

MASOOM CHILD PROTECTION POLICY

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1. Information about Masoom

Masoom is a not-for-profit organization with a passion for establishing quality education in night schools. In order to achieve this, Masoom partners with night schools to facilitate the 'Night School Transformation Programme'. The Transformation Program is specifically tailored to meet the needs of the night school and the night school students themselves. Masoom recognizes that the task of addressing poor quality education in night schools requires a multi-pronged approach.

The night schools are a unique model of secondary education, operational in Maharashtra. It is a classic 'Government aided private school' model where the schools are run by Private Trusts. These private trusts take care of minor administrative expenses while the salary grants come from the state government education department. Night Schools' uniqueness lies in the timing and the targeted student population. Night Schools run in the evening from 6.30 pm to 9.30 pm, to serve the migrant / working class population of the city who have either dropped out of school in earlier grades or have never gone to school. These students cannot go to day schools due to their working hours or age barriers and various other reasons

Masoom has developed a three-pronged intervention model to provide good quality education. The Night School Transformation Program has been designed so that it can be replicated and implemented in other schools and other states in India.

Masoom's model is the only comprehensive model being implemented in the history of night schools. Masoom works with 60 Night Schools in Mumbai as of the year 2017-2018.

Masoom is founded by Ms. Nikita Ketkar, a postgraduate in Political Science from Mumbai University. Nikita has an exciting and varied background - she has worked as a Journalist, a Lecturer and a Social Worker before qualifying for the Indian Civil Services. Set up in 2008, Masoom was the result of a social research project examining the conditions of the Night Schools in Mumbai. Masoom strives to improve the learning environment and the future prospects amongst the less privileged students.

1.1 Vision

To empower, strengthen and transform night schools so as to ensure the youth learn better and earn better

1.2 MISSION

Enable night school students to achieve their full potential through educational and policy support leading to better skills and job opportunities

1.3 Masoom's Area of work

Most night schools are secondary section schools (8th, 9th & 10th). There are 182 Night Schools in the state of Maharashtra, out of which 132 are in Mumbai. Of the 20,000 youth that study in Night Schools all over Maharashtra, around 10,000-15,000 study in Mumbai Night Schools managed and operated by various trusts. About 100 Night Schools in Mumbai are being run in BMC school premises.

Students in the age group of 12 -30 years of age are primary beneficiaries of Masoom. Most of them are day school drop-outs and/or migrants who have to work for a living due to family's distressing financial circumstances. The male students usually work as courier boys, office boys, etc. while the female students mostly work as housemaids. Their salary ranges from INR 2000 – 5000 per month on an average. Most of the students come from the slum pockets of the city.

The challenges of the students in the night schools are further multiplied as they are first generation learners and are susceptible to anti-social influence. Moreover there is a high incidence alcohol/tobacco addiction among the students. Visually challenged students do not have access to Braille teaching, mobility training, Braille books and writers.

1.4. Barriers in government support to Night Schools:-

1. Because they run in the night, they are invisible to most, including the policy makers.
2. They are attended by children and young people from the lower income section of the society - who earn during the day and learn during the night. These students do not have the resources to demand improvement from the system through coercion.
3. No private institutions run night schools. Hence there is no competition and no incentive on the government to improve the quality of education or infrastructure
4. The timings of these schools are 6.30 pm to 9.30 pm, They function for three hours which is half the time of day schools.

Some of the night schools supported by Masoom also have visually impaired students.

- 1.2 The need for Child Protection Policy based on experience

Introduction to Child Protection

2.1 What does Child Protection mean?

The meaning of Child Protection does not limit itself to Child Rights. It goes beyond this to create an environment to protect children from any form of violence, abuse, neglect or exploitation. Creating a safe and protected environment for children of any sex, sexuality, gender orientation, religion, caste, colour, language, place of birth. It is based on two key points, making the laws on child rights a mandate in all the night schools of Masoom and the other being establishing a forum/provision for the children to raise issues in case of violation or respond to situation of violation.

