

ORGANIZATIONAL POLICY ON CHILD PROTECTION

RATIONALE

The children served by Prerana are often without adequate and capable parental protection, dangerously exposed to trafficking and other forms of physical and sexual exploitation. As Prerana runs, 24x7 residential and non-residential services for children, the need for strictly observing an organizational child protection policy is imperative.

The policy seeks to:

- A) Eliminate harm to children arising from its infrastructure, superstructure, constituent personnel, procedures, work-style as well as insensitivities, propensities, or lack of knowledge and skills on the part of all those who are responsible to directly interact with the children or indirectly affect their well-being and safety.
- B) Making it adequately and repeatedly known to the concerned staff the need to protect children from different forms of media including virtual media & the Internet, which includes primarily the harm caused by publicising the facial and other identity of the child.
- C) Create a physically, mentally, psychologically and technologically safe environment for children who are the beneficiaries of Prerana's services.
- D) Institute procedures that prevent, identify/detect, report, facilitate early and fearless reporting, investigate into, and take corrective action against incidences of child assault/ maltreatment/ exploitation be it physical, sexual or in any other form.
- E) Interface with external agencies & service providers: Take adequate care to ensure that the background of the children of Prerana is not used to discriminate against them or to deny justice and lawful protection to them,

when they come in contact with external agencies such as the police stations, public & private hospitals, other medical facilities, etc.

- F) Encourage child participation wherever possible and appropriate. .
- G) Periodically monitor Child protection policies and procedures..
- H) Promote the best interests of children at all times. : In case of any lawful conflict of interest between the staff, visiting professionals, visitors (including media), and volunteers, and children; the interest of the organization will be committed to protect the best interests of the children.

The various standard operating procedures (SOPs), specific protocols, checklists, and guidelines shall be referred to for detailed guidance on the above matters by all staff, visiting professional/experts, volunteers, and other visitors (including media). The Project Coordinators, Centre Coordinators and Directors will ensure that the various SOPs, protocols, checklists and guidelines are made available to all staff members for reference vis-à-vis practicing the child protection policy.

The care giving and supervisory staff that comes in contact with the children are to be adequately informed and oriented with respect to their responsibilities vis-à-vis the protection of the children.

PRERANA'S CHILD PROTECTION COMMITMENT

As an organization working in the best interests of children from highly marginalized and vulnerable sections of society Prerana commits to:

1. Safeguarding the dignity of children.

2. The protection and well-being of all girls and boys it serves will be fundamental commitments in Prerana's functioning. This commitment will be elaborated by Prerana's Child Protection Policy.
3. This policy will establish responsibilities of everyone who works for/with Prerana with regards to the protection of children when working with or when brought in contact with children.
4. All members of staff of Prerana and the consultants engaged by Prerana in giving direct services to children must strictly adhere to the following child protection policy so that children are not exposed to exploitation or maltreatment at any level at any time. Visitors, volunteers, interns, resource persons or sponsors) must agree to this policy as well to the extent it pertains to them.

OPERATIONAL DEFINITIONS

Child – Any person below the age of 18 years. This is to strictly include even those children who are 17 years 11 months and 29 days old.

Staff – Any person working for Prerana against salary, honorarium, remuneration, fees, contract amount, or any other financial consideration.

Visitor – Any person visiting any of the sites or programmes of Prerana. (This excludes anyone who is authorized by law/government or any other legal contract to visit without permission or prior permission, for example – visitors from the Municipal Corporation/State/Central Government (health, education, DWCD, etc.) and the legal and justice system.

Volunteer – Any person, who has chosen out of his/her own volition, to extend help to Prerana, without any remuneration whatsoever, and who has signed an application cum undertaking to protect children's best interests at all times during the period of his/her association with Prerana. This person will have acquired prior permission from Prerana and will have formally met a Prerana representative for a screening prior to commencement of the volunteership.

Intern – Any person (including non-Indians) who is studying (college/university), and has requested to extend help to Prerana, with an aim

to complete an internship and achieve academic grades for the same, without any remuneration whatsoever. This person will have taken prior permission from Prerana through a written application from her/his college/university. This person will have signed an application cum undertaking to protect children's best interests at all times during the period of his/her association with Prerana.

