

## KINYINYA SCHOOL FOR THE DEAF -KYELEGWA UGANDA

---



---

### Child Protection Policy (CPP)



#### 1) INTRODUCTION :

Children constitute the principle assets of any country and it's generally believed that children are a gift from God, a heritage from the Lord. We are therefore accountable to God for mounding, shaping and preparing them for a life of service to God and the society in which they are expected to live.

This policy is made with reference to the requirements of the United Nations Convention on the rights of children(UNCRC) signed and accepted (ratified) by Uganda on 17 August 1990 and all existing legislations that enshrines the rights of each child in Uganda

- a) The safety and protection of children is paramount to all those involved in the promotion of education at kinyinya school for Deaf

- b) The protection of children is the proper concern of everyone in a position to help them.
- c) The primary responsibility for the care, protection and support for children rests with their parents or guardians but a limited range of services is available to help them with this task
- d) Kinyinya school for Deaf is committed to working in partnership to provide services to protect children with special learning need and to provide support for any victim of abuse
- e) Children can develop a special and a close relationship with school staff and view them as significant and trust worthy adults. It is not surprising therefore that children if they have been abused, may confide or disclose to a teacher or other member of staff
- f) School staff is also in a unique position to notice and change in demeanor or circumstance. During daily contact there is often the opportunity to notice injuries , marks, or bruises which might indicate a child has been abused
- g) Kinyinya school takes account of the government guidance in child protection policies and other relevant guidance such as the Orphans and vulnerable children (OVC) Guidance
- h) Kinyinya school operates safer recruiting procedures
- i) The District child protection officers, the Inspector of schools, have led responsibility for safeguarding children with special need within kinyinya. It's their duties to liaise with other safeguarding partners. The local council chairperson. District probation officers, District Education officers, other local community members and volunteers are appropriate.
- j) This policy is available to parents/ guardians in person at all times when KINYINYA School is open at each school or unit. It's also available at Kinyinya School for the deaf website at ksfdacademy.com.

## 2). AIMS

KINYINYA School for the Deaf aim to safeguard all pupils with special learning needs from all forms of abuse, neglect and exploitation .Therefore this policy aims to:

- a) Set out procedures for ensuring that KINYINYA SCHOOL meets its responsibilities for safeguarding pupils with special learning needs or other children in its care from abuse
- b) To protect staff against allegations of abuse or inappropriate behaviors “

## 3). DEFINITIONS

- a) **Child:** “ child means a person who has not completed 18 years of age”
- b) **Child right:** The rights of any person below the age of 18 years as recognized by the UNCRC and other concerned international instruments and operationalized through Uganda legislations
- c) **Child abuse:** All forms of physical or mental violence, injuries or abuse, maltreatment or exploitations , including:
  - **Physical abuse:** include hurting or injuring a child, inflicting pain, poisoning, drowning or smothering. Or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or care giver has the symptoms of, or deliberately causes ill health to a child whom they are looking after.

- **Sexual abuse:** include direct or indirect sexual exploitation, force, enticement or corruption of children by involving them or threatening to involve them in the inappropriate sexual activities whether the child is fully aware of what is happening or not and whether or not such an act was consequential or otherwise. The activities may involve physical contacts including penetrative (e.g. Aggravated defilement or rape) or no penetrative acts.
- **Emotional abuse:** Repeatedly rejecting children, humiliating them or denying their worth and rights as human beings
- **Neglect:** Is the deliberate and persistent lack of appropriate care or failure to meet a child's basic, physical and psychological needs including love, stimulation, safety, nourishment, warmth, education, and medical attention that can result into serious impairments of the child's health and development
- d) **Vulnerable children :** Children hailing from critical backgrounds including dysfunctional families, working children, destitute, orphans, street children, children with disabilities, or children in acute vulnerable situation or any environment that is risky and might inhibit the growth and development of the child shall also be considered as critical background with emphasis on a working child
- e) **Corporal punishment:** Any deliberate infliction of physical/ emotional pain on a child by an adult
- f) **CHILD PROTECTION:** By protection, we mean to safeguard all the children between (0-18) years from all forms of physical, sexual, mental, emotional, spiritual, economical, psychological, social, abuse and exploitations.
- g) **Abusers of children.** Abusers of children can be parents, caretakers, siblings, and members of the extended families, neighbors, teachers, strangers, other pupils or any one. Sensitive steps will be taken in case of abuse of one child by another. In such cases, appropriate advice should be taken immediately

#### 4. CODE OF CONDUCT:

Kinyinya School believes in and advocates for children's rights to survival, protection, development and participation. This code of conduct includes guidance on appropriate and expected standards of behaviors of adults towards children with special learning needs and also of children towards other children and teachers. It has been developed with the best interests of the children with special needs as the primary consideration and should be interpreted in the spirit of transparency and common sense

#### STANDARD OF BEHAVIOURS

##### Adults (Teachers, parents and guardians) should:

1. Provide an enabling environment for all children's personal, physical, social, emotional, moral, spiritual and intellectual development
2. Communicate clearly in a language that all children with special learning need especially the Deaf understand better.

3. Encourage and respect children's voice, rights and views
4. Be inclusive and involve all children without selection, discrimination or exclusion on the basis of gender, disability, ethnicity, religion or any other status.
5. Be aware of the potential for peer abuse (eg. Children bullying, discriminations against others, victimization or abusing children)
6. Develop special measures/ supervision to protect younger and especially vulnerable children from peer and adult abuse
7. Be aware of high –risk peer situation(eg suicide, unsupervised mixing of older and young children and the possibilities of discriminations against minors)
8. Develop clear rules to address specific physical safety issues relevant to the local physical, environment of a project( for example for a school project based near water, heavy road traffic, railway lines)
9. Avoid placing yourself in a compromising or vulnerable position when meeting with the children(For example being alone with a child in any circumstance which might potentially be questioned by others)
10. Meet with a child in a central, public location whenever possible
11. Immediately report the circumstances or any situation which occurs and that may be subject to misinterpretation to the designated committee
12. Report suspected or alleged abuse to the designated committee

##### **5). INAPPROPRIATE STANDARD OF BEHAVIOURS**

###### **Adults should not:**

1. Hit or otherwise physically insult a child.
2. Use language that will mentally or emotionally abuse any child
3. Act in any way that intends to embarrass, shame, humiliate, or degrade a child
4. Show discrimination based on race, culture, age, gender, disabilities, religion, sexuality, political persuasion or any other status
5. Develop the sexual relationship with the child
6. Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way.
7. Do things of personal nature that a child could do for him/herself, including dressing, bathing and grooming
8. Encourage any crushes by a child
9. Initiate physical contact (Holding hands) unless initiated by a child.
10. Suggestion of inappropriate behaviors or relation of any kind with a child.
11. Allow children to engage in sexually provocative dressing, games and behaviors with others.
12. Stand aside when they see inappropriate actions inflicted by the children on other children because it is frequent and common place.

## 6). PROCEDURES:

Given that many pupils at Kinyinya School for the Deaf are orphans or otherwise residential, the following procedures should be applied by all staff, including all in support and any adult working in Kinyinya School as well as older pupils. The term staff therefore applies to any adult or senior pupil who has any concern of a child protection nature

