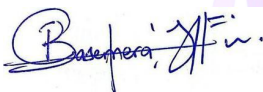




LIVANE YOUTH FOUNDATION SAFEGUARDING POLICY 2026 – 2031

Title:	Safeguarding Policy
Reviewed and Approved:	Senior Management Executive Director Date: 31st October 2025. Signature: 

Key Terms used

Board member	A member of the voluntary governing body of LIVANE YOUTH FOUNDATION.
Child	A child is any person below the age of eighteen (18) years
Child Protection	All measures taken to prevent and respond to abuse, neglect, exploitation, and all other forms of violence affecting children. This is external and happens in the community where we work.
Code of Conduct	A clear and concise guide of what is and is not acceptable behaviour or practice when employed or engaged by LIVANE YOUTH FOUNDATION.
Community	<i>“Community with whom LIVANE YOUTH FOUNDATION works”</i> or <i>“people living in a LIVANE YOUTH FOUNDATION Programming Area”</i> : LIVANE YOUTH FOUNDATION uses these broad working definitions to ensure that any individuals who may be subject to power imbalance with LIVANE YOUTH FOUNDATION staff, affiliates, or programmes are protected by Policy.
Contractor	LIVANE YOUTH FOUNDATION regularly contracts with non-employee individuals and organisations to perform services for LIVANE YOUTH FOUNDATION. These non-employee individuals and organisations may also be referred to as 'independent contractors', 'consultants' or 'vendors', and are referred to in this document as 'Contractors'. Contractors are distinguished from organisations with which LIVANE partners to carry out programme activity (including sub-grantees).
Do No Harm	It refers to LIVANE YOUTH FOUNDATION's responsibility to prevent or minimise the harm/risks to beneficiaries as a result of our activities.
Partner	A partner organisation, for safeguarding purposes, is a Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity that has a written agreement with LIVANE YOUTH FOUNDATION to implement a programme or activity on LIVANE YOUTH FOUNDATION's behalf or in collaboration with LIVANE YOUTH FOUNDATION. The partner may or may not receive funding from LIVANE YOUTH FOUNDATION.
PSEA	Prevention of Sexual Exploitation and Abuse (PSEA): A term used by the United Nations and the International Non-Governmental

	Organisation community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by humanitarian aid workers.
Safeguarding	Safeguarding: Preventing, reporting, and responding to harm or abuse by LIVANE YOUTH FOUNDATION employees and affiliates, of any children anywhere and of any adults living where LIVANE YOUTH FOUNDATION has a programming presence. Externally to LIVANE YOUTH FOUNDATION, there is often no distinction made between child and adult safeguarding. Child safeguarding: Preventing, reporting, and responding to harm¹, abuse, or exploitation of any child (< age 18) by a LIVANE employee or affiliate². The Partnership Management Policy on Child and Adult Safeguarding also requires reporting/referring child abuse cases affecting any child in LIVANE YOUTH FOUNDATION programmes, even if not committed by LIVANE YOUTH FOUNDATION employees or affiliates. Adult safeguarding: Preventing, reporting, and responding to harm, abuse, or exploitation of an adult living where LIVANE YOUTH FOUNDATION has a programming presence (age 18+) by a LIVANE YOUTH FOUNDATION employee or affiliate³. Includes Prevention of Sexual Exploitation and Abuse (PSEA), a frequently cited subset of safeguarding. Safeguarding incident: Harm or risk of harm resulting from safeguarding misconduct or violations of this Policy to any child or to any adult living where LIVANE YOUTH FOUNDATION has a programming presence,
Sexual Exploitation and Abuse (SEA):	The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a

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	sexual nature, whether by force or under unequal or coercive conditions.
Staff	Any person who has been formally appointed (Recruited and selected) as an employee of LIVANE YOUTH FOUNDATION.
Survivor	A person who has directly or indirectly suffered from abuse, exploitation, or other forms of harm.
Violence Against Children (VAC)	All forms of physical, sexual, and mental violence, neglect, or negligent treatment of children.
Visitor	A person authorised by LIVANE YOUTH FOUNDATION to visit LIVANE YOUTH FOUNDATION in the community, national office, or LIVANE YOUTH FOUNDATION partners. (There are also “unauthorised visits” which are managed as L2 safeguarding incidents.)
Volunteer:	A person who is neither employed by LIVANE YOUTH FOUNDATION nor legally obliged to work for LIVANE YOUTH FOUNDATION, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts, and expertise to LIVANE YOUTH FOUNDATION's work. All categories of volunteers are subject to the contextualised Policy on Safeguarding.