Resource Person – Any person who has been hired by Prerana, after a formal meeting and agreement, to facilitate any educational or other activities for children.

Sponsor/Donor – Any person in individual or representational capacity supporting the structure or activities or part thereof, of Prerana.

Corporal Punishment – The use of physical force with the intention of causing a child pain, not for the purpose of injury, but correction.

Child Abuse/Maltreatment/Assault – Maltreatment sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, exploitation that results in actual or potential harm to a child's health, development or dignity. The following four will be categorized as child abuse -

1. **Emotional Abuse** – Is also known as verbal abuse, mental abuse or psychological maltreatment. It includes acts or failure to act by parents or caregivers, that have caused or could cause serious emotional harm, behavioural problems or mental trauma. It also includes – rejection, belittling, labelling children with derogatory terms, habitually blaming children or using them as a scapegoat.
2. **Sexual Abuse** – Sexual abuse as defined under Sections 3, 5, 7, 9 and 11 under the Protection of Children from Sexual Offences Act 2012 ([Read the Act & the Definitions here](#))
3. **Physical Abuse** – When someone **abuses or neglects** children by inflicting harm, or by failing to act to prevent harm. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to children.
4. **Negligence** – Breach of duty of care which results in injury or harm to children.

Technologically Safe –Protecting children from all harm that maybe caused by technology – including – telephone, mobile phones, computers, tablets, laptops and Internet or any other information and communication devices

Code of Conduct on Child Protection¹ – A form indicating the consent of the staff accepting the Code of Conduct on Child Protection.

Self-Disclosure Form² – A prescribed form called the Self Disclosure Form to be filled and submitted by the staff, volunteers, media persons, researchers, interns/ students, etc.

Policy – A course or principle of action adopted or proposed by an organization or an individual.

Child Protection Officer – A Child Protection Officer as appointed by Prerana for overseeing child protection related issues within the organization.

PRINCIPLES

This policy espouses the principles enshrined in the UNCRC 1989 and the Constitution of India.

“All children and young people, regardless of their class, caste, race, creed, parentage, lineage, religion, faith, sex, disability, ethnic origin and sexual orientation have a right to protection from harm and maltreatment.”

Prerana shall;

1. Treat children and young people with care, respect and dignity;
2. Leave no child out and will adopt an attitude of inclusiveness at all times;
3. Recognize that those working for/with Prerana will be perceived by children as trusted persons and therefore, all staff must comply with this Policy;

¹ Enclosure I.

² Enclosure II.

4. Ensure that the communication with children and young people is open, clear and two way; where children feel that their voices are heard.
5. Assess the risks posed to children when undertaking activities;
6. Prerana will ensure that all communication t regarding children and their mothers/families portrays them with respect and dignity.
7. Ensure staff avoids physical contact with children and young people except for reasons of training, health and safety;
8. Respond to any allegations appropriately and institute an appropriate inquiry and disciplinary process;
9. Annually conduct aChild Protection Workshop for all existing employees wherein the Child Protection Policy is visited and discussed.
10. Review and update the Child Protection Policy once every three years.

The staff shall;

1. Get herself/himself thoroughly familiarized with the Policy. Ignorance of the Policy on any grounds shall not be acceptable as an excuse for inappropriate/unacceptable behavior/actions;
2. Ensure that all children are aware about the policy and the clauses therein;
3. Submit the acceptance letter consenting to the Code of Conduct on Child Protection and the Self Disclosure Form;
4. Attend monthly Child Protection Meetings wherein the Child Protection Officer (CPO) will administer the Checklist for Reporting Staff Behaviour. All staff will be required to respond to the points in the checklist.
5. It shall be the responsibility of all the staff of Prerana to promote the protection of children and young people and to comply with this Policy;

6. Maintain a sense of proportion, apply common sense to situations before them and protect the child's welfare as priority.

RECRUITMENT AND DISCLOSURE

New Appointments

As part of Prerana's recruitment and selection procedures, every person to be recruited to work with children will file the Child Protection Self Disclosure Form to confirm that he/she has no previous record of any child-related or other offences.

