

## Purpose of policy

Since its inception in 2018, the organisation has been rapidly increasing its strength by enabling people to take responsibility for the underprivileged children's situation and motivate them to seek resolution through individual and collective action, thereby (through these actions) enabling children to realise their full potential. In this process, the number of team members has also grown significantly.

Due to its rich work culture and commitment towards the child's overall development, it is important to make everyone associated with the organisation accountable to promote child safety.

## Definitions

### Child/Children

Any beneficiary under the age of 18 years availing the benefits of either the Paathshala or the Outreach project of Pehchaan Ek Safar.

### Member

Individuals who have registered themselves to be a part of Pehchaan Ek Safar and have chosen out of their volition to protect the best interests of the beneficiaries at all times during their period of association with Pehchaan Ek Safar.

### Sessions

A Session is a period starting from the time when the members and beneficiaries have assembled at the designated place to conduct their assigned projects and end with the members' and beneficiaries' dispersion.

## Norms for the session

- Prior to the session's delivery, the members should ensure children's safety during the session.
- Members are advised to keep classroom supplies in a safe place after each session.

- Members should reach ten minutes before the scheduled time.
- Members should ensure proper sitting arrangements for the children during the session.
- Members should refrain from teaching anything they are not sure about.

## Guidelines for Members:

The principle behind this code of conduct is that members and visitors should avoid actions or behaviour, which may constitute poor practice or potentially abusive behaviour.

### DOs

- Members are required to treat all children equally with respect and dignity.
- Members should protect the children from any physical, emotional or sexual injury or harm.
- Be a good role model – do not use abusive language in the presence of children.
- Pehchaan Ek Safar ethics strongly respects the surroundings– littering, spitting and defacing the physical environment in any way is not tolerated.
- Members should show friendly and caring behaviour towards the children.
- Members should follow the session's schedule strictly.
- Avoid wearing flashy clothes and other accessories during the session.
- Members should maintain a safe and appropriate distance from the children.
- Sessions must be planned and organised in a safe place.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Members should have a sense of accountability, so that poor practise or potentially abusive behaviour does not go unchallenged.
- Talk to children and encourage them to raise any concerns.
- Members should inform children about their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- Members should be aware of their actions as children may emulate these behaviours by watching and learning.
- Always report problems and issues to the concerned authorities.

## DON'Ts

- Carrying any snacks or refreshments for yourself or children during sessions without prior permission of concerned authorities.
- Taking photographs of children during the session without permission.
- Conducting any activities with the children unless authorised to do so.
- Using foul language or inappropriate words.
- Bullying, punishing or harassing any child.
- Developing any physical/emotional relationships with any child.
- Behaving physically in an inappropriate manner.
- Acting in ways that may perpetuate any form of emotional abuse.
- Favouring any particular child to the exclusion of others.
- Sharing gifts, either small or big, to or from any of the beneficiaries without permission.
- Using the sessions for photo opportunities.
- Making sexually suggestive comments to any child.
- Taking children to or from an event/session/home in one's vehicle unless necessarily required.
- Getting involved in activities that may disrupt the session.