

**FARMERS LINK UGANDA**  
**COMMUNITY BASED ORGANISATION (CBO)**

**NGORA ORPHANS AND VULNERABLE CHILDREN (NOVC)**

**CHILD PROTECTION POLICY**

**2018**

## **ABBREVIATIONS**

FARLU- Farmers Link Uganda

NOVC- Ngora Orphans and Vulnerable Children

UNCRC- United Nations Convention on the Rights of the Child

WHO- World Health Organisation

HR- Human Rights Policy

BOD- Board of Directors

BOT- Board of Trustees

ICT- Internet and Communication Technologies

CPU- Child Protection Unit

CPO- Child Protection Officer

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## Table of Contents

Abbreviations .....	1
Preamble.....	1.1
Policy Statement .....	1.2
Application of Policy .....	1.3
Alignment to Police .....	1.4
Background .....	1.5
Aim and Outreach policy .....	1.6
Values and Principles.....	1.7
Child rights.....	1.7.1
Duty care.....	1.7.2
Confidentiality.....	1.7.3
Legal framework .....	1.7.4
Risk areas and types of Abuse.....	1.8
Definitions .....	1.8.1
Indicators .....	1.8.2
Prevention Strategy.....	1.9
Prevention.....	1.9.1
Safe Recruitment and Selection of Staff .....	2.0
Guidelines for Stakeholders.....	2.1
Visitors .....	2.2
Child sponsors .....	2.3
During visits.....	2.3.1
Standards for Human Resource .....	2.4
Police Record Checks.....	2.4.1
Volunteer Programme .....	2.4.2
Capacity Building.....	2.4.3
Contract to Uphold FARLU .....	2.4.4
Standard for Communication.....	2.5
General Standard.....	2.5.1
Protective Measures .....	2.5.2
Case Management System.....	2.6
Protection and Rehabilitation .....	2.7
Child Protection Emergencies .....	2.8
Implementation with Partners.....	2.9
Monitoring and Evaluation.....	3.0

## **1.1 Preamble**

Farmers Link Uganda is a community based organization founded in 2007 and first registered the same year in the Old District Kumi and re-registered with the new District Ngora in 2014 in response to socio economic development problems besetting the communities in the Teso sub region. The head office is in Ngora town council; about 18 km west of Kumi district headquarters. It also has one field office in Kobukho sub county where majority of the activities are implemented from

Farmers Link Uganda works through *education, Health* and Agriculture with a mission to improve the livelihoods of the poor in Teso sub region and enable them enjoy their economic, social and cultural rights through capacity building, provision of basic services, research and documentation, sharing information, net working, collaboration, lobby and advocacy and a vision of A Teso sub region where all members of the community enjoy their fundamental human rights and participate in the development of their communities. FARLU works through community structure, with Eight field offices overseeing FARLU's implementation of the childrens activities. FARLU is based on Christian values and seeks to approach all people, including children, with openness and respect for the absolute dignity of the human being.

In FARLU's programmes, the primary target groups are the most marginalised groups of society, women and children. Particularly in FARLU's education interventions, children are over-represented.

FARLU acknowledges children's need for protection, care and participation in their own lives. FARLU sees children as an inherent resource with a potential to contribute positively to the development of their families and communities. In this regard, FARLU is committed to protecting children and ensuring that they become empowered people who are able to develop their full potential. However, children cannot become empowered agents of change if they are not safeguarded from abuse, discrimination and harm of any kind, be it physical, sexual, emotional or neglect.

## **1.2 Policy statement**

This policy is a statement of intent that demonstrates FARLU's zero-tolerance for child abuse in our commitment to safeguard children from harm. At the operational level, the policy makes clear to all stakeholders of FARLU's operations what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that FARLU is taking its duty and responsibility of care seriously. The policy addresses both issues related to the prevention of abuse and actions that should be taken if and when abuse takes place in FARLU-supported project to make sure that the case is reported to local authorities if necessary, as shown in the diagram in section 4.1.) It outlines a common standard applicable to all stakeholders, regardless of cultural context. It is also intended as a tool to promote transparency and accountability to the general public, donors and other stakeholders.

FARLU also believes that the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention on the Rights of the Child: **Article 19 – United Nations Convention on the Rights of the Child (UNCRC)**

‘Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.’