Staff in Service

Staff who disclose that they have been convicted of any offence relating to children and young people; and/or disciplinary action or sanction relating to children; and/or other offences, will not be permitted to work in/with/for Prerana.

Feedback will be taken from children about the staff and opinion of children will be counted in staff review.

Relevant Coordinators should observe their project team members' behaviour and attitude towards children and report on a quarterly basis to the CPO regarding the same. A checklist³ will be developed for this purpose to facilitate the process.

ACCOUNTABILITY AND PROCESSES

For Donors & Sponsors

A sponsor will not be allowed to meet a single child without agency supervision.

A Sponsor will be allowed to meet a child only in the presence of Prerana staff and a parent/guardian of the sponsored child.

A central location such as the Prerana project office will be the meeting place of a sponsor/donor. Private locations such as hotels or private residences will not be permitted.

³ Enclosure III

Where permitted by law, a background check or verification of the sponsor/visitor will be carried out.

No unannounced visits to children by sponsors/donors will be allowed.

The community around the sponsored child will be encouraged to report any unauthorized visits and Prerana will attempt to thwart such activity.

Anyone suspected of child exploitation or inappropriate behavior will be dealt with stern action that may among others include where appropriate criminal proceedings and severance of relationship.

For Volunteers & Interns

Any requests for volunteering and internships in Prerana's project locations will be entertained only after rigorous verification of the request is carried out under the supervision of Prerana staff.

Every volunteer/intern wanting to work with Prerana will be required to submit an undertaking agreeing to adhere to the specific child protection DO's & DON'Ts check list⁴.

Anyone suspected of child exploitation or inappropriate behavior will be dealt with stern action that may among others include where appropriate criminal proceedings and severance of relationship.

Media and Communication

Any individual taking pictures of children within the premises of Prerana without the prior authorization of Prerana will be required to handover the copies of the photographs to Prerana and permanently delete the photographs from their devices. Prerana will reserve the right to screen the photographs as well as delete those that Prerana considers as inappropriate for circulation.

All records about the sponsored children and their families along with information regarding their status will be maintained in strict confidentiality by all Prerana offices.

⁴ Enclosure IV.

Any individual/organization who wants to interview/film a child will be able to do so only after consent is obtained in writing from the child's mother/family or from the child (if 18 years of age and above). The individual/organization will also be screened by Prerana after which Prerana staff shall obtain the consent from the concerned participant. These entities will have to read and consent to the Code of Conduct for Photography⁵ before they enter Prerana premises.

MANAGEMENT RESPONSIBILITY – CHILD PROTECTION OFFICER

Prerana shall appoint a Child Protection Officer for overall implementation of the Policy. The Child Protection Officer will be assisted by a Project Manager as and when the need arises.

The Child Protection Officer shall report regularly to the Director and be accountable to the Board of Trustees.

The Child Protection Officer shall administer the Checklist for Reporting Staff Behaviour⁶ once in month.

If any member of the staff in good faith believes that a child may be at risk of harm, or maltreatment then that staff should report the same to the Child Protection Officer.

If any member of the staff in good faith believes that a child may be at risk of harm or maltreatment in the hands of the Child Protection Officer then that staff should report the same to the Director/ Project Director immediately.

If any member of the staff in good faith believes that a child may be at risk of harm or maltreatment in the hands of the Project Director or the CEO of the organization then the staff should report the same to the Board of Trustees.

If any member of the staff in good faith believes that a child may be at risk of harm or maltreatment in the hands of any board member, then the staff should report the same to the Chairperson of the Board.

⁵ Enclosure VII

⁶ Enclosure III

If any member of the staff in good faith believes that a child may be at risk of harm or maltreatment in the hands of the Chairperson of the Board then the staff should report the same to all the Board of Trustees.

While proceeding on leave or outdoor work, thereby, resulting in the non availability of the Child Protection Officer in the office, the Child Protection Officer shall delegate the responsibilities to the Project Manager during that period. In case when no one is available the matter will be reported to the Executive Trustee/ Board member .

Any complaint against the Child Protection Officer shall be registered with the Executive Secretary.

