



INDIAN DEVELOPMENT ORGANISATION TRUST
Perambalur,
Tamilnadu

CHILD PROTECTION POLICY
2021

(Approved by Board resolution number 122 dated 22.06.2021)



INDEX

- 1. Introduction**
- 2. Purpose of the Policy**
- 3. Scope of the Policy**
- 4. Who is Child?**
- 5. What is Child Abuse?**
- 6. Child Protection Policy Guidelines**
- 7. Dos & Don'ts**



Introduction

Indian Development Organisation Trust was registered under the Indian Trust Act, in 1990 with the registration number of 193/90. It is registered under FCRA Act, u/s 12AA and 80G of Income Tax Act.

INDO trust implemented projects like, Family Counselling Centre, Creches, Child line 1098, Link Workers Scheme, Environment Programme, EIC for HI, Supplementary Educational Centre and Water and Sanitation Programme. INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy. INDO TRUST is a registered civil society organization works for the protection and promotion of rights of multiply marginalized women, historically marginalized Dalit Communities, and vulnerable and most marginalized children in Perambalur District.

INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy.

Vision:

Enhancing Sustainable development, empowering and equal access to vulnerable communities.

Mission:

For attaining sustainable development, INDO Trust empower and mainstream the vulnerable communities for their livelihood through education, skill trainings, enlightening right based awareness creation, environment awareness, benefits and opportunities available, resource engagement with community involvement and social participation in working areas

Purpose of the Policy

The main purpose of the policy is to provide a safe and healthy environment for children and protect them from all forms of harm. It is a tool to enhance the commitment of the organization to provide a child friendly environment through sensitizing persons associated and enforcing the policy. It is expected that the policy will also work as a tool to protect staff and the organization from risks associated with being in contact with children.

We, INDO Trust adheres to the United Nations Convention on the rights of children and The Protection of Children from Sexual Offenses Act 2012 (POSCO) and other Acts of India which safeguard children from all sorts of abuses.

The broad objective of the policy is to set minimum standards and procedures on child protection that seek to ensure that the schools, tuition centres, offices, and all sort of working places 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.

Signature of the Staff



Scope of the Policy

The Child Protection / Safeguarding policy is a narrative guideline to the Organization, Board of Trustees, Staff members and Volunteers to effectively function and accomplish their responsibilities in the assigned roles and activities diligently and perform to their maximum potential to Safeguard all children who would be coming into contact of the direct or indirect programme of Indo Trust and also morally and legally binding instrument for all Staff- full time, part-time, contractual, consulting and vendor-based.

INDO TRUST is highly committed to the safety and protection of all children and adolescents in all its programs and across all levels of the organization, taking into consideration pressing needs of the children and adolescents

Who is CHILD?

According to the Convention on the Rights of the Child (CRC), a child is a person who has not attained the age of 18 years unless under the relevant applicable law to the child, majority is attained earlier.

What is Child Abuse?

Child abuse is a state of emotional, physical, economic, commercial or other exploitation, neglect, negligence and sexual maltreatment meted out to a person below the age of eighteen. Child abuse has serious physical and psycho-social consequences which adversely affect the health and overall well-being of a child.

In this policy, unless the context otherwise requires: "Child Abuse" (source of reference: Ministry of Women and Child Development, Government of India) means:

- a. **Physical Abuse:** Physical abuse is the inflicting of physical injury upon a child. This may include burning, hitting, punching, shaking, kicking, beating or otherwise harming a child.
- b. **Sexual Abuse:** Sexual abuse is inappropriate sexual behaviour with a child. It includes fondling a child's genitals, making the child fondle the adult's genitals, intercourse, incest, rape, sodomy, exhibitionism and sexual exploitation.
- c. **Emotional Abuse:** Emotional abuse is also known as verbal abuse, mental abuse, and psychological maltreatment. It includes acts or the failure to act, by teachers or caretakers that have caused or could cause, serious behavioural, cognitive, emotional, or mental trauma. This can include teachers/caretakers using extreme and/or bizarre forms of punishment, such as confinement in a closet or dark room or being tied to a chair for long periods of time or threatening or terrorizing a child. Less severe acts, but no less damaging, are belittling or rejecting treatment, using derogatory terms to describe the child.
- d. **Neglect:** It is the failure to provide for the child's basic needs. Neglect can be physical, educational, or emotional. Physical neglect can include not providing adequate food or



INDO Child Protection Policy

clothing, appropriate medical care, supervision, or proper weather protection (heat or cold) for the child residing in Hope's care centres, orphanages and homes.

- e. **Commercial or other exploitation** of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

Child Protection Policy Guidelines

Guided by the UNCRC the Child Safeguarding Policy will be guided by the following core principles:

Rights Based Approach: Children's right to safety and protection is a fundamental human right and INDO TRUST considers it to be the preliminary guiding force. In all its programs and actions the rights of the child is promoted, ensured and demanded.

The Best Interest of the Child: Programs are designed, and interventions agreed, on the basis of the best interest of the child. The child's best interest in terms of their rights and overall wellbeing is given the ultimate priority in organisation's functioning, crisis management and program implementation. A child centred development approach is the guiding force to ensure the rights and the best interest of the child within the organisation's operational framework.

Non-Discrimination: Everyone is entitled to all the rights and freedoms without distinction of any kind, such as race, colour, sex, language, religion, caste, political or other opinion, national or social origin, property, birth, medical condition, or other status.

Transparency and Confidentiality: INDO TRUST promotes an environment of openness within the organisation. The layers of management are not allowed to be barriers in communication: all staff and stakeholders are encouraged to share their concerns and learn about organisation's procedures at all times. This does not compromise the need for confidentiality of the child or a related case of child safety or protection concern.

Awareness: Awareness of the CP policy will be provided to all Board of Trustees, staff members, team members and volunteers, contract staffs, consultants, advisory members, visitors, interns, other stake holders and everyone who work with INDO Trust.

We will create posters, handbills etc. to spread awareness on different forms of child abuse, rights, participation and education and the ways to prevent child abuse.

The above people are expected to show commitment to the policy and follow the guidelines and procedures of the child protection policy in their involvement with the Organisation.

Recruitment Procedure: Employees with direct or regular contact with children shall undergo a screening procedure to check for any child abuse related or any other heinous crime record.

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 shall be given to the new employee to read and go through it.

Signature of the Staff



INDO Child Protection Policy

While signing and executing the Employment Contract the Employee declares and agrees that he/she has read the Child Policy and has understood the same and shall abide by the same at all count.

Child Protection Committee (CPC)

INDO Trust Child Protection Committee will be consist of following members and will be reshuffled every three years and one Chairperson for the committee will be elected by the CPC members.

1. Board of Trustee
2. One External Person from NGO or Other sector experts in children issue
3. One senior staff member

Roles of CPC

1. Upholding the children safety and their rights
2. Meeting has to be conducted every 6 months and the report has to be submitted to Managing Trustee of INDO Trust.
3. Improvising the implementation of the policy among the Organisation staff and all team members
4. Maintenance of the Minutes of the meeting and all record related to CPC activities confidentially
5. In case of any complaints received, investigate, collect evidences and take necessary action on time.
6. The initial action is supposed to be taken within 24 hours of complaint and all the investigations, collection of evidences and necessary action has to be completed within 30 days from the date of complaint.
7. In case of assistance required can be obtained from Managing Trustee, Local police, external sources or experts.
8. In case of any unfortunate vacancy by any means in the CPC will be replace by another member within 30 days of time.

Dos & Don'ts

Dos:	Don'ts:
<ul style="list-style-type: none">✓ You must treat every child with empathy and respect, regardless of his / her race, colour, gender, sexuality, language, religion, religious belief, heritage, political or other opinion, national / ethnic / social origin / disability / birth / other status.✓ Do listen to children and respect their views.✓ Do seek permission from authorised persons if you wish to visit a	<ul style="list-style-type: none">✓ Don't use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.✓ Don't use physical means or corporal punishment to discipline or control a child.✓ Do not embarrass any child and engage in any action that threatens the self-esteem of the child like shouting or being sarcastic or putting them down etc.✓ Do not take/collect photos, videos, or stories of children and/or upload the same online or on any

Signature of the Staff

INDO Child Protection Policy



programme location apart from your stipulated time.

- ✓ Dress appropriately.
- ✓ Always ensure that another adult is present when working in the proximity of children.
- ✓ You shall take children for outings only in groups and with prior permission from authorised persons.
- ✓ Ensure the responsible use of computers and other information technology.
- ✓ Keep data about the children confidential and refrain from sharing it to any third party without the consent from Authorised persons.
- ✓ Report any violations of the policy in letter or spirit to the Care Committee.

social networking sites without prior permission from the Authorised persons.

- ✓ Don't share your mobile phones with children for purposes other than teaching/learning.
- ✓ Don't use technology for inappropriate usage, especially that relating to the creation, viewing, downloading or distribution of any inappropriate or offensive material, including, but not restricted to, abusive images of children, pornography or material encouraging crime, violence, terrorism, racism, sexism, self-harm, suicide, cruelty and gambling.
- ✓ Do not develop, encourage, induce or support arrangements with children which could be deemed sexual, exploitative or abusive
- ✓ Do not use or encourage children to run personal errands in any form that may be construed as exploiting the relationship with the child for personal purposes.
- ✓ Don't use or encourage the use of alcohol, drugs, cigarettes or other intoxicating substances while in the vicinity of children and refrain from providing such intoxicating substances to children.
- ✓ Do not give cash or gifts to children in a personal capacity.
- ✓ Do not place a child at risk of abuse or exploitation or be aware of these and not report it or not do anything about it.
- ✓ Don't bring individuals, who are not registered with INDO Trust, to any programme location without prior permission from authorised persons.
- ✓ Do not place oneself in a compromising or vulnerable situation when meeting with children.
- ✓ Stay overnight, in the same room, with any child
- ✓ Shame, humiliate, belittle or degrade children or engage in emotional abuse
- ✓ Discriminate through preferential treatment to a child i.e. gifts, sponsorships, money
- ✓ Spend excessive time alone with a child excluding them from others

INDO Trust has ZERO TOLERANCE towards child abuse and will remove any person whose behaviour is found not in adherence to this policy

Signature of the Staff