1. Policy Statement

1.1 PURPOSE

1.1.1. Safeguarding children and adults living in the communities we serve is foundational to all Livane Youth Foundation (LYF) activities and programmes. Central to everything we do is our commitment to do no harm to any child anywhere, nor to adults living where LYF has a programming presence. We uphold the best interests of children as a primary consideration in all actions and decisions.

1.1.2 Safeguarding includes preventing, reporting, and responding to harm or abuse caused by LYF employees and affiliates of children and of adults living where LYF implements programmes.

1.1.3 LYF is committed to continuous improvement of safeguarding efforts, which emphasise the prevention of sexual exploitation and abuse (PSEA) and other forms of violence or harm. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. We endeavour to tackle this root cause of abuse in our prevention and training efforts.

1.1.4 LIVANE YOUTH FOUNDATION has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. LIVANE YOUTH FOUNDATION takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritising their interests and needs.

1.1.4 This Policy continues to emphasise the unique vulnerabilities and special protection requirements for children, along with the importance of preventing sexual exploitation and abuse (SEA), in particular, among other forms of abuse of adults living where LYF has a programming presence

1.2 Scope

1.2.1 This Policy applies to Livane Youth Foundation, including all of its programmes, projects, and the Board of Directors.

1.2.2. This Policy is focused on protecting all children anywhere from harm caused by LIVANE YOUTH FOUNDATION employees and affiliates, and

protecting adults from harm caused by LIVANE YOUTH FOUNDATION employees or affiliates as part of the LIVANE YOUTH FOUNDATION programme presence.

1.2.3 This Policy applies equally in emergency relief and development aid programmes, as well as advocacy and fundraising activities.

1.2.4 A further explanation of the LIVANE YOUTH FOUNDATION Safeguarding Policy is included in the document Guidelines for Implementation of the Safeguarding Standards appended. (Refer to Annex 1)

1.3 Effective Date

This policy takes effect from 31st October 2025

LIVANE YOUTH FOUNDATION is committed to ensuring that all individuals we work with or come into contact with through our programmes are treated with dignity, respect, and care, and are protected from all forms of harm, abuse, exploitation, and neglect.

Livane adopts a **zero-tolerance approach** to sexual exploitation, abuse and harassment (SEAH), gender-based violence (GBV), child abuse, and misuse of power. Safeguarding is a shared responsibility and an essential part of our organisational culture, systems, and accountability.

2.2 Uganda's Legal, Policy, and Institutional Framework for Safeguarding

The Government of Uganda has ratified several international instruments that underpin the country's commitments to protection from harm and abuse. Key among them are the following: The Universal Declaration of Human Rights (1948), Convention on the Rights of the Child (CRC, 1989), Convention on the Elimination of All Forms of Discrimination against Women (CEDAW, 1979), Optional Convention on the Rights of the Child Protocol on Sale of Children, Child Prostitution, and Child Pornography, International Labor Organization Convention (1973) No 138 and 182 and African Charter on the Rights and Welfare of the Child (ACRWC 1990).

In fulfilment of her obligations to ensure domestication of the provisions enshrined in the above instruments, Uganda has enacted several laws and policies to give legal and practical application to the relevant standards. The key

national legislation relating to safeguarding include the following: The Constitution of Uganda (1995) protects fulfils and promotes fundamental human rights and other freedoms; The Children's (Amendment) Act - Cap 59 (as amended in 2016) which provides for the rights of the child, roles of local authorities, child justice, care and protection of children, foster care placements, adoption, and institutional care; The Penal Code Act, Cap 120 (as amended in 2007; Prevention of Trafficking in Persons Act (2009); The Domestic Violence Act (2010) which protects children from physical, sexual, and psychological abuse; The Local Government, Act Cap 243 which sets out the roles of local authorities in the protection of the rights of children; The Employment Act 2006; Occupational Safety and Health Act 2006 which prohibits exploitative employment and regulates the employment of children; The Persons with Disability Act (2006) which protects the rights of persons with disabilities; Prevention and Prohibition of Human Sacrifice Act, 2020; The Government of Uganda Alternative Care Framework 2021 and the National Child Policy 2020.

To operationalise the above laws and policies (legal instruments), the government has established several institutions with a mandate to ensure the protection of the rights of all beneficiaries. These include local councils at all levels, the police, the court system, the community-based services department, the Uganda Human Rights Commission, the Uganda Child Helpline, and Child Wellbeing committees at all levels, among others.

This policy is inspired, guided, and will be implemented within and in compliance with the above national legal and policy frameworks of Uganda and in relation to related policies of the organisation.

2. Purpose of the Policy

This policy establishes Livane's commitment, standards, and procedures to:

- Prevent harm and abuse in all LYF-supported activities
- Protect children, youth, women, and other at-risk persons
- Ensure safe, accessible, and survivor-centred reporting and response
- Promote accountability among staff, partners, and representatives

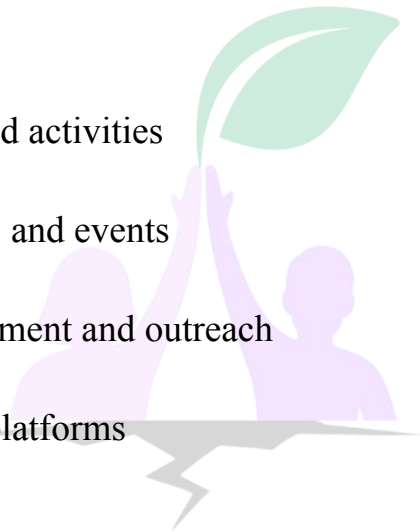
3. Scope and Applicability

This policy applies to:

- All LYF staff (permanent, temporary, and part-time)
- Volunteers, interns, and consultants
- Board members
- Partners, facilitators, and community actors engaged by LYF
- Any person representing LIVANE YOUTH FOUNDATION

The policy applies across:

- Programme and field activities
- Meetings, trainings, and events
- Community engagement and outreach
- Online and digital platforms



Specific Responsibilities of Different Stakeholders in the Implementation of the LIVANE YOUTH FOUNDATION Safeguarding Policy

- 3.1. Every member of staff or affiliate has the responsibility of ensuring that all safeguarding incidents that come to their notice, formally or informally, are reported through the established channels within 24 hours. They shall have a duty of care to the needs of the survivors of abuse, and shall be empowered to carry out these safeguarding roles and responsibilities to children and adults diligently to contribute to making LIVANE YOUTH FOUNDATION a child and adult safe organisation. Failure to report will call for disciplinary action as guided by sub-section 4.3 of this policy.

- 3.2. Relevant LIVANE YOUTH FOUNDATION employees, interns, volunteers, Board Members, and other affiliated people: LIVANE YOUTH FOUNDATION equips all employees, interns, volunteers, and Board members to understand and perform their safeguarding responsibilities and obligations. LIVANE YOUTH FOUNDATION also applies appropriate standards to external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors, to address safeguarding risks relating to their engagement with LIVANE YOUTH FOUNDATION's work. Hereafter, the full range of people for whom all or some of this Policy is relevant (either directly or through contractual arrangements) will be referred to as 'LIVANE YOUTH FOUNDATION employees and/or affiliates'. Refer to Annex 3: Summarised responsibilities of LIVANE YOUTH FOUNDATION staff and affiliates.
- 3.3. Signed Acknowledgement: All LIVANE YOUTH FOUNDATION employees, volunteers, interns, and Board members sign an acknowledgement that they know, understand, and will follow this LIVANE YOUTH FOUNDATION's Safeguarding Policy. Signed agreements are kept on file by LIVANE YOUTH FOUNDATION. Individual employees or subcontractors of Contractors and Partners, as defined below, also acknowledge safeguarding policies, and these signatures are held by the Contractor or Partner.
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- 3.4. Agreements with Contractors: Contractors engaged in contracts where they - or their employees or subcontractors – may have access to children or adults in LIVANE YOUTH FOUNDATION programmes, or may have access to identifiable personal data about such children or adults, require the safeguarding language below (or language substantively the same) in their contract with LIVANE YOUTH FOUNDATION. In addition, a copy of the Safeguarding Behaviour Protocol and LIVANE YOUTH FOUNDATION Safeguarding Policy must be attached to the contract. These requirements apply whether the Contractor is being paid for the services or is providing them for free ('pro bono'), and are irrespective of the duration of the contract.

5. Guiding Principles

Livane's safeguarding work is guided by the following principles:

- **Do No Harm:** Activities must not increase risk or vulnerability.
- **Best Interests of the Child:** Children's safety and well-being are paramount.
- **Survivor-Centred and Trauma-Informed:** Survivors control decisions affecting them.
- **Confidentiality:** Information is shared only on a need-to-know basis.
- **Accountability:** All concerns are taken seriously and acted upon.
- **Non-Discrimination:** Protection applies equally to all individuals.

6. Code of Conduct

All Livane representatives must:

- Act with integrity, respect, and professionalism
- Maintain appropriate boundaries at all times
- Refrain from any form of exploitative or abusive behaviour
- Never engage in sexual activity with children
- Never exchange money, services, or opportunities for sexual favours
- Avoid behaviour that may place others at risk
- Report safeguarding concerns immediately

Breaches of this Code may result in disciplinary action, termination of engagement, and referral to authorities.

4.1 Acceptable Behaviour – LYF employees and affiliates:

- a. Create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of these Behaviour Protocols;
- b. Are careful about perception and appearance in their language, actions and relationships with children and with adults living where LYF has a

programming presence. Their behaviour—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adults and their rights;

- c. Ensure that all physical and online contact with children and programme participants is appropriate in the local culture;
- d. Use positive, non-violent methods to manage children's behaviour;
- e. Accept responsibility for personal behaviour and actions as a representative of the organisation;
- f. Are always accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children.
- g. Where possible and practical, follow the 'two-adult' rule while conducting LYF work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h. Comply with safeguarding-related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i. Comply with applicable data privacy laws and with relevant LYF data privacy and information security policies, including LYF digital child safeguarding protocols, when handling any personal data about individual children or adult programme participants, and that such data must be maintained and transferred in a secure, confidential manner;
- j. Immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a LYF employee or affiliate, or a humanitarian aid worker from any other agency (See Section 8.2 on how to report.).

4.2 Unacceptable Behaviour – LYF employees and affiliates do not:

- a. Behave in an inappropriate physical manner or develop a sexual relationship with a child (under 18 years old), regardless of the country-specific legal age of consent or age of majority. This includes consenting or condoning the above behaviour (including fostering or condoning child marriage, i.e. under 18 years old). This also includes behaviour that could be seen as grooming a child for a future inappropriate relationship.
- b. Develop or seek a sexual relationship with any adult living where LYF has a programming presence. Such relationships, based on inherently

unequal power dynamics, undermine the credibility and integrity of LYF's humanitarian aid or development work;

c. Sexually exploit or abuse any adult living where LYF has a programming presence or any child;

d. Exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating, degrading, or exploitative behaviour, or hiring sex workers) or other exploitative demands. This includes exchange of assistance that is already due to programme participants;

e. Communicate with a child in LYF's programme areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, WhatsApp, Skype), or online without consent and knowledge of his/her parents. Further, LYF employees or affiliates never communicate on mobile, digital or online platforms with children or adult programme participants in ways that are inappropriate or sexual;

f. Fondle, hold, kiss, hug or touch any child, or any adult living where LYF has a programming presence in an inappropriate or culturally-insensitive way;

g. Use inappropriate or abusive language with a child or an adult living where LYF has a programming presence, for example, language that causes shame or humiliation, or is belittling or degrading;

h. Spend excessive or unnecessary time alone with a child or adult programme participant, away from others or behind closed doors or in a secluded area;

i. Condone or participate in behaviour which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;

j. Hire children in any form of child labour (including as "house help") unless it is within the best interest of the child and in alignment with local law and international standards ('Child labour' is work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. 'Child work', in contrast, may be beneficial if it meets International Labour Organisation (ILO) Conventions and puts the child's interests ahead of any benefits gained by adults.

k. Hit or use other corporal punishment against a child while the child is in LYF care or the LYF employee or affiliate is conducting LYF work;

l. Take a child alone in a vehicle or motorcycle for LYF work, unless it is absolutely necessary, and with parental/guardian and managerial consent;

- m. Misuse or be careless with personal data about individual children or adult programme participants;
- n. Stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a LYF employee or affiliate;
- o. Exchange inclusion in LYF programmes or benefits for any kind of favour from a member of the community, as this is an abuse of power.
- p. Recruit or engage a child in any acts of homosexuality or share related literature with children

The above list provides concrete examples but is not exhaustive of all behaviours that constitute a violation of this Policy.

Disciplinary Action: The following are grounds for discipline, up to and including termination of the employment or other affiliation with LYF:

- a. Failure to follow LYF 's Safeguarding Code of Conduct.
- b. Failure to follow any other part of the Safeguarding Policy.
- c. Other inappropriate behaviour toward any child or any adults living where LYF has a programming presence.
- d. Failing to report a known or suspected safeguarding incident committed by a LYF employee or affiliate; or
- e. Interference with any investigation or inquiry into a possible policy violation.
- f. Any acts of retaliation, threats or adverse action against a survivor, reporter or anyone involved in a safeguarding incident.

Individuals who have been found to have breached this Policy may have “Do Not Rehire” placed on their personnel file. Partners and Contractors may have “Do Not Re-engage” placed on their file based on the nature of the case.

No Retaliation for Reporting: LYF does not tolerate any harassment, retaliation, or adverse reaction whatsoever by any employee, director, contractor, or other affiliate as a result of any safeguarding report provided in good faith to LYF, law enforcement or other recognised reporting mechanism. No employee shall be adversely affected because they refuse to carry out a directive that could reasonably be construed as likely to create abuse or neglect of a child or an adult programme participant.

If an employee believes that they are being retaliated against, the employee should immediately contact HR or report it through the

Whistle-blower hotline. Anyone who retaliates against an employee for making a good-faith report will be subject to disciplinary action up to and including termination. LYF's commitment to anti-retaliation does not prevent a reporter from appropriate disciplinary action if they are found to have engaged in unethical behaviour or misconduct.

In cases where community members retaliate against a LYF staff or affiliate, the People and Culture Unit shall be notified and provide immediate support to the staff or affiliate.

8.3 Safeguarding Investigations

- 8.3.1 Safeguarding investigations shall meet minimum standards and follow the core principles of investigating allegations of harm, exploitation, or abuse to child &/or adult living where we have a programming presence. In the proceedings of investigations, thoroughness, confidentiality, safety, competent investigators, impartiality, objectivity, timeliness, accuracy, and documentation shall be maintained.
- 8.3.2 Investigations follow a survivor-centred approach, and investigators conduct the process in accordance with sector best practice to prevent further harm to the survivor, prioritising the safety, physical and psychological health, and welfare of all survivors while upholding and promoting their rights of confidentiality, equality, and access to justice.
- 8.3.3 We may deploy internally trained investigators or utilise the services of an external investigator to manage an incident. Oversight of investigations takes place according to the protocols of the incident level.
- 8.3.4 All persons involved in and/or affected by a safeguarding investigation shall be offered the requisite support in line with their needs.

