



CHILD PROTECTION POLICY

Of

Samajik Seva Sadan (SSS)

Date of Policy: 30th October 2023.

Approved by the Board

Address: Samajik Seva Sandan, Vill- Banjhikusum, Po- Mahisapat,

Dist. Dhenkanal, Odisha - 759013

Email: sssorgdki@gmail.com

Web: sssdklindia.org

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I. Preamble

Samajik Seva Sadan in short SSS affirms that children are persons with rights. Through this policy, SSS expresses its determination and commitment to prevent any type of abuse of children and ensure a safe, happy, serene and protected environment for every child to grow and develop to realize their full potential

The policy covers all persons and organizations, becoming binding for all those associated with SSS, in **protecting, promoting and securing** the rights of all children at all the times, at all levels and in whatever capacity one operates. SSS has a ZERO TOLERANCE towards any forms of child abuse.

By adopting this **Child Protection Policy**, SSS intends to streamline all interventions and make all areas of operation child sensitive and safe for all children.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety, protection in all circumstances, where organization and its stakeholders are associated or involved, to allow staff and volunteers to make informed and confident responses to specific child protection issues.

The Organization is committed and has a moral and legal obligation to devising and implementing Child protection policy. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

II. SCOPE:

SSS engages with Communities, Government Departments, network organization, and Supporting partners, who are committed to protecting children in line with the intentions and provisions of this policy. SSS will provide all the support and guidance that all stakeholders that may need, in implementation of this policy. In accordance with SSS Child Protection Policy, every stakeholder will be helped and held as responsible to adequately report and respond in line with the provisions of the legal framework governing child abuse.

This policy applies to all individuals/organization associated with SSS in any way, hereinafter referred to as SSS Associates, categorized as follows:

1. **SSS Staff and Consultants** would be all those who have an employment/consultancy contract with the SSS.
2. **SSS Volunteers** would be the staff of SSS, who volunteer their time and contribute to the mission and objectives of the SSS on a volunteer basis and without any financial benefit.
3. **SSS Partner staff** refers to any paid or unpaid individuals who have committed to or support the SSS in its programs or initiatives. It includes visitors, consultants, interns, sponsors, donors, all staff/consultants of partner organizations or local government bodies, and any other individual or organization working within a Partnership Agreement/contract with SSS.
4. **SSS Visitors** include any person who visit the SSS programs or initiatives and come into contact with children through these programs or initiatives and includes media persons, celebrities, researchers, journalists, etc.
5. **SSS Vendors Contractors and Suppliers** are those entities who have been contracted by SSS or its Partners to provide specific goods or services. They include all the staff of the vendor, contractor or supplier.

6. **SSS Program Participants** include children in the communities, students, scholars, teachers, coaches, doctors, nurses, allied services who are collaborators in the programs, initiatives and activities of SSS.

1. Policy Statement:

SSS affirms its belief in the rights of all children as set out in the **UN Convention of the Rights of the Child 1989**¹ to be protected from all forms of abuse, neglect, exploitation and violence. We recognition that all institutions, initiatives and programs coming into contact with children have a fundamental and inalienable duty of care, concern and protection towards them. Thereby, it is also committed to, prevent and address all kinds of abuses and exploitation of children. Hence, SSS is committed to actively prevent child abuse.

- SSS strives to create, develop and nurture a culture where all children are safe and protected.
- SSS strives to ensure that individuals who abuse children are not involved in any way in its operations.
- SSS takes exemplary stringent measures against any Associate who commits child abuse.

2. Who is a Child?

A "juvenile" or "child" means a person who has not completed the eighteenth (18) year of age, as per section 2(k) of the Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006 and 2015. This is in conformity with the UNCRC, 1989 (Article 1).

3. Why A Child Protection Policy?

The SSS believes that each child is born with inherent dignity and right to respect. This Child Protection Policy is our commitment to respect the rights of every child and to contribute to the welfare, protection and empowerment of each child. By spelling out these policy matters, we know we are applying, interpreting and implementing in our interventions and activities, the laws enacted in our country for ensuring protection and promotion of children.

4. Child Abuse²

Any harm caused to a child, intentionally or unintentionally is child abuse. This includes emotional, physical, sexual, or spiritual forms of abuse.

According to the World Health Organization, "Child abuse or maltreatment" constitutes all forms of physical and/or emotional ill-treatment, sexual abuse and sexual exploitation, neglect or negligent treatment, commercial or other exploitation of a child and any action resulting in actual or potential harm to a child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

Inherent in the various definitions of child abuse are the concepts of trust, abuse of power, the child's inability to consent or make a choice, the age differential between the perpetrator and the child, the cognitive, emotional, psycho-sexual development level of the child and the intent of gratification.

¹ *UN Convention on the Rights of the Child (UNCRC), Article 2.2*

² Adapted from Study on Child Abuse: India 2007, MWCD, GOI

5. Types of Abuse

Child Abuse can be categorized into different types:

A. Child to Child Abuse

At times children abuse other children. Allegations or concerns regarding the abuse of a child by another child need to be responded to with particular sensitivity, taking into account the vulnerabilities of the alleged perpetrator, who in this case is also a child. Nevertheless, they have to be dealt with through the child protection procedures, and in accordance with the provisions of Juvenile Justice (Care and Protection of Children) Act, 2015.

Working with children who have committed abuse requires an effective approach which ensures the protection of children affected, while at the same time supporting the child in challenging and changing his/her behavior.

B. Emotional Abuse

Any type of persistent emotional ill-treatment of a person, so as to cause severe and persistent adverse effect on one's emotional development and well-being, would be emotional abuse. It includes a failure to provide a supportive environment for a child so that they may develop a full and healthy range of emotional abilities. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

This may be expressed verbally or non-verbally or via electronic or written communication or any other form. Emotional abuse includes verbal abuse, mental abuse, and psychological maltreatment. This can include Associates using extreme and/or forms of punishments threatening or terrorizing a child. All forms of abuse invariably result in emotional abuse.

C. Neglect

Neglect is the persistent failure or deliberate denial by a parent or caregiver to provide a child with the necessities for its good health and development. Child Neglect is an act of omission or commission leading to the denial of a child's basic needs. Neglect can be physical, educational, emotional, spiritual or psychological. Physical neglect entails denial of food, clothing, appropriate medical care or supervision. It may include abandonment. Educational neglect includes failure to provide appropriate schooling or special educational needs. Psychological neglect includes not providing emotional support and love to a child. (MWCD, *Study on Child Abuse: India 2007*)

Children living with disabilities or special needs in programs and initiatives are a particularly vulnerable section of our initiatives and require special care and concern to ensure that their disability is not exploited by anyone and that they are able to access all the rights to realize their full potential.

D. Physical Abuse

As defined by the Ministry of Women and Child Welfare, Govt of India, in its study on Child Abuse, physical abuse is "inflicting of physical injury upon a child. This may include slapping, hitting, punching, shaking, kicking, beating or otherwise harming a child in any way physically

even when the parent or caretaker may not have intended to hurt the child. It may, even be the result of over disciplining or physical punishment that is inappropriate to the child's age." (MWCD, Study on Child Abuse: India 2007)

E. Sexual abuse

Sexual abuse of a child, (according to American Psychological Association) is the dominant position of an adult that allows him or her to force or coerce a child into sexual activity. Child sexual abuse is not solely restricted to physical contact; such abuse could include non-contact abuse, such as exposure, voyeurism, and child pornography.

The UNICEF has defined Child Sexual Abuse as contacts or interactions between a child and an older or more knowledgeable child or adult (a stranger, sibling, or person in authority, a parent or a care-taker) when the child is being used as an object of gratification for the older child or adult's sexual needs. These contacts or interactions are carried out against the child using force, trickery, bribes, threats or pressure. (UNICEF 2003)

F. Verbal abuse

Any kind of irresponsible use of words that hurt the dignity of children would be considered verbal abuse. It refers to the use of words by an Associate that leave a lasting negative emotional impact in a child or hurts the sensitivity of a child.

6. Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognize a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behavior e.g., becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behavior
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socializing with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty, unkempt or ugly looking

7. Signs of bullying include:

- behavioral changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to do activities, go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g., on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

It must be recognized that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in Organization to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

8. Use of digital equipment (Photos/Films) at Activities and Events

There is evidence that some people have used at activities and events as an opportunity to take inappropriate photographs or film footage of young people. All clubs should be vigilant and any concerns should be reported to the Institution/ organization welfare officer. All parents and performers should be made aware when coaches use video equipment as a coaching aid.

9. Principles Guiding Child PROTECTION Concerns.

Guiding Principles:

The aim of "SAMAJIK SEVA SADAN" is to create 'child safe environment', both internally and externally, where children are respected, protected, empowered and active in their own protection, and where Staff are skilled, confident, competent and well supported in meeting their protection responsibilities.

Also, the Organization shall work for the implementation and shall create mass awareness and sensitization on the following Acts.

- **The Prohibition of Child Marriage Act, 2006.**
- **Child Labor Prohibition & Regulation Act, 1986.**
- **Immoral Traffic (Prevention) Act, 1986.**
- **Act or law or policies meant for the development and social protection of Children. Such as - The Children Act 1960; The Juvenile Justice (Care and Protection of Children) Act, 2015 (JJ Act) & Protection of Children from Sexual Offenses (POCSO) Act, 2012.**

SSS responds to child abuse concerns keeping the following principles in mind:

1. **Safety and security of the child is paramount.** Hence, all steps necessary for the same would be ensured by SSS.
2. All further steps to address the child abuse concerns would be in the **best interest of the child.**
3. All investigation into suspected or actual child abuse cases would be **strictly confidential and, on a need, to know basis.**
4. A person thought, but not yet proven to be responsible for the actions that are the subject of the concern, incident or complaint that is being reported will be referred to as the *Alleged Perpetrator.*
5. All Associates have a fundamental and inalienable *Duty of Care* towards all children.

The organization- SSS principally agreed upon to follow the following:

- Never abuse and/or exploit a child or act/ behave in any way that places a child at risk of harm.
- Report any child abuse and protection concerns they have in accordance with applicable local office procedures. This is a mandatory requirement for Staffs Failure to do so may result in disciplinary action.
- Respond to a child who may have been abused or exploited in accordance with applicable local office procedures.
- Cooperate fully and confidentially in any investigation of concerns and allegations.
- Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.

If there has been a breach of the Child Protection Policy of SSS, then it will be investigated under this policy by the management. This may result in disciplinary actions and/or result into dismissal of concerned Staff. If a legitimate concern about suspected child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, any employee who makes false and malicious accusations will face disciplinary action.

SSS is committed to ensure that its Staff and representatives apply the following:

- Staff and Associates are required to bear in mind the principles of the Child Protection Policy and increase their awareness of how their behavior may be perceived both at work and outside work.
- The organization is committed to actively safe guarding all children from harm. We stand for safety of all children and their protection from harm, abuse, neglect and exploitation in any form. A child abuser will be boycotted in all our programmes and activities. Our actions against the child abusers will be in the best of interest for protection of all children as per local procedure.
- We stand by our statement that SSS will never abuse or exploit children in its various programmes and operations.
- SSS shall participate fully in any investigation leading to child abuse/exploitation.
- It will never accept to be served by children in Motels/hotels/local eateries/trains/buses, shops etc.
- It shall ensure high standard of behavior towards children either in their business or living in their home.
- It will discourage child labor in any form.
- It promises to promote all round development of the children.

10. In view of implementing the policy, SSS will do the following:

A. Awareness and Acknowledgement: We will ensure that all staff and others are aware of the problem of child abuse and the risks to children.

- **Raise awareness of child abuse and its risks for staff and partners.**

The development of an open and responsive culture in all SSS and Partner programs and within the communities we work with is essential for protecting children. Therefore, every Organization should strive to create an atmosphere that promotes safety and protection of those entrusted to its care, so that they can assume responsibility for their own growth as human beings.

All SSS, programs and initiatives shall maintain an open culture where staffs, children, parents or guardians feel comfortable to express concerns about child protection issues and issues of dealing with children and the concerns will be taken seriously and treated sensitively.

All SSS, programs and initiatives will organize regular awareness raising programs to enhance the awareness, understanding and acceptance of the Child Protection Policy and develop attitudes and behavior that are congruent with the intentions and objectives of this policy.

▪ **Acknowledge the Need and Importance of Child Protection**

All SSS as an Institutions, programs and initiatives will ensure that all staff and anyone associated with it have understood the Child Protection Policy and signs a copy of the same in acceptance and acknowledgement.

▪ **Levels of Contact**

All staff and volunteers involved in any way in any SSS programmes, program or initiative would be assessed for their Level of Contact with children, based on the frequency, duration, nature and scope of their involvement with children. Accordingly, each would be guided and made

aware of the inherent risks and perceptions regarding safe conduct with children as well as helped with safe practices, feedback and help regarding appropriate conduct in any interaction with children.

B. Prevention: Provide guidance on how to protect children from abuse - we will ensure, through awareness and good practice, that staff and others minimize the risks to children.

To prevent child abuse, SSS needs to create, maintain and nurture an environment which promotes our core values in our institutions, initiatives and any other facilities. We will strive to ensure that sufficient space is provided for the children to give vent to their energy, develop their talents and learn the basics of social living and spiritual and holistic well-being.

All initiatives and programs of SSS should have specific and frequent orientations, inductions and information-sharing sessions so that all concerned are aware of and acknowledge the importance of child protection as a foundational aspect of the culture of each initiative or program.

a. Reporting: Set up and adhere to a clear and simple reporting procedure - we will ensure that staff, volunteers and associates and others are clear what steps to take where concerns arise regarding the safety of children.

SSS takes all concerns raised seriously, be it in SSS, community development program or other initiatives and takes appropriate action. SSS has defined clear reporting and responding procedures, internal communication lines, and the roles and responsibilities of all people involved.

Reporting child protection concerns is not an easy thing to do but it is vitally important that everyone understands the need for this to happen as soon as an incident occurs or a concern comes to light, especially if it involves a Staff, Volunteer or Associate of SSS.

If any staff member is aware of or suspects any child abuse issue in the institution, he /she is duty bound to report it to the appropriate authority. As it is a mandatory requirement, failure to do so will result in disciplinary action.

Staff members should speak up on any case of abusive behavior to the appropriate authorities, without gossip mongering or indulging in behavior that could adversely affect the dignity, character or reputation of the persons concerned.

D. Responding: Ensure clear action is taken when child abuse is suspected or reported - we will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

All forms of child abuse are taken seriously, without exception in all SSS programs, and are to be responded according to the gravity of the offence. SSS ensures that there is always a response, regardless of whether the abuse committed is considered large or small. By responding we guarantee that a transparent and fair procedure is followed, so that nobody is falsely convicted and the rights of everyone involved are protected.

As prescribed by law, the institutions, programs or other initiatives of the SSS will fully cooperate with legal authorities in case of any allegation of child abuse against anyone working in the institutions and will support any ensuing investigation by any recognized authority.

11. Approach to Streamlining CPP in the Organization:

11.1 Monitor and review the policy and procedures:

Organization will have internal Child protection committee that will include one external member. Adherence to Child protection will be regularly monitored and reviewed, any major change in the organization or in relevant legislation, provisions will be incorporated and made appropriate. The welfare officer should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management committee.

11.2 Promoting Child Protection Practices - Good and Poor:

To provide children with the best possible experience and opportunities in activities everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct. It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in activities to make judgement about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in **section 13** (responding to suspicion and allegation).

This section will help you identify what is meant by good practice and poor practice.

a) Good Practice

All personnel should adhere to the following principles and action:

- Always work in open environment (avoid closed doors, private, unobserved situation and open clear communication and instructions).
- While engaging with Children make experience of activities enjoyable - promote fairness, confront and deal with bullying.
- Treat young people with respect and dignity, and always put young person's welfare first.
- Maintain safe and appropriate distance with young people/students/ children (No physical and emotional intimacy, no sharing of room).
- Encourage Parents and Guardians to take care of their own children, when involving supervision of children involve parents and guardians' presence as much as possible.
- Ensure written consent of parents/guardians - when involving children to be travel/transport in vehicles or activities away from Institutions. Ensure group work or work in pair methods.
- When mixed group of children are involved ensure that staffs accompanying are male as well as female.
- Always present in decent way - be a role model in terms of avoid use of smoking and drinking alcohol in the presence and vicinity of young people.
- Provide positive and constructive feedback with enthusiasm.

- secure written parental consent for the institution/ organization to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep young people's developmental and welfare needs as priority and ensure to have record of children's profile and written consent of parents for medical emergencies

b) Poor Practice:

Avoid the following:

- Spending excessive time alone with young people away from others.
- Taking young people alone in a car for short period on bike to distant places and in nights.
- Physical contact of any kind with children without their or parents' consent.
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a young person, even in fun
- Avoid controlling young people by forceful means - reducing them to tears.

12. Child Protection committee:

Organization forms a child protection committee to protect the interest of the children and youth with whom we work. This committee will be constituted with 5 persons and its members will be: two from the Organization, one person will be from Governing Body, two persons will be from outside (gender specialist and an Advocate).

The term of the committee will be for three years. The committee meets once in six months and if situation warrants may hold as and when needed. A register should be kept for the Minutes and attendance of the meeting.

13. Responding to Suspicions and Allegations

For all staffs and associates related of the organization engaging in program/project activities, without any prior judgement and decisive conclusion have the responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within Organization and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions

a. Receiving Evidence of Possible Abuse

All concerned with the organization may become aware of possible abuse in various ways. may see it happening, may suspect it, because of signs such as those listed in section 6 (indicators of abuse) of this document, it may be reported to any someone else or directly by the young person affected.

It is particularly important to respond appropriately. If a young person says or indicates that they are being abused, one should:

- **Stay calm** and empathize, **reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, showing interest and concerned seriously
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is

felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.

- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **Record** all information
- **Report** the incident to the organization welfare officer

b. Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- Details of the child - name, age, date of birth, home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- Details of the nature of the allegation, including dates, times and any other relevant information
- Descriptions of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioral changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details
- Has anyone been alleged to be the abuser? Record detail

c. Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognized that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The Organization expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated institution/ organization welfare officer is not available you should take responsibility and seek advice from him by phone/email etc., the duty officer at your local social services department or the police. Maintain a telephone directory of all concern for the purpose.

A summary of reporting procedures has to be provided. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved

- **Disciplinary or misconduct** in which case Organization will be involved

As mentioned previously in this document the Organization are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under **The Children Act 1960; The Juvenile Justice (Care and Protection of Children) Act, 2015 (JJ Act) & Protection of Children from Sexual Offenses (POCSO) Act, 2012** to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Organization who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Organization will refer the matter to the child protection committee.
- the parent/carer of the child will be contacted as soon as possible following advice from the welfare officer of the organization
- the Secretary of your organization should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the institution/ organization welfare officer should also notify the relevant activities to governing body and the concerned authorities
- if the Institution/ organization welfare officer is the subject of the suspicion/allegation the report must be made to the appropriate authority who will refer the matter to govt. social services (DSWO)

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, one should follow the same procedures and have the matter reported to social services. This is because other children in the activities or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

d. Concerns outside the immediate Active Environment (e.g., a parent or carer)

- Report your concerns to the organization welfare officer
- If the organization welfare officer is not available, the person being told or discovering the abuse should contact their local govt. social services department or the police immediately
- Social Services and the organization welfare officer will decide how to inform the parents/carers
- The organization welfare officer should also report the incident to the Organization Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organization and act accordingly
- Maintain confidentiality on a need-to-know basis

e. Maintain Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Organization Welfare Officer
- The parents of the child
- The person making the allegation
- Social Services/police
- Child protection committee
- The alleged abuser (and parents if the alleged abuser is a child).
- Seek social services advice on who should approach the alleged abuser.
- All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

14. Internal Inquiries and Suspension

- The Organization welfare officer in consultation of management committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries the Organization child protection Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Organization child protection Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

15. Recruiting and Selecting Personnel with Children

It is equally important to have appropriate recruiting standards to select and recruit new employees with in the purview of CPP. Especially when the employee will have direct or indirect role of engaging with the children and young people. It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff, consultants and volunteers, all full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

a. Interview and Induction:

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organization's Code of Ethics and Conduct
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

b. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyze their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations

- Recognize their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

c. Controlling Access to Children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children should be obtained. These references MUST be taken up and confirmed through telephone contact.
- Evidence of identity (Aadhaar card or driving license with photo)

This policy is adopted by the Governing Body of Samajik Seva Sadan on 30th October 2023.

Signature of the Governing Body Members:

Dr. Patitapaban Rout	President	<i>Patitapaban Rout</i>
Ms. Damayanti Kumura	Vice-President	<i>Damayanti Kumura</i>
Ms. Veronica Dung Dung	Secretary	<i>Veronica</i>
Ms. Bilasini Padhan	Treasurer	<i>Bilasini Padhan</i>
Mr. Susanta Kr. Mohanty	Member	<i>Susanta</i>
Mr. Ignace Hasda	Member.	<i>Ignace Hasda</i>
Mr. Kalicharan Marandi	Member.	<i>Kalicharan Marandi</i>
Er. Emmanuel Pathil	Director Cum Ex-Officio Member	<i>Emmanuel Pathil</i>