



Child & Vulnerable Adult Safeguarding Policy of Shishu Sarothi

The Child Safeguarding Policy of Shishu Sarothi:

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1. Introduction:

Shishu Sarothi's vision for child Safeguarding is to create a 'child safe' environment, both internally and externally, where children are respected, protected, empowered and actively assert for their own Safeguarding, and where Staff are skilled, confident, competent and well supported in meeting their Safeguarding responsibilities. As a reflection of our commitment to our vision, Shishu Sarothi is steadfast in promoting the rights of children including their right to be protected from harmful influences, abuse and exploitation and takes active measures to uphold and ensure children's rights as envisaged in the United Nations Convention on the Rights of the Child (UNCRC) and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Shishu Sarothi predominantly works and engages with children with disabilities through its various programs and realizes and recognizes the vulnerability of children with disabilities to different forms of abuse, neglect and harm due to various reasons of impaired capacity to avoid or resist abuse and / or to communicate about such abuse.

The organization places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with the principles and guidelines set forth herein, to ensure the best interest of all children at all times.

The Child Safeguarding Policy is the organization's statement of intent to demonstrate its commitment to preventing, and responding appropriately to, harm to children and making it clear to all in the organization and who come into its contact, of what is required in relation to the Safeguarding of children, and that child abuse in any form is unacceptable to the organization.

The Child Protection Policy of Shishu Sarothi which was earlier brought into effect from June 1, 2015, is being hereby renamed as Child & Vulnerable Adult Safeguarding Policy and revised and amended, with inputs from the CBM (Christoffel-Blindenmission / Christian Blind Mission) Child & Vulnerable Adult Safeguarding Policy 2014¹, the Child & Vulnerable Adult Safeguarding Policy of Hope for Children² and the Child Safeguarding Standards³, and shall be effective from the first day of September, Two Thousand and Seventeen.

2. Policy Statement:

Shishu Sarothi is committed to actively safeguarding children and vulnerable adults from harm and ensuring that children's rights and Safeguarding are fully realized and that the organization "does no harm" and that they meet the responsibilities set out in the UN Convention on the Rights of the Child to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form. Our decisions and actions in response to child safeguarding concerns will be guided by the principle of the 'best interests of the child.'

- 2.1. Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy is our commitment to preventing and protecting children from abuse, promoting the health, development and well-being of children and creating safe environments where children can be secure and protected, with their rights upheld.
- 2.2. The policy applies to all children regardless of gender, ethnicity, disability, sexuality or religion in all units / programs / settings within or outside of Shishu Sarothi premises, where it operates. It shall also apply to vulnerable adult who are persons above the age of 18 years and who are deemed to be vulnerable due to their disability.
- 2.3. The policy applies to everyone working for or associated with the organization. It encompasses the whole of the organization and includes without limitation:

2.3.1. Staff at all levels, within the Shishu Sarothi premises, in field or elsewhere;

¹ http://www.cbm.org/article/downloads/54741/Child_Safeguarding_Policy__2014.pdf

² <https://hope-for-children.org/wp-content/uploads/Child-Safeguarding-Policy-Hope-for-Children.pdf>

³ http://ec.europa.eu/justice/fundamental-rights/files/rights_child/standards_child_Safeguarding_kcsc_en.pdf

- 2.3.2. Organization Associates, including interns, volunteers, parents, community volunteers, sponsors and consultants. Also the staff or representatives of partner organizations who have been brought into contact with children; and
- 2.3.3. Organization Visitors: Donors, journalists, media, researchers etc. who may come into contact with children through organization.
- 2.4. The policy applies to all Shishu Sarothi work, irrespective of the fact whether it is in the registered premise of the organization or outside in its outreach programs / field work and so on, now and in the future.
- 2.5. Shishu Sarothi is committed to practices that protect children and vulnerable adults from harm and it is the duty of all organizational staff, governing body members, patrons, volunteers, interns, contractors, visitors/supporters to take steps to prevent the physical, sexual and emotional abuse of all children and vulnerable adults with whom they come into contact. This Child & Vulnerable Adult Safeguarding Policy outlines how Shishu Sarothi deals with child and vulnerable adult safeguarding issues and is intended to safeguard all children and vulnerable adults who come into contact with Shishu Sarothi's staff, volunteers, interns, representatives, supporters or visitors of our work.

3. General Principles:

The Child & Vulnerable Adult Safeguarding Policy is based on the following principles:

- 3.1. All children / vulnerable adult have equal rights to safeguarding from harm.
- 3.2. Everybody has a responsibility to support the safeguarding of children / vulnerable adult.
- 3.3. Organization has a duty of care to children and vulnerable adult with whom they work, are in contact with, or who are affected by their work and operations.
- 3.4. If Organization works with partners, they have a responsibility to help partners meet the minimum requirements on safeguarding and safety of all children and vulnerable adults.
- 3.5. All actions on child safeguarding and safeguarding of vulnerable adults are taken in the best interests of the child and vulnerable adult, which are paramount.

4. How does the Child & Vulnerable Adult Safeguarding Policy help:

- 4.1. **Children and vulnerable adults are protected.** No standards / guidelines can offer complete safeguarding for children and vulnerable adults, but following the principles and standards set forth herein, minimizes the risk to them from harm.
- 4.2. **The organization staff and associates are protected.** By implementing these standards, all staff and associates will be clear about how they are expected to behave with children and vulnerable adults and what to do if there are concerns about their safety.
- 4.3. **The organization and its reputation are protected.** By implementing these standards, the Organization makes clear its commitment to keeping children and vulnerable adults safe. The standards help the organization to move towards best practice in this area.

5. Definitions:

The following definitions can be used as a guide:

- 5.1. A **child** is defined as any person under the age of 18 years.
- 5.2. A **vulnerable adult** is a person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.

- 5.3. **Child Abuse** is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect and negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child.
- 5.4. **Child Safeguarding**, within the scope of this policy, is defined as the responsibilities, measures and activities that the organization undertakes to safeguard children and vulnerable adults from intentional and unintentional harm. It is the responsibility of the organization to make sure their staff, operations, and programmes do no harm to children and vulnerable adults, that is, that they do not expose children / vulnerable adults to the risk of harm and abuse, and that any concerns the Organization has about children's or vulnerable adults' safety within the communities in which they work, are reported to the appropriate authorities. "Do no harm" is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to the organization's responsibility to minimize the harm they may be doing inadvertently as a result of their organizational activities. Henceforth, the term "Child Safeguarding" and "children" shall be deemed to include both children and vulnerable adults throughout the policy document.

6. Child Safeguarding Officer and Child Safeguarding Representative:

- 6.1. Shishu Sarothi shall designate a **Child Safeguarding Officer (CSO)**, whose name and contact details shall be prominently displayed in its premises as well as in all other outreach program locations. The role of a CSO is to:
- 6.1.1. Promote awareness of Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy and Procedures with staff, volunteers, board members and visitors through group or individual briefings so that all are aware of this and their own responsibilities.
 - 6.1.2. To train and enable others to provide inductions or briefings in relation to the Child Safeguarding Policy.
 - 6.1.3. To be the focal point for receiving reports of child Safeguarding concerns or disclosures.
 - 6.1.4. To assess reports received and act on these as outlined in the "Responding and Reporting Procedure" in Annex 4 including referrals to statutory agencies or law enforcers as appropriate.
 - 6.1.5. To keep secure written records and advise on appropriate keeping of children's data.
 - 6.1.6. Seek advice from senior management and / or the Executive Director, where required.
 - 6.1.7. To advise and recommend on review or amendment of Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy and procedures in line with changes in legislation or best practice.
- 6.2. It is not the role of a CSO to decide if a child has been abused or take sole responsibility for decisions and actions following a reported concern, rather their role is to ensure reported concerns are handled according to this policy, enabling Shishu Sarothi to fulfill its organizational responsibility.
- 6.3. Shishu Sarothi will ensure that its designated CSOs receive appropriate training to fulfill this role and this will be specifically addressed as part of personal development plans and annual appraisal processes.
- 6.4. The Governing Body of Shishu Sarothi will designate one of their members as **Child Safeguarding Representative (CPR)**. Their role is to:
- 6.4.1. Promote awareness of Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy at the Board level.
 - 6.4.2. Ensure Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy is reviewed at least every three years.

- 6.4.3. As CPR, to take part in the meetings, actions and decisions that flow from receipt of a reported concern of child abuse as part of “Reporting Concerns or Disclosures of Child Abuse” outlined in Annex 4.
- 6.4.4. To advise and support the Executive Director and CSO on child safeguarding and safeguarding issues.

7. Risk assessment and risk mitigation:

All Shishu Sarothi representatives should be aware of the circumstances in which the risks of harm or stigma to children are increased and must mitigate these risks by:

- 7.1. Undertaking a Risk Analysis prior to any activity involving children or out of the ordinary visits where children are present, or research with children and measures undertaken to mitigate any risks⁴;
- 7.2. Abiding by the Shishu Sarothi Code of Conduct.

8. Code of Conduct (Behaviour Protocols):

- 8.1. Shishu Sarothi has a Code of Conduct that gives clear boundaries for behavior when working and inter-acting with children. The “Code of Conduct (Behaviour Protocols)” appended as Annex 3, applies to all Shishu Sarothi staff, interns, volunteers, representatives, consultants, contractors and visitors.
- 8.2. The Code of Conduct will be prominently displayed and easily accessible in the Shishu Sarothi premises as well as in its outreach program locations
- 8.3. If a member of Shishu Sarothi staff, intern, volunteer or representative or visitor becomes aware of, or observes, a breach of the Code of Conduct by any person connected to Shishu Sarothi (colleague, intern, volunteer, board member, contractor/consultant, patron, visitor etc.) this must be reported to the Child Safeguarding Officer or the Senior Admin and HR Officer, in the absence of the CSO.
- 8.4. Reported breaches of the Code of Conduct by Shishu Sarothi staff, interns, volunteers, consultants, contractors and visitors will be investigated and addressed as Misconduct or Gross Misconduct in accordance with Shishu Sarothi’s Disciplinary Policy and Procedure or contract for services.
- 8.5. Breaches of the Code of Conduct by other Shishu Sarothi representatives (e.g. Patrons and Governing Body members) visitors or supporters may result in Shishu Sarothi breaking association with these individuals.
- 8.6. Shishu Sarothi’s different Programme Coordinators together with CSO will ensure that partner organizations and children, families in various project areas are fully aware of Shishu Sarothi’s Code of Conduct and the reporting processes for them to raise concerns about breaches of these to the organization.

9. Reporting Concerns or Disclosures of Child Abuse:

- 9.1. There are various ways one may become aware of, or become concerned about actual or potential abuse of a child or children. These are outlined in the “Awareness and Indicators of Child Abuse” in Annex 1. Being aware is when a child tells a person that they have been or are being abused. A concern is a possibility or suspicion that a child is suffering or is at potential risk of abuse.

⁴ This Risk Analysis will be to be part of existing processes such as program assessments and review, proposal plannings and partner visits.

- 9.2. It is mandatory for Shishu Sarothi staff, interns, volunteers, consultants, visitors, contractors and representatives to report immediately any disclosures or concerns about children abuse involving a member of staff, or any person linked to Shishu Sarothi, or the safety and/or wellbeing of a child in the organization's work.
- 9.3. While Shishu Sarothi has a duty to report to the relevant authorities and law enforcers (police and/or social services) any person suspected of abusing a child /children, the Child Safeguarding Officer and the Executive Director will jointly decide in a specific instant of child abuse, whether it would be in the best interest of the child to report it to the concerned authorities. Due consideration shall be given to the wishes of the victim and / or guardian before a decision is arrived at with regard to reporting of the case. If it is at all decided not to report the matter to the concerned authorities, written reasons may be recorded for doing so and alternate adequate steps be taken to satisfactory redress the issue at hand.
- 9.4. It is not the responsibility of the person with the concern or to whom a disclosure is made, to investigate or decide what should be done. These decisions and actions are to be taken through the reporting process outlined in this policy. Shishu Sarothi will treat all reports with sensitivity and appropriate confidentiality so as not to put a person making a report at risk of any repercussions.
- 9.5. Reports should be made to Shishu Sarothi's designated Child Safeguarding Officer (CSO) ideally using the "Child Safeguarding Reporting Form" in Annex 5, but even without this form, a report may and should be made.
- 9.6. Shishu Sarothi staff, interns, volunteers, board members and others will be given guidance on what and how to report as part of child safeguarding trainings, inductions and briefings. This includes practical information on how to respond to a child and what information to report. This guidance is contained in "Responding and Reporting Child Safeguarding Concerns" in Annex 4.
- 9.7. On receiving a report, a Child Safeguarding Officer will assess and request any additional information and make a report to the Executive Director and the Child Safeguarding Representative within 24 hours. The process for the same is given in the "Responding and Reporting Procedure for Child Safeguarding Concerns & Disclosures" at Annex 4.
- 9.8. Shishu Sarothi will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration.
- 9.9. The rights and welfare of the child is of prime importance. Every effort must be made to protect the rights and safety of the child throughout the reporting and any investigation process.
- 9.10. The rights and welfare of any alleged perpetrator or person breaching the code of conduct will also be upheld during any investigation process.
- 9.11. The CSO, Executive Director and the Board's Child Safeguarding Representative should agree on the decisions and course of action to take. These will depend on whether it is a concern or disclosure and whether it involves a Shishu Sarothi staff member/volunteer/board member or not. Thereafter the CSO should report back with the results of any investigations, outcomes of decisions and actions taken and make any onward referrals to statutory authorities etc.
- 9.12. Children and community members with whom Shishu Sarothi works will be provided with information about how to report any child safeguarding concerns about Shishu Sarothi staff or representatives and others.
- 9.13. All reports and information provided for reporting will be treated and managed with the strictest confidentiality to protect the identity of the child/children concerned, the informer and accused appropriately.

10. Duties of the designated Child Safeguarding Focal Persons:

- 10.1. In the event of a concern being raised, the designated Child Safeguarding Officer of Shishu Sarothi will convene a meeting of the Child Safeguarding Committee⁵ within 24-48 hours of receiving a report on suspected child abuse. The CSO will liaise with the Child Safeguarding Committee and provide necessary support.
- 10.2. The **Child Safeguarding Committee** will make decisions based on the information provided which will include:
 - 10.2.1. Reporting to relevant local law enforcement agencies or any other external body if the matter is criminal in nature;
 - 10.2.2. Refer or connect support services to the child/children in concern and their families;
 - 10.2.3. Appoint and delegate the investigation to an Investigating Team if the matter is in breach of this Policy and therefore requires further enquiry.
 - 10.2.4. Also monitor the progress of the investigation and give guidance as appropriate.

11. Implementation of the Child Safeguarding Policy:

Shishu Sarothi shall implement the Child & Vulnerable Adult Safeguarding Policy by:

- 11.1. Ensuring all staff, volunteers, representatives are subject to careful recruitment and selection;
- 11.2. Adopting a Code of Conduct for working with and interacting with children; putting in place clear procedures for responding and reporting child Safeguarding concerns;
- 11.3. Ensuring Shishu Sarothi staff, volunteers, representatives, consultants, contractors, supporters or visitors to our projects are aware of our Child & Vulnerable Adult Safeguarding Policy (including code of conduct and reporting procedures);
- 11.4. Ensuring that our partner organizations, children, parents/carers and communities where the organization operates are aware of Shishu Sarothi's Child Safeguarding Policy (including code of conduct and reporting procedures);
- 11.5. Designating Child Safeguarding Officer(s) in the organization;
- 11.6. Taking stringent measures against any staff/or associate who abuses children, following due procedure;
- 11.7. Incorporating child safeguarding into all aspects of our Programs where children are directly or indirectly involved, to achieve high standards in child safeguarding in all our direct and partnership work;
- 11.8. All Shishu Sarothi representatives will be required to sign an acknowledgement and consent to the terms of this Policy prior to their appointment;
- 11.9. There shall be due display in the organization premises as well as the Shishu Sarothi website homepage, of information that Shishu Sarothi is a 'Child-Safe' organization, with contact details for reporting possible child abuse concerns to the Child Safeguarding Officer;
- 11.10. Reviewing the organization's Child & Vulnerable Adult Safeguarding Policy at least every three years (or earlier if there is significant legislative changes in the country).

⁵ Committee to comprise of the Child Safeguarding Officer, the Executive Director of Shishu Sarothi, the Sr. Admin & HR Officer, and if needed, a resource person such as a lawyer.

Annex 1:

Awareness and Indicators of Child Abuse:

Types of Abuse: There are four main types of abuse. A child who is being abused may experience more than one type of abuse

- **Physical abuse:** hurting or injuring a child, such as hitting, slapping, shaking, scalding, or suffocating. Physical abuse also includes giving a child harmful substances, such as drugs, alcohol or poison.
- **Sexual abuse:** involves forcing or enticing a child to take part in sexual activities. It does not necessarily involve violence and the child may or may not be aware of what is happening. Sexual abuse includes grooming a child with the intention of sexually abusing them; all forms of penetrative and non-penetrative sex; the making, looking at and distributing indecent images of a child. Sexual exploitation is part of sexual abuse and involves the commercial sexual exploitation of children (in transactional sex) or manipulation or enticement of children to engage in sexual activities in return for gifts, money, food, affection or favour. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. A child/family may believe it is a loving/consensual relationship but no child under the age of 18 can ever consent to being abused or exploited.
- **Emotional abuse:** is persistent over time and can include verbally abusing a child, rejecting a child, humiliating them, making them feel worthless, inadequate or frightened. It also includes seeing or hearing abuse of others e.g. witnessing domestic violence is regarded as a form of emotional abuse. Some form of emotional abuse is part of any maltreatment but it may occur alone.
- **Neglect:** the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and/or medical attention. It is failing to ensure a child is protected from physical or emotional harm and danger. Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

Awareness and Indicators of Abuse: There are various ways in which one may become aware of, or have concerns about actual or potential abuse of a child/ren.

- A child may tell you.
- Someone else may tell you.
- A child shows signs of physical injury for which there appears to be no satisfactory explanation or injuries happen repeatedly. Regular unkempt appearance, loss of weight for no apparent reason.
- A child's behaviour may indicate to you that he or she is being harmed or abused. For example nervous, mistrustful or fearful of others perhaps reluctant to be with certain people or places; sudden behaviour changes; noticeable aggressive; withdrawn from social group or inability to make friends; lack of confidence; hinting at secrets.
- Use of sexual explicit language or sexualised behaviour/games towards others.
- Something in the way that another person relates to a child/ren concerns you. This would include any behaviour and actions contradicting Shishu Sarothi's "Code of Conduct (Behaviour Protocols)" including, but not limited to:
 - inappropriate petting or fondling,
 - inappropriate physical contact,
 - sexually explicit behavior,
 - suspicious behaviour in changing areas, cubicles or toilet areas or otherwise seem to seek out time alone with children,
 - causing distress to children,
 - use of inappropriate language in the presence of children.

Annex 2:

Contact Information of Shishu Sarothi Child Safeguarding Focal Persons:

The following are designated as Shishu Sarothi's Child Safeguarding Officers (CSO). Anyone who has any concerns about child Safeguarding issues or welfare, may contact either of the Child Safeguarding Officers to report details.

Child Safeguarding Officer 1	Mridula Barua Deputy Director, Centre for Inclusive and Vocational Education Tel: 9435302953 Email: mridulabarua17@gmail.com
Child Safeguarding Officer 2	Meera Saikia Deputy Director, Early Intervention Tel: 7005227896 Email: meera.saikia@gmail.com
Child Safeguarding Officer 3	Monika Das Key Teacher, Tel: 9954028685 Email: monikadas1965@gmail.com

In case neither of the Child Safeguarding Officers are available, the concern may be brought before the Secretary and / or the Executive Director of the organization, or the Child Safeguarding Representative (CSR).

Child Safeguarding Representative (CSR)	Kavita Patwary Shishu Sarothi's Governing Body member Tel: 9835022286 Email: kavitapatwary@gmail.com
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Annex 3:

Code of Conduct:

This code of conduct sets out rules for what is, and is not, appropriate and acceptable behaviour around children. These are designed to protect children but are also intended to protect adults from false accusations of inappropriate behaviour or abuse. This Code of Conduct applies to ALL Shishu Sarothi staff, interns, volunteers, consultants, contractors, trustees, visitors, patrons, other Shishu Sarothi representatives and supporters or visitors to our projects.

If in any doubt, advice may be sought from Shishu Sarothi's Child Safeguarding Officer or any Shishu Sarothi staff member.

A. Key Principles:

- a. You are in a position of trust and must always behave professionally and appropriately.
- b. Speak and act in ways that respects children, treats them fairly, equally and keeps them safe from harm.
- c. As an adult you are always the responsible person accountable for your actions. Mistaken belief in the age of a child is not a defense.
- d. Always report any disclosure or concern about a child or the behaviour of another person, no matter who this is.

B. DO's:

- a. Ensure physical contact is at all times appropriate and not an invasion of the child's privacy.
- b. Use positive, non-violent methods to manage children's behavior.
- c. Use the "two-adult" rule, wherein two or more adults supervise all activities where children are involved and are present at all times.
- d. Allow for children to express their opinions and pay attention to what they say / express.
- e. Seek permission from concerned office staff / teacher / parents before taking photographs of children; treat all subjects with respect and dignity; and always respect children's decision to say no to an image being taken.
- f. Be aware of the potential for child to child (peer) abuse; develop special measures/supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children); report any peer-to-peer abuse or concerns about sexual activity between children as this will also constitute abuse (by a child towards another child).
- g. Report any inappropriate language or behaviour and other breaches of this Code of Conduct to your immediate senior in the organization or to the Child Safeguarding Officer(s).
- h. Respond to all concerns, allegations or disclosures according to the reporting protocol.
- i. Comply with any investigation (including interviews) and make available any information necessary for completion of the investigation.
- j. Seek advice from your senior, Child Safeguarding Officer or Shishu Sarothi staff member if in any doubt on appropriate behaviour and interactions with children.

C. DON'Ts

Within their work⁶, Shishu Sarothi representatives must not specifically:

⁶ During working hours and while on field trips 24/7.

- a. Carry out any disciplinary measures of physical nature, like hitting, slapping or pinching a child; restraining or holding a child in way that causes physical pain or discomfort.
- b. Expose a child to verbal or emotional abuse.
- c. Do things of a personal nature that a child could do themselves, including dressing, removing clothing, bathing, or personal grooming. Where your role is to provide intimate care to children (e.g. young or with high support needs) follow the guidelines given for these roles strictly, including the 'Two Adult Rule.'
- d. Be alone with a child, including, but not limited to, the following situations: in a car (no matter how short the journey); overnight (no matter where the accommodation); share a room or a bed with a child; visit a child's home unaccompanied even if with a parent/carer; invite a child to your home.

Where your role may require these (e.g. home visits) or where they may occur as part of your role (e.g. escorting children on trips or to hospital) follow the guidelines given for these roles strictly. If you end up in any of these situations you must report this immediately to your senior explaining the situation surrounding the incident. This report must be sent to the CSO.

- e. Engage in or allow sexually provocative games / gestures with children to take place regardless of consent; kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way; expose children to sexually explicit images and media materials (magazines, videos etc) or use sexually suggestive language to or about or in front of a child.
- f. Behave in ways that may frighten, embarrass, shame or humiliate a child or use derogatory language or show discrimination on grounds of race, culture, age, gender, disability, religion, sexuality, or political persuasion.
- g. Do not use / upload photographs of children without specific prior permissions taken and given in writing and avoid stereotyping individuals and groups through photographic representations.
- h. Condone, or participate in behavior with children, which is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse or substance abuse.
- i. Give alcohol, drugs, tobacco or cigarettes to children; drink, smoke or use drugs in front of children.
- j. Show favouritism or make promises e.g. "I will pay for you to go school" "I will send you a toy / game when I get home."
- k. Share your personal contact details (phone, email or personal social media details) with a child.
- l. Disclose information that identifies sponsored families or children or make it available to the general public, unless that disclosure is in accordance with standard organization policies and procedures.

I, _____, acknowledge that I have read and understood Shishu Sarothi's Child Safeguarding Policy. By signing this document, I agree to:

- Comply with the Child & Vulnerable Adult Safeguarding Policy of Shishu Sarothi.
- Be responsible for observing and spreading awareness for the Code of Conduct in my work environment.
- Respond immediately to any concerns, allegations and incidents, and to notify Shishu Sarothi Child Safeguarding Officer without delay.

Dated:
Place:

Signature

Annex 4:

Responding & Reporting Format for Child Safeguarding Concerns:

Informant should ideally report any instance of abuse / neglect of child/children in the given below Reporting Format. However, in case, the Format is not readily available for any reason whatsoever, the Informant must and should give a report on plain paper, stating as much details as possible. In such event, the Reporting Format may be duly filled up at a later time, for documentation / investigation purpose. Please do not delay; a child could be at risk or in serious danger if the issue is not brought to notice promptly.

However, please do not take any personal action or disclose any information to Third Parties until you have spoken with the Child Safeguarding Officer.

To:
Child Safeguarding Officer,
Shishu Sarothi

If sent by Email, please send it to the personal Email id of the CSO, with a copy marked to the Executive Director.

E-mail Subject: "URGENT: Attention, please treat this e-mail confidentially!"

The information contained in this form is confidential. This form is for reporting concerns about potential violations of Shishu Sarothi's Child & Vulnerable Adult Safeguarding Policy and Code of Conduct. It should only be sent to Shishu Sarothi's Child Safeguarding Officer. Please try to provide as much information as possible in the form. Areas where you have nothing to report can be left blank. If you have any doubt whether you should report your concerns, the following check list may help you to make a decision:

What kind of situation are you concerned about?

Did you witness child abuse?	Yes / No
Do you suspect someone of child abuse?	Yes / No
Has someone been accused of child abuse?	Yes / No
Has someone reported child abuse to you?	Yes / No
Does your concern relate to one of the following categories?	Yes / No
Do you believe that a child may have been neglected?	Yes / No
Do you believe that a child may have been mentally abused?	Yes / No
Do you believe that a child may have been emotionally abused?	Yes / No
Do you believe that a child may have been sexually abused?	Yes / No
Do you believe that a child may have been physically abused?	Yes / No
Do you believe that a child may have been verbally abused?	Yes / No

Your concern is founded if you answered YES to any of these questions. As a Shishu Sarothi Representative it is your duty to report your concern with this form.

Name of Informant: _____

Position within Shishu Sarothi or relationship to Shishu Sarothi: _____

Contact information Address: _____

Telephone: _____ Mobile: _____

E-mail: _____

What is your relationship to the child?

Information about the child (if other children are affected, please fill out a separate form for each) Name: _____ Male ___ Female ___ Nationality: _____
 Date of birth: _____ Age: _____ Name of CBM Partner/Project: _____
 Relationship to the potential abuser: _____ Address of the child (or information about the person with whom the child lives): _____ Current location of the child: _____
 What measures have been instituted for the child's safety at present? _____ What measures have been instituted to ensure that the abuse cannot continue? _____
 What other measures are necessary to protect the child? _____ Is the child particularly vulnerable? Yes No If yes, please explain: _____
 Does the child have a disability Yes No If yes, please specify, which disability: _____ Does the child have special communication needs? Yes No If yes, please specify: _____
 Has the child been repeatedly abused? Yes No Has the child been traumatized? Yes No

Please mention special cultural factors that need to be taken into consideration:

_____ Other information: What relevant bodies have been informed? _____
 _____ Mention date and time contact was made, the name of the person with whom you spoke and what you talked about: _____

 _____ Information about the potential abuser Name: _____ Male ___ Female ___ Nationality: _____
 Age: _____

Suspected abuser's relationship to the child: _____ Suspected abuser's relationship to CBM: _____ Suspected abuser's relationship to CBM Partner: _____ Information about your concern Type of concern/suspicion (please describe the type of abuse or mistreatment, who reported it, circumstances of the abuse and course of events): _____

Location of abuse: _____ Date: _____
 Time: _____

Witnesses: _____

Conversation report: Please describe exactly what the child said with his/her own words and what you said. Please do not direct the conversation with leading questions, report exactly what the child said:

Observations (such as injuries, fear, general impression of the child, etc.):

Have you confronted the suspected individual with the allegations? Yes No If yes, how did the suspected individual respond to the allegations? _____

What other steps have you taken? What other measures have you initiated?

Location: _____ Date: _____

Signature: _____

Date of this report: Signature:

For Child Safeguarding Officer: Date Report Received:

Annex 5:

Consent Form to Interview and use Images / Videos of Children

CONSENT FORM

I,, son / daughter / guardian of aged about years, hereby accord my consent to allow to photograph / record video / take interview / others (please specify) as a means of depicting the work being carried out by the organization, recording of case studies and so on.

This consent is given only for the purpose stipulated above and is not meant for multiple use or for any other objective.

Address:

Date:

Signature of Parent / child / vulnerable adult