



Kalagala Education Initiative (KEI) Child Protection Manual

Version 1.0 Effective Date: 15 March 2020

Approved by: Executive Director / Board

Table of Contents

1. Introduction
2. Purpose and Scope
3. Child Protection Principles
4. Roles and Responsibilities
5. Safe Recruitment and Vetting
6. Code of Conduct
7. Risk Assessment and Management
8. Reporting Procedures
9. Handling Allegations and Concerns
10. Safe Program Design
11. Online and Digital Safety
12. Communication and Media Guidelines
13. Monitoring, Evaluation, and Review
14. Training and Awareness
15. Appendices

1. Introduction

Kalagala Education Initiative (KEI) is committed to creating a safe and supportive environment for all children participating in its programs. This manual outlines our policies, standards, and procedures to protect children from abuse, exploitation, neglect, and harm. KEI recognizes that children are vulnerable and have the right to protection, regardless of their background, ability, or circumstances.

2. Purpose and Scope

The purpose of this manual is to:

- a) Establish clear child protection policies for all staff, volunteers, and partners.
- b) Provide guidelines and procedures for preventing and responding to child protection concerns.
- c) Ensure compliance with national and international child protection standards, including Uganda's Children Act (Cap 59) and the UN Convention on the Rights of the Child (CRC).

Scope: This manual applies to all KEI employees, volunteers, interns, and partners, and all activities including in-person programs, online communication, sponsorship programs, and letter-writing initiatives.

3. Child Protection Principles

- a) **Best Interests of the Child:** All actions and decisions prioritize the child's safety, welfare, and rights.
- b) **Zero Tolerance for Abuse:** Physical, emotional, sexual, or neglectful harm is unacceptable.
- c) **Confidentiality:** Children's identities and information are protected at all times.
- d) **Non-Discrimination:** All children, regardless of gender, ability, religion, or background, have the right to protection.
- e) **Empowerment:** Children are informed about their rights and are encouraged to speak up about concerns.

4. Roles and Responsibilities

- a) Board of Directors: Ensure policies are implemented and resources allocated for child protection.
- b) Executive Director: Oversee compliance, review incidents, and report to authorities as needed.
- c) Program Staff and Volunteers: Follow the code of conduct, report concerns, and ensure safe program delivery.
- d) Partners and Donors: Adhere to KEI child protection standards when engaging with children.
- e) Safe Recruitment and Vetting All staff and volunteers must undergo background checks, reference checks, and child protection interviews. Induction training on safeguarding policies is mandatory.

5. Code of Conduct

- a) Treat children with respect and dignity.
- b) Avoid any form of physical punishment, intimidation, or discriminatory behavior.
- c) Never engage in sexual or exploitative behavior with children.
- d) Follow appropriate communication guidelines (e.g., online correspondence, letters, photos).
- e) Report any concerns or suspicions immediately through proper channels.

7. Risk Assessment and Management

Before any program, staff must identify potential risks to children, develop mitigation measures (supervision, safe transport, secure venues), and review risk assessments regularly.

8. Reporting Procedures

- a) Immediate Action: Ensure the child is safe.
- b) Internal Reporting: Inform the Program Coordinator or Child Protection Officer.
- c) Documentation: Complete a Child Protection Incident Form.
- d) External Reporting: Report to authorities if required by law.

- e) Handling Allegations and Concerns Do not investigate personally; follow formal procedures. Ensure the safety of the child and any witnesses. Maintain confidential records and follow up on outcomes and corrective actions.

9. Safe Program Design

- a) Maintain appropriate adult-to-child ratios.
- b) Ensure classrooms, camps, and community centers are child-friendly and hazard-free.
- c) Only collaborate with organizations adhering to child protection standards.

10. Online and Digital Safety

- a. Children's photos, personal information, or letters cannot be published online without consent.
- b. Digital communication should be monitored by KEI staff.
- c. Provide guidance to children on safe internet use.

12. Communication and Media Guidelines

- d) Obtain written consent before sharing photos or stories.
- e) Avoid identifying information (full name, address, school, location).
- f) Highlight impact safely without sensationalizing or exploiting children.
- g) Conduct annual child protection audits.
- h) Update policies and procedures regularly.
- i) Staff and volunteers receive child protection training at induction.

References:

Uganda Children Act (Cap 59) - UN Convention on the Rights of the Child (CRC) - Keeping Children Safe Standards