

**CHILD SAFEGUARDING POLICY**  
**OF**  
**PATH WELFARE SOCIETY**  
**DRAFT**

## Contents

1. An Overview
2. Glossary
3. Policy Framework
  - 3.1 Recruitment
  - 3.2 Induction and training
  - 3.3 Management systems
  - 3.4 Behaviour protocols
    - 3.4.1 Appropriate behaviour of staff and volunteers towards children
    - 3.4.2 Appropriate behaviour of children
    - 3.4.3 Appropriate behaviour of visitors
    - 3.4.4 Appropriate behaviour of interns
    - 3.4.5 Appropriate behaviour of donors
  - 3.5 Communication protocols
  - 3.6 Reporting and responding protocols

***Annexure 1 - Basic Minimums***

***Annexure 2 - Guideline for orientation on Child Protection Issues***

***Annexure 3 - Reporting Format***

***Annexure 4 - Consent Letter (of children)***

***Annexure 5 - Statement of Commitment/Declaration*** [for staff and community volunteers

***Annexure 6 - Statement of Commitment/Declaration*** (for suppliers and contractors)

***Annexure 7 - Statement of Commitment/Declaration*** [for visitors, interns and volunteers (unpaid)]

## ***Chapter I*** **An Overview of PATH**

**PATH Welfare Society (PWS)** has been working since 2005 with the vision & mission to empower children on their rights by ensuring children's right to education, protection and participation through capacity building of various stakeholders and providing service to different target groups.

PWS also aims at providing support to various stakeholders, schools, NGOs and CBOs to ensure quality programmes/services for children and strengthen the capacities of organizations in programme implementation.

PWS is presently reaching out to deprived children and youth from slums in Kolkata through coaching back up support for first generation school going children who require more support to be retained in school and placement of unemployed young people in vocational training institutes and jobs.

PWS constantly tries to create a child-friendly environment within its own centres for the children. A need was felt for a Child Safeguarding Policy that would be a written document, well defined and structured and that would provide a framework of principles, standards and guidelines for individual and organisational practice, for all those working directly and indirectly with children.

PWS believes that all agencies working with vulnerable groups, particularly children, have a moral and legal responsibility to protect children within their care. Our organisations must be equipped with necessary information, standardized behavioural guidelines and knowledge to provide the child with support, guidance and help needed at any particular time, especially in times of crisis, keeping in mind the best interests of the child. The policy presents a framework for responding to and dealing with allegations of abuse in an informed and unbiased manner.

As an organisation working for the rights of children, it is our duty to ensure that our promotion of child rights includes specifically protecting children from accidental harm as well as deliberate abuse within organizations intended for their benefit. These policies will assist in fulfilling this duty as well as desirable norms and thus enhance the credibility of our organization.

Therefore, the Child Safeguarding Policy would help to create a child safe organization where children feel secure, can speak out, are listened to and where children and staff are respected and empowered.

This *CHILD SAFEGUARDING POLICY* is a statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to ensure that the organization is taking its duty of care seriously.

## *Chapter II*

### Glossary

#### **Who is a child?**

According to the UN Convention on the Rights of the Child (Article 1) a child is every human being below the age of 18 years.

#### **What are children's rights?**

In 1989, the United Nations General Assembly adopted the Convention on the Rights of the Child. This landmark treaty, now ratified by all but two countries on earth, spells out the rights of all children ... to health, to education, to an adequate standard of living, to leisure and play, to protection from exploitation, to express their own opinions ... and many more. All children have these rights.

"The convention is not only a visionary document. We are reminded daily that it is an agreement that works - and its utility can be seen in the everyday use to which I have seen it increasingly being put by country after country, in policy, in practice and in law". According to Carol Bellamy, UNICEF Executive Director, in a statement to the UNICEF Executive Board, September 1998.

#### **What is child protection?**

Child protection is a broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organisations- and individuals associated with the organisations- towards children in their care.

