



# CHILD PROTECTION POLICY



***SANRAKSHAN (Society for Protection of Children)***

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# CHILD PROTECTION POLICY

## What is a Child Protection Policy?

A Child Protection Policy (CPP) is a document which contains the values, principles, beliefs and description of the steps that would be taken to meet an organization's commitment to protect children from harm, abuse or exploitation by the organization's staff or its partners. The CPP establishes an environment which is safe, favourable conducive for overall development of children while the organisation implements its child centric programmes and facilitates an interface with children.

### Who is child?

For the purposes of a CPP, a "child" is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child and The Juvenile Justice (Care and Protection of Children) Act (2000).

In the context of **Sanrakshan India**, a Child who is found missing or separated or has runaway or found on the streets or in any vulnerable situation referred by stake holders is applicable.

### Why is a CPP required for the organization?

The need for the CPP is based on the following:

- To safeguard the rights of children so that they are prevented from any harm or abuse
- To educate children in the organization on their rights, and what constitutes violation; to make children participate in the exercise of their rights, as well as to ensure that they know whom to contact if there is any violation or incident of abuse
- To keep all the employees, staff, volunteers/interns educated and trained in acceptable and non-acceptable behaviour by the organization so that they can safeguard themselves from allegations of misconduct
- To ensure that the ethical standards for dealing with children and interface with children are well defined, implemented and monitored

### What is CPP's framework?

The CPP is based on the following framework:

#### A. United Nations CRC:

##### Article 3: following clauses

- Best interest of the child
- Duty of care and protection
- Standards of care

##### Article 6: Survival and Development

##### Article 12: Participation

##### Article 13: Freedom of expression

##### Article 19: Protection from violence



## CHILD PROTECTION POLICY

### B. Constitution of India

- a. ***Part III of the Indian Constitution:*** Enumerating fundamental rights from Article 14 to 21 more specifically articles 15(3), 12 A, 23 (Rights Against Exploitation), 24 (Prohibits, employment of children below 14 years)

b. ***Directive Principles of State Policy:***

Article 39 pledges that the state shall in particular, direct its policy towards securing...that the health and strength of workers, men and women and the tender age of children are not abused, and that citizens are not forced by economic necessity to enter avocations unsuited to their age or strength, that the children are given opportunities and facilities to develop in a healthy manner and in condition and of freedom and dignity, that childhood and youth are protected against exploitation, and against moral and materials abandonment.

c. The Juvenile Justice (Care and Protection of Children) Act (2000)

This Act Consolidates and amends the law relating to juveniles in conflict with law and children in need of care and protection, by providing for proper care, protection and treatment by catering to their developmental needs, and by adopting a child friendly approach in the adjudication and disposition of matters in the best interest of children and for their ultimate rehabilitation....through institutional as well as non-institutional measures.

### D. Indian Penal Code 1860:

Provisions of rape, sexual assault applicable to children under the following IPC sections:

- Section 366 A: Procreation of a minor girl (below 18 years of age) from one part of the country to another is punishable.
- Section 366B: Importation of a girl below 21 years is punishable.
- Section 354: Outraging the modesty of women, including girl children; 2 years sentence
- Section 376: Rape of a girl child-till 16 years of age- Statutory rape; 10 years or life imprisonment
- Section 377: Bestiality, sodomy, child sexual abuse of both boys and girl children; 10 years or more

### E. Key Legislations central to protection of children:

- Immoral Trafficking (Prevention) Act (1956):
- This act deals exclusively with trafficking of -The objective is to prevent, abolish trafficking in women and girls for the purpose of prostitution as an organized means of living
- Child Labour Prohibition and Regulation Act (1986): Prohibits child labour-in ‘hazardous occupations’ for children below 14 years of age
- Prohibition of Child Marriage Act 2006: Child marriage is prohibited for children-boys below 21 years and girls below 18 years
- Karnataka Devadasi (Prohibition of Dedication) Act (1982): Prohibits ‘dedication’ and trafficking of young girls under the Devadasi practice.



## CHILD PROTECTION POLICY

The broad objective of the policy is to set minimum standards and procedures on child protection that seek to ensure that the shelter homes, contact points, camps, and office maintain a safe environment for children. Specifically the policy seeks to protect children from abuse and exploitation by encouraging good practice among staff members and preventing behaviour that may be abusive to children. Organisation's Commitment for a Child Protection Policy for the organisation

The organization has committed itself for the child Protection policy, therefore keeping this policy as a major responsibility, Sanrakshan India is dedicated to create a safe and secure environment for Vulnerable, street and migrated children, to provide care, protection and education.

