



UPAY Child Protection and Safeguarding Policy

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Approved by : Chairman

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1. About Organization:

UPAY strives to make education for all increasingly accessible with its two major prongs – Foot Paathshaala and Reach and Teach. Children are taught through open classroom programs using various recreational and skill developmental activities with the vision of a world where education is no longer a distant dream for every child.

UPAY is wishing to change the life of every Indian child through the most powerful tool – education. Intending to replace begging bowls with books, Foundation of UPAY was laid on 12th May 2010. Since its inception, UPAY has achieved various milestones with its multi-dimensional and personally catered approach. With the motto that, if the children can't reach school, let the school reach them, UPAY envisions removing the disparities in the field of education.

2. Principles:

This Child Safeguarding Policy is based on Keeping Children Safe Child Safeguarding Standards; the UN Convention on the Rights of the Child, 1989 (and its optional protocols); the UN Statement for the Elimination of Sexual Abuse and Exploitation and all child-related UN conventions; the national child protection legislation of the United States and India; and international good practice.

Principles championed by UPAY's Child Safeguarding Policy:

Following Principles are championed by UPAY

1. All children have equal rights to protection from harm, abuse, and exploitation.
2. Everybody has a responsibility to support the care and protection of children.
3. Organizations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.

4. If organizations work with partners they have a responsibility to help partners meet the minimum requirements on protection as outlined in this policy.
5. All actions on child safeguarding are taken in the best interests of the child, which are paramount.

UPAY Guiding Principles:

- **Child Centeredness:** The investigation of child abuse will be child centered, i.e. keeping in mind the needs of the child and the priority in terms of his/her growth and development.
- **Child Sensitive Behavior:** Relating to children in a way that accommodates their developmental age, their rights and protects their dignity.
- **Key Reporting Principles:** Reporting immediately, acting swiftly, and responding to the immediate needs of the child.
- **Culture of Child Protection:** All staff will be made aware of the policy and all existing staff will be trained on it. Additionally all children will undergo sessions to raise their level of awareness on child abuse. A culture of child protection will be built through open discussions, feedback and raising awareness. This we expect will contribute to prevention of child abuse and minimize the risk to children.

3. Child Protection & safeguarding?

a) Introduction and Background

Child safeguarding is the responsibility that organizations have to make sure their staff, operations, and programs keep children safe, promote their well-being, and do no harm to children. That is, that they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which they work, are reported to the appropriate authorities.

b) What is child protection?

Child protection, an aspect of child safeguarding, is a framework of principles, standards and guidelines to create a safe and positive environment for children who are suffering or are at risk of suffering significant harm, which protects them from intentional and unintentional harm.

c) Terminology:

Child - anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Staff member - an adult who is employed and paid by UPAY

Associates – Contractors, consultants, volunteers, interns, donors, Board members, journalists or researchers, guests/visitors to CCI.

Volunteer - a person who is not paid by the organization

Partners – Individuals, agencies or organizations with whom UPAY engages for specific projects or programs. Such partners may work either directly or indirectly with children.

Child abuse - According to the World Health Organization, “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."

Informed consent - capacity to freely give consent based on all available information, according to the age and evolving capacities of the child. For example, if you seek consent from a child regarding taking their photograph and using it for publicity purposes, the child is informed as to how the photograph will be used and is given the opportunity to refuse. If a child is invited to provide input into the development of a child protection policy, they must be made aware of the time it will take, what exactly will be involved, their roles and responsibilities, and only then will they be able to give their "informed consent".

c) Legal and Cultural Framework

National Law:

National Law contains the practical provisions for protecting children including providing concrete implementation measures and mechanism. Staff working in a country should always refer to the national law of the state and the various mechanisms for their implementation. This policy was prepared under the guidelines of JJ Act and POCSO. This policy addresses the child protection standards in legally and culturally different locations. Early marriage, young children earning money, corporal punishment, initiation ceremonies, etc. are not acceptable regardless of cultural norms. Child protection supersedes cultural beliefs.

Policy

India has a fairly comprehensive policy and legal framework addressing rights and protection for children, providing opportunities to ensure that all children have equal access to quality protection services. The core child protection legislation for children is enshrined in four main laws: The Juvenile Justice (Care and Protection) Act (2000, amended in 2015); The Prohibition of Child Marriage

Act (2006); The Protection of Children from Sexual Offences Act (2012), and The Child Labour (Prohibition and Regulation) Act (1986, amended in 2016).