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

'Child abuse' or 'maltreatment' constitutes 'all forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.'(WHO, 1999)

#### **Types of violence/ abuse experienced by children**

- **Self harm:** e.g. deliberate cutting or harming oneself; suicidal thoughts; attempted and actual suicide
- **Peer abuse:** e.g. bullying (physical and/or s psychological); physical and sexual abuse; gang violence
- **Abuse by adults:** e.g. domestic violence (physical, psychological and sexual); corporal punishment in schools and organisations; sexual abuse and exploitation.
- **Societal abuse:** a social. Political. Economic and cultural environment which actively encourages or tacitly condones violence against children, e.g. political campaigns which encourage 'clearances' of street children; religions and cultures which encourage physical and humiliating punishment of children as acceptable childrearing practices; harmful traditional practices; cultural attitudes which condone violence against women in the home/which promote ideas of women and children being the 'property' of men / parents rather than as human beings deserving of equal rights.

#### **Types of child abuse:**

There are four major types of child abuse:

1. Physical abuse - is an injury resulting from physical aggression. Even if the injury was not intended, the act is considered physical abuse.

The injury from physical child abuse may be the result of:

- beating, slapping, or hitting
- pushing, shaking, kicking, or throwing
- pinching, biting, choking, or hair-pulling
- burning with cigarettes, scalding water, or other hot objects
- severe physical punishment
- abuse by a sibling

### Signs of Physical Abuse

#### Physical Indicators:

- unexplained bruises and welts on the face, throat, upper arms, buttocks, thighs or lower back in unusual patterns or shapes which suggest the use of an instrument (belt buckle, electric cord) on an infant in various stages of healing that are seen after absences, weekends, or vacations
- unexplained burns, cigarette burns, especially burns found on palms, soles of feet, abdomen, buttocks; burns producing marks on hands and feet that might indicate that the limbs have been immersed in hot or boiling water; "doughnut shaped" on buttocks or genital area, rope burns, infected burns indicating delay in treatment; burns in the shape of common household utensils or appliances

#### Behavioral Indicators:

- behavioral extremes (withdrawal, aggression, regression, depression).
- inappropriate or excessive fear of parent or caretaker
- antisocial behavior such as substance abuse, truancy, running away, fear of going home
  - unbelievable or inconsistent explanation for injuries
  - lies unusually still while surveying surroundings (for infants)
  - unusual shyness, wariness of physical contact

2. **Sexual abuse** - of a child is any sexual act between an adult and a child. This includes:

- fondling: touching or kissing a child's genitals; or making a child fondle an adult's genitals
- violations of bodily privacy: forcing the child to undress, spying on a child in the bathroom or bedroom
- child pornography: using a child in the production of pornography, such as a film or magazine
- exposing children to pornography (movies, magazines, or websites) or enticing children to pornographic sites on the Internet
- luring a child for sexual liaisons, through the Internet or by any other means

- exposing children to adult sexuality in any form (showing sex organs to a child, forced observation of sexual acts, telling "dirty" stories, group sex)
- child prostitution or sexual exploitation (using a child to perform sex with others)
- sexual acts with a child: penetration, intercourse, incest, rape, oral sex, sodomy

### **Signs of Sexual Abuse**

#### **Physical Indicators:**

- torn, stained or blood-stained underclothes
- frequent, unexplained sore throats, yeast or urinary infections
- somatic complaints, including pain and irritation of the genitals
- sexually transmitted diseases
- bruises or bleeding from external genitalia, vagina or anal region
- pregnancy.

#### **Behavioral Indicators:**

- the victim's disclosure of sexual abuse
- regressive behaviors (thumb-sucking, bedwetting, fear of the dark)
- seductive behaviors
- disturbed sleep patterns (recurrent nightmares)
- unusual and age-inappropriate interest in sexual matters
- avoidance of undressing or wearing extra layers of clothes
- sudden decline in school performance, truancy
- difficulty in walking or sitting

3. **Emotional abuse** - is another person's **attitude, behavior, or failure to act** that **interferes with a child's mental health or social development**. Surprisingly, emotional abuse can have more long-lasting negative psychiatric effects than either physical abuse or sexual abuse (Reuters Health Information Medline Plus). Other names for emotional abuse are: **verbal abuse, mental abuse, psychological maltreatment or psychological abuse**

Emotional abuse can range from a simple verbal insult to an extreme form of punishment. The following are examples of emotional child abuse:

- ignoring, withdrawal of attention, or rejection
- lack of physical affection such as hugs
- lack of positive reinforcement
- yelling or screaming
- threatening or frightening
- negative comparisons to others
- belittling; telling the child he or she is "no good," "worthless," "bad," or "a mistake"
- shaming, humiliating, or name-calling
- habitual blaming

- using extreme forms of punishment, such as confinement to a closet or dark room, tying to a chair for long periods of time, or terrorizing a child
- child exploitation, such as child labor
- witnessing the physical abuse of others
- child kidnapping
- parental child abduction, or child stealing

Emotional abuse is almost always present when another form of abuse is found. (Some overlap exists between the definitions of emotional abuse and emotional neglect.)