2.2 Why Child Protection?

So that the children are not subjected to any kind of exploitation, and can access a safe and protected environment where their rights are fully protected. The state has enacted child laws, policies and with budgetary provisions to meet the financial provision for children. It is the state's prerogative to create safe and protected environment for children. The provisions of child rights are mandated by the Indian Constitution.

According to the chartered draft signed by the Joint State union and Central Govt – Child Rights are divided into four different categories:

- 1) Right to life
- 2) Right to education (progress)development
- 3) Right to participation
- 4) Right to protection and security against all kinds of exploitation

To protect the child's rights is the duty and responsibility of the adults and in the interest of the child with respect to human rights.

There has to be policies in place to safeguard against exploitation of children by/at individual/organisations/places of work.

To provide a safe environment to children, every organisation, place of work, where children are a part of must have a child rights policy into force.

Protection for the child from:

N – Neglect

E – Exploitation

H – Harm

A – Abuse

2.3 How Masoom implements child rights policy?

Masoom is committed and responsible in creating a secure and protected environment across all schools under its purview and ensuring that no child falls prey to exploitation of any form

The child rights policy will enable Masoom and all those working with the organisation to have a better understanding and be sensitive to the needs of the children and help create a protected and secure environment for the children.

The safety and security of every student in all the schools under Masoom's umbrella will be top priority. All the prevailing laws and provisions made under the child protection act will be exercised by Masoom against anyone who is found guilty of flouting any child right.

The CRP ensures the mental, emotional, intellectual, social and cultural wellbeing of the child. The progress and development of the child made in these various faculties is therefore assured and the child gets various opportunities to explore and be self-motivated to participate in various activities.

Every child coming in contact with Masoom at any level will progress and gain a level of confidence to enable him/her to eventually become a good and responsible citizen.

Every person in a place of position with Masoom will develop an attitude of protection and understanding towards the children.

Masoom's Child Rights Policy will ensure protection against any kind of exploitation towards a child. Laws governing the policy will be strictly put in place by Masoom

Masoom will also ensure that any person working within its purview if found guilty of flouting any of the above laws will be duly dealt with and Masoom will sever ties with the person. Providing safe environment to the child is Masoom's priority. Proper laws and systems have been put in place to ensure a safe, secure and protective environment for children.

2.4 The Scope of the Child Protection Policy for Masoom

- 1) The Internal team of Masoom – staff, executives, volunteers, parents, learners at night schools, community members, anyone above 18 years of age connected with the activities of the organization, contract workers, helpers, and supporting organizations or persons.
- 2) Family members of Masoom staff
- 3) All connected to respected schools- Trustees, donors, sponsors, volunteers, advisors, and officials.
- 4) All schools working alongside the organization.
- 5) Other organizations supporting Masoom.

This policy will ensure a binding commitment for every person connected to or working with Masoom.

2.5 Role of Organization

We firmly believe that every child irrespective of his birth, caste, creed, religion, country, gender, sex or sexual orientation has entitlement for protection against any kind of sexual exploitation or other acts that come in the way of the child's basic rights.

Masoom's work entails working closely with night schools and the children who come to study there. As part of their endeavour, Masoom strives as a socially responsible organisation to create a fearless atmosphere across each and every one of its schools.

Masoom believes it is mandatory to have a child rights policy in place and the execution of it is necessity and responsibility of the organisation so the organization can extend its support if any child within the purview of Massom faces any kind of violation of rights as per this policy.

Chapter 3

Legal Framework and Guideline

3.1 Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

(Here we need to list all the statutory laws in India which are needed to ensure a child's right. Laws that safeguards children from any sort of discrimination and exploitation)

- i. Juvenile Justice Rules 2016 Gazette Notification, 2012
- ii. The Child Labour (Prohibition and Regulation) Amendment Bill, 2012
- iii. Protection of Children from Sexual Offences Notified Rules, 2012
- iv. Protection of Children from Sexual Offences Act, 2012
- v. The Right of Children to Free and Compulsory Education Act, 2009
- vi. Juvenile Justice (Care and Protection of Children) Act (Amendment, 2006)
- vii. Prohibition of Child Marriage Act, 2006
- viii. Information Technology Act, 2000
- ix. Persons with Disabilities (Equal Protection of Rights and Full participation) Act, 1996
- x. 1989: Schedule Caste and Schedule Tribes (Prevention of Atrocities) Act
- xi. Child Labour (Prohibition and Regulation) Act, 1986
- xii. National Policy for Children, 1974
- xiii. Indian Penal Code, 1860

3.2 Child Protection Policy Guidelines

- I. The CRP is based on the state governments policy for children 2013
- II. The guide lines for the same will be based on Child Rights Code (UNCRC)

- III. A PROPOSED PLAN WITH APPROVALS FOR ALL CHILD'S RIGHTS
- IV. The well-being of the child will be the priority under any circumstances
- V. There will be no allowances for discrimination of any kind
- VI. Child Protection will be the responsibility of the family and the state
- VII. To help create an environment with family and home to foster the growth and well-being of the child
- VIII. Creating options for child protection by including children in the project
- IX. Creating an environment of safety and security for the children
- X. Quantitative and Qualitative methods to be incorporated for care giving
- XI. Qualitative nurturing and protection of the child 24 by 7
- XII. Child Protection through Child Support
- XIII. To help marginalized population of children come into the mainstream of society.
- XIV. The child's right to privacy in terms of cases related to sexual harassment and exploitation will be protected

Chapter 4

4.1. Proposition of the Child Protection Policy (2007)

Masoom as an organization has taken a serious view towards the rights of children and the protection of rights. .

Masoom's viewpoint on the issues is not limited just to the policy but also in their day to day affairs at the workplace, with their staff, new recruits and employees. This viewpoint clearly reflects through their research, testing methods and study on this subject.

Having taken cognizance of the issue one will see positive changes taking place in terms of dialogue between teachers and the learners, an environment of understanding among parents and children.

In case of any untoward behavior towards a child (exploitation), the child protection policy empowers Masoom with an inbuilt Reporting Mechanism.

Chapter 5

Definition

Definitions for word inbuilt in the Child Protection Policy

5.1 CHILD- Any person in the age group of 0-18 is established as of a lower legal age.

(REF- Child Justice Child care and protection law 2015 serial number 2)

5.2 CHILD PROTECTION – A mechanism for prohibition and prevention of any act of violence, abuse, negligence or exploitation against a child.

5.3 CHILD PARTICIPATION – Inclusion of children in any programs specific to them and creating platforms to encourage children to participate. .

5.4 CHILDS FUNDAMENTAL INTERESTS – All adults have to be aware of the child’s interest when taking any decision about them. Especially when putting in place- rules, policies and schemes.

5.5 CHILD EXPLOITATION - Violation of any fundamental rights of a child, any physical harm, neglect of health and self -esteem of child, all amount to child exploitation. A child, vulnerable to any kind of physical, mental, sexual, or financial harm, amounts to the child being exploited.

5.6 Physical Exploitation: Any kind of violence causing the child bodily harm/injury.

5.7 Mental Exploitation: Any kind of behavior that affects and abuses the child mentally and psychologically. Abuse such as passing harmful and demeaning remarks, discrimination, and neglect have long term impacts on the emotional and mental well-being of the child.

5.8 Bullying: aggressive behavior that may come from another young person or an adult which essentially involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Individuals who are bullied and who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

i. An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

ii. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

a) Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can be categorized in three kinds: Verbal, social and physical.

b) Verbal bullying is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm. Social bullying - sometimes referred to as relational bullying, involves hurting someone with social comments, taunting, threat also includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public. Physical bullying involves hurting a person’s body or possessions. Physical bullying includes: Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone’s things, making mean or rude hand gestures.

5.9 Sexual Exploitation: Any person of either the same sex or the opposite sex, trying to make sexual advances toward a child. This act is done by breaching the child’s trust, by coercion (exercising their authoritative right over the child), diverting the attention of the child, and deceiving the child (using false pretenses to lure the child).