Disclaimer:

Notwithstanding the foregoing, nothing this Child Safeguarding Policy creates, or is intended to create, any legal obligation for any person or entity separate or

distinct from any pre-existing statutory or common law legal obligations. This Child Safeguarding Policy is not adopting or incorporating by reference any laws or legal standards of any country, state, territory, or jurisdiction.

4. Scope of UPAY Policy

This policy applies to all Volunteers, members , staff, partners, and associates and all the children whether they have:

a) Direct contact with children -

Being in the physical presence of a child or children in the context of the organization's work, whether contact is occasional or regular, short or long term.

b) Indirect contact with children-

Having access to information on children in the context of the organization's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

Planning/guiding programs that support the children.

Partnering with or providing funding for organizations that work directly with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon UPAY responsibility for child protection issues.

5. Child Abuse

"Child Abuse" refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

- a. psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- b. any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- c. unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or
- d. failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death.

a) Child sexual Abuse and its category

1. 1st type of "Child Sexual Abuse"

It is the commission of any act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child under age 13 that constitutes the criminal offense.

2. 2nd type of "Child Sexual Abuse"

It is an act committed by the child's parent, guardian, relative, person residing in the child's home, or other person responsible for the care and custody of the child, that involves the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child age 13 through age 17 that constitutes the criminal offense.

3. 3rd type of "Child Sexual Abuse"

- Any penetration of the Vagina or anal opening of one person by the penis of another person, whether semen is emitted;
- Any contact between the genitals and anal opening of one person and the mouth and tongue of another person;

- Any intrusion by one person (including an object) into the genitals and anal opening of another person (excluding valid medical intrusions).
- The intentional touching of genitals or intimate parts (excluding a valid medical touching and an objectively reasonable caretaker touching); or
- The intentional exposure of a person's genital in the presence of a child, or any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose.

b) Child Exploitation

There are two main forms of child exploitation that are recognized:

1. Sexual exploitation :

refers to the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. It includes, but it is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim's vulnerability.

2. Economic exploitation

refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution and consumption of goods and services. This includes, but is not limited to, illegal child labor.

c) Child Bullying and category of Bullying

1. Mental or physical bullying

Bullying and peer abuse refers to willful aggressive behavior that is directed towards a particular victim who may be out-numbered,

younger, weak, with disability, less confident or otherwise more vulnerable. More particularly:

Bullying: is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation and humiliation. Such acts may consists of any one or more of the following:

a. Threat to inflict a wrong upon the person, honor or property of the person or on his/her family.

b. Stalking or constantly following or pursuing a person in his/her daily activities, with unwanted and obsessive attention.

c. Taking of property;

d. Public humiliation, or public and malicious imputation of a crime or of vice and defect, whether real or imaginary, or any act, omission, condition, status or circumstances tending to cause dishonor, discredit, or expose a person to contempt;

e. Deliberate destruction or defacement of, or damage to child's property;

f. Physical violence committed upon a student, which may or may not result in harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts.

g. Restraining the liberty and freedom of the pupil or student.

2. Cyber Bullying:

It is any conduct resulting in harassment, intimidation, humiliation through electronic means or other technology such as, but not limited to texting, instant messaging, email, chatting, internet, social networking websites or other platforms or formats.

d) Physical Punishments abuse:

It is advised not to physically harm the child in the form of punishment . Following act come under physical abuse

1. Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
2. Striking of a child's face or head, such being declared as a "no contact zone"
3. Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
4. Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
5. Deprivation of a child's physical needs as a form of punishment;
6. Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
7. Tying up a child;
8. Confinement, imprisonment or depriving the liberty of a child;
9. Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
10. Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and

11. Other analogous acts.

e) Verbal abuse

Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child . Making obscene comments and gestures towards a child.

f) emotional and psychological abuse

It is defined as the persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed in children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

f) Discrimination against child

It refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

g) Engaging with relationship with children

It is advised to the teachers, mentors and volunteers to avoid any form of relationship with the children other than teacher and student relation. There can be a natural attraction with the opposite sex but any attraction and even the consensual physical relationship with a minor child below age 16 is strictly prohibited and punishable under POCSO act .