### Signs of Emotional Abuse

#### Physical Indicators:

- eating disorders, including obesity or anorexia
- speech disorders (stuttering, stammering)
- developmental delays in the acquisition of speech or motor skills
- weight or height level substantially below norm
- flat or bald spots on head (infants)
- nervous disorders (rashes, hives, facial tics, stomach aches)

#### Behavioral Indicators:

- habit disorders (biting, rocking, head-banging)
- cruel behavior, seeming to get pleasure from hurting children, adults or animals; seeming to get pleasure from being mistreated
- age-inappropriate behaviors (bedwetting, wetting and soiling clothes)
- behavioral extremes, such as overly compliant-demanding; withdrawn-aggressive; listless-excitabile

4. **Neglect** - is a very common type of child abuse, yet victims are not often identified, primarily because **neglect is a type of child abuse that is an act of omission, of *not doing something***. "More children suffer from neglect...than from physical and sexual abuse combined." - Child Welfare Information Gateway.

Neglect is a **pattern of failing to provide for a child's basic needs**. A single act of neglect might not be considered child abuse, but repeated neglect is definitely child abuse. The types of neglect are:

- Physical neglect** - is not providing for a child's physical needs, which are:
  - food
  - clothing appropriate for the weather
  - supervision
  - home that is hygienic and safe
  - medical care, as needed
- Educational neglect**- is the failure to enrol a school-age child in school or to provide necessary special education. This includes allowing excessive absences from school.
- Emotional (psychological) neglect**- is not providing emotional support and love, which is:

- affection
- attending to the child's emotional needs
- psychological care, as needed

### Signs of Neglect

#### Physical Indicators:

- poor hygiene, including lice, scabies, severe or untreated diaper rash, bedsores, body odour.
- squinting.
- unsuitable clothing; missing key articles of clothing (underwear, socks, shoes); overdressed or underdressed for climate conditions.
- untreated injury or illness.
- lack of immunizations.
- indicators of prolonged exposure to elements (excessive sunburn, insect bites, colds).
- height and weight significantly below age level.

#### Behavioural Indicators:

- unusual school attendance.
- chronic absenteeism.
- chronic hunger, tiredness, or lethargy.
- begging for or collecting leftovers.
- assuming adult responsibilities.
- reporting no caretaker at home.

### What is the impact of child abuse?

Child abuse can have dire consequences, both during childhood and adulthood. Child abuse may result in:

- **impaired social behavior**, antisocial behavior, and difficulty establishing intimate personal relationships
- **alienation** and withdrawal
- **depression**, anxiety, low self-esteem, feelings of worthlessness
- **self-injury**
- **suicidal tendencies**
- **substance abuse** and high levels of **medical illness**
- **eating disorders** or drastic changes in appetite
- **problems in school or work**
- **impaired psychological development**; personality disorders
- **abusive parenting or care giving**
- **prostitution** (in the case of sexual abuse)
- **alcoholism**
- **cognitive disorders**
- a **distorted view of sex**, and difficulty relating to others except on sexual terms (in the case of sexual abuse)
- **nightmares and bed wetting**

- death of a child; or death of the abuser, if the child eventually fights back
- unwanted pregnancies
- abortion
- HIV/AIDS/STIs
- difficulty in having normal adult relationships with the opposite sex

The effects of being abused as a child vary according to the severity of the abuse and the surrounding environment of the child. If the family or school environment is nurturing and supportive and the child receives psychological help, s/he might be able to cope with the trauma.

