the partner on appropriate mitigation measures.
- Partnership application forms shall include a letter of reference from a credible organisation, district community-based services department.
- For all proposed projects, partners shall be required to present an analysis of perceived risks and proposed corresponding mitigation measures. Partners shall also demonstrate how they plan to meaningfully involve children and adolescents in their own protection while they participate in programmes.
- CRVPPF shall not enter into a partnership with an organisation that is found to be too risky for children and adolescent girls or one not committed to creating safe environments for children and adolescent girls

### Agreements with partners:

- As part of the letter of agreement, partners shall commit to good child safeguarding practices including creating child safe environments, training their staff and developing organisation-specific safeguarding policies.
- Where necessary, the CRVPPF child safeguarding officer together with programme staff shall provide capacity building to support creation of safe environments among partner organisations.

### Technical assistance to partners:

Child safeguarding will always be a critical aspect for CRVPPF's technical assistance, programme monitoring and reporting processes with partners.

- Within one year of the partnership (for long term partnerships), CRVPPF expects partners should develop their own context appropriate child

safeguarding policies that demonstrate their commitment to protect children and adolescent girls they interact with.

- CRVFP will monitor progress of partners in relation to implementing internal child safeguarding standards as well as child safeguarding initiatives aimed at creating safe communities and families for children and adolescent girls
- Partners' reports shall include a section on child safeguarding for partners to share lessons and challenges relating to child safeguarding so that CRVFP can understand capacity needs that need focus.
- CRVFP will support partner training on safe guarding
- CRVFP shall include Child safeguarding in the capacity building plan for partners. CRVFP will Provide technical and financial support to partners to develop and implement the safe guarding policies, (Technical assistance and Grants)

## **2.5 Visits to CRVFP supported programmes**

Before visiting/interacting with children and adolescent girls, all CRVFP representatives and stakeholders should read and understand the provisions elaborated in this policy and abide by them at all times. If the host partner has child safeguarding standards, visitors associated with CRVFP are expected to read, understand them and abide by them at all times during their visit.

- As you prepare for your visit, communicate your intentions and time of visit in advance (at least one weeks' notice) to allow CRVFP and/or partners to prepare logistical and supervisory aspects of the visit.
- Consultants and visitors that go out to visit partners on the ground shall be oriented on appropriate behaviour while interacting with children and adolescent girls and sign a commitment to abide by the policy.
- All visitors will be briefed about the safeguarding policy and the local context to prepare them to safely meet with children and adolescent girls and partner organisations.
- When working directly with children and adolescent girls, CRVFP staff and representatives should always ensure that the environments are safe; that the children and adolescent girls have consented to participate and their welfare is duly taken care of.
- If (during your visit) you get concerned about the safety and welfare of children and adolescent girls and the behaviour of CRVFP staff, partners and stakeholders towards, the report to CRVFP's Safeguarding Focal Person who will diligently follow up.

## **2.6 Media and Communications**

CRVFP shall ensure that all communications (text, photographs, videos, audios, and social media) produced for and by CRVP involving children and adolescent girls are respectful of the dignity for all.

- Informed consent shall be sought prior to collecting and using information about children and adolescent girls. All images, stories and videos of children and adolescent girls shall be accompanied by signed consent and assent forms from the parents or guardians of the children and adolescent girls, giving CRVPF authorisation to use it for official purposes.
- Images, Videos and stories taken during site visits shall only be used for authorised official purposes.
- Language that is discriminatory, degrading or abusive shall not be used while referring to children/adolescent girls or in communication to them.
- All children/adolescent girls shall be referred to and spoken to in a dignified manner.
- Vulnerable children and adolescent girls shall be protected in all our communications by blurring pictures, using pseudo names and withholding identifier information. In all instances where children's information is altered, it shall be stated that information has been withheld for protection reasons.
- All media crews, journalists contracted or supported by CRVP to collect information from children and adolescent girls shall be briefed on our child safeguarding standards and required to sign a declaration of commitment to protect children and adolescent girls during their interaction and while using the information gathered.
- Information about children and adolescent girls shall not be sensationalised, photos hoped or altered to create a desired but unauthentic situation. Children and adolescent girls shall not be forced to provide information about them or to participate in communication processes. They shall not be told to pose for pictures or videos to depict vulnerable situations.
- Information about children and adolescent girls shall be kept in a safe place (under lock and key/password) and only accessed by people that must have it in order to do their work.

