



PILMIVA FOUNDATION

Policy on Protection of Children and Vulnerable
Adults from Abuse

Pilmiva Foundation Limited
Nsambya, Makindye Division
P.O. BOX 2787
Kampala
Uganda

PILMIVA FOUNDATION LIMITED

POLICY ON THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS FROM ABUSE

**Pilmiva Foundation Limited
Nsambya, Makindye Division
P.O. BOX 2787
Kampala
Uganda**

TABLE OF CONTENT

Section - 1	Background Information	2
	Objectives of the Policy	2
Section - 2	Definition of terms	2
Section - 3	The Legal Framework for this Policy	4
Section - 4	Policy Compliance	4
Section - 5	Education and Training of Staff	4
Section - 6	Procedures for Responding to Allegations	5
Section - 7	Preventing harm to Children and vulnerable adults	5
Section - 8	Making Information Available	7
Section - 9	Access to Advice and Support	7
Section - 10	Implementing and Reporting	8
Section - 11	Policy Review	8
Appendix - A	Self-Audit Tool	9
Appendix - B	A Child and Vulnerable Adult Protection Code of Conduct	13
Appendix - C	Reporting Form for Suspected Abuse / Neglect	14
Appendix - D	Pilmiva Self Declaration Form	16
Appendix - E	Pilmiva Code on Use of Visual Images	17
Appendix - F	Pilmiva Parental / Guardian Consent Form	19

LIST OF ACRONYMS

ARC	Action for the Rights of Children
CPO	Child Protection Officer
CPP	Child Protection Policy
LC	Local Council
MGLSD	Ministry for Labour, Gender and Social Development
OVC	Orphans and Vulnerable Children
PFL	Pilmiva Foundation Limited
UNICEF	United Nations Children Education Fund

1: BACKGROUND INFORMATION

Pilmiva Foundation Limited (Pilmiva) is a Company Limited by Guarantee established on 6th November 2020 with the objective of taking care of the wellbeing of needy and orphaned children, and where necessary, their families as well. It is located in Nsambya, in Makindye District.

Objectives of the Policy

Pilmiva believes that children and vulnerable adults in society are a gift from God, and should be loved, protected, cared for, listened to and appreciated. In African culture too, a child is considered as a gift, a blessing and a sign of continuity and is owned by the community, while the vulnerable adults always remind us of the abundant gifts that we have received from the merciful God at no cost. Therefore, children and the vulnerable in society should be cared for and their dignity be upheld in all aspects of life.

In line with the above, the objectives of this policy include:

- To facilitate and educate vulnerable and disadvantaged children who show potential for learning and making a career but have no financial means to realize their potential to do so.
- As far as resources allow, meet the physical, mental, emotional and spiritual needs of vulnerable children by providing them with love, care, guidance and education so that they can grow to be valued members of society with a promising future.
- To inculcate in the beneficiaries of the Company's activities, to the extent that they are capable, a spirit of generosity towards others who are equally unfortunate.
- To develop and conduct trainings, courses, seminars, retreats among others, for both the children and instructors in order to support the children spiritually, intellectually, materially, economically and socially.
- To work in conjunction with any local, national or international bodies, departments, or ministries for the development and care of children and youths from poor families in Uganda.
- To protect children and vulnerable adults from abuse and exploitation regardless of their nationality, tribe, sex, creed, disability and ability;
- To create an environment which encourages children and vulnerable people to develop holistically;
- To provide a safe and secure environment for children and vulnerable adults under our care;
- To appropriately share information with other agencies;
- To safeguard children and vulnerable adults from all internal and external hazards, that is, threats which protect and hinder their lives from any form of abuse; be it physical, pornographic, bullying, trafficking, sexual and or neglect.

The welfare of children and vulnerable adults is paramount. This policy provides a procedure for the safeguard of a child and vulnerable adults. All staff and volunteers (national and international) will have a responsibility to report concerns to the child protection officers. All staff will be guided on how to deal with situations of abuse and recognize and respond to such abuse if and when it has occurred.

