

WoMena Safeguarding Policy

April 2018

Introduction

WoMena seeks to empower children and young people and to serve in their best interest. We are committed to safeguarding these groups, including preventing and protecting them against any physical, sexual, emotional and psychological abuse, which could arise from WoMena's actions. WoMena acknowledges that all WoMena employees have a duty in this regard, particularly towards the children and young people with whom we work. WoMena takes seriously all concerns about sexual exploitation and abuse and any relevant complaints brought to our attention.

Purpose

The purpose of this policy is to:

1. Define what we consider violence, abuse or exploitation and in which cases this policy applies.
2. Outline the processes in place to prevent and effectively deal with any actions or behaviours of our employees related to violence, abuse or exploitation.
3. Ensure that all WoMena employees understand and are confident in meeting their responsibilities to safeguard children and young people.
4. Identify the means by which we inform the children and young people we work with of our responsibilities to prevent and respond to any harm against them from the actions/behaviours of our employees and the ways to report such incidents.
5. Identify the means by which we ensure all partner organisations understand WoMena's safeguarding procedures and expected behaviour of their staff.

Definitions and Applications

By violence, abuse or exploitation we mean any actions that include deliberate use of force on a child's body, any form of sexual assault including inappropriate touching and any form of emotional abuse including persistent attacks on a child's sense of self e.g. isolation, intimidation and humiliation. Exploitation is defined as the abuse of a child whereby the perpetrators benefit in some manner, be it monetarily, socially, politically etc. For this policy, a child is defined as anyone up to 18 years of age.

This policy applies to all WoMena employees, including international staff members, locally recruited staff members, volunteers, interns, and consultants. All individuals cited above, will be referred to as "employees" in the context of this policy. All employees are required to familiarize themselves with this safeguarding policy as well as the safeguarding code of conduct below, which should be signed as an attachment to employment contracts and volunteer agreements. The policy also covers any internal staff incidents or any incidents towards WoMena employees, which should be reported following the reporting guidelines as outlined in this policy.

"Workplace" includes any WoMena facilities, or any place where employees are present in the course of their official duties as directly linked to working for WoMena. "Partners and

associates” are defined as any organization or individuals that work in partnership with WoMena on a strategic, operational or implementation level to assist or direct in the execution of specific collaborating projects. All WoMena partners are expected to abide by WoMena safeguarding policy and to report any safeguarding incidents to WoMena’s safeguarding officer, as outlines in our standard partner MOU template.

Processes

Capacity building of staff:

1. The WoMena Program Office Manager will organize regular information sessions and/or relevant training on this topic within the Uganda office, with the aim of developing the capacity of our volunteers and employees to appropriately prevent, detect, report and respond to safeguarding concerns. Information sessions and training modules will be identified/follow a format developed by the Human Resources Team.
2. The Board will request for updates on an ad hoc basis from the Management Team regarding conduct of these activities.

Reporting:

1. WoMena will visibly display the safeguarding reporting flowchart in the Uganda office in an easily accessible area encouraging colleagues to report any issues (see Annex 1).
2. A Safeguarding Committee appointed by the Board, including a Safeguarding Officer, one full-time long-term employee from the Uganda Office, will receive reporting.
3. Employees will be encouraged to report the wrongful conduct of employees or partners to a supervisor, member of the Safeguarding Committee or the Board.
4. An anonymous reporting email (safeguarding@womens.org.uk) accessible via the WoMena website will be used to encourage reporting in sensitive cases. Emails will be directly forwarded to the Safeguarding Committee. The Safeguarding Reporting Form (see Annex 2) will be directly available through the accountability page on the WoMena website.
5. Partners will be informed of these reporting procedures by means of relevant clause in our standard partner MOUs.

Handling incidents:

In the event of safeguarding issues being brought to our attention, our Board will decide which of the following actions to take:

1. Safeguarding officer on ground and employee to monitor concern and review within an agreed time scale.
2. Discuss the concern informally with the school/parents/guardians.
3. Report to the appropriate authorities in Uganda as per instruction from the Board. These include the Office of the Prime Minister (when working within refugee settlement contexts), Uganda National Council for Science & Technology (UNCST) and the Uganda NGO Board.

Reviews & approvals:

The approval authority for this policy is the Board. WoMena will review our safeguarding policy at a minimum every three years.

VERSION CONTROL TRACKER

Version	Changes made	Approved by
April 2018	N/A	Board

WoMena Safeguarding Code of Conduct

April 2018

WoMena is committed to safeguard the rights and welfare of children and young people. All employees at WoMena have a duty to uphold the principles of our safeguarding policy. It is important for all employees and others in contact with children to be aware of situations, which may present risks, and act accordingly. This Code of Conduct applies to all WoMena employees, who will be requested to read it and by way of signature agree to abide by it. Failure to comply constitutes as an act of gross misconduct and is therefore considered grounds for termination of employment.

I agree to abide by the following:

1. Immediately disclose all charges, convictions, or previous safeguarding incidence related to my person, which occurred before or occurs during association with WoMena projects that relate to exploitation and abuse of a child or young persons;
2. Attend any information sessions or trainings as required by WoMena on safeguarding, child protection or sexual exploitation and abuse;
3. Adhere to the WoMena Safeguarding policy report any incidence with children, young people, their families or communities using WoMena reporting guidelines;
4. Create and maintain an environment which prevents the abuse and exploitation of children and young people, and take appropriate action to minimise risks to children and young people;
5. Always ask permission of the caregiver of the child before including the child in studies, interventions, trainings or any other type of WoMena work as per WoMena's guidelines regarding consent for research and programs;
6. When photographing or filming children for the purpose of WoMena's work, follow WoMena's photo consent policy;
7. Never abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm;
8. Never use WoMena resources to exploit or harass children or young people or access child exploitation material;
9. Never hit or otherwise physically assault or physically abuse children;
10. Never develop relationships with children which could in any way be deemed exploitative or abusive;
11. Never engage young people in any form of sexual activity, which involves the exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.

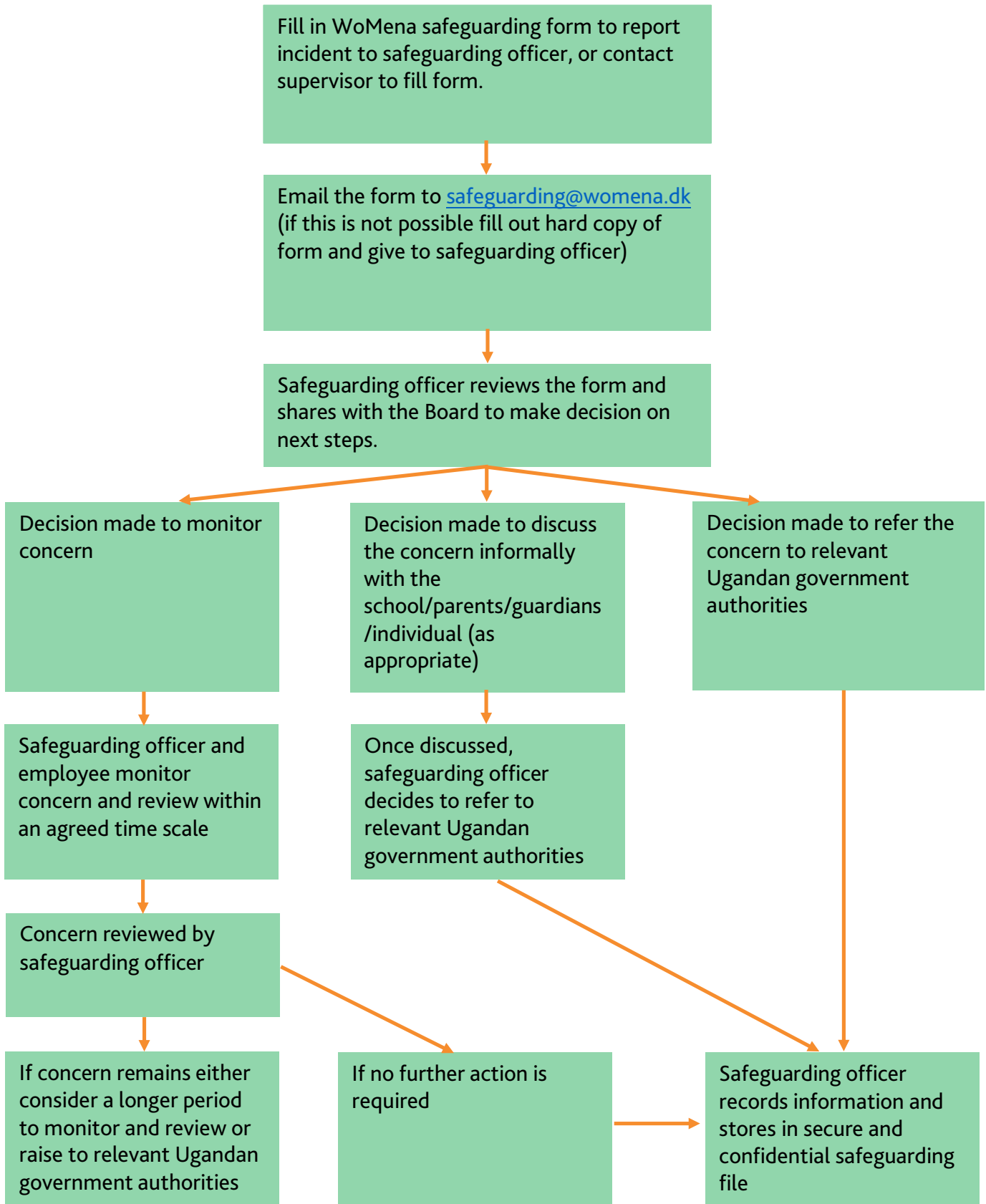
The above is not an exhaustive list. Employees, associates, and partners should consider all related actions and behavior which may compromise the rights and safeguarding of children and young people.

Signature of WoMena Employee

Name of WoMena Employee

Date

Annex 1: Flowchart: Raising safeguarding concerns at WoMena



Annex 2: Safeguarding Reporting Form

Please note the information below will be treated in strict confidence by WoMena's Safeguarding Committee

Your name:
Your position:
The project name:
Child's name:
Child's school (if appropriate):
Date and time of incident:
Your observations:
Recording of actual details – including any personal statements from the child and any responses:
Action taken so far:
Date and time reported to member of staff:
Signature of person completing form:
Date:
Please forward this form to the designated Safeguarding Officer.