



**Child Protection  
and  
Safeguarding Policy  
At Save The Children India  
(Also known as Vipla Foundation)**

**Version No. 3 – Policy approved/ revised as per Resolution passed in Annual General Body meeting held on 8<sup>th</sup> September 2023**

# SAVE THE CHILDREN INDIA

## CHILD PROTECTION POLICY

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### 1] Introduction

Save The Children India (STCI / also known as Vipla Foundation) is a registered national level organization working with the most vulnerable children and communities of Maharashtra and Delhi since its inception from 1988. As of 2023, the organization also runs its operations in Himachal Pradesh, Goa, and Gujarat. STCI works in the areas of Health, Education, and Women Empowerment.

STCI works with children;

- Who are often without adequate and capable parental protection, vulnerable to various child protection concerns including trafficking and gender-based violence, or who are victims of trafficking for commercial and other forms of sexual exploitation and gender-based violence
- With special needs
- With pre-primary and primary school going children in community centres and in government schools

#### The policy strives for;

1. Ensuring appropriate preventive and protective measures with the help of reporting and responding protocols to protect child's respect, dignity, and rights.
2. Developing physically (structural and infrastructural), psychologically, and technologically safe environment for children with whom STCI is working directly or indirectly.
3. Developing the systems and procedures where one can prevent, report early and without coercion investigate and take actions against any incidence of child assault or maltreatment – physical, sexual or in any other form.
4. Eliminating harm to children arising from its infrastructure, people, procedures, work-style as well as insensitivities or lack of knowledge and skills on the part of all those who are responsible to directly interact with the children or indirectly affect their well-being and safety.
5. Establishing Safe Data Sharing Practices for sharing information or data of all beneficiaries internally as well as with external organizations or individuals as required. Staff members will ensure that data is shared keeping and upholding the “best interests of

the child”<sup>1</sup> in mind.

6. Encouraging, promoting, and upholding child participation wherever possible.
7. Ensuring timely monitoring of the Child Protection Policy, systems, and procedures.
8. Promoting the best interests of children at all times - in case of any lawful conflict of interest between the staff, visiting professionals, visitors (including media), volunteers and children; the interest of the organization will be committed to protect the best interests of the children.
9. Developing standard operating procedures, checklists, forms, recruitment procedures and guidelines which can be understood and used by all its staff, donor and visitors to ensure safety and security of the organization’s child beneficiaries.
10. Ensuring that Head of the Departments and Reporting Managers support the Admin and Human Resources Team to guide all newly recruited staff members to understand and implement these procedures. This platform should engage in-depth discussion and interaction on the issue of child rights and protection.

Through this document, STCI must ensure that all its employees and people who STCI is linked with are aware of child rights and ensure child’s safety while working with them.

## **1.1] Our Commitment**

STCI India works with children and women from underprivileged and vulnerable sections of society through its various programmes. As children are often vulnerable to abuse and exploitation, STCI places highest importance to safety and protection of children in all its areas of influence.

STCI commits to comply with all standards of child protection designed to safeguard children from neglect, exploitation, and abuse in any form under all its programmes. This policy lays out standards and protocols for child protection which intends to keep children safe from any harm by staff, partners, and others who they come in contact with through STCI’s work. STCI also commits to increase awareness on child protection in families and communities of the children covered in all its programmes.

The Draft National Child Protection Policy 2018 (Ministry of Child Development) and the United Nations Convention on the Rights of Child (UNCRC) are our guiding principles in ensuring basic rights for all children.

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<sup>1</sup> As defined in the Juvenile Justice (Care and Protection of Children) Act 2015

## 1.2] Definitions

**Child:** As defined in the Juvenile Justice (Care and Protection of Children) Act 2015, any person who has not completed 18 years of age. This will include children who are 17 years and 364 days old. This will include children without any discrimination on grounds of nationality, caste, religion, socio-economic background, gender, and sexual orientation.

**Staff:** Any person working with STCI against salary, honorarium, remuneration, fees, contract amount or any financial consideration. This includes consultants, individual contractors, volunteers, experts on mission and contingent members.

**Visitor:** Any person who is visiting any centres of STCI. This will include new vendors as well as empaneled vendors providing their services to STCI.

