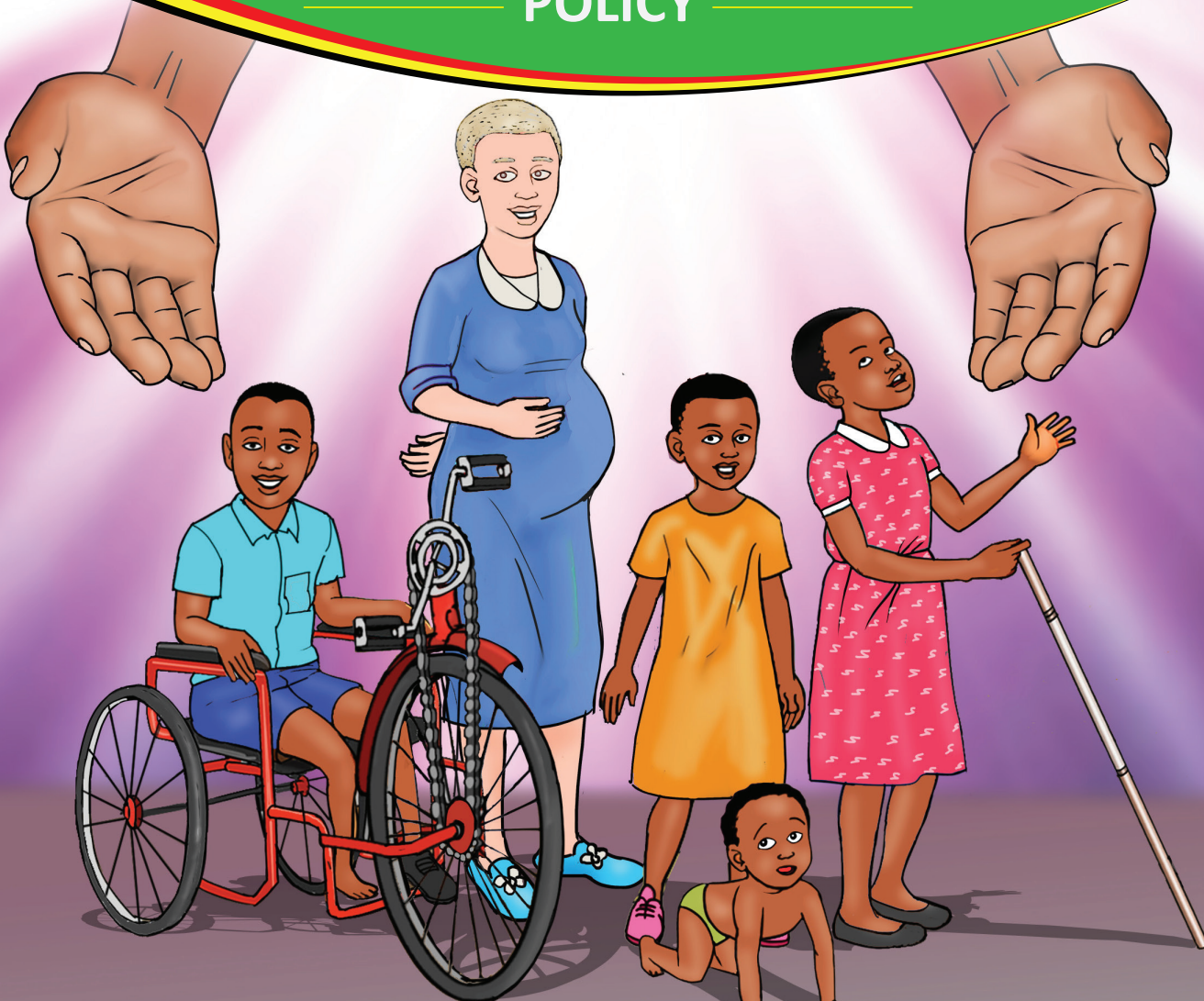




ASSOCIATION OF RELIGIOUS IN
UGANDA (ARU)

CHILD SAFEGUARDING POLICY



Revised 2024



**ASSOCIATION OF RELIGIOUS
IN UGANDA (ARU)**

SAFEGUARDING POLICY

Revised 2024



AUTHORIZATION

This document is authorized by:

Name	Title	Date	Signature

APPROVAL

This Safeguarding Policy of ARU was first issued with the approval of the General Assembly on 05/06/2021. This Policy has been reviewed by the Board of Trustees and Approved by the General Assembly.

President - ARU

Secretary General - ARU

Date

Date

DISTRIBUTION LIST

This document is to be distributed as follows:

Name	Responsible Persons
ARU Staff (Sensitisation to all)	Secretary General
ARU-CCCU, CCIs Programs, Rehabilitation centers, CB Programs, School OVC Annexes and Government Officials	National Program Director
Board of trustees and Major Superiors	President - ARU
Other Key Stakeholders	Administrative Secretary



ACKNOWLEDGEMENT

On behalf of the Executive Committee, ARU leadership, I express my gratitude to the ARU Core Management Team, the ARU-CCCU Safeguarding team for recognizing the importance of taking ownership and revising this Safeguarding Policy. This revision aims to update in lieu of inclusivity of vulnerable children and adults.

Special thanks to the technical Safeguarding Policy Committee: Mr. Javilla Guma, Ms. Ritah Kisaka, Rev. Sr. Lydia Apili Bwor, Rev. Sr. Mary Lilly Driciru, Rev. Sr. Euphrasia Masika, Rev. Sr. Stella-Maris Kamanzi, Mr. Emmanuel Epalat, Mrs. Caroline Nansukusa Ssebakijje, and Mr. Sam Bernard Gumisiriza for their invaluable input in reviewing the Safeguarding Policy, ensuring stakeholder views were included, and making it a top priority for Catholic Care for Children in Uganda.

I further express my gratitude to everyone involved in the review of ARU Safeguarding Policy, for their valuable input and support for their dedication and expertise in ensuring the timely completion of the policy.

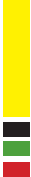
I would like to express our heartfelt gratitude to Rev. Sr. Speranza Namusisi (IHMR) and the Executive for their invaluable support in reviewing this policy. Your commitment to ARU has left an indelible mark on its growth. As an Association, we are fully committed to implementing this Safeguarding Policy.

Rev. Sr. Lydia Apili Bwor (LSMIG)
Secretary General – ARU



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ACRONYMS

AIDS	Acquired immune deficiency Syndrome
ARU	Association of Religious in Uganda
CBP	Community Based Programs
CCIs	Child Care Institutions
CCCU	Catholic Care for Children in Uganda
CDF	Congregation of Doctrine of Faith
COMSRIU	Conference of Men Superiors of Religious Institutes in Uganda
CSC	Child Safeguarding Committee
HIV	Human Immuno-Deficiency Virus
MGLSD	Ministry of Gender, Labour and Social Development
NOP	National Orphans and Vulnerable Children Policy
NSPPI	National Strategic Programme Plan of Interventions for Children
OVC	Orphans and Other Vulnerable Children
UNCRC	United Nations Convention on the Rights of the Child

DEFINITIONS OF TERMS

Unless otherwise defined in the text of a provision, the following listed terms have the following meanings:

ARU	Association of Religious in Uganda
Conference	ARU Conference
President - ARU	the Chairperson of ARU Executive Committee
Child	Anyone under the age of 18
Child abuse	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 (refer to appendix 6 for forms of abuse)
Child Protection	Prevention and response to children and vulnerable adults abuse
Child Safeguarding	A set of internal policies, procedures and practices that ARU employs to ensure that ARU itself is a Child Safe Association
Manual	ARU Human Resource Manual
Safeguarding Policy	ARU's set of principles, guidelines, rules, or procedures to govern actions, decisions, and behaviours within Child and Vulnerable adults safeguarding context
Secretary General	The Executive head of ARU Secretariat.
ARU Personnel	Full time, part time, or casual staff, volunteers, interns, serving ARU member Institutes /Institutions, and those engaged on short term contracts including Consultants, Researchers, Communicators, and Photographers.
Institutions	Organizations owned or managed by the Religious Institutes such as Schools, Health Units, Pastoral Centres, Childcare Institutions among others.
Sub Recipient	Partners implementing funded programs on behalf of ARU



SECTION ONE:

1.0 INTRODUCTION AND BACKGROUND

1.1 Introduction

Over time, religious institutes have been involved in childcare in their various ministries and apostolates inspired by Christ's teaching "Let the children come to me..." Mt. 19:13-14. ARU looks back with gratitude at the work done with children and vulnerable adults regarding education, healthcare, social work, and other humanitarian interventions. Despite all the services rendered, ARU recognizes the gravity and pervasive nature of global child abuse and neglect and is committed to doing everything possible to protect children and vulnerable adults from such abuse.

Until 2015, there was no Child Safeguarding Policy to guide the child-related apostolates of ARU. The first ARU Child Protection policy approved on April 21, 2017, targeted children and vulnerable adults in Childcare Institutions. ARU recognized the gaps in the policy and embarked on the process of an inclusive policy review in line with the Code of Canon Law, international, regional, and national laws to cater for all categories of children and vulnerable adults as well as stakeholders.

1.2 Purpose of the Policy

- (i) The purpose of this policy is to safeguard children and vulnerable adults from all forms and kinds of abuse.
- (ii) It safeguards ARU institutions' staff who interact with children.

1.3 Adoption of the Policy

The first version of ARU Child Safeguarding Policy was adopted by ARU General Assembly on the 05/06/2021. This second version was revised in March 2024.

1.4 Policy Application

- (i) ARU Safeguarding Policy applies to all children and vulnerable adults regardless of their gender, age, ethnicity, disability, sexuality, religion or any other parameters that could form a basis for exclusion, abuse, and discrimination.
- (ii) This policy is binding for all ARU staff members, whether full-time, part-time or engaged on fixed-term contracts. In line with ARU Human Resource Manual, this policy is binding both in and outside of working hours and in all aspects of a staff member's life.
- (iii) It is also binding for other representatives serving ARU, including Board of Trustees and assembly members, volunteers, consultants, contractors/suppliers/ vendors, interns, guests, partners, and other individuals acting as representatives of ARU. All staff and representatives named above can raise a complaint via the procedures outlined in this policy.