2: DEFINITION OF TERMS

- a- **A child:** A child is any person/s aged from birth to eighteen years [UNICEF];
- b- **A vulnerable Adult:** An adult with physical, mental or emotional disabilities, functional impairment or chemical dependency and is in a state of dependency on others for survival;
- c- **Child and Vulnerable Adult Protection:** Child and Vulnerable Adult Protection consist of reducing risks to children's or adult's holistic well-being, making children's or adult's

rights a reality, restoring hope and a dignified living where abuse has occurred and creating an enabling environment that supports children's or adult's positive development;

- d- Child or Vulnerable Adult Abuse:** Child or Vulnerable adult abuse is the ill-treatment of children or vulnerable adults in “the process of making bad or improper use of, or violating or injuring, or to take bad advantage of, or maltreat the person physically, emotionally, sexually, and through neglect;
- e- Child or Vulnerable Adult Exploitation.** Exploitation of a child refers to the use of the child or vulnerable adult in work or other activities for the benefit of others and or to the detriment of the child's or vulnerable adult's physical or mental health, development and education;
- f- Child or Vulnerable Adult Safeguarding:** Measures, responsibilities and activities undertaken by Pilmiva to ensure that children, with whom we come in contact, are not subjected to both intentional and unintentional harm.
- g- Child or Vulnerable Adult Sexual Abuse:** This occurs when a child or vulnerable adult is abused by another person for his or her gratification or sexual arousal or both. This includes, but is not limited to:
 - exposure of the sexual organs or any act intentionally performed in the presence of a child or vulnerable adult;
 - intentional touching or molesting the body of a child or vulnerable adult whether by a person or object for the purpose of sexual arousal or gratification;
 - masturbating in the presence of a child or vulnerable adult or the involvement of the child or vulnerable adult in the act of masturbation;
 - sexual intercourse with a child or vulnerable adult whether oral, vaginal or anal;

Child or vulnerable adult sexual abuse also includes enticing, encouraging, propositioning, requiring or permitting a child or vulnerable adult to solicit for, or to engage in prostitution or other sexual acts.

Sexual exploitation also occurs when a child or vulnerable adult is made to involve in exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape, or other media) or the manipulation for the purposes of the image by computer or other means. It may also include showing sexually explicit material to children or vulnerable adults which is often a feature of the “grooming” process by the perpetrators of abuse;

- h- Policy:** A set of principles that guide decisions and outcomes;
- i- Physical Abuse:** Involves hitting, shaking, throwing, poisoning, burning, scolding, drowning, suffocating or applying inappropriate sanctions among others. It may be done deliberately or recklessly, or be a result of a deliberate failure to prevent injury occurring;
- j- Neglect:** The omission or failure to protect a child or vulnerable adult. It is evidenced in the child or vulnerable adult deprived of food, clothing, shelter, warmth, hygiene, medical care, education, safety, affection from caregivers and failure to listen to a child or vulnerable adult;
- k- Emotional Abuse:** The persistent emotional ill-treatment or rejection of a child or vulnerable adult by conveying the message that s/he is unloved, inadequate or even worthless or by over protection and limiting exploration, learning and social interaction.

3: THE LEGAL FRAMEWORK FOR THIS POLICY

- i-** The Constitution of the Republic of Uganda [1995] (as amended);
- ii-** The Children's Act Cap 59 [1997];
- iii-** The Children's (Amendment) Act [2016];
- iv-** The United Nations Convention on the Right of the Child [1989];

- v- The UN Geneva Declaration on the Rights of the Child [1959];
- vi- The African Charter on the Rights and Welfare of the Child [1990];
- vii- The International Convention on Civil and Political Rights [1966];
- viii- The Holy Bible;
- ix- The Education Act of Uganda [2008];
- x- The Inter Agency Standing Committee [IASC] commitment on eliminating sexual exploitation and abuse by UN and UN / NGO Personnel [2008];
- xi- Sexual Exploitation and Abuse by UN and Non UN / NGO Personnel [2008]
- xii- Immunization Act, 2016.
- xiii- National Policies and Plans Impacting on Children Cross-cutting
- xiv- National Development Plan

4: POLICY COMPLIANCE

This Policy will be applied to all Pilmiva Foundation Ltd staff, support staff, volunteers and other personnel who are working on behalf of Pilmiva to fulfil its main objective of supporting orphans and vulnerable adults.

Pilmiva Foundation Ltd affirms that all the personnel shall uphold the highest standards of respectable conduct as they owe the professional duty of care and protection towards the orphans and vulnerable adults under their care. Staff are required to uphold the best interests of the children and vulnerable adults and take necessary and reasonable measures to ensure that the personnel do not subject the children and vulnerable adults to physical, sexual, emotional, psychological and verbal abuse, exploitation or neglect.

5: EDUCATION AND TRAINING OF STAFF

Pilmiva will endeavour to avail opportunities to develop and maintain the necessary skills and understanding to safeguard children and vulnerable adults. This will include:

- a- An induction process for all employees, contractors, trustees, guardians, interns and volunteers, which will include; familiarization with the Child and Vulnerable Adults Policy and its procedures;
- b- Opportunities to learn about the nature of abuse, the effects of abuse and how to recognize and respond to concerns about children and vulnerable adults abuse;
- c- Pilmiva employees, contractors, trustees, interns, volunteers and any other stakeholders who will have direct contact with children and vulnerable adults will be fully trained on the organization's behaviour protocols and guidelines and must be clear on whom to contact in the event of any concerns;
- d- Pilmiva employees, contractors, trustees, interns and volunteers who have access to information about children and vulnerable adults, such as personal contact information, including their addresses, specific cases or incidents, or any other details of a child's personal life must be trained to fully understand what constitutes acceptable and unacceptable sharing of information regarding children and vulnerable adults.

6: PROCEDURES FOR RESPONDING TO ALLEGATIONS

Procedures for responding to all allegations of abuse within Pilmiva are as follows:

- Staff must immediately report any concerns relating to children and vulnerable adults to the designated Child Protection Officer [CPO]. In many occasions, the same officer also handles the protection of vulnerable adults. The CPO shall fill in the child protection report

form after receiving a report from a member of staff or from the child or vulnerable adult or any other external source;

- The CPO shall refer cases to appropriate government authorities such as Village Child Protection Committee at Local Council One [LC-1] and the police or child protection units, for investigations to be carried out on the allegations of child or vulnerable adult abuse so that legal action may be taken against the abuser/s of their rights. The Child Protection Officer's [CPO] major role is to forward cases to the appropriate authorities but not to preside over cases;
- Follow up of the referred cases may be done by the CPO where necessary, especially cases involving orphans under the care of guardians and vulnerable adults;
- Pastors or Imams may report cases to the appropriate government authorities and afterwards forward a copy of the report to the CPO;
- Where necessary and possible, Pilmiva shall provide guidance and counselling services to help a child or vulnerable adult who has been abused, whether physically, sexually, emotionally or psychologically. The child or vulnerable adult may also be helped to receive care and emotional support from a hospital or other medical facility as a direct response.

7: PREVENTING HARM TO CHILDREN AND VULNERABLE ADULTS

Pilmiva is committed to minimizing risks to vulnerable adults and children's holistic wellbeing so as to make their rights a reality. In order to achieve this, we shall employ stringent screening measures to prevent harm to them:

- a- Pilmiva shall enrol or appoint a Child Protection Officer [CPO] to respond to concerns of children and vulnerable adults' abuse.**

The role of the CPO will involve:

- ✓ Promote child and vulnerable adult protection;
- ✓ Coordinate trainings for staff and guardians;
- ✓ Monitor policy compliance;
- ✓ Coordinate policy reviews;
- ✓ Serve as the central contact person for internal and external queries about child and vulnerable adult abuse and their protection;
- ✓ Screen new policies and procedures on vulnerable adults and child protection before circulation;
- ✓ Provide support to operational management in terms of advice on child and vulnerable adult protection matters.

- b- Strengthening internal recruitment procedures of new staff by;**

- ✓ Organize recruitment interviews with targeted questions to determine the most suitable candidate;
- ✓ Scrutinize the character through criminal record checks and background checks on all successful candidates before they begin work. A report by police and or Local Council on individuals shall always be sought. All successful candidates must sign a self-declaration form disclosing any previous criminal charges / records;
- ✓ Inducting new staff on vulnerable adults and children protection policy issues and handing them a copy of the Pilmiva policy on "The Protection of Children and Vulnerable Adults", plus any other relevant guiding documents on children's and vulnerable adult's rights.

- c- All staff shall sign the behavioural code of conduct including volunteers – National and International {Appendix – B}.**

- d- **Professional and ethical guidelines will be put in place to protect children and vulnerable adults from abuse and these shall be followed by volunteers as well as permanent staff {Appendix – C}.**
- e- **All staff are made aware of the Pilmiva code on the use of visual images {Appendix – E}.**
- f- **All are given equal opportunity to put across their concerns without fear or favour.**
- g- **Contact details for reporting possible child and vulnerable adult abuse shall be displayed in every office {Appendix – D}.**
- h- **In the case of any outings / field trips involving children and vulnerable adults under the care of the Pilmiva staff or volunteers, the Parental / Guardian Consent Form will be completed {Appendix – F}.**
- i- **All staff are made aware of the ramifications of misconduct.**

Ramifications of misconduct include:

- Suspension from office / activity of their position within Pilmiva pending the outcome of an independent investigation which must comply with our reporting procedures;
- Immediate disciplinary action will be taken after investigations have been carried out which might include: dismissal, termination of contract, terminating relationship with volunteer trustees; withdrawal of funding and any other support from the organization;

The Child Protection Office shall be based at **Pilmiva Offices in Nsambya, Makindye District**. The designated CPO is covered under the role of the Managing Director of Pilmiva.

8: MAKING INFORMATION AVAILABLE

Pilmiva will ensure that a hard copy of its Policy on The Protection of Children and Vulnerable Adults is made available in each of its office and among its partners. All staff, members, volunteers (national and international) and board members will adhere to The Pilmiva Policy on The Protection of Children and Vulnerable Adults and its procedures.

Pilmiva will alert all local authorities, stakeholders, donors, partners, families and children that it comes into contact with, about the existence and the content of the policy in the following ways:

- a- All donors, stakeholders and partners will receive a copy of this policy;
- b- Pilmiva will display visual material and child and vulnerable adult friendly posters about their rights and will also advertise the exercise and the existence of the child and vulnerable adult's protection policy and post it to appropriate locations, such as schools, parishes, health units which are used by children and vulnerable adults under its care;
- c- Contact details of the designated child protection officer and other child safeguarding officers will be displayed on a summary information sheet and will be made visible for the public in every office. Every member of staff will have contact details for reporting possible child abuse;
- d- Sensitize the beneficiaries on child and vulnerable adult's protection Pilmiva;
- e- Disseminate this child and vulnerable adult protection policy on every appropriate event and circumstance;
- f- Use leaflets, posters and internet, as well as assemblies to give public statements on child and vulnerable adult protection and make people aware of the policy and procedures that are available;
- g- In particular, Pilmiva shall make use of local radio as an effective means of disseminating information about children's and vulnerable adult rights and child and vulnerable adult protection.

9: ACCESS TO ADVICE AND SUPPORT

- ✓ The designated child protection officer must be available to offer support and advice in relation to safeguarding issues to any person who has an agreement or contact with Pilmiva;
- ✓ The designated child protection officer will be supported by Pilmiva in terms of guidance and counselling when dealing directly with an issue of child and vulnerable adult abuse;
- ✓ The CPO will encourage the setting up of Child and Vulnerable Adult Protection Committees in schools and communities working with the beneficiaries of Pilmiva. And she or he will provide advice, guidance and support to any person or institution in relation to child and vulnerable adult safeguarding.

10: IMPLEMENTING AND MONITORING

It is the responsibility of the designated Pilmiva child and vulnerable adult protection officer to ensure that the protection policy is reviewed, implemented and evaluated on a yearly basis and that new processes and practices are incorporated basing on the needs and reviews carried out.

The yearly review and evaluation will indicate any needs in training for staff and volunteers (national and international) and a budget will be set aside every year for the training needs and the policy review and evaluation.

A file with all incidents, allegations and suspicions of abuse will be stored in the Pilmiva office and kept in a safe and confidential location.

The child protection officer shall be appointed and a deputy officer appointed for the periods when the former is on leave. All people who have an agreement or contract with Pilmiva are responsible for ensuring that the child and vulnerable adult safeguarding policy is implemented. The Pilmiva Child Protection Officer is responsible for promoting the child and vulnerable adult safeguarding policy and monitoring its implementation in all areas under the jurisdiction of Pilmiva.

11: POLICY REVIEW.

Regular monitoring of children and vulnerable adult safeguarding policies and procedures is necessary to ensure the process of implementation and efficiency. This will enable Pilmiva to make any amendments, and will ensure that it is continuously striving to make communities of children and vulnerable adults as safe as possible.

The review and monitoring system of this policy includes the following components:

- a- Personal records are kept up to date;
- b- Job descriptions for new positions contain reference to child and vulnerable adult safeguarding policies;
- c- Training has been provided to staff and guardians and attended;
- d- Regular meetings are taking place which allow all representatives to discuss openly any child and vulnerable adult protection issues arising within the course of their work;
- e- Include children and vulnerable adults and their families in the review process so that their voices are heard and their concerns are taken into account when updating the child safeguarding policy;
- f- Monitor changes in the area of the children and vulnerable adults safeguarding at local and national level, such as comparing policies with similar organizations, changes in legislation, new guidelines, etc.;
- g- The Board of Directors of Pilmiva will review the children and vulnerable adult safeguarding policy and any associated documents and practices on a yearly basis;

- h- Staff, volunteers (national and international) are essential stakeholders in the policy review process and will be encouraged to be actively involved;
- i- Pilmiva staff members, volunteers (national and international) must take part in a self-audit on a yearly basis and submit it to The Managing Director of Pilmiva [See Appendix - A];
- j- A confidential suggestion box will be made available at the Pilmiva offices in Nsambya, Makindye, Kampala District so that its members may give feedback, critique and may make other comments regarding the Child and Vulnerable Adult Protection Policy and Procedures in order to make it an open and participatory process.

POLICY DESIGNED ON:

APPROVED BY:

For and on behalf of: **Pilmiva Foundation Limited**

APPENDIX – A

1-The Self Audit Tool

This is taken from the ARC (Action for the Rights of Children) – Keeping Children Safe Resource Pack. It is an ideal way to measure how an organization is meeting the standards on making children safe, and where one needs to improve.

Using Check Points:

The checkpoint questions below are designated to draw out the minimum requirements [criteria], that all agencies committed to protecting children should be striving to meet. However, depending on the nature of your organization’s work with children and the context, environment and conditions you work in, some of the checkpoints may seem more relevant than others. This Self Audit Tool will be a useful guide and you may wish to delete or add a criterion to ensure its relevance to your particular activity [the self-audit web allows for additional criteria].

Before you start, take a copy of the questionnaire, date the copy and then follow the steps outlined below. You can then keep a record in order to review your progress at a later date. The self-audit tool asks you to think about six different areas of your organization:

- a-** Children and the organization;
- b-** Policies and procedures;
- c-** Preventing harm to children and vulnerable adults;
- d-** Implementation and training;
- e-** Information and communication;
- f-** Monitoring and review.

There are six statements / standards within each area. Read each statement and decide whether each statement is:

A - In Place

B - Partially Done

C - Not in Place

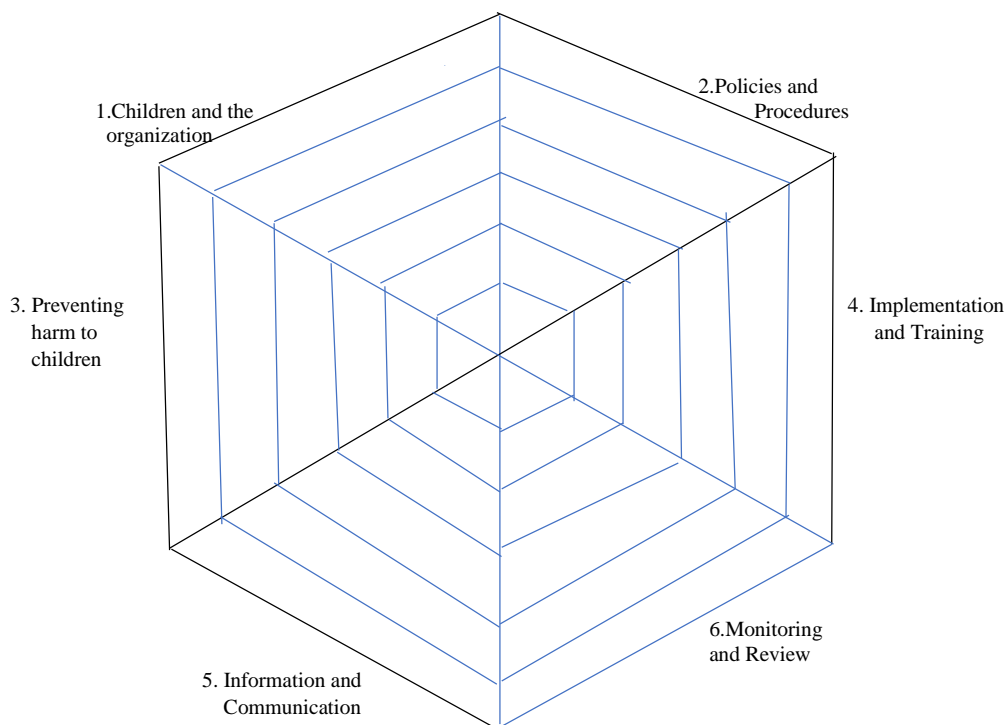
Children and Vulnerable Adults in the Organization		A	B	C
1	The agency is very clear about its responsibility to protect children and vulnerable adults and makes this known to all who come into contact with it.			
2	The way staff behaves and other representatives suggests that they are committed to protecting children & vulnerable adults from abuse.			
3	There is good awareness of the UN Convention on the Rights of the Child and their protection in the organization.			
4	Managers and senior staff ensure that children are listened to and consulted and that their rights are met.			
5	The agency makes it clear that all children have equal rights to protection.			
6	The agency manages children's behaviour in ways which are non-violent and do not degrade or humiliate children.			
Policies & procedures that help keep children & vulnerable Adults safe		A	B	C
1	The agency has a written Child & Vulnerable Adult Protection Policy or has some clear arrangements to make sure that they are kept safe from harm.			
2	The Policy or arrangements are approved and endorsed by the relevant management body [e.g.: Senior Management; Board; Executive or Committee].			
3	The Policy or arrangements have to be followed by everyone.			
4	There are clear Child & Vulnerable Adult protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about their safety and welfare.			
5	There is a named Child & Vulnerable Adult Protection Person/s with clearly defined roles and responsibilities.			
6	The Child & Vulnerable Adult Protection Procedures also take account of local circumstances.			
Preventing harm to Children and Vulnerable Adults		A	B	C
1	There are policies and procedures or agreed ways of recruiting representatives and for assessing their suitability to work with Children and Vulnerable Adults, including where possible, police and reference checks.			
2	There are some written guidelines for behaviour or some way of describing to staff and other representatives what behaviour is acceptable and unacceptable especially when it comes to contact with children and vulnerable adults.			
3	The consequences of breaking the guidelines on behaviour are cleared and linked to organizational disciplinary procedures.			
4	Guidance exists on the appropriate use of information technology, such as; the internet, websites, digital cameras etc., to ensure that they are not put at risk.			
5	Where there is direct responsibility for running / providing activities, including residential care, children and vulnerable adults are adequately supervised and protected at all times.			

6	There are well – publicized ways in which staff / representatives can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff / representatives.			
Implementation and Training		A	B	C
1	There is clear guidance to staff, partners and other organizations [including funding organizations] on how children and vulnerable adults will be kept safe.			
2	Child & Vulnerable Adult protection must be applied in ways that are culturally sensitive but without condoning acts that are harmful to them.			
3	There is a written plan showing what steps will be taken to keep them safe.			
4	All members of staff and volunteers have received training on child and vulnerable adult protection when they join the organization which includes an introduction to the organization’s child & vulnerable adult protection policy and procedures where these exist.			
5	All members of staff and other representatives are provided with opportunities to learn about how to recognize and respond to concerns about child & vulnerable adult abuse.			
6	Work has been undertaken with all partners to agree on good practice expectations based on these standards.			
Information and communication		A	B	C
1	Children & Vulnerable Adults are made aware of their right to be safe from abuse.			
2	Everyone in the organization knows which named staff member has special responsibilities for keeping Children & Vulnerable Adults safe and how to contact them.			
3	Contact details are readily available for local child and vulnerable adult protection resources, safe places, national authorities and emergency medical help.			
4	Children and Vulnerable Adults are provided with information on where to go for help and advice in relation to abuse, harassment and bullying.			
5	Contacts are established at a national and / or local level with the relevant child and vulnerable adult protection / welfare agencies as appropriate.			
6	Staff members with special responsibilities for keeping children and vulnerable adults safe have access to specialist advice, support and information.			
Monitoring and Review		A	B	C
1	Arrangements are in place to monitor compliance with child and vulnerable adult protection measures put in place by the organization.			
2	Steps are taken to regularly ask vulnerable adults, children and their guardians or parents / career masters their views on policies and practices aimed at keeping them safe and the effectiveness of these.			
3	The organization uses the experience of operating child and vulnerable adult protection to influence policy and practice development.			
4	All incidents, allegations of abuse and complaints are recorded and monitored.			
5	Policies and practices are reviewed at regular intervals, ideally at least every three years.			
6	Vulnerable Adults and Children, and parents / career masters are consulted as part of a review of safeguarding policies and practices.			

The Self – Audit Web

When you have finished the self-audit tool, transfer your answers to the web using different coloured pens or three different kinds of shading. The self-audit web lets you make a diagram of your organization, showing how well your organization is doing in making children and vulnerable adults safe, and where you need to take further action. Use a different colour, or different kind of shading for A, B and C. Please, note that this web reflects the keeping of children and vulnerable adult's safe standards. They have been grouped into six sections.

Once the key criteria above have been read and ticked as either: in place, partially done or not in place, transfer the results to the web using the shading key below. The web illustrates visually the stage reached by the organizations in safeguarding children and vulnerable adults and highlights where further action needs to be taken. Please note that there is no intended hierarchical progression from 1 – 6, the aim of this exercise is to reveal any gaps.



APPENDIX – B

**A CHILD AND VULNERABLE ADULT PROTECTION CODE OF CONDUCT
FOR
PILMIVA**

I.....working with.....

Agree that while implementing projects dealing with children and vulnerable adults, I will abide by the Pilmiva code of conduct stipulated below:

1. I will treat all children and vulnerable adults equally, observing their personal dignity regardless of their age, sex, language, tribe, religion, or disability;
2. I will use at all times appropriate language towards children and vulnerable adults so as not to demean them;
3. I will neither seduce nor be seduced into any form or act of sexual activity with children and vulnerable adults;
4. I will not sleep with children in the same bed in my room;
5. I will not invite individual children and vulnerable adults to my home when not in company of others;
6. I will refrain from the use of corporal punishment towards children and vulnerable adults;
7. I will not spend excessive time alone with children away from others;
8. I will not act in ways that may be abusive or place a child or vulnerable adult at risk of abuse;
9. I will refrain from hiring children and vulnerable adults for domestic or other labour which is inappropriate given their age and or state;
10. I will immediately report concerns or allegations of child or vulnerable adult abuse in accordance with the appropriate procedures;
11. I will comply with all the relevant laws, policies and documents regarding child and vulnerable adult protection.

SIGNED: **DATE:** **TIME:**

WITNESSED BY: /

Name

Sign

APPENDIX - C

REPORTING FORM FOR SUSPECTED ABUSE / NEGLECT {To Be Completed by Person(s) Reporting Abuse}

CHILD AND VULNERABLE ADULT PROTECTION REPORT FORM

1. DATE OF DISCLOSURE / CONCERN

Date of Disclosure / Concern	
Time of Disclosure / Concern	
How was the information received? E.g. By telephone, email, letter or in person? [attach any written information to this form]	

2. DETAILS OF PERSON MAKING DISCLOSURE / RAISING CONCERN

Name	
Address	
Telephone number	
Email	
Relationship to Child or alleged victim	

3. DETAILS OF CHILD OR ALLEGED VICTIM

Name	
Date of Birth	
Sex [Male or Female]	
Address	
Telephones	
Ethnic Origin	
Language Spoken [is an interpreter needed]	
Any disability or Special Needs?	

4. PARENT / GUARDIAN DETAILS [Where appropriate]

Name	
Address [if different from above]	
Telephone number	
Are they aware of the allegation? Suspicion or complaint [Yes or No]	

5. DETAILS OF ALLEGED PERPETRATOR

Name	
Address	
Telephone number	
Relationship to Child / Victim	
Position in Pilmiva / Community etc.	
Address at the time of alleged incident[s]	
Current Contact with Children if known (e.g. teaches children, runs youth groups etc.)	
Any additional information	

6. DETAILS OF CONCERN, ALLEGATION OR COMPLAINT

Date of incident	
Time of incident	
Location of incident	
Were there any witnesses? Who? How many? Etc.	
Details of the incident	
Does the Child / Victim know the Referral is being made?	

7. ACTION TAKEN

Has the matter been referred to the Relevant authorities? [Yes or No]	
If yes, date and time referral	
If no, explain why	
Who was it referred to? (Give name and designation of person)	
Address	
Telephone number	
Email [if available]	

8. NEXT STEPS

What actions were agreed upon and by whom when the matter was referred to the relevant authorities?	
Are there any immediate Child or Vulnerable Adult Protection concerns? If so, please record what they are and state what actions have been taken. And by whom	

9. DESIGNATED OFFICER DETAILS [Details of person completing the form]

Name	
Telephone Number	
Address	
Position in Pilmiva	
Date of form Completion	
Time of form Completion	
Signature	

N.B: A copy of the completed form must be filed in a secure location and a copy must be sent to the designated officer and civil / statutory authority

APPENDIX – D

PILMIVA SELF DECLARATION FORM

Confidential

According to the UN Convention on the Rights of the Child [1989], a child is under the age of 18 years. The Convention states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment or exploitation including sexual abuse. Uganda has ratified the UN Convention on the Rights of the Child, thereby incorporating it National law. In accordance with this Convention, we ask that all persons working or volunteering with us abide by this good practice and agree to keep children safe from harm when working and relating with children. In addition, we ask that all persons declare the following:

Have you ever been convicted of a criminal offence? [Please circle ‘Yes or No’]

YES

NO

If yes, please state below the nature and date(s) of thee offence(s)

.....
.....

FULL NAME [PRINT]

Any surname previously known / used

ADDRESS:

DATE OF BIRTH:

DECLARATION

I understand that, if it is found that I have withheld information or included any false or misleading information above, I will be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by Pilmiva.

I hereby declare that the information I have provided is accurate.

Signed: **Date:**

APPENDIX – E

PILMIVA CODE ON USE OF VISUAL IMAGES

General

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, vulnerable adults, families and communities.

Background

Pilmiva strongly supports the United Nations Convention on the Rights of the Child, which makes the best interests of the child a primary consideration, [Art. 3]. It states that every child has the right to privacy [Art. 16], and protection from all forms of exploitation [Art. 36]. Whilst we acknowledge that images are an essential element in portraying our work to the general public and other constituencies and for raising funds, we strive to maintain the dignity of everyone with whom we work and will not use images that are disrespectful or demeaning.

Policy

In our use of visual images, we adhere to the following principles:

1. We respect the dignity of the subject.

We will always seek to ask permission when taking photographs or video footage of individuals. Consent for taking and using photographs and the case studies will be sought from parents and those with parental responsibility or from the children directly when they are of sufficient age and understanding. Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters to accurately portray context and maintain dignity. Wherever possible, we explain to the likely use of the images and we never take pictures of people who say they don't want to be photographed.

2. We do not exploit the subject.

We do not manipulate the subject in any way which distorts the reality of the situation [e.g. we do not ask them to cry for the camera]. If necessary to protect confidentiality, the names of children and families will be changed. Never would a child's full name or vulnerable adult's full name and contact details be published.

3. We aim to provide a balanced portrayal of reality in the developing world.

We show people helping and working for themselves, not as victims.

4. We use images truthfully.

Case histories / descriptions are not fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject. Where possible, we use a balance of images [e.g. positive and negative] to reflect the reality of the situation. We do not use an image in a way which deliberately misinterprets the true situation.

5. We maintain standards of taste and decency consistent with our values and those of our supporters.

We do not use images which are erotic, pornographic or obscene. We do not make gratuitous use of images of extreme suffering.

Practice Guidance

During the process of seeking consent, the purpose of photographs and the case studies should be explained and, if possible, samples of publications in which the photograph or case study may appear, shown to parents / guardians and children, preferably by a local staff member known to the family.

The process of explanation and seeking of consent described should apply to photographs and also case studies used for any diocesan social media websites.

Consent.

I hereby agree to the above conditions and guidelines set out by Pilmiva.

Signed: **Date:**

APPENDIX – F

PILMIVA PARENTAL / GUARDIAN CONSENT FORM

Activity Permission Form for Persons under 18 years

1- Name of program / Project:
Venue / Activity:
Date / Time:
Name of Group Leader:

2- Name of Young Person:
Address:
Telephone Number:
Date of Birth:

Give details of ANY medical condition of which the organizers ought to be aware, please include details of any medication which has to be taken or any dietary requirements. [*This information will be treated with confidence*].

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

- 3- I have read all the information provided concerning the Program of the above activity. I hereby give permission for my son / daughter to participate in the above activity.**
4- Pilmiva only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the organization or its agents.

Signed: **Date:**
[Parent / Guardian]

Address:

Any additional telephone numbers during the period of the activity:

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