What is even prevalent now is, what is known as 'good touch' and 'bad touch' where even a semblance of sexual overtone in the way an alleged perpetrator touches a child victim will make him liable for prosecution under the relevant provisions of the law. Any bodily contact with a minor child is also punishable.

Eloping with a minor girl and showing obscene verbal and written communication with the minor child is strictly prohibited.

h) Child Marriage

Child marriage is a human rights violationChild marriage is formal or informal union before age 18. It is a violation of children's human rights and a form of gender-based violence that robs children of childhood. Child marriage also disrupts their education and drives vulnerability to violence, discrimination and abuse.

UPAY teachers and volunteers are advised to report the matter of child marriage to UPAY higher authority who should talk to children's parents and counsel them with the help of professional.

6. Recognize the signs and symptoms of Child Abuse

a) Signs and symptoms of physical abuse:

- Fading bruises or other noticeable marks
- Unexpected burn, bite, bruises, broken bones, black eyes
- Child seems frightened of parents and protest or cries when it is time to go home
- Shrinks at the approach of adults
- Report injury by a parent or another adult caregiver
- Abuses animals or pets

b) Signs and symptoms of sexual abuse:

- Difficulty walking or sitting
- Refusing to change for gym or to participate in physical activities
- Reporting of nightmares or bedwetting
- Sudden change in appetite
- Bizarre, sophisticated or unusual sexual knowledge or behavior
- Pregnant or afflicted by venereal disease, particularly if under the age of 14
- Running away
- Reporting of sexual abuse by a parent or another adult caregiver
- Attaching very quickly to strangers or new adults in an environment

c) Signs and symptoms of emotional abuse:

- Behavior extremes, such as being overly compliant or demanding, extremely passive or aggressive etc.
- Delayed in physical or emotional development
- Behaves inappropriately adult (parent other children) or infantile
- Has attempted suicide
- Reports lack of attachment to parents / caregivers

d) Sign and symptoms of neglect:

- Begs for or steals food, money or other item
- Lacks medical or dental care, glasses, or immunizations

- Is often dirty and/or has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or drugs
- States that there is no one at home to provide care

7. Effect of abuse on child

| | |
|---|---|
| Physical <ul style="list-style-type: none"> • Damage to brain and spinal cord • Impaired brain development • General poor health, including decreased • cardiovascular function, asthma, • hypertension, obesity, and malnutrition | Psychological <ul style="list-style-type: none"> • Cognitive delay • Low I.Q. • Low self esteem • Relationship difficulties in adulthood • Increased likelihood for psychiatric disorders such as borderline personality, anxiety disorder, and depression • Increased likelihood to develop antisocial traits |
| Behavioral <ul style="list-style-type: none"> • Difficulties during adolescence, including grade repetition, substance abuse, truancy, delinquency, and pregnancy • More likely to smoke cigarettes, abuse alcohol, and engage in illicit drug use • Increased likelihood to engage in youth and interpersonal violence | Societal <ul style="list-style-type: none"> • Child maltreatment is more costly annually than the two leading health concerns, stroke and type 2 diabetes • Indirect costs associated with increased use of health care facilities, criminal activity, • mental illness, substance abuse, and violence |

8. How to respond to a situation of potential child abuse/ child sexual abuse

Reporting is just one element of proper response to child abuse and child sexual abuse. Your reaction is very important; it is often very difficult for a child to talk about abuse. When a child tells you he/she has been accused

- Choose your words carefully- don't be judgemental about the child or alleged abuser
- Do not interrogate the child
- Listen and let the child tell his/her own story
- Be calm - your reaction may confuse or scare the child
- Assure the child that you believe what he/she says
- Find out what the child wants and be honest about what you can do- the child may want you to promise that you won't tell others- tell the truth and do not make promises
- Assess whether the child is in immediate danger
- Let the child know his/her feelings are okay
- Assure the child that you care and that it's not his/her fault
- Tell the child that you are glad he/she told you and that you will get help
- Mandatory reporting of child abuse and child sexual abuse

9. Reporting and Recording of Child abuse

a) Who is required to report child abuse?

Every person at UPAY: Students, Volunteers and teachers- has a legal responsibility to report child abuse and child sexual abuse.

Mandatory reporting of child abuse

Upay Child protection policies mandates immediate reporting by:

Any person;

- Who has knowledge of or is called upon to render aid to;
- Any child who is suffering from or has sustained;
- Any wound, disability, injury or physical or mental condition;
- If the harm: Is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect.