FARLU believes that the best way to protect children is to empower them to protect themselves. We believe in listening to young people, and in giving them a voice and a say in shaping their own lives.

No policy can ever guarantee zero possibility of abuse taking place. However, FARLU believes in placing the prevention of child abuse at the centre of all of our work. In particular:

- ❖ All of our programmes are designed to actively prevent child abuse;
- ❖ It is made absolutely clear to all of our staff that FARLU does not tolerate child abuse in any form;

- ❖ All children involved with our work will be made aware of their right to protection from abuse and have a safe mechanism through which they can report any abuse;
- ❖ All suspicions and allegations of abuse are to be taken seriously and responded to swiftly and appropriately.

FARLU recognizes that we work with communities whose cultural attitudes and accepted behaviours towards children can sometimes be very different and can also differ from place to place in the region. Child empowerment and child protection can only be achieved fully by taking account of these differences. In addition, FARLU does not manage or control caretakers and schools we support therefore; we facilitate communities to run their own schools and children. Therefore, our approach to child protection must reflect the fact that we cannot control directly what takes place in those schools and homes.

Our long term aim is the creation of a Child Protective Environment, a process which sensitizes the communities that children are part of so that a healthier attitude to children prevails in all aspects of their lives. This is a process that will take a number of years and runs alongside child protection procedures that can be made effective within our operations as they currently stand.

Our approach is to define minimum acceptable standards of Child Protection and work with communities to ensure as a first step that we are reaching those standards. We also have a longer term approach woven into our programmes work which aims to change attitudes and behaviours in communities. It also focuses on training and developing school management within those communities so that they can effectively create, monitor and enforce child protection frameworks for themselves. It also engages the wider community and may require advocacy to attempt to influence government policy.

### **1.3. This policy shall be applicable to those who have:**

1. **Direct contact with children.** Being in the physical presence of a child or children, whether contact is occasional or regular, short or long term, and whether contact applies to children in other districts or in project countries.

2. **Indirect contact with children.** Having access to information on children, such as children's names, locations (addresses of individuals or projects), photographs, interviews etc.

Thus, the policy applies to, but is not limited to, staff of FARLU consultants, contractors, donors, visitors to FARLU Projects and volunteers including Internship or industrial students.

### **1.4 Alignment to other Policies**

This policy applies to the following organizational policies and procedures that promote child welfare:

FARLU's overall HR policy

FARLU's staff code of conduct

### **1.5 Background about the Child protection policy in our organisation:**

This policy was developed in consultation with the Farmers Link Uganda staff, served community members (Caregivers and OVCs) and members of the FOUNDING BODY . The staffs were taken through to understand child protection issues and why it is necessary to protect children. In all Farmers Link Uganda's projects which deal with children, community sensitization meetings on child protection issues was done to build up their capacity to understand and appreciate the need for this child protection policy.

### **1.6 Aim and outreach policy**

FARLU's Child Protection Policy aims to prevent **all** forms of abuse and maltreatment against **all** children in **all** FARLU's interventions-.

This policy applies to all FARLU staff, BOD, BOT, volunteers, donors, contractors and everyone acting as a representative of FARLU, irrespective of location. The word 'associate' will be used from this point on to include all the aforementioned groups.

## **1.7 Values and Principles**

In its work with children, FARLU is committed to the following values.

### **1.7.1 Child Rights**

FARLU is committed to upholding and promoting children's rights, as laid down in the United Nations Conventions on the Rights of the Child (UNCRC). Thus, FARLU is committed to working towards what is best for each child, protecting children from work or activities that are dangerous or might harm their health, education or development. FARLU is committed to taking children seriously, encouraging them to achieve their full potential and letting them participate in decision-making that affects their lives. Furthermore, FARLU will respect, value and understand children as individuals within their own culture, religion and ethnicity and make every effort to meet their needs and enhance their capacities.

### **1.7.2 Duty of care**

FARLU staff and others have a responsibility, and in certain cases even a legal duty, to ensure the safety of children with whom they work. It is the responsibility of staff to identify, manage and minimise the risks of harm to children by promoting good practice, as outlined in this Child Protection Policy.

### **1.7.3 Confidentiality**

In all matters dealt with as part of this policy, confidentiality should be maintained so as to safeguard the best interests of involved children and adults. Staff and others must exercise extreme vigilance in protecting information related to child protection concerns. They must pass on this information only to those people who need to know, and according to the reporting process and principles of confidential record keeping, as described in this policy.

### **1.7.4 Legal framework.**

This policy is guided by the legal provisions of the United Nations Convention on the Rights of the Child (UN CRC), the 1995 Constitution of the Republic of Uganda, Children's Act (chapter 59).

## **1.8 Risk areas and types of abuse**

FARLU adopts the World Health Organization's (2002) definition of **child abuse** or **maltreatment** as constituting 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or

potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’ See below box 5 for more definitions of child abuse, and table 6 for a complete list of indicators of abuse.

Children in our area of operation and everywhere are in need of protection. Moreover, in certain situations children may be particularly vulnerable to harm. These situations include disability, emergency situations, displacement, a child’s separation from his/her family, and other situations in which families are under extreme stress. Indirectly, the recent growth of the Internet and communication technologies (ICT) has also made it easier to take advantage of and harm children.

In FARLU context, **child protection** is understood as the actions taken by individuals, communities and stakeholders in the organisation to safeguard children whom they come into contact with from all types of abuse and exploitation.

### **1.8.1 Definitions**

<b>Term</b>	<b>Definition</b>	<b>Source</b>
<b>Child</b>	Every human being below the age of 18 years.	United Nations Conventions on the Rights of the Child (UNCRC)
<b>Child Protection</b>	Actions taken by individuals, communities and stakeholders in the organisation to safeguard children whom they come into contact with from all types of abuse and exploitation.	
<b>Child Abuse</b>	“All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.”	World Health Organisation (2002)
<b>Child Abuser</b>	A person who engages in physical, sexual or emotional ill-treatment or neglect of a child	
<b>Physical</b>	“Physical abuse of a child is that which results in	World Health

<b>abuse</b>	actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.”	Organisation (1999)
<b>Sexual abuse</b>	<p>“Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to:</p> <p>The inducement or coercion of a child to engage in any unlawful sexual activity.</p> <p>The exploitative use of child in prostitution or other unlawful sexual practices.</p> <p>The exploitative use of children in pornographic performances and materials.”</p>	World Health Organisation (1999)
<b>Emotional abuse</b>	<p>“Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells.</p> <p>There may also be acts towards the child that cause or have a high probability of causing harm to the child’s</p>	World Health Organisation (1999)

	health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.”	
<b>Neglect and negligent treatment</b>	“Neglect is the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child’s health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible”.	World Health Organisation (1999)
<b>Exploitation</b>	“Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child’s physical or mental health, education, or spiritual, moral or social-emotional development.”	World Health Organisation (1999)
<b>Significant Harm</b>	“The threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, Significant Harm.”	Children Act 1989

### 1.8.2 Indicators of Child Abuse

<b>TYPE</b>	<b>PHYSICAL OBSERVATIONS IN A CHILD</b>	<b>BEHAVIOURAL OBSERVATIONS IN A CHILD</b>
<b>PHYSICAL ABUSE</b>	Bruising, burns and scalds, bite marks, fractures, swelling, serious injuries with no explanation or conflicting explanations, untreated injuries.	Unusually fearful of adults, unnaturally compliant to parents, refusal to discuss injuries, fear of medical help, aggression towards others, covers-up with clothing.
<b>SEXUAL ABUSE</b>	Damage to genitalia, anus or mouth, sexually transmitted disease, unexpected pregnancy especially in very young girls, soreness in genital area, anus or mouth, unexplained recurrent urinary tract infections and discharges or abdominal pain.	Sexual knowledge inappropriate for age, sexualised behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality, lack of concentration, restlessness, aimlessness, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults, regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.
<b>NEGLECT</b>	Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather (exposure	Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies,

	symptoms might include recurrent colds, pneumonia, sunburn, frostbite, etc), is inadequately supervised or left in the care of an inappropriate care giver, untreated medical problems, is malnourished (this may be seen as being undersized, having low weight and a sallow complexion, lacking body tone, and being constantly tired), drug or alcohol abuse.	low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging.
<b>EMOTIONAL ABUSE</b>	Highly anxious, showing delayed speech, low self-esteem, self-harming behaviour, drug or alcohol abuse.	Physical, mental and emotional development lags, acceptance of punishment which appears excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging.

## **1.9 Preventive Strategies within the organisation**

### **1.9.1 Prevention**

This section outlines FARLU's behaviour protocol with regard to child protection.

Behaviour Protocol (do's and don'ts)

The following behaviour protocol applies to all those with direct and indirect contact with children

## DO:

- Respect the **national laws** against exploitation and abuse of children, and promote local child protection laws and norms.
- Respect **cultural norms** and dress appropriately to avoid misunderstandings.
- Be **inclusive** and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion or any other status.
- Acknowledge the importance of **play time** as a means of development.
- As far as possible, let children **participate** in decision making regarding their own lives.
- **Involve children** in the making of rules for good and bad behaviour, as well as appropriate actions in case of bad behaviour.
- Promote **safe environments** in which children are encouraged to share their concerns or ask questions.
- **Educate** children about their rights. As far as possible, education on child rights should also be given to children's parents, community members and school teachers.
- Educate children about what is considered **unacceptable behaviour** and about what to do if he/she is exposed to such behaviour.
- Be aware of your responsibility as an adult to assess what is **suitable and unsuitable** for children to see, witness or hear.
- Unless it is deemed absolutely necessary for the safety of the child to have the door closed, leave the **door open** when being in a room alone with a child.
- Where possible and practical, adhere to the **two adult rules** (have two adults present during activities involving children).
- Respect a child's **faith**.
- Keep sensitive personal information about a child **confidential**.
- Develop special measures/supervision to protect younger and especially vulnerable children from **peer and adult abuse**.
- Avoid **high-risk peer situations** (e.g. unsupervised mixing of older and younger children, which may lead to abuse and discrimination against minors).
- Limit contact with children to regular **work hours**. Thereafter, contact with project children should take place only under circumstances that are unavoidable.
- Meet with a child in a public location whenever possible.
- Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation to the designated Child Protection Officer.

## **DO NOT:**

- Condone, or participate in, behaviour of children which is illegal, unsafe and/or abusive. This includes **traditional harmful practices** (eg. female genital mutilation, witchcraft, and early marriage), child prostitution, and child trafficking and alcohol and drug abuse.
- Discriminate against, show **differential treatment**, or favour particular child to the exclusion of others.
- Place yourself in a compromising or **vulnerable position** when meeting with children (e.g. being alone with a child in any circumstances that might potentially be questioned by others).
- **Sleep** in the same bed as a child. Furthermore, do not stay overnight with one or more children, whether in staff accommodation or elsewhere while on duty.
- Hit or use other forms of **physical violence** towards a child, also in a school setting.
- **Touch** children in an inappropriate or culturally insensitive way.
- Engage in or suggest **sexual activities** with a child.
- Develop relationships with children that could in any way be deemed **exploitative or abusive**.
- Use **language**, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Let a **child's work** interfere with his / her regular education or schooling.
- Discipline a child by **withholding** attention / care, food, shelter, education or any other means / person that make them feel safe.
- Do things of a **personal nature** for a child that they can do for themselves, i.e. dressing, toileting, bathing etc.
- Use **cultural** and / or **religious** values / practises as an excuse for harming a child.
- Shame, humiliate, belittle, threaten or degrade children, or otherwise perpetrate any form of **emotional abuse**.
- Take, download, use or distribute photos of children of a **pornographic** nature.
- **Expose** children to inappropriate or harmful material such as videos, pornographic literature and harmful internet sites.
- Do not be under the influence of **alcohol or drugs** prior to taking responsibility for a child.
- Do not provide **shelter for minors** in your home unless otherwise agreed upon with the parent/guardian of the child.

## **2.0 Safe Recruitment and Selection of Staff and Volunteers**

During the interview process for positions involving direct contact with children, applicants should:

- Be asked about previous work with children.
- If the FARLU deems it necessary, undergo a psychological assessment to identify risk behaviour.
- Provide a police check report, where possible and permissible by local law.
- Be asked to provide two relevant references.

The references will be consulted by FARLU, and two satisfactory references will be required to verify that applicants are suited to work with children. References and criminal records should be kept confidential.

In the best interest of children, FARLU will not hire anyone with a prior conviction for child abuse, paedophilia or related offences. FARLU reserves the right not to hire an applicant if the background check reveals that the person is not suitable to work with children.

