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# KOL CHILD PROTECTION POLICY



## CHILD PROTECTION POLICY

C/O KOL BOARD  
KIDS OF LIGHT-UGANDA  
[www.kidsoflight.org](http://www.kidsoflight.org)

## PRE-AMBLE:

Kids of Light-Uganda embraces genuine principles of effective child nurturing and empowerment underpinned in this policy:

- a) The child or youth we care for must always be paramount. Where a child or youth is disabled or has special needs these must be taken into consideration.

A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict, the child or young person's interests must always come first.

Children have the right to be heard, to be listened to and to be taken seriously. Taking account of their age and understanding they should be consulted and involved in all matters and decisions which may affect their lives. Where a child or young person has a disability, specialist assistance should be sought to achieve this.

Guardians /Caregivers have a right to respect and should be consulted and involved in matters which affect their family.

Actions taken to protect the child or young person (including investigation) should not in themselves be abusive by causing the child or young person unnecessary distress or further harm.

Kids of Light-Uganda places the well-being and safety of children at the core of its being. The organization takes cognizance of the vulnerability and has designed tailored programs to safeguard their needs. .

All staff receive training in Child Protection and are aware of their duty of care. Staff shall receive copies of the Child Nurturing and Empowerment Policy.

Staff shall undergo training in relation to the signs and symptoms of abuse, disclosure and confidentiality, record keeping and procedures to be followed in recruiting and supporting a child.

KOL aims to have its school site as secured as possible. All visitors to our school have to report to the office. The school has a security system on all access doors and the pupils' entrance is closed at 9.20am in the interest of Children's safety. All visitors must enter through the main door.

Procedures for the recruitment of staff and volunteers are in place. These procedures also apply to any person at the orphanage under training schemes, coaching programs, tutors for music, drama etc. The use of volunteers will be risk assessed and where necessary they will be vetted before commencing work.



## Key Definitions:

In this Kids of Light –Uganda Child policy manual, the following definitions shall apply:

- **A “child or Minor;** shall be defined as any individual from 4-17 years of age.
- **“Youth,”** shall be defined as any individual from eighteen (18) yrs -25
- **“Adult”** shall be defined as any individual at least 27 years of age.
- **“Orphaned Vulnerable Child”** Shall be defined as any individual who either lost one or both parents.
- **“Half orphaned Child”** any individual who is survived by one parent.
- **Total Orphaned Child”** shall be defined as any individual who lost both parents.
- **“Adopted Child”** Any orphaned individual being taken care of by a next of kin or foster parent.
- **“Vulnerable Children”** Shall be defined as children from disabled families
- **“Worker”** shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
- **“Child Abuse”** shall be defined as the intentional infliction of any verbal, physical, emotional, or sexual abuse of a child, youth, or minor.
- **“Criminal Background”** any activity that is against the Child protection policy and the constitution of the republic of Uganda.
- **“Physical Abuse”:** Visible external injuries including bruises, burns, black eyes and cuts.
- **“Emotional Abuse”** Any “chronic and persistent act by an adult that endangers the mental Health or emotional development of a child. Or a series of acts or lack of action that deprives the child of needed love, affection, support and encouragement to grow into a healthy adult.
- **“Community Partnership”** Shall be defined as an activity or support given to key partners.
- **“Mothers’** shall be defined as individuals charged with responsibilities of caring for the children at the orphanage.
- **“Uncles”** Shall be defined as individuals who are male by sex and are visiting mentors.
- **Exploitation:** Using a child for economic gain, or performing work that may be hazardous, or that interferes with the child’s growth and development. This includes educational programs that are focused on production rather than acquisition of skills, asking child to perform excessive chores and tasks, asking children under the minimum labor age to perform paid labor, and keeping a child out of an educational facility to perform other tasks.
- **Neglect:** The failure to protect a child from exposure to any kind of danger including cold, Starvation, locking up, failure to carry out important aspects of care resulting in impairment of the child’s health, growth and development.

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## **I. 0 Introduction:**

Kids in Uganda continue to be orphaned as a result of civil and tribal wars, domestic violence and the HIV/AIDS prevalence. Over 2million Children are victims of circumstance and in need of Education and Health intervention Services.

In Lango sub Region, the plights of children have been compounded by abject poverty inherited from the family set up. Alebtong District the project Area; has adversely suffered from the philosophical, political and socio-economic set back that definitely calls for a change in attitude and the cultural beliefs.