Recruitment Standards of LYF

In all recruitment processes, we will diligently take all appropriate measures to screen out individuals who might seek to harm any child or adults living where we have a programming presence, or whose past actions indicate an unacceptable risk of harm. Child and Adult Safeguarding screening measures shall be applied to all candidates for staff, Board membership, interns, volunteers, and independent contractors. They shall be recruited to jobs or positions that have clear job or role descriptions, which include a statement of their responsibilities to meet the requirements of the safeguarding policy

7. Prevention Measures

Livane will implement the following safeguarding prevention actions:

- Mandatory safeguarding and PSEA training
- Safeguarding risk assessments integrated into programme design
- Safe recruitment and screening practices
- Clear communication of behavioural expectations
- Supervision and monitoring of activities
- Safeguarding clauses in contracts and MOUs
- Community awareness on rights and reporting mechanisms

8. Reporting Safeguarding Concerns

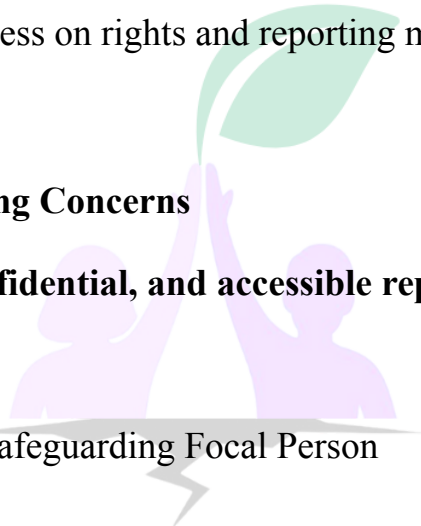
Livane provides **safe, confidential, and accessible reporting mechanisms**.

Reports may be made:

- To the designated Safeguarding Focal Person
- To a supervisor or senior management
- Through community feedback mechanisms

Reports can be made by:

- Survivors
- Witnesses
- Staff, volunteers, or community members



Anonymous reports are accepted and will be handled seriously.

8.4 Disclosure

8.4.1 Whilst LYF maintains appropriate confidentiality for individuals in Safeguarding Incidents, LYF may disclose information or data about incidents, when lawfully permitted, to support the prosecution of suspected criminal activity, meet donor and regulatory requirements, support learning and accountability, enable appropriate due diligence, advocate to prevent future incidents, or as required by law.

8.4.2 Information in ongoing investigations of Safeguarding Incidents, and information about past incidents, is shared only with those on a 'need-to-know' basis, as deemed necessary. If it is likely that sensitive information about survivors or about violence against children or adults will not be kept confidential, and would put people at risk if accessed by unauthorised parties, such information is not collected.

9. Response and Case Management

When a safeguarding concern is received, Livane will:

1. Prioritise immediate safety and protection
2. Treat all reports confidentially and respectfully
3. Inform survivors of their rights and available support
4. Obtain informed consent before referrals (unless legally required)
5. Follow national laws and donor reporting requirements
6. Conduct an internal review or investigation where appropriate
7. Take corrective or disciplinary action as needed

Livane will not require survivors to confront alleged perpetrators or provide proof.

10. Survivor Support and Referrals

Livane will maintain updated referral pathways for:

- Health services
- Psychosocial support
- Legal and protection services

Referrals will be survivor-led and based on informed consent.

11. Roles and Responsibilities

- **Board and Leadership:** Oversight and enforcement
- **Safeguarding Focal Person:** Coordination, reporting, and response
- **Staff and Volunteers:** Compliance and reporting
- **Partners:** Adherence to Livane safeguarding standards

12. Confidentiality and Data Protection

All safeguarding information will be:

- Stored securely
- Accessed only by authorised personnel
- Handled in line with ethical and legal standards

13. Monitoring, Review, and Accountability

This policy will be:

- Reviewed annually
- Updated based on learning and evolving standards
- Communicated in accessible formats to communities

14. Policy Approval and Review

This policy is approved by Livane Youth Foundation Leadership and is effective from the date of approval and will be reviewed every 5years.

POLICY ACCEPTANCE



For Livane Youth Foundation to be compliant, staff and/or affiliates are required to provide written acknowledgement that they have reviewed relevant policies and agree to abide by them as part of their employment or engagement.

I acknowledge that the Livane Youth Foundation Safeguarding Policy is relevant to me as an employee, affiliate, or service provider of Livane Youth Foundation, and I will abide by this policy as part of my employment and engagement with Livane Youth Foundation.

Signature _____