5.10 TYPES OF SEXUAL EXPLOITATION:

1. When a person above the age of 18 or below 18 is trying to inappropriately touch the child, where the child is not feeling comfortable. A person touching the child's genitalia and/or impelling the child to touch their (said person) genitals.
2. Forcing the child to masturbate them or the person forcing masturbation on the children.
3. Forceful penetration of the anus or the vagina of the child, using fingers or any other objects.
4. Any adult impelling the child into having oral, anal, or vaginal intercourse.
5. Harm done without touch.
6. Impelling the child to show their genitals, or showing the child their genitalia.
7. Giving the child any kind of gift or money in exchange for a sexual act.
8. Showing the child any sexual content such as pornography, through books, media, or films.
9. Sending the child lewd messages, films, or media that has sexual content, through any medium of communication (e.g. internet, phone-call, text etc.)
10. Forcing the child into doing any lewd or sexual acts and filming or photographing the acts.
11. Expressing actions at the child that indicate any advance of sexual acts

5.11 Child Marriage

Child marriage is a formal marriage or informal union where one or both of the parties are under the age of 18 years, which is globally considered as a human rights violation. In India, the government has set the minimum age of marriage as 18 for girls and 21 for boys. Despite laws against it, child marriage is a common practice in India as gender inequality, poverty, tradition and social inequity plays a crucial role. Child marriage threatens the lives and health of children if both the parties are below the age of 18, and it limits their future prospects. Girls pressed into child marriage often become pregnant while still adolescent, increasing the risk of complications in pregnancy or childbirth. These complications are a leading cause of death among older adolescents in developing countries including India.

- 5.12 Financial exploitation: Promising the child money to lure them into doing domestic work and labour.
- 5.13 Position of power: Using the authority of your post to exploit the child physically, mentally, sexually, or emotionally.
- 5.14 Ignorance and negligence: deliberate neglect involving acts that could amount to harming the child's physical health (e.g. keeping the child alone, or hungry, or not giving medication on time)
- 5.15 Good touch, Bad touch: A touch that a child differentiates from good touch amounts to exploitation and is a form of abuse.
- 5.16 Discrimination: Any bias against sex, sexuality, gender expression, race, cast, creed, class, place of birth, language, disability or any form that will make the child feel insecure.

- 5.17 Gift giving stranger: A person who has no relevance or connection whatsoever to the child or the child's family or school or home giving the child a gift.
- 5.18 Corporal punishment: Under the garb of discipline, using physical methods of punishment which cause the child pain.
- 5.19 Sessions according to subject: Sessions that are taken with the child, according to the subject will be given in a specific time period.
- 5.20 Resource person: A person who comes to school to take a particular subject.
- 5.21 Technical safety: Consideration for the basic facilities, safety and upkeep of the area around the school. For example, electrical wires, open wells etc.
- 5.22 The norms of child protection: there should be rules and regulations of 'Do's and don'ts' for all those engaging with children (inclusive of children, youths and youth).
- 5.23 Policy: Rules and regulations laid down for adults on the subject of child protection.
- 5.24 Child Protection officer: A person appointed at state level solely to protect children as part of the Child Protection Program
- 5.25 Child Protection Committee: This committee was formed based on Child Laws for care giving and protection under the laws of 2015, serial number 106 (ref. According to Maharashtra state's decision, on 10th June 2014)
- 5.26 School Working Committee: According to the Child Rights Laws, the committee was formed for the functioning of the school (right to education, Serial number 21 and 13 Maharashtra state regulation (education department) 17th June 2010).

Chapter 6

Code of Conduct for the Organization

Masoom has laid down a set of rules in terms of conduct and behavior for their remunerated and non-remunerated workforce hired in or linked with Masoom. This includes employees (temporary, permanent or freelance), volunteers, interns, sponsors, partners, partner organizations, donors, consultants, advisors and other collaborators and visitors who act in name and representation of Masoom, and, ultimately, any person who may come into contact with children. Children should also be familiar with this code and follow its guidelines in the treatment of their peers.

The Child Protection Committee is set up with the intention of effective implementation of the laws to protect the children from all types of abuse and to determine the legal action and punishment in event of any untoward behavior in the interest of the child. This policy shall reflect in all the Rules and Regulations and behavior of Employees of Masoom as an organization.

All of those to whom the code applies, including partner organizations, will sign a document certifying that they are aware of the Code of Conduct and the consequences of violating this code, and that they agree to respect and comply with its content.

6.1 **Procedure of response from Masoom in the event of any child abuse case. (Annexure-1).**

6.1.1 In the event of child abuse by any employee of the organization or any responsible person working within its jurisdiction, the same shall be reported in oral or writing to the Grievance Redressal Cell of the organization so that the said Cell can further report the incident to the Child Protection Committee or the Senior management.

6.1.2 There should be Mandatory Reporting of any such incident of child abuse that takes place within the jurisdiction of Masoom.

6.1.3 The Management Team or the Child Protection Committee set up by Masoom shall make inquiry about the incident and conduct the proceedings as per the guidelines laid down in Masoom's Child Protection Policy.

6.1.4 The accused employee will not be allowed to work with the children or the organization until the inquiry against him/her is completed.

6.1.5 The said inquiry shall be completed within one month.

6.1.6 In the event of child sexual abuse or any other physical abuse wherein the Indian Penal Code or any other Act/Law is applicable, a First Information Report (FIR) shall be lodged with the local police station.

6.2 **Implementation of the Child Protection Policy:**

6.2.1 Chief Executive Officer or Chief Management Member of Masoom shall be responsible for effective implementation of the Child Protection Policy.

6.2.2 The agreements/contracts/other documents executed between Masoom and all other concerned parties, connected to and working with Masoom, shall be bound by the Child Protection Policy, Expected Code of Conduct, and guidelines laid down.

6.3 **Constitution of the Children Protection Committee:**

The constitution of the Committee shall be as follows.

6.3.1 Chairman – CEO of Masoom or a Member of the Managing Committee.

6.3.2 A Woman employee from Masoom– Member

6.3.3 A Male employee from the Masoom – Member

6.3.4 An expert on the subject of Child Protection from outside the organisation – Member

6.3.5 CEO of Masoom – Member Secretary

6.3.6 A member from HR department

(The committee of 6 such members shall be constituted and they shall convene meetings once every three months or as and when required (emergency circumstances) during the Academic Year in the office of Masoom and the Minutes and the proceedings of which will be appropriately and regularly documented)

6.4 Masoom Intervention

6.4.1. A friendly and conducive environment will be maintained for the children to freely express themselves

6.4.2. The working staff will be monitored, in terms of their sensitivity towards issues related to caste, religion, and culture, social, economic and academic background.

6.5. Selection of CPC Members

6.5.1. It will be done as an internal process within the organization.

6.5.2. CPC members will be selected on Nomination basis except for the Resource Person.

6.5.3. The nominated candidates will be given appropriate expertise in the subject matter in context to Masoom. (so that there is right balance with no gaps)

6.4 Review of the Child Protection Policy:

The review of Policy shall be taken up once a year, from the feedback of the school leaders and program managers. Yearly review is significant as it will encompass all the issues and the next year's policy can be designed bridging the gaps of the previous year. The necessary changes/amendments will be made in the Policy from time to time.

6.5 Child Protection Policy and Human Resource Management:

6.5.1 Recruitment and Orientation Program of the employees/staff/volunteers.

6.5.1.1 During the recruitment process of the remunerated and non-remunerated employees at Masoom it shall be necessary to consider the security of the children. All the employees shall be oriented about the Child Protection Policy.

6.5.1.2 The following guidelines will be strictly adhered to, in view of Child Protection Policy, during the process of recruitment of the employees for Masoom.

6.5.1.3 The contract staff or the permanent employee who will be recruited to work with the children shall give a Declaration stating that there is no crime registered against him.

- 6.5.1.4 The reference shall be obtained or inquiry shall be made with the previous employment of such newly recruited employees.
- 6.5.1.5 Orientation on the Child Protection Policy shall be mandatory for newly recruited employees.
- 6.5.1.6 Information about the Child Protection Policy shall be provided in writing by the Senior Officers or Human Resource Department after joining (within 2 days of his/her appointment).
- 6.5.1.7 “Acceptance Letter” (Annexure-2) shall be taken from all the employees.
- 6.5.1.8 The training on the Child Protection Policy shall be provided to the newly recruited employee within 1 month from the date of recruitment.
- 6.5.1.9 The follow-up of the training shall be taken once in a year

6.6 Performance Management System:

- 6.6.1 The employees connected with Masoom, will be evaluated at regular intervals in terms of their sensitivity towards child protection.
- 6.6.2 While maintaining the record of employees, a separate record of the employees’ attitude towards child protection shall also be maintained. Wherein the positive and negative experiences of the employees shall be noted by HR with reviews from the Senior Program Team.