### 3. Response Procedures

In case all preventive measures put in place fail and a child or an adolescent girls are exposed to harm/abuse, CRVPF will respond professionally through procedures elaborated in this section.

All CRVPF representatives that receive information about abuse of children and adolescent girls within CRVPF and among its partners should inform the safeguarding focal person. All matters related to child safeguarding shall be taken seriously and dealt with in the best interest of the child and adolescent girl; in a fair, timely and confidential manner. In order to ensure effective implementation of the necessary child safeguarding procedures as outlined in this policy, the following internal safeguarding structures shall be instituted and supported by CRVPF:

1. Safeguarding Focal person

2. Safeguarding committee
3. Executive Director
4. Safeguarding Committee of the Board

The appointment, composition and roles of these structures are outlined in appendix 6.

### 3.1 Reporting

- All safeguarding concerns should be reported to the safeguarding focal person within 24 hours
- Reporting concerns can be done in person or anonymously by Email /SMS/ telephone call to the Safeguarding focal person.
- All concerns or events shall be recorded using a reporting template (See appendix 5). All information relating to Child safeguarding concerns shall be stored in a safe place and only accessed on “a must know basis”.
- Concerns involving a member of the Senior Management Team, a Trustee or a stakeholder should be reported to Safeguarding focal person on the Board of Trustees; who will arrange a board committee sitting to manage the matter.

#### Note:

- Failure to report is considered a breach of this policy and could result in disciplinary action. Every person that reports a concern shall be protected and any form of retaliation against a person reporting a concern shall not be tolerated.
- CRVPPF's Safeguarding Focal person shall ensure that all representatives, Partners, and Stakeholders know the steps they need to take to report concerns they might have about the welfare and safety of children and adolescent girls.

### 3.2 Support to the affected Child

While recording the concern, the Safeguarding Officer shall assess the immediate and long-term needs of the child and ensure that they are met either through CRVPPF, partner organisation or other relevant actor with the relevant mandate. Immediate needs of the child may include: medical care, counselling, family counselling, alternative care, legal aid, basic necessities (e.g. clothes, transport, food) and preservation of evidence. Long term needs may include rehabilitation, education, medical care, counselling and family reunification.

#### Escalation of concerns

- Where a case is a criminal offence, the Safeguarding Focal person will immediately record the case in their incident records form and inform the relevant authorities (e.g. police).
- In case the incident involves a senior management or board member, investigation will be spearheaded by the safeguarding Committee of the Board with support from another member of the board and the Executive Director.

### 3.3 Investigation

- Investigations shall be done by the safeguarding committee in not more than 10 working days. They will conduct fair hearings of the victim, alleged perpetrator and any other witness to the concern/incident.
- The committee shall make recommendations to guide the Executive Director in making an appropriate decision. In so doing, the Safeguarding Committee shall pay keen attention to the following principles:
  - Confidentiality – All hearings will be done in a confidential place and all documentation regarding investigation stored under lock and key/password and only accessed by people on a need-to-know basis.
  - Safety - The Safeguarding Officer shall ensure the safety of the affected child/adolescent girl. The Committee shall also consider and emphasise safety of the witnesses and the investigators.
  - Impartiality – All investigations shall be conducted in a fair manner and ensure that all parties (victim/alleged perpetrator) are heard equally. Any form of conversing on any member of investigation team to influence the outcomes of the investigation are unacceptable.
  - Competence - CRVPF shall ensure that the persons that conduct investigations are independent and have the necessary skills and competencies.
  - Objectivity – All evidence, conclusions and recommendations shall be reported in an unbiased manner.
  - Timeliness – All investigations shall be conducted and reported in a timely manner (in not more than 10 working days) after receiving report of concern from the Safeguarding Focal Person.
  - Accuracy and documentation – Investigation reports, conclusion and recommendations shall be adequately documented and a true reflection of the actual proceedings.

### 3.4 Decision Making

Once the Executive Director has made a decision on the matter, s/he shall communicate the outcome in writing to the affected person, while the Safeguarding Focal Person shall communicate to the other parties involved. The decision shall be based on the nature of the offence, CRVPF's human resource management guidelines on disciplinary action and guidelines elaborated in the Employment Act. Disciplinary action related to breach of this policy, and/or violation of children's rights might include but are not limited to verbal/written warning, job rotation, suspension, dismissal, termination of employment/ relationship.

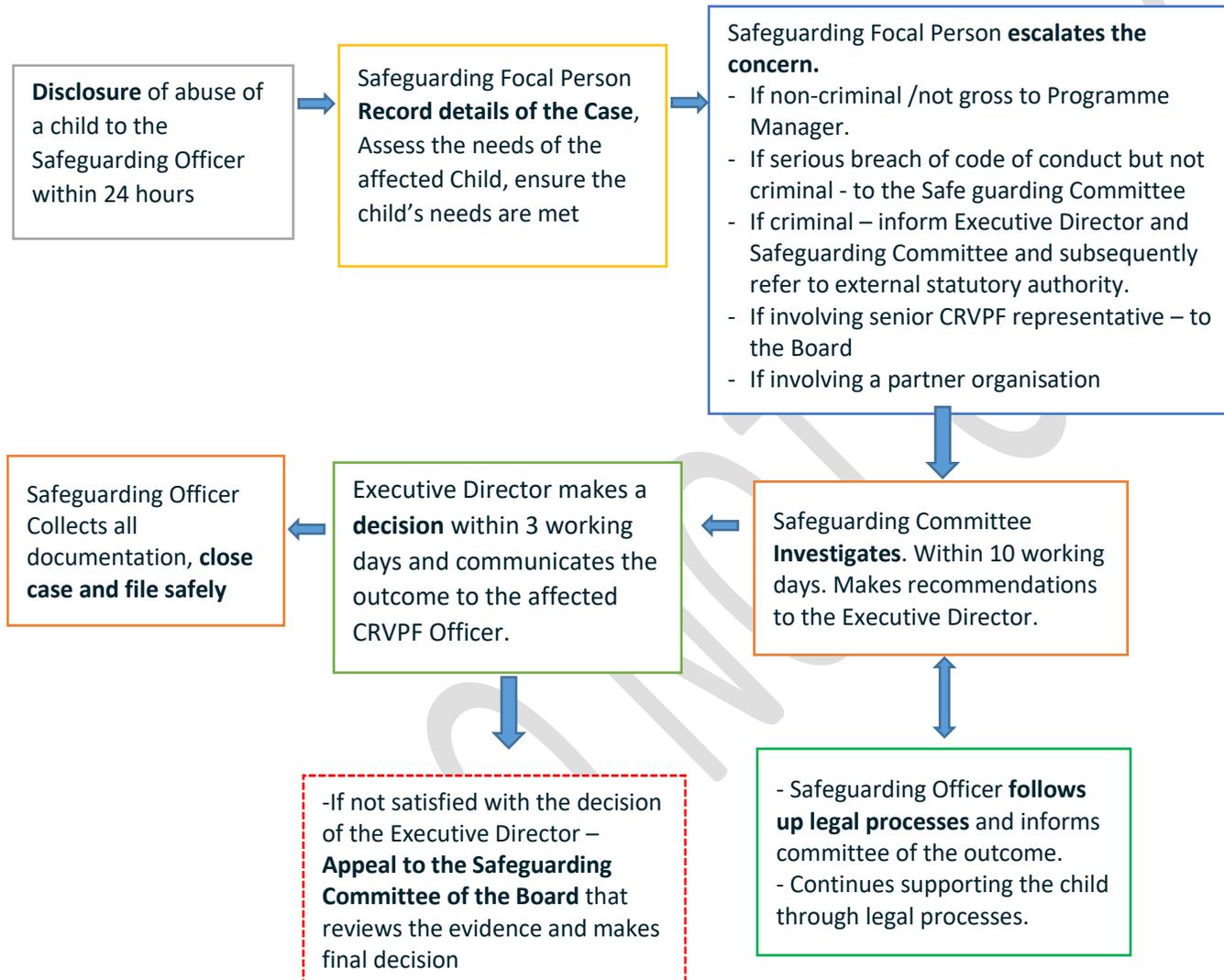
### 3.5 Case management for Partners

CRVPF expects partners to manage Child safeguarding concerns raised appropriately and exhaustively in line with their safeguarding policies.

- Partners should inform CRVPF Safeguarding Focal Person of any safeguarding concerns within 72 hours following disclosure.
- If the partner needs support to manage the incident, CRVPF's Safeguarding Focal Person shall provide the necessary technical support, the concern in line with the partner's Child Safeguarding Policy and the national laws.
- If CRVPF is concerned that a partner is not adhering to child safeguarding standards or is habitually involved in abuse of children, Management may take the decision to terminate the partnership.

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## Reporting format for violation committed by CRVPF staff/ Representative



## **4. Implementation, Monitoring and Review**

### **4.1 Policy implementation**

In order to ensure effective implementation of this policy CRVPPF will undertake the following;

- Develop policy implementation plans and budgets
- Orient staff and partners on the policy
- Communicate the safeguarding message: Develop user friendly messages on safeguarding (e.g. commitment statement, case management flow chart, code of conduct etc) and pin them up in strategic locations to remind representatives of commitment to safeguard children. Talk about safeguarding in meetings, in partner meetings and annual gatherings and monitoring visits.
