



6th December 2021

Wenareeba Innocent

WANRAN INC

Banda, Kyambogo - Kampala Uganda

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Email : info@wanraninc.com

Dear Mr. Innocent,

CONSULTANCY CONTRACT – ICT SUPPORT TO THE ONLINE RESOURCE HUB

Sense International Uganda is pleased to offer you the attached contract, of which Annex 1, Annex 2 and Annex 3 form an integral part.

Please indicate your acceptance of this contract by signing and returning one copy of this letter, together with copies of Annex 1, Annex 2 and Annex 3. You should also endorse your signatures on all the pages of these documents at the bottom right hand corner signifying that you understand and accept all the special and general provisions of this consultancy contract.

Country Director

Date

Consultant

Date

TERMS

COMMENCEMENT DATE

It is agreed that from 6th December 2021, **Wenareeba Innocent**, hereinafter referred to as "the Consultant" shall provide ICT support to the online resource center Hub at Sense International Uganda. The work entails working with Sense Uganda staffs and key stakeholders to develop an online resource center.

The consultancy period shall not take more than 20 days after signing the contract.

The work will be based in Kampala

TERMINATION DATE

As stated above, this agreement shall commence after signing the contract for Three (3) weeks thereafter. Unless written notice to terminate the agreement is given by either party as set out in section 1.3, or other compelling reasons agreed by both parties arise to delay the termination date.

CANCELLATION AND AMENDMENT

During the course of this agreement, modifications and/or amendments may be proposed by either party, but will not take effect until mutually agreed upon and put in writing.

Termination of this agreement before its life may be made by either party within 5 days' written notice. Should early termination of this agreement become necessary, the Consultant will be paid pro rata up to the date of termination and depending on the amount of work completed.

SCHEDULE OF SERVICES

The detailed Schedule of Services for this consultancy are attached as Annex 1 of this contract.

LIAISON AND COMMUNICATIONS

The primary authority within SI for this consultancy in the first instance shall be **Michael Sebuliba, Country Director** who shall ensure that the terms of the agreement are upheld and the tasks prepared satisfactorily. The Consultant shall liaise closely with **Edward Otim (Program Manager)** and with other staff as detailed in Annex 1.

Therefore, for the duration of the contract, the first point of liaison shall be **Michael Sebuliba, Country Director**, or if they are unavailable, **Edward Otim**.

The Consultant will maintain a steady liaison with to ensure that all parties have a common understanding as the work progresses.

FINANCIAL ARRANGEMENTS

SIU shall pay a fee to a total of no more than USHS 3,000,000/= **Three million shillings only**. Below is breakdown.

| ITEM/SERVICE | QTY | PRICE | TOTAL(UGX) |
|--------------------------------------------------|-----|---------|------------|
| Front End Design | 1 | 500,000 | 500,000 |
| Backend Design | 1 | 600,000 | 600,000 |
| Social Media Integration | 6 | 100,000 | 100,000 |
| Resource Page Integration | | 100,000 | 100,000 |
| Backend setup for resource management | | 300,000 | 300,000 |
| Hosting , server setup & Configuration | | 400,000 | 400,000 |
| Security Setup | | 300,000 | 300,000 |
| Mobile Compatibility Design (Responsive Design) | 1 | 200,000 | 200,000 |
| Desktop Site Design | 1 | 500,000 | 500,000 |
| TOTAL | | | 3,000,000 |

This amount is inclusive of all taxes. The Consultant is responsible for their own tax affairs.

SIU will pay 40% on receipt of invoice from the Consultant once the agreement has been signed and work has commenced.60% shall be paid upon completion of study and production of final report.

Please note that is the consultant's responsibility to pay any additional taxes that are required in line with Ugandan law.

HEALTH AND SAFETY

The Consultant shall comply with all reasonable standards of safety and comply with the Company's health and safety procedures from time to time in force at the premises where the Services are provided and report to the Company any unsafe working conditions or practices.

CONFIDENTIAL INFORMATION

The Consultant acknowledges that in the course of the Engagement, he will have access to Confidential Information. The Consultant has therefore agreed to accept the restrictions in this clause.

The Consultant shall not (except in the proper course of her duties) either during the engagement or at any time after the termination date, use or disclose to any person, firm or company (and shall use his best endeavors to prevent the publication or disclosure of) any confidential information. This restriction does not apply to:

- Use or disclosure authorized by the Company or required by law; or
- Information, which is already in, or comes into, the public domain otherwise than through the Consultant's unauthorized disclosure

ANNEX 1 Schedule of Services

The activity is going to take 20 days from the date of signing the contract.

The following activities as highlighted by the timelines will be followed:

| Activity | Period of delivery | Responsible person |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
| Background study that will include gathering information and making consultations with the anticipated users of the hub | 2 days | Consultant, SIU Staff |
| Plan and budget to address glitches and provide on-going maintenance support. | | Consultant |
| Reflection on the plan and budget recommendations developed by the consultant on how to respond to any glitches | 1day | SIU team |
| <ul style="list-style-type: none">• Designing of the online platform.• Come up with a training manual for staff/guidelines on how to use the online platform.• Ensuring data security and integrity through eliminating risks that may arise. | 15 days | Consultant |
| Launch of the platform and branding to fit the standards of Sense International | 2 days | Consultant & SIU team |

ANNEX 2

General conditions applying to consultancy contracts

These conditions form an integral part of the contract referenced above. No provision herein made shall be taken to annul or modify any other provision of the same contract unless it is explicitly stated so to do.

1. This contract represents a contract for specified services and does not constitute a contract of employment.
2. The contracting Consultant shall in no way represent him/herself as an employee or official representative of SI nor is authorised to speak on its behalf.
3. The remuneration indicated in the contract is inclusive of all expenses unless otherwise specified.
4. The Consultant shall not incur or authorise any obligations of SI funds or other resources outside the terms of this agreement without prior specific written authorisation so to do.
5. The contracting Consultant shall be solely responsible for all local taxes or charges arising from the said remuneration.
6. The contracting Consultant assumes and accepts full liability for any personal injury loss or damage including loss or injury to third parties which s/he may incur during the life of the contract unless such loss or injury shall be demonstrated to have been caused by the negligence or wilful action of SI.
7. Any and all information and materials which shall come into the possession of the contracting Consultant by virtue of this contract shall be and remain the sole and exclusive property of SI and the contracting Consultant binds him/herself not to make any disclosure or use of such information other than in ways specifically authorised by SI.
8. It shall be the responsibility of the contracting Consultant to return in good condition to SI any and all documents, equipment and unused materials, which shall have been provided to him/her by SI under the terms of the contract, and to make good to SI any loss or damage to equipment or materials.
9. Any modification of the provisions of this contract and in particular any extension of the completion period shall be agreed in writing and dated and signed by both parties and annexed to this contract.
10. If at any time prior to the completion of this contract the contracting Consultant acts in a manner hostile or detrimental to the interests or reputation of SI or acts in a manner prejudicial to the satisfactory completion of the contract and its objectives, SI may terminate the contract forthwith and at its discretion offer compensation for any work thus far undertaken.
11. In case of disagreement over the provisions of the contract or its completion, which cannot be resolved amicably between the contracting parties, this contract shall be determined according to the laws obtaining in Uganda but all disputes shall, in the first place, be referred to an arbitrator for resolution.

BUSINESS OPPORTUNITIES

The Consultant undertakes to the Company that during the Engagement he shall take all reasonable steps to offer (or cause to be offered) to the Company any Business Opportunities as soon as practicable after the same shall have come to his knowledge and in any event before the same shall have been offered by the Consultant (or caused by the Consultant to be offered) to any other party.

OTHER PARTIES

The Consultant may use another person, firm or company to perform any administrative, clerical or secretarial functions which are reasonably incidental to the provision of the Services provided that the Company will not be liable to bear the cost of such functions.

INTELLECTUAL PROPERTY

The Consultant hereby assigns to the Company all existing and future Intellectual Property Rights in the Works and the Inventions and all materials embodying such rights to the fullest extent permitted by law. Insofar as they do not so vest automatically by operation of law or under this agreement, the Consultant holds legal title in such rights and inventions on trust for the Company.

The Consultant undertakes:

- To notify to the Company in writing full details of any Works and Inventions promptly on their creation;
- To keep confidential details of all Inventions;
- Whenever requested to do so by the Company and in any event on the termination of the Engagement, promptly to deliver to the Company all correspondence, documents, papers and records on all media (and all copies or abstracts of them), recording or relating to any part of the Works and the process of their creation which are in his possession, custody or power;
- Not to register nor attempt to register any of the Intellectual Property Rights in the Works, nor any of the Inventions, unless requested to do so by the Company; and
- To do all acts necessary to confirm that absolute title in all Intellectual Property Rights in the Works and the Inventions has passed, or will pass, to the Company.

The Consultant warrants to the Company that:

- He has not given and will not give permission to any third party to use any of the Works or the Inventions, nor any of the Intellectual Property Rights in the Works;
- He is unaware of any use by any third party of any of the Works or Intellectual Property Rights in the Works; and
- The use of the Works or the Intellectual Property Rights in the Works by the Company will not infringe the rights of any third party.

The Consultant waives any moral rights in the Works to which he is now or may at any future time be entitled under Chapter IV of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction, including (but without limitation) the right to be identified, the right of integrity and the right against false attribution, and agrees not to institute, support, maintain or permit any action or claim to the effect that any treatment, exploitation or use of such Works or other materials, infringes the Consultant's moral rights.