### **What is child abuse?**

Children living on the platform and other disadvantaged circumstances, without families face increased risk of abuse and exploitation not only from peers, individuals, immediate stake holders, but equally so from development workers and care givers whose role is to bring relief to children. The different types of Child abuse are as follows:

- **Physical abuse:** any form of labour for commercial exploitation; inflicting bodily harm on the child; including acts such as beating, **pushing, kicking or including any form of physical punishment.** **For e.g.:** if a child is not ready to abide by the rules of the camp and causing inconvenience. The camp teacher in no circumstances should beat/kick/or inflict physical violence on him. Staff should patiently reason with him and pacify him. If he is not ready to continue staff should inform his parents and let him go with his parents.
- **Sexual abuse and sexual exploitation:** including direct or indirect sexual exploitation by involving them or threatening them to engage in inappropriate sexual activities or behaviour; showing pornography to the child; child sexual abuse through inappropriate gestures, touching or fondling the child. For example in the shelter staff during counselling the child should never touch or fondle the child inappropriate manner. Staff should at no point of time or time should make inappropriate gesture to a child or children. In the shelter or camp staff should avoid physical proximity with the children. Staff should never indulge in showing a film or picture to the child which is not appropriate for child viewing.
- **Emotional and psychological abuse:** any intentional act causing trauma or emotional hurt to the child such as humiliating and ridiculing the child. For example if a child has a handicap staff in no circumstances should make fun of him or give him some nick name and address him by that name.



# CHILD PROTECTION POLICY

- **Neglect and Negligent treatment:** the persistent lack of appropriate care of children, including love, safety, nourishment, education, and medical attention. Staff should not differentiate between any children in camp or shelter. All the children irrespective of caste/creed/ colour should be taken care of in the same manner. For e.g.: If one child is performing well or listening to what the staff says and other child is behaving adversely, then giving preferential treatment to the former and neglecting the latter should not be done.

## Define Interface with children?

This needs to be defined as direct and indirect and keeping in mind the following: the structure of the organisation, programmes with children and employees contact with children and at what intervals.

Since our Interface with children is at different points and levels so we have created different protection policy at each point of work with children are it **contacts points, shelter or camps.**

### a) Rules of Interface with children by Sanrakshan India staff at contact point

- To motivate or convince the child, the staff should use child friendly language i.e. no use of rude words and slang.
  - Ensuring that respect and dignity of child is maintained without any discrimination of caste, creed, sex, colour etc.
  - Ensuring that the staff/staffs don't touch private parts of the child's.
  - After convincing the child, staff should directly bring the child to the shelter as early as possible, not exceeding 3 hrs.
  - Addressing the child's timely needs food and medical.
  - Bringing Child to shelter with consent of child, keeping best interest of child in mind.

### b) Rules of interface at SANRAKSHAN Residential Shelter

- In shelter do not keep pictures that scare children.
- Shelter should be clean and tidy
- Emergency phone numbers/ contact (doctor, police, and senior staff) should be displayed in the shelter.
- Secular images to be displayed in the shelter.
- Checking the child's pockets to remove the harmful objects (with consent of child).
- Any food donated by outsider, should be tasted by shelter in charge (Issuing an acknowledgement letter by taking a sign from the donor).
- First aid box should be available in such a place that it is easily accessible to the child and staff. The child should be informed about the first aid box.



## CHILD PROTECTION POLICY

- Harmful things like Blade, Knife, scissor, nails, Dettol, Phenol, and Toilet cleaner should not be available to children.
- Belongings of the child should be kept safe (not to misuse) and return back to him at the time of reunion/ resettlement and take the signature of the child while returning his valuables. If a child is illiterate then while returning his belongings his thumb impression should be taken.
- No personal entertainment for staff in the shelter/Office. Staff should never order child to do things and entertain staff/staffs.