There are few Primary and secondary schools with understaffing problem, infrastructure and Academic standard that resulted from the long effect of War Chasing people away from their respective homes. The Health Centre IIs are without drugs and adequate personnel.

Kids of Light-Uganda upon acknowledging the duty of care to safeguard and promote the welfare of children has committed itself to attaining goals enshrined in this policy, the Supreme Constitution of Uganda and International Convention on the rights of Children.

The policy recognizes that welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, Socio-economic background, all children

- Have a positive and enjoyable right to education and Health in a safe and child centered environment.
- Are protected from abuse while participating in any activity involving the organization.

### **I.1 Statement of Purpose:**

Kids of Light-Uganda mobilizes and organizes required resources for Education and Health services provided to the orphaned vulnerable children. The policy and procedures are hereby adopted to foster the protection of Children, youth, employees, volunteers and Sponsors of KOL.

### **I.2 Statement of Mission:**

Kids of Light-Uganda in partnership with parents, the community and Donors; strives through effective nurturing and empowerment to enable children discover and develop, to the full; their talents, aptitudes and abilities in a caring, supportive environment, seeking for potential and spiritual excellence to participate actively, productively and responsibly in society now and in the future.

### **I.3 Scope**

This policy applies to all current and future workers whether on payroll and/or volunteer, who will have the responsibility of supervising the activities of children/youth of Kids of Light-Uganda.

**I.4 Mission:** To identify vulnerable children, equip them in the word of God, protect and develop their potentials to Live, Love and Serve communities.

**I.5 Vision:** "A child nurtured and empowered to live, Love and Serve Communities"

## **1.6 Core Values**

- Passion
- Excellence
- Team Work
- Accountability
- Leadership
- Innovation

### **Provide an enabling safe Environment and Adequate Monitoring of Children:**

Kids of Light-Uganda acknowledges that some children, including disabled children, youth or those from ethnic minority communities, can be particularly vulnerable to abuse so reasonable and appropriate steps should be taken to ensure their welfare.

As part of our safeguarding policy KOL will;

- Ensure robust safeguarding arrangements and procedures are in operation.
- Prevent the employment/deployment of unsuitable individuals.
- Promote and prioritize education and the health safety of children and youth.
- Train stakeholders to understand their roles and responsibilities in respect to safeguarding and providing appropriate learning opportunities to recognize, identify and respond to health and educational vulnerabilities, signs of abuse, neglect and other safeguarding concerns relating to children and youth.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding support and concerns are securely stored.

Failure to comply with this policy and procedures will be addressed without delay and may ultimately result into dismissal/exclusion from the organization:

### **2.1 Selection Process for the Orphaned Vulnerable Children.**

Adverts shall be run for recruitment detailing condition to ascertain the state and level of vulnerability of a child. Such children will be issued Forms to be filled. KOL Field staff shall be expected to visit Families of the needy applicants and write a brief report.

The recommendation from the Local Council Leader and the field staff will help to conclude on the verification of the child to benefit from any form of sponsorship.

Kids of Light –Uganda compliments government effort in championing Education of Vulnerable Children, mobilizing and carrying out Health Interventions through advocating for Immunization, HIV care and prevention, referrals and linkages of Positive pregnant mothers, positive children and Malaria Control Programs among others.

### **2.2 Selection of Staff.**

All persons who desire to work as volunteers with the children in this organization will be screened. This screening includes the following:

### “Written Application”

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us.

The applications will request basic information from the applicant and will inquire into previous experience with children, references, as well as disclosure of any previous criminal convictions.

“Background Checks”. Any prospective worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with minors.

The following certifications are required:

- Report of criminal history from the LC Defense Secretary
- Child Abuse History Certification from the Child protection Unit.
- Certification from a recognized Church Leadership.
- The volunteer has been a resident of Alebtong District for the previous 10 years.

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. The interview shall be conducted by a panel of Technocrats using the unstructured interview guide.

### **2.3 Recruitment Procedures for Volunteer Staff.**

Recruiting, training, orientating, inducting and placing new volunteers shall be the responsibility of the management committee. The administrator shall inform the ED about the pending gaps:

**Step 1:** Suggest name of a potential volunteer or advertise through website, Newspapers or Radio station.

**Step 2:** Administrator telephones this person and invites him for an interview.

**Step 3:** Volunteer shall be interviewed. At this interview, there shall be discussion of job descriptions, i.e. letting him /her know where greatest needs are, and talk about next steps. The Management Team collects the paperwork at this point in the process. The Team shall then grade the applicant according to his or her performance and the successful applicant is telephoned the next day to take on the job offer.

### **2.4 Qualifications of Volunteer Staff:**

**2.4.1.** He or she is born again. Must have been committed Christian for at least one year.

**2.4.2.** He or She must have a true love for kids with a call to Children’s Ministry.

**2.4.3.** Has the ability to treat with priority needs, desires, disappointments and plans for children with love and respect. *Love is a natural attribute* / *Corinthians 13 & Matthew 18:10-14*

**2.4.4.** Should be able to speak Luo and English fluently.

**2.4.5.** At least 18 years of age.

**2.4.6.** He or she has satisfactorily completed the screening process (including an interview with the Administration).

## **2.5 Responsibilities:**

**2.5.1.** Attends new staff training classes and observe required instructions.

**2.5.2.** Regularly attends leadership meetings and any training sessions offered.

**2.5.3.** Ensures the safety of children through the use of kids ID stickers/ or security Cards as needed for drop off and pick up of children.

**2.5.4.** Ensures that guardians fill out a sticker and are aware of any medical or security situations that may exist.

**2.5.5.** Meets physical needs of each child.

**2.5.6.** follows schedule and clean-up procedures.

**2.5.7.** Coordinates with other staff members.

**2.5.8.** He or she is always willing to serve during Sundays if needed

**2.5.9.** Follows accident/incident reporting procedures.

## **2.6 Roles of Mothers:**

Regardless of the cause for any situation, a staff shall need to develop a real relationship with the Child.

**2.6.1 Love:** keep the Love of Christ foremost in thoughts and attitudes.

**2.6.2 Accept:** This perhaps is the key to all else; accepting of children as they are and the situation.

in other word, for the purely unacceptable **behavior**, offer prayer and support instead of criticism.

**2.6.3 Respect:** When Children tell of their innermost thoughts and feelings, they are showing a trust and confidence in a Mother that suggests great watchfulness that their confidence is never betrayed.

**2.6.4 Advice:** People don't actually want to be advised all the time, they want Support! Only offer advice if solicited from the Child.

**2.6.5 Honesty:** Children appreciate a mother who can be dependent upon to tell things as they are, the pleasant and the unpleasant; a mother or uncle whose word is reliable. Speak the truth in **love**.

**2.6.6 Don't be Authoritative:** Remember that Children can do their own thinking and deciding about what is best for themselves. There is never just one right way of doing or solving problems!

**2.6.7 Understanding:** Will carry with it the acceptance of the way the child is thinking, feeling and doing. No judgment or criticism.

**2.6.8 Do not concern or blame:** This is a mark of real maturity when you can accept Children without judging them. This is key to Communicating with the Children without resentment.

**2.6.9 Shock:** Try not to let the Children know that you are shocked at anything said. Respond to surprises with the Biblical perspectives.

**2.6.10 Listen:** Listening can be active, dynamic and vital! It speaks, more loudly than words. Remember "God gave us two ears, and one mouth!"

## **2.7 Building Relationships with Children.**

An important aspect of your position as a Mother, uncle or worker is your relationship with the children. As you become familiar with the children, build personal friendships with each one of them. You will notice other benefits stem from bonding with your kids. In other word, greater room control, less disciplinary problems, greater and deeper times of sharing and learning. You may also find that the children are more enthusiastic and inspired to study the word of God, and in turn, so are you!

How to build deeper, closer relationships with children

### **2.7.1. Pray**

During the week, make it a point to remember your children by name and pray for something specific concerning particular children under your care. Maybe you notice one child seemingly sort of down, pray for that child specifically. Maybe another child was very rude and had trouble paying attention.

### **2.7.2 Learn their Names!**

Make it a point to learn their names quickly within the first couple of weeks. Take a copy of the sign-in sheet home with you and go over it. The Lord will quicken your memory.

### **2.7.3 Learn something unique about each child**

Listen to what they talk to you about or share with you. Did they lose a tooth? Do they have a cold? Ask them about it next time you see them. For the "Mother" to remember that they were sick last week confirms your love for them.

### **2.7.4. Share something about yourself with them.**

Let the children know what's going on in your life. You got a new job, you've been feeling a little sick, you are going to the beach next Monday. Just share your life with them. Don't be mysterious.

### **2.7.5. Love them.**

Show them affection! With the younger ones get down on the floor during free time and play with them. Let them hug you and crawl on your lap during worship. Every child is longing to be close to the teacher, so make yourself accessible to them. The older kids become more inhibited with open displays of affection, so your sincere and personal attention is all you can give them.

### **2.7.6. Personalize your ministry**

Go the extra mile and step outside the classroom. Find out the kid's birthdays and send cards or call. If a child misses class, send a "missed you" note or make a call. Randomly call a couple of students each week just to say "Hi", or remind them of some neat thing they said in class and pray together.

**2.8 Recognize Suspected Child Abuse:** Kids of Light-Uganda recognizes that mandated reporter training is necessary for staff and volunteers to identify child abuse and understand how to report it. Therefore, as an organization, we will host an in-person training twice a year, with the expectation that all staff and volunteers will attend one of the two trainings

offered. New staff and volunteers who have never received mandated reporter training before will be required to undergo training before they begin working with children.

**2.9 Report Suspected Child Abuse:** Under this policy, most employees and volunteers who work or volunteer with children are mandated reporters. Being a mandated reporter means that if you suspect that a child is being abused, you must report it. Any child involved in any form of abuse shall be reported immediately to the Administrator. Please avoid discussing your concerns with other staff, workers or parents.

Reporting Steps:

1. The mandated reporter shall report direct to police if such offence is an act found red handed. This may include rape or consented sexual intercourse with a minor. Other incidents may be physical fight or battering of a minor, Child labor and intentional assaults on the child.  
b) Make a report to the Project administrator.
2. Fill and complete Child Abuse form and submit to the investigating Team within 48 hours (form shall be found at KOL offices).
3. Write a report and notify management that you have made a suspected child abuse report.

### **3.0 Administration of Discipline.**

Discipline is important for two reasons; first, it is important for the smooth operation of any program in which children are involved. You cannot permit one child to disrupt the whole group. Secondly, children strange as it may seem, like discipline, they translate discipline (when administered correctly) as a sign of security, and it also gives them boundaries, which provide order. Several rules must be followed if your administration of discipline is to be a success. They are as follows:

**3.1 Be Consistent:** This is perhaps the most important thing to remember when disciplining. The Mothers set House rules, make sure that you are consistent in enforcing those rules.

**3.2 Set Clear, Reasonable Rules:** The greatest downfall Mothers can have is that the children don't know the set rules of behavior. Be sure that the children know the set Home rules and the consequences if those rules are broken.

**3.3 Always Discipline the Action and not the Child.** Discipline is best applied and remembered when the child knows that you are on his side, helping him improve his behavior. To accomplish this, you must let the child know that it is the Behavior that is wrong and that You Love Him!

**3.4 Discipline privately;** compliment publicly. Don't let the discipline ever publicly embarrass the child. Always deal with the child privately. Don't make an example of him.

**3.5 There must be a Balance between Love and Discipline:** The child must know that you love him/her, and the reason you discipline is for his benefit. If there is any doubt that you love him/her, discipline attempts will do nothing but alienate him/her further. If you have to discipline a child, make a concerted effort to show love in some way to him/her later on. Remember to have a balance.

**3. 6 Consider the Child's Needs!** Are they being met? Can he/she see and hear well? Is he/she physically all right? Has he/she eaten? Is he/she well rested? Is he/she being pestered by someone? Take all this into account before you act.

**3.7 Do not take his misbehavior personally.** So often we think that a child is challenging our authority (truthfully,!). But it's not a personal challenge. This type of a child will challenge

any "mother". To him you are a figure of authority of which he will check his limits on. So, with this in mind, calm yourself and deal with this problem positively.

### **3.8 Steps to Discipline:**

We do caution any staff member to use personal judgment and grace correctly.

First Offense: WARNING. A verbal warning with a reminder of the rules or rule broken. And warn them they may have to do a time out next time.

Second Offense: TIME OUT - (5 MIN.)

Follow through. They have been made aware of the home rules. If they continue to disobey they know it and need to see that the rules ARE enforced. Normally Head down at their desk.

Third Offense: REMOVAL FROM DISTRACTIONS

This Time-out is to get the staff a much needed break from the source of distraction. Take as long as you need to tell your story, or re-capture the other children's attention.

Fourth Offense: CONFERENCE WITH GUARDIAN

Give all information to your Administrator for further action. Guardians should always be notified of any misbehavior resulting in even the first Time-out, (Second offense). They need and should desire this information.

#### **3.8.1 A PROBLEM / AGGRESSIVE CHILD:**

- With a consistently difficult child, the only solution is **Major Prayer**, and consistency. Consistently reinforce the Home rules. React to the first infringement. While some minor problems can be overlooked (making faces, unwillingness to share) and allowed to pass, Disruptive Behavior or clearly breaking a home rule cannot be overlooked!
- Don't engage in long explanations.
- Don't exhibit anger and frustration when dealing with this child.
- Point out the negative behavior and do time-out.
- If this child continues to repeat the same offenses, a word to the guardian is suggested.
- Do establish a relationship with this child. Only with time and consistency can they conform to good behavior, let alone into Christ's image.
- Do pray for patience and extra love for this child and you will see, God is faithful to perform abundantly in this area of your ministry, as greatly as in any other!

#### **3.8.2 Cruelty to another child:**

Children can be cruel to each other. Rejection by one child or a group of children can hurt deeply. If you become aware of such a situation, a particular child being excluded or having difficulty fitting in:

- Don't Criticize or lecture the other children for their unkindness.
- Don't force the other children to play with the child.
- Don't over protect the child, making him/her dependent on you.
- Do step in and give the child some attention.
- Do encourage the child with praise for some good action on his part.

- Make him/her a "helper" now and then.

### **3.8.3 Crying Child:**

- Don't embarrass the child by telling him he/she shouldn't be crying.
- Do let him know you love him/her and care about the situation.

Remember . . .

- Be Discernful.

Too much pampering can encourage some to continue endlessly or even increase the volume and emotion!

- DO attempt to interest the child in some activity and divert his/her attention from his/her present trouble.

### **3.8.4 Crying due to illness:**

If the child doesn't feel well and is weepy, comfort him/her and direct the child to an out-of-the-way spot to lie down. If the illness is serious, (i.e. stomach ache) contact the administrator to call the guardians.

## **3.9 Staff Inappropriate Actions:**

**3.9.1** No staff shall be permitted to ever spank a child. Not even his own, during engagement time. If his own children are in that meeting he or she must discipline them in private.

**3.9.2** A Staff should never yell at a child.

**3.9.3** He or she will not use scripture as a whip. Scripture IS to correct, reprove, and train, (II Timothy 3:16) BUT it should be used to bring healing, not sadness. The attitude in using scripture and delivery of it is the determining factor.

## **4.0 ROUTINE PRACTICES:**

### **4.1 Arrival & Sign out Times:**

All staff members who operate from outside shall arrive at 8:00AM for normal duties. Arrival Book shall be with Askari to be signed by staff and visitors. Gates shall be locked all the time but with a Guard attending to visitors who may come at the orphanage for official duties.

All staff and children going out shall seek for permission granted only within specified periods of time. Working staff may sign out officially at 6:00PM and leave immediately not to interfere with the internal operations.

### **4.2 Meetings:**

We shall have staff meetings at least three times a year which all staff members are required to attend. These meetings are important for unity of the staff, airing out and solving problems, keeping relevance, encouraging & inspiring each other!

### **4.3 Absences & Vacations:**

A Staff shall notify the project Administrator as soon as possible if he or she is unable to make for work due to sickness or any other reason. She/he will be given a list of current substitutes to call to find a replacement. None other than approved Substitutes on this list may be used for home duties. Faithfulness of an applicant, responsibility and communication with the

Administrator is essential to furnish this fellowship with a consistent and organized children's ministry.

#### **4.4 Withdrawal from the ministry**

Should there come a time when a Staff needs to withdraw from the ministry, please don't just disappear! Let the children know that you need to leave, and if you feel led, give them a simple reason why you're stepping down. We understand that personal problems and emergencies come-up, often without warning, but we do ask that you give as much notice as possible.

Upon receipt of such notice of stepping down, the Administrator shall notify members of when you are required to leave the Children's Home officially.

##### **4.4.1 Child Exit from the Centre**

All children that have reached the age of 25 shall be considered Adults who can now live on their own. It's incumbent upon the KOL Ministry to provide start up packages to such a child and or if still pursuing studies, such a child will be supported from his or relative's home.

The Project Administrator shall provide list of children above the age of 25 to the ED's office. The ED shall arrange time, date and day to meet the guardians of respective young adults together with Project Administrator.

A maximum of three Months shall be given to the respective children to evacuate the children's Centre counting from the day the Project Administrator and ED met with them.

#### **4.5 Security & Medical Alert Procedures:**

A security situation denotes that there are specific instructions that need to be followed for the drop-off or pick-up of a child due to very unusual or extreme circumstances i.e., custody matters, etc.

A medical condition denotes that there is an allergy, chronic condition, or temporary condition that workers need to be aware of.

A staff on duty shall notify the Administrator of what is going on. In case the guardian is coming in, the guardian will need to fill in extended medical forms and receive referral recommendations.

Workers are expected to note all allergy or security situations and to follow instructions on the Medical Form accordingly and relay the information to the next shift of workers. For extreme cases, there is paperwork that must be filled in by the guardians and given to staff to keep at the volunteer station and in the medical room. Every staff member should be aware of every medical situation or special needs of such children.

#### **4.6 Health Procedures:**

For the protection of each child in our Centre, Children (and adults) who have had any of the following symptoms within the last 24 hours should not be allowed to stay without seeing medical personnel.

- Fever
- Vomiting or diarrhea
- Green or cloudy running nose
- Inflamed throat or mouth
- Runny or pink eyes
- Extreme Coughing, or sneezing
- Any skin infections such as boils, unexplained rash and ringworms

- Symptoms of childhood diseases (i.e., scarlet fever, mumps, chicken pox, or measles)

No medication is to be dispensed by a worker; however, trained staff or coordinators can administer any emergency asthmatic, allergic type medications if the locating of the medic would be detrimental to the child.

Accidental injuries must be reported to the staff and to the guardians using an Accident form. Guardians should sign this form before leaving with their children.

**4.7 Medical Emergency Procedures**

Mother and the Askari on duty shall alert the Administrator of the condition of a sick child who shall immediately get a driver or boda and rush the child to a nearby health facility for medication.

In a situation where phones are in accessible, the mother on duty shall make a decision that will see the life of that child saved.

**4.8 Missing Child Security.**

Administrator shall in consultation with the guardian for a period less than five days jot an announcement to be relayed by the print and Electronic Media to alert the public of the missing child. A detail description of color, size and the dress code shall be made clear to ease the search for the missing child.

The case shall also be reported to police and the local authorities. A token shall be placed in public to fasten the search for the missing child.

**4.9 Home Away Functions & Outing Guidelines:**

Should a mother or coordinator organize an activity for children off-site, the following guidelines must be followed. It is important for the Mother or coordinator to realize that such a function would be considered part of the overall embodiment of the KOL organization:

1. Obtain permission from the Administrator.
2. Fill the off-Site Form and return to the Administrator
3. Abide by the same discipline guidelines stated in this handbook.
4. Abide by security measures by releasing the child to a pre-approved adult only.
6. Do not transport children on a vehicle with mechanical condition.
7. No fees may be charged.

**4.10 OFF-SITE FORM.**

Completed by: .....**Date:**.....

Type of Event: .....Date of Event: .....Time:.....

Location of Event.....

Person(s) in charge of event:.....

Names of Helpers at Event:.....

Comments:.....

Approximate number:.....

Signed.....Date.....

**Project Administrator.**

## **5.0 Other Considerations:**

### **5.1 Privacy:**

There shall be separate hostels for boys and Girls at the Centre. Each cubical shall not accommodate beyond 4 children. One room for the Mother shall be secured and placed in a strategic location where her privacy too is not interfered with.

Mothers are not allowed to bring their spouses in the apartment where all children stay. The mother shall not play too loud Music at night or hold prolong Telephone conversations. No child shall eat and leave plates on the bed of the other.

The Home workers shall not offer any type of invitation, host a big program or pray individually with a child without Permission from the Admin.

### **5.2 Hygiene and Sanitation:**

- All toys must be cleaned with a cleaning solution, rinsed, dried and put away. Once an object has been placed in a child's mouth, it needs to be cleansed immediately before other children handle it.
- Return manipulative toys, books, and puzzles to the store. (Only dishes and baby dolls are left out in the room.)
- Place all dirty laundry (sheets, blankets, smocks, and socks) in the laundry chute.
- Tie up the trash in strategic positions and place in the large garbage designated trash bins.
- Wipe down tables and counters to blow off cumulative dusts.
- All mature school going children shall wake up early at 6:00AM according to the Rota and clean their room and ensure that it's, neat, and organized before going to school.
- Return the baskets, snack boxes, and extra materials back to the store once used.

