



RAISING HOPE OF AFRICAN CHILD-UGANDA

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CHILD PROTECTION POLICY

Has Been

Developed on behalf of, and for, the Children and
Young People in Uganda

By

Raising Hope of African Child-Uganda,

For

Community Development Work

For Safeguarding Children Based Development Workers.

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Introduction

Our Child Protection Policy derives its mandate from the United Nations convention on rights of the child 1989. The convention

1.0 United Nations Convention on the Rights of the Child, (UNCRC) 1989

Uganda ratified this convention and it is a very important convention on child rights. It sets forth a wide range of provisions that encompass civil rights and freedoms, family environment, basic health and welfare, education, leisure and cultural activities and special protection measures.

Key issues from the United Nations Convention on the Rights of the Child, 1989

Related to the Child Protection Project:

Article 2: States Parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members. Article 3; In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, **the best interests** of the child shall be a primary consideration.

1.2 African Charter on the Rights and Welfare of the Child

It entered into force on Nov. 29, 1999. It provides for rights, opportunity, and protection among others for the child. Members of the Organization of African Unity (OAU) currently the African Union recognized the significance of child rights and welfare. Recalling the Declaration on the Rights and Welfare of the African Child (AHG/ST.4 Rev.1) adopted by the Assembly of Heads of State and Government of the Organization of African Unity, at its Sixteenth Ordinary Session in Monrovia, Liberia in July 1979, recognized the need to take appropriate measures to promote and protect the rights and welfare of the African Child,

Key provisions in the African Charter on the Rights and Welfare of the Child

Article 4: Best Interests of the Child

1. In all actions concerning the child undertaken by any person or authority the best interests of the child shall be the primary consideration.

Article 5: Survival and Development

1. Every child has an inherent right to life. This right shall be protected by law. 2. States Parties to the present Charter shall ensure, to the maximum extent possible, the survival, protection and development of the child; 3. Death sentence shall not be pronounced for crimes committed by children.

1, 3 Constitution of the Republic of Uganda

The Constitution of the Republic of Uganda 1995 is the supreme law of the country. Under this Constitution, issues of human rights and particularly child rights are provided for under Chapter Four Article 34

Key Issues from the 1995, Uganda Constitution.

Article 34: Subject to laws enacted in their best interests, children shall have the right to know and be cared for by their parents or those entitled by law to bring them up. A child is entitled to basic education which shall be the responsibility of the State and the parents of the child. No child shall be deprived by any person of medical treatment, education or any other social or economic benefit by reason of religious or other beliefs.

Children are entitled to be protected from social or economic exploitation and shall not be employed in or required to perform work that is likely to be hazardous or to interfere with their education or to be harmful to their health or physical, mental, spiritual, moral or social development.

2.5 The Children Act 2000

This is the most important law for child protection and development in Uganda. It is an Act that aspires to reform and consolidate the law relating to children; to provide for the care, protection and maintenance of children; to provide for local authority support for children; to establish a family and children court; to make provision for children charged with offences and for other connected purposes.

Under this Act, a child is defined as a person below the age of eighteen years. As evidenced above, it is clear that Uganda to a large extent has a favourable policy environment for the full realisation of the rights of children. In addition, there exist a number of favourable laws, policies and programmes that could create improvements in the lives of vulnerable children. Uganda as a country has both a political commitment and an established framework to work with different stakeholders to protect children.

Key issues from the Children Act, 1996

Duty to maintain a child.

- It shall be the duty of a parent, guardian or any person having custody of a child to maintain that child and, in particular, that duty gives a child the right to— education and guidance; immunisation; adequate diet; clothing; shelter; and medical attention.
- Any person having custody of a child shall protect the child from discrimination, violence, abuse and neglect.
- **Parental responsibility.** Every parent shall have parental responsibility for his or her child. Where the natural parents of a child are deceased, parental responsibility may be passed on to relatives of either parent, or by way of a care order, to the warden of an approved home, or to a foster parent.
- **Harmful customary practices.** It shall be unlawful to subject a child to social or customary practices that are harmful to the child's health.

Other laws

“Child Protection incorporates all of the philosophies, standards, policies and guidelines organization has developed to combat child abuse. Our child protection measures include ‘active prevention and immediate response.’

