




---

# Gulu Globetrotters Child Protection Policy

---

<b>Version</b>	2
<b>Approved by:</b>	Jimmy Okello, Chairman  <b>Signature:</b>  <b>Date:</b> 10 March 2022
<b>Review Date</b>	8 March 2024

**CONTENTS:**

1.	Introduction
2.	Policy Statement
3.	Definitions
4.	Legal Framework & Definition of Safeguarding
5.	Values, Beliefs and Principles
6.	Scope
7.	Code of Conduct
8.	Recruitment and Training
9.	Child Protection Policy Committee & Designated Safeguarding Persons
10.	Health & Safety Practices & Supervision
11.	Signs of Child Abuse
12.	Procedures for Investing and Reporting Allegations of Abuse
13.	Review Guidelines
Annex A	Concern Form
Annex B	Flowchart of Reporting Procedures

## 1. Introduction

At Gulu Globetrotters Educational Services (GGT), we believe that children are a gift from God and our desire is that children will feel welcomed, valued and safe; therefore, they will be able to thrive in a positive learning environment.

GGT is committed to the protection of children and recognises the importance of protecting and safeguarding the welfare of children within GGT activities and under the care of GGT.

GGT has developed this Child Protection Policy to proactively work to mitigate the risks our operations may pose to children. This policy provides clear standards of conduct, procedures for the recruitment and screening of workers and procedures for responding to child safety concerns or breaches of this policy.

GGT considers the protection of children from exploitation and abuse of all kinds to be of critical importance in all of our activities and commits to work in an accountable, transparent and sensitive way to uphold the commitments outlined in this policy.

## 2. Policy Statement

GGT is committed to the protection of children from harm, abuse and exploitation. Children have the right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC). GGT will uphold these rights.

## 3. Definitions

**“GGT”** means Gulu Globetrotters.

**“Child”** means a person below the age of eighteen years.<sup>1</sup>

**“Employee”** means a person employed by GGT in Uganda, whether local or expatriate staff.

**“Volunteer”** means a person who offers volunteer services under specified terms to GGT. This includes local as well as international volunteers.

**“Associate”** means any persons interacting with any of GGT’s programs in any capacity; including but not limited to visitors, contractors, sub-contractors, consultants, or interns.

**“Allegation”** is an assertion that someone has caused harm or done something wrong.

**“Child abuse”** constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation,

---

<sup>1</sup> Definition taken from The Children Act Cap 59 (2008)

resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.<sup>2</sup>  
It can consist of the following:

- **“Physical abuse”** is any punishment or physical harm such as striking - with or without an implement, poisoning, shaking, burning, smothering or forcing the child to work in an unsafe way/environment. These actions deliberately and negatively affect the physical well-being of children.
- **“Emotional abuse”** means persistent emotional ill treatment likely to cause serious harm to a child's emotional development and self-esteem, including causing children to feel unloved, unworthy, afraid, anxious or discouraged.
- **“Sexual abuse”** means forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening or any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards.
- **“Neglect”** is the failure to provide for a child's basic needs and failing to protect them from harm.

**“Safeguarding”** is the action that is taken to promote the welfare of children and protect them from harm.

**“Child protection”** is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures, which detail how to respond to concerns about a child.

**“Safeguarding officers”** are designated members of GGT board or staff who take lead responsibility for dealing with child protection issues, provide advice and support to other staff, liaising with the local authority and working with other agencies.

#### 4. Legal Framework and Definition of Safeguarding

All board members, teachers and volunteers dealing with children in GGT shall be subject to training on child safeguarding and be familiar with GGT's best practices and statutory obligation within the framework of:

- The Children Act Cap 59 (2008)
- The Education (Pre-Primary, Primary and Post Primary) Act (2008)
- The Penal Code (Amendment) Act 8 (2007)
- Human Rights Act 1998
- Article 11 of the African Union Charter on the Rights and Welfare of the Child
- Article 24 of the 1995 Constitution of Uganda
- The United Nations Convention on the Rights of the Child.

---

<sup>2</sup> Definition taken from World Health Organisation 1999

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes<sup>3</sup>

Policy intention is to promote children's welfare and to do so we will:

- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children
- Provide an environment where teachers and volunteers are able to identify and spot signs of abuse and follow the correct reporting procedures

## **5. Values, Beliefs and Principles**

The principles on which this safeguarding policy is based on:

- The belief that children are a heritage from God and that we have a responsibility to nurture and protect them
- All children have equal rights to safeguarding from abuse and exploitation
- All children should be encouraged to reach their potential
- The rights of children will be promoted

## **6. Scope**

This policy applies to:

All GGT staff, including:

- Employees
- Volunteers
- Interns

Others who work for GGT, including:

- Volunteers
- Interns
- Contractors
- Short-term visitors

---

<sup>3</sup> Definition taken from the HM Government document 'Working together to safeguard children 2015'

## 7. Code of Conduct

### Behaviour Guidelines

These behavioural guidelines are included in the Code of Conduct, signed by all representatives of GGT.

All staff members, volunteers and interns of GGT agree that by implementing any activities in the name of GGT they must:

- Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into their place of residence, unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children (not a relation) unless absolutely necessary, in which case they must obtain the supervisor/guardian's permission, and ensure that another adult is present;
- Not use any computers, mobile phones, video cameras, cameras or social media inappropriately, and never to exploit or harass children or access child exploitation material through any medium;
- Not use physical punishment on children;
- Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education or recreation, or which places them at significant risk of injury;
- Comply with all relevant Ugandan legislation, including laws in relation to child labour;
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures (as per the Child Protection Policy, matters of a criminal nature will be immediately reported to local authorities);
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with GGT that relate to child exploitation and abuse; and,
- Be familiar with and apply the letter and spirit of the Child Protection Policy in all circumstances.

### Photography and filming

When photographing or filming a child for work-related purposes, GGT representatives agree to:

- Endeavour to comply with local traditions or restrictions for reproducing personal images;
- Abide by the parent or caregiver's wishes as expressed in the Photography, Audio and Video Policy form
- Ensure photographs, films, videos and DVDs present children in a

- dignified and respectful manner and not in a vulnerable or submissive manner;
- Ensure that the child/children are adequately clothed and not in poses that could be seen as sexually suggestive;
  - Ensure images are honest representations of the context and the facts; and
  - Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

### **Visitors to the field**

All visitors to field projects are considered representatives of GGT and are required to understand and adhere to the Code of Conduct which includes specific behavioural guidelines relating to Child Protection. All visitors to the field will also be briefed on Child Protection and the related behavioural guidelines (as outlined above).

### **Criminal and unethical activities**

GGT representatives will refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of GGT.

### **GGT representatives:**

- Will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, harmful child labour, child pornography and trafficking of human beings and commodities.
- Will not engage children under the age of 18 in any form of sexual activity or acts, including paying for sexual services or acts. Ignorance or mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to GGT's policies and procedures.

## **8. Recruitment & Training**

Prior to commencing, all employees and volunteers, whether local or expatriate, shall:

- Be interviewed and/or observed and have references checked to determine suitability for work with GGT.
- Sign and agree to the Child Protection Policy and Code of Conduct.
- Complete an induction which includes Child Protection and Safeguarding training on boundaries and child protection. Child Protection training will be conducted as soon as practicable (but within no longer than six months) after appointment for new staff, volunteers, and other representatives of GGT; it will be the responsibility of the management of GGT to ensure that this training is provided. Child Protection training sessions will be conducted at least annually for partners, existing staff, volunteers and other representatives of GGT.

Prior to commencing work all Ugandan employees shall:

- Obtain a letter of recommendation from their LC1 stating that they have good moral conduct and have not been involved in any crimes against children.

Prior to commencing all expatriate employees and volunteers working in Uganda shall:

- Provide a relevant criminal history record check and a Child Safety Check from country of origin (where it exists) or a Letter of Good Conduct from Interpol and Police Clearance Letter from Uganda
- Complete an induction which includes training on cultural awareness.

GGT is committed to promoting child safe practices and shall hold ongoing training with employees and volunteers on child protection practices and procedures for responding to child safety concerns.

## 9. Designated Safeguarding Officers

GGT shall elect two dedicated persons as the Designated Safeguarding Officers:

- Male Safeguarding Officer – Aweno Daniel
- Female Safeguarding Officer – Abigail Nigiwan

## 10. Health and Safety practices and Supervision

- A risk assessment will be conducted to identify and help mitigate risk.
- All staff, volunteers and board should ensure that furniture is in a safe condition
- Any hazardous equipment, tools or cleaning fluids should be stored in safe place out of the reach of children.
- If any child is harmed in the compound, it will be recorded in the accident record book.
- A first aid box should be available.
- All staff should be first aid trained.
- No strangers should have access to the compound.
- All visitors must sign the visitor's book at the entrance.

The environment should always be planned in ways which minimise the risks to children e.g., physical layout and surroundings, clear roles for everyone, and supervising people. Concerns about children's welfare will always be taken very seriously.

### Practical guidelines

As best practice, an adult should not be alone with a child where the activity cannot be seen. This may mean leaving doors open or having two groups working in the same room.

**The adult to child ratio should ideally be as below for activities on the GGT campus:**

- 0-2 years old – 1:3
- 2 years old – 1:6
- 3-4 years old – 1:10
- 5-6 years old – 1:15
- 7-8 years old – 1:22
- 9-12 years old – 1:25



**The adult to child ratio should ideally be as below for trips or activities off-campus:**

- 4-8 years old – 1:6
- 9-15 years old – 1:15

### **Trips and Outings (Transporting children)**

- Parents should be informed of any trips or outings with at least one week of notice.
- There should be clear understanding of the activities the child will be undertaking and time limits of these activities.
- Children should travel in cars.
- Seat belts must be worn when travelling.
- Each adult should make note of the children for whom he/she is responsible.
- If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the designated adults so as to reduce the possibility of children going missing.
- Parents should be informed as to the arrangements for pick-up of their children.
- At least one teacher will be first aid trained.
- A fully stocked first aid kit will always be taken on all trips.
- Regular headcounts will be carried out throughout the outing.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, teachers and parent volunteers will assess the situation. If required, the group will return back to GGT immediately and parents will be informed to collect their child. In the event of a serious accident, the child shall be taken to Lacor Hospital with one teacher, and the rest of the group will return to GGT.

### **Supervision of Children**

We will ensure that children are supervised adequately at all times, whether inside or outside through:

- Ensuring teachers/ volunteers can see or hear every child.
- Being observant and proximal when children are using a climbing frame.
- Making sure teachers/ volunteers recognise and are aware of any dangers when on trips.
- Supervising all pupils, but especially those in early years, while using scissors or other sharp objects.

## **11. Signs of Child Abuse**

The signs and indicators listed may not necessarily imply that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Physical	Emotional <sup>4</sup>	Sexual	Neglect
Unexplained bruises, cuts	Suffers from severe developmental gaps	Torn, stained or bloody underclothing	Ill-fitting, filthy, or inappropriate dress for the weather
Suspicious wounds e.g., imprint of a belt	Overly affectionate to strangers	Bruises, cuts, redness or bleeding in private parts	Extremely dirty
Injuries appear after weekend or absences	Very anxious	Blood in urine; complains of genital itching or pain	Lack of concentration in class
Scared of adults or a particular person	Aggressive to other children or animals	Sexually inappropriate behaviour, e.g., sexual play with toys	Gaunt, underweight, bloated stomach, pale, flaky skin.
Violent to other children	Seem isolated from parents	Knows and talks a lot about sex	Poor school attendance
Hides bruises and other injuries	Does not want to play	Giving clues e.g., comments such as "I've got a secret" "I don't like uncle or aunty."	Poor school performance
Very withdrawn	Lacks social skills	Avoids the abuser-child may dislike or seem afraid of a particular person	Eating a lot in one sitting or hiding food for later
Very aggressive	Overly compliant; too well-mannered; too neat and clean	The child is extremely avoidant of undressing or physical contact at school	May steal or hoard food
Cannot tell you how injuries occurred	Talking badly about themselves (such as saying, "I'm stupid")	Changes in relationships to adults, such as becoming clingier or more avoidant.	Comes to school early and leaves late.
The child is extremely avoidant of undressing or physical contact at school	Loss of previously acquired developmental skills	Fear of certain places e.g., bedroom or bathroom	Says there is no one home to take care of them.
Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days	Doesn't appear to have close relationship with care giver or parent	Trouble walking or sitting	Indifference

### Signs and behaviour of a possible adult perpetrator

Physical	Emotional	Sexual	Neglect
Appear overly severe and harsh with child in front of others	Constantly calls the child names, labels the child or publicly humiliates the child	May be unusually over-protective of a child	Fails to provide for the child's basic needs, such as housing, nutrition, medical and

<sup>4</sup> Emotional abuse has no obvious physical signs like other types of abuse. It should also be noted that changes in emotions are a normal part of growing up, so it can be very hard to tell if a child is being emotionally abused.

			psychological care
May be vague about the details of the cause of injury and the account of the injury may change from time to time	Emotional	Is jealous of a child's relationships with peers or other adults or is controlling of the child	Brings child early and picks child late regularly
May blame the accident on a sibling, friend, relative or the injured child	Constantly calls the child names, labels the child or publicly humiliates the child	May favour the victim over other children	Leaves child at home alone
Behave in an unpredictable way with no boundaries or rules	Emotional	Demonstrates physical contact or affection to a child which appears sexual in nature or has sexual overtones	Is overwhelmed with own problems and puts their needs in front of their child's needs
Lash out in anger when the child does something wrong instead of explaining	Constantly calls the child names, labels the child or publicly humiliates the child	Is secretive and isolated	Appears to be unresponsive to the child
Use the fear of physical rather than teacher rules	Emotional		Is abusing alcohol or other drugs

## 12. Reporting & Recording Allegations of Abuse

### Procedures for Reporting and Investigating Allegations of Abuse

GGT takes seriously any concerns or allegations of child abuse and will take appropriate steps to investigate and report any allegations to the relevant authorities and to ensure that the child is protected during the course of the investigation.

#### Who should report:

- All GGT employees, volunteers, associates, beneficiaries, children and any other individuals or organisations connected with GGT programs.

#### What should be reported:

- Any disclosure, concern or allegation from a child, community member or employee regarding the safety, abuse or exploitation of a child. NOTE: This includes actual, suspected, or risk of abuse or harm to a child.
- Any observation or concerning behaviour exhibited by a GGT employee, volunteer or associate that breaches the GGT Code of Conduct or Child Protection Policy.
- Any observation of concerning behaviour GGT representatives witness during field visits to nursery and primary schools and other educational facilities or work-related events.

**When to report:**

- Child abuse concerns should be raised immediately.

