

As per JJ norms most important of all Child Care Institutions (CCIs)

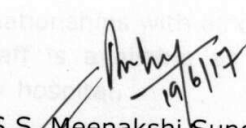
Staff, Employees, duty bearers should do:

1. Ensure that a culture of openness exists that facilitates children to interact and express their issues and concerns with staff for children's personal, physical, social, emotional, moral and intellectual development.
2. Encourage and respect children's voices and views.
3. Be inclusive and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion or any other status.
4. Be aware of the potential for peer abuse and develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse (e.g.: children bullying, discriminating against, victimising or abusing children).
5. Avoid placing oneself in a compromising or vulnerable situation when meeting with children.
6. Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation.
7. Inform children about steps of interventions being taken with respect to them or in the context of their lives.
8. Make oneself aware and educated on the laws, rules and guidelines related to child protection as amended from time to time.
9. Keep data about the children and youth in CCI confidential.
10. Ensure the responsible use of computers and other information technology and refrain from inappropriate usage, especially that relating to the creation, viewing, downloading or distribution of any inappropriate or offensive material, including, but not restricted to, abusive images of children, pornography or child pornography.
11. Report all concerns regarding actual or potential child abuse, mistreatment or any other violation according to the reporting and responding system.
12. Ensure that there are staff members of the same sex when escorting the child between locations and also when taking care of the child/children at any location.
13. Record all decisions of movement of children to hospitals or referral service centres or even in the case of repatriation/ restoration.
14. Ensure good and constructive working relationships with all co-workers.
15. Ensure always that atleast one lady staff is available as escort when women / girls inmates are taken to court / hospital.

Staff, Employees, duty bearers should not do:

1. Don't Kiss, hug, fondle, rub or touch a child in an inappropriate or culturally insensitive way.
2. Don't sleep alone with any child whatsoever.
3. Don't use corporal punishment or tolerate corporal punishment by the staff

4. Don't Act in any manner that puts children at risk.
5. Don't turn out a child from the residential home/facility.
6. Don't use language that will mentally or emotionally abuse the child.
7. Never threaten a child.
8. Never use abusive language towards or in the presence of a Child.
9. Never tease/ mock a child or call out nicknames.
10. Never Act in any way that intends to embarrass shame, humiliate or degrade a child.
11. Never show discrimination of race, culture, age, gender, disability, religion, sexuality, or any other status.
12. Never develop a sexual relation with a child.
13. Never give cash or any kind of gifts directly to children.
14. Never do things of a personal nature that a child could do for him/herself, including dressing, bathing and grooming.
15. Never initiate any physical contact unless initiated by the child and in socially acceptable ways (e.g.: holding hands).
16. Never suggest inappropriate behaviour or relations of any kind to a Child / inmate.
17. Never allow children to engage in sexually provocative games with each other.
18. Never stand aside when you see inappropriate actions inflicted by children on other children because it is frequent and commonplace.
19. Never take children to the residence of any staff member/ superintendent for the night.
20. Never engage children in personal work or employ children at work or at home.
21. Never use his / her position for his / her own benefit or for the benefit of family or friends vis-a-vis a Child / inmate.
22. Never work under the influence of intoxicating substances such as alcohol or any other substances that significantly impair ability to do the job assigned.
23. Never take any photograph that would or could potentially violate the child's dignity, or privacy in any way.
24. Never circulate photograph of inmates/ Children.


(Shri S.S. Meenakshi Sundaram, IAS)
Member Secretary
State Child Protection Society, Assam
Cum Director, Social Welfare, Assam