### c) **Rules for Visitors and VOLUNTEERS IN THE SHELTER**

- Staff should provide brief information of the organization.
- Staff should inform about organization rules and instruct them to follow up.
- Volunteers/ visitors for long term engagement should bring request letter for visit from the concerned authority.
- No direct access to any documents or case studies of office and shelter.
- None of the staff should share the case studies or confidential matter of children without the consent of the higher authorities.
- Photographs of the children are to be taken with permission of organization.
- Volunteers should not give outside food to the children without the knowledge of the staffs.
- Consumption of alcohol and smoking is strictly prohibited in the premises of shelter.
- Student should bring ID card and permission letter from the collage.

### d) **Rules of Interface with children at camps organised by Sanrakshan India**

- All children should be informed about camps and its activities
- No beating/kicking/verbal or physical abuse of child in the camps.
- Addressing child's sexual behaviour amongst children in the camps.
- Outsiders, relatives/friends of the staffs are not allowed to stay in the camp during night time. Only the camp teachers who has been with our organization for more than two years are allowed to stay in the camps. Then the activities of camp teachers should be monitored by a senior camp teacher. Senior camp teacher is a senior person in the organization who is with our organization for a long time.
- Formal dress for child and staff in the camps.
- ID cards of the staff and the related documents for camp should be present
- Basic facilities like food, accommodation, and medicine should be provided.
- Staff should be well aware of the camp place.
- In the camp do not keep pictures that children get scared.



## CHILD PROTECTION POLICY

- Emergency phone numbers/ contact (doctor, police, and senior staff) should be displayed in the camp.
- First aid box should be available in such a place that it is easily accessible to the child and staff. The child should be informed about the first aid box.
- Harmful things like Blade, Knife, scissor, nail cutter, Dettol, Phenol, and Toilet cleaner should not be available to children.
- Staff shouldn't take any kind of addiction (at camp and shouldn't) consume substance like Gutka, alcohol, cigarette/bidi etc and come to Camp.
- No personal entertainment for staff in the **Camp by the child.**
- Staff should have Non Judgmental attitude.
- Staff should follow the Camp time table.
- Staff should have patience and behave in a friendly manner when they are interacting with child in the camp.
- Songs, stories and games to be shared that involves camp aspects.
- Sensitivity of the staff towards the feeling of the child
- No discrimination among children.
- Without informing of camp in charge, No interaction with villagers/locals during camp process.
- Staff should have patience and behave friendly when they are interacting with child in the camp.
- Parents counselling is to be done before the child is reunited to his parents.

### e) Rules of interface of Visitors and VOLUNTEERS IN THE CAMP

- Staff should provide brief information of the organization.
- Staff should inform about organization rules and instruct them to follow up.
- No direct access to any documents or case studies of children at camps.
- None of the staff should share the case studies or confidential matter of children without the consent of the higher authorities.
- Photographs are to be taken in the camp with permission of organization and child.
- Volunteers should not give outside food to the children without the knowledge of the staffs.
- Consumption of alcohol and smoking is strictly prohibited in the premises of camp.
- Student should bring ID card and permission letter from the collage.

### What does the CPP prohibit?

Prohibitions advocated by Sanrakshan's CPP are also at different levels



# CHILD PROTECTION POLICY

## Prohibition at contact point

- No false promises to be made during rescue
- Staff shouldn't use any form of addiction during approaching the child. Staff should not tell children to take him to the shelter in the influence of any form of addiction.

## Prohibition at shelter

- Not allowing relatives or friends of staff to stay in shelter.
- No discrimination among children at shelter.
- Girls should not be allowed to stay in the shelter during the night time (no age bar)
- Male Staffs should not touch the girl child and he should be not being present while counselling the girl.

## Prohibition at camp

- Staff should not use harsh words, tease, rag, and abuse children.
- Staff should not assign any kind of work to children.
- Make sure that any kind of substance (alcohol, bidi, cigarette, solution) is not available in the camps for children.
- Make Boundaries between child and staff in terms of physical and personal relationship.
- No comparison/ criticism between two children.
- No giving nick names and pet names to children during camp.
- Not telling the child directly this is wrong or this is right.
- No two camps should be conducted at one place.

## Child Protection Committee:

### 1. Define the procedure for making complaints?

It has been decided by the Core Management committee of Sanrakshan India that, if anyone is found breaching the policy, then appropriate action can be taken by the management committee.

- Any matter regarding violation of child protection policy by shelter staff or outreach staff at contact point or at shelter would be reported to Co-ordinator. In case the co-ordinator is not taking any action in the matter, then the case should be reported to the management committee



## CHILD PROTECTION POLICY

- The matter would be reported to executive council when the coordinator is implicated.
- In cases regarding violation of CPP the coordinator would work together with the management committee.
- Looking into the interest of the accused any matters regarding violation of CPP it is to be treated in **strict confidence**.
- Management committee will decide after careful deliberation and evidence of the case whether to have the matter dropped or handled internally or referred to the police depending on level of assessed gravity and complexity.
- The entire process leading to decision making should be documented and all facts or written allegations and responses are maintained in a file.
- As soon as a case of misconduct is brought to the attention of the management committee they shall consider the case and if the matter warrants further investigation then the accused staff member shall be suspended pending investigation and final decision

### Constitution of CPC

**Sanrakshan India** has decided to constitute a CPC that shall comprise of an external Child Right expert along with two of the most experienced persons in the organization

Name of the Member	Experience
Mrs. Manjula Ullal	She has a degree of MA and PhD. She has an experience of 23+ years in working with Children, Youth and Women. Presently working as a State level Education Co-ordinator in RFI, Bangalore since 6 months.
Ms. Manju Singh	Ms. Manju Singh carries 10 years of experience in different fields including Child Rights, Women Empowerment, Health Care and Market Research. She is driven by her optimism and strong desire to contribute to improving people's lives. She holds a scholar degree in Master's in Social Work and possess proficient skills and experience in Project and Budget Management, Team Management, counselling, report writing, developing content, preparing questionnaires and conducting surveys. She has worked closely with CRY, Udayan Care, Labour Welfare Organization, SATHI and AZ Research Partner's Pvt. Ltd. She is presently working with PHD Chamber of Commerce and Industry's PHD Family Welfare Foundation focusing on Women Empowerment and Health Care for underprivileged.
Mr. Shamboling Khot	Mr. ShambolingKhot is a development professional with 9 years of versatile experience in multiple domains like education, child rights, health, NGO management, CSR and employee engagement and volunteer activities. He is Master's in Social Work and also possess a Post Graduate



## CHILD PROTECTION POLICY

	Diploma in Human Resource Management. His proficiencies lies in program planning, designing and implementation, writing project proposals, reports and budget management. He has worked with different organizations which include CfBT- Kalike (An associated organization of Tata Trust), Sathi and Deshpande Foundation. Presently, he is working in CSR department of IIFL Samasta Microfinance focusing on different aspects which include program designing, NGO management, grants making, strategic planning, partnership building and coordinating the employee engagement and volunteering activities.
Mr. Basavaraj U.	He has studied MSW from Shimoga University. Presently working as Chief Program Head in SANRAKSHAN organisation. He has experience of more than 10 years in working with the children. He has worked closely with Sathi Organisation

### 2. Duties of the organisation?

**Code of conduct/ values and behaviour:** This needs to be designed and shared with all employees, staff, volunteers or any person coming in contact with children with the assistance of the organisation or whom the organisation is working with.

**Recruitment:** Adequate screening of new employees, interns or any person coming in contact with children either through the assistance of the organisation or with whom the organisation is working with.

**Education and Awareness:** Education and awareness on child protection issues will be conducted and organised for all employees at a regular interval. Child Protection policy would be published, translated in the local language and shared with all employees. A copy of the policy would be printed and affixed on the organisation notice board and/or in project partner organisation offices and/or in places where meetings with children are organised. The children would be provided with a child friendly version of the CPP with the contact details of the CPC members and other contact details of other agencies and Police.

**Training:** Training and education are essential to implementing the Child Protection Policy. The organisation would ensure that orientation on Child Protection Policy is given to all employees and staff-new or old. This process would also include training on values and behaviour, code of conduct for all those in direct or indirect contact with children.

### Communication on children

**Listening:** Active listening to children and understanding their issues should be promoted to create an environment which would be conducive to the all round development of children.

**Reporting:** It is mandatory for any person employed in the organisation or a volunteer in direct or indirect contact with children to report any case or incident of child abuse by any



## CHILD PROTECTION POLICY

person within the organisation structure and report it to the Line Manager or the Child Protection Committee or the CP specialist, whichever is available at the first instance.

**Responding:** It is the organisation's duty to respond to any complaint of child abuse received against any person working/associated with the organisation.

**Sanrakshan India has guidelines for its training, induction, recruitment, recording, documentation and interface with child which all employees should adhere.**

- Current and potential employees with direct or regular contact with children shall undergo a screening procedure to check for any child abuse related criminal record.
- The job interview should include specific questions at the first stage on child protection issues to probe the applicant's attitude, experience and approach to working with children relevant to the post applied for.
- Two employment references should be taken up for applicants before appointment to post. These include (where possible) an employer who can comment on the applicant's work with children.
- During induction of a new employee, the relevant coordinator and executive council member should observe the "child friendly personality" of the staff and give feedback to executive committee/management before final appointment.
- During induction period, feedback would be taken from children about the staff and opinion of children would be counted.
- During recruitment and induction that the candidate should be clearly told that a child protection policy exists and he/she shall be required to be abiding by it.
- Along with the appointment letter a copy of the child protection policy and the HR Manual shall be given to the new employee. (Child protection policy may be included in the HR Manual). The employee shall be asked to sign a statement that he/she has read the policy and shall abide by it

### **Duties of the Employees:**

- All employees including trustees, employees, staff, interns, volunteers, researchers, consultants and advisers of an organization are required to undergo the following;
- Provide satisfactory evidence of clearance in any past complaints of abuse of children.
- Acceptance and commitment for adherence to Child Protection Policy and Code of Conduct/Values and behaviour for working with children.



## CHILD PROTECTION POLICY

- Providing a signed declaration stating any criminal convictions, including spent convictions.
- Providing the name and contact information of two past professional references excluding family members.
- Reporting incidents of child abuse to the concerned child protection officer. Specialist or the CPC.



## CHILD PROTECTION POLICY

**Child Protection Code of Conduct for all employees to pledge and sign at the time of joining.**

I, \_\_\_\_\_ engaged by \_\_\_\_\_ agree that while implementing its activities, I will:

- ❖ Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, disability, birth or other status;
- ❖ Not use language or behaviour towards children that is derogatory, inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate no matter what the provocation;
- ❖ Not engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- ❖ Wherever possible, ensure that another adult is present when working in the proximity of children;
- ❖ Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- ❖ Take a child home only, if there is a valid reason, is in the best interest of the child, and with the consent of the whole team and the supervisor;
- ❖ Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- ❖ Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any mediums;
- ❖ Obtain consent from the child or a parent or guardian of the child when photographing or filming a child for work related purposes;
- ❖ Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner;
- ❖ Ensure children are adequately clothed and not in poses that could be seen as sexually suggestive;
- ❖ Refrain from physical punishment for the purpose of discipline of children or otherwise;
- ❖ Refrain from hiring children for domestic or other labour which is inappropriate, given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- ❖ Ensure all basic need – clothes, footwear, bedding etc. – are provided;
- ❖ Ensure fresh, hot, nutritious and adequate meals are provided 3 times a day and provide special diet for children undergoing medical treatment;
- ❖ Serve small amount of food to children, encourage them to take second helpings to avoid wastage;
- ❖ Ensure children get clean, un-torn clothes to wear;
- ❖ Ensure children will be sent to school well dressed in their uniforms, with bag, water bottle and fresh food so that they do not feel low in front of other children;
- ❖ Provide books, games, toys and other learning material which give stimulation and help in learning;
- ❖ Actively listen to a child – her/his needs;



## CHILD PROTECTION POLICY

- ❖ Not refer to child's past history or profession of parents in a derogatory manner;
- ❖ Not compare children in the home;
- ❖ Not humiliate any child in public/private;
- ❖ Not tolerate medical negligence;
- ❖ Not be partial towards some children;
- ❖ Not promote any one particular religion;
- ❖ Immediately report concerns or allegations of child abuse in accordance with appropriate procedures;
- ❖ Not accept goods, gifts or services from any child/adult or anyone in the allied services for services rendered as part of my work for the child;
- ❖ Not take unfair advantage of any professional relationship or use the campus to further personal, religious, political or business interests;
- ❖ Not discuss any private information of the child in public places.

I understand that the onus is on me, as a person engaged by ..... to use common sense and avoid actions or behaviors that could be construed as child abuse when implementing **Sanrakshan India** activities.

<b>Name:</b>	<b>Designation:</b>
<b>Signature:</b>	<b>Date:</b>