



CHILD SAFEGUARDING POLICY

**PARTICIPATORY ACTION FOR SUSTAINABLE DEVELOPMENT ORGANISATION
(PASDO)**

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“PASDO’s Child Safeguarding Policy is drafted in the Best Interest of Children”

INTRODUCTION

Participatory Action for Sustainable Development Organisation (PASDO) was one of the First Organisation to start working on Child Rights Issues in Ukhrul as well as Manipur since 2003. PASDO is a Child focused organization who is working on the issue under the principles of the United Nations Convention on Rights of the Child (UNCRC).

PASDO is committed to the prevention of Child abuse & protection of Children from all sorts of abuse and exploitation. The Child Safeguarding Policy aims to translate this commitment to children’s rights into a practical reality through our work with children. This policy sets out common values, principles and beliefs and describes the steps that will be taken to meet our commitment to protect Children.

The Child Safeguarding Policy applies to everyone working for or associated with PASDO. The policy applies for Members, Executives, Staffs (Regular, Confirmed, Project Staffs, Staffs on Probations, Contractual staffs etc.,), consultants, Advisors, Volunteers, Interns, Vendors, Partners, Sponsors ,Donors and other relevant associates of the organization

Purpose of the Policy:

The aim of the policy and procedures is to regulate how we work as an organisation so that the children with which we come into contact (either directly or indirectly) are safeguarded and have their wellbeing promoted, and that our actions, while implementing programmes or institutional activities, do not cause any harm to children.



DEFINITION OF SAFEGUARDING

"Child Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities "

(Keeping Children Safe Coalition 3 – www.keepingchildrensafe.org.uk)

This includes both preventative actions to minimise the chances of harm occurring, and responsive actions to ensure that incidents which may happen are appropriately handled. Safeguarding implies a wider duty of care towards children rather than just upholding their right to protection (as defined in the UN Convention on the Rights of the Child, 1989) – but it is primarily concerned with harm and wellbeing, rather than with the promotion and protection of child rights generally.

CHILD PROTECTION COMMITTEE: This is an internal committee of the Organisation, which looks after all issues relating to child abuse cases arising in the organisation. Also this committee is responsible for taking precautionary measures to prevent abuse on the first hand. The executive secretary who is also the Child Protection Officer will chair the Child Protection Committee, the other members includes the Project Director and two members from the Executive Committee (one male and one female)

A child is defined as any person under the age of 18 years under UNCRC

CHILD ABUSE can include: physical abuse, emotional abuse, sexual abuse and neglect resulting in actual or potential harm to the child's health, survival, development or dignity.



Principles of Child Safeguarding Policy

1. All children irrespective of race/gender/social status have equal rights to protection and to have their wellbeing and participation promoted.

2. Zero tolerance to Child Abuser

3. All actions regarding child safeguarding must be taken in the best interest of children. This includes an understanding that in all our programmes and activities we must ensure that we respect children's rights and do not cause harm.

4. Everybody has a responsibility for safeguarding. This policy is mandatory for all those who work for or on behalf of PASDO, including staff, volunteers and partners.

5. All reports of concern regarding the safety and protection of a child will be taken seriously. Where necessary, appropriate steps will be taken to protect the child and to take action against the alleged perpetrator. This may include referrals to law enforcement and child protection agencies. In relation to allegations against staff, volunteers and partners, action may also include the suspension or termination of engagement or any type of cooperation.

6. No single organisation is able to safeguard children by working in isolation, and therefore we will work with other organisations, agencies

(such as state departments and ministries with a mandate to protect children) and groups as necessary and appropriate.

7. We maintain confidentiality and do not disclose personal details of those involved in child protection concerns, including the names of those raising concerns unless it is necessary to pass on information to ensure that a child is protected (for example where a child may need specialist services or where a criminal offence may have been committed).

8. We raise awareness and influence others on the importance of safeguarding children, using our policy and procedures as a way of both highlighting our commitment and also of explaining our values. We will share our policy and procedures with others, and be open to feedback regarding its application and relevance.

9. We work within the framework of international and national laws and policies regarding safeguarding.

10. There is no one specific way of safeguarding children and promoting their rights. Solutions to protecting children need to reflect the culture and operating environment and the nature of activities being undertaken. However, culture can never be used as an excuse for abuse



Steps to protect children from abuses

A] Awareness:

Ensure that all Members, staffs and others associated with PASDO are aware of the problem of child abuse, the risks which it poses and the risks to children and how to respond appropriately when concerns arise.

Also ensure that they are familiar with all the current international and national Laws relating to children.

B] Prevention:

- **Clear systems, policies and procedures** in the organisation to respond appropriately when a child is abused or concerns raised on the behaviour towards children.
- **Precautions during recruitment of staffs;** Making sure that an applicant doesn't have any history of child abuse case(s) or doesn't have the intentions to do so in the future or that appointing him/her doesn't open up risk to the children.

Online Background checks (digital footprints), Digital footprints may show you risks that an applicant might pose to your organization and the children you work with.

- **Introduction and induction** for new staffs on Child Safeguarding Policy.
- Ensure that PASDO **fulfil the norms for Child safekeeping;**
 1. **Safe travel norms;** Parent consent form is mandatory while taking children outside of their villages for any exposure/programme
 2. **Participation Agreement;** During carrying out of any Studies, Interviews, Survey, etc., where Children's involvement is necessary, it should be ensure that consent form should be signed by the child and their guardian with the understanding that he/she can withdraw from the study anytime he/she feels uncomfortable.
 3. **Media and Communication;** Please refer page08
- PASDO should have **good linkages/Contacts** with other Child Activist/ Police/ SJPU/JJB/CWC and other departments/organisations who are working in the same field.
- All staffs involve with PASDO should always stand on the principles of Child Safeguarding policy and follow the **CODE OF CONDUCT** at all times whether be in workplace, outside workplace, off duty or in the field
- Every contract includes signing the Code of Conduct. All staff /other associate will sign and abide by the code of conduct
- All staff/ other associate and volunteers will have access to the child Safeguarding policy in English language.
- Cooperate fully and confidentially in investigation of concerns and allegations.



- Create an environment where children are respected and encourage to share their concerns, issues etc.
- As an Organisation Our Activities or work should never abuse and exploit a child or act / behave in any way that places a child at risk or harm.
- PASDO's Office should always have an open door for enquiry on Child Rights/Abuse subject and also provide guidance to whoever is needed.
- PASDO's Staffs should always have an open mind to spread awareness on Child Rights/Safeguarding to protect children from abuses in greater aspects.

C] Reporting: In order to ensure implementation of organizational Child Safeguarding Policy and procedures, it is essential to engage the right people in the process. Hence following steps will be taken:

- Designing the reporting procedure, exhibiting reporting structure at all workplaces of PASDO.
- Designate / appointment of **CHILD PROTECTION OFFICER**: The Executive Secretary is the Child Protection Officer.

CHILD PROTECTION OFFICER Act as first point of contact for concerns regarding child protection incidents and is responsible to collect/receive information and make a prompt response to the Issue. He/ She will also be responsible to facilitate meetings & functioning of CP committee and also ensure that all information is documented.

- Internal **CHILD PROTECTION COMMITTEE** formation with involvement of Management & Senior level staffs:

There will be four members in the Committee. The executive secretary who is also the Child Protection Officer will chair the Child Protection Committee, the other members includes the Project Director and two members from the Executive Committee (one male and one female).

- Protection of the whistle blower: the one rising voice on Child rights violation should be given protection at all times.
- System for disclosure, reporting, investigation and dealing with Child Protection Concerns
- Protection and rehabilitation measures for affected children
- PASDO's staffs or other associate must not disclose the information relating to the victim child to public without approval of the CP Committee of the Organisation.



Recording Information-

- Any concerns, allegations or disclosures should be written down as soon as possible. Records should be signed and dated.
- It is very important that staffs responsible must maintain confidentiality of the child victim at all time.
- Records should be detailed and precise.
- Any concern, disclosure or allegation is alleged rather than proven at this point.
- All such records should be treated as confidential. They should be passed only to the persons specified in the reporting structure. It is the responsibility of each individual in possession of the information to maintain confidentiality.
- In certain instances, there will be the obligation for staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure, however if urgent action is required in order to protect children then it may be prior to the reporting procedure.

D] Responding: Ensure that action is taken to support and protect children where concerns raise regarding possible abuse. All the actions will be guided under the principle of “Best interest of the Child”. We shall support children, staff or other adults who raise concerns or who are the subject of concerns. We shall take seriously the views and wishes of Children.

- The guiding principle in responding to any concerns around child protection is that the safety and welfare of the child should always come first. No child should be put at more risk by any action.
- Take what they say seriously, even if it involves someone you feel sure would not harm them.
- Try to get a clear understanding of what the person is saying to you
- Reassure them that they have right to tell but do not promise confidentiality
- Ensure the safety of the child or young person. If they need urgent medical attention make sure doctors or hospital staffs know that this is a child protection issue.
- Only contact parents and care givers when you got advice and guidance from the organisation’s designated child protection officer, Child protection committee.
- The staff who got the information first must report about the incident to the CP officer.
- Gain trust of the surviving child and ensure safety and security, counselling to child.
- Fact finding by the Internal CP committee & followed by appropriate action including legal actions.
- Keep child safe & away from the Abuser
- Any employee or any other associate who makes false and malicious accusation of child abuse, PASDO will take legal or other action against the concern person.



- Where concerns arises on any staff or Associate in relation to Child Safeguarding or breach of Child Safeguarding policy, this will be investigated under this policy or may be refer to statutory bodies for investigation under local law if required. This may result in dismissal of staff/Associates.
- Depending on the circumstances: warning may be given, staff may be suspended without pay, staff may be terminated, may be reported to the authority for legal action.

Media & Communication

The Ethical Rules regarding the use of Children's Images

1. Respect the Child Safeguarding Policy and its procedure.
2. Make sure that the safety of the child will not be compromised if one disseminates images of his or her home, community or environment.
3. Media Consent Form. Where parents and children are illiterate then staff and volunteers should explain the contents of the consent form, and then sign on behalf of the child and parents in their presence, indicating that verbal consent has been given
4. Obtain permission from the child and the person who is responsible for looking after him or her.
5. Ensure that the child does not pose in any inappropriate manner (sexual connotations etc.).
6. Do not take or publish photos of children who are completely naked or dressed inappropriately. Images of children which are exploitative or offensive must not be used.
7. Always respect the children's dignity.
8. Taking pictures or videos is reserved for strictly professional use. Officially approved photographs may be distributed more broadly on personal social media sites. Unofficial photographs must not be posted or uploaded on personal pages.
9. Never indicate in the files any information that could endanger the child victim of abuse (title, metadata, captions etc.). When publishing/distributing photos, images, stories etc., personal information must be removed to ensure privacy (i.e. names and addresses must not be included and if necessary other identifying features such as school name should also be omitted).
10. In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee "In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects."



CODE OF CONDUCT

For PASDO staffs and associates

1. Must never abuse any child physically, mentally or sexually.
2. Never use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
3. Do not behave in a manner which is inappropriate or sexually provocative
4. Never develop relationship with Children which could in any way be deemed exploitative or abusive.
5. Never employ a child in home or at workplace.
6. Never act in ways intended to shame/ humiliate/ degrade children.
7. Treat Children equally, do not discriminate against, show differential treatment or favour to particular Child/ Children.
8. Do not talk to any child confining him/her in a closed room or lonely place. Always talk to a child in an open space.
9. Do not take alcohol/ drug/ tobacco etc., in front of any child.
10. Do not impose 'Threat' on any child.
11. Never hit or otherwise physically assault/physically abuse Children
12. Under any Circumstance, Never "PUNISH" children
13. Encourage the creativity/ participation of the children and give respect to them.
14. While taking up activity or taking children out, get the consent of concern Child, parent/guardian in a prescribed form. In case of illiterate parents read the matters before them in presence of any literate person of the family/community and get verbal consent of parent and signature of the present literate person.
15. Never sleep with a Child alone in the same Room/Bed.
16. Lady Accompaniment is must while Girl(s) are traveling
17. Never take a Child to your home to stay overnight unsupervised.
18. Don't use pornography, odd magazines, and videos, in front of children.
19. Availability of First aid box in all programmes of children & during travel too.
20. Avoid fighting before children
21. Respect and follow the Ethical Rules of Media & Communication of the Child Safeguarding Policy.
22. During carrying out any case studies, surveys, Interviews etc., consent will be sought from parents/guardian and or from the children directly when they are of sufficient age and understanding.
23. We show people helping, and working for, themselves, not as victims.



APPENDIX



DECLARATION OF COMMITMENT

I, the undersigned,

.....
Declare I have received, read and understood the **PASDO’s Child Safeguarding Policy** and I commit to know and agree to work in accordance with it.

I understand that any failure to uphold the Code of Conduct may result in the termination of my engagement with PASDO, or further disciplinary or judicial proceedings as mentioned above.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. PASDO shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date

At

Signature.....



ACTIVITY CONSENT

CHILD's Consent

I, the undersign want to participate in this particular activity of PASDO

NAME:.....

PARENTS'/ GUARDIANS' consent

1. I/we give my/our consent for my/our child to travel to and participate in PASDO Activity(s).
2. I/we authorize PASDO to be responsible for my/our child during the activity(s) and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.
3. I/we affirm that I/we have full authority to give the consent provided for in this document.

Name of the child

.....

Date

At

Name and Signature [names of parent(s)/carer(s)]

.....

Name and Signature of the concern responsible staff from PASDO

.....



MEDIA CONSENT

CHILD's Consent

I, the undersign want to participate in this particular activity of PASDO

NAME:.....

PARENTS'/ GUARDIANS' consent

I/we give my/our consent for my/our child to take part in media activity(s) which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.

I/we affirm that I/we have full authority to give the consent provided for in this document.

Name of the child

.....

Date

At

Name and Signature [names of parent(s)/carer(s)]

.....

Name and Signature of the concern responsible staff from PASDO

.....



MEDICAL HISTORY

(The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.)

Name of child (including nicknames):

Date of Birth:

Identity Number:

Any known allergies (e.g. to food, conditions, insect bites, medication):

.....

Currently on medication: 1. No 2. Yes

If yes, please state which type/dosage:

[Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time]

Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/ fainting/dizziness, depression/anxiety):

.....

Any previous surgeries and hospitalisations:

.....

Please provide details of any medical insurance

Name of insurance company:

Insurance policy number:

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully:

.....



[This information must be completed before the child leaves for the trip/event. It will be kept by PASDO and/or the accompanying adult (delete if not appropriate)].

EMERGENCY CONTACT DETAILS:

Sl.no.	PARTICULARS	DETAILS
1.	Name:	GAJENDRA PRASAD MOHANTY, PROJECT DIRECTOR, PASDO
2.	Contact Number:	03870-265459, 9436032236
3.	Address:	C/O : PASDO, KHUILUNG TANG, DUNGREI, HUNG PUNG, UKHRUL -795142
4.	Alternative Contact:	9612489366
5.	Name:	KHANSINGPHI RONNIE HASHUWO, EXECUTIVE SECRETARY, PASDO
6.	Contact Number:	7085889257
7.	Address:	C/O : PASDO, KHUILUNG TANG, DUNGREI, HUNG PUNG, UKHRUL -795142

REFERENCES

1. Terre des homes,
Child Safeguarding Policy
www.terredeshommes.org
2. People's Cultural Center (PECUC)
Child Protection Policy-Keeping Children Safe
www.pecuc.org



GAJENDRA PRASAD MOHANTY,
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