The Consultant acknowledges that no further fees or compensation other than those provided for in this agreement are due or may become due to the Consultant in respect of the performance of his obligations under this clause.

The Consultant undertakes, at the expense of the Company, at any time either during or after the Engagement, to execute all documents, make all applications, give all assistance and do all acts and things as may, in the opinion of the Company, be necessary or desirable to vest the Intellectual Property Rights in, and to register them in, the name of the Company and to defend the Company against claims that works embodying Intellectual Property Rights or Inventions infringe third party rights, and otherwise to protect and maintain the Intellectual Property Rights in the Works and the Inventions.

The Consultant hereby irrevocably appoints the Company to be his attorney to execute and do any such instrument or thing and generally to use his name for the purpose of giving the Company or its nominee the benefit of this clause.

DATA PROTECTION

The Consultant consents to the Company holding and processing data relating to him/her for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" (as defined in the Data Protection Act 1998) relating to the Consultant including, as appropriate:

- Information about the Consultant's physical or mental health or condition in order to take decisions as to the Consultant's fitness for work;
- The Consultant's racial or ethnic origin or religious or similar beliefs in order to monitor compliance with equal opportunities legislation;
- Information relating to any criminal proceedings in which the Consultant has been involved, for insurance purposes and in order to comply with legal requirements and obligations to third parties; and
- The Consultant consents to the Company making such information available to those who provide products or services to the Company (such as advisers), regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of the Company or any part of its business.

The Consultant consents to the transfer of such information to the Company's business contacts outside the European Economic Area in order to further its business interests.

Child & Vulnerable Adult Protection Policy

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|----------------------------|----------------------------|
| Date originally published: | 1 st April 2012 |
| Date of last review: | May 2019 |
| Approved by SI Board: | 5 th June 2019 |
| Frequency of review: | Annually |
| Date of next review: | May 2020 |



This policy forms part of the Sense International Safeguarding System

Contents

Country Reference Sheet

| | | |
|------------|-----------------------------------------------------------------------------|-----------|
| 1.0 | Introduction..... | 5 |
| 1.1 | Purpose and Scope..... | 5 |
| 1.2 | Definitions | 6 |
| 1.3 | The Sense International Safeguarding System | 6 |
| 1.4 | Policy aims | 7 |
| 2.0 | Our approach | 8 |
| 2.1 | Our commitment..... | 8 |
| 2.2 | Rights frameworks | 9 |
| 2.3 | Duty of care..... | 10 |
| 2.4 | Understanding abuse | 10 |
| 2.5 | Forms of abuse | 11 |
| 3.0 | Protection in practice | 13 |
| 3.1 | What to do if you have a concern..... | 13 |
| 3.2 | How concerns will be handled..... | 16 |
| 3.3 | What to do if you feel that your concern has not been resolved..... | 19 |
| 4.0 | Protection Responsibilities | 19 |
| 4.1 | Responsibility for reporting..... | 20 |
| 4.2 | Responsibility to uphold good practice..... | 20 |
| 4.3 | Responsibility of Managers | 22 |
| 4.4 | Responsibilities of individuals with specific safeguarding roles | 22 |
| 4.5 | Responsibility to survivors..... | 22 |
| 4.6 | Responsibility to promote participation and inclusion..... | 23 |
| 4.7 | Responsibility for whistleblower protection..... | 23 |
| 4.8 | Responsibility for accused person protection | 23 |
| 5.0 | Next Steps & Further Information | 24 |
| 5.1 | Declaration | 24 |
| 5.2 | Sharing this policy | 24 |
| 5.3 | Building skills & knowledge | 25 |
| 6.0 | Accessibility..... | 25 |
| | References | 26 |
| | Appendix 1: A rights-based approach to protection..... | 27 |
| | Appendix 2: Definitions of abuse and harm | 29 |
| | Appendix 3: Safeguarding Incident Reporting Form | 33 |
| | Appendix 4: Reporting a Safeguarding Concern..... | 37 |
| | Appendix 5: Safeguarding Responsibility Matrix..... | 37 |
| | Appendix 6: Child & Vulnerable Adult Protection Declaration..... | 41 |

Country Reference Sheet

This reference sheet is designed to ensure that relevant local information is available to facilitate the implementation of this policy. The Country Director is accountable for ensuring that it is completed when the policy is issued, and reviewed at least once a year.

| | | | |
|---------------------|-----------|-------------|------------------------------|
| Country | Uganda | | |
| Completed by | Chris Iga | Date | 30 th August 2019 |
| Reviewed by | | Date | |

| Contact Details | |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Country office contact details <i>(address, telephone number and name of Country Director)</i> | Address P.O. Box 72611, Kampala Plot 27, Kimera Road, Ntinda Telephone; +256 392 176 542 Email: info-ug@senseint-ea.org Country Director; Chris Iga |
| Safeguarding Focal Point <i>(name, position & contact details)</i> | Irene Kharono, Fundraising Manager irenek@senseint-ea.org Telephone +256772513586 |
| Chair of the Board of Trustees <i>(name & contact details)</i> | Kris Murali Deputy CEO – Sense/Sense International Kris.Murali@sense .org.uk |

| Emergency References | |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency reporting details <i>(the authority you should contact in an emergency, and how to contact them)</i> | <p>Uganda Police force; 911 (Child and Family Protection unit), which receives, investigates, mediates and refers all case of violence.</p> <p>Uganda Child Helpline Service (SAUTI): 116 Call the Child helpline if you are concerned that someone is in <u>immediate danger</u>.</p> <p>Text to report on UReport on 8500 (UNICEF SMS platform for reporting and referral of cases)</p> |
| Information on child and vulnerable adult protection <i>(references to relevant legislation & reporting requirements)</i> | <p>Relevant Legislations</p> <ul style="list-style-type: none"> • 1995 Constitution of Uganda, article 24 • The persons with disabilities Amendment Act 2019 • Children’s amendment Act 2016 • The domestic Act 2010 |

- The Prohibition of Female Genital mutilation Act 2010
- The Prevention of Trafficking in Persons Act 2009
- The Employment Act 2006 – restrict employment of children under age of 14 years
- The Penal Code Act 2007 – abolishes corporal punishment and outlaw's defilement including defining string measures against defilement
- The Computer misuse act 2011- prevention of on-line violence against children
- The 2015 Ministry of Education and Sports (MoES) Circular – banning violence against children in schools
- The MoES basic requirements and minimum standards for schools and education institutions includes indicator on safety and security
- The MoES National Strategy on Elimination of Violence against children in schools 2015-2020

Reporting mechanisms

- Uganda Police force; 911 (Child and Family Protection unit).
- Uganda Child Helpline Service (SAUTI): 116
- Text to report on U-Report on 8500 (UNICEF SMS platform for reporting and referral of cases)
- Family and Children Courts at District and National levels

Regulatory Bodies

- Inter-Ministerial committee on elimination of violence against children in schools co-chaired by Ministry of education and Ministry of Gender Labour and Social Development (MGLSD)
- National Child Protection Committee - MGLSD

| Information Sources | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Further guidance <i>(contact details of agencies with expertise in child and vulnerable adult protection)</i> | National Child Protection Committee MGLSD National Coordinator; Ms Agnes Wasike; agnes.wasike@gmail.com Uganda Child Helpline Service |
| Referral services <i>(contact details of agencies or services that can provide support or advice to survivors of abuse and exploitation)</i> | Uganda Police Force; <ul style="list-style-type: none"> • Child and family protection unit which receives, investigates, meditates and refers all cases of violence • Gender Based Violence and sexual related offenses against children department The Family and Children's Courts at district and national level – handle cases affecting/involving children National Union of Disabled Persons in Uganda (NUDIPU) Human Rights Department ; www.nudipu.org . |
| Legal advice <i>(contact details of agencies or service providers that can offer legal advice in relation to child and vulnerable adult protection and case management)</i> | Justice Law and Order (JLOS); offers legal advice for ordinary Ugandans including children. www.jlos.go.ug Uganda Human Rights Commission; www.uhrc.co.ug Legal Action and persons with disability (LAPD); Laura Kanusu |
| Investigation support <i>(details of agencies, consultants or service providers that can offer support with internal investigations regarding child and vulnerable adult protection)</i> | Uganda police; Criminal Investigation Department www.upf.go.ug Uganda Human Rights Commission; www.uhrc.co.ug |
| Psychological support <i>(contact details for psychological support services that staff could access if required)</i> | Trans-cultural Psychosocial Organisation (TPO) Uganda; www.tpoug.org |

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1.0 Introduction

Sense International is a non-governmental organisation supporting people with deafblindness in countries within Africa, Asia, Europe and Latin America. For information on our work, please visit our website www.senseinternational.org.uk. Alternatively, you can contact us using the details in the Country Reference Sheet at the beginning of this policy.

Sense International exists to support children and adults with deafblindness to realise their rights – including their right to protection from violence, exploitation, abuse, neglect and harm. We take our responsibility to keep people safe seriously, and continually strive to embed good practice across the organisation and beyond.

1.1 Purpose and Scope

The purpose of this policy is to protect people, particularly children and vulnerable adults, from harm that may be caused as a result of their contact with Sense International. This includes harm arising from:

- The conduct of staff, volunteers, interns, trustees, consultants, or personnel associated with Sense International.
- The design and implementation of Sense International's programmes and activities.