### What is a policy?

“Any plan or course of action adopted by a government, political party, business organisation or the like designed to influence and determine decisions, actions and other matters”

“A course of action, guiding principle or procedure considered to be expedient, prudent or advantageous (Judith L.Evans UNICEF Policy Review workshop Feb 2007)

### What is Child Safeguarding Policy (CSP)?

“A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously”. (Child Protection Toolkit, Child Hope)

### Additional Glossary

**Empathy:** Identification with and understanding of another’s situation, feelings and motives.

### Group 1: Staff: contractual staff, general assignment, Consultants

**Contractual staff:** A staff is known to be contractual staff when an agreement is made between PWS on one part and the employee on the other part for a specified period. It may be a contract of one year and sometimes even less than a year.

**General Assignment:** This type of assignment is for specific activities, both short term and long term. The assignments may be extended from time to time depending on the requirements.

**Consultants-** This type of assignment is for specific project related requirement for both short and long term based on the terms of reference.

**Group 2 Community volunteers (paid):** Local community youths involved in community/school-based centres, vocational training centres etc who receive honorarium.

**Group 3: Donors/Interns/ Resource persons (paid)/Volunteers (unpaid)/ Vendors and Visitors**

**Donors:** Any individual or agency contributing to the organization's resources in cash or in kind for a specific period of time with or without a project.

**Interns (Student):** As a part of the academic curriculum, students coming from different institutes/universities for a specific period of time with the objective of practical learning through completion of the specific assignment given to them by the organisation.

**Resource persons (paid):** Any individual contributing to the organisation's activities in kind for a specific period of time. The resource person will work as per the terms and conditions with PWS.

**Volunteers (unpaid):** Persons who perform a service out of their own free will, without payment.

**Vendors:** Any person who provides any services or materials directly in the project sites of the organisation. They can be referred as suppliers and contractors.

**Visitors:** An individual or group who visits the organisation for a short span of time with the purpose of understanding the organisation's work.

### ***Chapter III***

#### **Policy Framework**

The Child Safeguarding Policy, hereafter referred to as CSP will encompass all offices, all community/school based centres of PWS, children and staff of PWS, Consultants, Resource Persons, Volunteers(Unpaid), Volunteers (Paid), Interns, suppliers and contractors, visitors or donors coming in direct or indirect contact with children.

A Child Safeguarding Policy provides a framework of principles, standards and guidelines on which to base individual and organizational practice in relation to areas such as:

- 3.1. Recruitment/Contracting/ Selection**
- 3.2. Induction and training**
- 3.3. Management systems**
- 3.4. Behaviour Protocols**
  - 3.4.1 Appropriate behaviour of staff and community volunteers (paid) towards children
  - 3.4.2 Appropriate behaviour of children
  - 3.4.3 Appropriate behaviour of visitors
  - 3.4.4 Appropriate behaviour of interns
  - 3.4.5 Appropriate behaviour of donors
- 3.5. Communication protocols regarding children**
- 3.6. Reporting and responding protocols**

**3.1 Recruitment/Contracting/Selection:** All job advertisements for selection of staff will mention that “PATH has a Child Safeguarding Policy”. The written test for selection of staff will include questions on child safeguarding.

All employees, contractors, suppliers, interns and volunteers (paid or unpaid, full time or part time, temporary or long-term) having direct or indirect contact with children have to face a thorough and standardised recruitment or interview process.

The offer letter sent to the selected staff will also contain the code of conduct. The staff will sign and send it to the organisation along with the acknowledgement of the offer letter. The staff after selection will not be allowed to join without 2 recommendation letters describing his/he candidature within a week’s period.

#### **3.1.1 Contractual staff, general assignment and community volunteers (paid)**

- Child protection statement [PWS has a Child Safeguarding Policy] mentioned in advertisements
- Specific responsibilities included in job description
- Questions on child protection issues relevant to the role during interview
- Original evidence of qualifications to be produced by employee before recruitment
- Two reference checks to be verified either over telephone or in writing by the employer
- Enquiry into employment gaps, frequent changes of employment or reasons for leaving employment (if sudden)
- **Requirement to sign a statement of commitment to the organisation’s CSP and pledging a written oath not to employ children under the age of 18 as domestic help in one’s own homes and also not to support child marriage directly or indirectly**

#### **3.1.2 Interns and volunteers (unpaid)**

- In case of interns, letter of reference from the institution and for volunteers a statement of intent as well as two reference checks, to be submitted
- Will have to give complete details of their work, objective of doing the work and expected outcome
- Will have to sign a statement of commitment to the organisation’s CSP
- Orientation of the organization and its work

#### **3.1.3 Vendors/Suppliers and contractors**

- Should not come in direct contact with children. If required, will have to take prior written permission from relevant staff
- Requirement to sign a statement of commitment to the organisation’s CSP as well as a statement for not employing children in any kind of work done at the institutional site

### **3.2 Training**

There must be opportunities within the organisation to develop and maintain the necessary skills and understanding, to safeguard children.

- Orientation on Child Protection issues for all new persons [contractual staff, general assignment and community volunteers (paid)] to be given within 1 month of joining with a copy of the policy for reference. (*Refer to Annexure 2*)

- Orientation for interns and volunteers (unpaid), on child protection issues (*Refer to Annexure 2*)
- Remind them of procedures and update on new developments during any training at in one year
- Orientation of children on all relevant aspects of CSP in all centres
- Orientation of donors and visitors on behaviour and communication protocols before interaction with children
- Behaviour protocols to be displayed on notice boards of all PWS offices. (*Refer to Annexure 3*)

### 3.3 Management Systems

A management process should be adopted in order to facilitate the implementation of the Child Safeguarding Policy and procedure.

- Clear and open lines of communication through regular meetings.
- Raising concerns on sensitive matters in relation to children and staff in appropriate forums
- Concerns are listened to and responded to in a positive manner
- Reports and personal information on children are kept confidential and disclosed to only those who need to know
- Child protection issues are included in regular staff evaluations/appraisals
- Responsibility of management to ensure implementation of CSP (through regular interactions with staff and children) and surprise checks of reporting documents
- Responsibility of management to ensure that the Policy is reviewed every year by heads and any necessary changes are incorporated (in print)

### 3.4 Behaviour Protocols

These protocols will ensure that all personnel understand and abide by behaviours, which will help in creating a child safe environment where children's physical and mental integrity/space/privacy are respected.

#### 3.4.1. Appropriate behaviour of staff and community volunteers (paid) towards children [to be displayed in all the centres and to be made available to the concerned persons]

- Respect each child
- Consider each child as a unique individual with specific characteristics and needs and thus accept each child with all his or her positive and negative characteristics
- Observe attitude of children with patience and understand them within the local context in which they live
- Be empathetic rather than sympathetic towards children
- Views of children to be heard, valued and taken seriously with objectivity
- Encourage children to express their feelings as well as to participate in decisions, which affect them at the same time ensuring confidentiality
- Work with children in ways that enhance their inherent capacities and capabilities and develop their potential
- Act on children's concerns/problems immediately
- Appreciate their good efforts and performances since it would be rewarding and reinforcing for further development

- As far as possible, work with children in a place within the view of others
- Equal attention to be given irrespective of gender with no favouritism
- Information to be given to concerned staff prior to interaction with children
- Never engage, encourage, neglect or support abuse, under any circumstances
- Never stigmatise and humiliate children for example do not speak badly of a child in front/within the hearing of other children
- Recognize the child with his or her name and never use any derogatory name or nickname
- Never use corporal punishment
- Never develop a physical/sexual relationship with any child
- Never behave in a manner, which is inappropriate or sexually provocative
- Do not use slang words or abusive language in the presence of children
- Never provoke towards any malpractice or addiction
- Staff and community volunteers (paid) must never engage children in their personal work
- Must wear clothes and accessories that are modest and acceptable to the communities that we work with so as to be accepted and trusted
- Girls and boys will be given the choice of working with a male or female staff/community volunteers (paid) where gender may be a consideration such as counselling, health/medical check ups. If such a need arises from the child then its to be valued, considered and necessary action to be taken
- Permission of children (written, in case of children above 10 years; ref Annexure 5) and concerned authority to be taken before taking their images for case studies/life stories
- Images of children are not to be taken while they are taking bath on changing clothes. They are to be properly clothed while taking images
- With regard to case studies, names of child must be changed as well as no personal information to identify the location of child to be given. Education sponsorship cases may be treated as an exception where the sponsor needs to be given authentic data
- Never give any information regarding any child, sensitive incident to media over telephone or in person. Senior management to be informed regarding any coverage by media and have written records (refer Annexure 8) on the same from/to media with the objectives of the coverage
- Be clear about purpose and inform and guide children prior to media coverage
- Ensure confidentiality at the time of disclosing case studies to media.
- Staff and community volunteers (paid) must ensure orientation of visitors, donors, interns and volunteers on the organisation's Child Safeguarding Policy
- Staff and community volunteers (paid) will not allow visitors/ donors/ interns/ volunteers to give/donate gifts directly to children. Staff and community volunteers (paid) will distribute these equally on their behalf.

**3.4.2 Appropriate behaviour of children (*These guidelines were developed through consultation with children in different programmes run by PWS*) [to be displayed in all the centres]**

- Respect all staff, community volunteers (paid), parents and outsiders
- All relevant information to be given to concerned staff/community volunteers (paid)
- Share information and learning with other children

- Never physically assault or sexually abuse another child
- Never tease another child or call out nicknames
- Never threaten another child
- Never spread rumours about another child
- Never force another child to give away his/her personal belongings
- Never use slang or abusive language

### **3.4.3 Appropriate behaviour of visitors/interns and volunteers/donors [to be displayed in all the centres]**

- Prior written permission from concerned authorities to be taken regarding purpose of visit and signing a statement of commitment to the organisation's Child Safeguarding Policy before interacting with children
- Must empathize with the child rather than sympathize
- Physical contact with children must be appropriate to the child's age and circumstances, which must be initiated by the child rather than by the adult
- Interaction with children, only in the presence of relevant staff/community volunteers (paid) who will facilitate and observe the process
- Consent of children and concerned authority to be taken before taking images
- Images of children not to be taken while they are taking bath or changing clothes or undressed
- Must not give treat or take any child out on any kind of excursion.
- Must not give gifts directly to any child
- Will not be allowed to record case histories or take personal history of any child without prior permission of the relevant staff and child
- In terms of case studies name of child has to be changed as well as no personal information to identify location of child to be given
- Never sensationalize or manipulate text and images and emphasis to be given on dignity of child
- Do not use offensive or slang language in the hearing of children
- Must wear clothes and accessories that are modest and appropriate keeping in mind the local Indian context in which the children live so as to be accepted by them
- Will only be allowed to interact with children during their convenient time
- Must not complain or lure a child to open up in case a child refuses to share any information
- Must possess a child friendly attitude
- Before publishing any report or document on the organization the draft has to be approved by the organisation
- Decent and understandable language to be used while communicating with the children
- Recognize the child with his or her name and not use any derogative name or nickname
- Accept and respect the child and his or her parents, family members, neighbours and the child's living conditions
- Never stigmatise or humiliate children
- Never give out details of any information gathered during placement or period of work to anyone without the prior knowledge of PWS

### **3.5 Communication Protocols**

These are protocols to control confidential information regarding children and to prevent the presentation of degrading images of children through publications.

- Permission of concerned authority and consent of children (by giving details about purpose and use) to be taken before taking their images.
- Images of children not to be taken while they are taking bath or changing clothes. They are to be properly clothed.
- Allow children to give their own account without interfering or asking leading questions.
- For case studies, name of child has to be changed as well as no personal information to identify location of child to be given.
- There must be accurate representation of the statement made by staff and children.
- Never sensationalize and manipulate text and images and emphasis to be given on dignity of child.
- No information regarding the organisation or any child to be obtained over telephone.
- Media persons will interact only with the organisation head or unit heads or designated staff deputed by the heads.
- Prior information to be given regarding date of publication/telecast/broadcast.

### **3.6) Reporting and Responding protocols**

This is a protocol for reporting and responding to witnessed, suspected or alleged child abuse and/or violation of the Child Safeguarding Policy.

- Allegations of abuse must be reported to team leaders or supervisors immediately after abuse or concerns of abuse take place
- This has to be done through a reporting format (Refer to *Annexure 4*).
- Dialogue with concerned abused child to understand the depth and extent of allegation
- In case of an allegation by a named individual from a verifiable source, the accused will not be allowed to come into direct contact with children
- The organisation will ensure dialogue with the staff being accused and ensure ramification of misconduct once it is proved, with proper evidence through other verifiable sources
- If the allegation is proved correct, then the individual will be dismissed and legal action might also be taken



## ***Annexure 1***

### **Basic Minimums in centres**

1. All centres to have first aid boxes and safe drinking water facility
2. There must be regular checking of the electrical lines and other safety measures

## ***Annexure 2***

### **Guide line for orientation on Child Protection Issues**

All new staff, interns & volunteers should undergo an orientation. The main issues to be covered are the following:

- The purpose of child protection (in brief)
- The upbringing and the socio-economic background of the children with whom PWS works.
- Child development
- Dealing with children sensitively
- Interviewing children
- Listening skills
- Child abuse
- Communication protocols
- Behavioural protocols
- Maintaining confidentiality
- Juvenile Justice Act, 2000
- New legislations

### ***Annexure 3***

#### **Reporting Format**

1. The incident has been disclosed by child/staff/others/ observed by reporting staff himself:

\_\_\_\_\_

2. Was the incident was observed /suspected?

\_\_\_\_\_

3. *(About the child)*

Child's name:

\_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Centre: \_\_\_\_\_

#### **4. Details of incidence:**

a. Date, time and place of incident:

b. Date when the incident came to the knowledge of the staff:

c. Name of the alleged person:

\_\_\_\_\_

#### **5. Details of the person: *(please put tick mark)***

a. Staff: contractual staff, general assignment, community volunteers (paid)

b. Intern/ Volunteer    c. Supplier/ Contractor    d. Donor    e. Visitor    f. Parents

6. Nature of allegation:

7. Personal Observation of the reporting staff (visible injuries, child's emotional state):

8. Immediate action taken by the reporting staff:

9. Were there any other people or children involved in the incident:

10. Remarks (if any):

Date:

**Action taken by team leader:**

\_\_\_\_\_

***[Confidential document; to be reported to team leader]***

***Annexure 4***

**Consent Letter  
(of children)**

I, \_\_\_\_\_(Block letters), age \_\_\_\_\_, give my consent to take/share/publish my life story/photograph/images in documents (written/visual) within the knowledge of PWS and keeping in view the Child Safeguarding Policy.

Signature of the child (in full):

Centre/Ward:

Date:

Purpose of taking life story/photograph/images *(to be filled by concerned staff)*:

Signature of concerned staff:

***[To be filled by children above 10years]***

*Annexure 5*

**STATEMENT OF COMMITMENT/DECLARATION  
[for staff]**

"I, \_\_\_\_\_ (in BLOCK letters), have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I hereby agree to abide by the protocols contained therein and accept the importance of implementing child protection policies and practice while working in this organisation. I will not engage any child labour in my own house. I will also not support child marriage directly or indirectly.

Signature (in full):

Staff

Date:

*Annexure 6*

**STATEMENT OF COMMITMENT/DECLARATION  
[for community volunteers (centre)]**

“I, \_\_\_\_\_ (in BLOCK letters), have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I hereby agree to abide by the protocols contained therein and accept the importance of implementing child safeguarding policies and practice while working in this organisation.  
I will not engage any child labour in my own house. I will also not support child marriage directly or indirectly.

Signature (in full):

Volunteer

Date:

*Annexure 7*

**STATEMENT OF COMMITMENT/DECLARATION  
(for suppliers and contractors)**

“I, \_\_\_\_\_ (in BLOCK letters), have read and understood the standards and guidelines outlined in PWS’s Child Safeguarding Policy. I hereby agree to abide by the protocols contained therein and accept the importance of implementing and practising the policies while working with organisation. I also confirm that the quality of goods supplied will be of high standard and appropriate for children.

Signature (in full):  
Supplier/Contractor [put tick ✓ mark]

Address:

Date:

*Annexure 8*

**STATEMENT OF COMMITMENT/DECLARATION**  
**[For visitors, interns and volunteers (unpaid)]**

“I, \_\_\_\_\_ (in BLOCK letters), have read and understood the standards and guidelines outlined in PWS’s Child Safeguarding Policy. I hereby agree to abide by the protocols contained therein and accept the importance of implementing and practising the policies while visiting or working with the organisation.

Signature (in full):

Visitor/Intern/Volunteer (unpaid) [put tick ✓ mark]

Address:

Date:

*Annexure 9*

**STATEMENT OF COMMITMENT/DECLARATION  
(For media person)**

“I, \_\_\_\_\_ (in BLOCK letters), have read and understood the standards and guidelines outlined in PWS’s Child Safeguarding Policy. I hereby agree to abide by the protocols contained therein and accept the importance of implementing and practising the policies while working with the organisation

Signature (in full):

Media person:

Address:

Date: