



Child Protection Code of Conduct School for Life Visitors and Supporters

Last update: 30 January 2024

Introduction

School for Life Foundation is strongly committed to protecting and safeguarding the welfare of all students and young people under its care. School for Life has a legal responsibility, under both Ugandan and Australian law, to manage child protection risks and mitigate any potential forms of danger through the implementation and operation of stringent procedures in place to ensure such protection. For the protection of our visitors, it is also important that they are not put in situations that could be misconstrued as inappropriate behaviour towards children.

This policy aims at protecting children from any abuse or maltreatment committed intentionally or not towards them.

Explanations and terminology used for the purpose of this policy:

- **Child/children** - Identified as students enrolled at any of School for Life's three campuses and pathways scholars, as well as any students residing upon our grounds, or employed under our care.
- **Personal communication** - Identified as any verbal, written, electronic, or other communication which is not conducted through official school channels and for official school duties and purposes; or that which has not been approved by a School for Life official staff member.
- **School for Life supporters** - Identified as any School for Life donors, scholarship providers (sponsors), visitors, major benefactors or partners.
- **Personal contact information** - Identified as any personal contact details including, but not limited to, email addresses, phone numbers, Facebook, SkypeID, Twitter (X), Instagram, business cards, Google+, Blogs, Flickr, LinkedIn, and other similar forums.
- **School for Life's community** - Identified as any individual employed under our care, residing on our grounds, attending our programs / campuses, as well as their family members, guardians, and friends.
- **School for Life staff** - Identified as all current and former official staff members employed on a permanent or temporary basis, as well as volunteers, interns, and other individuals recognised as providing a service under our employment.

CODE OF CONDUCT

This code of conduct applies to all individuals - short-term and long-term visitors visiting School for Life. Such individuals are required to read, comply with, and sign the following conditions to visit our grounds.

Communications with School for Life students

Please refer to the Personal Communications Policy - School for Life Supporters document.

Meetings with students

1. When meeting with students, visits must:
 - a. Always wear their identification badges whilst on School for Life premises.
 - b. Use staff bathrooms and not student bathrooms.
 - c. Ensure that an official School for Life staff member is present at all times whenever in the proximity of children.
 - d. Not arrange any excursions, meetings, trips, or visits with students independently, as this is strictly prohibited.
 - e. Not enter students' boarding facilities unless invited and accompanied by a School for Life staff member who has checked with the occupants that it is appropriate to enter - never whilst students are dressing or bathing.
 - f. Not invite any student into a room or building alone, unaccompanied by a School for Life staff member, unless in the event of a serious emergency.

2. Meetings with students on campuses should be conducted in visible, open areas with other people present, in accompaniment with a School for Life staff member or representative. If meeting inside a room, the room should have visible access and the door open. A School for Life staff member must be present at any one-to-one meetings with students.

3. Meetings conducted off campuses with children must be arranged and approved by either the Community Engagement Office or School for Life Uganda's Head of Programmes and have the permission of the student's parent or guardian. These meetings must never be arranged in secret or without the approval of a School for Life staff member. These meetings must never take place without an official staff member present. A record of these meetings should be kept in the student's file where possible.

General treatment of students

When interacting with students, visitors must:

- a. Treat all School for Life children with respect regardless of race, sex, language, religion, political or other opinions, national, ethnic or social origin, disability or other status.
- b. Not use language or behaviour towards children, or within their vicinity, that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- c. Not engage children in any form of sexual activity or act, including suggesting any sexual activity, paying for sexual services or acts, engaging in sexually explicit communication.
- d. Not physically punish or discipline any School for Life children.
- e. Be mindful of the children's boundaries and limits as certain physical contact may be misconstrued.
- f. Not hire any minors under the age of 18 to do any domestic or other labour.

Photographing or filming children

When photographing or filming any School for Life children, visitors must:

- a. Ask for the permission of the child, community member or staff member.
- b. Ensure images and films present the students in a dignified respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- c. Ensure images are honest representations of the context and facts.
- d. Ensure the images do not exploit the children in any manner that may be disrespectful or suggestive of an activity that is inappropriate.
- e. Respect local traditions and culture.
- f. Whilst School for Life appreciates visitors using images to 'spread the word' about the school, or to celebrate or commemorate their time at the campus, School for Life reserves the right to ask you to withdraw a photo from the internet if it is deemed inappropriate.
- g. Protect the rights of the child by ensuring only their first names are published.

Reporting incidents or allegations of child abuse:

I agree to immediately, and without hesitation, report any concerns, allegations, or instances of child abuse or exploitations to the Community Engagement Office or Head of Programmes.

Possible legal action

Any violation of the terms of this Code of Conduct could result in legal proceedings.

RESPONSIBILITIES

All School for Life staff in Australia and Uganda are responsible for ensuring that this policy is distributed to all School for Life supporters who come in contact with School for Life's community members and staff. Furthermore, School for Life staff are responsible for ensuring that supporters and visitors comply with this policy to the best of their ability to prevent any risk of danger or unacceptable behaviour.

SUPPORTER DECLARATION

I hereby acknowledge that I have read and understand the terms of this code of conduct. I understand my role and responsibilities in safeguarding children's well-being and preventing child abuse or neglect. I agree to maintain confidentiality regarding any information related to child protection concerns or incidents that I may become aware of in the course of my duties. I will abide by its terms and conditions whilst supporting and visiting School for Life premises:

Full Name: _____

Signature: _____

Date: __/__/____