**Volunteer/s:** Any person/s who extend/s services to STCI or any of its centres; whether short term or long term and without any financial consideration.

**Intern:** Any individual or student/s as part of academic curriculum placed in the STCI Head Office or any of its centres for a particular duration to extend their services to STCI or any of its centres without any remuneration.

**Resource Person:** Any person who has been hired by STCI with or without any remuneration to extend his/her services to STCI or any of its centres after formal written communication. A Resource Person may directly facilitate the services s/he has been hired for – with children, STCI staff, or the civil society and systemic stakeholders the organization works with.

**Sponsor/Donor/Funder:** Any person in an individual or representational capacity, supporting the structure or activities of the organization. These terms may be used interchangeably in the context of this policy.

**Offences against Children:** This will include the following.

- a. **Corporal Punishment:** As defined in Section 2(24) of the Juvenile Justice (Care and Protection of Children) Act 2015, “corporal punishment” means the subjecting of a child by any person to physical punishment that involves the deliberate infliction of pain as retribution for an offence, or for the purpose of disciplining or reforming the child.
- b. **Child Physical Abuse:** Child Physical Abuse is a physical injury inflicted upon child with intent. The physical abuse can be punching, beating, kicking, biting, burning, shaking, throwing, or any other act that may cause physical harm or injury to the child.
- c. **Child Neglect:** Breach of duty of care which results in injury or harm to children.

- d. Sexual Offences against a Child / Children:** Sexual offences against children as defined under Sections 3, 5, 7, 9, 11, 13, and 15 of the Protection of Children from Sexual Offences (POCSO) Act 2012 and abetment of any of the said offences as defined under Section 16 of the POCSO Act 2012.
- e. Sexual Exploitation of a Child / Children:** Any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of a child.
- f. Emotional Abuse of a Child / Children:** Any act including detention, isolation, withholding food or other basic needs of a child, verbal assault, humiliation, intimidation or any other treatment by teachers, caregivers which may diminish the sense of identity, dignity and self-worth of a child. It also includes rejection, labeling, and demeaning. Emotional abuse also refers to verbal, mental or physiological abuse.
- g. Child Protection Officer:** A Child Protection Officer as appointed by STCI for overseeing child protection related issues within the organization.
- h. Witness/witnesses:** A person who observed, or has direct knowledge of, something under investigation.

## 2] Recruitment

- Screening & Selection

STCI ensures that all staff members working with children have been appropriately screened prior to their recruitment. This means that enough information is collected about the applicant so that the HR and the concerned team can be satisfied, having assessed the risks, that the applicant is fit to work with children in the role they are applying for.

The screening should be done in the following way;

- Gathering demographic details through the applicant's CV and documenting the same in the New Hiring Checklist form.
  - Interviews as per the HRM Entry Process
  - Reference checks using the Reference Check Form
  - Obtaining information relating to past records and professional conduct relating to sanctions relating to Sexual Exploitation and Abuse from the shortlisted candidate using the Self Disclosure and Declaration Form
- Compliance by Staff  
Upon selection, the staff member must comply with the following processes facilitated by the Human Resources Team
  - Read and understand the Child Protection Policy
  - Provide information as applicable, and sign the CPP annexures including the Code of Conduct (Annexure 1), Agreement to comply with the CPP (Annexure 5), and the Self Disclosure and Declaration Form (Annexure 4)
  - Participate in the induction given on CPP
  - Be open to fulfill the responsibilities of a Child Protection Officer if and when selected for the same
  - Adhere to all requirements of the Child Protection Policy.

### 2.1] Staff Responsibility

- STCI's staff should be aware of Child Protection Policy and must strictly adhere to the same at all times. Any ignorance or excuse will not be acceptable.
- Every staff member will accept and sign the Code of Conduct.
- Every staff must strive to create and utilize opportunities to raise awareness on Child Protection and Safeguarding through different forums and platforms
- Every STCI staff will attend yearly training(s) organized on Child Protection Policy

- Any staff member who has an apprehension that an offence relating to child abuse is likely to be committed or has the knowledge that such an offence has been committed with any child beneficiary of the organization, shall immediately provide such information to the relevant Child Protection Officer as per the procedures laid down in this Policy.
- The concerned STCI staff/team will ensure that any student intern/s and volunteer/s must be recruited only after receiving prior permission against a written application / email from the student intern/s, volunteer/s, and the concerned College/University.