1.5 Statement of Commitment

- (i) ARU in its work of safeguarding children and vulnerable adults is committed to collaborate with stakeholders including families and children, community structures, government, the Uganda Episcopal Conference, Non-governmental organizations, and development partners.
- (ii) ARU Conference, the legislative body of the Association, is committed to the implementation of this policy and its review.

1.6 Core Values

This policy is guided and underpinned by the following core values: "ACTS"

- A - **Accountability:** Excellence, Quality, Learning, Originality, Innovation, Creativity, Responsiveness, Efficiency, Commitment, Ethics, and Results.
- C - **Compassion:** Godliness, Christian-Values, Holiness, Sacrifice, Charity, Faith, Purity, Humility, Hope, Servant leadership, and Honour.
- T - **Teamwork:** Discipline, Collaboration, Empowerment, Growth, Sustainability, Unity, Loyalty, Professionalism, Confidence, Integrity, and Respect.
- S - **Solicitude:** Stewardship, Reliability, Diligence, Courage, Hard work, Selflessness, Service, Dependability, Perseverance, Honesty, Trust, Confidentiality, and Truth.



1.7 Policy Objectives

The objectives of this Safeguarding Policy are to:

- (i) Guide ARU on what constitutes abuse and neglect of children.
- (ii) Clarify boundaries, roles, relationships, and responsibilities in relation to children, which in turn serve as a basis for decision-making.
- (iii) Ensure appropriate and consistent response to cases of child abuse and neglect.
- (iv) Provide a framework for a code of conduct for all staff, management, volunteers, interns and other persons who directly and indirectly work with the childcare Institutions.
- (v) Develop a protective culture and environment within ARU's institutions, among suppliers, contractors, agents and service providers to guarantee no harm to children.

SECTION TWO:

2.0 STRATEGIES AND ACTIONS

2.1 History of ARU

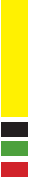
ARU was founded in 1968 as a body of Major Superiors of Religious women in Uganda as a response to the directive by Pope Paul VI. The main goal was for the Religious to come together to address issues of concern regarding their state of Consecrated Life and shared mission in the Church. In 1994 ARU merged with the Conference of Men Superiors of Religious Institutes in Uganda (COMSRIU) to advance joint work as men and women Religious in Uganda. In 1995, the new merger was officially registered in the Congregation for Institutes of Consecrated Life and Institutes of Apostolic Life in Rome after approval by the Holy Father. Currently ARU refers to the umbrella body of all the Religious in Uganda, and the Assembly of Major Superiors of Religious Institutes in Uganda.

The mission of ARU is “to collaborate, support and empower each Institute to live its unique charisms within the mission of the church today” while its vision is “To be a prophetic body of Men and Women Religious inspired by gospel values for our own transformation and society”.

2.2 Legal and Policy Framework

The United Nations Convention on the Rights of the Child (UN CRC) as well as the African Charter on the Rights and Welfare of the Child (ACRWC), both of which were ratified by the government of Uganda, commits state parties to do everything possible to protect children and vulnerable adults from all forms of abuse and exploitation.

This ARU Safeguarding Policy is anchored within the framework of the Constitution of the Republic of Uganda, other national laws and policies relating to children and vulnerable adults as well as regional and international instruments that promote the rights and welfare of the child. In addition, the Policy is informed by the Canon Law and principles of the Catholic Church as they relate to children and vulnerable adults and the sanctity of life.



2.3 Policy to Comply with Applicable Laws and Regulations

It is ARU's policy to ensure compliance with both local and international child welfare and protection legislation, or international standards, whichever affords greater protection. All management, staff, volunteers, interns, and any other person working with children, are expected to respect and support the fulfilment of the rights of every child as spelt out in the Children's Act, CAP 59 (Amended 2016), the United Nations Convention on the Rights of the Child (UNCRC), the African Charter on the Rights and Welfare of the Child, and provisions of the Canon laws of the Catholic Church. The requirements of this Safeguarding Policy are in addition to any other applicable legal requirements, including but not limited to donor requirements. In doing so, ARU aims at doing no harm to children, ensuring that all children have equal rights to protection from harm, placing an onus on everybody to support the protection of children and ensure that every child is cared for.

2.4 Safe Recruitment and Human Resource Procedures

ARU and its member Institutes shall be committed to child and vulnerable adults safeguarding and as such, shall undertake due diligence during the recruitment of staff and contracting suppliers in their various apostolates/programs. In line with best interest of children, stringent recruitment processes shall be followed to reduce the likelihood of engaging any person who may pose a safeguarding risk and abuse to children.

2.4.1 Job Advertisement

- (i) All ARU job adverts in all forms and media shall detail the expected responsibilities relating to children, ARU's values and commitment to safeguarding children and vulnerable adults.
- (ii) ARU and its member institutes are obliged by this policy to include a statement about their commitment to safeguarding and promoting the welfare of children, and a reference to the need for the successful applicant to undertake an enhanced criminal record check with reference to this policy.

- (iii) All adverts whether in print and or media shall be sanctioned by the Secretary- General for ARU secretariat and its Subsidiary stations” positions; while it shall be the responsibility of the Major Superiors to sanction job adverts in religious institutes to ensure that all provisions on safeguarding are adequately covered.
- (iv) For positions at the Religious Members” Institutes that may not be advertised by the constitution of the institute, it shall be the responsibility of the leadership team to ensure that only members without a history of child abuse are appointed.
- (v) The advertisement shall categorically indicate the specific medical examinations one has to undergo before being employed in any children and vulnerable adults-related apostolates.

2.4.2 Shortlisting

- (i) Neither ARU nor its member institutes shall with full knowledge shortlist any person with a history of perpetrating any form of child abuse.
- (ii) ARU, its members, and subsidiary institutions shall with or without the knowledge of the applicant seek reference (written and verbal where necessary) before publishing the shortlist.
- (iii) Applicants and other representatives in roles that involve having direct access to rights holders, particularly children, shall require a self-disclosure of any convictions (relating to child abuse in any form) before the interview stage and a criminal record check, wherever this is obtainable.
- (iv) Any applicant with concerns from police and references shall automatically be dropped from the shortlist; and if the remaining applicants are less than three (3) for a particular job, ARU shall re-advertise the job.



2.4.3 References

- (i) References for short-listed applicants shall be sent immediately after shortlisting.
- (ii) All offers of employment for lay staff shall be subject to the receipt of a minimum of two references which are considered satisfactory by ARU. One of the references must be from the applicant's current or most recent employer. The referee should not be a biological relative nor related in any way.
- (iii) All offers of employment for religious and clergy in ARU establishments, offices, positions, and programmes shall be subject to the receipt of letter of reference from the Major Superior/Ordinary
- (iv) All applicants who are invited to an interview shall be required to bring evidence of their identity, local council one letter (for lay staff), address and qualifications. Original documents shall only be accepted at the interview and certified photocopies shall be taken. Unsuccessful applicants' documents shall be destroyed fourteen (14) months after the recruitment process.
- (v) In cases where ARU is not satisfied with the response(s) from the applicants' referees, the decision on how to proceed shall be taken by the major superior and justification filed.
- (vi) For the avoidance of doubt in 2.4.3(v), ARU shall not proceed to interview any applicant whose police checks and references raise suspicion of child abuse history and whose previous employers answer yes to the two important questions hereunder. *Safeguarding questions (to be mandatorily answered by previous employer)*
 - i *During the period of employment, was the candidate subjected to substantiated (proven/confirmed) misconduct investigation concerning harassment, exploitation, or abuse (circle one)?*
YES NO
 - ii *Was the candidate subjected to disciplinary action in relation to harassment, exploitation, or abuse (circle one)?* YES NO
 - iii *In case of YES to either of the above, share details (a report) to ARU of the nature of misconduct and any disciplinary action taken.*

2.4.4 Interviews

- (i) Unless otherwise dictated by any plausible condition and or circumstance, ARU shall conduct a face-to-face interview wherever possible, and a minimum of three interviewers shall see the applicants for the vacant position.
- (ii) At least one member of the interviewing panel (s) shall have undertaken safer recruitment training in child protection and safeguarding.
- (iii) In cases where ARU has no trained staff, it shall be the responsibility of the Secretary General for ARU and at Religious Institutes' levels; Major Superiors to select a seasoned child Safeguarding specialist to interview any applicant for child-related jobs.
- (iv) If at interviews it is discovered that the applicant's information received is false whatsoever, the applicant shall automatically be disqualified.

2.4.5 Staff Appointment

- (i) ARU shall require all successful candidates to self-disclose by filling out the self- declaration form (appendix 3) if they have previously been the subject of a substantiated misconduct investigation concerning harassment, exploitation and/or abuse.
- (ii) Successful candidates, contractors, and consultants shall in addition to the Human Resource Manual receive a copy of the Safeguarding Policy alongside the offer letter and shall sign to acknowledge receipt.
- (iii) All performance management processes and appraisals shall include an assessment of how the individual upholds ARU's values and how safeguarding intersects with their work.
- (iv) An Employee, Contractor, Volunteer, Intern, and Consultants who is alleged to have abused children and vulnerable adults shall step aside pending investigations; once convicted of a crime that makes her or him unfit to work with children and vulnerable adults shall be terminated with immediate effect from ARU's service.

- (v) This policy recognizes a special role of ARU and its member institutes involved in Childcare institutions and thus recognizes that case overload and fatigue can breed staff behaviours that increase the risks of abuse of children. Every institution shall balance as much as possible the appropriate staff/caregiver to children and vulnerable adults" ratio. According to the Children (Approved Home) rules, the standard is one direct caregiver to five babies (1:5) and one direct caregiver to eight (1:8) older children.

2.4.6 Contractors and Agency Staff

- (i) Contractors engaged by the ARU must go through a similar process spelt out in 2.4(1-5) above. ARU requires confirmation that these checks have been completed before employees or the Contractor can commence work.
- (ii) ARU reserves the right to independently verify the identity of staff supplied by contractors or an agency and shall require the provision of references where it deems necessary.
- (iii) ARU requires all suppliers, service providers, contractors, sub-recipients, and agents to commit to safeguarding children and vulnerable adults from all forms of abuse, exploitation, and harassment.
- (iv) Upon entering a contract; Sub-Recipients, Contractors and Service Providers shall be required to sign a commitment agreement that includes a standard safeguarding clause. (Appendices 6 and 7).