A complaint can be made by the victim, the child's legal guardian, any employee, member of UPAY or any other authorized person on this behalf on a reasonable cause and belief. In the event any employee/member/Volunteer of UPAY coming across or overhearing any instance of violation of this policy shall immediately lodge a complaint.

b) Where to report child abuse/ child sexual abuse

1) For Criminal nature Abuse:

In the event of life threatening emergency, a report of child abuse or child sexual abuse should be made immediately by calling 100/121 as well parents (provided they are not party to abuse).

2) For minor and non criminal nature of abuse

A) Where external members are involved

In case of external members involved , barring if parents are also party to abuse,UPAY officials must inform parents by

assessing the gravity of abuse and circumstances, Parents shall be encouraged to file a police complaint.

If the child is orphaned and under UPAY protection or abuse happens at UPAY premises , UPAY officials shall file a police complaint after involving child line.

B) Where internal members are involved

For this kind of abuse where UPAY internal members are involved, matters shall be referred to UPAY officials as follows.

1. If matter falls in the zone, it shall be reported to the concerned center head and copy to concerned presiding officer and Zonal Director
2. In case matters fall at central , it shall be reported to Concerned FD and copy to Chairperson (SHRC) and Chairman .
3. If matter is related to Zonal team, center heads, ZDs , FDs and Executive body members then matter shall be reported directly to Chairperson SHRC and Chairman
4. If Chairman is involved then matter shall be reported to Governing Body members
5. In all cases confidentiality of victim and accused shall be maintained
6. In case UPAY members are accused, parents shall be informed after the investigation .

All the complaints shall be done in written form through , mail , message or letter and the same shall be maintained by the Presiding officer to maintain confidentiality.

In the event the complaint is not able to be written then the immediate superior shall assist the complainant in writing the complaint in the presence of an independent witness.

10. Redressal of Child abuse

a) Investigation

After receiving the complaint , the presiding officer shall immediately inform the Chairperson(SHRC) and Zonal Director.

On receiving a complaint against an employee, whether written or verbal, of any instance of child abuse It is instructed to keep the concerned employee/member out of the area/department where he/she can influence the proceedings till the Committee (as defined here in below) submits its report, so as to protect the Complainant and witnesses against victimization and discrimination and mental or physical distress.

The Chairperson (SHRC) will form an investigation committee to investigate the matter immediately on priority which shall enquire into the complaint and submit a report within 7 days of receiving the said Complaint.

- A. The Committee, comprising of not less than three persons (two of which shall be women
- B. The Committee shall be headed by a woman as a Chairperson.
- C. All members of the Committee, whether internal or third parties should be neutral and unbiased.

b) Procedure to be followed by the Committee in conducting of enquiry:

1. The Committee shall lay down its own procedure to be followed which shall be based on principles of natural justice and rationality.
2. The Committee shall within seven days of being constituted shall peruse the complaint and all records; and record a finding.
3. in its proceedings the Committee shall examine all relevant records and witnesses.

4. The Committee shall give the opportunity to the accused to be present in all proceedings and have access to all evidence that is produced before the Committee.
5. The accused shall also have the right to submit evidence in his/her favor and cross examine witnesses.
6. The accused shall also have the right to be represented by a representative.
7. The Committee shall ensure that every reasonable opportunity is extended to the complainant and to the accused, for putting forward and defending their case.
8. The proceedings of the Committee shall be in Hindi or English or the local language, whichever is convenient for all the persons involved in the enquiry and decided by the Committee.
9. The venue of the enquiry shall be the place where the alleged violation of this policy has occurred.
10. At the conclusion of its proceedings the Committee shall record its findings on whether the complaint is to be dismissed or that the charges against the accused stand proven..
11. If the charges against the Defendant are proven then the Committee shall also recommend punishment to be awarded to the accused such as :
 - Withholding or stoppage of Annual Increment/Promotion
 - Suspension from work without pay for a period not exceeding 30 days
 - Demotion to lower post/grade
 - Termination of employment
 - Filing of complaint with the police
12. That after perusal of records no cause of action exists and that the complaint is false the accused who then shall be reinstated to his/her job
or
13. That a prima facie case of violation of this policy is made out then it shall draw a formal charge sheet (containing definite

charges) against the accused. The said charge sheet shall be served to the accused within seven days of the Committee recording its decision.

14. In the event the Committee records a finding that a prima facie case of violation of this policy is made out against the accused then The Committee shall proceed to examine the charges against the accused.
15. The Committee shall record its findings under the signature of all or the majority of the members of the Committee and submit its report to the Chairperson(SHRC) a copy to chairman.
16. On receipt of the report of the Committee the Chairman/Director(HR) shall execute the recommendation made by the Committee.

c) Redressal course of action

Based on the recommendation from the committee , the Chairman shall take action in consultation with the Chairperson(SHRC).Following factors to be considered while taking actions:

- a) The severity, frequency and pervasiveness of the conduct
- b) Prior reports made by the compliant
- c) Prior reports against the defendant
- d) The quality and quantity of the evidences

1. In the case of harm to a child, a prompt and appropriate response will ensure that the situation is not perpetuated and that all individuals involved are clear on issues and actions to be taken.
2. Allegations against a staff member, partner, or associate, may result in suspending the staff member/partner/associate from their employment/association immediately subject to assessment of the issue. If the allegation is a criminal issue, this will be reported to the formal authorities before taking action or informing the alleged perpetrator.

3. In non-criminal minor cases, internal assessments will be conducted by an investigation committee formed by the Director/Chairperson (SHRC) . The assessment may involve interviews of all parties involved including witnesses to gather all relevant details of the allegation.
4. Appropriate disciplinary measures will be taken in the event that the allegation is found to be true. If the allegation is found to be without base, appropriate steps will be taken to minimize damage to the reputation of the individual accused.
5. Internal assessments related to allegations of criminal behavior will be discussed with the formal authorities prior to embarking on disciplinary measures to ensure that the organization does not compromise the formal investigation.
6. Support and counseling will be made available in a confidential nature for those involved in the report and response.
7. All zones shall try to have a list of resources and professionals that can be contacted quickly to support reporting and responding to concerns

11. Preventive and remedial measures to address child abuse

It is advised to follow the preventive measures so that cases of child abuse can be minimised

a) Training of Volunteers, members on Child Safeguarding Code of Conduct

This Code of Conduct aims to promote good practice by defining what is and is not acceptable behavior when working with children. This, in turn, will help to provide a safe environment and one that minimizes opportunities for child maltreatment.

In addition to the general principles of good practice in working with children, staff and others should recognize that they, as adults, have a responsibility to take all actions to protect the safety of the children with whom they work.

Promoting Children's Rights - A key element in working to safeguard the welfare of all children is the promotion of their rights.

UPAY believes that children have the right:

- To have their health, safety and wellbeing, and their best interests considered paramount
- To have their welfare and development promoted and safeguarded so that they can achieve their full potential
- To be valued, respected and understood within the context of their own culture, religion and ethnicity, and to have their needs identified and met within this context and within the context of their family wherever possible
- To be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them.

b) Do's and Don't for Members and Staff

In order that these rights are respected, when staff and others are in contact with children, they should:

- Treat children with equal rights and recognize them as individuals at all times
- Treat each child with dignity, respect, sensitivity and fairness
- Regard them positively and value them as individuals who have specific needs and rights and a particular contribution to make.
- Work with them in a spirit of cooperation and partnership based on mutual trust and respect
- Value their views and take them seriously
- Work with them in ways that enhance their inherent capacities and capabilities and develop their potential
- Strive to understand them within the context in which they live
- Be aware of situations which may present risks and manage these appropriately
- Report any suspected abuse to the appropriate person as per UPAY's Child Safeguarding Policy
- Plan and organize the work and the workplace so as to minimize risks
- Be visible in working with children as far as possible
- Work to establish a culture of openness exists to enable any issues or concerns to be raised and discussed
- Work to establish a sense of accountability between staff so that poor practice or potentially abusive behavior does not go unchallenged
- Talk to children about their contact with staff or others and encourage them to raise any concerns
- Discuss with children their rights, what is acceptable and unacceptable, and what they can do if there is a problem
- Promote the use of positive ways of managing the behavior of children that does not involve physical punishment or other forms of degrading or humiliating treatment
- Give enthusiastic and constructive feedback rather than negative criticism
- Provide advice and support to children on how to keep themselves safe

- Only touch children when it is absolutely necessary in relation to that particular activity
- Seek agreement of the child prior to any physical contact
- Make sure that you inform disabled children of any necessary physical contact and ensure that they are comfortable with this
- Endeavour to be an excellent role model for dealing with other people
- If you find that any child is getting attracted towards you , counsel them and maintain a distance to avoid the advances

In general it is not appropriate to:

- Spend excessive time alone with children away from others
- Take children to your home, especially where they will be alone with you
- Do things for children of a personal nature that they can do for themselves

Staff and others must never:

- Hit, smack or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, discriminatory, offensive or abusive in terms of the child's race, culture, age, gender, disability, religion, sexuality or political views
- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child/children with whom they are working to stay overnight at their home unsupervised
- Sleep in the same room or bed as a child with whom they are working
- Condone, or participate in, behavior of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse

- Discriminate against, show differential treatment, or favor particular children to the exclusion of others

c) Expected and Acceptable Behavior between Children

It is important that UPAY promotes a culture that facilitates children respecting and behaving well towards other children and adults. This guidance should be provided verbally and by following examples of good behavior displayed by staff at all times. Once again, developing positive ways of managing challenging behavior will be helpful in this context. Children should also be involved in developing their own codes of behavior

d) How to recognize the characteristics of abuser and molester

Recognizing typical characteristics of those who molest and victimize children is a key step to preventing child abuse and child sexual abuse. Most child molestation cases involve offenders who are acquaintances of the child.

1. Common Traits of offender:

1. Seem preoccupied with children
2. Identify with children better than adults
3. Converse well with children at the child's level
4. Are well liked by children for reasons not obvious to you
5. Are "always available" to watch children
6. Prefer the company of children to adult relationships
7. Have limited peer relationships with adults
8. Engage in activities with children while excluding adults
9. Have hobbies and interests that appeal to children
10. Frequently photograph children
11. Engage in frequent contact with children
(touching, caressing, wrestling, tickling)
12. Allow children to do questionable things

13. Do not have own children, but knows a lot about current fads, toys, music that are popular for children
14. Spend inappropriate amounts of money on others children

2. Types of offenders

- a) **Situational:** less likely to have sexual preferences for children, but may engage in sexual relations with children for different reasons.
1. Act to satisfy basic sexual needs or non sexual needs, such as power or anger
 2. Sexual behavior is opportunistic and impulsive
 3. Victims targeted based on availability and opportunity
 4. Focus on general victim characteristics (age, gender, race, etc.)
 5. Molest children they have the greatest access to and control over
 6. Pubescent teenagers and younger children are common targets because
 7. of their weakness, vulnerability, or availability

3. Methods and Strategies Used to Gain Access to Victims

- **Seduction/Grooming:** takes place over a period of time; offender gathers information, determining the child's interests and vulnerabilities. Offender then works to lower child's sexual inhibitions by rewarding with gifts, affection, and attention.
- **Trickery/Coercion/Manipulation:** the offender uses the child's natural tendencies to be curious and want affection and attention to lure the child into a situation where the offender is able to molest or abuse the child. The offender will isolate the child from adult supervision.

- **Force** there is little a child can do to resist force, whether through intimidation, threats, fear, or physical force.
- **Secrecy is** a common thread in methods of operation. Secrecy is maintained in several ways, not limited to
- **Bribery** : gifts, affections, favors that interest a child
- **Blame** : molester tells the child he/she is at fault
- **Embarrassment** child realizes the act was wrong
- **Loss of Affection** often, the molester is someone the child loves
- **Displaced Responsibility** :child blames himself for the molestation
- **Threats** :molester threatens the child or the child's family with physical harm

e) Guidelines for Design and Delivery of Programs

UPAY will include keeping children safe as a specific goal in all program designs.

All program planning will include an assessment of children's vulnerability, resources and coping mechanisms. Child protection issues will be an on-going focus, and specific procedures will be incorporated into our program design.

Participatory processes used in program design will be carried out by staff who have been trained in child protection. They will be aware of the reporting process for suspected child abuse.

Children are involved in program design to make sure and make clear that they are listened to, and that we respect their hopes and aspirations. It also gives them confidence to protect themselves. But ultimately adults

are responsible for protecting children, and children shouldn't be expected to make adult decisions.

Prevention and awareness activities on child protection are included in our program plans, particularly where assessment has indicated that children are vulnerable.

Keeping children safe is a guiding principle of all program design. The special protection needs of especially vulnerable groups is a priority in all program design.

The program design will refer to the child protection standards that will be followed in program implementation. Consequently, a program proposal should:

- specify exactly which child protection guidelines and standards are being followed in both design and implementation
- specify how those standards will be monitored during the implementation phase of the program.

f) Child safeguarded Publicity & Communications Policy and Guidelines

UPAY's guiding principle is to protect the privacy, dignity, and physical/emotional development of children and families. UPAY takes into consideration long-term consequences, always envisioning how the children/families themselves might perceive the exposure, both now and in the future.

To outline the guidelines for depiction of children, families and child care institutions (CCIs) on social networking sites (Facebook, Twitter, blogs, etc.), donor communications, and general media (reporting, broadcasting, publication of news, programs, documentaries, etc.).

1. Publicity, Media & Communications Guidelines:

Respect the dignity of the subject and prioritize their safety. Oral or written permission from the staff, children, and families for all photos and videos should be obtained prior to use. Wherever possible, get the parent/guardian's consent and make everyone aware what, where and how the images will be used for.

1. Permission should be sought prior to events. Children who do not have permission for photographs to be taken should not be included in individual or group photographs. Where possible, event photographs will be taken in group settings at prearranged times. As a courtesy, please always ask permission before taking any pictures to confirm that the subjects are comfortable with this.
2. The purpose of photos, videos and interviews should be explained to the child/family and their informed consent obtained.
3. Photographers and film-makers should not be allowed to spend time with or have access to children without supervision.
4. Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.
5. Recorded images should focus on an activity and, where possible, feature groups of children/adults rather than individuals.
6. All children should be appropriately dressed according to their country of origin. In countries where children wear few items of clothing we will be particularly careful about the images we choose. Children should not be in poses thought to be sexual in any sense.
7. Where the risk of harm and stigma is high, take mitigating steps; for example, by concealing faces, using pseudonyms.

and vague geographical locations, and by non-disclosure of personal information (eg. HIV status).

8. Share stories that reflect on the children and families positively, keeping in mind they may see the communications in the future. Avoid gratuitous use of images of extreme suffering.
9. We will cooperate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence
10. Never exploit the subject and maintain confidentiality
11. Photographers and film-makers should not be allowed to spend time with or have access to children without supervision.
12. Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.
13. Recorded images should focus on an activity and, where possible, feature groups of children/adults rather than individuals
14. Portray images truthfully
15. Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.
16. Images and videos should not be edited in a way which misleadingly distorts the reality of the situation.
17. On sharing and publishing media Pictures, materials and personal information regarding children should be held in a secure area.
18. Photographs and videos taken of the children should be shared with UPAY via email, CD, or USB drive. Please tag us on all pictures you share on social media sites, so we can give these back to the children and share them with other supporters.

19. Individuals or organizations requesting the use of resources depicting children, such as personal information, videos or photographs, should follow these guidelines concerning the proper use of such materials. Failure to adhere to the terms could result in the termination of permission and the return of information.
20. Professional photographers should consider giving a copyright of professional photographs to UPAY.

2. Consent for Photographing, Filming and Interviewing Children and Adults

UPAY uses photographs, films and stories for awareness- raising and fundraising. This material may be used in printed, broadcast and online publicity, on social media, in newspapers and magazines or in reports and presentations to our donors and our supporters – both in this country and internationally. We are dedicated to protecting and promoting children's rights. In line with our Child Safeguarding Policy and Communications Policy and Guidelines, we endeavor to protect all children and families from harm a) in their experience of being interviewed, filmed or photographed and b) in the subsequent use of the images, recordings or case studies. We are determined to carry out our work in a manner that keeps children's and families' safety, privacy and dignity as the top priority. For this reason we commit to the following:

- We will always explain that your photos may be used in printed, broadcast and online publicity such as in newspapers, magazines, social media, and/or reports to donors and supporters. We will provide specifics if possible, and ask for your written consent before we go any further
- Children and/or their parents/guardians are free to refuse consent and this will in no way affect their relationship with Miracle Foundation India. Even if consent is given, children

and/or their parents/guardians may freely change their mind and withdraw their consent at any point

- We will always change the names of children/adults and, if requested on this form, ensure that their faces are not visible. We will also make sure that we do not include any information that would enable people to identify and locate children
- We will not use material on our website or for case studies for more than 3 years at the most: if we want to continue to use it after that, we will attempt to reach you twice using the contact information provided to ask for your consent again. However, it is important to mention that the nature of social media (e.g. Facebook) is such that material posted will continue to be accessible in the long term.

12. False Accusations:

It is criminal offence for a person to knowingly or maliciously report, or cause, encourage, aid, counsel, or procure another to report, a false accusation of child abuse and child sexual abuse. If the allegation is found to be without base, appropriate steps will be taken to minimize damage to the reputation of the individual accused.

13. Confidentiality

Child abuse is a very emotive subject and so care must be taken to complete all forms as comprehensively and objectively as possible. Safe handling, storage and disposal must be ensured. Records must be kept securely locked in a place to which access is restricted. If information is held on a computer then these will be password protected. All concerned have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information – verbally, through the mail or electronically will be done in such a way that confidentiality is maintained.

Annexure -1

Declaration by each member and Staff for UPAY Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing and promoting the child protection policies, procedures and practices contained within this document while working or associated with Eurochild.

I further understand that adherence to Eurochild's Child Protection Policy will involve the following: undergoing a check for criminal convictions related to working with children; signing a personal declaration stating any criminal convictions, including those considered 'spent'; declaring any previous investigations or allegations made against me with respect to child protection issues; and providing two character references.

_____ (Name)

_____ (Job title/role)

_____ (Signature)

_____ (Date)

Annexure -2

Child Protection Incident Form

Child's name:

Referral details:

Date:

Time:

Place:

Referrer's details:

Name:

Address:

Contact telephone no:

Job Title:

Relationship to child

Child's details (where available):

Name:

Age:

Date of birth:

Gender:

Address:

Household structure:

School:

Class:

Teacher:

Ethnicity/Tribe: Language spoken:

Religion: Any Disability:

Identity no: Status/whose legal responsibility:

Was the abuse observed or suspected?

Is this concern based on first-hand information or information divulged to you by someone else?

Did the child disclose abuse to you?

Details of concern:

(Date, time, and location of alleged incident)

Nature of the allegation - neglect, physical abuse, emotional abuse, sexual abuse:

Your personal observations (visible injuries, child's emotional state, etc).

Make a clear distinction between fact and opinion or hearsay.

Write exactly what the child or other source said to you and how you responded to him/her. (Do not lead the child – record actual details.)

Were any other children/people involved in the alleged incident give their details ?

Alleged Accused's details (if known):

Name:

Address:

Age:

Date of birth:

Employment details: Nature of job:

Identify if partner agency is the employer:

Relationship, if any, to child:

Current location of alleged accused:

Current safety of child including location:

Has emergency medical attention been required?

Provided by:

Who else knows? Include contact details. Agencies:

Family members or other individuals:

Actions taken to date e.g. Referral to police, children's services, social welfare, other. Give contact details and date and time of action.

Report taken by:

Name:

Position and Location:

Date:

Signature (on hard copy):

Action to be taken

Decision for immediate action as agreed in Child Safeguarding Policy
(Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?) Yes/No

Referral to Local Authority for child protection /welfare Yes/No

Other action required to protect child from further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs Yes/No

Signature of person arranging above action

Annex 3 Consent Forms

PERSONAL INFORMATION

Your name and age

Your address

Your phone number

Your emergency mobile number (along with name and relation):

Are you happy to take part in (e.g. meeting/event/etc)?

Do you have any allergies we should know about?

Yes No

Details:

Do you have any additional support needs you'd like us to know about (physical or learning disability, mental health issues, low confidence, difficulties with communication, things you find it hard to talk about)?

Yes No

Details:

Is there anything extra we can do to make sure that you can come along and participate fully?

Yes No

Details:

Are you taking any medication we should know about?

Yes No

Details:

Do you have any dietary requirements?

Yes No

Details:

If you practice a religion, please tell us if there's anything connected to taking part in the event that we should know about

Details:

Yes No

Details:

My Consent

Signature:

Location (where you live):

Today's date:

Parent/Legal Guardian Consent (if under 18)

This child/young person under 18:

is allowed to participate in(event)

is allowed to take part in media activities at (event)

has been informed about the (event) goals,

Full name:

Relationship to child/young person:

Location:

Date: