

# ***CHILD PROTECTION POLICY***



**(REVISED IN-2024)**

**Balasore Social Service Society  
Vivekananda Marg  
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## **Preamble**

Balasore Social Service Society affirms its philosophy and values that children are persons with rights. The policy thus becomes binding for all those associated with the organization, in *protecting, promoting and securing* the rights of all children at all times, at all levels and in whatever capacity one operates. Hence, Balasore Social Service Society adopts zero tolerance to any form of abuse or violation of child rights within its operational jurisdiction. By adopting the Child Protection Policy (CPP), Balasore Social Service Society intends to streamline all her interventions and make it child-sensitive, protective and empowering.

## **Our Vision**

**“We envisage a Transformed Society where Love, Peace and Justice prevail”**

(In the case of Child Protection Policy “All children live in an inclusive and protective environment where their Dignity and Rights are respected’.)

## **Mission**

**“We undertake the mandate of Promoting, Facilitating and enabling sustainable human development of all, especially the poor and the marginalized by fighting poverty, diseases, enhancing quality education, ensuring livelihood, food security and addressing emergencies’.**

(In the case of the Child Protection Policy, all children live in an inclusive and protective environment where their dignity and rights are respected.)

## **Scope**

Generating a protective and safe environment and protecting a child from any type of abuse is the moral responsibility of Balasore Social Service Society within the operational areas where Balasore Social Service Society programs are implemented. When the child abuse cases get reported to Balasore Social Service Society from within its operational areas, Balasore Social Service Society has to address the issue following the CPP. In case of report of child abuse from areas other than operational, if it comes to her knowledge, it will have the moral responsibility to direct the same to referral services for the victim to concerning child protection bodies, such as the CHILDLINE and/or other constitutionally instituted child care and justice systems.

This Policy applies to everyone working with Balasore Social Service Society, including the staff at all levels, (in office, field or elsewhere); Associates (volunteers,

board members, donors, partner organizations, consultants, Government authority brought in contact with the child); and Balasore Social Service Society visitors (journalists, media, researchers etc.).

## **Policy Statement**

BSSS is committed to creating and maintaining an environment, which is conducive to the promotion of the rights of all children. Thereby, it is also committed to prevent and deal with all kinds of abuses, neglect, harm, and exploitation of children. The 'best interest of the child' would be the guiding principle for any decisions and actions in response to child protection. Hence,

BSSS is committed to actively prevent child abuse.

BSSS takes positive action to prevent child abusers from becoming involved in any way in her operation and takes stringent measures to prevent partners from employing child abusers.

BSSS will take stringent action against any of its staff and/or associate or visitor allegedly found violating or abusing a child, or found abetting any such act that exposes the children to any risk, abuse or exploitation of their rights.

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

**Child Protection:** Child protection is the protection of children from violence, abuse, exploitation and neglect, in and out of the home (Article 19, UNCRC). For BSSS, child protection is a non-negotiable to secure and promote all the four fundamental rights of children as enshrined in UNCRC viz. Right to Survival; Right to Development; Right to Protection; and Right to Participation.

**Child Abuse:** Child abuse refers to intended, unintended or perceived emotional, physical, economic and sexual maltreatment meted out to a person below the age of eighteen years (WHO). Whether habitual or not, *child abuse includes any act, deed or word that debases, degrades or demeans the intrinsic worth and dignity of a child.* Child abuse is a violation of the basic human rights of a child and has serious physical and psycho-social consequences that adversely affect the health and overall well-being of a child.

## **Responsibilities of BSSS**

- Balasore Social Service Society will respond to all child protection concerns keeping the following principles in mind:
- Ensuring safety and security of the child
- Providing a peaceful and safe environment for the child to express his/her thoughts, feelings and emotions uninhibitedly about the alleged act of violation or abuse.
- Speedy enquiry into cases of violation of child rights and protection reported by or against staff, partner, associate or visitor within Balasore Social Service Society programs.
- Ensuring the confidentiality of the child and his/her family in all investigation into alleged, suspected or actual child abuse cases.

## **Policy Implementation Plan**

Because of operationalizing the Policy, Balasore Social Service Society will do the following but not limited to these, going by the case requirement.

### **1. Prevention**

Undertake activities that will enable children and adults to discuss child protection issues and report cases of abuses and violations without the fear of taboo and stigmatization.

**a. Awareness and sensitization:** Raise awareness on child rights and protection issues among the staff, partners, associates, visitors, communities, stakeholders etc. The development of an open and responsive culture in all Balasore Social Service Society and partners programmes and within the communities and institutions we work with essential for safeguarding children. Balasore Social Service Society will encourage discussions on issues of child abuse to create an enabling environment for children to report incidents to their parents, guardians, peers. Through protected, clear, and honest communication we give and receive both positive and critical feedback.

### **b. Provide guidance on how to safeguard children from abuse**

To prevent child abuse and exploitation, Balasore Social Service Society will create and maintain an environment that promotes the core values of the organization. Initiatives to strengthen family set-ups; their wellbeing and development; children's empowerment and leadership, and any other initiatives specific to protection and

promotion of children's rights through both direct and cross-cutting manner will be supported.

## **2. Reporting**

Set up and adhere to a clear and simple reporting procedure

Balasure Social Service Society will take all concerns raised seriously, be it in Balasure Social Service Society's community development program or other programs, and take appropriate action giving centrality to child's best interest. Balasure Social Service Society has defined clear reporting and responding procedures, internal communication lines, and the roles and responsibilities of all people involved.

## **3. Responding**

Ensure clear action is taken when child protection is threatened, endangered, suspected or reported

By responding proactively, Balasure Social Service Society will guarantee that a transparent and fair procedure is followed to pre-empt any likely harm to the child, according to primacy to the testimony of the child.

## **4. Whistleblower protection**

Any false alarms or malicious accusations raised will attract disciplinary action. Nonetheless, a legitimate concern raised about suspected child abuse or threatened child protection that proves to be unfounded upon investigation, will not lead to any action against the reporter.

## **5. Basic knowledge one should know about a child:**

BSSS would make sure that a person is well aware of the following information about a child and the laws regarding a child, before assigning him/ her the responsibility of any project or program dealing with child protection.

## **6. 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 developmentally delayed remains a child even after crossing

18 years of age. The definition of a child is therefore flexible and is not restricted to a legally drawn age of 18 years.

## **7. 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

## **8. Definition & Aspects of Child Protection**

Child protection, within the scope of this policy, is defined as the responsibility, measures, action that Balasore Social Service Society undertakes to safeguard 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 to ensure that they remain within the social security and protective net.

Child protection refers to preventing and responding to violent 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 armed conflict, children subjected to violence, exploitation, abuse and neglect.

## **9. Definition of child abuse**

### **a. 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.

### **b. 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.

### **c. 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.

### **d. 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.

#### **e. 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 violate 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.

#### **f. 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.

#### **g. 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.

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.

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

## **10. Who Does This Policy Apply To?**

The child protection policy applies to everyone working for or associated with BALASORE SOCIAL SERVICE SOCIETY. It encompasses the whole of BALASORE SOCIAL SERVICE SOCIETY and is included without limitation.

BALASORE SOCIAL SERVICE SOCIETY Staff

Interns, Donors, Evaluators, Researchers, Media personnel involved directly with Balasore Social Service Society work

NGOS receiving funds from the BALASORE SOCIAL SERVICE SOCIETY for project implementation and their respective staffs who are responsible to report to BALASORE SOCIAL SERVICE SOCIETY are covered under this policy.

## **11. Process of Implementation**

Representatives from the Core Team would be responsible for orientation on Child policy to the stakeholder and would respond to correspondence questions. He/she would be also responsible for obtaining a signature from the stakeholder after the conformity. However, Director, BALASORE SOCIAL SERVICE SOCIETY will be the final authority to the approval of satisfaction.

## **12. BALASORE SOCIAL SERVICE SOCIETY CHILD RIGHTS AND CHILD PROTECTION CODE OF CONDUCT:**

### **Protocol for all Stakeholders**

Personnel including staff, volunteers, interns and consultants will establish an atmosphere conducive for the development of children through their word, deed and demeanor. This includes listening to children and showing respect to them.

Staff, interns, consultants, volunteers and visitors including Donors will respect the local cultural context and behave inappropriately with children in communities as per the behavior protocols.

Personnel including staff, volunteer, interns and consultants will not allow project children to visit their homes under any pretext without the prior knowledge and agreement of their superiors.

Any personnel of BALASORE SOCIAL SERVICE SOCIETY will not be permitted to keep the children of operational area to stay overnight in the residence/center/office.

Staff will not employ children as domestic workers in their homes.

Personnel including staff, interns, volunteers, consultants and visitors 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 counselors.

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 provocatively.

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.

Ensure the Donors/visitor to meet the child in the project in a central location, usually the Balasore Social Service Society Project office or community, accompanied by project staff and child’s parents/guardian or a member of the community, but 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.: 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. 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 of children should be based on the child best interest.

Ensure that all communication material on children in the form of pictures/captions is decent, dignified and respectful, and will not 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 the Core team.

Child abuse incidents to be flagged as confidential and handled with care and concern.

A complaint from the child has to be reported to the core team and the core team would make arrangements to meet staff or parents to immediately obtain a detailed report on the incident. They shall also be responsible to render moral support for children and other support required in form of either medical treatment in the government hospital and to ensure that the case of the child is registered in the records of the hospital. If required facilitate to file the First Information Report (FIR) at the local police station against the accuser. Director would be responsible to keep fully updated on all Child Protection incidents irrespective of who is involved (community, volunteers, staff, program managers etc.) and follow up the process till the victims get Justice.

**13. Integration of Child Protection Policy at Programme Levels: Child Protection Policy will be an integral part of the program implementation of Balasore Social Service Society and the principles/code of conducts will be integrated into all ongoing and future programs of Balasore Social Service Society including:**

Integration of Child Protection Policy in Health Program

Integration of Child Protection Policy in Education Program

Integration of Child Protection Policy in Livelihood Program

Integration of Child Protection Policy in Women Empowerment Program

Integration of Child Protection Policy in Religious minority welfare Program

Integration of Child Protection Policy in the preservation and cultural revival Program

Integration of Child Protection Policy in Disaster risk reduction Program

Integration of Child Protection Policy in Anti-trafficking and human right Program

Integration of Child Protection Policy in Good Governance Program

**Clause 1:** The Policy will be updated based on all new programs introduced

**Clause 2:** All future planning for current and new programs will be done by keeping into consideration of the Child Protection Policy

#### **14. Action against Non Implementation**

The Code of conduct as mentioned above if any way is not adhered with will be deemed to be viewed as a violation of the policy and deemed for disciplinary action by the organization.

#### **15. In case of allegation from a child**

Incidents such as child sexual abuse and severe physical abuse of a child, to the extent of grievous injury in the child's body that may take place in the target area involving any of the community members, shall be reported to the Community Organizer.

The community organizer should report in writing to the Project Coordinator (PC) who is the facilitator of the Core Team (Designated with child protection responsibility) at the Community level. If the perpetrator (abuser) is a staff of Balasore Social Service Society, then it should be reported to the Director by the Programme Manager. If the perpetrator (abuser) is the Programme Manager of the Project, then it should be reported by the staff who knows about the incident or the affected party to the Director at the Balasore Social Service Society Office through a phone call followed up by email/surface mail documentation. The confidentiality of the reporting person shall be maintained.

The PC and representatives of the Core Team shall meet the parents and the child immediately for obtaining a detailed report on the incident. They shall also be responsible to render support for the child's medical treatment in the government hospital and to ensure that the case of the child is registered in the records of the hospital.

The Core Team shall provide moral support to parents and the victim (child) to file the **First Information Report (FIR)** at the local police station. If any threat is faced by the parents while filing the FIR then the child and/ or the parents can inform the ChildLine (1098) or the Child Welfare Committee

## **16. In case of allegation reported by the third person**

If the allegation is received from parents, another stakeholder in incidence is defined as the third person.

For third person allegation, who has knowledge of the incident or affected person, should report to the Director, Balasore Social Service Society. However he / she can route through any staffs of the Balasore Social Service Society if he / she deem fit in writing.

## **17. Process of Enquiry in to allegation**

Ensure the Safety of the Child.

Verification/Investigation of the Fact.

Informing the Parents & Guardian.

Suspension of the Abuser, if required

Medical Examination & Medical treatment of the Child.

Counselling of the Child

Counselling of the abuser (wherever necessary)

Reporting the incident to the cell

## **18. If necessary legal action would be processed such as:**

Registered under the Juvenile Justice (Care and protection of children) Act, 2000.

Duly licensed/ recognized as per the procedures laid down in the Juvenile Justice Model Rule/ state rules as shelter/ children's home and declared as a fit institution by the CWC of the district has a management committee and facilitates management and monitoring as per norms of the Juvenile Justice (care and protection of children) Act and state rules. The Core Team shall provide moral support to parents and the victim (child) to file the First Information Report (FIR) at the local police station. If any threat is faced by the parents while filing the FIR then the child and/ or the parents can inform the Child Line (1098) or the Child Welfare Committee

- Action to be taken if allegation is found to be true: (depending on the nature, gravity, intensity of the violation):

◆◆ Warning

- ◆◆ Verbal or written apology to the harassed
- ◆◆ Suspension
- ◆◆ Transfer
- ◆◆ Forfeiture of annual increment
- ◆◆ stopping of promotion (reverting, demotion)
- ◆◆ Adverse entry in personal file
- ◆◆ Termination of employment (with or without reference of behavior to the next employer)
- ◆◆ Debarring from supervisory duties
- ◆◆ Filing FIR under Indian Penal Code (IPC) by the complainant, depending upon the severity of the case and as per the wish of the complainant
- Action if the allegation is found to be false

Temporary Suspension of the accuser (If fabricated by staff) from the job.

Termination from the Job if found Guilty

Legal Action if found other than the staff

## **19. Legal Action in General**

### **a. Community level:**

Incidents such as child sexual abuse, missing child, child's death (unnatural death) and severe physical abuse of a child, to the extent of grievous injury in the child's body that may take place in the target area involving any of the community members including volunteers, shall be reported to the Project Coordinator (PC) who is the facilitator of the Core Team (Designated child protection responsibility) at the Community level and also to the Programme Manager.

The PC and representatives of the core Team shall meet the parents and the child immediately for obtaining a detailed report on the incident. They shall also be responsible to render support for the child's medical treatment in the government hospital and to ensure that the case of the child is registered in the records of the hospital. The Core Team shall provide moral support to parents and the victim (child) to file the First Information Report (FIR) at the local police station.

If any threat is faced by the parents while filing the FIR then the child and/ or the parents can inform the ChildLine (1098) or the Child Welfare Committee.



### **b. Project Level**

The PC has the responsibility of informing the abuse case immediately to the concerned Programme Manager and the latter to report to the Director in the Balasore Social Service Society Office within 7 hours of the incident and the issue will be dealt sensitively by protecting the confidentiality and image of the child.

If the perpetrator (abuser) is a staff of Balasore Social Service Society, then it should be reported to the Director by the Programme Manager.

If the perpetrator (abuser) is the Programme Manager of the Project, then it should be reported by the staff who knows about the incident or the affected party to the Director at the Balasore Social Service Society Office through a phone call followed up by email documentation. The confidentiality of the reporting person shall be maintained.

Due care needs to be paid to the various aspects of physical, psychological, emotional and moral while managing the allegation/incident involving a child.

## **20. Planning, Monitoring and Evaluation of Policies**

Balasore Social Service Society, as an organization, will make efforts for building a sense of awareness and consciousness at all levels, among all stakeholders to the extent possible, regarding the Child Protection Policy, its intent and protocols, so that all stakeholders can make a conscious effort to identify any non-adherence/misconduct classifying as non-adherence/ lack of cooperation concerning the policy.

## **21. Recruitment**

There will be a basic assessment of candidate on sensibilities regarding child protection -e.g. show an article, ask for analysis and use a checklist for interview

There should be a 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 recruits would sign an undertaking accepting the child protection policy and the code of conduct

Induction Program within the organization would include an orientation on Child Protection

All new recruits would be provided with a copy of the BALASORE SOCIAL SERVICE SOCIETY Child Protection Policy.

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

## **22. Performance Management System**

The Performance Management System (PMS) would include credits for child protection sensitivity

All personnel files would contain information on child protection compliance, both positive and negative action and record any action taken in this regard.

The Performance management System (PMS) must allow for peer evaluation for child protection compliance during Performance Appraisal

## **23. Staff Development and Capacity Building**

Orientation on child protection must be given critical focus in all staff development and capacity building programs

The organization must 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

Protection of staff needs to be discussed at length as staff members also face threats and various risks in the course of their work.

Balasure Social Service Society 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 in once in every six months and submits the same to Director, BALASORE SOCIAL SERVICE SOCIETY. He would finally approve the same for the amendment and circulation would be same to all the staffs and stakeholders within 15 days of the receipt of the reviewed modifications.

### **Programme level**

Representative from the Core Team would visit the field yearly 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, BALASORE

SOCIAL SERVICE SOCIETY. Based on the findings he would recommend his concern the value addition or reduction in the performance appraisal of the staff.

**Partner organization level:**

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 BALASORE SOCIAL SERVICE SOCIETY's child protection behaviour 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, BALASORE SOCIAL SERVICE SOCIETY. Based on the findings he would further recommend for continuity or termination of the partnership.

However, Director, BALASORE SOCIAL SERVICE SOCIETY would be the final authority for any decision.

**24. Evaluation of the Policy**

An evaluation of the Child Protection Policy implementation will be done in a period of five years. Board Members, BALASORE SOCIAL SERVICE SOCIETY 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, BALASORE SOCIAL SERVICE SOCIETY. 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.

**25. Conclusion**

Through this policy, Balasore Social Service Society staff, partners, and associates will commit to the protection of children with whom and for whom they work, where they work and come in contact with, as well as stay vigilant in cases that may come to their knowledge.

Balasore Social Service Society will make sure the local procedures are made available in local languages across all state and regional offices, to which the partners, associates, visitors etc. sign up before moving to the field or interacting with children of the programme areas.

We are committed to the full implementation of the Child Protection Policy for the wellbeing & protection of children. 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. This Policy is in conformity with the above laws.

## **Our Pledge**

***At, BALASORE SOCIAL SERVICE SOCIETY we:***

*Recognize the best interests of the child*

*Believe that a child is entitled to express his/her opinion and can take decisions for him /herself*

*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*

*Use a risk management approach*

***We encourage an environment...***

*To ensure the practice of the highest levels of child protection standards in BALASORE SOCIAL SERVICE SOCIETY*

*To ensure a well defined and practiced reporting mechanism for child protection violations and time bound redressal system*

*To ensure assessment and management of child protection risk in BALASORE SOCIAL SERVICE SOCIETY spaces*

*To ensure that there are basic minimum standards of child protection adhered to by all associates of BALASORE SOCIAL SERVICE SOCIETY (village groups, people's organization, donors, government, referral agencies)*

*To create consciousness and awareness about child protection*

**Annexure I**

**Declaration of Commitment**

**I declare that:**

- 1) I have read and understood the organization's child protection policy and have attended/will attend the Child protection awareness training.
- 2) I will work within the procedure as laid out in the child protection policy.
- 3) I have not been accused or convicted to any offence involving child abuse.
- 4) 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

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

2. The incident was observed / suspected? \_\_\_\_\_

#### 3. About the child

Child's name: /Parent s name and address \_\_\_\_\_

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

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

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

#### 4. Incident details:

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

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

\_\_\_\_\_

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): \_\_\_\_\_

6. Nature of allegation: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

8. Immediate action taken by the reporting staff/informant

\_\_\_\_\_

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

\_\_\_\_\_

10. Remarks (if any): \_\_\_\_\_

## Annexure III

### Format for maintaining records of Allegations

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

\_\_\_\_\_

2. The incident was observed / suspected?

\_\_\_\_\_

3. Incident details:

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

b. Date when the incident came to the knowledge of the staff:

\_\_\_\_\_

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

4. 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

5. Nature of allegation: \_\_\_\_\_

6. Personal Observation of the reporting staff \_\_\_\_\_

7. Immediate action taken by the reporting staff: \_\_\_\_\_



8. Were there any other people involved in the incident? \_\_\_\_\_

9. Remarks (if any): \_\_\_\_\_

10. Name and date of the person received the complaint:

\_\_\_\_\_

11. Enquiry process taken up at program/Organizational/partner level:

12. Action taken by team leader/supervisor

\_\_\_\_\_

Date:

Place:

Signature of the concern Authority

## Annexure IV

### Format for Suggestions and revisions

1. Identity 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

2. Details of person:

Name of the person

\_\_\_\_\_

Sex of the person: Male/Female

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6. Personal Observations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Suggestion for change if any?

\_\_\_\_\_

\_\_\_\_\_

8. Suggestion for addition if any?

\_\_\_\_\_

\_\_\_\_\_

9. Remarks / Justification :

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10. Name and date of the person received the Suggestion:

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11. Process taken up at Organizational level:

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12. Action taken by the Authority:

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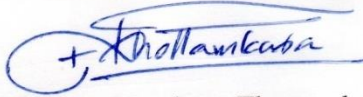
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Date:

Place:

Signature of the concern Authority

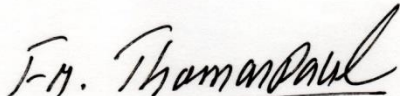
**Signature of the Board members**



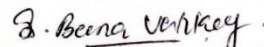
Bishop Varghese Thottamkara Souru, (President)



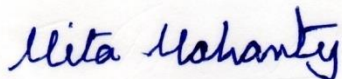
Fr. Jose Areserril. (Member)



Fr. Paul Koonamparampath, (Member)



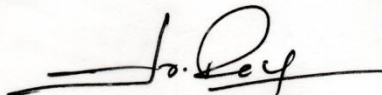
Beena Varkey (Member)



Mrs. Mita Mohanty, (Member)



Fr. Cherian Kizhikandayil, (Member)



Roy Antony K. (Director)