## **2.2] Staff Accountability in relation to Visitors / Volunteers / Interns / Donors / Resource Persons**

### **1. Policy Acknowledgement**

- All field/site/program visitors/volunteers/interns/resource persons/ donors must receive the CPP and the CPP Code of Conduct prior to the visit
- All field/site/program visitors/volunteers/interns/resource persons/ donors must read the CPP and the CPP Code of Conduct and sign the agreement form prior to the visit
- On site, the visitors/volunteers/interns/resource persons/ donors must receive a verbal briefing on the organizational CPP by the concerned STCI staff/team in-charge of facilitating the visit.

### **2. Supervision of Visitors/ Volunteers/Interns/ Donors on-field**

- Prior permission (Written/E-mail) should be taken from the concerned Program Head or point of contact before visiting any offices or field locations under STCI.
- Visitor/donor/ funder can visit a centre/location and meet children only in presence of an STCI representative.
- The visit lead is responsible to ensure that all visitors are appropriately supervised during any contact with children or child data and that their behavior complies with the child protection policy.
- The Visitors/Volunteers/Interns/Donors during any of the STCI field visits shall not take pictures / videos / audio recordings of any child beneficiaries unless they have been specifically assigned by STCI to create such media for the record and memory of the organization.
- Any breach of the CPP by any Visitors/volunteers/Interns/Donors shall be immediately informed by the visit lead to the concerned CPO.

### 3] Communication & Data Protection

Save the Children India will ...

- Ensure that all communication material on children in the form of background details, photographs, videos, captions and case stories etc. are dignified and respectful and will not present children as victims, nor will exaggerate or glamorize their economic condition at the cost of the child.
- Ensure that any of its staff, external organizations and individuals requesting the use of STCI's resources like photographs, videos, textual information etc. should be required to sign an agreement with the appropriate personnel for the proper use of such material.
- Ensure that child's personal information that could be used to identify the location of the child in the programmes should not be used on STCI's websites, on other public online platforms or in any other form of communication about the child.
- Ensure that written permission from the child (except special children) and their parent/guardian should be obtained before sharing any video/audio/text information on a public platform (online or otherwise).

#### 3.1] Social Media Etiquette

Any person who identifies as an employee of STCI should be vigilant of the pictures, posts, videos etc. they endorse on their social media platforms that are shared directly or indirectly with STCI.

- For WhatsApp-
  1. ensure that your profile picture, status and story for the phone number you use for communication with office staff, beneficiaries, parents, funders, community and any other person in association with STCI should be decent, not provocative or such that may hurt the sentiments of any particular group or individual. Remember you are the face of the organization to the world.
  2. ensure that your WhatsApp profile picture and story does not contain any picture, video or information about any child under STCI.
  3. ensure that pictures, videos or any other information of children collected from field for official purposes are only shared with your reporting manager or specially assigned office groups via WhatsApp. No such information should be forwarded to other groups whether professional or personal from the sender or receiver.



- For Facebook/Instagram/X (formerly Twitter) or any other Social Media -

1. No staff shall post any pictures, videos, audio recordings, audio-visual content of any nature or information about any child under STCI from their personal profiles or any other profile that does not belong to STCI on any social media platforms. You may only repost re-share those pictures, videos, audios, audio-visual content or information which is posted on the public social media platforms of STCI.
2. Ensure that you maintain decency in pictures, videos and posts on all your social media profiles if you identify yourself as an employee of STCI on any of those platforms.

- Keeping Contact with STCI Beneficiaries

1. Keep contact with children on phone only if your job role designates you to establish a direct contact with children. For others, restrict your telephonic contact and communication about children with teachers and parents.
2. Avoid befriending children under STCI on social media platforms like Facebook, Instagram, X (formerly Twitter), or any other social media platforms of such nature.
3. Avoid sending pictures and texts to children directly. Reach out to them via their parents/guardians if necessary
4. Do not remain in contact with children under STCI after you leave the particular project/programme or stop working with STCI.
5. In case, any child under STCI contacts you after you have left the particular project / program or have stopped working with STCI, immediately direct them to the concerned STCI staff and also inform the said staff about the same.
6. Do not remain in contact with those children who pass out/move out of STCI programmes unless your programme requires you to do so under specific circumstances of monitoring/studying long term impact etc. In such an event, an informed written consent must be obtained from the beneficiary prior to their engagement in any such study / process.

## 4] Child Protection Officer

A Child Protection Officer (CPO) will be appointed for each department in all its location branches. The CPOs would be responsible for the implementation and monitoring of the Child Protection Policy. The CPOs will be appointed by the HOD of each department in consultation with the CEO and will serve the position for two years.

### 4.1] Roles and Responsibilities of Child Protection Officer

The appointed Child Protection Officers will:

- Report to and be supported by HOD and CFO as required in the context of the issue being addressed.
- Report to CFO on a monthly basis, or more frequently as required.
- Ensure that all staff members are trained in Child Protection and refresher trainings are organized at least twice a year. The CPO shall coordinate with the Admin and HR Team for the same.
- Ensure periodic orientation to all Program Leads that all the visitors/interns/ vendors must sign the Child Protection Policy prior to every time they visit the office or any of its field locations.
- Monitor the staff in their respective departments with the help of the Behavior Checklist. (See Annexure 2)
- Ensure that the office premises is monitored for any CP concerns with the help of the Quality of Infrastructure for Safety of Children checklist (See Annexure 3) on a quarterly basis
- Follow the procedure mentioned in the Standard Operating Procedure for CPO in cases of allegation made against any staff. (See Annexure 5)
- Respond to any allegations of sexual offences against children by staff/intern/volunteer/donor/visitor as per the mandate of the POCSO Act, 2012.
- Uphold the decision that if any staff/intern/volunteer/ donor/visitor/vendor/board member is booked under POCSO Act, 2012, his/her service/ internship/membership will be terminated immediately.

- Investigate a case/incident thoroughly after the case/incident is reported to them.
- Ensure that a written complaint of child abuse is submitted to them by the reportee.
- Report to the CFO after an investigation is done so that necessary action can be taken.

#### **4.2] Responsibilities of Staff towards Child Protection**

1. Any Staff should and can report child abuse or assault case against an STCI child beneficiary to the concerned Child Protection Officer. Child Protection Officer should inform the same to HOD's immediately.
2. If any staff in best interest of child or in a good faith believes that Child Protection Officer is risky or harmful for child, they can inform or report to HOD and HOD has to inform CEO immediately.
3. If any staff in best interest of child or in a good faith believes that HOD or CEO is risky or harmful for a child they can inform or report to the board of trustees.
4. If any staff in best interest of child or in a good faith believes that any trustee from the board is risky or harmful for child, they can inform or report to CEO and the CEO can report to other members in the board.
5. Any information regarding any elements in the physical environment of STCI field offices (including the Head Office) or in organizational practices or in practices of any staff / Vendors / Visitors / Interns / Volunteers / Donors that is a potential threat to the safety and security of children if observed by any STCI staff must immediately be reported to the CPO.

## 5] Engagement with Local Child Protection Committee (CPC)

- CPO will identify the local CPC in their office ward, brief them about our programmes for children on a yearly basis.
- CPOs will approach the local CPC and seek their support in conducting interactive sessions for the staff and for children on child protection.
- Seek their advisory help for difficult cases.

## 6] Review of Child Protection Policy

The Child Protection Policy will be reviewed once in every three years or earlier if required, in consultation with

- CPOs from all departments
- HODs
- CFO
- CEO
- At least, one member from the prior team that drafted the policy in case they are engaged with the organization at that time.
- Any person with legal expertise in the domain of child rights and child protection

## REFERENCES

- Juvenile Justice (Care and Protection of Children) Act 2015
- The Protection of Children from Sexual Offences (POCSO) Act 2012
- World Vision. (2010, August). Child Protection Operating Guidelines. Retrieved from [https://www.worldvision.in/CMS\\_Uploads/wv\\_child\\_protection\\_policy.pdf](https://www.worldvision.in/CMS_Uploads/wv_child_protection_policy.pdf)
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- Magic Bus. (2016, September). *Child Protection & Safeguarding Policy And Procedures*. Unpublished Internal Document.

## ***Annexure-1***

### **CHILD PROTECTION CODE OF CONDUCT FOR ALL UNDER STCI**

This Child Protection Code of Conduct applies to all staff, visitors, volunteers, interns, resource persons, donors and members of the Board and Advisory Committee. It is mandated that all of them must sign and abide by the following code of conduct in their interaction or association with children.

#### **I agree;**

1. To treat children with respect, regardless of caste, class, race, color, gender, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, status, disability or any other status or identity.
2. Not to use language, gestures, or behavior towards children that is abusive, including language, gestures, or behavior that is harassing, sexually provocative, shaming, demeaning, or culturally inappropriate.
3. Wherever possible, to ensure that another adult (preferably an STCI staff) is present when working with children or in contact with children.
4. Not to invite unaccompanied children into my home unless they are at immediate risk of injury or in physical danger.
5. Not to rest or sleep close to unsupervised children, in which case I must obtain my supervisor's permission and ensure that another adult is present if possible (this does not apply to individual's own children).
6. Not to use any forms of technology like computers, mobile phones, video cameras etc. to exploit or harass children or access or disseminate child exploitative material through any medium, including social media.
7. Not to use physical punishment or humiliation as punishment with children.
8. Not to hire children for domestic or other labour which interferes with their time available for education and recreational activities or which places them at significant risk of injury.
9. Not to offer private transportation to children unless a child is at the risk of injury or in physical danger or if it is for transport & travel for official purposes.

10. To comply with all relevant Indian and local legislations regarding children, including labour laws in relation to child labour.
11. To immediately report to STCI, any concern or allegation of child exploitation, abuse or breach of the Child Protection Policy and the CPP Code of Conduct.
12. To seek support from the appointed Child Protection Officers and STCI senior management in any matters where “mandatory reporting<sup>2</sup>” is required by Indian legislation.
13. To immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with STCI.
14. To be aware of behavior and avoid actions or behaviors that amounts to child exploitation and abuse.
15. To not have any physical contact with children (except for staff appointed to give therapy to children)
16. Not to share case stories or personal information of any child with visitors/funders/donors unless it is a reporting requirement by the funder.
17. To maintain confidentiality of child data while reporting, including the drafting of case studies.
18. Not to smoke/ drink alcohol, take drugs or consume *Paan/Gutkha* in presence of children and in any of the STCI premises.
19. Not to give any gifts to children without permission from the concerned department.
20. Not to take any child out of an STCI centre without prior permission from the concerned department and HR/admin.

Name: \_\_\_\_\_ STCI Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>2</sup> As defined in the Protection of Children from Sexual Offences (POCSO) Act 2012.

## Annexure-2

### CHECKLIST FOR CPO TO REPORT STAFF BEHAVIOUR

**Note: This checklist must be administered by the respective CPOs at least twice in a calendar year.**

S. No.	Questions	Yes	No
1.	Has the staff member physically abused or used corporal punishment against any child under STCI?		
2	Has the staff member showed favoritism of any kind towards any child under STCI?		
3	Has the staff member used language or gesture that is inappropriate, harassing, sexually provocative, abusive, demeaning, belittling, or culturally inappropriate towards any child under STCI?		
4	Has there been any incident of arguments or fights between STCI staff members in front of children?		
5	Is any child/child under STCI doing personal work or chores for your staff?		
6	Does the staff member maintain and keep all child related records and documentation accurately and up to date?		
7	Does the staff member use audio-visual and textual information of children under STCI responsibly and only for official purposes?		

Reporting Period: \_\_\_\_\_ STCI Department: \_\_\_\_\_

Signature of Team Head: \_\_\_\_\_ Date: \_\_\_\_\_



## Annexure-3

### CHECKLIST FOR ADMIN TO REPORT THE QUALITY OF INFRASTRUCTURE AT STCI PREMISES FOR ENSURING CHILD SAFETY

**Note: This checklist must be administered by the respective staff at least once every quarter in a calendar year.**

S. No.	Questions	Yes	No
1.	Is every door on every floor easy to lock and unlock for children in the building?		
2	Is the lift service maintained frequently in the building?		
3	Are there frequent mock drills for fire happening in the building?		
4	Is there a fire extinguisher accessible on every floor of the building?		
5	Are windows and passages of the building covered with grill?		
6	Do we check that children are not allowed to keep any harmful and dangerous things that may cause harm to the child or other children in their pockets or bags?		
7	Is there extra staff available to take care of children in absence of their respective care takers?		
8	Do we have a female attendant, a male attendant, first aid kit, fire extinguisher, child helpline numbers, parent's contact numbers and mobile phone for drivers available in the school buses?		
9	Is there an emergency fund given to bus drivers by STCI in case of an emergency?		
10	Is the canteen area safe for children?		
11	Is the dining space in the canteen safe for children?		
12	Is the canteen safe for children after the periodic pest control is done?		
13	Is there enough stock of feminine hygiene products for girl children that is easily accessible to them?		
14	Is any person trained to give prescribed medication to children?		
15	Is cleanliness maintained in the building?		
16	Is the STCI premise free of smoking (beedis, cigarettes, e-cigarettes, joints, cigars, pipes), tobacco /products made using tobacco, pan masala, gutkha, alcohol, and other such substances?		

Reporting Period: \_\_\_\_\_ STCI Department: \_\_\_\_\_

Signature of Team Head: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## Annexure- 4

### SELF DISCLOSURE AND DECLARATION FORM

**Note:** To be filled and submitted by the staff, volunteers, media persons, researchers, interns / students, etc.

PART-A		
First Name:		Surname:
Date of Birth:	Place of birth:	I identify my gender as:
Current Residential Address:		Mobile Number:  Alternate Number (if any):
PART-B		
Have you ever been convicted of a criminal offence or been the subject of a caution, reprimand, written warning, a bound over order or a civil action?		
YES		NO

If 'YES' please state the nature and date(s) of the offence(s):

Have you ever been subject to any disciplinary actions or sanctions relating to abuse, sexual offences (exploitation, abuse, harassment), possession of prohibited substances or violence against any persons, including children?

YES

NO

If 'YES', please state the nature and date(s) of offence(s):

Are you known to ANY Children's Services or any other organization as being an actual or potential risk to children.

YES

NO

If yes, provide details:

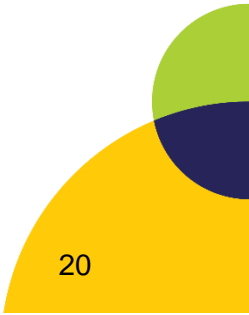
Have you ever been disqualified or prohibited from fostering children or had a child ordered to be removed from your care.

YES

NO

If yes, provide details:

<p>I, _____ hereby confirm that the information provided on this form is correct and the failure to disclose any information now or in future can result in the termination of my service appointment/contract. I also consent to the disclosure of any information on the above by my referees or any other person / institution that the organization chooses to verify.</p> <p>Signature ..... Date .....</p>



## ***Annexure 5***

### **AGREEMENT WITH CHILD PROTECTION POLICY AT SAVE THE CHILDREN INDIA**

I, \_\_\_\_\_ acknowledge that I have read and understood the STCI Child Protection Policy and the CPP Code of Conduct. I understand that any breach of the CPP and /or the CPP Code of Conduct may result in the termination of my employment or assignment or contract according to STCI disciplinary procedure or dismissal/removal from the said job/assignment/program and prosecution by the relevant authorities.

Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Annexure 6***

### **STANDARD OPERATING PROCEDURE TO BE FOLLOWED BY CHILD PROTECTION OFFICER (CPO) WHILE HANDLING A CASE REPORTED UNDER BREACH OF THIS POLICY**

1. Any incident or case will be reported to the concerned department's CPO by the team member/ staff/ teacher/ support staff within 24 hours of the incident. This will be followed by a written complaint of the same within 2 days from the date of incident.
2. The CPO will document the first report of the incident as explained by the team member/ staff/ teacher/ support staff within one day from the date of incident reported (oral/written)
3. The CPO must ensure that the person against whom the complaint is made must with immediate effect be removed from the aggrieved child's contact.
4. The CPO will inform about the incident/case to a STCI counsellor. The counsellor will provide necessary support services to the child.
5. After the basic investigation, the CPO will meet the child once to understand about the situation and refer the child to the counsellor accordingly. The CPO will record the child's statement after this interaction.
6. The CPO will take inputs about the child's mental health from the counsellor on a regular basis.
7. CPO will ensure that multiple statements of the child are not recorded by multiple people.
8. A child abuse or sexual offence case shall be handled appropriately according to the Protection of Children from Sexual Offences Act 2012 and confidentiality will be maintained.
9. After the investigation and based on evidence, the CPO will decide if the case should be closed or further actions should be taken internally or if it needs to be referred to the police depending on the severity of the case and in accordance with the provisions in the POCSO Act 2012.
10. CPOs should inform about the case to HOD and CFO and involve them in decision making.
11. The CPOs will document each and every step of the case as a practice.

## **Annexure 7**

### **STANDARD OPERATING PROCEDURE FOR ADMIN/HR**

1. During the interview process, ask relevant questions related to Child Protection to assess the candidate's attitude and sensibilities regarding children and their safeguarding.
  - Have you worked with children before? In what context and in what capacity?
  - Do you think children should be allowed to participate in decisions relating to them?
  - How can an organization be made safe for children?
  - What can you do to ensure child safety and protection? (Give situation-based examples)
2. The HR / Admin must ensure that all new recruits fill the Self-Disclosure and Declaration Form (See Annexure 4) and submit it to HR/admin before joining.
3. The HR / Admin must ensure that all new recruits sign an undertaking acknowledging receipt of the CPP and stating their agreement and acceptance to all components of the Policy in the first week of joining.
4. Each new staff should be oriented on child protection and the CPP within fifteen days of recruitment in STCI by the admin and their reporting manager.
5. HR/Admin department will be responsible to orient and ensure that all vendors/ donors understand the Child Protection Policy and sign it prior to their engagement with STCI.
6. HR/Admin department will ensure that all the visitors will sign Code of Conduct prior to each visit to any of the STCI centres or field offices or settings.
7. HR/Admin will ensure that the staff is aware of and follows the dress code guidelines at STCI.
8. HR/Admin will ensure that all delivery by vendors and delivery boys etc. is made at the security counter at the gate. The concerned staff will be required to collect their parcel from the security.
9. Admin will be responsible for maintenance of CCTV camera and security footage on a regular basis.
10. Admin will be responsible for maintenance of cleanliness and hygiene in the office premises.

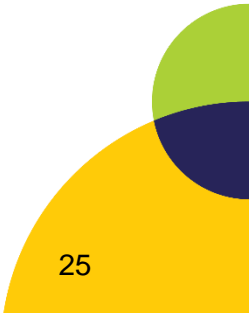


## Annexure 8

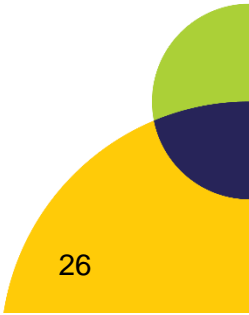
### FORM TO REPORT INCIDENTS OF OFFENCES AGAINST CHILDREN

Name & Designation of person filling the form		
Name & Designation of the person reporting the incident		
Date of submission of form		
Name of the affected child		
Dept/Centre to which the child belongs		
Date of incident		
Time of incident		
Location of incident		
Age of Child:	Gender:	UID (if any):
Name & Contact of Teacher/Mentor		
Name of Parents/Guardian	Address:	Contact No:
Detailed description of the incident		

Physical injuries (if any)		
	Details of any medical assistance provided to the child (if any)	
	Name of any Witnesses of the incident	Address: <span style="float: right;">Contact No:</span>
	Name & Contact of the counselor the Child is referred to; if applicable	
	Does the case need to be reported to the police?	Yes, Why? <span style="float: right;">No, Why?</span>
	Has the case been reported to the police?	Yes: <span style="float: right;">No:</span>



	Details of the police report (if applicable)		
	Details of the police officer, the report was made to (if applicable)		
	Name & Sign of Reportee _____ Name & Sign of CPO _____ _____ Name & Sign of CFO _____ Name & Sign of Counsellor _____ _____		



***Thank You!***

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