“Active prevention, which by far comprises our greatest efforts, involves the education of staff at all levels in the organization including all of our stakeholders and partners on child protection, to create appropriate awareness. It also involves educating children and caregivers. We have designed specific curricula, established corporate policies, guidelines, and standards to help with our child protection efforts.”

Section 1 Child Protection Policy Statement.

Raising Hope of African Child-Uganda is fully committed to safeguarding the welfare of all children and young people. It recognizes its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. **Raising Hope of African Child-Uganda** acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will Endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

In implementing this child protection policy Raising Hope of African Child-Uganda Shall:

- a) Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- b) Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation’s *Child Protection Procedures* and work at all times towards maintaining high standards of practice;
- c) Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker’s conduct towards a child/young person, to the organisation’s named person for child protection;
- d) Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work);
- e) Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- f) Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- g) Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation’s *Complaints Procedure*;
- h) Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- i) Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Developing Child Protection Guidelines and Procedures

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by **Raising Hope of African Child-Uganda**. The procedures recognize that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. **Raising Hope of African Child-Uganda** is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

The organization is commitment to equal opportunities for all sections of the society including the disabled, the sick and ex-offenders by recruiting all of them to be brought to board.

Section 2 - Recognising the Signs and Symptoms of Abuse

Raising Hope of African Child-Uganda shall ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse.

General Purpose Statement

Raising Hope of African Child-Uganda seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the practices below, our goal is to protect the children of Uganda from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and volunteer persons who work with children.

Section 3 - Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

1) Six Month Rule

No applicant will be considered for any position involving contact with minors until she/he has been involved with Uganda for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

2) Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with

children, previous NGO affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Organization.

3) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

4) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at **Raising Hope of African Child-Uganda**.

5) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our school/preschool/daycare center;
- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children (such as, church/temple sponsored athletic team coaches and vehicle drivers).
- Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.
- What constitutes a disqualifying offense that will keep an individual from working with children will be determined by Child welfare officer, **OR TEAM** on a case-by-case basis in light of all the surrounding circumstances.
- Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the **Raising Hope of African Child-Uganda**.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers shall have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this **Raising Hope of African Child-Uganda** becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Child and family protection officer for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at **Raising Hope of African Child-Uganda** offices or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and the **Organization** shall comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. **Raising Hope of African Child-Uganda** shall fully cooperate with the investigation of the incident by civil authorities.

4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Public Relation Officer shall be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the Organization should refrain from speaking to the media as mandated under Article 23 Section 3 Subsection 4 the of rules of procedures of the Organizations Constitution .
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

We May Also Decide to Consider the Following Provisions Regarding Child Protection

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below third grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a “child check” for the child similar to a claim check. The parent or guardian must present the “child check” in order to sign out the child from our care. In the event that a parent or guardian is unable to present the “child check,” The child welfare officer shall be contacted. The child welfare officer shall be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children during programs of **Raising Hope of African Child-Uganda**. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours

- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of **Raising Hope of African Child-Uganda** not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with Officer in-charge of Orphans and Vulnerable Children or the Child Welfare Officer to develop a plan of action.

Discipline Policy

It is the policy of **Raising Hope of African Child-Uganda** not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the **Legal Department** if assistance is needed with disciplinary issues.

Open Interaction Guidelines

Children five years of age and younger should use an open interaction available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should properly open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

Raising Hope of African Child-Uganda shall provide training on this Child Protection Policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

In case a child or young person alleges that abuse has taken place or that they feel unsafe;

- A third party or anonymous allegation is received;
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- A report is made regarding the serious misconduct of a worker towards a child or young person.

Section 3 - Named Person(s) for Child Protection

The named persons for Child Protection within **Raising Hope of African Child-Uganda** are:

Named Person for Child Protection: _____

Work telephone number: _____

Mobile number: _____

Emergency contact no: _____

Deputy Name of contact person: _____

Work telephone number: _____

Mobile number: _____

Emergency contact no: _____

The role and responsibilities of the named person(s) are:

- i. To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- ii. Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- iii. The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 4 - Stages to Follow if a Staff is Worried about a Child

Raising Hope of African Child-Uganda recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However **Raising Hope of African Child-Uganda** believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance the staff shall take the steps below:

Stage 1

- 1) Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- 2) Listen carefully to what the young person has to say and take it seriously;
- 3) Never investigate or take sole responsibility for a situation where a Child/young person makes a disclosure;
- 4) Always explain to children and young people that any information they have given will have to be shared with others;
- 5) Notify the organisation's Named Person for Child Protection.
- 6) Record what was said as soon as possible after any disclosure;

The person who receives the allegation or has the concern shall complete the pro-forma and ensure it is signed and dated, respect confidentiality and file documents securely;

Stage 2

- 1) The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person (The Child Protection Officer) will contact The District Child and Family Protection Department of

the Police and/or the Probation Office. (Shall provide contact) If a referral is made direct to the Children's Department this must be followed up in writing.

- 2) The named person can also seek advice and clarity about a situation that is beginning to raise concern through the Police

Section 5 – Managing Allegations made against a member of Staff or Volunteer.

Raising Hope of African Child-Uganda Shall ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- 1) The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- 2) The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- 3) The named person should contact the Local Authority Designated Officer (LADO) - who is based at the Child Protection Unit) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police can be involved.
- 4) The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- 5) Regardless of whether a police and/or social services investigation follows, **Raising Hope of African Child-Uganda** ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident or
(Shall be handled in accordance to our employment contract terms)

Section 6 - Recording and Managing Confidential Information.

This section shall include:

- 1) A pro-forma for recording concerns/allegations of abuse, harm and neglect should be attached to the guidelines. The person who receives the allegation or has the concern should complete the pro-forma.
- 2) A summary of the organisations' commitment to manage confidential information safely, how information is stored and, the circumstances under which information needs to be shared (Data Protection).

- 3) A statement about the rights of children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

Section 7 – Disseminating/Reviewing Policies and Procedures

The organisation has in place a system for disseminating and reviewing their overall policies and procedures which are reviewed annually during the Annual General Meeting, signed by Trustees/Governors and/or anyone within the organization that has overall responsibility for the service being provided. Any changes/amendments need to be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers. (Our Best Practice Guidelines advise the involvement of government, parents/carers and young people in developing policies that affect them)

Note: Please refer to Article XXI of the constitution of Raising Hope of African Child-Uganda for more details to the guideline.

Appendix 1

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

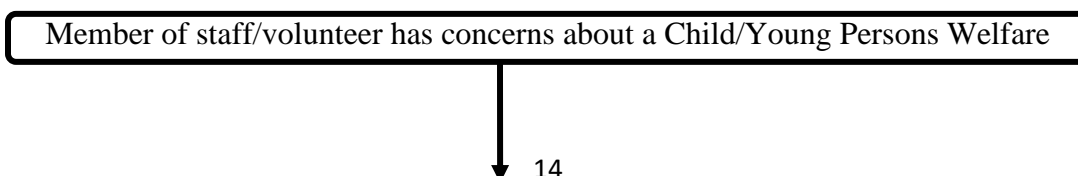
SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

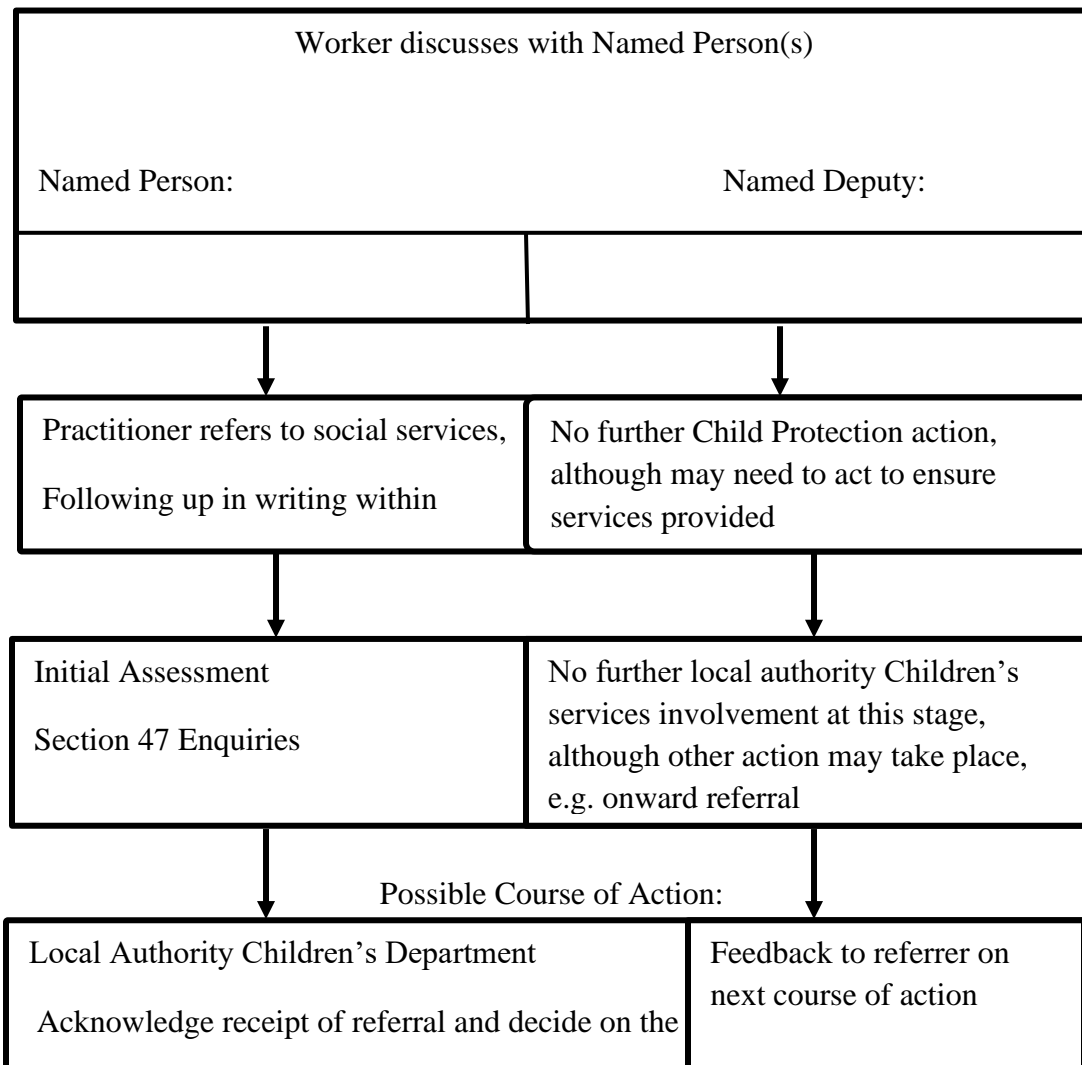
NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2 – Flow Chart showing management of arising child abuse case.





Appendix 3 Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations that can listen to and record your concern, and then take appropriate action.

In Raising Hope of African Child-Uganda, these are the numbers that you can ring for advice and to make a referral:

During office hours (8.30 - 5.00 Monday to Friday, 12.30 pm on Saturday) call Children's Social Care Initial Contact Point – **0414 695 045** to refer any child in need, including child protection concerns.

Child Protection Unit -for consultation about child protection concerns Mobile: **0756 695 045**

At all other times, Children’s Social Care Emergency Duty Team Mobile **0773 137 335**

If you have reason to believe that a child is at immediate risk of harm, contact the Office of Mr. Amaal Sabina the In-Charge of Child and family protection Unit of CPS Adjumani on **077901524**. Or

Contact the Liaison Officer of Central Police Station Adjumani Sgt. Ingwima on **0781249360**.

Raising Hope of African Child-Uganda Child Protection Helpline

The RHAC-Uganda Child Protection Helpline is a 24-hour service that provides counseling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: **0393 239 221**

Email: childcare@rhacuganda.org Or info@rhacuganda.org

Postal address P.O. Box 35662 Kampala-Uganda

Raising Hope of African Child-Uganda shall in future provide free, multilingual Child Protection Helpline service for rural communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

Appendix 4 and 5 Consent Paper and Code of Conduct and General Guideline to General Staff

Code of Conduct and General Guideline to General Staff

You are appointed on conditions that;

1. The academic credential you presented satisfied the academic requirements.
2. You will house yourself.
3. While at work, you will be provided with breakfast and lunch.
4. Working on probation is for Six Months.
5. Arrival time – 08:00 am (from Monday to Saturday).
6. departure time – 04:45 pm (from Monday to Saturday)
7. Signing of the arrival book is must every day.
8. A written note should be made in case of any problem.
9. You shall give a productive day's work to the best of your ability and skills.
10. You shall observe respect for administrators and yourself.
11. Respect of confidentiality and maintaining a dressing code that is generally acceptable.
12. You shall attend all staff meetings organized by the employers and the administration.
13. You shall not use any intoxicating substances/ drugs while at work.
14. Maternity leave of Four months for the first pregnancy and three months for others for female staff and two months for male staff.
15. Any mistake done after the three warnings with exception of aggravated offences by the administration shall lead to the termination of the job.
16. Missing from the duty without any standing reason may lead to reduction of salary.
17. Starting salary for a worker is 250,000/= Uganda Shilling per month and for other posts is negotiable.

Approved by;

1.
2. NB: Please reply in writing whether you have accepted the offer.

I Wish You the Best of Luck

CONTRACT OF SERVICE

This agreement is made on theday of 20..... Between Raising Hope of African Child Uganda (The Employer) and (The Employee).

Preamble:

Whereas the Employers have agreed to employ the employee and the employee has agreed to accept employment from the employer on the terms and conditions hereinafter contained.

Now therefore, this agreement witnessed as follows:-

1. Employment:

The employer shall employ the employee, and the employee shall serve in Raising Hope of African Child Uganda in the capacity of.....for two years only, commencing from The contract is renewable according to the performance of the employee.

Mission Statement of Raising Hope of African Child Uganda:

We exist to support the vulnerable with skills and materials that will help them see hope for a better future.

Vision Statement Raising Hope of African Child Uganda

To see a transformed society children living healthy life's and capable of handling lives challenges with good morals and contributing effectively to national development

2. Mutual Obligation

In this agreement, each party commits him/her to fulfil obligations and rights of the other party. Since not all circumstances can be foreseen and regulated in advance, the principles of good faith, mutual trust and respect, fairness, justice, empathy and compassionate approach, sense of

duty and full acceptance of the organisation's mission shall apply in any case not specifically regulated in this contract.

3.1. a. Employer's Obligations:

i. The organisation is committed to:

- Establishing a conducive environment for the employee to perform his/her duties well and discuss freely any work related matters of interest concerned with the administrator(s).
- Providing salaries and benefits which bear a fair, reasonable relationship to work performed.
- Permitting the employee as much discretion and responsibility as is consistent with a well co-ordinated and effective operation; and
- Welcoming constructive suggestions that relate to the methods, procedures, working conditions and the nature of work performed.
- The employer shall give a week notice before the normal staff meeting in cases of urgency the employer has a right to call a meeting at any time.

ii. The company retains the right to exercise usual and customary managerial functions, including but not limited to:

- Assign, supervise and utilise corrective action.
- Determine and change starting and ending times of work.
- Establish and change its policies, practices, rules and regulations.
- Determine and change methods by which its operations are to be conducted and assign duties to employees in accordance with the organisation's needs and requirements.

iii. Protection against litigation.

- Except in case of proved negligence in carrying out his/her duty, and/or in seeking a second opinion from the administrator and/or gross malpractice, the organisation shall indemnify the employee against claims of problems emanating while carrying out his/her normal and usual duty.
- In order to take advantage of this protection, the employee shall report immediately and truthfully every professional mishap to the administrator.
- In case of ascertained gross negligence on the part of the employee, or failure of the employee to report the occurrence of an incident, the company reserves the right to initiate a legal procedure against the employee aimed at recovering the damage incurred by the organisation.

3.1. b. Employee's Obligations:

- i. The organisation expects the employee to abide with the principles, values and behaviour outlined in the code of conduct of personnel in Raising Hope of African Child Uganda in the annex to this contract.

- ii. More specifically, but not exclusively, the Organisation expects the employee to adhere and comply to the following obligations:
- Fulfil responsibility as outlined in job descriptions and contribute to the organisation's effectiveness by performing additional duties not specifically outlined herein.
 - Give a productive day's work to the best of his/her abilities and skills.
 - Demonstrate a considerate, cordial, and constructive attitude towards fellow employees and customers.
 - Handle Children always with respect and a humane attitude.
 - Adhere to the policies and procedures adopted by the organisation, and to the directives of the administration, the organisation management committee and the disciplinary committee.
 - Conduct him/her in such a manner as to enhance the professional image, a good name and effectiveness of the organisation. The Organisation also expects the employee to follow the rules of conduct that will protect the interests and safety of all employees, orderly operations and the best possible environment.
 - Accept responsibilities inherent to his/her position, adhere to acceptable principles in matters of personal conduct and accountability, and exhibit a high degree of personal integrity. This involves not only sincere respect for the rights of others, but also demands that the employee refrain from any behaviour that might be viewed unfavourable, interfere with management or fellow employees, or jeopardise the public image and perception of the organisation.
 - The employees during the continuance of the agreement devote his/her whole time, attention, energy and abilities during working hours to the business of the company and shall not during those hours be employed or engaged in any other business or occupation but shall dedicate his/her best endeavours to promote the interests and the welfare of the employers.
 - The employees shall attend all staff meetings organised by the employers. Meetings are to be held once a month.
 - The employees shall not hold meetings without first presenting their agenda and seeking a two day's approval from the employer.
 - The employees shall not during the employment and this agreement take any books, equipments and any other material belonging to the organisation.

3. Termination of the Employment:

In case of resignation of an employee, he/she must give a written advance notice of one month. The employee should also be given a one month notice by the employer before termination of the contract.

Besides the above obligation of notice, in case an employee wants to leave the organisation for whatever reason, he/she is invited to inform the organisation as soon as possible. The organisation respects fully the decision of the employee to move to a different employer, and shall show its appreciation; by mentioning his/her correctness in any reference letter it might be asked to write and by including a note of appreciation in the employee's file for the case that he/she might in the future apply again for employment.

NB: There shall be an immediate termination of the employee from his/her service if at any time he/she is found guilty of gross misconducts such as persistent and unpunctuality, neglect of the employee's duty or such other misconducts that are against the professional ethics of the employee.

Ithe employee agree to serve at Raising Hope of African Child Uganda following this agreement.

On this Day of20..... Sign

Ithe employer on behalf of Raising Hope of African Child Uganda accept the above employee to serve in this organisation in his/her capacity as indicated according to this contract.

On this Day of20..... Sign

Our Ref: _____

Date: _____

Your ref: _____

TO:

MR/MRS/MS.....

Re: Appointment Letter.

I am glad to inform you that you have been appointed as.....

for two years only commencing from..... the contract is renewable according to your performance.

This agreement is made on the between Raising Hope of African Child Uganda (the employer) and (The Employee).

Yours in service,

.....

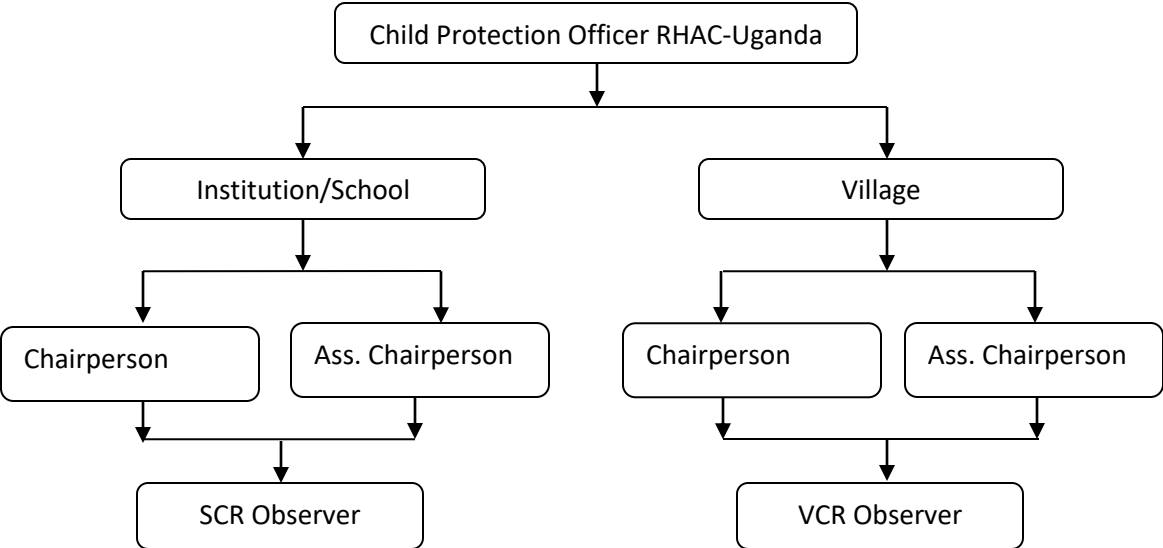
The Directorate of Recruitments

CC. The Executive Director

CC. The Programme Director.

CC. The Country Director.

Appendix 6 Community Child Protection Network System (School and Village Child Right Observers).



Note;

SCP: School Child Right Observer.

VCR: Village Child Right Observer.