This policy does not cover:

- Sexual harassment or bullying in the workplace – this is dealt with in line with the procedures outlined in the Equality & Diversity Policy.
- Protection concerns in the wider community which do not have a direct relation to the work or actions of Sense International or its associates.

This policy applies to all Sense International operations and is global in its application. It is intended for use by staff, volunteers, interns and trustees as well as all individuals, entities, and groups that are in contact with our organisation.

In some situations, we may ask the entities with which we work to adopt this policy or, if more appropriate, adapt it to their local context. This is likely to occur where those entities do not have their own Child & Vulnerable Adult Protection Policy, or equivalent; or where this exists, but does not fulfil the standards held by Sense International and our donors. A refusal to do so may result in the termination of contractual or partnering agreements.

Everyone has a role to play in keeping people safe. We expect staff, volunteers, interns and trustees to sign the declaration in Appendix 6 to confirm that they have read, understood and agree to adhere by this policy. We will also include this policy within formal partnership agreements and other contractual agreements with individuals and entities external to Sense International so as to ensure that everyone who works with us upholds our standards.

1.2 Definitions

Common understandings are essential if we are to ensure that everyone works to a shared aim of keeping people safe. Sense International applies the following definitions for key terms used in this policy and our wider work:

Child – refers to any young person under the age of 18, as defined by the United Nations Convention of the Rights of the Child (CRC). This definition should be applied even where local law defines a child according to different criteria.

Vulnerable adult – is a person aged 18 or older who, by reason of mental or other disability, age or illness is, or may be unable, to take care of him or herself, or is / may be unable to protect him or herself against significant harm, abuse or exploitation.

The protection of children and vulnerable adults is a component of wider efforts to safeguard all those who come into contact with the work of Sense International. We recognise that it can be confusing to use the terms ‘safeguarding’ and ‘child and vulnerable adult protection’ interchangeably, and we are also aware that there may not be clear translations for these terms in some of the countries where we operate. For clarity, we define these terms in the following way:

Safeguarding – We understand safeguarding to be about ensuring the safety and well-being of everyone who works for us and with whom we work as a means of preventing them from experiencing harm. It involves recognising the types of harm that could occur within our operating environments, putting in place strategies to stop these from happening, and fostering a culture that promotes safety for all.

Child & Vulnerable Adult Protection – This is part of our safeguarding approach, but has a specific focus. It relates to the processes which exist for taking action on behalf of those children and vulnerable adults who are suffering, or are at risk of suffering, significant harm as a result of abuse, exploitation or neglect. It involves reporting concerns where these are identified and ensuring that these concerns are acted on.

1.3 The Sense International Safeguarding System

The Child and Vulnerable Adult Protection Policy is a central component of Sense International’s Safeguarding System – a suite of policies, procedures, tools and resources designed to support staff and volunteers to prevent harm from occurring within our work.

This policy sets out how to deal with protection concerns and the responsibilities of everyone in the organisation in relation to child and vulnerable adult protection. You must refer to other policies to learn about the systems and procedures in place to deal with related topics, such as how to consider safeguarding measures in recruitment processes, or how to manage general complaints. Please refer to the list below for more information on some key policies and their content, but note that this list is not exhaustive. You can speak to your Line Manager or the Safeguarding Focal Point in your country if you need any further information or guidance.

| Policy | Topics covered |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Safer Recruitment Policy | Safeguarding considerations within the recruitment process. |
| Whistleblowing Policy | Raising a concern or reporting poor practice within the organisation, free from fear of reprisal. |
| Equality & Diversity Policy | Measures for respecting and promoting diversity within our workforce, including ensuring that everyone is treated equally. |
| Compliments & Complaints Policy | How to manage a general complaint and the procedure that individuals and groups external to the organisation can use to complain about issues related to our work. |

1.4 Policy aims

Sense International is committed to protecting the people with whom we work. This policy aims to:

- Establish that all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from harm.
- Make clear our commitment to safeguarding children and vulnerable adults and our zero tolerance approach to abuse, exploitation and harassment.
- Equip staff to make informed and confident responses to specific child and vulnerable adult protection issues.
- Emphasise that all staff, volunteers, interns, trustees, consultants and other individuals and entities working with Sense International have a responsibility to uphold the Child Protection and Vulnerable Adult Policy, and that everyone has a role to play in keeping people safe.
- Set out the procedure that must be used by staff, volunteers and others in contact with our organisation to report any concerns.
- Demonstrate that all suspicions and allegations of abuse or exploitation will be taken seriously and responded to swiftly and appropriately.

This policy is divided into three parts:

- Our approach: How Sense International approaches protection, including relevant background information about people's rights and forms of abuse.
- Protection in practice: Procedures to ensure that children and vulnerable adults are protected, and that concerns are dealt with appropriately.
- Protection responsibilities: Information on our expectations in relation to behaviour and the role that everyone plays in ensuring that children and vulnerable adults are adequately protected.

Given that legal and statutory obligations and systems relating to safeguarding generally, and child and vulnerable adult protection specifically, may vary between countries, you should review the Country Reference Sheet at the beginning of this

policy for specific information on requirements, contact points and other relevant considerations in your country context.

2.0 Our approach

This section sets out how we approach safeguarding generally and child and vulnerable adult protection specifically. It also provides information on the principles that underpin our approach, the evidence that informs our understandings, and the knowledge required when dealing with this topic.

2.1 Our commitment

Every person has the right to protection from harm. Our approach to safeguarding involves promoting a culture of safety for all and practising this in every aspect of the organisation's day-to-day life. This includes in:

- the design and implementation of programme activity
- the recruitment, management and training of staff
- selection, contracting and partnering processes
- the way in which we gather, store and utilise information

It also involves taking action for and on behalf of children and vulnerable adults who are suffering, or are at risk of suffering, significant harm as a result of abuse, exploitation or neglect. Sense International has a zero tolerance approach to bullying, harassment, violence, exploitation and abuse, and so we have made the following commitments:

- Our staff will maintain the highest standards of conduct and practice.
- We will support our partners and others to build and endorse good practice.
- We will listen to all safeguarding concerns that are reported to us and take appropriate action.
- We will proactively champion meaningful participation in safeguarding work.

You can read our full Safeguarding Statement in the following location:
www.senseinternational.org.uk/about-us/our-safeguarding-statement

Alternatively, please contact your local country office using the details in the Country Reference Sheet at the beginning of this policy.

2.2 Rights frameworks

We uphold a rights-based approach in all elements of our work, which means that we endorse international rights conventions including the UN Convention on the Rights of the Child (CRC) and the UN Convention on the Rights of Persons with Disabilities (CRPD). All of the countries in which we work are signatories to these conventions.

The right of children to protection is set out in article 19 of the United Nations Convention on the Rights of Child, which makes clear that:

- Appropriate measures must be taken to protect children from all forms of abuse, neglect, maltreatment and exploitation.
- Support should be given to children and those who care for children to prevent harm from occurring.
- There must be systems in place for the reporting of concerns and to provide referral, investigation and follow-up of cases, including judicial involvement where necessary.

The right of children and adults with disabilities to protection is set out in article 16 of the United Nations Convention on the Rights of Persons with Disabilities, which makes clear that:

- Persons with disabilities should be protected from all forms of exploitation, violence and abuse both within and outside the home.
- Age-, gender-, and disability-sensitive information and support should be provided to persons with disabilities, their families and caregivers about how to avoid, recognise and report incidences of exploitation, violence and abuse.
- Measures should be taken to promote the recovery, rehabilitation and social reintegration of persons with disabilities who experience any form of exploitation, violence or abuse.
- Legislation, policies and systems must be put in place to identify, investigate and prosecute (where appropriate) instances of exploitation, violence and abuse.

Both the CRC and CRPD contain a number of principles which are relevant to the protection of children and vulnerable adults. You can read more about these in Appendix 1.

2.3 Duty of care

Sense International has a legal and moral obligation to protect everyone that comes into contact with our organisation. We are particularly concerned with the protection of children and vulnerable adults supported by our work. This is because we know that they are at risk from sexual, physical and emotional abuse, exploitation, neglect and other forms of inappropriate interactions perpetrated by adults and, in some cases, older children. We recognise that this is often the result of unequal power relationships and that they may experience heightened risk factors resulting from the situations in which they live, the relationships that they may have with others, and the social environment surrounding them.

As an organisation working with and for communities experiencing poverty, inequality, exclusion and the deprivation of rights, we see our duty of care as a responsibility to put in place measures to prevent foreseeable harm from occurring and to act in the best interests of the people with whom we work.

2.4 Understanding abuse

Children and vulnerable adults around the world are at risk from exploitation, abuse and neglect. For some, vulnerability to abuse may be heightened by their gender, ethnic origin or socio-economic status. Additional risk factors are associated with situations of insecurity, instability or the displacement of people, as well as in places where inequality, unemployment and poverty are concentrated. In many countries worldwide, children and vulnerable adults are exposed to cultural and social practices of a harmful nature, such as bullying, corporal punishment, child labour, slavery, female genital mutilation (FGM), child marriage or forced marriage, gang violence, and trafficking. Further vulnerability is experienced where weak legal process, limited services, and fear around reporting mean that few cases of violence, exploitation and abuse are fully investigated. The result is that perpetrators are not held accountable or prosecuted in line with the law¹.

In recognition of the global prevalence of these issues, and the urgency to address them, the UN included targets to end abuse, exploitation, trafficking and all forms of violence in Goal 16 of the Sustainable Development Goals².