- Organise and conduct training activities on safeguarding for representatives and partners.
- Support partners to develop and review their own child safeguarding standards/policies.
- Communicate and disseminate messages about the existence of this policy, the reporting mechanisms and the contacts of the Safeguarding Focal Person on its website, and other communication platforms including meetings with external stakeholders.

### **4.2 Policy Monitoring**

Policy monitoring is a function of the Safeguarding Committee. The goal is to ensure that the policy is achieving its intended objectives and that lessons learned along the way are properly documented, shared and used to improve practice. The committee shall:

- Develop a monitoring framework (plan, indicators, tools)
- Report on progress bi-annually. This shall be based on records made by the Safeguarding Focal Person.
- Child safeguarding in partner organisations will form part of programme monitoring, evaluation and reporting. Programme staff shall ensure that this aspect is emphasised during grant making and follow up processes and capacity to effectively fulfil it is built.
- Annual audit of safeguarding to inform learning and decisions to improve practice and procedures.

### **4.3 Policy Review**

This policy shall be reviewed every three years (alongside the review of the CRVPPF's strategic plan) following. However, if need be, changes can be made prior to the formal review following a resolution of the Board of Trustees. Any changes shall be informed by progress reports, annual audit reports and an updated risk profile

## Appendices

### 1. Approval

This policy approved for implementation by the CRVPF Board of Trustees on \_\_\_\_\_ and became effective therefrom:

1. Chairperson of the Board of Trustees

Signature .....

Name.....

Date.....

2. Board of Trustees

Role .....

Signature .....

Name .....

Date.....

3. Board of Trustees

Role .....

Signature .....

Name .....

Date.....

4. Executive Director

Signature .....

Name .....

Date.....

DO NOT COPY

**2. Declaration of commitment to abide by CRVPF's Child Safeguarding Policy**

Name (block capitals): .....

Address:.....

.....

Telephone number.....

Position .....

I have received CRVPF's Child Safeguarding Policy and have read and understand the particulars and agree to abide by them at all the times while I work, visit or interface with CRVPF's supported programmes.

**Signed:**

Signature .....

Date: .....

**Witness**

Name .....

Position .....

Signature .....

Date .....

DO NOT COPY

### 3. Self-Declaration Form

This post involves substantial access to children and adolescent girls. CRVFP is committed to the welfare and protection of children and Adolescents girls, and therefore requires you to declare the following information to us. The information you provide on this declaration shall be treated as strictly confidential.

First name: ..... Surname: ..... (Block capitals)

Any other name(s) by which you were previously known (if applicable): (block capitals)

.....

Have you ever been convicted of child related offence(s)?

YES  NO

Have you ever been the subject of a caution?

YES  NO

Have you ever been the subject of a bound over order?

YES  NO

If you answered yes to any of the above questions, please state the nature and date(s) of the offence(s):

NATURE OF OFFENCE	DATE OF OFFENCE
-------------------	-----------------

.....

.....

.....

**IMPORTANT**

You must sign and date this declaration below.

In the event that you are offered a position you will be subject to vetting inquiry. If the vetting inquiry discloses any information to us which contradicts the information you have provided on this declaration, it will result in your immediate dismissal.

Signed: .....

Date: .....

#### 4. Assent/Consent Form

(For parent, organisation, school, and child/adolescent)

**Name of a Child or Children .....**

**Name of Parent/Guardian /school.....**

This form is to be used when a child or children participating in CRVFP supported projects, including workshops, filming, Photo image, user testing, research, events and any other activity. It should be signed by the representative School/College/Organisation on behalf of their children or Child,

In consideration of Children's Rights and Violence Prevention Fund (CRVFP) of 1<sup>st</sup> Floor Le Palm Building, Plot 244/245 Lubobo close, Tank Hill Road, Kampala Uganda, accepting my child/children as participants in and/or contributor to this film / event / photo image, user testing / research / activity and any associated material, I hereby warrant, accept and agreed on behalf of my child/children that:

1. I acknowledge that the CRVFP has fully explained the child's/children's participation in the activities being undertaken and that I fully understand the purpose of the Project.
2. I understand that participation in the \_\_\_\_\_ is entirely voluntary and I release CRVFP, its employees, volunteers and other related third parties for any and all claims or liability arising out of this participation.
3. I understand that no fee will be payable for the child's/children's contribution.<sup>1</sup>
4. I consent to the child/children being filmed, recorded and/or photographed in the course of any event on the terms set out in this form.
5. I assign to CRVFP the copyright and all other rights in the child's/ children's and/or my own contribution to the Project (including, for the avoidance of doubt, any other use of such contribution as may be permitted by paragraph 3 above and I hereby release CRVFP from any and all liability from such use), I agree that the CRVFP may edit, adapt, translate or remove the child's and/or my contribution and I specifically waive any right to any compensation in respect of the foregoing.
6. The child/ children will observe all procedures and rules and obey all instructions in force or given by an authorised official in connection with the management of the Project and/or the location(s) and health and safety arrangements in those locations and surrounding areas.

I will inform CRVFP if there are any health concerns such as illness which may adversely affect the child/ children or other people at the event. I shall set out all relevant information regarding the child's/children's health in the space provided on this consent prior to the child/children participating in the Project.

7. CRVFP shall not be liable to me or my legal representative for any loss or damage or injury to the child/children or their personal property. Unless caused by the negligence of the CRVFP and recoverable on that ground.

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<sup>1</sup> This clause may not apply in respect of children participating in user testing / research studies. In these instances, an incentive to participate may be provided.

The child's/children's contribution shall not contain anything which is offensive, which is calculated to present CRVPF wrongly.