1. Reporting to the designated child protection committee (CPC) member any concern about pupils whether raised by the staff or senior pupils must be discussed with any designated member of the Child protection committee(CPC) or their named deputies in absence of senior members as soon as possible
2. Immediate response to the child where a staff receives a disclosure then they will immediately report it to the designated child protection committee member. It is vital that any staff actions do not abuse the child further or prejudice further enquiries for example
3. Listen to pupils and if you are shocked by what is being said try not to show it, if it's acceptable to observe any evidence such as injuries or bruising but not to ask a child to remove or adjust their clothing to observe them.
4. If a disclosure is made, the pace of the conversation should be dictated by the pupils without their being pressed for details by being asked questions such as "what did you do next" or "where did they touch you" The staff role is to listen, record and report; not to investigate. Staff must use open questions such as "is there anything else you want to tell me? Or encourage them further with yes" or and so on "
5. Accept what the pupil says. Be careful not to burden them with guilty **by asking questions such as "why didn't you tell me before"**
6. Do acknowledge how hard it was for them to tell you this.
7. **Do not criticize the perpetrator; this may be someone they love.**
8. Do not promise not to tell anyone-confidentiality cannot be guaranteed.
9. Re assure the pupils that they have done the right things, explain whom you will have to tell (the designated child protection member) and why. It is important that you do not make the promises that you cannot keep such as("I will staff with you all the time', it will be alright now'

## 7) RECORDING INFORMATION

### Staff or senior pupils should

1. Make some brief notes at the time or immediately after wards; record the date, time, place and context of the disclosure or concern, recording what has been said to you and not to your assumption and interpretation. Notes must be signed and dated.
2. Record observed injuries and bruise on the Body Map
3. Note the Non-Verbal behaviors and the key words in the language used by the pupils (and translate into clear information's if the communication is in sign language )
4. Keep the original notes and pass them to the designated child protection committee member
5. The designated child protection committee member will forward all referrals to our child protection partners at District local government, LC1, DEO and others Agencies

**8) SUPPORT:**

Pupils and families, and Kinyinya school recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. The school may be the only stable, secure and predictable element in the lives of children at risk. Therefore, Kinyinya School endures to support pupils with special learning needs through:

- a) The curriculum to encourage self-esteem and self-motivation
- b) Promote an inclusive, positive, supportive, and secure environment which gives all pupils and adults a sense of being respected and valued
- c) The implementation of KINYINYA SCHOOL for Deaf code of conduct
- d) A consistent approach which recognizes and separates the causes of behaviors from that behaviors which the pupils displays
- e) Regular liaison with other schools, professionals, NGOS and government agencies who support pupils and their families
- f) Referrals of all causes of child abuse to child protection partners at local government council and other partners
- g) A commitment to develop a productive, supportive relationship with parents and the development and support of a responsive and knowledgeable teachers and staff group, such as Developing School, family initiative program across kinyinya School for deaf

**9) TEACHING STAFF**

Reviewing a disclosure or observing signs of abuse can be very distressing. All staff should discuss their feelings with the designated Child protection committee member or other senior staff. Incidents of a child protection nature can affect a staff not directly involved.

- a) Any member of a staff who is concerned about involvement in child protection issues can discuss the matter with designated child protection committee member or a Head teacher or Any Kinyinya school governing member
- b) Where an allegation of abuse is made against a member of a staff or governor or a volunteer, then the support will be offered Kinyinya school for the deaf governing body and dealt with in line with the staff facing allegation of abuse or inappropriate behaviors

**10).CONFIDENTIALITY:**

- a) Staff have professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies and or child protection partners. If a pupil have confidence in a member of a staff of a staff and requests that the information is kept secret, it's important that a member of a staff tells the child sensitively that he/she has a responsibility to refer the matter to the designated child protection committee member for the child's own seek.
- b) At the same time, the child should be reassured that the matter will initially be disclosed to the designated child protection committee member who will then decide an appropriate action.
- c) Child protect records should be kept securely locked.

- d) Personal information about all pupils and their families is regarded by those who work in this Kinyinya School as confidential. All staff will aim to maintain this confidentiality.
- e) All records relating to child protection incidents will be maintained by the designated child protection committee member and only shared as is consistent with the protection of children.