2.4.7 Staff Exit

ARU shall hold exit meeting(s) with all staff leaving its employment in a manner prescribed in the Human Resource Manual where learning is recorded and acted upon as appropriate, and any Safeguarding concerns raised at this stage are addressed appropriately.

2.5 Education, Training and Awareness

ARU strongly believes that a „child-safe“ organization depends on all personnel associated with the organization fully understanding the child safeguarding policy and procedures, knowing exactly what to do as part of their ongoing work and in case of an incident, knowing where to get further advice and support. As such, ARU shall.

2.5.1 Induction of Staff

- (i) It shall be mandatory for all ARU recruited staff to undergo induction, including child safeguarding policy principles and procedures, learning about, recognizing, and responding to child abuse within the first month from the date of assumption of duty.
- (ii) ARU and its member institutes shall ensure that the policy is translated and interpreted in the local languages for all staff who may not understand English and the interpretation of terms.
- (iii) ARU shall require all major superiors to organise induction workshops on Safeguarding policy and integrate child safeguarding into the formation programmes. Among others, these induction trainings must include.
 - a) Conceptualization of child safeguarding and protection
 - b) Child-abuse forms, effects and indicators,
 - c) Child rights
 - d) Child exploitation
 - e) Harassment
 - f) Building a protective and safe environment for children
- (iv) ARU must ensure that trained persons/social workers with a solid knowledge of child rights and training conduct these trainings. ARU shall further double its efforts in ensuring that each of its member institutes has at least five (5) trainers of trainees in child safeguarding.

2.5.2 Ongoing Education, Awareness, and Training

- (i) It shall be mandatory for all ARU members, religious and staff to be trained in safeguarding every two years of the calendar year in December based on the child safeguarding audit.
- (ii) All staff, religious and any person who has an engagement with ARU and or its member spanning over six months and above shall attend child safeguarding training within the first 1 month from the date of assumption of duty and or date of acceptance into the religious institute.



- (iii) It shall be the cardinal duty of all major superiors or their delegate to organize mandatory trainings in child safeguarding. For the avoidance of doubt, the Secretary-General ARU shall be responsible for organizing mandatory safeguarding trainings for all ARU secretariat staff and ARU's subsidiary Institutions as well as all programme staff in accordance with the provisions in 2.5.2 (i & ii) above.
- (iv) All staff engaged and or with direct contact with children and Vulnerable adults and caretakers as well as those working in childcare institutions owned or operated by ARU and or its member institutes shall undergo training on behaviour guidelines every six (6) months.
- (v) All major superiors shall oblige all heads of institutions and programmes, to budget and ensure that all children and Vulnerable adults within their care and contact mandatorily receive specialized orientation on all relevant aspects of ARU's safeguarding policy and procedures once a year.
- (vi) All In-charges of ARU's programs (Childcare Institutions) shall ensure that all the staff and children and Vulnerable adults are provided with emotional / counselling and psychosocial support bi-annually. However, staff, children and vulnerable adults are free to seek counselling support when the need arises.
- (vii) It shall be the responsibility of the Secretary-General and each major superior to re- evaluate and update child safeguarding training needs and information on yearly basis and thereafter, every three years, major revision of child safeguarding training courses and programs is recommended.
- (viii) Each Major Superior shall be required according to this policy to design a training plan for all members of the institute and a copy of the approved plan by the council shall be sent to the chairperson ARU by February every year and report by December.
- (ix) In any workshops and trainings involving children, ARU and its member institutes shall.
 - a) In writing designate a responsible person (s) to ensure safety and welfare of children and vulnerable adults invited to workshops with adults.

- b) At the beginning of the workshop announce to all workshop and meeting attendees about their obligation to protect and safeguard children and vulnerable adults and this shall be emphasized by the display of expected behaviours in line with this policy.
- (x) All heads of institutions of ARU and its member institutes with particular emphasis to schools and childcare institutions among others shall;
 - a) Evaluate training needs and plan accordingly.
 - b) Undertake quarterly children and Vulnerable adults training in risks, rights, and awareness

2.5.3 Access to Advice and Support

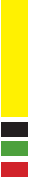
ARU through its established organs on child safeguarding shall provide ongoing guidance to staff, children and vulnerable adults and volunteers in relation to their specific roles with children and vulnerable adults to strengthen roles and responsibilities to minimize and eliminate children and vulnerable adults from harm and abuse.

2.6 Management Structures and Policy Ownership

ARU and its member institutes shall adopt a management structure to facilitate the implementation of the safeguarding policy and procedures including:

2.6.1 Overall Ownership of the Policy

- (i) There shall be two levels of policy ownership within ARU governance structures; these include Religious Institutes' governance and ARU leadership.
- (ii) ARU Executive shall oversee all management and disciplinary actions including all appropriate corrective actions. Headed by an elected Chairperson, the Executive's specific roles shall include.
 - a) Overseeing all disciplinary, legal, or other applicable actions in response to any violation of the Safeguarding Policy taken against any individual who has committed a Child Safeguarding violation and/or anyone who knew of such a violation and failed to act or report.
 - b) Ensuring that necessary structures for receiving and dealing with all



- allegations and abuses of child are in place and fully functional.
- c) Committing to strengthen policy procedures, accountability, and transparency of all incidents of child abuse in member institutes.
 - d) Ensuring that member institutes appoint child safeguarding focal persons to handle child abuse matters.
 - e) Monitor the establishment of child safeguarding committees in member institutes and empower them to investigate reported child abuse concerns.
- (iii) At religious institute level, the overall responsibility for overseeing the implementation of the safeguarding policy and procedures lies with the Major Superior who shall be charged with ultimate responsibility of ensuring full implementation of this policy alongside all policy provisions of Uganda Episcopal Conference Safeguarding Policy.
- (iv) For avoidance of doubt in 2.6.1(iii) above, the highest level of authority within each ARU Member Institutes shall be responsible for Safeguarding Policy implementation. This provision fully applies to ARU Secretariat as well. The Major Superiors and ARU Secretary General shall be responsible for:
- a) Committing to ensuring the establishment of safe working environment free from child abuse and harm.
 - b) Create and proactively assure that reporting mechanisms are in place and that all staff understand their responsibility to report inappropriate behaviours and child abuse and ensure that their programmes and operations do no harm to children.
 - c) Operationalize the recommendations instituted by the major superiors at annual assemblies regarding the welfare of children and vulnerable adults.
- (ii) At the association level, overall responsibility for overseeing the implementation of the safeguarding policy and procedures shall lie with the Chairperson and the Secretary General of ARU.
- (iii) Every ARU member institute shall appoint a suitable person with clearly defined roles for implementation of the safeguarding policy and procedures.

2.6.2 Policy Implementation at Religious Institutes Level

- (i) Each institute's leadership team shall ensure that one of the council members shall be responsible for child safeguarding matters.
- (ii) There shall be a Child Safeguarding Focal person appointed by the Major Superior at the Religious Institute's community level whose roles shall be.
 - a) To receive and attend to all child abuse cases reported by the concerned persons.
 - b) Assesses all allegations of abuse and forward the report to the Child safeguarding committee for investigation.
 - c) He or she will be responsible for Child safeguarding committee meetings and network.
 - d) Shall be responsible for coordination with the councillor in charge of Safeguarding matters to address all raised matters.
- (iii) The name(s) and contact information of such an officer in 2.6.2 (i-ii) above shall be spelt out and made known and accessible to all staff, partners, and any other stakeholders of the institution.
- (iv) All administrative units (Schools, Hospitals, Health Centres, tertiary institutions, childcare institutions) within ARU member institutes, shall select, vet and appoint a five-member child safeguarding committee composed of both laity and religious to receive, investigate, discuss and advise on concerns of the children. Members of these committees shall have experience and understanding of child safeguarding matters as well as the legal systems of Uganda.
- (v) The child safeguarding committee shall be responsible for ensuring that the policy is implemented, monitored, and evaluated.
- (vi) The committee members shall be impartial, respect the Church authority without conflict of interest.
- (vii) The child safeguarding committee shall serve a four (4) year term renewable once.
- (viii) The lines of accountability and decision making within the institution/ organization should be clarified to the staff and volunteers so that persons are always aware of who to contact regarding child safeguarding issues.



- (ix) Institutions are expected to develop standard, simple to use, reporting formats that, among others, provide for recording the particulars of the child (ren) abused or neglected, the date and time when the abuse was witnessed or identified, and the form of suspected abuse to facilitate further investigation.

2.6.3 Policy Review

- (i) The Policy shall be reviewed at least every after three years.
- (ii) The Secretary General - ARU shall be responsible for all matters about the policy review.
- (iii) The Secretary General shall invite ARU member Institutes to submit amendments in writing through Major Superiors six (6) months to the third year.
- (iv) A review committee approved by the ARU Executive shall undertake to harmonize the proposed amendments and a draft policy shall be received, discussed, and approved by ARU Executive after which ARU conference general assembly shall ratify it.
- (v) Any relevant amendments shall be made to the policy at any time, to ensure that it complies with any new developments in policy standards and international legislation that relate to the safeguarding of Children and other vulnerable adults. Such amendments shall be approved by 2/3 of ARU Executive.

2.6.4 Responsibility of Partner Institutions

Subject to the provisions outlined in 2.4.6 of this Policy, all ARU Institutions that work in partnership with another institution or organization in the care and services to children, shall be expected to meet the minimum standards of safeguarding for children and other vulnerable adults as stipulated in this Policy and shall be required to sign a declaration of commitment to this policy before any formal engagements are made.

2.6.5 Responsibility of Development Partners

- (i) Development partners and donors who offer gifts and services to childcare institutions must abide by all the relevant provisions of this policy.
- (ii) The obligation to assure that the policy provisions are adhered to lies with the ARU and its institutions rather than with the donor.
- (iii) If the demands of the development partner or a potential development partner conflict with the provisions of this policy or any other values and principles of ARU and its institutions, such demands shall be declined.
- (iv) ARU and its Childcare Institutions may not enter partnerships with development partners whose values and demands contradict the principles of child safeguarding outlined in this policy and values of ARU.
- (v) Any development partner representative visiting ARU institutions shall be expected to abide by the provisions of this policy like any other visitor, staff member or volunteer.

