



# **JANA VIKAS** **CHILD** **Protection** *Policy & Procedures*





As **JANA VIKAS** has been working with children for their education and protection at villages and institutions, it has Child Protection Policy and Procedures to ensure the realization of children's rights to grow up in a family environment, protected from violence, abuse and exploitation. Violence takes place in all settings: at home, school, childcare institutions, work and in the community. Often violence is perpetrated by someone known to the child.

Considering the requirements of the organization and for the stakeholders associate with Jana Vikas, the Governing Body Members approved the Revised **Child Protection Policy (CPP)** of **JANA VIKAS** during the 43<sup>rd</sup> Governing Body Meeting held on 30<sup>th</sup> June 2025.



I wish the staff and management would make better use of it for safety and dignity of women.

**Fr. Madan Sual Singh**  
Secretary  
Jana Vikas, K.Nuagaon

**This is the Child Protection Policy introduced and implemented in:**

**Name of the Institution: JANA VIKAS**

**Address: K. Nuagaon, Dist: Kandhamal, Odisha, INDIA, Pin- 762102**



# JANA VIKAS **CHILD** Protection *Policy & Procedures*

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**Prepared by:**

Fr. Madan Sual Singh, Secretary of Jana Vikas

Fr. T. Francis Kanhar, Associate Director- Jana Vikas

Mr. Arun Naik, Program Manager

**Chief Consultant:**

Mr. Alin Naik, Trainer from Dhoni Foundation

Kalinga Vihar, Bhubaneswar, Odisha

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## Preface : A Child is an Image of God and must be Respected and Protected

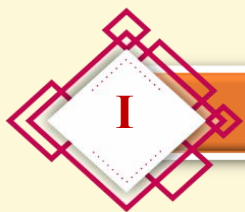
Each child is created by an image and likeness of God. Children are very innocent, honest, simple and dependent. However, they are the future hope and aspiration for building the society. Educating them with continuous care and concern, we empower them through holistic education focusing on the all-round development. As JANA VIKAS focuses with the Objective and Scope on the protection of a child, we ensure that we promote their mental, physical, emotional and development. To achieve this, we create a healthy atmosphere where all children are respected and protected irrespective of caste, creed, language, region and economic background and they enjoy freedom and dignity.

For the solutions to end violence, abuse and exploitation, progress has been made in generating community awareness on child rights, protection and legal provisions towards ending violence, abuse and exploitation of children.

Jana Vikas in Odisha works towards strengthening child protection systems; ending child marriage; trafficking; preventing child labour and gender-based violence. It joins hands with Government, civil society organizations and other partners in building communities and families where children are safe and free of abuse and exploitation.

I invite all team members and associates of Jana Vikas to use this **“JANA VIKAS Child Protection Policy and Procedures”** and provide every child a safe haven wherever we work and live.

**Fr. Madan Sual Singh**  
Secretary cum Director  
Jana Vikas, Kandhamal, Odisha, INDIA



# I

## Preamble & Policy Statement of Jana Vikas



### PREAMBLE:

**JANA VIKAS** is strongly committed to creating and maintaining an environment that promotes and protects the rights and dignity of children. We view children as partners in the process of bringing holistic transformation to communities in poverty. We will ensure to minimize risks of harm to children in all its programmes and activities.

**JANA VIKAS** strongly condemns all forms of abuse and exploitation, including physical, sexual, emotional and psychological abuse of children. Abuse and sexual exploitation constitute acts of gross misconduct and are therefore grounds for termination of employment. The protection of children is always paramount and all relevant legal steps will be taken corresponding to the legal and social conditions of the local situation.

All staff, volunteers, directors, interns, Partners and consultant engaged by the organization are expected to uphold the dignity of the children and abide by Child Protection Policy and Child Protection Code of Conduct.



### POLICY STATEMENT:

**JANA VIKAS** is committed to actively safeguarding children from harm and ensuring children rights to protection are fully realized. We take seriously our responsibility 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 protection concern will be guided by the principle of the best interest of the child.



### BACKGROUND PRINCIPLES:

**JANA VIKAS** is a Non-Government Organization based at Block K. Nuagaon, District Kandhamal, Odisha. This Organization was registered under Society Registration Act 1860 on September 16th, 1992. Fr. Augutine Kuriankutil was the founder member and subsequently almost three Directors Fr. Ajay Singh, Fr. Manoj Nayak and since 2016 Fr. Madan Sual Singh has taken over the leadership. The organization is consistently addressing contextual issues aroused time to time since last two hand half decades. Community development and inclusiveness of the poor and marginalized communities remains the motto of this organization. Presently organization is working on five major thematic areas they are Livelihood, Education, Governance, Empowerment of the women and violence against women (VAW) and Peace building. At grass root we create livelihood opportunity for communities through implementing skill development programs, empowering communities to access livelihood programs, creating entrepreneurship. In case of education, we build the capacity of school management committees so that they can pro-actively involved in meetings and monitor quality of education, conducting coaching classes for Xth students, providing handholding support to access scholarship from the government and promoting use of local dialects during teachings. Facilitating to establish better governance wherein communities participate in Pallisabha and Gramsabha to stipulate

their plans for individual and village development, to increase effective communication between communities and office bearers of the line department, PRI members which helps them to access institutional, social security and other allied provisions of the government. We train community members to exercise relevant legislative provisions to prevent and rehabilitating women victims of trafficking, addressing domestic violence, reduce early marriage and prohibit child labor. The organization out rightly promoting and reviving of traditional culture to bring in peaceful coexistence of the communities and engage in preparing the communities to manage conflicts. Gender remains the cross-cutting issues throughout the programs. Due to our presence in the field, responding disasters becomes mandatory and involvement in relief, rehabilitation and community preparedness remains the part and partial of our activity.

