



CHILD SAFEGUARDING POLICY

**Child in Need Institute
(CINI)
APRIL 2020**

From the Director's Desk:

Forty-five years back Child in Need Institute (CINI) started its journey primarily as a Health and Nutrition NGO from two clinics for impoverished children in Kolkata. Today CINI has grown to be a nationally recognised and internationally reputed NGO that has included Education and Protection interventions as well in its portfolio of operations. The organisation today is recognised as one of the champions to community driven approach ***to ensure child and adolescent achieve their rights to health, education, nutrition and protection by making duty bearer and community responsive to their wellbeing.*** All these years, CINI's strength has remained to be its direct presence in the communities. It is from them that we have learnt and expanded and have moved from a fragmented approach (of only Health and Nutrition) to a holistic view that includes Education and Protection as well. We believe that it is in a safe and secured environment that a child would attain the qualities of life in its highest potential. This realisation has resulted into what we call the CINI Method in building Child Friendly Communities (involving all stakeholders and duty-bearers) that ensure access to the rights and entitlements of every children in the society.

However, we advocate the Rights of the child, as an organisation how do we practice the same, internally? What is our approach to prevent any abuse, neglect, exploitation and violence and how do we respond to the issues within the organisation? How do we exemplify our commitment to our children? What are the pointers to declare ourselves a Child Safe Organisation? Needless to say, it is by adoption of the policies that aim at preventing children from being harmed, protecting children from any form of abuse, neglect and maltreatment, and promoting wellbeing of each and every child by ensuring a safe environment.

At an organisational level this encompasses philosophies, policies, standard operations, guidelines and procedures designed to protect children from both intentional and unintentional harm and steps to promote their welfare. And this policy guideline is a major step towards that. The Child Safeguarding Policy will encompass all units, children and staff of CINI, suppliers and contractors, visitors, interns, donors, guardians and caregivers, and other individuals coming in direct or indirect contact with children through CINI.

I thank all my colleagues who have helped developing this manual, which I believe would guide us to engage appropriately with the children, keeping in mind that however we engage, the best interest of the child must always be protected.

Dr. Samir Chaudhuri

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1. Introduction and Key Background Information

Child in Need Institute (CINI) is a registered national level voluntary organization working with deprived communities since 1974. CINI has received twice the National Award for Child Welfare – 1985 and 2004 – for its contributions to child welfare. It is guided by its mission of, **“to ensure child and adolescents achieve their rights to health, education, nutrition and protection by making duty bearer and community responsive to their wellbeing”**. The institute now reaches to more than 7 million in both rural and urban regions of West Bengal and Jharkhand in India. CINI's current engagements in Child Protection sector, both in terms of technical assistance and innovative programme implementation are well recognized and contributions are acknowledged.

Child protection has grown into one of CINI's major areas of work. Over the years, CINI has been involved in running a number of services and has also emphasised education and protection as integrated components. CINI is working intensively at the community-level strengthening community-based safety nets mechanism through a Child Friendly Community approach. As we strive to implement child protection programmes and projects, we find that it is imperative for CINI to be a child safe organisation. As such, CINI must ensure that all its employees and people interacting with the organisation are aware of children's rights and ensure safety to the children it works with.

The Constitution of India recognizes children as equal rights holder and grants highest priority for their protection and well-being. India is also signatory to the United National Convention on the Rights of Child (UNCRC) and accordingly has a strong legal framework to protect children which includes the Juvenile Justice (Care and Protection of Children) Act 2015; The Protection of Children From Sexual Offences Act 2012; Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT) Act 1994; The Commission for Protection of Child's Rights Act 2005; Prohibition of Child Marriage Act, 2006; and Child Labour (Prohibition and Regulation) Amendment Act 2016. In 2019, the Government of India, Ministry of Woman and Child Development, drafted the National Child Protection Policy aiming to provide a safe and conducive environment for all children through the prevention and response to child abuse, exploitation and neglect. *It provides a framework for all institution and organization in relation to safeguarding/protecting children and promoting the welfare of children; individually and collectively.*¹This policy envisions that all children in India stay and feel secure in all settings and circumstances²

Under the given backdrop, there exists the need to revise CINI's existing child safeguarding policy, in alignment with the framework of the draft National Child Protection Policy. CINI's Child Safeguarding Policy has also been framed in alignment with existing international policies such as UNICEF's Child Safeguarding Toolkit, Save the Children's Child Protection Policy and Plan International's Child Safeguarding Policy as benchmark documents.

¹ Government of India, Ministry of Women and Child Development, National Child Protection Policy Draft

² Government of India, Ministry of Women and Child Development, National Child Protection Policy Draft

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The present child safeguarding policy has been developed to ensure that appropriate prevention, protection, reporting and responding protocols are in place to safeguard the rights of the children. The present document highlights the operational protocol that needs to be followed in staff recruitment, organizational management, behaviour protocol systems as well as the responding measures that can be adopted in case of breach of this protocol.

CINI mandates that each and every individual associated with the organisation should compulsorily abide by this policy and commit to stated values and principles of upholding child rights in the institution.

1.1. CINI's commitment towards the creation of Child Friendly Communities

The approach adopted by CINI in child protection is towards the creation of child friendly communities where children can claim and fulfil their rights in the critical areas of education, protection, health and nutrition. Communities, local government bodies and service providers are the three key duty-bearers who are encouraged to utilise the potential of participatory governance process for local development in order to fulfil children's rights. CINI acts as a facilitator in the process of building capacities and supporting the key actors to ensure the best interests of children.

It places the child at the centre of his/her development process and that of the community. It recognises that each duty-bearer plays its role to ensure the due entitlements of the child. It does recognise that institutionalisation should be the last resort and the child should be encouraged to stay in his family/community. The right to protection is a crucial entitlement of the child, without which all the other rights to survival, development and participation remain unfulfilled.

1.2. Values and Principles

Community ownership: Communities are key partners in the initiative of creating a child-friendly environment where children themselves can assert their rights.

Participatory governance: CINI empowers communities and children in order for them to play an informed and proactive role in the governance process and in decisions made about their lives.

Rights-based approach: CINI ensures protection of children and also supports deprived children in fulfilling their rights and entitlements.

Social inclusion: CINI works towards ensuring inclusion of discriminated and excluded children in participatory development process on an equal ground.

Sustainability: CINI focusses on building capacities of key actors so that they can systematically include children's rights in local institutions.

2. What is the Child Safeguarding Protocol?

As per the guidelines under National Child Protection Policy, all institutions and organizations should develop a child protection policy and code of conduct for employees in line with national guidelines

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and various legislations for protection and welfare of children and display it appropriately. Hence all employees/contractual workers must sign the declaration for child protection and agree to abide by it.³

A child safeguarding protocol is defined as adoption of the policies, programmes and philosophies that aim at preventing children from being harmed or abused, protecting children from any form of abuse, neglect and maltreatment, and promoting wellbeing of each and every child by ensuring a safe environment. At an organisational level this encompasses philosophies, policies, standards, guidelines and procedures designed to protect children from both intentional and unintentional harm and steps to promote their welfare.

The rapid progress of Information and Communication Technology (ICT) and other factors have triggered newer ways of violence against children. Reports of children being abused by caregivers in shelter homes have intensified. It is an organizational mandate for the institutions/organizations working directly or indirectly with children to create a safe environment for children, where all staff is aware of various behaviour protocols and other measures need to be taken to ensure safe zone for children.

What will CINI do?

Prevention: Through awareness generation and capacity building, each institution/organization must ensure that all staff and other concerned individuals are aware of child rights and restrain from doing/performing any act that can violate the rights of children.

Protection: Institution/organization ensures that all staff and other relevant individuals are concerned about the protection of children from any forms of abuse or child rights violation.

Reporting: Institution/organization ensures that all staff and other concerned individuals are fully aware of the steps that must be taken in the case of child rights violation. The organization will ensure a mechanism where children are encouraged to report any case of abuse to the authorities through the "Suggestion boxes."

Responding: Institution/organization ensures that clear steps and guidelines are issued, appropriate and proper actions are taken in regard to possible abuse and child rights violation.

2.1. Child Safeguarding Protocol: Mission Statement

CINI will work towards the creation of Child Friendly Communities. Through all its endeavours and approaches it will ensure the creation of an environment where children are safe and free from abuse, neglect and exploitation.

It will be ensured that all staff, interns, consultants and others associated with CINI are fully aware of the safety and rights of children and work in solidarity towards preventing, protecting and responding to child rights violations both within the organisation and in the communities where CINI operates. CINI is a child safe organisation, where children can assert their own rights and views freely.

³ Government of India, Ministry of Women and Child Development, National Child Protection Policy Draft

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2.2. Definitions and Scope of the Child Safeguarding Protocol

The Child Safeguarding Policy, hereafter referred to as CSP, will encompass all units, children and staff of CINI, suppliers and contractors, visitors, interns, donors, guardians and caregivers, and other individuals coming in direct or indirect contact with children.

Group 1: Staff: contractual staff, general assignment staff, trainees, community members and volunteers (paid)

Contractual staff: A staff is known to be contractual staff when an agreement is made between Child in Need Institute – CINI and the employee for a specified period. It may be a contract of one year, two years, three years or even less than one year. Generally, it is for one year at a time.

General assignment staff: This type of assignment, both short and long-term, relates to specific activities in order to access specific skills. It may be extended from time to time depending on organisational requirements.

Trainee: In case of new appointments of Programme Associates or Programme Officers, any individual selected through an interview process by CINI is usually inducted as trainee initially, for a period of six months. During the traineeship, trainees may be placed in any Unit of CINI. After the Trainee period is over, the overall performance of the trainee is assessed through the existing appraisal system and, if found satisfactory enough, the trainee may be granted a contract with proper designation for a period of one or more years.

Community volunteers (paid): Local community youths involved in preparatory, shikshalaya and coaching centres who receive an honorarium for their services.

Group 2: Donors, Interns, Volunteers and Visitors (unpaid)

Donors: Any individual or agency contributing to the CINI's resources in cash or kind for a specific period of time. Prior to their contribution, there is a planning stage involving both donor and recipient. The recipient is accountable to the donor and they work in partnership.

Interns: As part of an academic curriculum, students may be placed at CINI from different academic institutions for a specific period of time with the objective of practical learning through completion of a specific assignment given by the organisation.

Volunteers (unpaid): A person who performs a service out of his or her own free will without payment.

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

Definition of Child

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

Also, according to the Juvenile Justice (Care and Protection) of Children Act 2015, Section 2 (12), the overarching legislation of child protection in India defines child as a person who has not completed eighteen years of age.

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Defining Child Protection

“Child Protection” is about protecting children from or against any perceived or real danger or risk to their life, personhood and childhood. It is about reducing their vulnerability to any kind of harm and protecting them in harmful situations. It is about ensuring that no child falls out of the social security and safety net and, those who do, receive necessary care, protection and support so as to bring them back into the safety net.

- **Abuse:** Abuse can be categorised as five types –physical abuse, sexual abuse, emotional abuse, neglect and violence.

Physical Abuse: Physical abuse is the imposing of physical injury upon a child. This may include burning, hitting, punching, shaking, kicking, beating or otherwise harming a child. The parent / caregivers may not have intended to hurt the child. The mistreatment may, however, be the result of over-discipline or physical punishment that is inappropriate to the child's age.

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. To be considered ‘child abuse’, these acts have to be committed by a person responsible for the care of a child (for example a baby-sitter, a parent, or a day-care, night care provider), or related to the child. If a stranger commits these acts, it would be considered sexual assault and handled solely by the police and criminal courts. Sexual abuse can take place online and offline.

Emotional Abuse: Emotional abuse is also known as verbal abuse, mental abuse and psychological maltreatment. It includes acts or the failures to act by parents/caregivers that have caused serious behavioural, emotional, or mental trauma. This can include parents/caregivers using extreme and/or small 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 terrorising a child. Less severe acts are also included like belittling or rejecting treatment, intentionally excluding a child from participating in activities etc.

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 clothing, inappropriate medical care, supervision, or proper weather protection (heat or cold). It may include abandonment.

Educational neglect includes failure to provide appropriate schooling or special educational needs allowing excessive trancies. Psychological neglect includes the lack of any emotional support and love, never attending to the child, substance abuse like allowing the child to participate in drug and alcohol use.

Violence: The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, mal development, or deprivation⁴.

- **Sexual Harassment:** It can be defined as any unwelcome sexual act, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour that might reasonably be expected or be perceived to cause offence or humiliation.⁵

⁴ Source: The World Report on Violence and Health

⁵ United Nation's High Commissioner of Refugees (UNHCR's policy)–

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- **Child Sexual Abuse (CSA):** Sexual abuse of children can be defined as contacts or interactions between a child and an older or more knowledgeable child or adult, (a stranger, sibling or person in a position of authority, such as a parent or caretaker) when the child is being used as an object of gratification for an older child's or adult's sexual needs. These contacts or interactions are carried out against the child using force, trickery, bribes, threats or pressure. Sexual abuse can be physical, verbal or emotional⁶.
- **Sexual Exploitation of Children (SEC):** Child sexual exploitation as a type of child abuse which happens when a child is performing, and/or another or others performing on them, sexual activities in exchange for something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money)⁷.
- **Child, Early and Forced Marriage (CEFM)** amounts to sexual exploitation of children when it is used as a culturally accepted practice to achieve sexual gratification in exchange for money or other compensations.
- **Commercial Sexual Exploitation of Children (CSEC):** Commercial sexual exploitation of children consists of practices that are demeaning, degrading and often life threatening to children. There are three primary and interrelated forms of commercial sexual exploitation of children: prostitution, pornography, and trafficking for sexual purposes. Other forms of sexual exploitation of children include child sex tourism, child marriages and forced marriages⁸.
- **Child Sex Tourism:** It is the commercial sexual exploitation of children by persons who travel from their own country to another usually less developed country to engage in sexual acts with children⁹.
- **Online Sexual Exploitation of Children:** Increasing access to the internet has allowed perpetrators to sexually abuse children without moving out of their homes and coming in physical contact with children. In the last three decades production and consumption of child abuse images have grown extensively, the illicit profits, generated through the production and distribution of CAM is massive. The sex abuse of one child through a live web cam is estimated to generate revenues for USD 1000 a night¹⁰.

Computer/Digital Generated CSAM/CSEM: The term computer (or digitally) generated child sexual abuse material' encompasses all forms of material depicting children involved in sexual activities and/or in a sexualised manner, without involving actual contact abuse of real children but it is artificially created using digital tools to appear as if a real child is depicted. It also includes 'virtual child pornography'. CSAM/CSEM results in grooming children for sexual exploitation,

⁶ <http://www.ecpat.org/wp-content/uploads/legacy/Semantics%20or%20Substnce.pdf>

⁷ Definition created by the UK National Working Group for Sexually Exploited Children and Young People (NWG); and is used in statutory guidance for England. Available at: <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/>, cited from Inter Agency Working Group, Draft Terminology Guidelines, 2015, 6

⁸ <http://www.ecpat.org/wp-content/uploads/legacy/Semantics%20or%20Substnce.pdf>

⁹ <http://www.ecpat.org/wp-content/uploads/legacy/Semantics%20or%20Substnce.pdf>

¹⁰ <http://www.ecpat.org/wp-content/uploads/legacy/Semantics%20or%20Substnce.pdf>

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sustainable market for child sexual abuse material and enabling a culture of tolerance for the sexualization of children and cultivate demand¹¹.

Sexting: This refers to 'self-production of sexual images, or as the creating, sharing and forwarding of sexually suggestive nude or nearly nude images through mobile phones and/or the internet. It is a frequent practice among young persons and often a consensual activity between peers, however it also includes unwanted sexting like sharing or receiving unwanted sexually explicit photos or messages.¹²

Online grooming for sexual purpose: Online grooming for sexual purposes is the process of establishing/building a relationship with a child through the use of the internet or other digital technologies to facilitate either online or offline sexual contact with the person¹³

Sexual Extortion/Sextortion: Sexual extortion also called sextortion is the blackmailing of a person with the help of (Self-generated) images of that person in order to extort sexual favours, money or other benefits from her/him under the threat of sharing the material beyond the consent of the depicted person (e.g. posting images on social media).¹⁴

Live Streaming of Child Sexual Abuse: Online child sexual abuse involves coercion of a child to participate in sexual activity, alone or with other persons. The sexual activity at the same time, transmitted or 'streamed' over the internet and watched by others remotely. Often the persons watching remotely are the persons who have requested and/or ordered the sexual abuse of the child, dictating how the act should be carried out, and those persons may be paying for the abuse to take place.¹⁵

- **Child Incest:** Incest, sexual abuse occurring within the family, although most often perpetrated by a father, stepfather, grandfather, uncle, brother or other male in a position of family trust, may also come from a female relative. As with sexual abuse, incest is accomplished by physical force or by coercion. Incest takes on the added psychological dimension of betrayal by a family member who is supposed to care for and protect the child¹⁶.
- **Bullying /Peer Harm** – The inappropriate application of pressure (either physical or emotional) by children on their peers to the extent that it causes distress to the recipient of the pressure. This can be in the form of taunts, threats or physical assault, online and offline.
- **Corporal Punishment:** Corporal punishment is the infliction of pain intended to change a person's behaviour.

¹¹ Online Child Sexual Exploitation: A Common Understanding, published by ECPAT International

¹² Online Child Sexual Exploitation: A Common Understanding, published by ECPAT International

¹³ Online Child Sexual Exploitation: A Common Understanding, published by ECPAT International

¹⁴ Online Child Sexual Exploitation: A Common Understanding, published by ECPAT International

¹⁵ Online Child Sexual Exploitation: A Common Understanding, published by ECPAT International

¹⁶ <http://www.ecpat.org/wp-content/uploads/legacy/Semantics%20or%20Substnce.pdf> (Violence Against Women: The Girl Child WHO. Geneva. 1997.

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- **Voluntourism and Orphanage Tourism:** Volunteer services and project visits, which have been traditionally relied upon by non-profit organisations to promote engagement in the field of development and broaden their donor base, are now also commercialised by specialised travel operators as part of package tours or round trips, even during cruises. *The term Voluntourism, a combination of short-term volunteering experience with travel associated with holidays or study abroad, it has recently grown in popularity and is emerging as a global market generating estimated profits.* The objective of commercial Voluntourism operators, rather than supporting charity work in the field, is profit making, a goal that is achieved by involving as many volunteers as possible. Visitors and volunteers are normally enlisted in short-term visits, ranging between a few hours and several weeks, and are rarely vetted. The most popular projects are those allowing direct interaction with children, especially teaching English and helping out in orphanages or children's shelters. Under rather informal arrangements, volunteers can spend extended periods with children, even alone, or living with host families. Travelling child sex predators may exploit such channels to gain unprecedented access to children. **CINI rejects all such form of Voluntourism and Orphanage Tourism.**

In CINI's context

- **Direct contact with children:** Being in the physical presence of a child or children in the context of the organisation's work, whether contact is occasional or regular, short or long term.
- **Indirect contact with children:** This includes, but is not restricted to having access to information on children in the context of the organisation's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies. Photographs identifying one specific child and interfering with his or her privacy should be strictly limited.

3. Implementation and Review

The Child Safeguarding Policy will be reviewed every two years. Children will be consulted and due weightage will be given to children's' views while framing the policy. All the staffs of CINI and other relevant individuals will be abiding by CINI Child Safeguarding Policy. All the staffs of institution and other relevant individuals will be abiding by Child Safeguarding Policy. A set of behaviour protocol have been framed and needs to be followed strictly. The Child Safeguarding Policy is to be adopted in the following ways:

3.1 Recruitment

3.2 Induction and training

3.3 Management systems

3.4 Behaviour Protocols

3.4.1. Appropriate behaviour of staff towards children

3.4.2. Appropriate behaviour of children

3.4.3. Appropriate behaviour of visitors

3.4.4 Appropriate behaviour of interns and volunteers

3.5 Media and Communication protocols regarding children

3.6. Reporting mechanisms

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3.1. Recruitment

All employees, trustees, contractors, suppliers, interns, volunteers and consultants (paid or unpaid, full time or part time, temporary or long-term) having direct or indirect contact with children will face a thorough and standardised recruitment and interview process. CINI is working directly with children and hence will ensue stringent background check.¹⁷

1.Staff: Contractual staff, general assignment staff, trainees and community volunteers (paid) 2. Interns and volunteers (unpaid)	• Posts must have proper job description and selection criteria so that it applicable for the right candidate to apply for a specific position. • In the job advertisement, information about the Child Safeguarding Policy will be included and employees will commit to observe it once hired. • All candidates must fully declare on the application form whether they have any criminal convictions, spent or unspent. A false declaration that results in employment will render the person liable for dismissal without notice and appropriate actions will be taken by the organization. • Questions pertaining to child protection issues will be included in job interviews for any position. • Requirement to sign a statement of commitment to the organisation's CSP ("I will abide by the Organisation's Child Safeguarding Policy".) This statement is to be mentioned in the contract letter of all new recruits. • In case of interns, letter of reference from the concerned institution and for volunteers a statement of intent as well as two reference checks will be submitted. • Interns and volunteers will be given complete details of their work, objectives and expected outcome. • Interns and volunteers will sign a statement of commitment to the organisation's CSP. • Interns and volunteers will receive orientation on the organisation and its work. • Interns and volunteers will complete their assignment within a stipulated time. • Interns will submit a report and if possible will make a presentation at the end of their internship.
3. Suppliers and contractors	Should not come in direct contact with children. If required, will have to take written permission from relevant staff. [This statement to be mentioned in the contract letter]. They would enter the premises of the CCI in presence of CINI staff (s) who would be accompanying the person(s) throughout the visit of the supplier/ contractor. A statement regarding commitment to ensure the quality of goods supplied, to be mentioned in contract letter.

¹⁷ Government of India, Ministry of Women and Child Development, National Child Protection Policy Draft

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3.2. Induction and Training

- ❖ A full day orientation on Child Protection issues along with a synopsis of various child related Acts for all new recruits [staff: contractual staff, general assignment staff, trainees and community volunteers (paid)] to be given within 1 month of joining with a copy of the CSP for reference.
- ❖ Half-day refresher training for personnel every year to update on the procedures and new developments.
- ❖ Orientation of children on all relevant aspects of CSP within 5 days of their arrival and refresher courses every 3 months.
- ❖ Orientation of donors and visitors on behaviour and communication protocols before interaction with children.
- ❖ Half-day orientation of interns and volunteers (unpaid) on child protection issues within 7 days of joining and the compulsory signing of the child safeguarding policy.
- ❖ The child safeguarding issues will be compulsorily discussed in staff appraisals in order to gauge whether further training, support or supervision are required.
- ❖ Trustees and staff should receive update on child safeguarding at least once a year.
- ❖ Staff training needs will be monitored and evaluated regularly by the designated Child Protection Officer and the Child Protection Resource Centre.
- ❖ It is recognised that the topic of child abuse is sensitive and may raise personal issues. CINI will have a drop box in case of any sensitive communication relating to child sexual abuse.
- ❖ One pager on behaviour protocols will be displayed on notice boards of all Units.
- ❖ A copy of the Child Safeguarding Policy will be displayed in all the prominent places within the institution. There will be a feedback mechanism through a drop box system.

3.3. Management Systems

Designation	Role/Functions in CSP
Deputy Director (Program and Planning)	• He/ She will ensure overall implementation of the Child Safeguarding Policy in all its endeavours. • He/ She shall ensure that all the assistant directors and senior level management are aware of CINI's Child Safeguarding Policy and this is duly followed. • He/ She will ensure that the Child Safeguarding Policy is mentioned in project proposals and all the activities and programmes carried out by CINI are in compliance with the Child Safeguarding Policy. Shall promote a child friendly environment within the organisation where children can express their views and opinion freely. • Shall promote a transparent and healthy responsive culture within the organisation, essential for safeguarding children. • Shall provide relevant inputs to the Child Protection Resource Centre for the effective implementation of the Child Safeguarding

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	Policy. • Shall take stringent action against any staff who breaches the Child Safeguarding Policy of the organisation.
Assistant Directors	• The Child Safeguarding Policy will be discussed in the annual meetings of CINI. • The Child Safeguarding Policy will be included within the development of projects and included in the monitoring visits. • Reports and personal information on children are kept confidential and disclosed to only those who need to know. • It is the responsibility of management to ensure implementation of the Child Safeguarding Policy through regular interactions with staff and children, and spot checks of reporting documents. • It is the responsibility of management to ensure that the Child Safeguarding Policy is reviewed every year by the Child Protection Resource Centre and changes are incorporated if necessary.
Human Resource (HR) Department	• HR should ensure that job advertisement is done appropriately with due mention of the Child Safeguarding Policy. • Questions relating to the Child Safeguarding Policy must be addressed in all job interviews. • At least two referees should be cross-checked to assess background information of selected staff. • Must ensure that all the staff (including from administration and accounts departments) are oriented about CSP within 1 month of their recruitment process. • HR should mandate that all the staff, interns; external consultants should sign the CSP declaration. • Ensure that the implementation of CSP should be mainstreamed in the appraisal system of the organisation. • Any breach of CSP or case of child abuse should be immediately communicated by the HR to CINI's Child Protection Committee and to the Director for further action to be taken. In such case, the Director should coordinate referral to law enforcement. • HR should also ensure that all the external consultants, interns and vendors are briefed about CSP. • All the passwords of laptop/desktop must be thoroughly protected to ensure that there is no child sexual abuse material is accessed. .
Child Protection Committee	• Shall oversee the implementation of the Child Safeguarding Policy in the units of CINI in consultation with HR and management and Unit specific. • Will be responsible for orienting and training staff on the Child Safeguarding Policy. • Will ensure that all CINI programmes and activities are in compliance with the Child Safeguarding Policy .Shall assess the

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	working culture of the organisation and ensure that the Child Safeguarding Policy is being duly followed at all levels • In case of any breach in the Child Safeguarding Policy, will ensure that appropriate action be taken. • CPC should be involved actively in the following: ✓ Gathering concerns around CSP in the organisation and advocating actively in its favour. ✓ Promoting discussion regarding the CSP. ✓ Flagging sensitive issues relating to the CSP. ✓ Critically reviewing the CSP and making changes accordingly. ✓ Liaison with the other Units of CINI regarding the proper implementation of CSP.
CINI International (Fund raising and media protocol)	• To orient donors and other staff on the Child Safeguarding Policy. • To ensure that donors are not involved in or raise funds from activities that violate the CSP, such as selling or circulating child sex abuse materials, the donor should not be involved in producing goods by child labour. CINI ensures that any material received by them is through a "child Labour free" process etc. • Ensure that real names and photographs of children are not used in CINI's newsletter, annual reports and other publications. • Ensure that all the children/their guardians provide consent for the photographs and case studies that are issued by CINI. • Photographs identifying one specific child and interfacing with his or her privacy should be strictly limited. • Ensure that international support groups are aware of the Child Safeguarding Policy and receive copies.
External Personnel's (not employed by CINI): Consultants/Trainees /Visitors	• Will be oriented on the Child Safeguarding Policy and will be requested to undersign it. • In cases where photographs, films, interviews or case studies are requested, briefings will be done relating to the guidelines for communication. • In case, the consultant/trainee fails to abide by the CSP, this would result in termination of his visit.

The below narrated information can be delivered by CINI's staff while working with other institutions, *organizations corporates, academic institutions and hospitals*¹⁸

Relevant for all institutions	Any individual who suspects to commit physical, sexual or emotional abuse including online abuse of children, circulation of child sexual materials, child marriage, child labour, child trafficking, maltreatment of children, discrimination against child on the account of gender, caste, religion, language, disability or any other; abandonment or neglect of a child; must report the incidence to CHILDLINE 1098, police or Child Welfare Committee. Identification of the informant will be protected and not be made public.
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¹⁸ Government of India, Ministry of Women and Child Development, National Child Protection Policy Draft

CINI's Child Safeguarding Policy

	In case of emergency, where a child appears to be at immediate and serious risk; provide accurate information about child's location, details of the circumstances and other information to help in the process of rescue. In case the child requires immediate medical attention before appropriate authorities arrive, help the child in the best possible way but update CHILDLINE 1098 and police regarding the situation and whereabouts of the child The CHILDLINE 1098 and contact details of designated officer for child protection must be displayed appropriately. Always wait for the appropriate authority (CHILDLINE 1098/ police or Child Welfare Committee members) for taking action or act on their advice and guidance Professionals provide services to children (teachers, counsellors, doctors/other health workers and others) must follow child protection policy for reporting and taking action if they become concerned about a child's safety and welfare Institution and organizations working directly with children must develop age-appropriate modules and materials for orienting children on child abuse, online safety and services available for them Creches/mobile creches for employee's children including those on daily wages/contractual basis if the number of employees is fifty or above; otherwise appropriate space and facility for baby care to be provided for mothers with infants
Corporate	Corporate houses and industries must establish and strengthen monitoring mechanisms to ensure that industry/subsidiaries are not using child labour in any form
Hospital	Medical establishment (hospital and clinic) doctors and health workers cannot refuse treatment or discriminate on the basis of gender, sexual orientation, disability, caste, religion, tribe, language, marital status, occupation, political belief, or other status
Academic institutions	Organizations who undertake research and collect data on children, directly from children or indirectly from parents/community must ensure that children are not harmed or traumatized in any way and child friendly procedures are adhered to

3.4. Behaviour Protocols

These protocols will ensure that all personnel understand the CSP and adopt behaviours that help create a child safe environment where children's physical and psychological integrity, space and privacy are respected. The following must be kept in consideration:

3.4.1. *Appropriate behaviour of staff towards children*

1. Respect the dignity of each child.
2. Work towards ensuring the best interest of the child.
3. Consider each child as a unique individual with specific characteristics and needs, and thus accept every child as he or she is.
4. Observe the behaviour of children with patience and attention, and make all efforts to understand them, also in the context of his or her background.
5. Do not compare a child with others.
6. Remember that a child has the right not to participate in activities if he/she does not wish to.
7. Be empathetic rather than sympathetic towards children.
8. Listen to the views of children, value and take them seriously with objectivity.
9. Encourage children to express their feelings as well as to participate in decision-making processes that affect their lives, ensuring confidentiality and privacy.
10. Work with children in ways that enhance their capacities and capabilities and develop their potential.

CINI's Child Safeguarding Policy

11. Act on children's concern and problems immediately.
12. Appreciate the children's good efforts and results to reward them and reinforce their determination to pursue further developments.
13. As far as possible, do not work with children in an isolated place.
14. Give equal attention to each child irrespective of gender and other characteristics and with no favouritism.
15. Never engage, encourage or support abuse in any way.
16. Never stigmatise or humiliate a child.
17. Share information with concerned staff prior to interacting with children.
18. Never use corporal punishment to discipline a child.
19. Never develop sexual or emotional relationship with any child.
20. Never behave in a manner that is inappropriate or sexually provocative.
21. Never sleep alone with any individual child.
22. Do not use slang words or abusive language in presence of children.
23. Never allow any malpractice or addiction.
24. Never do anything for children of a personal nature that they are capable of doing by themselves, such as washing, undressing, using the toilet etc. Children need to learn how to become self-sufficient and are entitled to their privacy.
25. Staff must never engage children in carrying out their personal work.
26. Never leave non-professional and unauthorised adults / staff in the company of children.
27. Wear clothes that are appropriate keeping in mind the local context in which children live.
28. At the time of rescue, restoration and follow-up, a girl child is to be accompanied by a female staff as mandated in relevant child related laws.
29. To the extent possible, girls and boys should be given the choice of interacting with a male or female staff where gender may be a consideration, such as in counselling or medical check-ups.
30. Obtain the permission of children and concerned guardians before taking images or case studies of the children.
31. Never take images of children without permission, while they are taking bath or changing clothes. They are to be properly clothed while taking images. Ensure their privacy.
32. Give a fictitious name of the child when case studies are circulated and provide no personal information through which the child or his/her residence might be identified.
33. Never give any information regarding a child in general and sensitive incidents in particular to media personnel over the telephone. Be clear about purpose of media interviews and inform and guide children prior to meetings with media personnel in case they are involved¹⁹²⁰.
34. Ensure confidentiality at the time of disclosing case studies to media.
35. Be aware of the power imbalance inherent in the relationship between adults and children on account of age and other factors and avoid actions that may exploit this.
36. Warning signs to look for in children and recognize them to mean that a child might have been or is being sexually abused and take appropriate action.

¹⁹ Section- 74, Prohibition on disclosure of identity of children, JJ Act 2015; Section 23. Procedure for Media, POCSO Act 2012 needs to be adhered strictly.

²⁰ Reporting to media without the written consent of JJB/CWC is forbidden by both JJ Act 2015 and POCSO Act 2012

CINI's Child Safeguarding Policy

37. Avoid Moral Policing.
38. Render healthy psycho education on gender, sex and sexuality by trained and sensitive personnel
39. Try to answer all "uncomfortable questions" posed by children with honesty
40. Guiding the children to differentiate between appropriate and inappropriate/ acceptable and unacceptable/ healthy and unhealthy acts and not categorizing acts as "right and wrong"
41. Emotional threats to children are not be used

3.4.2. Appropriate behaviour of children

((This set of guidelines were developed through consultation with children in different programmes of CINI))

1. Respect all staff, parents and outsiders.
2. Collaborate with concerned staff providing information that may be useful in helping you.
3. Share information and learning with other children in the group.
4. lend a helping hand to your friend in need and not physically assault or sexually abuse him or her
5. Respect/appreciate the situation that your co-resident/ friend is in and not to tease or call him or her by offensive names.
6. Try to protect/safeguard children who are sharing the CCI with you and not bully them.
7. Always be a good friend and well-wisher of your co-resident and not to spread rumours about them.
8. Try and share with others and not force another child to give away his/her personal belongings.
9. Learn to use polite and kind words and not hurt others by using abusive language.

3.4.3. Appropriate behaviour of visitors

1. Prior written permission from concerned authorities must be obtained regarding the purpose of the visit before interacting with children.
2. Must empathise with the child rather than sympathise.
3. Physical contact with children must be appropriate to the age and circumstances, allowing the child to initiate the interaction rather than the adult.
4. Interaction with children can occur only in the presence of relevant staff who will facilitate and monitor the process.
5. Must not give gifts or take any child out of the institution on any kind of excursion without prior permission
6. It will be forbidden to record the personal history of any child without obtaining prior permission of the relevant staff and the child, and stating the purpose of the request.
7. In case of case studies, a fictitious name will be chosen and no personal information furnished with regard to the identity and whereabouts of the child.
8. Taking photos of children will be strongly prohibited without the written permission of concerned authorities.
9. Texts relating to the project and the lives of children should never sensationalise or manipulate facts and emphasis will be given to the dignity of the child.
10. It is forbidden to use offensive language with children or staff. Must wear clothes that are appropriate keeping in mind the local context in which the children live.
11. Will only be allowed to interact with children during a time convenient to them.

3.4.4. Appropriate behaviour of interns and volunteers

- ❖ Accept and respect the child and his or her parents, family members, neighbours and the child's living condition.

CINI's Child Safeguarding Policy

- ❖ Call the child by his or her name and must not use any derogatory or offensive names.
- ❖ Must use decent and understandable language while communicating with children.
- ❖ The protocol laid down in the 'appropriate behaviour of the staff' should be followed.

3.4.5. Offences/Inappropriate behaviour Vs. punishable by law:

The following offences/behaviours of staff towards children are punishable by law and it is the duty of every adult citizen to abide by these laws.²¹ The tables below highlight the category of offences and the related laws which considers such inappropriate behaviours as offences.

TABLE 1: When the staff are working with children of any educational institutions (SCHOOLS, PRE-SCHOOLS/KINDERGARTEN)	
Offences/In appropriate behaviours	Laws
Corporal Punishment in schools	Right of Children to Free and Compulsory Education Act, 2009
Sexual assault, sexual harassment, Using Child for Pornographic Purpose Aggravated Sexual Assault, Aggravated Penetrative Sexual Assault, Using Child for Pornographic Purpose	Protection of Children from Sexual Offences Act 2012
Cruelty towards children: Person having control over, a child assaults abandons, abuses, exposes or wilfully neglects the child or cause or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering	Juvenile Justice (Care and Protection of Children) Act 2015
Production, dissemination and use of child sexual abuse materials	The Information Technology Act, 2000
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act 2006

²¹ Government of India, Ministry of Women and Child Development, National Child Protection Policy

TABLE 2: When the staff are working with children of medical establishments (hospitals, clinics, nursing homes)	
Offences/behaviour	Laws
Pre-natal diagnostic techniques for determination of sex of the foetus leading to female foeticide	Pre-Conception and Pre-Natal Diagnostic Technique Act 1994
Refusal of medical care to survivors/victims of sexual violence and acid attack	Offence under Section 166B of the Indian Penal Code with Section 357C of the Code of Criminal Procedure
Aggravated Sexual Assault, Aggravated Penetrative Sexual Assault, Using Child for Pornographic Purpose	Protection of Children from Sexual Offences Act 2012
Disclosing identity of the children victim to anyone other than appropriate authority Cruelty towards children: Person having control over, a child assaults abandons, abuses, exposes or wilfully neglects the child or cause or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering Intoxicating liquor or narcotic drug or psychotropic substances to a child Using child for vending, peddling, carrying, supplying or smuggling any intoxicating liquor, narcotic drugs/psychotropic substance	Juvenile Justice (Care and Protection of Children) Act 2015 Protection of Children from Sexual Offences Act 2012
Sales and procurement of children for any purpose including illegal adoption, trafficking of children for organs trading/sexual exploitation, use of children by militant groups, giving psychotropic substances, offences against disabled children	Juvenile Justice (Care and Protection of Children) Act 2015 Immoral Trafficking (Prevention) Act 1956 Human Trafficking (section 370 & 370A IPC) After creation of specific section in IPC by the Criminal Law (Amendment) Act 2013
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act 2006

TABLE 3: When the staff are working with corporate sectors²²	
Offences	Laws
Employment of children below 14 years in an occupation or industries Employment of children 15-18 years any hazardous occupation or industries	Child Labour (Prohibition and Regulation) Amendment Act 2016
Sales and procurement of children for any purpose including illegal adoption, trafficking of children for organs trading/sexual exploitation/exploitative labour, use of children by militant groups, giving children intoxicating liquor narcotic drugs or tobacco products or psychotropic substances, offences against disabled children	Juvenile Justice (Care and Protection of Children) Act 2015 Immoral Trafficking (Prevention) Act 1956 Human Trafficking (section 370 & 370A IPC) After creation of specific section in IPC by the Criminal Law (Amendment) Act 2013
Sexual assault, sexual harassment, Using Child for Pornographic Purpose Aggravated Sexual Assault, Aggravated Penetrative Sexual Assault, Using Child for Pornographic Purpose	Protection of Children from Sexual Offences Act 2012
Cruelty towards children: Person having control over, a child assaults abandons, abuses, exposes or wilfully neglects the child or cause or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering Intoxicating liquor or narcotic drug or psychotropic substances to a child Using child for vending, peddling, carrying, supplying or smuggling any intoxicating liquor, narcotic drugs/psychotropic substance	Juvenile Justice (Care and Protection of Children) Act 2015 Protection of Children from Sexual Offences Act 2012
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act 2006

²² In CINI's universe of work, the interaction with corporate sector is mostly for fund raising activities.

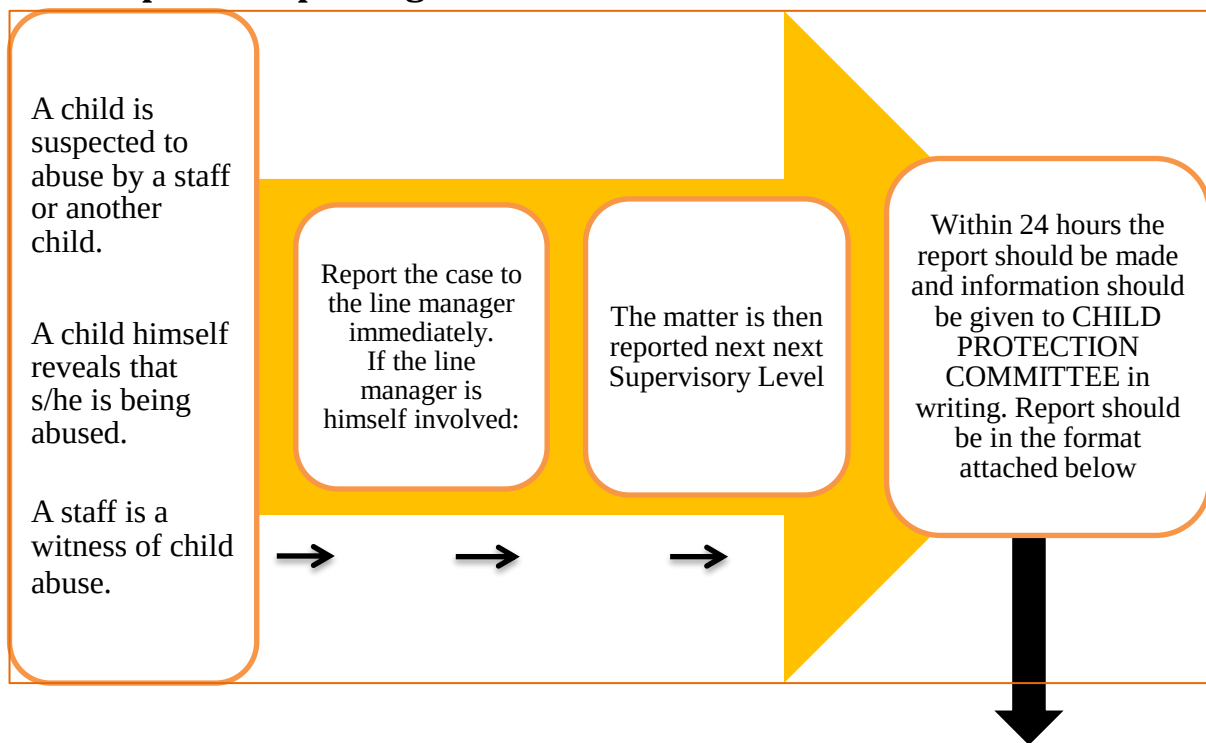
TABLE 4: When the staff are working with children of child care institutions	
Offences/behaviour	Laws
Disclosing identity of the children victim to anyone other than appropriate authority Cruelty towards children: Person having control over, a child assaults abandons, abuses, exposes or wilfully neglects the child or cause or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering Intoxicating liquor or narcotic drug or psychotropic substances to a child Using child for vending, peddling, carrying, supplying or smuggling any intoxicating liquor, narcotic drugs/psychotropic substance	Juvenile Justice (Care and Protection of Children) Act 2015 Protection of Children from Sexual Offences Act 2012
Person (employed by or managing or organization which is entrusted with the care and protection of children) assaults, abandons, abuses, exposes or wilfully neglects the child Corporal punishment Adopting a child without due procedure through CARINGS and child welfare committees/ promoting or facilitating such illegal adoption	Juvenile Justice (Care and Protection of Children) Act 2015
Sales and procurement of children for any purpose including illegal adoption, trafficking of children for organs trading/sexual exploitation/exploitative labour, use of children by militant groups, giving children intoxicating liquor narcotic drugs or tobacco products or psychotropic substances, offences against disabled children	Juvenile Justice (Care and Protection of Children) Act 2015 Immoral Trafficking (Prevention) Act 1956 Human Trafficking (section 370 & 370A IPC) After creation of specific section in IPC by the Criminal Law (Amendment) Act 2013
Sexual assault, sexual harassment, Using Child for Pornographic Purpose Aggravated Sexual Assault, Aggravated Penetrative Sexual Assault, Using Child for Pornographic Purpose	Protection of Children from Sexual Offences Act 2012
Production, dissemination and use of child sexual abuse materials	The Information Technology Act, 2000
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act, 2006

TABLE 5: When the staff are working with children in CINI and in other NGOs	
Offences/behaviour	Laws
Disclosing identity of the children victim to anyone other than appropriate authority Cruelty towards children: Person having control over, a child assaults abandons, abuses, exposes or wilfully neglects the child or cause or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering Intoxicating liquor or narcotic drug or psychotropic substances to a child Using child for vending, peddling, carrying, supplying or smuggling any intoxicating liquor, narcotic drugs/psychotropic substance	Juvenile Justice (Care and Protection of Children) Act 2015 Protection of Children from Sexual Offences Act 2012
Refusal of medical care to survivors/victims of sexual violence and acid attack	Offence under Section 166B of the Indian Penal Code with Section 357C of the Code of Criminal Procedure
Aggravated Sexual Assault, Aggravated Penetrative Sexual Assault, Using Child for Pornographic Purpose	Protection of Children from Sexual Offences Act 2012
Sales and procurement of children for any purpose including illegal adoption, trafficking of children for organs trading/sexual exploitation, use of children by militant groups, giving psychotropic substances, offences against disabled children	Juvenile Justice (Care and Protection of Children) Act 2015 Immoral Trafficking (Prevention) Act 1956 Human Trafficking (section 370 & 370A IPC) After creation of specific section in IPC by the Criminal Law (Amendment) Act 2013
Production, dissemination and use of child sexual abuse materials	The Information Technology Act, 2000
Person (employed by or managing or organization which is entrusted with the care and protection of children) assaults, abandons, abuses, exposes or wilfully neglects the child Corporal Punishment in CCIs Adopting a child without due procedure through CARINGS and child welfare committees/ promoting or facilitating such illegal adoption	Juvenile Justice (Care and Protection of Children) Act 2015
Corporal Punishment in schools	Right of Children to Free and Compulsory Education Act, 2009
Employment of children below 14 years in an occupation or industries Employment of children 15-18 years any hazardous occupation or industries	Child Labour (Prohibition and Regulation) Amendment Act 2016
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act 2006

3.5. Media and Communication Protocols regarding children

- Media personnel shall be made to undersign the Child Safeguarding Policy while approaching any institution working with children.
- Voluntary consent should be taken from the child and his/her parents/guardians.
- Photographs identifying one specific child and interfering with his or her privacy should be strictly prohibited.
- Case studies and interviews of children shall be stored in locked and secure facilities to which a limited number of people have access.
- Full name and addresses of children should not be used for case studies, photographs and interviews.
- Appropriate use should be made of case studies. In information and communication, the dignity of the child must be preserved. Language must not degrade, victimise or shame the child. The dress of the child must be appropriate.
- Staff shall be accountable for the purpose, location and modalities relating to collection of case studies and interviews.
- No questions should be asked that probe into traumatic experiences of the child
- Every child has the right not to participate.
- Communication materials about children shall use pictures and images that are decent and respectful, and do not portray children as victims. Images and stories should provide a balanced depiction of the child's life and circumstances.
- Never take images of children without permission, while they are taking bath or changing clothes. They are to be properly clothed while taking images. Ensure their privacy
- Photographers and media persons shall not be allowed to spend time with children unsupervised.

3.6. Proposed Reporting Mechanism²³



- Child Protection Committee will carry out the process assuring maximum confidentiality and ensuring that the best interest of the child is ensured throughout the process.
- Even before the investigation starts, the suspected staff will be barred any contact with children.
- Child Protection Committee will investigate the matter (conduct investigations with the alleged staff, witnesses and the child).
- Child Protection Committee will keep the guardian/parents of the child informed throughout the investigation.
- Child Protection Committee will take the decision accordingly and place it before the Director/Deputy Director.
- Child Protection Committee must process the case within 3 days/72 hours.
- In case the offence is proved strict actions will be taken by the committee members adhering to the provisions of the relevant laws, which includes termination of an employee as well as informing the police.
- In case of sexual offences against children, the matter will be dealt as per the provisions of the POCSO Act 2012.
- The provisions of Chapter IX dealing with 'Other Offences against Children' under JJ Act 2015 shall be applicable if any offence specified in the chapter is committed against a child.

²³ Reference to the Reporting format ...Appendix II (page 28)

4. Safety Measures for protecting children during the COVID-19 times

The Child Safeguarding Policy during the COVID-19 times is enumerated below:

- To contain the spread of COVID-19, the following appropriate safety measures are required to be adopted by all the Nodal and the Collab centres of Childline²⁴, which focuses on the DO's and the DON'T's (based on advisory issued by MWCD dated 19th March 2020).

DO's	DON'T'S
• To maintain personal hygiene and physical distancing • To practice frequent handwashing. Wash hands with soap and water or use alcohol based hand-rub. Wash hands even they are visibly clean. • To cover your nose and mouth with handkerchief/tissue while sneezing and coughing. • To throw used tissues into closed bins immediately after use. • To maintain a safe distance from persons (children and other stakeholders) during interaction, especially those having flu-like symptoms. • To sneeze in the inner side of the elbow and not to cough in the palms of your hand. • To check temperature regularly and check for respiratory symptoms. • To see a doctor if feeling unwell (fever, difficulty in breathing and coughing). While visiting a doctor wear a mask/cloth to cover your nose and mouth. • For any fever/flu like signs or symptoms, please call state helpline number or 24 x7 helpline number of the MOHFW(011-23978046)	• Shake hands • Have a close contact with anyone, if you are experiencing cough and fever. • Touch your nose, eyes and mouth. • Sneeze or cough into the palms of your hands. • Spit in public • Travel unnecessarily, particularly to any affected region. • Participate in large gatherings • Spread rumours,panic

- The MWCD advisory dated 18th March 2020 highlighted the precautionary measures to be undertaken for the children residing in the child care institutions. All the Superintendents/ In charges of the respective CCIs²⁵ to undertake following measures:
- Discourage to the maximum extent, entry of visitors in the CCIs.
 - Ensure proper cleaning and sanitization of the CCI, specially the touched surfaces.
 - Children to be encouraged to keep their hands clean by washing regularly with soap and water.
 - Children to be encouraged to cover their nose and mouth with bend elbow or tissue when they cough sneeze and then dispose of the used tissues immediately.
 - Those children found having flu like symptoms may be advised to take proper treatment/quarantine etc.

²⁴ CINI operates 7 childlines.

²⁵ CINI operates 2 children's home and 3 open shelters all categorized as CCIs under the JJ Act 2015

CINI's Child Safeguarding Policy

- Children should be made aware about the precautionary measures to be taken for prevention. *Note- this should be repeated keeping the inflow of children in mind.*
 - Ensure regular supply of soap, hand sanitizer and running water in the washrooms.
- Hon'ble Supreme Court in the Suo Moto Writ Petition (Civil) No.4 of 2020²⁶ have elaborated about the procedures to be followed by the CCIs; the preventive measures for the CCIs; Responsive measures for the CCIs; Guidance on measures to ensure wellbeing of children can also be referred.
- The indicative list of Dos and DON'Ts- in accordance to Government of India, Ministry of Woman and Child Development (MWCD) advisory dated 18th March 2020 is as follows²⁷-

DO's	DON'T'S
• To maintain personal hygiene and physical distancing • To practice frequent handwashing. Wash hands with soap and water or use alcohol based hand-rub. Wash hands even they are visibly clean. • To cover your nose and mouth with handkerchief/tissue while sneezing and coughing. • To throw used tissues into closed bins immediately after use. • To maintain a safe distance from persons during interaction, especially those having flu-like symptoms. • To sneeze in the inner side of the elbow and not to cough in the palms of your hand. • To check temperature regularly and check for respiratory symptoms. • To see a doctor if the child in the CCI is feeling unwell (fever, difficulty in breathing and coughing). While visiting a doctor wear a mask/cloth to cover your nose and mouth. • For any fever/flu like signs or symptoms, please call state helpline number or 24 x7 helpline number of the MOHFW(011-23978046) In addition to the above precautionary measures, the directive issued exclusively by the DWCD of WB highlights: - Clothes of the inmates are to be washed every day and dried in sunlight. Drying of wet clothes in dormitories is strictly prohibited. - To see a doctor if the newcomer in the CCI is feeling unwell (fever, difficulty in breathing and coughing). - To see a doctor if the child in the CCI is feeling unwell (fever, difficulty in breathing and coughing) and keep the child in isolation. - One room in the CCI to be kept as an isolation room after cleaning. - The concerned authorities will check if the stock of groceries and medical supplies are adequate in nature. Emergency helpline of the health department can be contacted: 03323412600/1800313444222	• Shake hands • Have a close contact with anyone, if you are experiencing cough and fever. • Touch your nose, eyes and mouth. • Sneeze or cough into the palms of your hands. • Spit in public • Travel unnecessarily, particularly to any affected region. • Participate in large gatherings • Spread rumours, panic in the CCI

²⁶ https://main.sci.gov.in/supremecourt/2020/10820/10820_2020_0_4_21584_Order_03-Apr-2020.pdf

²⁷ The indicative list has been translated to Bengali by the WB-DWCD and has been made available for the CCIs to adopt.

5. Appendices

Appendix I

1. *Recognising signs of abuse:*

- ✚ Fear of a particular person
- ✚ Withdrawal , secretiveness or depression, suicidal behaviour
- ✚ Eating disorders and self-injury
- ✚ Sometimes there are no obvious physical or other signs of abuse, and appropriate medical measures will be restored to.

2. *Signs of Emotional abuse:*

- ✚ A child withdrawing from interacting with others;
- ✚ Insomnia
- ✚ Lack of appetite
- ✚ Sudden bursting into tears

3. *Physical abuse:*

- ✚ Bruises, burns, sprains, dislocations, bites, cuts.
- ✚ Withdrawal from physical contact
- ✚ Arms and legs kept covered in hot weather
- ✚ Fear of returning home or of parents being contacted
- ✚ Showing wariness or distrust of adults
- ✚ Self-destructive tendencies
- ✚ Being aggressive towards others
- ✚ Being very passive and compliant
- ✚ Chronic running away

4. *Possible signs of neglect:*

- ✚ Improper clothing or shabby, unhygienic condition
- ✚ Poor personal hygiene
- ✚ Tiredness
- ✚ Not attending school
- ✚ Low self-esteem
- ✚ Low concentration level
- ✚ Poor peer relationships
- ✚ Compulsive stealing

Appendix II

Reporting Guidelines in cases of child abuse:

1. Name of the child:

2. Age:

Sex:

Physically challenged:

3. Whether the child is in institutional care of CINI/Non-institutional care of CINI

4. Type of abuse reported (using the child's words)

Reported by whom:

5. Perpetrators' Information: Name : Age:

Sex:

Relationship with the child:

Type of staff:

Years of experience in CINI:

6. Any other child is involved:

If so, specify in which way:

7. Nature of offence:

Date and time of incident: Whether any witness to the incidents:

Statement of the child:

Whether medical attention is required:

If yes what type: Intervention by CINI:

Report of the child protection committee:

Number of days within which the child protection committee took action:

Measures taken against the abuser:

Analysis of the report:

Signing of the convenor of the Child Protection Committee:

Date:

Appendix III

Planning safe activities with children			
Checklist			
Event	Yes/ No	Comments	Action taken
Is the event considered Dangerous			
Is the location of the area safe for a child (whether there is the presence of any pool, or water side, or fire prone areas)			
Is the venue appropriate to accommodate the said number of children			
Are basic facilities like toilets, safe drinking water, electricity etc., available for children			
Is the venue well maintained/ hygienic /child friendly enough to conduct the activities			
What is the ratio of adults to children. Are all the members aware of CINI Child Safeguarding Policy			
Has a team leader/point person been designated			
Are first aid facilities available for a child (in case of sudden cuts, stomach aches or other health problems)			
Are telephone facilities Available			

Appendix IV

Consent forms to be used for recording case studies²⁸

I(name of the child) hereby declare the following:

- ✓ That my case study can be used by CINI/ or the respective donors for use in the reports/publications etc.
– provide name
- ✓ That CINI can use my photograph wherever necessary.
- ✓ That my name will and confidentiality will be maintained.

Signed (Child) :

Date and Place:

Signed (CINI staff)

Date and Place:

One copy is to be kept with CINI staff and the other copy by the child

²⁸ We should discourage taking any kind of image in all possible ways, especially given the growing online risks.

Appendix V

Declaration by all employees

I, ..., ...(name and position of the employee), from.....
(name of the organisation) hereby declare that:

- i. I will always respect all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
- ii. Support their right to equal protection from all types of harm or abuse;
- iii. I will not employ any child as defined under Child Labour (prohibition and regulation) Amendment Act, 2016.
- iv. I will always report any case of child abuse, exploitation and neglect which comes to my knowledge to appropriate authority and will not harm or abuse any child physically, emotionally or sexually.

(Name of all employees)

Appendix VI

DRAFT

Government of India
Ministry of Women and Child Development
National Child Protection Policy

1. Preamble:

All children deserve a happy childhood and the opportunity to lead a dignified life safe from violence, exploitation, neglect, deprivation and discrimination. India is a young nation, with a child population of more than 472 million^[1]. Protection of this 40% of the young population is not only a matter of their human rights but also an investment towards building a robust nation. The Constitution of India recognize children as equal right holder and grants highest priority for their protection and well-being. India is also signatory to the United Nations Convention on the Rights of the Child (UNCRC) and accordingly has a strong legal framework to protect children which include the Juvenile Justice (Care and Protection of Children) Act 2015; the Protection of Children from Sexual Offences Act 2012; Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT) Act 1994; the Commission for Protection of Child Rights Act 2005; the Right of Children to Free and Compulsory Education Act, 2009; Prohibition of Child Marriage Act, 2006; and Child Labour (Prohibition and Regulation) Amendment Act, 2016.

The current policy draws upon the safeguards provided under the Constitutions of India, various child-centric legislation, international treaties as well as other existing policies for the protection and wellbeing of children. It aims at providing a safe and conducive environment for all children through the prevention and response to child abuse, exploitation and neglect. It provides a framework for ***all institution, and organization (including corporate and media houses), government or private sector*** to understand their responsibilities in relation to safeguarding/ protecting children and promoting the welfare of children; individually and collectively.

2. Vision:

All children in India stay safe and feel secure in all settings and circumstances.

Guidelines for Organization, Institutions and Establishments (including Media)

- The child Protection Policy is applicable to Institutions/Organizations.
- All institutions and organizations should develop a child protection policy and code of conduct for employees in line with the national guidelines and various legislations for protection and welfare of children and display it appropriately
- All employees/ contractual workers must sign the declaration for child protection and agree to abide by it (draft declaration at Annexure 1).
- It should be based on the premise of Zero tolerance of child abuse and exploitation.
- The code of conduct for employees/contractual workers must lay down that they should always treat children with empathy and respect, regardless of race, color, gender, sexuality, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Always listen to children and respect their views.
- The code of conduct must lay down that staff members must never:
- Use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Develop or induce or support in any way physical/sexual relationships with children.
- Develop any form of relationship or arrangement with children which could in any way be deemed to be exploitative or abusive.
- Place a child at risk of abuse or exploitation, or be aware of these and not report it or not do anything about it.
- All organization and institution should designate responsibility to a specific member/members of staff for ensuring that procedures and arrangements are in place within the organisation to protect children and report any abuse, exploitation or neglect; in line with the guidelines and existing laws.
- The CHILDLINE 1098 and contact details of designated officer for child protection must be displayed appropriately.
- Organize orientation programmes on child protection and various legislations related to it and make it mandatory for all employees at all levels (including contractual workers).
- Ensure any individual in the organization/institution who abuses or exploits children or violates any section of this policy should be appropriately punished as per law (Refer to Annexure 2).

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- Any individual who suspects physical, sexual or emotional abuse including online abuse of children, circulation of child sexual abuse materials, child marriage, child labour, child trafficking, maltreatment of children, discrimination against child on the account of gender, caste, religion, language, disability or any other; abandonment or neglect of a child; must report the incidence to CHILDLINE 1098, police or Child Welfare Committee. Identity of the informant is protected will not be made public.
- In cases of emergency, where a child appears to be at immediate and serious risk; provide accurate information about child's location, details of the circumstances and other information to help in the process of rescue. In case the child requires immediate medical attention before appropriate authorities arrive, help the child in the best possible but update CHILDLINE 1098 and police regarding the situation and whereabouts of the child.
- Always wait for the appropriate authority (CHILDLINE 1098 , police or Child Welfare Committee members) for taking action or act on their advice and guidance.
- Professionals who provide services to children (teachers, counsellors, doctors/ other health workers and others) must follow child protection policy for reporting and taking action if they become concerned about a child's safety and welfare.
- Be aware of the care and support services for children like CHILDLINE 1098, Special Juvenile Police Unit, Child Welfare Committees, child care institutions, one-stop centres, drug rehabilitation centres, hospital, mental health care providers and other such services for children.
- Corporate houses and industries must establish and strengthen monitoring mechanisms to ensure that industry/subsidiaries are not using child labour in any form.
- Institutions and organizations working directly with children must ensure stringent background check (including police verification) of all employees - regular or contractual; volunteers and others who may come in contact with children.
- Institutions and organizations working directly with children must train all employees on child rights, provisions of POCSO Act, 2012; JJ Act 2015 and other legislations for children and ensure that corporal punishment, bullying and any other form of abuse is prevented. All employees should be familiar with signs and behaviours that may be indicative of child abuse/exploitation or neglect.
- Medical establishments (hospital and clinics), doctors and health workers cannot refuse treatment or discriminate on the basis of

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The following offences/behaviours are punishable by law and it is the duty of every adult citizen to abide by these laws:

Offences/Behaviours	Laws
Sexual assault, sexual harassment, use of child for pornographic purpose	Protection of Children from Sexual Offences Act 2012
Production, dissemination and use of child sexual abuse materials	The Information Technology Act, 2000
Disclosing identity of the child victim to anyone other than appropriate authority	Protection of Children from Sexual Offences Act 2012, JJ Act 2015
Sale and procurement of children for any purpose including illegal adoption, trafficking of children for sexual exploitation, use of children by militant groups, giving children intoxicating liquor, narcotic drug or tobacco products or psychotropic substances, offences against disabled children, trafficking of children for sexual exploitation/exploitative labour/other reasons and, kidnapping	JJ Act 2015; Immoral Traffic (Prevention) Act 1956; Human trafficking (section 370 & 370A IPC), after creation of specific section in IPC by the Criminal Law (Amendment) Act 2013
Corporal punishment in child care institutions	JJ Act, 2015
Corporal Punishment in schools	Right of Children to Free and Compulsory Education Act, 2009
Adopting a child without due procedure through CARINGS and child welfare committees/ promoting or facilitating such illegal adoption	JJ Act, 2015
Employment of children below 14 years in any occupation or industry	Child Labour (Prohibition and Regulation) Amendment Act, 2016
Employment of children 15-18 years in hazardous occupation or industries	Child Labour (Prohibition and Regulation) Amendment Act, 2016
Marrying a child/ promoting or solemnizing child marriage	Prohibition of Child Marriage Act, 2006
Pre-natal diagnostic techniques for	Pre-Natal Diagnostic Techniques