### **5.3 Feeding**

Food will be served for smaller children. No serving of edibles shall be allowed into the room unless the child needs a special snack/food due to allergies.

Every House shall gather at a table though served as individuals to thank God and eat together.

There shall be morning Tea for preschoolers while those in School shall be served breakfast in form of Porridge and Bread.

Eating Time for Super shall be 7:00PM

Children should not drink from each other's bottles or cups.

Administrator shall on weekly basis plan for diet at the Home in collaboration with mothers on duty.

Mothers and a few elderly children shall work together with the cook depending on the schedules to prepare food at the Home.

Mothers on Duty shall take stoke of children suffering from allergies cases for planning purposes.

#### **5.4 Burial benefits of a child in the organization.**

The Administrator in Liaison with the office of the ED shall fill the death benefit form detailing Items to be contributed by the organization. The List shall comprise of Coffin, Transportation of the Body and Staff and a cash contribution of not more 300,000 Ugx. Such request will be authorized by the ED and withdrawal made forth with by the organization Accountant.

For the children who may die from their traditional Homes including former beneficiaries; the organization shall contribute 500,000Ugx for the burial arrangement.

#### **5.5 Child Adoption Procedures:**

##### **5.5.1 Application to foster a child.**

Any person interested in fostering a child shall complete the application form specified in Form I of the Schedule to this policy Document and submit it to the ED. ED will ensure compliance in government policies concerning fostering a child and as matter of fact will contact the district probation and social welfare officer or the warden for approval of the application.

##### **5.5.2 Persons qualified to foster children.**

(1) The following persons may apply to be foster parents— (a) a husband and wife, but if a man has more than one wife, the name of the wife who is to be the foster mother shall be clearly stated;

(b) a single woman not below the age of twenty-one years; or (c) a single man not below the age of twenty-one years.

(2) A single man may not foster a female child under this Policy.

(3) A non-Ugandan citizen qualified to apply to be a foster parent may do so subject to sub rule (1).

##### **5.5.3 Procedure before placement.**

(1) A child shall not be placed with a foster parent who is not a relative of the child unless—

(a) a probation and social welfare officer has interviewed the prospective foster parent and assessed that he or she is a suitable person to foster a child;

(b) a probation and social welfare officer has visited the home of the prospective foster parent and has confirmed in writing that it is likely to meet the requirements of the particular child and that the conditions in it are satisfactory;

(c) two persons who know the prospective foster parent well have vouched for his or her good character and suitability to care for the child, and one of the two persons shall be the secretary for children's affairs of the village local council or the village chief;

(d) it has been established from the secretary for children's affairs of the council or the person

in charge of any government medical unit in the area that no person in the household of the prospective foster parent is suffering from any physical or mental illness likely to affect the child adversely;

(e) it has been established from the secretary for children's affairs or from the officer in charge of the police station in the area that no person in the home has been convicted of a serious criminal offence rendering it undesirable for the child to associate with that person; and

(f) the wishes of the child so far as can be ascertained concerning the proposed fostering have been ascertained and have, so far as practicable, been taken into account.

(2) For record purposes, the probation and social welfare officer concerned with the fostering shall make a written report which shall contain the following—

(a) the information required in sub rule (1) of this rule; (b) details of the name, approximate age, religion and employment of the prospective foster parents; and (c) the number and approximate ages of other persons living in the household of the prospective foster parent.

3) The report shall be in Form 3 as specified in the Schedule and shall be filed in the district probation and social welfare office.

#### **5.5.4 Religion.**

(1) Where a child's religion is known, the child shall be placed with a foster parent who is of the same religion as the foster child; but where that is not possible, the foster parent shall undertake to bring up the child in accordance with the religious denomination of the child.

(2) Where a child's religion is not known, the child shall be placed with a foster parent who shall undertake to bring up the child in accordance with the religious denomination of the foster parent.

#### **5.5.5 Cultural background.**

We advise that a foster parent shall work together with the clan lineage of the child whereby he or she is allowed to pay visit to their Traditional Home and have fellowship with them. The Foster parent shall ensure that the inherent right of the child is not infringed and will therefore make follow up of Land and other assets a child is entitled to inherit from their family.

#### **5.5.6 Undertaking by foster parents.**

(1) Each foster parent shall, on the day on which the child is placed with him or her, sign the undertaking specified in Form 2 in the Schedule in the presence of a witness.

(2) Where the prospective foster parent cannot read the English language sufficiently to understand the nature of the undertaking, the supervising officer or the authorized officer concerned shall cause the undertaking to be explained to the prospective foster parent in a language which he or she understands and shall certify to that effect as prescribed in Form 2 of the Schedule.

(3) Each foster parent shall be given a copy of the undertaking signed by him or her.

(4) A copy of the undertaking shall also be sent to the district probation and social welfare office and to the commissioner.

### **5.5.7 Medical arrangements.**

(1) Except in the case of an emergency, a child shall not be placed with a foster parent unless he or she has been examined by a qualified medical practitioner or such other medical personnel not below a rank approved by the director of medical services, and the person examining the child has reported in writing on the child's physical and mental condition.

(2) In the case of an emergency, the examination report required under subrule (1) of this rule shall be made within four weeks after the placing.

(3) When a foster placement begins, the person placing the child with the foster parent shall submit to the foster parent a list of immunizations carried out in respect of the child and indicate to the foster parent the list of other immunizations required to be effected in respect of the child in accordance with the Ministry of Health's schedule of immunizations, and the foster parent shall ensure that those immunizations are carried out.

(4) The foster parent and the district probation and social welfare office shall at all times keep a record of the immunizations in respect of the child.

### **I. Supervising officer.**

Project Administrator and the Ed shall, subject to these Rules, be responsible for overseeing all aspects of the fostering and for ensuring that the provisions of these Rules are complied with.

### **12. Visits during placement.**

(1) Project Administrator shall visit the foster family and see the child—

(a) within two weeks after the date of placement of the child with the foster family where the child is under two years of age, and thereafter once every three months;

(b) within one month after the date of placement of the child with the foster family where the child is above two years of age, and thereafter once every three months;

(c) within one month after receiving notification from a foster parent that he or she has changed his or her residence;

(d) Immediately and in any case not later than one week after receipt of any information from the child, a foster parent or any other person which indicates the need for him or her to visit the child.

(2) The Project Administrator who carries out a visit under sub rule (1) of this rule shall make a written report to be placed in the child's case record stating details of his or her observations as to the child's welfare, progress and conduct and any changes which have occurred in the circumstances of the foster family.

(3) The report made under sub rule (2) shall also include the child's views and feelings concerning placement; and where there are any problems, they shall be discussed and resolved openly within the foster family.

### **13. Termination of placement.**

(1) A child shall not be allowed to remain with a foster parent where it appears that the

placement is no longer in the best interests of the child except that—

- (a) the foster parent may appeal to the ED if the supervising officer seeks to remove a child who has been in the care of the foster parent for more than twelve months; and
- (b) the ED on any such appeal may prohibit the removal or authorize it subject to such conditions as he or she thinks fit.

(2) A child shall not be required to remain in the care of a foster parent after he or she has attained the age of eighteen years.

#### **14. Illness.**

If a foster child is seriously ill, the foster parent shall as soon as possible give notice to the supervising officer, who shall in turn notify the parents or guardians of the illness.

#### **15. Death.**

(1) If the foster child dies, the foster parent shall make every effort to obtain a medical certificate of death and a post-mortem report and shall, within forty-eight hours after the death, notify the supervising officer responsible for that child, who shall in turn notify the ED of the death.

(2) Where the child's parents or guardians are known, the ED shall inform them of the child's death.

(3) If the foster parent dies, in the case where a child is placed with a single foster parent, the child shall be returned to the supervising officer or to the warden of the approved home from which he or she was received.

#### **16. Records.**

(1) The Project Administrator's office and that of the ED shall maintain a register of foster parents, stated in respect of each foster Child, a record set out in Form 3 specified in the Schedule to this Policy manual.

(2) The register referred to in sub rule (1) of this rule shall, in addition, contain—

(a) a statement of the name, sex, age, religion and address of each parent of the foster child, if known; and

(b) The date of placement, the date of termination and the reason for termination.

(3) The district probation and social welfare office shall also, append their signatures in the form to provide representation from Government of the Republic of Uganda.

#### **Amendments:**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Government Policy, Donor Inputs and the Supreme Constitution of Uganda.

- As a result of any other significant change or event.

### **Conclusion**

Policies are only stated expressions of the value placed on children. We desire to be an organization that truly cares through the implementation of appropriate policies to help in the prevention of child Vulnerability, abuse or neglect.

Adoption of these provisions will enable us to provide a more safe and secure environment For each individual Child and other stake holders we serve.