The Child Protection Officer will adhere to the work flow as explained in the Child Protection Officer Work Flow⁷

Allegations made against Staff

Allegations made against staff would result in an investigation and formal disciplinary process (as appropriate)

Any allegation related to sexual assault / offence against children by the staff/ intern/ Volunteers or visitors the matter will be dealt with as mentioned in POCSO Act of 2012.

If any staff, Board member is booked under any section of POCSO 2012 Act, his/ her services / membership/ intership will be terminated with immediate effect.

As soon as a case of child abuse is brought to the attention of the Child Protection Officer (CPO), the CPO shall consider the case to examine whether the case involves violation of any law or act of moral turpitude. In such cases, the CPO shall recommend the case to the Director for suspension of the accused staff member. Departmental inquiry shall follow such a suspension. In case of any violation of any law, the CPO shall also report the matter to the Director – Prerana for further action.

The CPO will follow the Allegation Response Process Flow⁸ so as to manage incidents of child abuse. In cases of allegations of Child Sexual Abuse

⁷ Enclosure V

reporting to be followed as per the Protection of Children from Sexual Offences Act, 2012.

TRAINING

The staff will be trained by Prerana to be able to appreciate the need to protect children once every year.

The staff will also be trained to develop the skills necessary for child protection once every year.

A basic level of child protection training will take place in the organization once every year.

Prerana's Child Protection Policy as last updated in December 2015.

Enclosure I

Form for Code of Conduct on Child Protection

I, -----, engaged by Prerana, agree that while working with Prerana, I will:

- i) treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, sexual orientation, or other status;
- ii) not use language or gestures towards children that are inappropriate, harassing, sexually provocative, abusive, demeaning, belittling, or culturally inappropriate;
- iii) be a good role model – I will not smoke, drink alcohol, take drugs, and consume paan / ghutka / misri in the presence of the children.
- iv) respect the surroundings – I will not indulge in littering, spitting, defacing plants and the physical environment in any way.
- v) not engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- vi) wherever possible, ensure that another adult is present when working in the proximity of children;
- vii) not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- viii) not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- ix) use technology such as computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium;
- x) refrain from physical punishment or discipline of children (excluding my own children);
- xi) refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- xii) comply with all relevant Indian legislations, including labour laws in relation to child labour;

- xiii) immediately report concerns or allegations of child maltreatment in accordance with appropriate procedures ; and
- xiv) not make any contact with the Prerana beneficiaries outside the purview of the organization which includes virtually through the Internet . This covers the following;
 1. Meeting Prerana beneficiaries outside the confines of the organization without the prior knowledge or consent of the organization and its child protection team.
 2. Adding Prerana beneficiaries to your social networking sites such as Facebook, Google Plus, WhatsApp, Instagram, etc.
 3. Adding Prerana beneficiaries to your blogging and micro-blogging sites such as WordPress, Blogspot, Twitter, etc.
 4. Adding Prerana beneficiaries to your messaging and chatting tools such as GTalk, Yahoo Messenger, Skype, Facebook Chat, Blackberry Messenger, etc.
 5. Exchanging telephone numbers and email addresses with Prerana beneficiaries for the purpose of calling, mailing, texting, etc.

Signature:

.....

Name:

Organization:

Address:

Contact Details:

Enclosure II

Self-Disclosure Form

Note: All staff and volunteers working with or in contact with Prerana beneficiaries will be required to complete this self-disclosure form regarding their suitability to work with children, youth, and women, as part of their induction process. Anyone who refuses to do so will be deemed ineligible to work or assist with any activities associated with Prerana. Please note that not all convictions will be relevant. Those that will preclude employment/volunteering include;

- ✓ Offences against children.
- ✓ Offences against women.
- ✓ Sexual offences or offences related to violence.
- ✓ Drugs and arms related offences.

Confidential and not for circulation

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over order?

Yes

No

If “YES”, please state the nature and date (s) of the offence (s).

Have you ever been subject to any disciplinary action or sanctions relating to child or vulnerable adult abuse?

Yes

No

If "YES", please provide details

You are required to self-certify that you are not known to ANY social services department/the police/the Judicial system/quasi legal system/civil society organization as being an actual or potential risk to children or vulnerable adults; have not been disqualified or prohibited from fostering children or vulnerable adults or had any rights or powers in respect of any child or vulnerable adult vested in you assumed by a local authority; or have not had a child or vulnerable adult ordered to be removed from your care.

Signed:..... **Dated:**.....

Name:.....

Address:.....

.....

.....

Contact Details:

- Contact Number (s):.....
- Email:.....

As part of the checking procedures for all applicants for posts within Prerana, you are also advised that we reserve the right to make reference to the local authority social services departments and police records to verify the information provided by you on this form.

Enclosure III

Checklist for Reporting Staff Behaviour

This checklist has been developed to monitor whether Prerana staff are adhering to the child protection clauses enjoined within Prerana's Child Protection Policy. This checklist will be administered by the Child Protection Officer (CPO) to all existing Prerana employees (full time and part time), once in a month. Appropriate documentation will be done by the CPO with respect to any breach. The concern will be discussed immediately and due action will be taken. This will be reviewed during the next round of administering the checklist. The CPO will decide in conjunction with the Project Director and Executive Secretary regarding action to be taken against those who repeatedly display non-adherence to the policy.

Do your staff regularly report to you on all case related developments?

Yes No

Do your staff get ample time to meet and interact (individual meetings) with their immediate supervisor for case / work related issues that could adversely impact child protection?

Yes No

Have there been any incidences of arguments among your staff members in front of the children?

Yes No

Is there an effective communication pattern among your staff on matters directly related to the Prerana beneficiaries?

Yes No

Do any of your staff have strained relationships which is adversely impacting the services being offered to the Prerana beneficiaries?

Yes No

Have any of your staff had any of their personal work done by the beneficiaries of the organization?

Yes No

Have any of your staff physically abused or used corporal punishment for the Prerana beneficiaries?

Yes No

Have you ever come across a situation where your staff has used resources meant for the Prerana beneficiaries for their own personal use?

Yes No

Have any of your staff displayed favoritism towards any particular Prerana beneficiary or a group of Prerana beneficiaries?

Yes No

Have any of your staff engaged in any discriminatory actions or demeaning interactions with Prerana beneficiaries?

Yes No

Have any of your staff disrespected the Prerana beneficiaries on the basis of their race, colour, sex, language, religion, political or other opinion, national/ethnic/social origin, property, disability, birth, sexual orientation or other status?

Yes No

Have any of your staff used language or gestures towards Prerana beneficiaries that are inappropriate, harassing, sexually provocative, abusive, demeaning, belittling, or culturally inappropriate?

Yes No

Have you come across any incident where your staff has engaged Prerana beneficiaries in any form of sexual activity or acts, including paying for sexual services or acts?

Yes No

Have any of your staff ever insisted that no other adult staff member should be present with them when working in the proximity of Prerana beneficiaries?

Yes No

Have you come across any incidence where staff members have invited unaccompanied Prerana beneficiaries into their homes without any imminent risk of injury or physical danger to them?

Yes No

Have you come across any incident where staff has slept close (unless absolutely necessary) to unsupervised Prerana beneficiaries without your prior permission?

Yes No

Have you come across any incident where staff has misused computers, mobile phones, or video technology in order to exploit or harass Prerana beneficiaries?

Yes No

Does the staff report concerns or allegations of child maltreatment to you in accordance with appropriate procedures as laid down by the organization?

Yes No

Have there been incidents where any of the staff has made contact with the Prerana beneficiaries outside the purview of the organization?

Yes No

Do any of your staff indulge in labeling child (Prerana beneficiary) behavior patterns?

Yes No

Have there been incidences where your staff has acted negligent towards Prerana beneficiaries who have been placed in their temporary custody for care and protection?

Yes No

Do your staff maintains and keeps all child related records and documentation accurate and up to date?

Yes No

Do your staff use images, videos, and audios of Prerana beneficiaries responsibly and only for official purposes?

Yes No

Do your staff respect the right to confidentiality of Prerana beneficiaries in their communication (verbal/written) with other staff members, ex-Prerana staff, visitors, guests, volunteers, interns, donors, Prerana beneficiaries, etc.?

Yes No

Are any of your staff members ignorant towards the varied protocols laid down by Prerana to be used with regards to direct services to Prerana beneficiaries?

Yes No

Is your staff well acquainted with Prerana's Child Protection Policy and adheres to the same?

Yes No

Please use this space to provide any other detailed information with regards to staff behavior hindering child protection.



Reporting Period:.....

Prerana Centre:.....

Signature of Team Head:.....

Date:.....

Enclosure IV

DO's and DON'Ts Checklist for Volunteers

DO's

- ✓ Keep regular contact with your agency supervisor/contact person.
- ✓ Do specify your interests with respect to areas of work to your contact person.
- ✓ Do try to get a deeper understanding of the issues dealt with through Prerana's work so that you may be better equipped to spread awareness on these issues on your own steam.
- ✓ Be a good role model – do not smoke, drink alcohol, take drugs, consume paan/ ghutka / misri in the presence of the children.
- ✓ Respect the surroundings – do not indulge in littering, spitting, defacing plants and the physical environment in any way.
- ✓ Do specify whether you will need a letter of appreciation etc at the end of your volunteer period.
- ✓ Do be punctual and keep appointments.
- ✓ Do feel free to suggest ideas/ plans/ proposals/ changes that you may think appropriate/ beneficial so that the team can consider it.
- ✓ Do be aware that helping with reporting is a mandatory task for all volunteers.
- ✓ Do be mindful of use of cell phones and other gadgets in the office and in the field/ in the presence of children and staff.
- ✓ Do be alert during your visits to the community and mindful of your belongings at all times.
- ✓ Do be polite and friendly with staff, children and women alike.
- ✓ Do carry your own food (and water, if necessary)/ order from nearby restaurants when in the office.
- ✓ Do respect the confidentiality of our beneficiaries at all time in your communication with others.
- ✓ Do report malpractice to your contact person or someone else in the organization in case you are witness to the same.
- ✓ Do wear kurtas (knee length) and pyjamas/pants and a dupatta/shawl – WOMEN.
- ✓ Do wear full length trousers/jeans and shirt/t-shirt – MEN. Ensure that t-shirts do not have any inappropriate messages depicted on them.

DON'Ts

- ✓ Do not use office computers or internet/ telephones/ printers etc. for personal use.
- ✓ Do not counsel any child one-on-one or in a group.
- ✓ Do not use foul language or slangs.
- ✓ Do not use physical/verbal abuse with children, women/staff.
- ✓ Do not share material created for/by Prerana/at Prerana with other people/ organizations without explicit permission from Prerana.
- ✓ Do not wear shorts, sleeveless tops, etc. to the field offices.
- ✓ Do not form personal attachments with staff, women and/or children you may meet through Prerana.
- ✓ Do not share personal information and contact details with people in the community.
- ✓ Do not take/record photographs, videos, audio of Prerana staff, beneficiaries, and people from the local community in the centers or in the community without explicit permission from Prerana. Distribution of any such media files, if any; is strictly forbidden and bound by confidentiality.
- ✓ Do not make any contact with the Prerana beneficiaries outside the purview of the organization. This would include the following;
 - a. Meeting Prerana beneficiaries outside the confines of the organization without the prior knowledge or consent of the organization and its child protection team.
 - b. Adding Prerana beneficiaries to your social networking sites such as Facebook, Orkut, Google Plus, etc.
 - c. Adding Prerana beneficiaries to your blogging and micro-blogging sites such as WordPress, Blogspot, Twitter, etc.
 - d. Adding Prerana beneficiaries to your messaging and chatting tools such as GTalk, Yahoo Messenger, Skype, Facebook Chat, Blackberry Messenger, Whatsapp, etc.
 - e. Exchanging telephone numbers and email addresses with Prerana beneficiaries for the purpose of calling, mailing, texting, etc.

Enclosure V

CHILD PROTECTION OFFICER – WORK FLOW

Following are the roles and responsibilities of the Child Protection Officer (CPO) –

1. The CPO will be responsible for handling all matters related child protection.
2. She/He will be assisted by the available Project Manager as and when need maybe.
3. The CPO will ensure that following trainings are held once in a year –
 - Understanding the need for a child protection policy and its components.
 - Developing skills to ensure that child protection is maintained in all the Prerana centers.
4. The CPO will ensure that the entire Child Protection Policy is read out and discussed once in a year, with the existing Prerana employees.
5. The CPO will ensure that the Child Protection Policy is revisited and reviewed once every three years.
6. The CPO will administer the Checklist for Reporting Staff Behaviour once in a month and ensure that all existing Prerana employees participate in the process.
7. The CPO will ensure that children participate in the child protection system within the Prerana centers. This will be done through Child Protection Committees that will be constituted across all centers of Prerana. The CPO will involve the children committee members and Outreach Workers in ensuring that the Child Protection Committees are functional.
8. The CPO will keep track of all visitors who will be visiting Prerana offices and interacting with children. The CPO will ensure that the Child Protection Policy is shared with these visitors prior to their visit. The CPO has the option of emailing them the document or providing them with the link on Prerana website.
9. The CPO will keep track of all volunteers and interns who will be placed in Prerana offices and will ensure that they read the Child Protection Policy and submit all the requisite documents with their signatures, BEFORE they enter Prerana's premises. The CPO will file all these documents carefully.

10. The CPO will follow the Allegations Response Work Flow, as and when she/he is approached with a case where a clause in the policy has been breached.
11. The CPO will ensure that all cases of child abuse are carefully handled and she will take support from the Executive Secretary as and when she requires.
12. The CPO will submit a monthly plan of action to the Executive Secretary and Project Director.

Enclosure VI

ALLEGATIONS RESPONSE PROCESS FLOW

A case of child abuse is reported to the Child Protection Officer by a case worker.

The Child Protection Officer will immediately document the first report based on the information given by the case worker.

The child will be referred to the Counselor.

The Child Protection Officer will meet the child, along with the Counselor and the case worker.

The Child Protection Officer will document the statement of the child.

The Child Protection Officer will ensure that the child is not made to report the abuse to multiple persons.

The matters will be treated in strict confidence in the interest of the victim, accused, and the informer.

Based on the evidence and careful deliberation of the case, the CPO will decide whether to have the matter dropped, further handled internally or referred to the police depending on level of assessed gravity and complexity.

The Child Protection Officer will involve the Executive Secretary in the decision making process.

The process leading to decision making will be well documented and all facts or written allegations, responses and follow-up will be kept on file.

*Note in cases of complaints of Sexual Abuse against Children procedures prescribed under the Protection Of Children from Sexual Offences Act, 2012 will be followed.

Enclosure VII

CODE OF CONDUCT FOR PHOTOGRAPHY

The objective of putting this document in place is to ensure that there is clarity within Prerana and for visiting photographers regarding basic rules that must be followed while taking photos and/or while filming within Prerana's premises or in Prerana's operational areas. The points have been adopted from documents created and shared online by Photographers without Borders and Photoshare.

Photographers/Videographers should -

1. Comply with local traditions or restrictions when taking photos of people, objects or places.
2. Gain verbal or written consent before taking photographs.
3. Respect a person's right to refuse to be photographed. If you sense any reluctance or confusion, refrain from taking the photo.
4. Not misrepresent the individual, situation, context or location of the photo.
5. Absolutely no payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent.
6. Do not identify individuals. Position the camera so that faces and other unique characteristics cannot be seen.
7. Gain written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.

8. Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.
9. Do no harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their image.
10. Photograph all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
11. Survivors of sexual exploitation, gender-based violence or abuse are not to be identified as such.
12. An individual's status as a person living with HIV, TB or any other serious health conditions must not be revealed.
13. An individual's engagement in socially marginalised or criminal activities must not be identified.
14. Care must be taken in photographing people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.
15. Ensure photos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
16. Photos must be honest representations of the context and the facts.
17. File labels must not reveal identifying information about a child when sending images electronically
18. Obtain informed written/verbal consent from every individual human photography subject.
19. Prerana staff will be available and used for extensive photographic shoots to explain and communicate the purpose of the photos and gain informed consent
20. If photos are edited to protect identities, this must be noted and explained.
21. Photos of individuals should illustrate autonomy and dignity of person.
22. Photos should support an accurate and balanced understanding of the Prerana's projects.