Children are the most vulnerable section of our society. They are prone to all kinds of abuse in prevailing socio-economic structure. In spite of efforts by many actors including State, international agencies, private and corporate bodies, there have been continuous media reports of child sexual abuse, forced prostitution, trafficking, child labour, domestic child labour, single mother, dropout and many forms of anti-human and distress situation faced by the women and children in the district. It is being reported that most of the victims are poor, resource less, poverty stricken, illiterate and mostly from rural areas. The protecting laws and institutional arrangements to counter the vulnerable situation have not effectively reached to the poorer sections of society in rural areas. Odisha has a draft policy for girl child and women in 2013. But our State policy, laws and institutions have not achieved that much of effectiveness in fulfilling the objectives of the conventions. It is fact that very few cases were registered and drew media attention where as more cases of child rights violation are not getting reported either in media or registered in police stations due to lack of awareness in public and in absence of popular complaint mechanism at grassroots level. The National Crime Record Bureau (NCRB) data says the number of reported crime against children has increased by 50 per cent from 2012 to 2013 and in the year 2014, nearly 90,000 crimes against children were registered in the country. There were 225 incidents of assault against women, girl children, with intent to outrage their modesty in 2013 in Odisha. Girl children often face situations of bonded labor, enslavement, commercial sexual exploitation and violence as a result of child marriage. This is another area of concern. Most of the parents from the ST and SC community are poor. Thus, they prefer to send their children to residential schools. The entire expenses of the children education are born by the Govt. Some of the school official takes undue advantage of these children and exploit them. There is an absolute necessity to engage grass root level CSOs to address all forms of violence experienced by Dalits and Tribals children.





## II

## Aim and Outreach of the Policy:

### At JANA VIKAS we:

- Recognize the best interests of the child
- Respect for the child's right to privacy and confidentiality
- Maintain Zero tolerance of any form of abuse whether direct or indirect
- Believe that child protection is the responsibility of all stakeholders and
- Use a risk management approach
- Facilitate child protection initiatives

### We encourage an environment...

- To ensure the practice of the highest levels of child protection standards in JANA VIKAS
- To ensure a well-defined and practiced reporting mechanism for child protection violations and time bound redress system
- To ensure assessment and management of child protection risk in JANA VIKAS spaces
- To ensure that there are basic minimum standards of child protection adhered to by all associates of JANA VIKAS (village groups, people's organization, donors, government, referral agencies)
- To create consciousness and awareness about child protection

## III

## Legal Framework:

**JANA VIKAS** Adheres to: There are several laws pertaining to children in India such as the Juvenile Justice (Care and Protection of Children) 2000 and Amendment Act 2006 and The Child Labour (Prohibition and Regulation Act), 1986 etc. By the amendment of the Child Labour Law, with effect from 10th October 2006, it has extended the ban on employment of children below the age of 14 years in the area of a) Domestic help and in Dhabas, b) Restaurants, hotels and the hospitality sectors. The Prohibition of Child Marriage Act 2006 and the Immoral Traffic (Prevention) Act, 1956 (amended Act of 44 of 1986) also provide guidelines for safety and security of children, The Juvenile Justice (Care and Protection of Children) Act, 2000 is the primary legal framework for juvenile justice in India, the Protection of Children from Sexual Offences Act, 2012 Act title: NO. 32 OF 2012 Enactment date: [19th June, 2012] An Act to protect children from offences. Over the past five years, notable efforts have been made to set up fast track courts and deal with cybercrime against children and women. In 2019, the Protection of Children from Sexual Offences Bill was amended, stipulating stricter punishment for sexual crimes against children.

Violence against children is widespread and remains a harsh reality for millions of children from all socio-economic groups in India. Both girls and boys in India face early marriage, domestic abuse, sexual violence, violence at home and in school, trafficking, online violence, child labour and bullying.



All forms of violence, abuse and exploitation have lifelong consequences on children's lives. This Policy is in conformity with the above laws.

## **IV Definitions and Types of Abuse:**



### **DEFINITION OF A CHILD:**

A child is defined as any person under the age of 0-18 years.

However, the issue of feticide implicitly recognizes the right to life of an unborn child. Similarly, a child who is mentally challenged remains a child even after crossing the 18 years of age. The definition of child is therefore flexible and is not restricted to legally drawn age of 18 years.



### **RIGHTS OF THE CHILDREN:**

According to the United Nation Convention on the Rights of the children that India ratified in 1992: all children are born with the following four types of fundamental rights:

1. **RIGHT TO SURVIVAL** – to life, Health, Nutrition, Name, Nationality
2. **RIGHT TO DEVELOPMENT** - to education, care, leisure, recreation, cultural activities, parental environment
3. **RIGHT TO PROTECTION** – from violence, abuse, exploitation & neglect
4. **RIGHT TO PARTICIPATION** – involvement in decisions, freedom of expression, access to information and media



### **DEFINITION & ASPECTS OF CHILD PROTECTION:**

Child protection, within the scope of this policy, is defined as the responsibility, measures, action that JANA VIKAS undertakes to safe guard children from both intentional and unintentional harm.

Child Protection is about protecting children from or against any perceived or real danger/ risk of death by poor physical and mental health, HIV infection, educational problem, displacement, homelessness, vagrancy and poor parenting skill later in life, and their personhood and childhood. It is about reducing their vulnerability to any kind of harm and in harmful situations. It is also about protecting children against social, psychological and emotional insecurity and distress. It must ensure that no child falls out of the social security and safety net and those who do, receive necessary care and protection to be brought back into the safety net.

Child Protection refers to protection from violence, exploitation, abuse and neglect. It is integrally linked to every other right of the child. Every child has a right to protection. This not only includes children who are in difficult circumstances and those who have suffered violence, abuse and exploitation but also those who are not in any of these adverse situations and yet need to be protected in order to ensure that they remain within the social security and protective net.

Child protection refers preventing and responding to violence exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labor and harmful traditional practices, children living without parental care, in conflict with the law and in armed conflict, children subjected to violence, exploitation, abuse and neglect.



## **DEFINITION OF CHILD ABUSE**

- **General Definition**

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

- **Physical abuse**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents. The teachers beat children in the schools for punishments. The children are beaten, forcedly pushing or pulling by the others than the parents.

- **Emotional abuse**

Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells. There may also be acts towards the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, and denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

- **Neglect and negligent treatment**

Neglect is the intention or omission on the part of the care given to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible.

- **Sexual Abuse**

Child sexual abuse is an especially complicated form of abuse because of its layers of guilt and shame. It's important to recognize that sexual abuse doesn't always involve body contact. Exposing a child to sexual situations or materials is sexually abusive, whether or not touching is involved.

Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evident by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to:

- **Kissing or holding in a sexual manner.**
- **Touching and fondling genital areas.**
- **Forcing the child to touch another person's genital areas.**
- **The inducement or coercion of a child to engage in any unlawful sexual activity.**
- **The exploitative use of child in prostitution or other unlawful sexual practices.**
- **The exploitative use of children in pornographic performances and materials.**
- **Sexually intrusive question or comments.**
- **Forced to self-masturbate or watch others masturbate.**

- **Exploitation**

Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

- **Social Abuse**

This is not strictly a type of abuse, however social circumstances including poverty, lack of services, political environment, and public opinion can be considered harmful to the child. This is not strictly a form of abuse but it is included here to help differentiate between abuse and neglect and social circumstances, all of which can result in harm to a child.

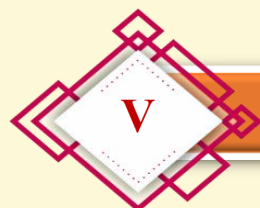
Attitude that promotes ideas of children as the property of adults (parents and husbands) and beliefs that girls are property and inferior to boys.

- **Homeless/stateless**
- **Displaced by natural and manmade or induced disaster**
- **Lack of economic option**
- **No or limited access to basic social services.**
- **Being denied basic rights**
- **Practice such as early marriage, male and female genital mutilation, prenatal sex selection and female infanticide.**



- **Cultural Abuse:**

Even in the schools the Dalit and Adivasi children are considered as untouchable and usually Mid-day meals are served differently. Even the food cooked by the Dalits is considered as untouchable by the upper caste children's and even teachers. Girl children are not sent to school for the higher education above class X. Girl children are given responsibility to take care of the sibling and also asked to work in the fields for the daily wage earning to support the family.



## **General Guidelines for Institutions- Jana Vikas**

- 1. Institutions will provide a welcoming atmosphere where parents/guardians, students and staff feel comfortable to express concerns about child protection issues.**
- 2. Institute will take an attitude of zero tolerance towards child abuse and initiate strict action which may include filling criminal complaints and termination of service of anyone suspected of child abuse or inappropriate behavior. In accordance with the guidelines given by POCSO 2012, the institution will initiate appropriate action against any staff who has misbehaved with a child or has been involved in child abuse.**
- 3. All records of the children in institution and their families along with all information regarding their status and all reports will be maintained by the institution in strict confidentiality.**
- 4. The institution will ensure that the building and infrastructure is child friendly and all preventive measures are taken through proper supervision, careful selection of staff, putting in place the Child Protection Policy and the Child Protection Committee.**
- 5. All categories of staff of the institution will be recruited only on fulfilling all recruitment processes and after a well conducted interview by a team of interviewers from the Governing Body/senior staff and after seeking the reference about the character quality of the individual concerned from at least two persons (previous employers) who are named by the candidate in his/her application.**



## Introduction: Do's & Don'ts

Do's	Don'ts
Establish an atmosphere conducive for the development of children through their word, deed and demeanor.	Don't talk to children harshly
Listening to children and showing respect to them	
Personnel including staff, interns, volunteers, consultants and visitors will respect the local cultural context and behave in appropriate with children in communities as per the behavior protocols.	
Personnel including staff, interns, volunteers, consultants and visitors are always responsible for the interaction between an adult and a child even when it appears that a child is acting in a provocative manner.	Personnel including staff, interns, volunteers, consultants and visitors will not allow project children to visit their homes under any pretext without the prior knowledge and agreement of their superiors.
Ensure the Donors/visitor to meet the child in project in a central location, usually the Jana Vikas Project office or community, accompanied by a project staff and child's parents/guardian or a member of the community.	Not be permitted to keep the children of operational area to stay overnight in the residence/center/office.
All staff appointed to work in an institution should be properly recruited, appointed, trained, supervised and supported in their working with children. They should receive regular compulsory training on child protection issues and their obligations connected with this policy.	Any personnel of JANA VIKAS will Staff will not employ children as domestic workers in their homes.
If any staff member comes to know about any child abuse issue in the institution, he/she is duty bound to report it to the head of the institution. As it is a mandatory requirement, failure to do so may result in disciplinary action.	Will not spend time alone with a child or children. There will always be another adult ("two adult rule" principle) who will be able to see the interaction. The exception to this may be in the event where personnel are employed as professionally recognized trained counsellors.
All staff members will be required to sign a statement that they are aware of the content of the Child Protection Policy of the institution and would respect and abide by it and understand that disciplinary or penal action would be taken in case their behavior is not in accordance with the policy.	Personnel including staff, interns, volunteers, consultants and Visitors will not touch private parts of the body, or the touch, which will make the child uncomfortable.
All staff members should cooperate fully and maintain total confidentiality in any investigation of concerns and allegations or enquiry regarding child abuse.	The meeting will not be in the Donors hotel or a private place or child's home.
Personnel including staff, interns, volunteers, consultants and Visitors will always ask permission from children (or in Case of young children, their parents or guardian) before taking images (e.g.:	Images of children in sexually suggestive poses or that in any way impact negatively on their dignity or privacy are not acceptable). Stories and images children should be based on child best interest.

photographs, videos) of them. Respect their decision to say no to an image being taken. Ensure that any images taken of children are respectful (for example children should have adequate clothing that covers up the sexual organs.	
Ensure that all communication material on children in the form of pictures/captions is decent, dignified and respectful	
Ensure that all communication material on children in the form of pictures/captions is decent, dignified and respectful,	Don't present children as victims, nor will exaggerate/glamorize poverty at the cost of the child.
Ensures Projects and Offices to protect and safeguard records and documents of children and maintain their confidentiality	
Share Information about a child protection incident shared with people only if it is deemed necessary by Core team	
Child abuse incidents to be flagged as confidential and handled with care and concern.	

## **VII** Preventive Strategies

- ❖ Code of Conduct for staff, Management and Visitors:
- ❖ Standards for Human Resources for child protection



### Recruitment

- ✓ There will be basic assessment of candidate on sensibilities regarding child protection -e.g. show an article, ask for analysis and use a check list for interview
- ✓ There should be thorough reference check to be carried out from past employers or the academic institute attended by the candidate
- ✓ If there is a gap in the tenure of the service of the applicant then it should be thoroughly verified whether he/she was not indulged in anti-social activities or not has been charged and punished or penalized under the IPC for the same.
- ✓ All new recruits would sign an undertaking accepting the child protection policy and the code of conduct
- ✓ Induction Program within the organization would include orientation on Child Protection
- ✓ All new recruits would be provided with a copy of the JANA VIKAS Child Protection Policy.

On recruitment, personal files with photograph of the staff recruited will be maintained.



## ► Staff Development and Capacity Building.

Jana Vikas will make attempts to stay abreast the latest trends and issues on child protection and share this knowledge with its personnel across all levels and departments and other stakeholders. JANA VIKAS will do the need assessment of staff for capacity building. On the basis of that assessment capacity building training will be conducted. Trainings will be conducted considering five basic fundamental values child protection, survival, participation, provision and development. The topics would cover on laws of the land in best interest of the child and on psychological care. We would ensure a staff undergoes trainings at least covering 10 topics.

## ► Standards for Communication:

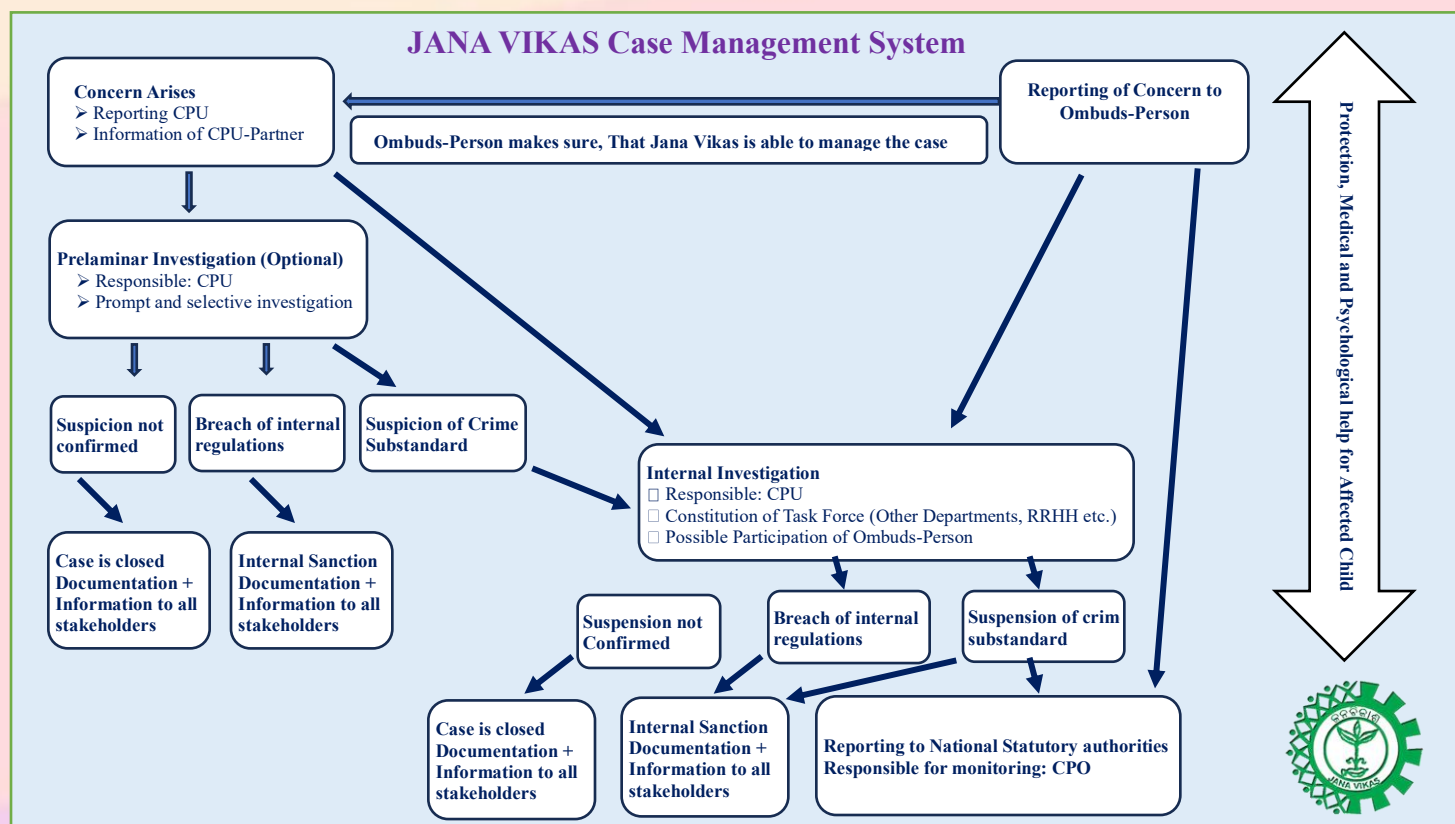
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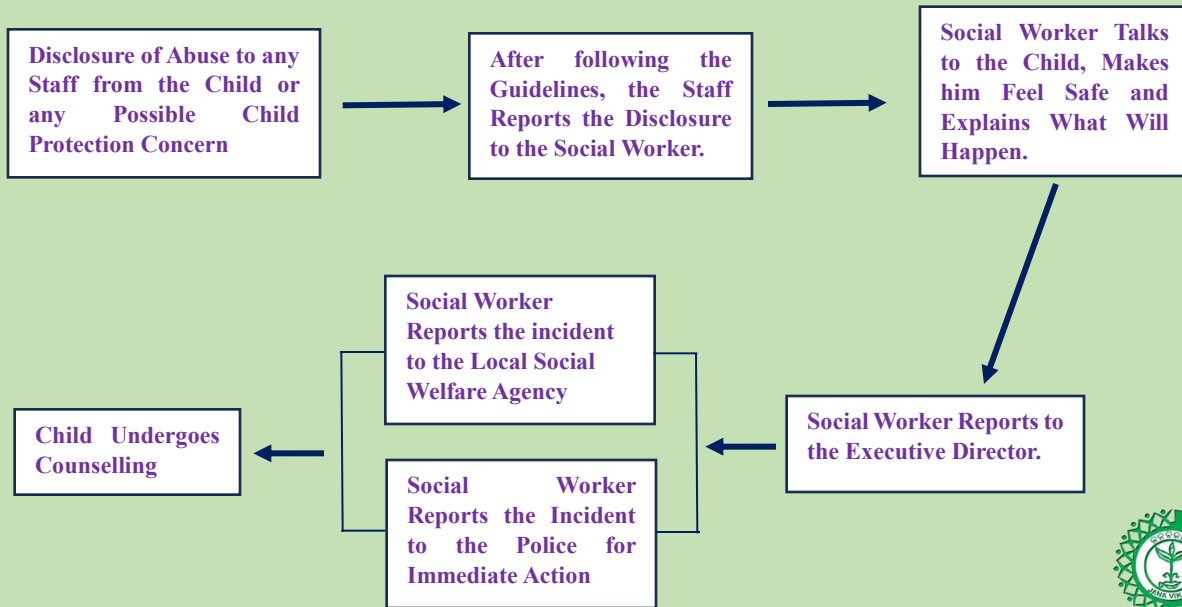
## Child Protection Committee (Commission Professional Standards) in Jana Vikas

**JANA VIKAS** will have a Child Protection Committee (Commission for Professional Standards) to deal with all alleged cases of abuse of children or young persons.

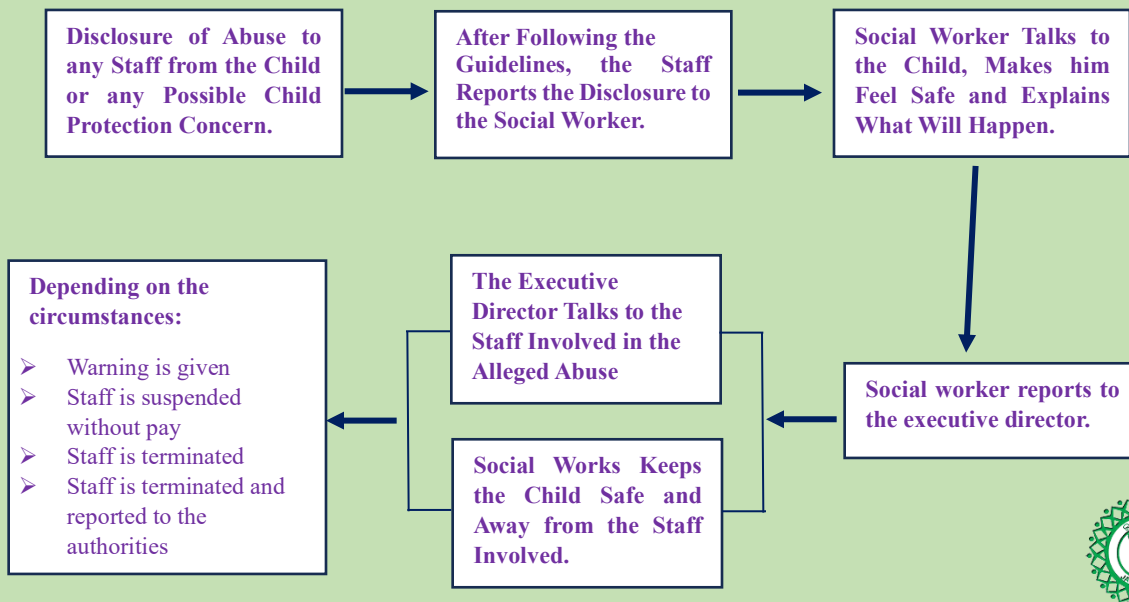
### Case Management



### Violation Committed by A Non-Member of the Organization

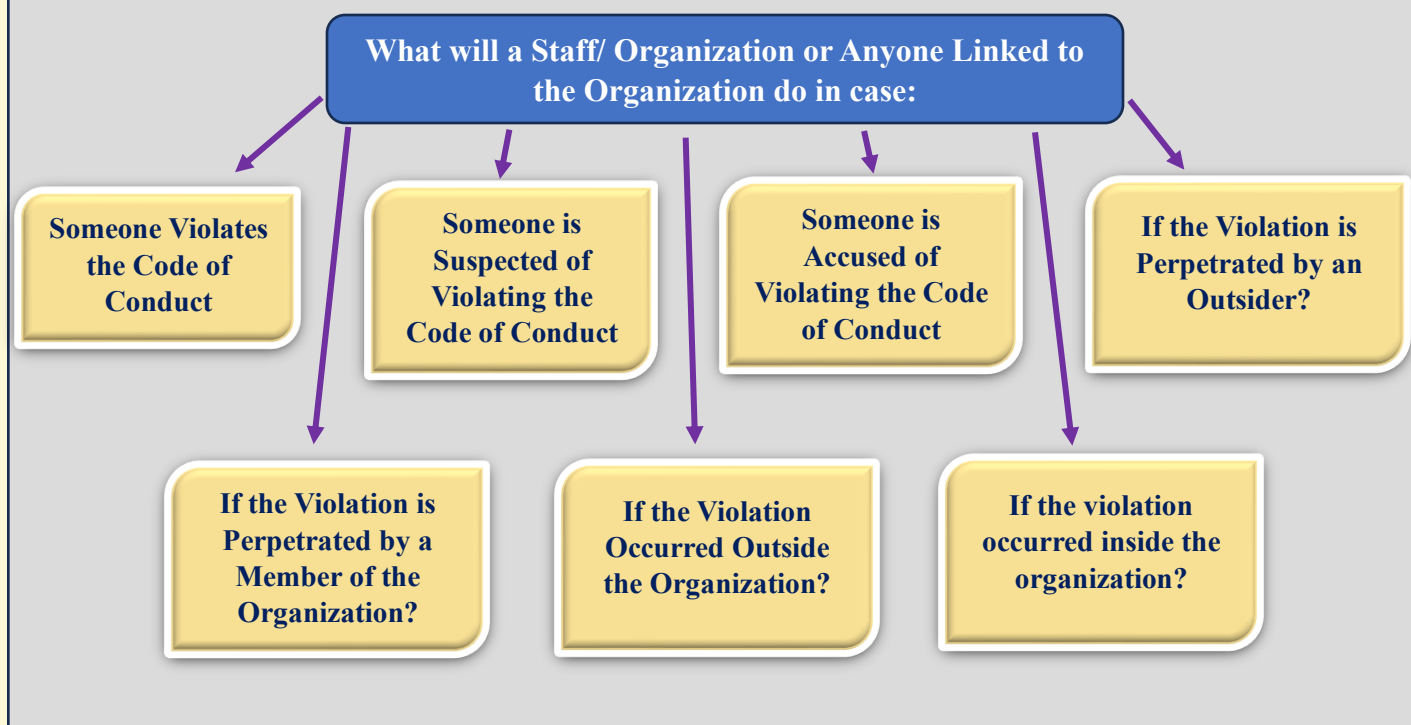


### Violation Committed by A Member of the Organization



It Will the Executive Directors Responsibility to Deal with the Staff Member Involved. If There is an Allegation of Suspicion in Relation to the Director, the Board of Trustees will Deal with all Aspects Relating to the Investigation. If There is an Allegation or Suspicion or Relation to the Social Worker, The Director and /or Another Senior Staff Member Assigned by the Director, Shall Deal with All Aspects of the Case. Employment /Contractual Issues will be Dealt with Separately.

## CASE MANAGEMENT SYSTEM



### **ROLE OF THE CHILD PROTECTION OFFICER**

- Act as a Focal Point to Receive Information
- Access the Information and Make a Prompt Response Making Clear more Information as Appropriate
- Seek Guidance from Senior Management
- Consult with Local Agencies
- Make a Formal Referral Id Appropriate
- Assess Risks
- Ensure that all Information is Documented

1. The Committee is made up of 3-5 competent persons consisting of a Child Protection Officer (appointed/chosen from the staff), and two or three other members endowed with wisdom and prudence; one of whom should be a woman chosen from the staff or outside. One of the above members will act as the Secretary and another as the Contact person.
2. The members of this committee are appointed for a term of three years renewable at the end of the term.
3. The function of this committee is to ensure proper investigation of child abuse cases, especially those of sexual nature involving children and young person's so as to verify the guilt or innocence, to suggest penalties and provide advice etc. in keeping with the law enacted in our country.





## **Powers and functions of the Officers of the Child Protection Committee of the Institution:**

### **A. Child Protection Officer (Coordinator)**

The Child Protection Officer coordinates the task of protection envisaged by this policy in the organization.

#### **i) Skills:**

He/She should be a good listener

He/She should have the ability to empathize, keep confidence and be objective.

He/She should be generally friendly and approachable

He/She should be a person of great prudence, wisdom and ability to discern.

#### **ii) Scope:**

He/She assumes responsibility to ensure that the Child Protection Policy is adhered to.

He/She ensures that any breach of the policy is promptly reported

He/She looks after the protection and safety of the children and young persons.

#### **iii) Responsibilities:**

1. He/She reports any breach of the code of protective behaviour put in place in the organization.
2. He/She is personally available and maintains a climate that encourages individuals in disclosing/reporting any allegation of abusive behavior especially of a sexual nature.
3. He/She writes a report according to the format given in “Procedure of Registration of the Offence”
4. He/She ensures the protection, immediate care and attention needed for all such individuals involved in the reporting or witnessing of abusive behaviour.
5. He/She maintains confidentiality of all sensitive reports of concern or allegations of abusive behaviour.

### **B. Secretary:**

A Secretary is appointed from among the members of the Child Protection Committee of the Organization and shall record the minutes of the meetings, its deliberations and decisions as well as other relevant matters or actions of the Committee.

### **C. Contact Person:**

One person is to be appointed as a Contact person who on being informed of the complaint, will get in touch with and assure the complainant that the matter will be taken seriously and investigated in accordance with the procedures mentioned in the Child Protection Policy.

### **D. Duties of the Child Protection Committee of the Institution and Recording Procedures:**

1. The Child Protection Committee maintains a file on every case or matter it considers/investigates. Each file shall contain a written report of investigation conducted, conclusions reached with stated reasons and a final written summary to be forwarded to the Child Protection Committee.
2. It ensures the safe keeping of all files and the availability of the same in future when required.
3. It treats as confidential all records, documents, information received from or reported by the members.
4. It directs the contact person to meet with the alleged victim for the purpose of filling in details required, providing information and inviting statements.

It ensures that the final directives from the organization/villages is followed up and implemented.



## IX

# Modus Operandi of the Jana Vikas Child Protection Committee

1. Jana Vikas Child Protection Committee then does the preliminary enquiry. During the enquiry, all attempts are to be made to protect the identity of the accused and the victim and undue revelation of the enquiry, statements, progress etc. to the public is to be avoided. Hence, in order to prevent any miscarriage of justice and to protect the reputation of both the parties, both the preliminary enquiry and the subsequent processes are to be conducted respecting the privacy of the individuals concerned.
2. In the ensuing enquiry by the Child Protection Committee, the complainant and the alleged offender are to be heard. The alleged offender has the right to know the accusation and the conclusion of the Preliminary Enquiry by the Committee. Witnesses presented by the complainant and alleged offender are to be heard too. Utmost patience is to be displayed by the committee while listening and no biased conclusions should be arrived at, keeping in mind that every accused has the right to be heard and the guilt has to be established with proof. The committee may examine witnesses, documentary evidences such as letters, e-mails, WhatsApp, audio-video recordings, photographs etc. The alleged offender as well as the victim will be offered the possibility of choosing a support person, if needed, at the time of enquiry from a list of support persons indicated by the Committee. The Child Protection Committee may also seek the opinion of legal experts or such persons who are experienced in dealing with child protection matters.
3. All statements are to be recorded and signed by the committee, witnesses, the alleged offender and the victim or his/her representative in the presence of both the alleged offender and the complainant with the date and time.
4. During the process of enquiry, it may be necessary on the recommendation from the local Child Protection Committee to ask the alleged offender to stand aside from all official duty in the institution till the matter is disposed of.
5. The final report and findings along with recommendations are to be submitted to the Child Protection Committee within ninety days. The Child Protection Committee may request for an extension of this period for specially stated reasons.
6. After further study of the final report and findings of the local (organization) Child Protection Committee, the conclusions of the Child Protection Committee are to be communicated to the petitioner and the alleged offender by the Coordinator/Contact Person of the local (organization) Child Protection Committee with the clear understanding that the conclusions are purely findings of the committee and the same are not binding in the civil law of the country.



## X

# Post Abuse Rehabilitation and Redressal Mechanism

Considering the fact that such victims are young and the trauma experienced can be long lasting and demoralizing to the victim and the family and can hamper the mental and physical well-being, certain remedial measures may be suggested to be initiated and extended by the Child Protection Committee.

1. Counselling/therapy for the victim at the expense of the organization, if required.
2. Contacting and facilitating such expert agencies.
3. Extension of counselling/therapy to the victim's family.
4. Keeping regular contact with the victim and family.
5. Extension of medical facilities if needed.
6. Transfer of the victim to any other authorized institution if desirable and acceptable.
7. Offering all moral support to the victim and family.

**Preventive Measures:**

Prevention of any incident of abuse is the most desirable thing to do. Therefore, every organization/institution should try to create an atmosphere that promotes safety and protection of those entrusted to its care, so that they can gradually assume responsibility for their own growth as human beings and grow up emotionally sound and become persons of conviction and character. In this regard, the organizational responsibility also includes the creation of such an environment, that protects every person from any abusive incident, viz:

1. Ensuring that buildings are child friendly with adequate space, lighting, ventilation and structural design that facilitates healthy and effective supervision. As and when required surveillance equipment may be installed.
2. Ensuring 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 wellbeing through prayer, sports, music, dance, drama, academics and moral instruction, etc.
3. Ensuring that the students are always supervised through the continuous and friendly educative presence of the educator.
4. Avoiding discrimination of any kind, based on age, gender, religion, status, caste, social background and sexual orientation.
5. Establishing such code of conduct and practice in the areas of safety, discipline and peer respect etc. which are aimed at creating a healthy environment and preventing harmful behaviour of any kind.
6. Providing information about the rights and duties of every individual at village & organization in promoting the dignity of persons and space for privacy.
7. Keeping instructional material in public spaces of the organization and teaching the children so as to disseminate information about the procedures for reporting known or suspected cases of abuse.
8. Appointing a Child Protection Committee in every organization with clearly defined role and responsibility for protecting children and encouraging an atmosphere of openness.
9. Establishing and ensuring that procedures for responding to alleged abuse are in place and acted upon
10. Appointing staff only after proper selection procedures that will include interview by a proper team of persons from the Governing Body/Management of the organization and after seeking reference from at least two past employers or heads of previous organizations/institutions where he/she functioned as staff member.
11. Surveillance equipment may be installed at the entrance to the organization/institutions, parking spaces, corridors, out of sight areas in the compound and other places as required.

**CODE OF CONDUCT FOR THE PROTECTION OF MINORS AND WARDS (FOR THE MEMBERS OF THE STAFF):**

As a staff member working in Jana Vikas organization which is committed to the protection of children from all forms of abuse, I agree to abide by the following rules and regulations drawn up by the organization in this regard.

**Accordingly, I hereby pledge:**

- To respect all children as individuals, regardless of their background, gender or sexual orientation and to provide and/or maintain an environment that is safe, nurturing and conducive for them.
- To interact with every child/young person in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience.
- To never abuse the power or influence bestowed on me over the life and well-being of a child or ward.
- To never engage in sexual, physical, or emotional violence against a child or a ward. Specially, I commit to never conduct sexual acts with or on a child or a ward.
- To never request a favour that has the potential to be considered abusive or exploitative toward children or a ward.
- To be alert about the vulnerability of certain groups of children and young persons to being isolated, bullied or hurt.
- To be alert in dealing with the children and young persons while working at the villages/centres.
- To refrain from any form of threat, discrimination, physical or verbal abuse, intimidation or unequal treatment of a child or a ward.
- To also abide by the Code of Conduct in my interactions with children in my private life.



- Not to use inappropriate, offensive, discriminatory, vulgar or abusive language when speaking with children or young people.
- Not to enter any area of privacy for children or young people, unless legitimate permission of the organization.
- Not to take children or young people to my own home/hotel or sleeping in the same room or bed with any of them.
- Not to engage in any sexual conversation or discussing sexual activities or showing sexually oriented or inappropriate printed or digitalized material, such as magazines, videos, films, etc to children or young people in the organization or outside of it.
- Not to take photograph or video recording of children or young persons, without their consent and that of their parents or guardians.
- Not to hold, kiss, cuddle or touching a child or young person in an appropriate, unnecessary or culturally insensitive way.
- Not seeking to make contact spend private time with any child or young person even for teaching/coaching, helping etc outside the legitimate time allotted for that purpose, except with express consent of the head of the institution and the parents.
- Not hiring minors as domestic labour or cooperating with others to hire minors as domestic labour.
- Not transporting children or young persons, without the permission of their parent or legal guardian, except when directed by the head of the institution or his /her delegate in the event of an emergency or academic or workshop, meeting or sports related activity with proper accompanying documentation.
- Not using, possessing or being under the influence of illegal drugs or alcohol or tobacco products when in the presence of or while supervising children or young persons.
- Not asking children or young persons to supply alcohol or illegal drugs or tobacco products.
- Not discriminate against a child or young person on the basis of their race, colour, gender, language, status, ethnicity, nationality, caste, religion etc.
- Not promising gifts/money/service to children or young persons in the favour of his/her profit.
- Being negligent by not speaking up for the rights of any person, especially children and youth who are being abused in any way.

I Will:

- Fully respect and implement the rules of my institution or organization for the protection of minors in my work.
- Report any concerns, allegations, incidents or indications of suspected cases of threats to the welfare of children to the designated person of authority and act in consultation with the person of authority.
- Behave in an exemplary manner towards children and those at risk according to my position. Treat all children with respect and take careful note of their reactions to my behavior and demeanor.
- Follow the "two adult rule." I will ensure, to the extent possible, that another adult is present or is within reach when I am dealing with children in my work. If individual counselling or conversation is deemed necessary, I will notify another appropriate adult in advance of where and when said counselling or conversation will take place.

I have carefully read and understood the Code of Conduct. I understand that I am expected to adhere to the standards of conduct described in the Code of Conduct at all times.

I hereby declare that I have not been convicted of any criminal offense in connection with the neglect of minors or physical, psychological, or sexual violence against minors and that no preliminary legal proceedings have been initiated against me in this regard. If preliminary legal proceedings are initiated against me in this regard, I shall immediately inform my supervisor or the person who has commissioned me to perform my volunteer work.

Signature

Name of the Staff/Teacher

Name of the Centre/Village

Date:

## XI

### A Note on Responsible use of Cyber Technology

Cyber technology has provided access to vast resources of information and entertainment and the opportunity to communicate with people on a global level. Social networking sites such as MySpace, Facebook, WhatsApp, Twitter, Online Chat Rooms and Instant Messaging (IM) allow individuals to connect with other users from around the world. The students use the internet facility on campus under the direct supervision of the teaching faculty.

However, when children and young persons and adults do not feel connected and experience isolation and loneliness, their vulnerability may be heightened and they may be at risk of finding on-line contacts ready to exploit their loneliness and vulnerability. Social networking can become in such cases substitute for healthy social interaction.

We need to recognize that cyber technology, useful as it is, has its share of dangers and risk. Cyber technology is being used increasingly to disseminate both adult and child pornography. Images transmitted across the internet, once downloaded/uploaded can be subsequently misused beyond one's knowledge or control. Misuse of electronic media can cause considerable harm and may indeed constitute a criminal offence.

Those persons working with children and young people have the responsibility to protect children and young people. Child pornography is not a victimless offense. A person who views child pornography is tacitly supporting the sexual exploitation of children and is involved in criminal activity. To safeguard integrity and to preserve clarity of professional boundaries, all personnel are to use electronic and print media responsibly.

#### **Child Protection in /Disaster Emergencies**

We will follow Sphere guidelines and Red Cross of conduct

#### **Other Emergencies**

Self-defense and other protective measures will be part of training children Working with Partners

## XII

### Standards for Child Protection Policy of Partner

#### **Guidance and Capacity Building for Partner Organizations:**

It will be ensured that all written agreements with partner organizations include a clause referring to child protection and the expectation that the partner organization will have a child protection policy of its own or agree that its staff will abide by JANA VIKAS's child protection behavior protocols. Action will be taken in case of any Non-compliance of Child Protection Policy such as termination of the agreement.

Representative from the Core Team would visit the field quarterly and assess the status of the implementation of the policy. Questionnaire, FGD and personal interview would be conducted with the community members, parents, and children. The checklist would review and the findings would be submitted to Director, JANA VIKAS. Based on the findings he would further recommend for continuity or termination of the partnership.

However, Director, JANA VIKAS would be the final authority for any decision.



## **Defining necessary Adjusting the CPP**

A clause establishing the periodic review the child protection policy (at least every 3 years):

An evaluation of the Child Protection Policy implementation will be conducted in a period of five years. Next evaluation of this policy implementation will be done in August 2023. Board Members, JANA VIKAS management team and core staff team will conduct the evaluation. The organization will make attempts to stay abreast the latest trends and issues on child protection and share this knowledge with its personnel across all levels and departments and other stakeholders. Any valuable suggestion arises for the amendment of the policy would be referred to the Core Team and the same would be reviewed once in six months and submits the same to Director, JANA VIKAS. He would finally take up for approval from Board members and in case approves the same there would be amendment and information circulated to all the staffs and stakeholders within 15 days of the receipt of the reviewed modifications.

## **Annexure I: Application form for all staff members:**

**(All staff members must complete and sign this form)**

Name of the Institution: -.....

Name: -.....Surname: -.....

Male: ☐ Female: ☐ Date of Birth: - ...../...../.....

Home address: -.....

.....

Telephone: -.....Mobile: -.....

Details of previous work experience: - .....

.....

Details of qualification: - .....

### **References:**

Please give the names and addresses of two persons who can provide information on your suitability to work with children:

1. ....
2. ....

### **DECLARATION OF COMMITMENT BY STAFF**

#### **I declare that:**

- 1) I have no history of abuse of children and no record of convictions relating to offences against children or of violent crimes, and consider myself to work in this institution/organization.
- 2) I will read and acquaint myself with the Child Protection Policy of the Jana Vikas organization and abide by it as prescribed by the organization.
- 3) I have read and understood the organization's child protection policy and have attended/will attend the Child protection awareness training.
- 4) I will work within the procedure as laid out in the child protection policy.
- 5) I have not been accused or convicted to any offence involving child abuse.
- 6) I understand that if a complaint is brought against me regarding child abuse while engaged in the organization's activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** To be signed by all governing body members, staff, volunteers and visitors. A copy will be kept on file in the office.



## **Annexure II**

### **Format for Reporting Child Abuse/ Maintaining records of Allegations/ Suggestions and revisions**

1. The incident has been disclosed by child/staff/others/observed by reporting staff herself/himself:

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2. The incident was observed / suspected?

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3. About the child

Child's Name:-\_\_\_\_\_ Parent s name - \_\_\_\_\_

address \_\_\_\_\_

Sex: \_\_\_\_\_

Age: \_\_\_\_\_

Organization/Institution/Centre: \_\_\_\_\_

4. Incident details:

a. Date, time and place of incident: \_\_\_\_\_

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b. Date when the incident came to the knowledge of the staff/informant?

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c. Name of the alleged Person: \_\_\_\_\_

5. Details of the person: (please put tick mark)

a. Staff: contractual staff, general assignment, trainee and community volunteers (paid); b. Intern/Volunteer; c.

Supplier/Contractor; d. Donor; e. Visitor; f. Parents g. Any Other (Pl. specify):

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6. Nature of allegation:

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7. Personal Observation of the reporting staff (visible injuries, child's emotional state etc.):

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8. Immediate action taken by the reporting staff/informant

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9. Were there any other people or children involved in the incident?

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10. Remarks (if any):

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*With Best Compliments from.....*

*Board Members, Secretary & Members of Jana Vikas.*

***“Children should be Seen, Heard and Believed.....  
Be an Advocate for Children.”***



**JANA VIKAS**

K.Nuagaon, Kandhamal, Odisha, Pin- 762102, India

Email- [jvorrisa.org@gmail.com](mailto:jvorrisa.org@gmail.com),

Website- [www.jvorrisa.org](http://www.jvorrisa.org) Phone- 9425266675