8. CRVPF has no obligation to use the child's /children's contribution and where it believes appropriate it may decide not to include the child /children at any time. I understand that the signing of this form does not guarantee the child's/children's appearance on the Project.
9. I confirm that I am signing on behalf of the organisation that the child's /children belong to and I have the authority to consent on their behalf.
10. I understand that all information collected and/or held in respect of myself and/or the child /children will only be used in connection with the child's/children's participation in the Project, and the use of such participation. CRVPF agrees not to pass any personal data collated on to any other third party.
11. I understand that CRVPF operates within a Child Protection Policy and takes the issue of child safety very seriously and will at all times comply with this Policy. In pursuance of the above CRVPF undertakes that:
  - CRVPF staff and its representatives will not be placed in a caring or supervisory position; and
  - CRVPF Staff and its representatives will not ask for the personal details or contact details of any young person or offer their own details.

I undertake that:

- I will inform the child /children that they must not ask any CRVPF staff or representatives for their personal contact details or give their own contact details to any staff and that they must not approach CRVPF staff or representatives unless accompanied by myself, a parent or care taker

**Please sign below on behalf of the child/children to confirm that you agree to the terms and conditions as set out in this agreement.**

**About the Child**

Name and age .....

School/village .....

Signature .....

Date .....

**About you**

Name (parent, guardian, and school): .....

Relationship with the child: .....

Signature .....

Date .....

## 5. Format for recording child safeguarding concerns

Date of incident happened	
Date incident Report	

Name of Reporter:(if willing to disclose)		Role of Reporter:	
Case No.			
Area			
Names of alleged perpetrator?		gender	
Area		Relationship to the victim.	
Occupation		Employer	
Details of concern/ description of incident:	<i>(Use body map if appropriate – and use initials for other children / young people involved, unless there is a specific need to name them in full)</i>		
Any other incidents the alleged perpetrator has previously been associated with			
Reported to:		Role of person reported to:	
Signed:			
Date:			
Investigation	who was involved in the investigation, their roles and responsibilities		
Results	what the results/ findings of the investigation		

Action taken:		Advice sought: <i>(from whom and what was advice given)</i>	
Concern / referral discussed with parent / carer?		<i>If not, state reasons why – if yes, note discussion with parent</i>	
Referral made:		<i>If not, state reasons why – if yes, record to whom and any action agreed</i>	
Feedback to referring member of staff:			<i>By whom</i>
Response to / action taken with Child:			<i>By whom</i>
Other notes / information / concerns:  Any other action required:			

## 6. Roles and Responsibilities Child Protection Structures

### **The Safeguarding Focal person**

CRVFP will assign a designated Child Safe Guarding Focal Person. He/she will be the first point of contact for CRVFP on issues of Child Safe Guarding, both internally, and externally.

#### **The roles and Responsibilities**

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child safe guarding policy and procedure.
- Ensuring the policy and procedure is implemented and promoted.
- Promoting best safeguarding practice across staff, partners and other related CRVFP networks.
- Ensuring all relevant information around Child safe guarding is communicated to the stakeholders.
- Regularly report and updates to CRVFP Committee on child safe guarding
- Organizing staff and partners trainings on child safe guarding.
- Spearhead the induction of new staff on child safe guarding.
- Challenge behaviour that breaches the Code of Conduct.
- Ensure the safety of children and confidentiality of information.
- Establish and maintain contact with local statutory agencies including the police and social services.

### **Child Safeguarding Committee**

CRVFP will have a child safe guarding committee led by the Executive Director. The committee shall be appointed by the Executive Director and will be composed of at least three people,

#### **The roles and Responsibilities**

- Create awareness on child safe guarding policy and procedures.
- Organize training of staff in child safe guarding policy and procedures.
- Investigate reported cases of harm/abuse against children.
- Make recommendations on the disciplinary measures depending on the results of the investigation.
- Spearhead the monitoring and review of the policy.
- Analyse data and compile periodic reports (half yearly) for management and the board on child safeguarding
- Conduct Risk analyses and annual audits to assess safeguarding environment

### **The Executive Director**

- Champions the safeguarding cause in CRVFP's management and governance processes;
- Makes decisions to support implementation of the policy;
- report to the trustees and other stakeholders on child safeguarding
- inspire child safeguarding culture among staff and partners

## **2 Child safeguarding committee of the Board of Trustees**

- Main child safeguarding in the governance culture of CRVFP
- Oversee safeguarding issues within CRVFP,
- supports the Executive Director to make decisions regarding complex child safeguarding incidents
- handles child safeguarding issues involving senior management and trustees.