Given the nature of Sense International's work, it is important for us to understand the particular protection issues experienced by children and adults with disabilities. A recent global study conducted by the UNFPA (2018)³ concluded that children with disabilities are almost four times more likely to be subjected to abuse than their non-disabled peers, and that both boys and girls with disabilities are nearly three times more likely to experience sexual violence. Young people with multiple impairments, including sensory impairments, intellectual impairments, and communication difficulties, are most vulnerable to all forms of violence – a finding that has been echoed elsewhere, including in a study conducted by Plan International (2016)⁴.

¹ Further information about risk factors for violence, exploitation and abuse can be found on the UNICEF website: www.unicef.org/protection/ (accessed 15/05/19)

² Further information on SDG16 can be found on the UN website: sustainabledevelopment.un.org/sdg16 (accessed 15/05/19)

³ UNFPA (2018) *Young Persons with Disabilities: Global Study on Ending Gender-Based Violence and Realising Sexual and Reproductive Health and Rights*

⁴ Plan International (2016) *Protect Us! Inclusion of Children with Disabilities in Child Protection*

Further research highlights that women and girls with disabilities are more likely to experience violence throughout their life than their male peers with disabilities or women and girls without disabilities (UNFPA, 2019)⁵. They may also encounter difficulties in accessing help and support services due to discrimination and accessibility issues, as well as social norms that discourage the reporting of violence and abuse, especially among socially marginalised groups.

According to the UNFPA (2018), violence against children and vulnerable adults with disabilities may be more prevalent due to factors such as:

- Societal attitudes towards disability
- Lack of knowledge about disability
- Isolation and exclusion from the community
- Parents becoming over-burdened or lacking sufficient support
- Overextended and/or untrained care personnel
- Risk factors associated with perpetrators seeing children with disabilities as 'easy targets'

In addition to the points above, risk may be further heightened for persons with deafblindness due to:

- Dependence on family members and others to provide support
- Difficulties in understanding and interacting with the surrounding environment
- Communication challenges, or varied communication methods
- Developmental delays
- Lack of access to information and services

2.5 Forms of abuse

Abuse can occur within many situations, including the home, at school and on the street. Those who exploit children and vulnerable adults may include parents and other family members, community members, teachers, health care professionals, tourists and volunteers or staff within support organisations. It is important to recognise that some individuals will actively seek employment or voluntary work with children and vulnerable adults in order to harm them. The Safer Recruitment Policy provides information and guidance on the checks that can be carried out to prevent such individuals taking up employment within our organisation.

Exploitation and abuse can take many forms. These include:

Sexual Abuse: Forcing or coercing a child into any sexual act, including physical contact of a penetrative or non-penetrative (such as oral sex) nature; partaking in or watching of pornographic material/sexual acts; encouraging children to behave in a sexually inappropriate way.

Physical Abuse: Any act that physically harms a child, including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

⁵ UNFPA (2019) State of World Population 2019: *Unfinished Business – the pursuit of rights and choices for all*

Emotional Abuse: Any negative emotional ill-treatment of a child, causing them to feel inadequate, unloved, unworthy, frightened or in danger. This can include verbal abuse, imposing developmentally inappropriate expectations on the child or restricting their participation in age-appropriate activities and normal social interaction.

Neglect: Persistent failure or denial to meet a child's physical and psychological needs. This can take the form of failing to provide food and water, shelter, supervision and medical care and/or failing to protect a child from physical, sexual or emotional harm or danger.

In the countries where we work, poverty may leave families unable to provide many basic necessities to their children. This inability is not deliberate, and so is different in nature to intentional neglect. Despite this, staff and volunteers with a particular concern for certain children or adults with whom they have contact should speak to their Line Manager to determine the best course of action to address the concern.

Sexual exploitation: A form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status or anything else that they or their family needs. It often involves manipulation or coercion.

Commercial exploitation: Exploiting a person in work or other activities for the benefit of others and to the detriment of physical or mental health, education, moral or social-emotional development.

This list of definitions is not exhaustive. More information, including some common signs and symptoms of abuse, can be found in Appendix 2.

3.0 Protection in practice

This section sets out what systems and procedures are in place to protect children and vulnerable adults in contact with our programmes, and explains what you should do if you have a concern or suspect that abuse has taken place.

3.1 *What to do if you have a concern*

You might suspect abuse, or have concerns about a child or vulnerable adult if you recognise some of the symptoms detailed in Appendix 2. You may have concerns if you see someone behaving in a way that raises your suspicions. This change in behaviour might be seen in the behaviour of the individual that you are supporting, or in the behaviour of the alleged perpetrator.

Alternatively, a family member, staff member, friend or member of the public might tell you that they are concerned about abuse. A child or vulnerable adult might also communicate concerns about abuse or their safety to you. Remember that communication may be non-verbal; for example, a child or adult with deafblindness moving away from a person, expressing fear, or acting out an abusive action.

Whether you have a concern, or someone has raised a concern with you, you have an obligation to take action according to the process set out below.

This is what you should do:

- **Ensure that the child or adult's immediate safety and medical needs are met.** In some cases, this may mean that you need to urgently contact the emergency protection services in your country. Please refer to the Country Reference Sheet at the beginning of this policy for details of who to contact and how to do this.
- **If you are told about a suspicion, listen carefully to what is being said.** Do not make assumptions or accusations. Take what is being said seriously. Find out the basics of what happened, but do not investigate the matter. It is your responsibility to report what has been said, but not to establish whether it is true. These enquires should be carried out by trained investigators.
- **Make a clear record of what has been said or seen.** You can include diagrams if it would help to explain what happened. Write the date and time on the record and sign it.
- **If you observe non-verbal disclosure or see something that concerns you, make clear notes.** Your notes should describe what you saw - do not make assumptions or accusations. Take what you see seriously and report your concerns, but do not investigate the matter for the reasons mentioned previously.
- **Do not ask leading questions.** A leading question is a question which contains part of the answer. For example: "That man/woman hurt you on Wednesday,

didn't he/she?" In this example, it would be more appropriate to ask an open question such as: "Can you tell me what happened on Wednesday?" or "Can you give me more detail?"

- **Do not guarantee confidentiality.** When a protection concern has been disclosed or is suspected, it is not always possible to keep everything confidential. You can assure the person who tells you about their concern that you will only share the information with people if they need to know about it. You should never promise to keep the information a secret.
- **You must tell someone.** This is very important and it is your responsibility as someone working with or on behalf of Sense International. You must report concerns to Sense International, but also to external authorities if you believe that a crime has been committed.

If you are a member of staff, volunteer or trustee, this is how you should report a concern:

- **Speak to your Line Manager or a Sense International contact:** You should raise all concerns with your Line Manager. If they are not available, or if the alleged abuse is about them, you should report the concern to the Country Director or designated Safeguarding Focal Point in your office.

If you feel uncomfortable discussing the issue with these people, you can report the concern to Sense International's global mailbox:

report@senseinternational.org.uk

- **Contact an external authority:** Legislation specific to your country will inform what should be reported, to whom, and when this should happen. Details of who to contact in relation to a protection concern within your local context can be found in the Country Reference Sheet at the beginning of this policy.

Discussing the concern with your Line Manager, Country Director or Safeguarding Focal Point will help to determine when external reporting and support is required; however, this will generally happen whenever a crime is suspected to have been committed.

- **Notify Sense International in the UK:** If you are based in a country programme, you must inform Sense International in the UK of any safeguarding concerns that you have received. This is because Sense International (UK) has a responsibility for oversight in the application of safeguarding policies, procedures and practice as part of its governance and operational obligations to the Charity Commission, Department for International Development (DFID) and others. Sense International (UK) can also offer support to staff or advise in case management where this is required. Additionally, the UK team is responsible for gathering learning from the

handling of cases in order to lead the strengthening of safeguarding practice across the organisation.

Information about concerns raised in-country should be reported to the UK via the global mailbox: report@senseinternational.org.uk

Alternatively, you can contact the Head of Safeguarding (Sense) using this telephone number: **+44 121 415 6756**

- **Notify donors where this is a grant requirement:** Many donors require organisations to report safeguarding incidents directly to them where these occur within the context of projects and programmes that are financed through their grant funding. You may need to refer to the grant contract for more information on expected procedure. You must notify Sense International in the UK before you contact donors so as to ensure joined-up decision making and information management, and to ensure agreed channels of communication are maintained.

If you are a member of staff from a partner organisation or entity implementing work with us, or if you have been contracted to work with Sense International, this is how you should report a concern:

- **Speak to your Sense International contact:** Any concerns arising in the context of work underway in Sense International supported activities, projects or programmes should be reported directly to Sense International. You may choose to discuss the concern first with your Line Manager (or equivalent); however, you must also notify your contact at Sense International, in accordance with any procedures that have been set out in your partnership agreement, memorandum of understanding, letter of understanding, contract, or similar. If your contact is unavailable, you should refer the concern directly to the Country Director or designated Safeguarding Focal Point using the details in the Country Reference Sheet at the beginning of this policy.
- **Contact an external authority:** Details of who to contact in relation to a protection concern within your local context can be found in the Country Reference Sheet at the beginning of this policy. Legislation specific to your country will inform what should be reported, to whom, and when this should happen. Relevant details are included in the Country Reference Sheet to guide you. Discussing the concern with Sense International may help to determine when external reporting and support is required; however, this will generally be required whenever a crime is suspected to have been committed.

If you feel uncomfortable discussing the issue directly with your local Sense International contacts, you can report the concern to Sense International's global mailbox: report@senseinternational.org.uk

Alternatively, you can phone this number: **+44 121 415 6756**

If you are a project participant, family member or someone in contact with Sense International's work, this is how you should report a concern:

- **Speak to your Sense International contact:** You can speak to any member of the Sense International team in person, or contact them at the local office using the details in the Country Reference Sheet at the beginning of this policy. They will be able to provide more information on what to do next and, in some cases, they may be able to take action on your behalf. If Sense International does not have an office in your country, you can speak to the representative(s) from the national partner organisation working with Sense International named on the Country Reference Sheet at the beginning of this policy.

If you feel uncomfortable discussing the issue with members of your local Sense International team or national partner representatives, you can report your concern to the Sense International global mailbox:

report@senseinternational.org.uk

Alternatively, you can phone this number: **+44 121 415 6756**

3.2 How concerns will be handled

We will always treat reported concerns seriously and will take appropriate action in line with the procedure set out below:

This is how reports will be handled:

- **Your Line Manager or Sense International contact (The Manager) will decide what happens next.** If you have reported the concern to someone different, such as the Country Director, Safeguarding Focal Point or case managers in the UK via the global mailbox, then they will decide the next steps.
- **The Manager should:**
 - Make further checks to ensure that the individual about whom the concern has been raised is in no immediate danger and that any medical assistance has been sought, if this is necessary. These checks should happen as soon as possible, or within 24 hours.
 - Inform relevant authorities, as appropriate. This will depend on the nature of the concern and the systems in place in your country of operation. In general, if a crime has been committed, then this should be reported to relevant external authorities. The Country Reference Sheet at the beginning of this policy contains more information on who to contact and how to contact them. These authorities will be able to provide more information on whether the matter should be investigated.
 - Ensure that Sense International in the UK is informed via the global mailbox. This should take place within 72 hours of the concern being raised in-country.

The Manager will be responsible for following-up on any advice or requests made by the UK-based case managers or related staff.

- Report immediately to the Director of Sense International and the Chair of the Board in the country of operation if allegations have been made against a member of Sense International staff, volunteer, intern or trustee, or any members of partner staff or related entities working directly within Sense International's projects. Contact details are included in the Country Reference Sheet at the beginning of this policy.
- **The Manager may need to inform the next of kin, carer, family or advocate of the child or vulnerable adult.** This should happen immediately, or as soon as possible, and no longer than 48 hours after the report or incident. This would not be appropriate if:
 - The child or adult has capacity and makes an informed choice not to inform them (this is only applicable to young people over the age of 16 years old).
 - If the child is under-16 and any of these people are implicated in the concern. In this case, you must ask the relevant external authority for guidance and this must be followed.
- **The Manager will ensure that the concern is documented.** Working with the person that raised the concern, they will complete the Safeguarding Incident Reporting Form included in Appendix 3. They will also ensure that all information and documents relating to the report are saved into a limited-access, confidential report file and recorded in a limited-access Report Log. If necessary, they may receive assistance from the Safeguarding Focal Point to complete this process. Case management support can also be requested from Sense International UK as part of the reporting process.
- **The Manager is responsible for providing feedback to the person that raised the concern.** This is necessary if the person who made the report has not been directly involved in the process described above. Information shared should be on a 'need-to-know' basis, respecting confidentiality.
- **The Manager will liaise with relevant staff in the Country Office to update risk registers and to notify the Safeguarding Focal Point on the Board of Trustees.** In order to maintain confidentiality, it is not necessary to provide full details of the case in question. What is important is to reflect on how the case impacts on the management of risk for the organisation and its programmes, and for the project in which the incident occurred. The Safeguarding Focal Point on the Board of Trustees should be aware that a case has been raised and that it is

being managed in line with this policy; however, in most instances, it will not be appropriate to share full details with them.

This is what happens when reports are received in the global mailbox:

- **Your email will be received in a confidential mailbox.** Only three trained case managers from the Quality Team at Sense UK have access to the mailbox. When they receive your message, they will acknowledge receipt within 72 hours.
- **The report will be discussed with the Sense International Director.** This discussion will consider the support needs that exist, and whether any action is required in the UK; this might include informing the Charity Commission, donors such as the Department for International Development, or other entities or authorities. Information will only be shared with other members of staff, such as Programme Managers, or other entities, on a need-to-know basis.

In the case that it is inappropriate to involve the Sense International Director, all discussions will take place with the Deputy CEO.

- **A course of action will be agreed in consultation with those involved in handling the case.** The course of action will depend on the nature of the concern raised. In some cases, action will be needed from the UK – for example, where the concern involves UK-based staff or a significant reputational risk to the organisation is identified. In this case, the person who raised the concern will be informed of the action underway within 5 working days of the date when their concern was first acknowledged.

In other cases, it will be more appropriate for country teams to lead the response to concerns. In this situation, UK-based case managers will liaise with the person who reported the concern to clarify any queries, to follow-up on the outcomes of actions taken, to ensure that relevant individuals and/or authorities are involved, and to understand any staff or case management support needs.

- **Details of the reported concern and agreed actions will be logged in the Global Report Log.** All information and documents relating to the report, including a copy of the Safeguarding Incident Reporting Form will be saved into the limited-access, confidential report file.
- **The Sense International Director will update the risk register.** If a reputational risk exists, this will be done in consultation with the Sense International CEO. A reactive media statement may also be prepared.
- **The Safeguarding Focal Point on the SI Board of Trustees will be informed.** Information shared will be on a 'need-to-know' basis.

The reporting flowchart – a pictorial representation of this process – is available in Appendix 4.

3.3 What to do if you feel that your concern has not been resolved

Sometimes, it is not possible or appropriate to involve the person who reported the concern in the follow-up actions taken. There will also be times when no further information will be provided by external authorities regarding the concerns that have been raised. This might be due to the formal investigations underway, or other constraints affecting the information that can be shared.

If, however, you feel that a concern has been inadequately addressed, or if your concerns about an individual persist despite the actions taken, it is important that you raise this.

You should discuss your continuing concerns with your Line Manager or Sense International contact. If this is not appropriate, or they are unavailable, you should discuss the matter with the Country Director or Safeguarding Focal Point. You can also contact Sense International via the global mailbox: report@senseinternational.org.uk

If possible, these discussions should aim to agree further follow-up actions to address the remaining concerns. In some cases, the lack of resolution may be a result of weak or inadequate systems at local level. In these situations, Sense International must do everything within its power to ensure the safety of the person at risk of harm. You should try to identify the actions that fall within the control of the organisation, as well as the risks involved for all stakeholders, in discussion with your Line Manager, the Country Director, Safeguarding Focal Point and Director of Sense International. It may not always be feasible or appropriate for the organisation to intervene directly; however, options such as holding duty bearers to account, assisting individuals and families to access services, providing communication support or advocating for the rights of individuals involved may be possible.

If your concern relates to your Manager's handling of a report, you should speak to a more senior member of staff, such as the Country Director. You can also contact Sense International in the UK via the global mailbox. In the case of concerns about malpractice within the organisation, you should refer to the Whistleblowing Policy for further guidance on what to do.

4.0 Protection Responsibilities

We all have a responsibility to ensure the safety and well-being of people who are in contact with Sense International's work. Reporting and following-up on concerns using the procedure set out in section 3 of this policy is a vital part of protecting the people with whom we work; however, our responsibilities go much further.

4.1 Responsibility for reporting

Staff, trustees, interns, volunteers and trustees must report any concerns or suspicions of abuse to the appropriate person without delay. Suspicions of abuse must not be ignored. Sense International personnel who do not act on such information will face disciplinary investigation according to the Disciplinary Procedure. This includes in instances where Managers fail to act on information reported to them in line with the procedure set out in this policy.

Organisations that hold partnership agreements (or similar) with Sense International, and individuals and entities contracted to work with or on behalf of Sense International, also have a duty to report any concerns or suspicions of abuse. Failure to do so could result in termination of contractual agreements.

4.2 Responsibility to uphold good practice

Our behaviour, both within our roles and in our everyday lives, is vital in ensuring that good practice is upheld and endorsed within the organisation and beyond. The Sense International Staff Handbook contains a detailed Code of Conduct which must be observed by all staff, volunteers and trustees. The conduct and practices highlighted below constitute good practice for the protection of children, vulnerable adults, and others; it is also consistent with the UN Secretary General's Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13). It must be observed at all times:

Staff, volunteers, interns, trustees and those working with or on behalf of Sense International (including national partners and consultants) will always:

- Respond to safeguarding concerns that they have, or that are reported to them.
- Report evidence of misconduct or breaches to this policy, or other policies referenced in the Safeguarding System.
- Complete mandatory online safeguarding training and attend any further training courses deemed necessary due to the nature of their role.
- Complete refresher training either online or via a face-to-face course every 3 years.
- Familiarise themselves with the Sense International reporting procedure and be aware of local procedures specific to their operating context.
- Inform their Line Manager if they have any existing official convictions or cautions, or immediately at the time that they receive any convictions or cautions.
- Respect the dignity of project participants and seek to uphold this at all times, including in the gathering of photographic or video material within project activities.
- Gain informed consent for inclusion in photographic and video material, and the use of these materials, observing organisational guidance on this matter.
- Maintain confidentiality when handling sensitive personal information, in line with data protection principles, including information about project participants and relating to protection concerns.
- Create and maintain an environment that prevents exploitation and abuse from occurring.

Staff, volunteers, trustees, interns and those working with or on behalf of Sense International (including national partners and consultants) will never:

- Commit any abusive or harmful acts, as defined in section 2.4 and Appendix 2.
- Engage in sexual activity with anyone under the age of 18, regardless of the age of majority or age of consent locally.
- Engage in any sexual relationships with individuals that we are supporting, since they are based on inherently unequal power dynamics.
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of services or support that is due to beneficiaries of Sense International's work.
- Engage in any commercially exploitative activities with children or vulnerable adults, including child labour or people trafficking.
- Seek or create abusive images of children or vulnerable adults, or engage in any form of internet abuse, as defined in appendix 2.
- Assume that someone else will pass on information which might be critical to the safety and wellbeing of a child or vulnerable adult.
- Hide or cover-up information relating to suspected or actual abuse or harm.
- Work with children or vulnerable adults without the consent of their caregiver.
- Work alone with children. A second adult should always be present.
- Arrange to meet with a child or vulnerable adult outside specific project activities.
- Engage in sexually provocative games or make sexually suggestive statements about or to a child or vulnerable adult.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Take photographs or videos without ensuring that informed consent is in place, according to the organisational guidance on this matter.
- Invite into their home children or vulnerable adults with whom they work.

Staff, volunteers, trustees and those working with or on behalf of Sense International (including national partners and consultants) should refrain from:

- Using personal phones to contact project participants, or to take photos or videos of children and vulnerable adults. Where this is not possible (because a work phone is unavailable), personal phones should only be used to contact project participants during work hours and all images or videos should be downloaded and removed at the first available opportunity. This includes removal of data from any 'cloud' storage services to which the device may be linked.
- Transporting project participants in their personal vehicle. This should only occur in an emergency situation where this is unavoidable due to other forms of transport being unavailable. Children should never be offered transport without the presence of a caregiver or a second adult.

- Meeting with project participants outside of regular office hours. In the case that this is required, the arrangement should be discussed with a Line Manager or Sense International contact (as appropriate) and should only occur with the full consent of those involved.

Sense International acknowledges that, in some cases, members of staff and others working with or on behalf of our organisation may be family members or caregivers of the children and vulnerable adults receiving support. In this case, some elements of the code of conduct may need to be adjusted in order to reflect their role and relationship to individuals participating in our programmes. These adjustments should be discussed between the individual and their Line Manager, or with their Sense International contact, as appropriate, and documented in writing.

4.3 Responsibility of Managers

Managers have specific responsibilities in relation to upholding good safeguarding practice and ensuring that children and vulnerable adults are protected.

In addition to the behaviour detailed in section 4.4, Managers must:

- Ensure that their line reports understand this policy, and other key policies in the Sense International Safeguarding System.
- Discuss safeguarding practice as part of regular supervision meetings in order to identify any risks or deal with arising issues.
- Carry out reporting procedures as described in section 3 of this policy, and respond to further requests for information and action, as appropriate.
- Champion good safeguarding practice, leading by example.
- Support and develop systems that maintain a positive environment and uphold a culture of safety for all.

4.4 Responsibilities of individuals with specific safeguarding roles

A number of individuals within the organisation hold specific safeguarding roles, including staff and trustee Safeguarding Focal Points and Directors. The Accountability Matrix in Appendix 5 provides a summary of key responsibilities for individuals with these roles. Terms of Reference are available for staff and trustee Safeguarding Focal Points and should be shared with all individuals agreeing to take on these roles.

4.5 Responsibility to survivors

In line with international rights frameworks and commitments made by the international development sector, Sense International is committed to supporting survivors of exploitation and abuse. As far as possible, we will place these individuals centrally in our responses to reports of actual or suspected abuse or exploitation.

We will actively listen to survivors within the case management process, ensuring that their needs are met and, where appropriate, that they have the opportunity to make choices about the actions that are taken. Further information about referral

services and organisations offering support to survivors can be found in the Country Reference Sheet at the beginning of this policy.

Support in the case management process, including how to involve survivors and respond to their needs, can be provided by Sense International in the UK. You should contact the global mailbox to request this support:

report@senseinternational.org.uk

4.6 Responsibility to promote participation and inclusion

We understand that it is important that survivors, as well as their families and wider communities, have confidence in our ability to manage reports comprehensively, effectively and transparently, and that this begins by working collaboratively. Sense International's work is guided by five core values. These values encourage us to actively seek opportunities to involve individuals in decisions that affect them, including in relation to safeguarding measures and protection procedures.

It is important to recognise that persons with deafblindness communicate in a range of different ways and so it is essential that they are able to inform staff and others that they are being abused or have concerns for their own safety.

Everyone working with and on behalf of Sense International must:

- Carefully observe changes in behaviour and/or health of people we support, considering these as potential indicators of abuse.
- Take any allegations of abuse made by individuals with deafblindness seriously, facilitating individuals to make reports, as appropriate.
- Promote inclusion and engagement in accordance with the communication preferences of individuals. This includes providing information about safeguarding, including how to report a protection concern.
- Seek ways in which individuals with deafblindness can engage in consultation on safeguarding practice so that their views and opinions are considered.

Sense International is committed to learning about the ways in which people with deafblindness can be meaningfully involved in safeguarding work. As an organisation, we will document and share learning so as to continually support staff to involve individuals with deafblindness and to promote their right to participate in decisions that affect them.

4.7 Responsibility for whistleblower protection

Sense International assures all staff, volunteers, interns and trustees and those working with or on behalf of the organisation, that it will fully support anyone who, in good faith, reports his or her concern that abuse, exploitation or malpractice may be taking place. Further information relating to this assurance can be found in the Whistleblowing Policy.

4.8 Responsibility for accused person protection

Sense International assures all staff, volunteers, interns and trustees and those working with or on behalf of the organisation that all details of any accusation will be

kept strictly confidential and relayed on a 'need to know' basis to others within the organisation and the relevant authorities. Sense International also assures that, whilst respecting the need to protect children and vulnerable adults, full regard will be given to the rights of the individual and the possibility of error in the reporting of concerns.

5.0 Next Steps & Further Information

If you would like further information about this policy and its implications for your work, you should speak to your Line Manager or Sense International contact. You can also speak to the Country Director or the Safeguarding Focal Point at your local office.

5.1 Declaration

All staff, volunteers, interns and trustees are required to sign the declaration in Appendix 6 demonstrating that they have read, understood and accept this policy. All new employees will be required to sign this declaration before beginning employment. Existing staff will be asked to re-read the policy and re-sign the declaration every time that the policy is reviewed, which will take place every 2 years.

In signing contracts or partnerships agreements that reference this policy, partner organisations, consultants and other individuals and entities working with or on behalf of Sense International will indicate agreement with this declaration.

5.2 Sharing this policy

An important step towards implementing this policy is ensuring that everyone who comes into contact with Sense International knows that it exists and understands what it contains. The following actions should be implemented in order to share the policy and encourage wider engagement on child and vulnerable adult protection:

- The policy, and most especially the reporting procedure, should be explained to project participants, including (but not limited to) individuals receiving support, their parents or care-givers, and implementing partners or entities (where partnership agreements or contracts are not signed directly with Sense International) at the outset of projects. Further guidance will be made available to support this process as learning from experience informs best practice.
- Where English is not widely used or understood, the policy should be made available in an appropriate local language.
- The policy will be made available on the Sense International global website, and translated versions should also be available on other Sense International country programme websites.
- A summary of this policy must be provided to all authorised visitors to projects, in line with organisational guidance on managing visits by external parties to project sites.

5.3 Building skills & knowledge

There are lots of ways in which you can build your skills and knowledge in relation to good safeguarding practice. You may find the following references and resources of interest:

- Keeping Children Safe: www.keepingchildrensafe.org.uk/
- Bond Safeguarding Resources: www.bond.org.uk/ngo-support/safeguarding
- National Society for the Prevention of Cruelty to Children: www.nspcc.org.uk/
- CHS Alliance Protection from Sexual Exploitation or Abuse Handbook: www.chsalliance.org/files/files/PSEA%20Handbook.pdf
- Good governance for safeguarding: A guide for UK NGO boards www.bond.org.uk/sites/default/files/resource-documents/good_governance_for_safeguarding.pdf
- DFID Enhanced Standards: www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners

Remember, if there is anything that you would like to discuss further, or a particular issue that you would like to raise with Sense International in the UK, you can get in touch using the global mailbox: report@senseinternational.org.uk

6.0 Accessibility

If this document is not available in your first language, or you require an accessible version of this document, please speak to a member of Sense International staff or contact your local office using the details included in the Country Reference Sheet at the beginning of this policy. We will either arrange for the document to be translated or tell you what it means, using a telephone interpreter if necessary.

References

This policy was revised in May 2019 with reference to the following sources:

- Bond (2018) 'Our commitment to change in safeguarding'
- CHS Alliance (2017) 'PSEA Implementation Quick Reference Handbook'
- DFID (2018) 'Enhanced Due Diligence: Safeguarding for External Partners'
- Keeping Children Safe (2014) 'Understanding Child Safeguarding: A Facilitator's Guide'
- Plan International (2016) *Protect Us! Inclusion of Children with Disabilities in Child Protection*
- NSPCC website: www.nspcc.org.uk/preventing-abuse/ (accessed 17/05/19)
- Sense (2018) Safeguarding Children & Young People Procedure (England)
- Sightsavers (2019) 'Disability Inclusive Development – Safeguarding: Best Practice Approach'
- UN Convention on the Rights of the Child (1989)
- UN Convention on the Rights of Persons with Disabilities (2006)
- UN website: sustainabledevelopment.un.org/sdg16 (accessed 15/05/19)
- UN (2003) Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse
- UNFPA (2019) *State of World Population 2019: Unfinished Business – the pursuit of rights and choices for all*
- UNFPA (2018) *Young Persons with Disabilities: Global Study on Ending Gender-Based Violence and Realising Sexual and Reproductive Health and Rights*
- UNICEF website: www.unicef.org/protection/ (accessed 15/05/19)

Appendix 1: A rights-based approach to protection

Sense International upholds a rights-based approach in all elements of our work, which means that we endorse international rights conventions including the UN Convention on the Rights of the Child (CRC) and the UN Convention on the Rights of Persons with Disabilities (CRPD). All of the countries in which we work are signatories to these conventions.

The following principles within the CRC are relevant to the protection of children and prevention of harm:

- The best interests of the child should be a primary consideration in our work (article 3).
- Children should be given opportunities to express their views freely, and their views must be respected (articles 12-13).
- Appropriate measures must be taken to protect children from all forms of abuse, neglect, maltreatment and exploitation (article 19).
- The needs of children with disabilities should be met, enabling them to enjoy a full, decent and dignified life (article 23).
- Every child has the right to the best possible standard of health (article 24).
- All children should be able to access an adequate standard of living to facilitate their development (article 27).
- Every child has the right to an education on an equal basis and respecting their human rights (articles 28-29).
- Children must be protected from exploitation, including employment that may be harmful to their development, sexual exploitation and sexual abuse (articles 32, 34 and 36).
- Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment (article 37).
- Support that promotes the physical and psychological recovery of children that have experienced any form of neglect, exploitation or abuse should be provided (Article 39).

The following principles contained within the CRPD are relevant to the protection of children and adults with disabilities and prevention of harm:

- All persons are equal and should receive equal protection without discrimination (article 5).
- Women and girls with disabilities may experience multiple discrimination and so additional measures may be required to ensure the realisation of their rights (article 6).
- Children with disabilities should enjoy their rights on an equal basis with other children, including the right to express their views freely (article 7).
- Measures should be taken to ensure the full accessibility of environments, services, systems, technology and information (article 9).
- All persons have the right to life and its enjoyment (article 10).

- Persons with disabilities have the right to be recognised before the law and to access judicial systems (articles 12-13).
- Persons with disabilities must not be subjected to torture or cruel, inhuman or degrading treatment (article 15).
- Persons with disabilities should be protected from all forms of exploitation, violence and abuse both within and outside the home (article 16).
- Persons with disabilities have the right to full inclusion in the community, including access to community services and facilities (article 19).
- Measures should be taken to ensure that persons with disabilities can freely express their opinion and seek, receive, and impart information through the use of their communication format of preference (article 21).
- Access to age-appropriate information on sexual and reproductive health and family planning should be provided to persons with disabilities (article 23).
- All persons with disabilities have a right to an education that promotes their participation in society and develops a sense of dignity and self-worth (article 24).
- All persons with disabilities have a right to the highest attainable standard of health, without discrimination (article 25).
- Persons with disabilities should have access to an adequate standard of living for themselves and their families, including social protection (article 28).

Appendix 2: Definitions of abuse and harm and signs and symptoms of abuse

Definitions of abuse

Physical abuse: actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

Possible signs and symptoms:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks, burns or welts
- Inadequate and inappropriate clothing (possibly to hide injuries)
- Lack of supervision
- Low self esteem
- Lack of peer relationships
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear
- Aggressiveness or withdrawn
- Avoiding being at home

Sexual abuse: forcing or enticing a child or vulnerable adult to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children or vulnerable adults in looking at, or producing sexual images, watching sexual activities and encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Possible signs and symptoms:

- Over affectionate or inappropriate sexual behaviour
- Inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in activities which involve undressing, such as sports activities or swimming
- Avoidance of being alone with a specific person, or fear of a person
- Anal or vaginal soreness, or an unusual discharge
- Sexually transmitted infection
- Pregnancy

Sexual exploitation: a form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food,

accommodation, affection, status, or anything else that they or their family needs. It usually involves an individual being manipulated or coerced, which may involve befriending them, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Sexual exploitation manifests in many ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

Possible signs and symptoms:

- Many of these will be the same as for sexual abuse
- In exploitative situations, a child or vulnerable adult may obtain money, food or items of value that they would not otherwise be able to afford or gain access to.

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child or vulnerable adult's basic physical and /or psychological needs, which is likely to result in serious impairment of their healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a person with disabilities.

Possible signs and symptoms:

- Poor appearance and hygiene
- Inadequate or dirty clothing
- Frequent minor or serious injuries
- Untreated illness or injuries, including dental issues
- Poor muscle tone or prominent joints
- Skin sores, rashes, flea bites, scabies or ringworm
- Hunger or lack of nutrition
- Tiredness
- Poor language, communication or social skills
- Failure to meet developmental milestones (known as 'failure to thrive')
- Unsupervised or left alone for long periods of time

Emotional abuse: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Possible signs and symptoms:

- Unreasonable mood and/or behavioural changes;
- Aggression, withdrawal or an 'I don't care attitude';
- Lack of attachment
- Low self-esteem
- Attention-seeking
- Depression or suicidal thoughts/attempts
- Persistent nightmares, disturbed sleep, bedwetting or reluctance to go to bed
- A fear of adults or particular individuals
- Excessive clinginess to parents/carers
- Anxiety
- Panic attacks

Commercial exploitation: exploiting a child or adult in work or other activities for the benefit of others and to the detriment of the individual's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

Other forms of abuse

Internet abuse and abusive images of children: abusive images of children (commonly known as child pornography) is defined as any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for sexual purposes. Technology has also meant that children are now subject to additional abuse and cyber bullying through the internet and other forms of social media. Digital and mobile phone cameras have made it possible for some children's images to be distributed across the internet without their knowledge and there is also a trade in the transmittal of abusive images of children. Children may also be at risk of coming in to contact with people who want to harm them through their use of the internet.

Abuse linked to belief in 'possession' or 'witchcraft': abuse linked to the belief in 'spirit possession', 'witchcraft' or other spiritual beliefs can occur when communities or individuals believe that a child or an adult is in possession of evil spirits. In the case of child abuse it generally occurs when the child is being viewed as 'different'; the child could be disobedient, ill or disabled. The accuser believes they need to "punish" the allegedly possessed child or free/exorcise him or her of the spirit. Such beliefs can result in extremely cruel practices to children, including severe beating, burning, starvation, isolation, cutting or stabbing. They can even cause death of the child. Ritualistic ceremonies or other practices to hurt children can also be part of this harmful practice. The belief in "possession" and "witchcraft" is widespread. It is not confined to particular countries, cultures or religions.

Abuse of trust: a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. An abuse of trust can be committed by, for example, a teacher, humanitarian or development worker, sports coach, youth group leader, faith leader. It is vital that those in a position of trust understand clearly the power this gives them over those they care for and the responsibilities this carries. They must be given clear guidance to ensure they do not abuse their position or put themselves in a

position where allegations of abuse, whether justified or unfounded, can be made. This is particularly important in the context of humanitarian aid, when those in positions of power also control aid and resources.

Cultural values: some common factors, such as poor economic status, violence within the home, and drug and alcohol abuse, increase the likelihood of children and vulnerable adults being abused. However, some of the most powerful factors are specific to the culture and society in which individuals live. It is vital to determine what the culturally accepted child rearing practices and attitudes to faith, gender, disability, sexual orientation are in different countries and regions. This is not to lower the level of concern, or condone abuse, but more to understand the environment in which it occurs and the community attitude to it. You may wish to explore attitudes in your country towards some of the following practices:

- Corporal punishment
- Female genital mutilation (FGM)
- Child marriage or forced marriage

Persons with disabilities: indicators of abuse may be masked or confused by certain impairments and/or by the way that disability is viewed or perceived. This may lead to statements including:

- injuries are self-inflicted
- behaviour is symptomatic of the disability
- a person's allegation is false because he or she does not know what they are talking about
- a person with disabilities has to be treated in a certain way for his or her own good, for instance by restraining, chaining up or not feeding them.

It is important to recognise that persons with disabilities can be abused and harmed, and that there have been many cases worldwide of children and adults with disabilities being wrongly treated and abused. In some instances, the effects of abuse may be more dangerous for a person with disabilities than for others. For instance, not feeding a person who cannot feed him or herself will ultimately lead to death. The protection of children and adults with disabilities therefore may need extra thought and attention, especially when a community or society does not recognise their human rights.

References: The definitions of abuse and harm included in this document are taken (and in some cases, adapted) from the 'Keeping Children Safe – Facilitator's Guide' (2014, p24-26). Signs and symptoms are taken from the NSPCC website: www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/

Appendix 3: Safeguarding Incident Reporting Form

This form must be used to record information about reported protection concerns. Please refer to the guidance in section 3.2 on the use of this form.

It is important to note that this form contains sensitive information, which means that it must be treated confidentially. The form must be stored in a limited-access case management file on a password-protected device in your office. If you do not know where to store the information, please speak to your Safeguarding Focal Point.

If you have to share the form via email, you must follow this protocol:

- Password-protect the document using the 'protect document' option in the 'File' menu.
- Send the form using the following subject heading: **"URGENT: Attention, please treat this email confidentially"**
- Send the password in a separate email to the recipient so that they are able to access the file. You should use the subject heading: **"ATTENTION: Further information"**

As you complete this form, please provide as much information as possible. Areas where you have nothing to report should be left blank.