2.6.6 Implementation of the Policy

- (i) The overall policy implementation lies in the head of ARU member institutions and ARU Secretariat. The Policy shall be disseminated to all staff members/volunteers of ARU and its Institutions.
- (ii) All staff and volunteers of ARU and its member institutions shall be required to sign a declaration form confirming that they have read and understood the policy and commit to fulfilling its provisions.
- (iii) Each ARU member institute shall ensure that all staff involved in the direct and indirect work with children and other vulnerable adults are provided with training and proper induction to understand and make a commitment to implement this Policy.
- (iv) ARU shall ensure that all staff, volunteers, and any other persons coming into contact with children and other vulnerable adults understand their duty to report concerns that arise about a child, or a worker's conduct towards a child, to the institution's designated person for child safety.

2.7 Behaviour Protocols

All ARU staff and Member Institutes

- 2.7.1** Who come into direct contact with children, shall adhere to the same standards of behaviour laid out in the codes of conduct and other relevant policy statements. The Code of Conduct is developed in light of these, and the



Secretary General for ARU and Major superiors are responsible for ensuring that all staff members sign the Policy which includes the code of conduct for all their members, staff and any other person directly working with ARU and its member institutes.

2.7.2 ARU and its member institutes shall display all behaviour codes in this policy in all their strategic places including but not limited to the main halls, board rooms, gates, and compound.

2.7.3 When working with children and other vulnerable adults, ARU staff and members of ARU's member institutes must always:

- (vi) Avoid working alone with children and other vulnerable adults and plan work so that at least two adults are present when working with children.
- (vii) Avoid inappropriate physical contact with a child (based on local norms of behaviour)
- (viii) Listen to what Children and other vulnerable adults are saying and respond appropriately.
- (ix) Ensure all interaction is safe, is done in open space, appropriate and child-friendly language is used according to age, and sensitive to their feelings.
- (x) Immediately report any concerns relating to the safety of a child you are in contact with.

2.7.4 When working with children and vulnerable adults, ARU and its members must never:

- (i) Hit or otherwise physically assault, harm or abuse children.
- (ii) Develop physical/sexual relationships with children.
- (iii) Develop relationships with them that could in any way be deemed exploitative or abusive to children.
- (iv) Use language, make suggestions, or offer advice that is inappropriate, offensive or abusive to children.
- (v) Behave verbally or physically in a manner that is inappropriate or sexually provocative to children. This shall include but not limited to dressing in such a manner that exposes private parts to children.
- (vi) Have a child with whom you work with stay overnight at personal accommodation.
- (vii) Never do things for a child of a personal nature that children can do for themselves.

- (v) Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children and vulnerable adults to the exclusion of others.
- (vi) Allow allegations made by a child or concerns expressed by others about their welfare, to go unrecorded or not acted upon.
- (vi) Use any computer or other electronic device to view, download, distribute or create indecent or inappropriate images of and for children.
- (vii) Never take children and other vulnerable adults out of the designated residential area/institution without the express permission of the management or the person designated by management to grant such permission in writing as this may be tantamount to abduction of the child.
- (vii) Never share a bed and room with a child at whatever age.

2.7.5 Never spend more than the restricted time (20 minutes to 1 hour) with a child alone away from others. Environmental controls should be put in place such as open clear meeting rooms, clear panels in doors, and an appropriate distance of at least two metres.

2.7.6 ARU safeguarding policy prohibits the under listed forms of behaviours by its staff, members, contractors, suppliers, and service providers:

- a) **Harassment** constitutes but not limited to:
 - i Use of derogatory statements, abusive words or phrases, jokes, unwelcome pranks, slurs, negative stereotyping, threatening, and other intimidating or hostile acts.
 - ii Use of written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group and that is placed on walls, bulletin boards, email, or elsewhere at work premises, or circulated in the workplace; and
 - iii Display of symbols, slogans, or items that are associated with hate or intolerance towards any person.
- b) **Bullying** defined as persistent and repeated mistreatment of one or more targeted persons by one or more perpetrators, ARU prohibits any of, but is not limited to: Threats; intimidation; public humiliation/name-calling; persistent and unwelcome teasing; abuse or use of power to undermine, humiliate or denigrate; intentional work interference/sabotage; or stalking.



- c) **Sexual misconduct** includes unwelcome sexual advances, that may be verbal, physical, and visual.
 - i **Verbal:** ARU staff shall not make any sexual requests and use such statements of a sexual nature towards another person in exchange for any service or good including but not limited to jobs, appraisal, recommendations for promotion, assessment, and contract renewal.
 - ii **Physical:** includes all forms of unwanted and inappropriate leering, touching any person's body parts sexually, stalking of any kind, and other body physical contact associated with sexual misconduct other than those mutually agreed upon by consenting adults.
 - iii **Visual:** includes sharing or posting of images that create an offensive, hostile or intimidating environment or interfere with an individual's job performance. ARU staff shall not involve themselves in such acts but are not limited to displays of sexually explicit or demeaning materials such as offensive pictures, cartoons, symbols, or items in the workplace.
 - iv Sexual relations between staff/affiliates and program participants (of any age) are prohibited and are grounds for termination. The only exception is a consensual relationship between a staff member and a program participant; in such a case, the employee must fully disclose the relationship to their Supervisor, HR Manager, or Senior Management at the outset of employment or the relationship.
 - v All staff must always ensure their relationships with the program/activity, assignment and participants or potential program participants do not involve any form of exploitation or abuse.
- d) **Exploitation:** ARU Staff/Contractors/Partners/Service Providers shall not:
 - i Use force or other forms of coercion, abduction, fraud, deception, power, or position of vulnerability; or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person.
 - ii Take or otherwise receive any such offers, payments, or portions of payments that were originally meant for children and vulnerable adults.

- iii Use children to make any gain without a commensurate remuneration of the involved children. Such activities involving children for commercial entertainment, videography, and album recording are prohibited.
 - iv Profit monetarily, socially, or politically from the sexual exploitation of another staff and using children.
 - v Hire children under the age of 16 regardless of any perceived benefit to the child or family and prohibit from funding programs in which child labour, is occurring.
 - vi ARU staff, contractors, suppliers, and service providers must never promote child labour which deprives children of their childhood, their potential, and their dignity, that is harmful to a child's physical or mental development, depriving them of the opportunity to attend school, obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.
- e) **Abuse**
- i ARU staff are prohibited from any form of abuse to children and vulnerable adults.
 - ii Abuse is a deliberate act of ill-treatment that can harm a person's safety, well- being, dignity, and development. It takes such forms:
 - a) Sexual Abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
 - b) Physical Abuse: Non-accidental use of physical force that inadvertently or deliberately causes a risk of actual injury or suffering. Physical force includes but is not limited to hitting, shaking, kicking, pinching, pushing/pulling, grabbing, burning, female genital mutilation, torture, and other physical acts.
 - c) Emotional Abuse: Harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection, resulting in adverse effects on the behaviour and emotional state of an individual or the behaviour and development of a child or young person.



- d) Neglect/Negligent Treatment: Allowing for context and resources, the failure to meet the basic physical and/or psychological needs either deliberately or through the negligence of a child or individual under the responsibility of the Caregiver/Guardian. Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally-appropriate clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or providing inappropriate medical treatment (administering medication when not authorized); or failing to provide a safe physical environment (exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult and access to weapons or harmful objects).

2.7.7 Trafficking

- (i) ARU places a special focus on the anti-trafficking of women, youth and children, given their specific vulnerability and given the cruelty and perversity to which trafficked women, youth and children are particularly subjected and such;
- (ii) All ARU staff, members, agents, and affiliates shall not recruit, transport and or aid to transport or receive persons by means of deception, coercion, threat, or force for the purpose of exploitation such as for labour, organ removal, prostitution, and sexual exploitation.
- (iii) All ARU staff are prohibited from employment practices related to trafficking, including but not limited to:
 - a) Destroying, concealing, confiscating, or otherwise denying access to an employee's identity or immigration documents.
 - b) Using misleading or fraudulent practices to recruit employees such as failing to disclose key terms and conditions of employment or charging employees recruitment fees.
 - c) Using recruiters that do not comply with local labour laws or charging employees recruitment fees.
 - d) Failing to provide return transportation to any employee brought to ARU.
 - e) Providing or arranging housing that fails to meet host country housing and safety standards.

- f) Failing to provide a valid employment contract or work document where required by law.
- (iv) ARU prohibits staff from knowingly obtaining work-related goods or services that have been provided or produced by trafficked or forced labour.
- 2.7.8** Any staff, contractor, and ARU member institutes found to be in contravention of any of the above shall undergo the ARU disciplinary procedures.
- 2.7.9** For the avoidance of doubt in 2.7.6 above, any act of criminal nature shall be reported to police as ARU and its members have no jurisdiction to handle criminal matters.
- 2.7.10** In cases where civil and criminal procedures are initiated, ARU and its member institutes shall offer maximum support to the proceedings to guarantee justice to Children and other vulnerable adults and the accused ARU member or staff, contractors, volunteers and interns.
- 2.7.11 Mitigating Safeguarding Risks in Project Planning and Implementation**
ARU shall ensure that risk assessments are conducted for all programmes and activities involving children and other vulnerable adults or those having a direct impact on children. All programmes from design until exit will be evaluated to ensure that they meet the standards for safeguarding children.

2.8 Reporting and Response Protocol(s)

- (i) ARU shall adhere to the guiding principle of considering the best interest of the child where any form of child abuse is suspected or committed.
- (ii) All ARU staff and partners have the responsibility to report suspected, committed, or disclosed child abuse.
- (iii) Staff, families, Children and other vulnerable adults must raise concerns, confidentially, if necessary, about poor practice, unacceptable behaviour or actual/ potential abuse by ARU members/staff, contractors, volunteers, and interns. Each ARU member institute is obliged to develop step-by-step guidance on what action to take in all cases of whistle-blowing.
- (iv) For incidents reported or suspected by ARU staff, it is the responsibility of the staff member to notify their immediate supervisor within 24 hours. The immediate supervisor shall communicate to the appointed child safeguarding officer responsible for the safeguarding policy who shall act appropriately according to set the guidelines.



- (v) At each administrative level, more than one (1) alternative line of reporting shall be available. Any immediate supervisor informed of such a concern shall inform either the Chair of Child Safeguarding Committee, the Head of the institution or the Child Safeguarding Officer (CSO) rather than acting or making decisions on a course of action independently. This is to avoid important issues being dismissed as insignificant by the immediate Supervisor.
- (vi) If any parent, guardian, caretaker, and sponsor witnesses or have any information related to any form of child abuse, such a person has the duty to report the concern in accordance with this policy. However, cases of criminal nature are to be reported to the police or any other mandated government authority.

2.8.1 All Allegations of Breaches of this Policy shall be Dealt with as follows:

Apart from an informal verbal warning, ARU staff and representatives have the following rights in relation to disciplinary action:

- a) To be informed of allegations of misconduct to be addressed at any disciplinary hearing.
- b) To be accompanied by a work colleague or an advocate.
- c) To appeal against any disciplinary action. Representatives shall always be given as much information as possible regarding the allegations of misconduct.
- d) At each stage of the disciplinary procedure, right of appeal by putting reasons in writing to the responsible party within fourteen (14) days of receiving written confirmation of the disciplinary decision shall be upheld.

2.8.2 Reporting Child Abuse by Someone Inside ARU and its Member Institutes

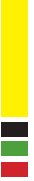
Reporting of child abuse can be done by any person in writing to the designated child protection officer. If a person suspects that a child is being abused by a staff member, teacher or volunteer, or any other person within or outside the ARU's Institutions, the following procedure is applicable:

- e) The person reporting should note the date and time the abuse or neglect was identified.

- f) The case shall be reported to the CSO designated to handle such cases, who is responsible for maintaining a register of allegations and coordinating appropriate responses with the safeguarding investigation committee and/or management.
- g) If one suspects that the designated CSO is the perpetrator of the abuse or neglect, then a report should be submitted to the next level of management according to the outlined reporting and decision-making structures within the institution.
- h) The child protection committee is responsible for conducting thorough investigations regarding allegations of abuse and take appropriate action to protect the child from further abuse and to apprehend the perpetrator in line with national legal procedures depending on the nature of abuse.
- i) At the institute level, the Major Superior is responsible for ensuring that all credible allegations are investigated, logged, and tracked in the reporting database.
- j) Any child abuse cases that are criminal in nature and therefore outside the mandate of the organization's child protection committee must be reported to the relevant government body such as police, for formal investigation and action.

2.8.3 Reporting Child Abuse by Someone Outside ARU and its Member Institutes

- (i) The management of ARU and its affiliates shall remain open to reporting of abuse and neglect of Children and other vulnerable adults under their care by persons other than the staff and volunteers of their institutions. Hence ARU affiliated institutions shall act on any concerns raised by children, parents, and community members outside the boundaries of the institution in question. Similar procedures for investigations and responses shall be followed just like if the reporting was made by an institutional staff member or child.
- (ii) All such required reporters should report all concerns through any of the following channels; designated Safeguarding focal person at the following levels:
 - a) ARU Secretariat.
 - b) Institute.
 - c) Institutions (childcare, schools, health facilities etc).



- (iii) Each of the designated safeguarding focal persons shall be provided with an independent mobile phone and the number, open a separate email account and publicize them to the community.

2.8.4 Disclosure of Abuse by Child

- (i) If a child discloses a case of abuse to a staff member or volunteer, the staff member or volunteer has the obligation to listen carefully and take seriously what the child is reporting rather than dismiss it.
- (ii) Explain to the child that the information would be shared with the responsible people that need to take action in order to prevent further abuse and harm.
- (iii) Report to the designated CSO within the institution.
- (iv) Use the reporting format without altering the meaning of words that the child used in describing the situation. As much as possible use the child's own words.

2.8.5 Responding to Allegations of Abuse and Neglect against a Staff Member

- (i) All complaints or allegations made against any staff member or volunteer shall be promptly and carefully investigated and appropriate action taken depending on the nature of the case. If the case is criminal and cannot be handled through the internal mechanisms of the institution, prompt reporting to the relevant government authority shall be made, without any exception, so that proper investigation and action are taken.
- (ii) Any staff member, or volunteer found to have abused a child shall be subjected to immediate disciplinary action, which may include dismissal following thorough investigation and affording the alleged perpetrator a fair hearing. Relevant legal action shall be taken against any staff member, or volunteer accused of child abuse.
- (iii) ARU member institutes shall ensure that there are proper procedures for dealing with complaints and whistleblowing against a staff member or volunteer or any other person suspected of abusing or neglecting a child so that necessary support is given to the person reporting the case whilst fair hearing is assured to the suspected perpetrator.

2.8.6 Responding to Allegations of Abuse and Neglect against a Person Outside ARU and its Member Institutes

- (i) If a person outside of the institution is the purported perpetrator of abuse, then ARU shall work with the local authorities to ensure that appropriate investigations and actions are taken depending on the nature of the reported case.
- (ii) If the case is of a criminal nature, the CSO shall promptly report to police or any other relevant government authority in respect of actual harm to a child or a risk of harm to a child so that formal investigation and legal procedures are followed.
- (iii) In all cases of child abuse that require investigation by a relevant government body including police, the staff and management of ARU member institutions are expected to fully cooperate with police and/or any other authorized body or person for proper investigations.

2.8.7 Responding to Abuse of Children against Children

Cases involving child to child abuse, similar steps shall be followed as outlined in 2.8.8 ii. When responding to abuse against a child;

- a) Do no harm to any child? Avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reminds a child's pain and grief from traumatic events.
- b) Ensure that the child and guardian know they are talking with you. Explain the purpose of the interview and its intended use.
- c) Do not ask children and other vulnerable adults to tell a story or take an action that is not part of their own history.
- d) Obtain permission from the child and the child's guardian for all interviews, videotaping and documentary photographs. When possible and appropriate, this permission should be in writing.
- e) Pay attention to where and how the child is interviewed. Limit the number of interviewers. Try to make certain that a child is comfortable and able to tell her/ his story without outside pressure, including pressure from the listener.
- f) If a child discloses bad practice during an interview (such as abuse, criminal activity or a violation of any, the person carrying out the interview should know the local procedures for reporting this.



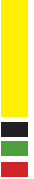
2.8.8 Guidelines for Reporting on Children and Vulnerable Adults

- (i) Do not further stigmatize any child. Avoid categorizations or descriptions that expose a child to negative reprisals including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.
- (ii) Always provide an accurate context for the child's story or image.
- (iii) Do not give any information that could lead to a child being identified or traced.
- (iv) Always change the name and obscure visual identity of any child who is identified as:
 - a) A victim of sexual abuse or exploitation;
 - b) A perpetrator of physical or sexual abuse;
 - c) Charged or convicted of a crime;
 - d) A current or former child combatant;
 - e) HIV positive, living with AIDS or has died from AIDS, unless the child, a parent or a guardian gives fully informed consent
 - f) Any child who does not wish to be named and identified, or whose parent/ guardian does not wish the child to be named and identified.
- (v) Do not change a child's identity when it is important to the child. In certain cases, using a child's identity – name and/or recognizable image – is in the child's best interest; however, when a child's identity is used, she or he must still be protected against harm and supported through any stigmatization or reprisals.
- (vi) When changing a child's name to protect their identity, ask them at the time of the interview what name they would prefer to be used. If the child does not state a preference for a certain name, work with someone from the community to select a name that is culturally appropriate given the child's gender, ethnicity, and religious background. Whenever possible, choose a name that is short and easily pronounced or understood by an audience that may be unfamiliar with the child's culture.
- (vii) Confirm the accuracy of what the child has to say, either with other Children and other vulnerable adults or an adult, but preferably with both.
- (viii) When in doubt about whether a child is at risk, report on the general situation for children who are vulnerable rather than on an individual child, no matter how newsworthy the story may be.

2.9 Confidentiality

Confidentiality according to ARU refers to handling children's information including cases of child abuse secretly and discretely in order to protect both the victim and perpetrator. ARU believes that both parties involved have a right to privacy which should not be infringed upon. Persons involved in handling child abuse cases shall undertake the oath of confidentiality. The following policy provisions shall be observed:

- (i) Before information is shared, the parent or guardian's consent and where appropriate, depending on the age and developmental stage of the child, a child's informed assent should be gained. This includes for example information relating to the child's health status.
- (ii) In any matters where a staff member is uncertain about the limits of confidentiality, they should seek guidance from management of the institution before discussing the matter with any other persons.
- (iii) Taking of images of Children and other vulnerable adults either digitally or otherwise for promotional purposes should not be allowed without formal permission of management, parent and/or guardian of the child, and where appropriate the child's informed consent, depending on their developmental stage. This permission should be granted in writing.
- (iv) The identity or picture of the victim should be concealed from the public by ARU and its member staff.
- (v) In responding to child abuse cases, confidentiality shall be ensured by discretely handling the cases. Information on the case of child abuse, including the status of the child suspected of being abused shall be disclosed only to the key parties concerned in resolving the case. Depending on a particular institution, such persons might include.
 - a) CSO or the person designated to handle child protection cases within the Institution.
 - b) The child protection committee members set up to respond to that particular case.
 - c) The witness of the child abuse.
 - d) The parents or concerned guardians directly responsible for the abused child.
 - e) The Counsellor, Social Worker or Medical personnel who is directly involved in offering support and treatment to help the child overcome the trauma and damage caused by the abuse to the victim.



- (vi) Both the alleged perpetrator and the child suspected to have been abused have the right to confidentiality, within the limits of the law.

2.9.1 Confidential Record Keeping

- (i) ARU and its subsidiary Institutions shall ensure secure records of every child, with limited access to unauthorized persons and strictly prohibit passing on of information to third parties unnecessarily.
- (ii) In case of abuse and mistreatment, a record of the abuse shall be recorded by the designated CSO within the institution. Each case should be kept in a separate folder, digitally or otherwise, and only accessible to parties directly engaged with the case.

2.10 Non-Retaliation

- (i) ARU and its staff are prohibited from retaliating in the form of an adverse employment action or harassment - against any individual reporting an allegation in good faith or participating in an investigation.
- (ii) Any form of retaliation may result in disciplinary action up to and including termination.

2.11 Appropriate Disciplining, Counselling and Guidance of Children

- (i) ARU recognizes and appreciates the fact that children and other vulnerable adults need to be disciplined and appropriately guided in order to develop into responsible, fulfilled adults. However, we also recognize that sometimes abuse can occur under the cover of disciplining a child.
- (ii) Discipline should involve not only pointing out and attempting to correct the wrong but also loving instruction that protects a child's esteem. Negative forms of discipline which violate the rights of the child are prohibited.
- (iii) In line with the law, corporal punishment as a form of discipline is not allowed under any circumstances. Alternative forms of discipline should be adopted. Alternative forms of discipline can include for example: depriving a child of play for a specified period of time, sending the child to bed earlier than usual, giving extra work to a child commensurate with his or her age and ability.

2.12 Responding to Children and Other Vulnerable Adults with Special Needs and Other Peculiar Situations

- (i) Management and staff of institutions run by ARU understand that whilst all children and other vulnerable adults are exposed to abuse, children with different forms of physical or mental disabilities have special needs that should be understood and responded to.
- (ii) At risk are Children and other vulnerable adults living with HIV and other chronic conditions, children affected by armed conflict, refugee or displaced children, juvenile offenders, and child mothers among others. Extra attention and care should be taken to prevent and identify any risks to harm such children.

2.13 Management and Transitioning of Separated Children

- (i) ARU promotes childcare reforms (A family is the best place for a child to grow to its full potential) and thus all ARU Childcare Institutions shall follow a systematic process of resettling a vulnerable child from an institutional care facility as outlined in subsections (ii-ix) hereunder;
- (ii) Assessment and planning:
 - a) Conduct a thorough assessment of the child's /family needs, vulnerabilities, strengths, and preferences.
 - b) As much as practically possible, ARU shall Involve relevant stakeholders, including social workers, child protection professionals, psychologists, and the child (if appropriate).
 - c) Develop an individualized care plan that outlines the specific steps and goals for the child's re-settlement which addresses the child's physical, emotional, psychological, educational, and social needs.
 - d) Collaborate with social workers, counsellors, civil, faith-based structures, and other professionals to provide the necessary services and support the child requires, both during the transition and afterwards.
- (iii) Identification and family tracing of suitable placement for reunification:
 - a) Where the child has family members, assess their living situation, willingness, and capacity to care for the child before family reunification.



- b) Where there are no family members, trace and or identify a suitable alternative placement that meets the child's needs. This could include kinship care, foster care, or depending on the child's circumstances and best interests.
- c) Provide necessary support and interventions to address any challenges that may hinder reunification, including but not limited to extreme poverty, and inadequate basic needs.
- (iv) Preparation and Support for both the child and receiving family:
 - a) Prepare the child for the transition by explaining the process in age-appropriate language and addressing any concerns or fears.
 - b) Offer counselling and emotional support to the child to help them understand and cope with the transition.
 - c) Provide training and guidance to the receiving family or caregivers on the child's needs, trauma-informed care, and positive parenting techniques and economic empowerment.
- (v) Legal and administrative processes:

All necessary legal and administrative procedures shall be adhered to, including obtaining required approvals and documentation for the resettlement.
- (vi) Health and education continuity:
 - a) The child's healthcare needs shall be communicated to the receiving family including medical records, medical appointments, and ongoing medical treatments.
 - b) Coordinate the process of a child's education and development in an appropriate school and ensure a smooth transition by coordinating with educational institutions.
- (vii) Family Reunification (if applicable) or placement in an alternative of care:

The Childcare Institution's staff in collaboration with the government and faith-based structures shall resettle the child to the identified and prepared family.

(viii) Long-term Support after resettlement:

- a) Re-settlement is an ongoing process that shall require follow-up for a specified period depending on the case.
- b) coordinate the process of partner and community engagement to support the child and family's development needs.
- c) Coordinate the process of child reintegration in families and communities.
- d) Undertake evaluation of the resettled child and the family to inform case closure.
- e) Case closure: Evidence-based case closure shall be fully documented.

2.14 Communication Protocols

ARU Safeguarding Policy is a public document. Hence, ARU and its affiliated institutions shall make available information about this Policy to staff, children, parents, caregivers, guardians and any person or entity that may wish to access it. ARU encourages dissemination of the policy in a language and format that is easily understood and accessible to the target groups.

- (i) A simplified child-friendly version in line with their ages and ability shall be produced.
- (ii) Communicating with children in part or all of staff work includes communicating with children through professional channels such as work email address or an official social media account. Personal social media accounts should never be used to conduct activities, especially when it relates to communications with children.
- (iii) Children and other vulnerable adults should be made aware of their rights, what constitutes child abuse, exploitation and neglect and clearly explained where to report to or seek advice from, if abused in any way.
- iv) ARU staff including representatives and visitors should never take inappropriate photos or videos of children.
- v) All media information (electronic and print) taken should be relevant to the work of ARU and not for personal use.
- vi) As far as is practically possible, photographic and/or filming equipment should not be used without the assent of the child or the consent of the parent or guardian.



2.15 Ramifications of Misconduct

- (i) It is mandatory that all ARU and member institutes' personnel read, understand and sign this Policy. Failure to adhere to this Policy will be dealt with in accordance with ARU human resource manual, institutions disciplinary procedures and the national laws of Uganda.
- (ii) ARU takes child safeguarding seriously and shall implement the Policy and procedures. In the event of violation of the policy, disciplinary measures shall be applied. However, ARU shall not handle any cases of a criminal nature.
- (iii) If a staff member or volunteer becomes directly involved in any child abuse allegation, or reports the involvement of another person as allegedly involved in child abuse, ARU shall act in accordance with the law to safeguard children and other vulnerable adults to ensure justice is administered.
- (iv) In the event that the accusation made is against the Major Superior, the matter shall be reported to ordinary for further investigation and management
- (v) During the investigation process, reasonable efforts should be made to contact the caretaker of the child(ren) identified in the report or known to be put at risk of or actually harmed within ARU's programmes.
- (vi) Representatives covered by this policy must cooperate fully with any investigation or inquiry by ARU. All conversations pertaining to the investigation will be properly documented.
- (vii) Upon conclusion of the investigation, appropriate action(s) shall be taken in accordance with guidelines in each institution.

2.16 Monitoring, Evaluation, Assessment & Learning (MEAL)

- (i) ARU shall develop appropriate tools to ensure that research and MEAL activities are conducted in an ethical manner and also in accordance with the law.
- (ii) Ongoing monitoring and evaluation shall be a vital component of ARU's programs and activities involving children and other vulnerable adults to guarantee safety and welfare of children.
- (iii) Records of child safeguarding incidents reported throughout the year will be evaluated annually, as part of the monitoring and evaluation process.
- (iv) ARU shall undertake risk assessments for interventions so as to remain



aware of emerging threats and risks to the safety of children and other vulnerable adults to devise appropriate responses aimed at the best interests of the children.



APPENDICES

Appendix 1. Child Protection (From the Canon Law Point of View)

1. Protection of Child's Life

A child's life begins at conception, and it is protected against any form of violence. The law against abortion stands out very clearly and stringently. Abortion is a direct and deliberate ejection of the living foetus from the womb any time after conception by whatever means that is used. A person who procures a completed abortion, incurs a *latae sententiae* excommunication (cf. c. 1398). *Latae Sententiae* means "automatic sentence". The law is that stringent because of the delicate nature of the foetus (extremely fragile and defenceless), and the sanctity of human life, which already exists in it. So it calls for a scrupulously severe law.

A person who has procured a completed abortion and all those who have positively cooperated in it, are irregular for ordination at any grade (i.e., diaconate, presbyterate, and episcopate). A member of a Religious Institute who has procured a completed abortion is to be dismissed from the institute (cf. c. 695, par. 1). This is also applicable to a member of a Society of Apostolic Life (cf. c. 746).

2. Protection of the Child and End of Marriage

Even before conception, a child has the rights to come into existence and to be brought up and cared for, even before the right to live. These rights have to be safeguarded and protected. The ends of marriage are not only the goods of the spouses, but also those of their children, which include procreation, education and upbringing of their children.

When getting married, the spouses are not supposed to exclude procreation, upbringing and education (formal, spiritual, moral) of children born of that wedlock or legitimized by their marriage celebration. In fact, the exclusion of procreation and child upbringing, from a marriage, renders its celebration invalid, so null and void, as if not celebrated at all (cf. c. 1055, par. 1). If this safeguard was not put in place, some people would marry simply for the sake of pleasure, or would disregard the needs and good of their children.

3. Protection of the Children and of Previous Marriage(s)

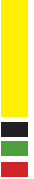
When a couple is preparing for church marriage, Canon Law pays keen attention to the good and protection of children born of previous marriage (cf. c.1071, par. 1, n. 3). This is to ensure that the marriage which is going to be celebrated shall not create unfair and unfavourable situations and agonizing experiences for those children. In fact, the Parish Priest is to be convinced that the couple-to-be shall guarantee that the rights and needs of those children and shall be protected.

4. Child Protection through Legitimization

- (i) Children born of a valid Church Marriage are legitimate by the fact of that union of their parents. This legitimization gives them rights to proper of membership of the Christian family, including rights to sacramental life (cf. cc. 913, par. 1; 914; 868) and spiritual life in general.
- (ii) Careful in protecting the rights of children, the Church has established with a norm that, a child is presumed legitimate who is born at least 180 days after the date the marriages was celebrated or within 300 days from the date of the dissolution of the conjugal life (cf. c. 1138, par.2).
- (iii) Legitimated children and vulnerable adults (legitimated by the Church marriage of parents) are equivalent to legitimate children in all aspects, unless the law has expressly provided otherwise (cf. c. 1140). For this reason, their rights and needs are protected by law as children of that family.
- (iv) Children who are adopted in accordance with the civil law are considered by the Church the children of that person or those persons who have adopted them (cf. c. 110). So, they are legitimate children of those persons. Their rights and needs are protected by the law.

5. Moral and Civil Obligations of Parents Towards Children

In an ecclesiastical court of law, while passing a sentence, the Judge is to remind the parties in conflict (spouses) of their moral and even civil obligations which may bind them, among others, toward their children to furnish support and education (cf. c. 1689).



6. Child Protection after the Separation of Parents

- (i) After the separation of the spouses has taken place, the adequate support and education of the children must always be suitably provided for (cf. c. 1154). The separation of the spouses can leave their children in confusion and dilemma. Some children may end up without assurance for food, shelter, health care, education and security. The Church demands that the separating spouses put in place provisions for the needs of their children who may end up being with one of the parents or split up.
- (ii) The issue is considered so serious that, the decision of handling the case is made only by the Congregation for the Doctrine of the Faith [cf. Burke John, A Dictionary of Canon Law, Don Bosco Publications, Akure – Nigeria (2006)].

7. Child Protection through Provision of Integral Growth

Parents have the gravest duty and the primary right to take care as best as they can for the physical, social, cultural, moral, and religious growth, education, and development of their children and Vulnerable adults (cf. cc. 1136; 226, par. 2; 793-975). Parents are to ensure that children grow up strong and healthy, happy and upright, religious and God-fearing, and indeed, people of integrity.

8. Child Protection against Sex Offences

The Code of Canon Law is most explicit on this issue in regard to offences committed by clerics. Because of the seriousness of the need for child protection and the gravity of the offences against children's innocence, the Church prescribes some of the severest penalties. A cleric who has committed an offence against the sixth commandment of the Decalogue with a minor below the age of eighteen years, is to be punished with just penalties, not excluding dismissal from the clerical state, if the case so warrants (cfr. Vademecum n. 3).



Appendix 2. Declaration and Commitment Form

ASSOCIATION OF RELIGIOUS IN UGANDA
SAFEGUARDING POLICY
DECLARATION AND COMMITMENT FORM

I(Full Name) hereby
declare that I have read and understood ARU Safeguarding Policy and agree to
abide by its provisions.

Print Name -----

Signature -----Date -----

In the Presence of -----(Full names and title)

Signature -----Date -----

Filed on-----



Appendix 3: ARU Self-Declaration Form (New Staff)

POSITION: -

DATE: _

Have you ever been the subject of a substantiated misconduct investigation?
concerning harassment, exploitation, or abuse? (Circle one)? Yes No
If you answered YES to the above, please explain.

By continuing with this application, I declare that the above information is
accurate and if the present offer of employment is confirmed, I will notify ARU
should there be changes to the information I have attested to in this form.

Initial _

By continuing with this application, I am providing ARU consent to verify with
my previous employers that the information I have provided regarding previous
substantiated misconducts accurate.

Initial _

I understand that any misrepresentation or willful omission of facts on this form
regardless of when discovered, may be cause for dismissal.

Initial _

I confirm that the information I have provided is true.

Candidate's signature

Date



Appendix 4: Child Abuse Reporting Form

Please complete all sections of this form. Complete each item with information known by you that may be pertinent to the suspected abuse/neglect. If there are items for which you have no information, please complete with “Unknown”. It is not necessary for you to try and get all information requested

1. Details of child (ren)

Name	Location	Language spoken	Sex	Age

2. Details of Parent, Guardian or Caregiver

Name (s)	Location	Language spoken

3. Emergency contact(s) for children reported:

Please list the emergency contact information for all of the reported children, including contact name, relationship, and contact number information.

Emergency contact (s)/Name (s)	Relationship	Contacts

4. Details of Child abuse reported

Report Date:

Incident details	Response
Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved	
Name(s) of staff/volunteer involved	

- a) Has reporter informed caregiver of report? Yes No
- b) What is the reporter’s relationship to the child (ren)?
.....
- c) How and when did this child (ren) victim come to your attention?
.....



- d) What is the nature and extent of injury, abuse, maltreatment or neglect? Please list any prior evidence of same and/or other worries regarding danger to the child (ren). (Please cite the source of this information if not observed first-hand.).....
- e) RELATED CONCERNS: Please check all (x) that apply Please categorize the incident;
- ☐ f) Physical violence
 - ☐ g) Sexual offence
 - ☐ h) Serious emotional or psychological
 - ☐ i) Abuse serious neglect

Others specify.....

- j) DESCRIPTION OF RELATED CONCERNS: Please include additional information to further understand the concerns checked above. If there are concerns related to domestic violence, please also list any information that will help caregiver make safe contact with the family, work schedule, place of employment and daily routines for the adult victim.

.....

- k) If known, please provide the name(s) and address, phone number, DOB/ age, relationship to child, and language spoken of the person(s) responsible for the injury, abuse, maltreatment or neglect and/or any other information that you think might be helpful in establishing the cause of the injury, abuse, maltreatment or neglect.

.....

- i) What are the circumstances under which the reporter became aware of the injury, abuse, maltreatment or neglect? Please include information on dates and timeframes for when the injury, abuse, maltreatment or neglect occurred.

.....

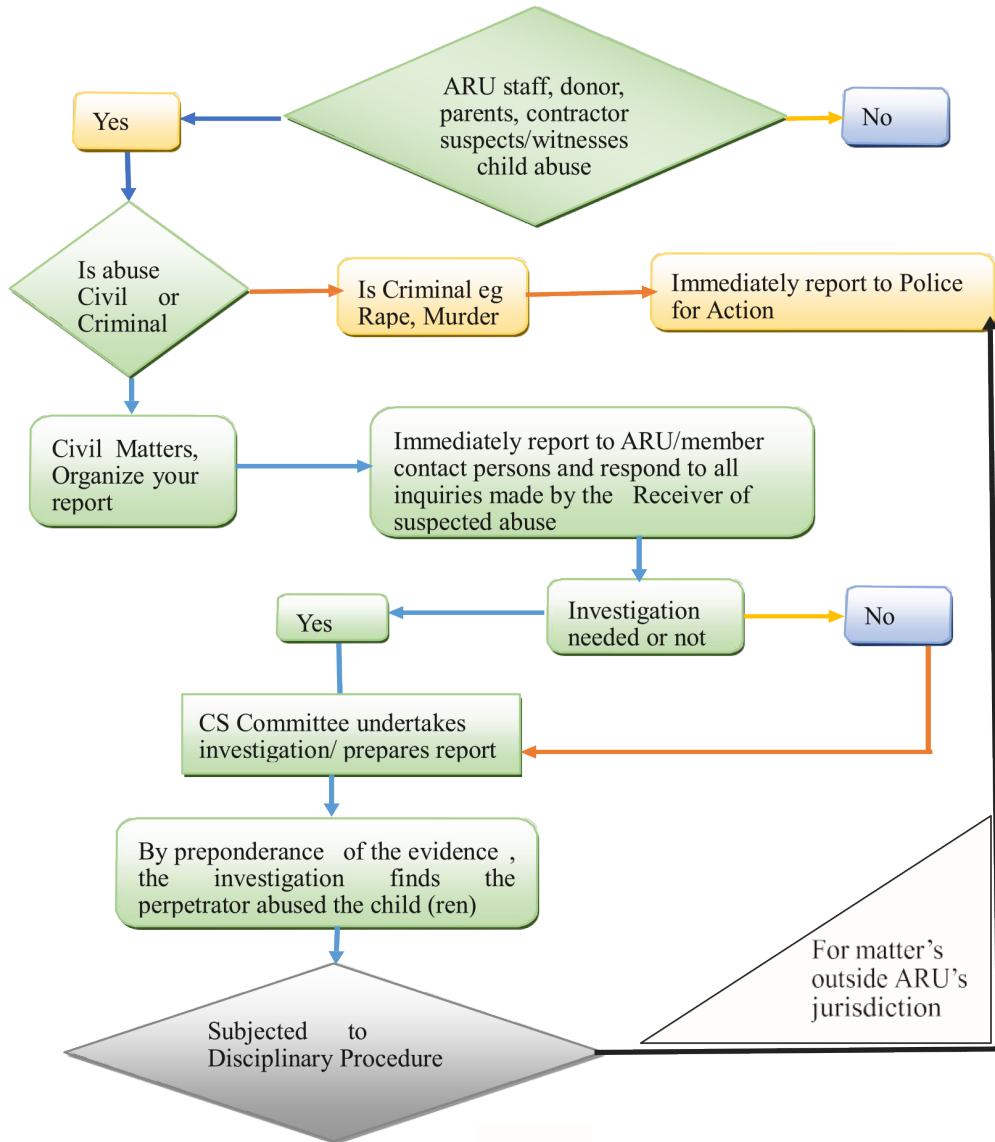
- k) What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with the situation?

.....

5. Incident reporter wishes to remain anonymous? (Mark with an „X“ as applicable) Yes
No

Signature of Reporter:.....Date

Appendix 5: ARU Child abuse Reporting Flow chart





Appendix 6: Supplier and Service Provider Code of Conduct

I.....As a supplier/service provider of ARU, commits to the following:

Prohibit all forms of exploitation and abuse (including sexual exploitation and abuse, trafficking in persons, involuntary and child labor). All sexual activity with a child - defined as persons under 18 years of age - is considered sexual abuse regardless of local age of consent.

Not recruit or employ children under 15 years of age. Not recruit or employ children under 18 years of age for work that is mentally or physically dangerous or interferes with schooling.

Ensure systems are in place to actively prevent, address, and respond to exploitation and abuse.

Provide accessible and confidential reporting options for employees and other stakeholders to report concerns or suspicions of any forms of exploitation and abuse described above.

Commit to protecting reporters or whistle blowers from retaliation.

ARU reserves the right to conduct due diligence audits or assessments to monitor compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns identified.

Should you become aware of any suspected cases of exploitation or abuse as it relates to the implementation of this agreement, ARU requires you to report through any of the following channels:

Designated Safeguarding Officer Email: xxx

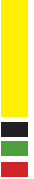
Phone/hotline:

ARU reserves the right to terminate any relationship for non-adherence to the above- mentioned requirements.