**11). PARENTS**

Parents play an important role in protecting their children from abuse Kinyinya School for Deaf (KSFD) is required to consider the safety of the pupils and should a concern arise professional advice will be sought prior to contacting parents and the following applies.

- a) Kinyinya School for Deaf will work with parents to support the needs of their children.
- b) Kinyinya school aims to help parents understand the KSFD , like other schools, has a responsibility for the welfare of all pupils with special learning needs and has a duty to refer cases in the interests of the child
- c) This policy is available to all parents and guardians as indicated in the general introduction.

**When a pupil transfers to another school**

- a) **If** there are concerns raised or in the process of being investigated, the relevant local council(LC1) Chairman, District Education officer, or other local statutory agencies will be contacted by the designated child protection officer ( committee member) and informed of the transfer
- b) When a child change school, all relevant information and records will be passed on to designated Child protection committee member at the receiving school in the absence of any such officer, the most relevant placed person within the school along with the relevant local council chairperson, District Education officer or( other statutory children’s agencies)

**12).TRAINING**

- a) Kinyinya school for Deaf has a commitment to training and will arrange for sensitization training or inputs wherever possible
- b) The Designated Child protection member and school inspector will be expected to cascade learning to the wider staffing group via meetings
- c) Child protection is to be a standing item on all agendas within Kinyinya school for the deaf

**13) RESPONSIBILITIES**

**1). Management and Administration**

It’s important to briefly identify the distinctions between management and administration in this Child protection policy (CPP) as it relates to education System as social sector. The two concepts can be distinguished as follows

<b>Management (Governing Body)</b>	<b>Administration</b>
<ul style="list-style-type: none"> <li>• It refers to a group of owners or founder</li> </ul>	<ul style="list-style-type: none"> <li>• It refers to a group of employees with specialized knowledge and skills, technical expertise</li> </ul>

<ul style="list-style-type: none"> <li>• It lays down policies</li> </ul>	<ul style="list-style-type: none"> <li>• It puts policies into action, implements</li> </ul>
<ul style="list-style-type: none"> <li>• It takes major decision about the organization/ institution</li> </ul>	<ul style="list-style-type: none"> <li>• It guides, directs and supervise the operations to achieve goals</li> </ul>
<ul style="list-style-type: none"> <li>• It is concerned with determination of major policies</li> </ul>	<ul style="list-style-type: none"> <li>• It is concerned with activities carried out to achieve the set objectives</li> </ul>

## 2). Governing body (Management)

- a) The governing body will appoint the chairperson to liaise with Kinyinya school designated child protection officer and kinyinya child protection partners
- b) The Governors will also appoint a designated Teacher for safeguarding pupils at each school or facility, They will ensure that he/she is trained and receives further regular updating
- c) The governing body will receive and consider annually a verbal report from each Head teacher on safeguarding pupils in Kinyinya school for the Deaf (KSFDC)
- d) The named governor will appropriate training in liaison with the designated child protection officer for the governing body
- e) The governing body will determine any changes to KSFDC policies and procedures as appropriate
- f) The governing body is responsible for annually reviewing and amending the policies as appropriate

### The Head teacher (Administration)

- a) She/he is responsible for the implementation of the policy in the school ensuring that the outcomes are monitored
- b) Will report annually to the Governors on the working of the policy
- c) Will be aware of safer recruitment and will ensure that any deficiencies or weakness in child protection arrangements are remedied without delay
- d) Will take a lead role in reporting of incidents where adults have left KSFDC because they are considered unsuitable to work with children

## 3. The Designated Child Protection Officers (Members)

- a) Kinyinya School for Deaf (KSFDC) will appoint the designated child protection committee members from the Governors and administrations who shall be the champions for all child protection and safeguarding issues of children
- b) They shall nominate a deputy or the person to contact in their absence
- c) The designated child protection officer CPO (deputy) shall be responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with.
- d) They will report all cases or suspected or actual problems associated with child protection to child protection partners and agencies
- e) The Designated child protection member (Deputy) will ensure that He/ She is aware of the latest national and local guidance and requirements and will keep the staff and Governors of KSFDC informed of any relevant changes.



- f) The Designated Child protection Members and the Deputy will receive appropriate training in child protection matters
- g) The Child protection committee members will ensure that appropriate awareness is given to all new staff members at school, including part time and volunteer workers, refreshers child protection training must be organized at least at regular intervals
- h) The child protection members will ensure that senior pupils/ school prefects receive sensitization in child protection as soon as is practically possible after their appointment.
- i) The Designated Child protection officer (deputy) will liaise with the governing body, Nominated Governors for child protection safeguarding

#### 4. Staff

- a) All staff, including other visiting staff or volunteers will be informed of the designated Child protection officers (Members) Name and KSFDC Policy for the protection of children. This will be
  - During their first induction to KSFDC
  - Through staff hand book
  - Whole staff training or briefing meetings
- b) All staff needs to be alert to the signs of harm and abuse on children. They should report any concern if not immediately, as soon as possible, that day to designated child protection officers or deputies, if in any doubt, they should consult with the designated child protection committee members.
- c) If the child protection Deputies cannot be contacted, then they should make referrals to the child protection partners at the local government
- d) If the abuse or suspected abuse involves a senior member of KSFDC, Staff and or other Child protection officer or deputy, they should make referrals to child protection partners at local government.**
- e) All relevant National and local procedures will be made available for staff reference and it located in a nominated file held at each site.
- f) When utilizing employees of another organization on site other than KSFDC, and they are taking responsibilities for KSFDC's pupils (eg. Choir Tours) assurance must be received that they appropriate safeguarding measures or checks(right and proper person test, Criminal record background checks or equivalent))

#### 5. Senior Pupils/ prefects:

It is often the case that pupils with problems talk to senior pupils and this is particularly the case in a residential school environment. All School prefects/Senior pupils will be given child protection awareness instructions by the Designated Child protection officer or deputy or Head teacher, in matters of child protection and in particular, how to deal with information which might suggest abuse

#### 14 MONITORING AND REVIEW:

- a) The Designated child protection committee members and officers (CPO) will monitor the working of the policy and will report as required to the Governors and child protection partners

- b) The policy will be reviewed annually by the governing body and amendments made as necessary due to changes in legislations and or guidance issued by regulatory bodies.
- c) The review will take into consideration both the details of the policy and how the related duties have been discharged along with the verbal reports from the Head teacher
- d) This policy will be shared with parents, guardians, supported, and child protection partners at local and national government.

**15. COMPLAINTS:**

Any Person wishing to make a complaint of any child can consult and file a complaint with the child protection committee. The complaint should be made in writing and addressed to the chairperson of the committee within 5 working days of any such incidence of discrimination

The constitution of the committee shall be

- The chairperson of the child protection committee
- Two members of the governing bodies (Management)
- Head teacher and two deputies (Administration)
- One support staff member

**KINYINYA SCHOOL FOR THE DEAF (KSFD) CHILD PROTECTION COMMITTEE**

NO	NAME	ROLE IN THE COMMITTEE
1	MR. SERAPIO KARUBANGA	CHAIRPERSON
2	MR. BYAMUKAMA STEPHEN	VICE CHAIRPERSON (CPO)
3	MR. RWAHERU ERIFASI	MEMBER
4	MISS KABASOMI FLORENCE	HEAD TEACHER
5	MR. GUMIRA CHAIRLES	DEPUTY (CPO )
6	MRS LEONIDA KABAUMA	MEMBER Deputy
7	MR. THOMAS O AKIIKI	MEMBER
8	MR. MWEBE JONH	MEMBER



.....

**SERAPIO KARUBANGA**

**CHAIPERSON GOVERNING BODY**

KINYINYA SCHOOL FOR THE DEAF

11<sup>TH</sup> NOVEMBER 2017