1. Please indicate the nature of your concern (*tick any that apply*)

| 1a. Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken | Tick if relevant |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited. <i>(e.g. eyewitness accounts, visible injuries, victim has confided in someone)</i> | |
| You are concerned about someone's behaviour towards an adult or child. <i>(e.g. displays of aggression, obsession, or unhealthy interests have been observed)</i> | |
| You are concerned for the safety or welfare of an adult or child. <i>(e.g. signs or indicators of harm/abuse have been observed)</i> | |
| How did this concern come to your attention? <i>Please give details, including whether you observed it in person, if someone else reported it to you, or if the victim told you directly:</i> | |

| 1b. Concerns about general behaviour, practices or infrastructure, that could be putting people at risk | Tick if relevant |
|---------------------------------------------------------------------------------------------------------|------------------|
|---------------------------------------------------------------------------------------------------------|------------------|

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Concern about someone's general behaviour. <i>(e.g. breaking a condition of the Code of Conduct)</i> | |
| Concern about the infrastructure, protocols or practices of a school, hospital, clinic or other organisation, which could be putting people at risk. <i>(e.g. unclean/unsafe facilities, use of corporal punishment, lack of fire exits etc.)</i> | |
| How did this concern come to your attention? <i>Please give details, including whether you observed it in person or if someone else reported it to you:</i> | |

2. Information about you

| | |
|----------------------|--|
| Name: | |
| Position: | |
| Organisation: | |
| Address: | |
| Phone no: | |
| Email: | |

3. Information about your concern

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nature of concern/suspicion/incident: <i>Describe your concerns or what you have witnessed or what has been reported to you. Give as many details as possible; take as much space as needed.</i> |
| |
| Country where the incident or concern has arisen: |
| |
| If the incident/concern is linked to a Sightsavers project, please give project no. / name: |
| |

| |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| |
| Date (or time period) of the incident or concern: |
| |
| Is there a concern that specific individuals still are, or could be, at risk of harm? <i>If yes, please provide details below.</i> |
| |

4. Observations and actions

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversation report <i>(If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said.)</i> |
| |
| Observations <i>(Such as injuries, emotional state of the child or adult affected, or the physical state of facilities.)</i> |
| |
| Specific factors <i>(Please mention any specific factors that need to be taken into consideration e.g. gender, disability, culture.)</i> |
| |
| Action taken <i>(Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe).</i> |
| |
| Any additional measures not yet undertaken <i>(Do you feel that any other measures – in addition to those already undertaken – are necessary, to ensure people's immediate safety? If so, please give details.)</i> |
| |

What communication (if any) have you had with the suspected individual/organisation (if relevant) regarding this concern?

What communication (if any) have you had with the victim (if relevant) and/or any authorities/bodies regarding this incident?

Your signature:

Date:

This reporting form was created by Sightsavers and has been taken from Annex 4 of the Disability Inclusive Development (DID) programme 'Safeguarding: Best Practice Approach'.

A concern arises...

REPORT IT!

Reports are treated as confidential

Telephone:

- 1) Steve Kiekopf (Sense):
+44 121 415 6756
- 2) FREEPHONE: (UK only):
0800 731 9008

Email to inbox:

report@senseinternational.org.uk

Emails / telephone messages received by:

Main contact: Mr Steve Kiekopf (Sense)
Alternatively: Mr Johnathan Monk (Sense)
Ms Mandeep Kooner (Sense)

Your report will be acknowledged within 72 hours

Main discussant

Unless there is a clear reason why

Alison Marshall
SI Director

Then discussion on action with:

Secondary discussant

If inappropriate to discuss with SI Director

Kris Murali
Deputy CEO, Sense

Decide
COURSE OF ACTION

Board Contact
 Inform Board contact on a 'need-to-know' basis.

Verity Stiff

Report back

Inform the person who raised the concern of action underway.

Within 5 working days of confirming receipt of report

Log report & action

- a) Enter report details into the Report Log.
- b) Save related information and documents in the limited-access, confidential, report file.

If a reputational risk exists...

- a) Update risk register in consultation with Sense CEO.
- b) Prepare a reactive media statement in consultation with Comms colleagues.

Appendix 5: Safeguarding Responsibility Matrix

It is the responsibility of all Sense International staff, volunteers, interns and trustees to uphold good practice in relation to safeguarding, and to report all arising protection concerns. However, certain individuals hold specific responsibilities which are summarised below. Note that the list provided is not exhaustive, but illustrative of expected roles and responsibilities.

| Position | Key roles & responsibilities |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sense International Director | <ul style="list-style-type: none"> ➤ Accountable for the implementation of safeguarding policies and procedures across Sense International. ➤ Liaison with Sense Quality Team case managers when reports are received via the Global Mailbox. ➤ Oversight to and/or involvement in case management, as appropriate. ➤ Review and update of the organisational risk register to mitigate against risks of a safeguarding nature. ➤ Liaison with UK Trustee Safeguarding Focal Point and the Chair of Trustees (as appropriate) regarding safeguarding issues and serious incidents, including reporting to the Charity Commission, DFID (and/or others), as required. |
| Sense International Country Directors | <ul style="list-style-type: none"> ➤ Accountable for implementation of safeguarding policies and procedures within the country programme, including annual update of the 'Country Information Sheet' included in all policies within the Safeguarding System. ➤ Oversight to case management in-country, as appropriate. ➤ Oversight to staff completion of mandatory e-learning training module. ➤ Review and update of the organisational risk register in response to safeguarding considerations. ➤ Liaison with Trustee Safeguarding Focal Point and the Chair of Trustees (as appropriate) regarding serious incidents, including implementation of any statutory reporting mechanisms. |
| Trustee Safeguarding Focal Point | <ul style="list-style-type: none"> ➤ Provide support to the Safeguarding Focal Point and/or Country Director, as appropriate, in the management of reported protection concerns. ➤ Ensure that any incidents are appropriately reported to relevant local/national authorities and Sense International (UK). ➤ Assist in the management of reputational risk arising from suspected or actual incidents. ➤ Ensure that safeguarding forms a regular agenda item at Board meetings and that any relevant issues are reported to the Board (as appropriate). ➤ Monitor mitigation of safeguarding risks on the risk |

| | |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>register.</p> <ul style="list-style-type: none"> ➤ Support Board members to build understanding and knowledge of good safeguarding practice. |
| Safeguarding Lead (based in the UK) | <ul style="list-style-type: none"> ➤ Implement the Safeguarding Action Plan to strengthen policies, procedures and practice across the organisation, including the development of new tools and resources to provide guidance to staff across the organisation. ➤ Ensure that staff across the organisation have access to mandatory e-learning training module. ➤ Provide quarterly update reports to the Board regarding progress against the Action Plan. ➤ Convene regular meetings with the country Safeguarding Focal Points to discuss issues pertinent to safeguarding and implementation of the action plan, and to promote exchange of learning and experience between countries. ➤ Provide direct support to Safeguarding Focal Point and country team staff in the implementation of policies, procedures and tools within the Safeguarding System. ➤ Represent Sense International at external meetings and events with a focus on safeguarding. |
| Safeguarding Focal Points (country-level) | <ul style="list-style-type: none"> ➤ Champion the Safeguarding System at country-level, working with team members to support effective implementation of policies and procedures. ➤ Collaborate with the Global Safeguarding Lead to adjust policies and procedures to the specific country context. ➤ Ensure that team members and partner organisations are aware of reporting procedures, local referral pathways and the Sense International global mailbox. ➤ Lead on actions within the Safeguarding Action Plan at local level. ➤ Ensure that safeguarding is considered within project design and implementation ➤ Report on safeguarding compliance and related issues within quarterly report narratives. ➤ Seek relevant training opportunities for staff in-country. ➤ Share relevant resources, tools and information with team members, partners, and the Global Safeguarding Lead. ➤ Represent Sense International at external meetings and events with a focus on safeguarding. |
| Sense Quality Team | <ul style="list-style-type: none"> ➤ Receive and review reports of incidents and |

| | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (including Sense Head of Safeguarding) | <p>protection concerns sent to the Global Mailbox.</p> <ul style="list-style-type: none"> ➤ Respond to individuals reporting concerns within the agreed response times. ➤ Liaise with the Sense International Director or Deputy CEO to agree actions required in light of the concern raised. ➤ Provide guidance, advice and/or support to staff involved within case management processes. ➤ Review revised policy and procedure within the Safeguarding System to provide input, where required. |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appendix 6: Child & Vulnerable Adult Protection Declaration

Declaration

I declare that I have read and understood Sense International's Child and Vulnerable Adult Protection Policy. I agree to abide by and uphold the policy throughout the duration of my work with Sense International.

I confirm that I have discussed any questions relating to the content of this policy with my Line Manager or Sense International contact.

I understand that this policy forms part of Sense International's wider Safeguarding System – a suite of policies, procedures, tools and resources designed to support and inform good safeguarding practice. I have been made aware of how to access other elements of this System.

Signed:



Full Name:

WENAREEBA INNOCENT

Country:

UGANDA

Date:

6-DEC-2021

This declaration must be signed and returned to your Line Manager or Sense International contact before undertaking any work with the organisation. The original copy will be held with your personal records. You will be asked to re-sign the declaration every time the policy is reviewed and/or updated.