Appendix 7: Safeguarding Clause for Sub-recipients

- (i) In addition to complying with any donor required reporting, I..... herein referred to the sub- recipient must immediately report to ARU any credible: -
 - a) Allegations involving exploitation and/or abuse - including trafficking of persons, forced or child labor - that relates to programming or staff funded by ARU ably be expected to impact the relationship between the
 - b) Allegations that are not directly related to programming or staff funded by - *ARU* but could reason (sub-recipient and ARU or the reputation of..... (the sub-recipient) or *ARU*.
 - (ii) Following the reporting of an alleged deems safeguarding violation, the sub-recipient will fully cooperate with *ARU* to undertake any investigative or corrective actions *ARU* appropriate.
- Failure to comply with this provision and all the provision of ARU Safeguarding Policy (copy attached) may result in termination of this Agreement without penalty to *ARU*



Appendix 8: Forms and Definitions of Abuse and Neglect

Form of abuse	Brief explanation
Physical abuse	<ol style="list-style-type: none"> 1. Physical abuse is the inappropriate use of violence or physical strength against a child. It includes hurting or injuring a child, and incorporates inflicting pain. 2. A common illegal form of physical abuse is corporal punishment. It means any punishment in which physical force is used and intended to cause some degree of pain or discomfort, or punishment which belittles, humiliates, scapegoats, threatens, scares or ridicules the child. 3. Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts and paddles). <p><i>Possible physical indicators:</i></p> <ul style="list-style-type: none"> i) Unexplained bruises i) Burns and/or fractured bones <p><i>Possible behavioral indicators:</i></p> <ul style="list-style-type: none"> (i) Showing wariness or distrust of adults (ii) Wearing long sleeved clothes on hot days (to hide bruising or other injury) (iii) Fear of specific people (iv) Unexplained absences (v) Academic problems

Form of abuse	Brief explanation
Emotional and psychological abuse	<ol style="list-style-type: none"> 1. Emotional abuse occurs when the behaviour or words of a person have a negative effect on the emotional development (intelligence, memory, perception, attention, language and moral development) of the child. It involves verbal and emotional attacks on the child, and the child is threatened and sometimes isolated. 2. It also involves the continuous, repeated and inappropriate reaction to the child's emotional needs. Emotional abuse also includes emotional neglect, which occurs when the child does not receive appropriate attention for healthy emotional, psychological and social development or when the caregiver allows inappropriate behaviour in the child. 3. Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory namecalling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behavior of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviors. <p><i>Possible physical indicators:</i></p> <p>(i) Delays in emotional, mental, or even physical development (ii) Physical signs of self-harming.</p> <p><i>Possible behavioral indicators:</i></p> <p>(i) Exhibiting low self-esteem (ii) Exhibiting high anxiety (iii) Displaying aggressive or demanding behaviour (iv) Being withdrawn, passive and/or tearful(v) Self-harming</p>



Verbal Abuse	<ol style="list-style-type: none">1. Verbal abuse includes communication by words which include derogatory name calling by adults or other children, negative criticism, yelling as a form of discipline, vocal tones, and negative body language and attitudes, which demean a person's worth, threatening, ridiculing and constant criticism.
Form of abuse	Brief explanation
Spiritual Abuse	<ol style="list-style-type: none">1. Spiritual harm can result when a person misuses his or her spiritual authority to negatively control, manipulate or dominate a child seemingly for godly purposes but in fact for their own interest, but not in the best interest of the child.
Sexual Abuse	<ol style="list-style-type: none">1. Sexual abuse is the exploitation of a child for the sexual gratification of an adult.2. A child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s).3. It can include making sexual comments to a child, engaging children and Vulnerable adults to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child, and engaging a child to view pornographic material in any formats.4. Sexual abuse is said to have occurred whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to the behaviour.

5. Sexual offences occur when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, and penetration. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Possible physical indicators:

- (i) Presence of sexually transmitted diseases
- (ii) Pregnancy
- (iii) Vaginal or anal bleeding or discharge

Possible behavioral indicators:

- (i) Displaying sexual behavior or knowledge that is unusual for the child's age
- (ii) Difficulty sleeping
- (iii) Being withdrawn
- (iv) Complaining of headaches or stomach pains
- (v) Fear of specific people
- (vi) Showing wariness or distrust of adults
- (vii) Displaying aggressive behaviour

Form of abuse	Brief explanation
Child neglect	<p>1. Child neglect is the failure to provide for the basic physical, emotional and developmental needs of a child, in areas such as health, education, emotional development, nutrition, shelter and safe living conditions, which cause, or have a high probability of causing impairment to a child's health or physical, mental, spiritual, moral or social development. This includes the failure or omission to supervise and protect children and Vulnerable adults from harm as much as is feasible (Children's Act, 2016).</p> <p>2. Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.</p> <p><i>Possible physical indicators:</i></p> <ul style="list-style-type: none"> (i) Frequent hunger (ii) Malnutrition (iii) Poor hygiene (iv) Inappropriate clothing. <p><i>Possible behavioural indicators:</i></p> <ul style="list-style-type: none"> (i) Stealing food (ii) Staying at school outside of school hours (iii) Aggressive behaviour (iv) Misusing alcohol or drugs (iv) Academic issues
Child exploitation	<p>1. Child exploitation is the use of children who are vulnerable for someone else's economic or sexual advantage, gratification or profit, often resulting in unjust, cruel and harmful treatment of the child. It includes child labour and sexual exploitation among others¹</p>



**ASSOCIATION OF RELIGIOUS
IN UGANDA (ARU)**

SAFEGUARDING POLICY ADDENDUM

Prepared by: ARU Secretariat

Effective Date: 2025

This Policy Addendum outlines specific amendments and updates to the existing Association of Religious in Uganda (ARU) safeguarding policy 2024. It is designed to enhance clarity, address gaps in the recent revisions in safeguarding policy and ensure compliance with industry minimum standards. All staff are required to familiarize themselves with these changes and integrate them into their daily practices all the time and everywhere.

This addendum covers key areas including: Prohibition of all forms of exploitation including sexual exploitation, prohibition of exchange of money, employment, goods, or services/assistance for sex, including sexual favours, prohibition of child labour, mandatory reporting and standard global definitions of all terms used in the policy. Any discrepancies or questions regarding this addendum should be addressed with the Director ARU. Please ensure that you adhere to the updated policies as outlined in this addendum.

Revised sections

Exploitations including sexual exploitation: The Association of Religious in Uganda safeguarding policy explicitly prohibits all forms of exploitation and abuse, including (sexual) exploitation or abuse of program participants and community members by staff and affiliates.

This includes:

- The prohibition of any sexual relationships between staff and affiliates and beneficiaries that are exploitative (involve improper use of rank/abuse of power)
- The prohibition of facilitating or aiding another humanitarian worker to perform acts of sexual exploitation and/or abuse

Exchange of money, commodities and services for sex and sexual favours: The Association of Religious in Uganda safeguarding policy explicitly prohibits staff and affiliates from exchanging money, employment, goods, or services/assistance for sex, including sexual favours.

This includes:

- The prohibition of transactional sex/prostitution (even in countries where this is legal)
- The prohibition of exchanging of assistance that is due to program participants (providing program goods services to beneficiaries in exchange for favours including sexual favours)

Child labour: The Association of Religious in Uganda safeguarding policy specifically prohibits child labour which.

- Prohibits the employment of a child younger than 15 years on a full-time basis
- Prohibits all work that is mentally or physically dangerous/harmful or interferes with compulsory schooling
- Prohibits all hazardous work [1] for all children, including children aged 15-17 years. This includes construction and manufacturing work.

Reporting protocol: The Association of Religious in Uganda safeguarding policy explicitly requires staff and affiliates to report concerns or suspicions of sexual exploitation, abuse, child abuse, or trafficking of persons by a fellow aid/NGO worker (whether in the same agency or not). It is mandatory for staff to report any concern or incident of sexual exploitation, abuse, or trafficking of persons that they witness, are made aware of, or suspect.

Definitions of terms (addendum and the safeguarding policy): The policy provides definitions of all forms of exploitation, abuse and harassment covered in the organization's policies, in accordance with international standards. In addition to the ones in the policy, the definitions include and not limited to;

Child Labour: work that deprives children of their childhood, their potential and dignity. It includes work that is mentally or physically dangerous and/or interferes with their schooling.

Exploitation: the use of force or other forms of coercion, abduction, fraud, deception, abuse of power or position of vulnerability; or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person.

Service Provider: entity that provides services in exchange for payment, term most frequently used for specific categories of businesses such as consulting, legal advice, and telecommunications.

Sexual Exploitation: any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Harassment: a specific type of harassment (may be verbal, physical or visual) which can cross age and gender boundaries and may include unwelcome sexual advances; request for sexual favour; conduct or gesture of a sexual nature; or any other behaviour of a sexual nature that might reasonably be expected/perceived to cause offense/humiliation, and when such conduct interferes with work; is made a condition of employment; or creates an intimidating, hostile work environment.

Supplier: entity that provides goods or services to another business or directly to the customer.



Survivor: a person who has experienced or has been exposed to a safeguarding concern. “Survivor” is generally preferred in the psychosocial support sector – in contrast to the term victim - because it implies resilience.

Victim: a person who has experienced or has been exposed to a safeguarding concern. “Victim” is a term often used in legal and medical sectors.

Vulnerable Adult: individuals whose life circumstances (e.g. poverty, education), and/or as a result of discrimination based on physical or social characteristics (sex, disability, age, ethnicity, religion, sexual orientation, etc.), have a reduced ability to withstand the adverse impact of external stressors

Except as set forth in this addendum, all other terms and conditions of the policy remains unchanged and shall continue in full force and effect. This addendum is hereby incorporated into the policy and in the event of any contradiction between this addendum and the policy, the terms of this addendum shall apply.

Signature:

.....

Sr. Lydia, Apili Bwor, LSMIG
Secretary General

Date: 8th Feb. 2025

Revised
2024



ASSOCIATION OF RELIGIOUS IN UGANDA (ARU)



Old Gaba Road-Nsambya
P.O. Box 1589,Kampala(U)



+256 707 692 647 | 775 949 372



adminsec@aruconference.org

Website: www.aruconference.org