## 7. Risk Analysis Profile that informed the development of this policy

No.	Situation	Risk	Mitigation
<b>Organisational processes</b>			
01	Recruitment	Engagement and employment of child abusers	<ul style="list-style-type: none"> <li>• Proper background check of all staffs (previous employers and Police background check).</li> <li>• Employees sign the Code of conduct and child safe guarding policy.</li> <li>• During interviews deliberately check attitude, skills and knowledge on child safe guarding.</li> <li>• Ensure proper staff induction organized on CRVFP child safe guarding policy and procedure.</li> </ul>
02	Development of Policies, Code of conduct, strategies.	Inappropriate response to issues related to children	<ul style="list-style-type: none"> <li>• Having proper systems and policies in place that embraces child safe guarding.</li> <li>• Identify a focal person</li> <li>• Conduct regular risk analysis.</li> </ul>
03	Communication and Reporting	Misuse of images, stories, and language.	<ul style="list-style-type: none"> <li>• Use proper language; avoid mentioning children's names and not showing children faces when images are used.</li> <li>• Having consent from children's families and guardians and in case ascents from children in case to use images of children.</li> <li>• Have guidelines on what kind of photos can be used and how to use them.</li> </ul>
<b>Programmes</b>			
01	Space and Environment	Unsafe for children	<ul style="list-style-type: none"> <li>• Have clear guidelines showing what kind of environment is suitable for children and what environment is not when planning meeting with them</li> </ul>
02	Encouraging children's participation and listening	Missing out on the voice of the child which might lead to programs that might cause harm/abuse to the child	<ul style="list-style-type: none"> <li>• Planning according to children's needs and interest.</li> <li>• Approving concepts that meet the needs and interests of children as voiced by the children</li> </ul>
03	Time related program activities	Exposure to harm/abuse	<ul style="list-style-type: none"> <li>• Appropriate time for program activities (safe timing and timing that does not interfere with children's personal activities) conduct activities in time that does not expose children to risk, e.g. conducting activity in the evening)</li> </ul>
	Persons associated with CRVFP		<ul style="list-style-type: none"> <li>•</li> </ul>
01	Beliefs, Values, Norms and practises.	value and norms not in line with the interest of children	Training and inductions for Persons.
02	Unethical /misconduct by an individual staff	Abuse of children	<ul style="list-style-type: none"> <li>• Refresher training mentorship Being ethical.</li> <li>• Signing the code of conduct if no change then terminated the contract</li> </ul>

## Resources

<https://www.unicef.org.au/Upload/UNICEF/Media/Our%20work/childfriendlycrc.pdf>

<https://www.unicef.org/bulgaria/sites/unicef.org.bulgaria/files/2018-05/Children-and-the-media-a-guidebook-on-ethical-reporting.pdf>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

[https://www.tdh.ch/sites/default/files/955ede1a-c959-4e91-914e-5aa7fb944b28\\_r\\_pse\\_d\\_pol\\_en\\_original\\_0.pdf](https://www.tdh.ch/sites/default/files/955ede1a-c959-4e91-914e-5aa7fb944b28_r_pse_d_pol_en_original_0.pdf)

<http://apps.who.int/adolescent/second-decade/section2/page1/recognizing-adolescence.html>

[http://oakfnd.org/assets/child-safeguarding-policy\\_final.pdf](http://oakfnd.org/assets/child-safeguarding-policy_final.pdf)

<https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/capacity-building/resources/management-child-safeguarding-allegations>

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