All employees and volunteers should – as part of their induction – read FARLU’s Child Protection Policy and sign a form acknowledging that they have read, understood and will abide by the policy (cf. *Statement of Commitment to Child Protection Policy*, appendix....).

### **2.1 Guidelines for other stakeholders:**

It is important for Staff, BOD,BOT, Clergy and Community Volunteers in contact with children to:

- Be aware of situations which may present risks and manage these.
- Ensure that a culture of openness exist to enable any issues or concern to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged.
- Provide an enabling environment for children’s personal, physical, social, emotional, moral and intellectual development.
- Encourage and respect children’s voices and views.
- Be inclusive and involve all children without selection or exclusion on the basis of gender,

- disability, ethnicity, religion or any other status.
- Be aware of the potential for peer abuse ( that is, children bullying, discriminating against, victimizing or abusing children).
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- Be aware of high-risk peer situations (that is, unsupervised mixing of older and younger children and possibilities of discrimination against minors).
- Staff, BOD , BOT avoid placing themselves in a compromising or vulnerable position when meeting with children (that is, being alone with a child in any circumstances which might potentially be questioned by others).
- Meet with a child in a public location whenever possible.
- Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation

## **2.2 VISITORS**

Visitors to FARLU projects include staff from Partners organisation, consultants, Local Government officials, potential and actual donors, youth groups and any others that would be considered a visitor by the project or office.

All visitors to FARLU's regional office and field offices and projects should be advised of appropriate conduct that should reflect national and local sensitivities. This includes being advised to avoid differential treatment and discrimination of children through eg. the giving of gifts and/or money during project visits.

Generally, one or more of FARLU's Regional or Field staff members should accompany all visitors to FARLU projects, unless an exception is made by the Executive Director or the head of the Apex body, where only a partner staff member accompanies the visitor(s).

The person responsible for other visitors should ensure that the visitors know the contents of FARLU's Child Protection Policy and they will abide by it throughout their visit to any of FARLU-supported project.

Photos of children in projects should not be taken without the consent of parents or guardians. Guardians in this case can be close relatives, teachers or care givers (if the child is in an

institution). See section 2.4 for more information on seeking consent prior to taking photographs of children.

### **2.3 Child sponsor visits;**

- Sponsors should give two to three months notice in advance of their intention to visit and the visit program so that arrangements can be made accordingly. If the sponsor requests a visit at a short notice, he/she should be given realistic expectations whether the visit can be arranged.
- While at Farmers Link Uganda office, the visitor/sponsor will be given an update on the progress of the supported child, challenges involved, success registered and some lessons learnt.
- Gifts to the supported children will be given through staff.

#### **2.3.1 During the visit;**

The safety of the child is paramount during any sponsor visit.

- Sponsor should not visit sponsored children unaccompanied by Farmers Link Uganda staff.
- Under no circumstances will a visitor be given a child's address.
- If a visitor requests to sponsor a child he/she has seen in the project during a visit, the request should be handled with great care and in full consent and consultation with Farmers Link Uganda.

### **2.4 Standards for Human Resources**

- Job advertisement, recruitment, selection-
- During the process of job advertising, recruitment and selection of staff for the employment in the organization, the child protection policy should be in the guidelines of selection and the interview panel shall not only look at the qualification of the papers but should test the potential, attitude and perception of the interviewed candidate regarding children, children with special needs and other types of children he will work with and this should be in line with the Human resource policy.

#### **2.4.1 Police Record Checks**

Before the Organization recruits a staff who is to work closely with the children and according to the organization resource policy, such an interviewed must produce police certificate of good conduct depending on the nature of employment but non criminal records particularly on children's' abuse. Declarations should also be sought on past criminal conviction and nature of offences committed

The Organizational HR also emphasises the candidate to be recruited to have letters from the referees of prospective staff and also the details of the employee from the employers and organizations the staff has collaborated with.

#### **2.4.2 Volunteer-programme**

During the selection of volunteers, the clear guidelines of this policy states that the Volunteer to be recruited should be persons who can and are suitable to work with children. These Volunteers should have minimum qualification of Diploma on the required field and should not exceed one year when still volunteer. These volunteers/interns should work directly with full time staff in giving service, not only learning but protecting children from any harm and observing values of the organization.

#### **2.4.3 Capacity Building**

Capacity building should be given to the new staff, volunteers and interns especially on children's institutions social work. The teachers and also social workers should be given training on children's right and alternative ways of discipline. For existing staff, refresher trainings on some aspects may become necessary depending on what is expected to be achieved in the organization

**2.4.4 Contract to uphold FARLU:** The HR manual of FARLU provides that all new board members of staff, volunteers, Visitors should sign a child protection declaration which states that "I have read and understood the code of conduct of FARLUS Organization and I here by commit to abide by the FARLUS provision not to abuse children and shall report any form of abuse that I may know about or suspect".

## **2.5 Standards for Communication**

### **2.5.1 General Standards to protect children in communication processes:**

The Organizational document states that *Children* be protected from any form of abuse through various forms of communication such as letters, still and movies images and pictures, or exposure to any abuse form of communication including phonography. Names of the child family, and where they reside in reports should be changed to pseudo names or use of abbreviation especially when children are portrayed in a negative sense or as victims of abuse.

### **2.5.2 Protective measures for Children at Risk:**

FARLU's organization policy also states that Children shall not be portrayed in any manner that does not bring human dignity, hope and any potential that abuses them in any form.

In case of any activity, permission should be sought from the child, a consent letter from the parent / guardian, care giver organization giving information of what photo/video you want to take. How you will take it and what will be used for, leaving behind a copy of the same and getting a written consent, that the above have been done and the photo was voluntarily taken.

- Journalist who may also come to the organization must abide by the guidelines while taking the photos/ movies of the children and must have consent letters from parents / caregivers .

All cases of child abuse in an organisation should be treated with confidentiality that protects the children for any form of further harm.

## **2.6 Case Management System:**

The procedure systems that FARLU Organization shall follow in case of any child abuse or violation of the children's rights occurs in the organization or in any of our projects involving board, or staff or volunteer of the organization or outside the organization shall be in 4 levels:

1. Child protection unit(CPU) whose actors are:- small committee of the staff within the organization that will deal with abuse cases
2. Child protection officer (CPO) not necessarily an employ of the the organization but possibly a trustee who is an independent person whose work is to receive the complaints of the abused persons and must be willing to take the matters of child

abuse seriously , objectively and independently. The CPO should also act as a lead person and the secretary of the CPU.

3. Director of the organization together with the CPO, and CPU shall be the final committee in preventing the abuse or dealing with abuse when its manageable within the organization.
4. If the abuse is criminal in nature, then the police justice procedures shall be followed , where the case shall follow the hands of the law and the abuser shall be written a warning letter, suspended, terminated or handed to the police to follow the government procedures of the law. The organization shall provide the legal advice to the police and shall also prepare the child as a witness to police.

### **2.7 Protection and rehabilitation measures for affected children:**

Depending on enormity of abuse, victim of abuse shall be protected from further harm from the perpetrator(s) and provided with medical care and psychosocial support and counselling. In case the organization can not handle such cases the referral of the child victim to emergency assistance such as rescue, counselling, medical care, shall be given to another organization and FARLU meets all the expenses incurred.

### **2.8. Child Protection in Emergencies:**

In case of any emergencies in the community such as drought, floods, displacement due to violence, earth quakes, etc., the Organization has to plan of any means of protecting the children from any abuse of the staff, such as sheltering the children within the premises of the organization in case there is enough space or hire of secure premise within the affected area. The organization has also to keep standards in such special occasions to ensure the protection of children such that they are not exploited and the organization has also to be transparent during the beneficiary selection.

### **2.9. Implementation with Partners**

FARLU shall work with partner organizations within or outside the area but FARLU has to ensure that the same child protection standards are upheld by these partner organizations and should sign a commitment agreement that they shall abide by and protect children from any harm and they shall report any form of abuse noted or suspected.

In case the partner organization child policy does not have good enough measures to protect the children, the FARLU organization has to take responsibility of training them.

### **3.0. Monitoring and Evaluation;**

Monitoring and Evaluation like any sector shall be done by the organization to ascertain that the policy is being utilised. Like in this case the child protection unit (CPU) shall be reporting to the child protection officer who in turn shall be reporting to the director. Reports on child protection concerns will be submitted to the respected levels monthly and the reviews of this policy will be between 2-3 years.

Establishment of ongoing feedbacks and learning process shall be noted and addressed immediately if any concerns are seen.