**Who to report to:**

- Child abuse reports should be made directly to the Male or Female Safeguarding Officer or a co-director of GGT, who will record details of the report. When a report relates to a co-director, the report should be made to the Chair of the board.
- Contact Details are:
  - Male Safeguarding Officer  
Daniel Aweno  
0785 037338
  - Co-Director  
Jody Unterrheiner  
0774 339 715
  - Female Safeguarding Officer  
Abigail Nigiwan  
0755 810276
  - Co-Director  
Michael Seger  
0788 740816
  - Chair of the Board  
Jimmy Okello  
0773 223777

**How should it be reported:**

- Staff members who suspect child abuse should report immediately (verbally) to the Male or Female Safeguarding Officer. After reporting verbally, they should complete the Concern Form (Annex A) in writing and give the written report to the Male or Female Safeguarding Officer.
- If a child reports that a GGT staff member has abused them, then they should ask open questions what happened (as directed during training), complete the Concern Form and report to the Male or Female Safeguarding Officer immediately.
- If the Male or Female Safeguarding Officer is accused of child abuse, then the report should be raised immediately to a co-director.
- If a co-director is accused of child abuse, then the report should be raised immediately to the Chair of the board.

**How should it be investigated:**

- The Male or Female Safeguarding Officer and co-director will investigate to clarify the details of the disclosure, concern or allegation.
- Any necessary reports will be made to the authorities, in accordance with the laws of Uganda. See flowchart of procedures for steps involved (Annex B).

**Confidentiality:**

- The names of people involved and the details of the report will remain confidential. Information will only be released on a 'need to know' basis or when required by law or when a report to police or child protection authorities is made.

- GGT shall make every effort to maintain confidentiality and guard against unwanted publicity, not only out of respect for the pupil and staff involved but so as not to jeopardise evidence.

**Disciplinary action:**

The following measures may be applied to any person covered by the scope of this policy who breaches the code of conduct:

- Meeting to discuss the breach with an opportunity for the person to respond or explain their actions.
- A warning about potential consequences of breaches.
- Suspension of employment/involvement with GGT until the matter is investigated.
- Termination of employment/involvement with GGT.
- Report to the police in the case of criminal matters.

**Procedure in respect of false allegations**

If GGT finds that the allegation is false and has been deliberately invented or malicious, the board shall speak to parents and discuss the steps that need to be taken for the child.

**Notifying parents**

GGT shall normally seek to discuss any concerns about a child with their parents. This shall be handled sensitively and the chairperson, teacher or designated person shall make contact with the parent in event of a concern, suspicion or disclosure. The designated person shall not name the accused perpetrator.

**13. Review**

The Child Protection Policy Committee shall review and update (if necessary) the Child Protection Policy bi-annually and it shall be approved by the Board of Directors of GGT.

**I have read and understood and will comply with GGT's Child Protection Policy**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Role: \_\_\_\_\_

### **Concern Form**

This form is to be used to report concerns about potential violation of GGT Child Protection Policy and Code of Conduct. Please try to provide as much information as possible in the form. If there is doubt whether you should report your concern then use the checklist below:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Did you witness child abuse?                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you suspect someone of child abuse?                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Has someone been accused of child abuse?                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Has someone reported child abuse to you?                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you believe that a child is being neglected?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you believe that a child has been mentally abused?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you believe that a child has been emotionally abused? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you believe that a child has been sexually abused?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Your concern is founded if you answered “yes” to any of the above. You now have the duty to report your concern on this form. Please do not delay.

#### **Information about you**

Name:

Mobile number:

Position:

What is your relationship to the child?

#### **Information about child (if more than 1 use separate paper)**

Name:

Date of Birth:

Relationship to the potential abuser:

Address of the child:

Current location of child:

What measures have been instituted for the child’s safety at present?

#### **Information about potential abuser**

Name:

Gender:

Position at workplace:

Relationship to the child/pupil:

**Conversation Report:**

Describe the incident, the name of the person whom you spoke and in their own words what he or she said. Also indicate date and time contact was made.

**Observation**

How did the child appear? (any physical injuries, emotions, etc)

Any further details or information you think are relevant to this.

Who have you shared the information with? Have parents been notified?

Date: .....

Signature: .....

*Please give this form to the Child Safeguarding Officer. If he or she is unavailable, please give to your supervisor.*





# FLOW CHART OF PROCEDURES