6.7 Staff Development and Capacity Building:

Awareness Training and Providing Information:

- 6.7.1 Staff, Volunteers, Persons who are in regular contact with the Schools with respect to Child Protection and Child Rights shall be provided with the information and awareness shall be created among them. They shall be made more sensitive.
- 6.7.2 Special Training Programs shall be conducted for the staff and volunteers who are working within the jurisdiction of Masoom.
- 6.7.3 Program shall be designed with a perspective and vision for protecting Child Rights.
- 6.7.4 To respond as per the needs of the children, to empower children in terms of decision making. Respects the customs and ideologies of the diverse groups living in those areas where we work, and always take into account the legal, cultural and historical context.
- 6.7.5 To create an awareness about child protection, child rights and gender discrimination, among the people and public around the locality of the schools, within the purview of Masoom.

6.7.6 To generate awareness and empower parents about child rights and welfare and prevention of child abuse.

6.7.7 Masoom shall also take initiatives to empower children of schools within the purview of Masoom about rights violation and what they can do in the event of any crisis situation.

6.8 Protection Norms for spaces accessible to children

6.8.1 Spaces owned by Masoom shall be safe for children.

6.8.2 Spaces for children shall be proper ventilated with open door windows or see through barriers.

6.8.3 Care shall be taken that children do not remain in undue contact with the staff beyond the program activities especially in places outside the jurisdiction of Masoom and if they are, there should be a Responsible(R) person present with clear justification.

6.8.4 Children Protection Policy shall be displayed at all the Notice boards of all the night schools and other places within the purview of Masoom.

6.8.5 The information on Child Protection Policy shall be displayed at the functioning premises of Masoom.

6.9 Participation of Children

6.9.1 It shall be necessary for staff to understand that every child and that his/her thinking capacity is different. Their desires can be different. And the staff should be sensitized towards it.

6.9.2 Every child has an independent personality. They have their own rights and responsibilities. Hence when taking care of the child, it is the responsibility and the duty of adults to respect the same. All the employees shall be made aware about the same.

6.9.3 The teachers and the various stakeholders who are directly involved with the children should be sensitized towards children irrespective of their caste, ethnicity, gender, language, faith, region, political affiliation or social origin, economic position, capacities or any other identity. The employee should invest productive time for development of the child as per the program activities and build a healthy and cordial relation.

6.9.4 There shall be friendly relation with the children in context of respecting each other's choices with regards to generation gaps and opinions.

6.9.5 It shall be necessary for staff to give their details like name, designation and responsibility of the post to the children with whom they work.

6.9.6 The organization shall have quarterly activity for opinions and feedback from children. The children's feedback should be taken into consideration in planning program designed for the all-

round development of the children. During such programs there will always be a consideration for the opinions of the children. This creates mutual respect and faith among the children towards teachers. Feedback shall be asked from children after conducting such programs.

- 6.9.7** Provide an inclusive space for all children and a safeguarding culture among children, incorporate effective strategies to develop gender sensitivity among children. To develop co-operative and health interaction among boys and girls, to encourage equal participation in programs and project activities.
- 6.9.8** In case of overnight trips planned for children, they shall be segregated into groups based on their age and gender; appropriate arrangements shall be made for them to sleep separately with the permission of their parents.
- 6.9.9** It shall be necessary for the Masoom team to create safe spaces for children to have a conducive environment to stimulate cognitive development and all round development. with participation in the organization development decisions.
- 6.9.10** It shall be necessary to conduct activities with the staff /employee every 3 months to get feedbacks which will help us enhance our thoughts and sensitivity towards the children.
- 6.9.11** The staff shall not be biased, partial or show preferential behaviors or single out to any student. It shall be necessary for all the staff to showcase balanced and equal treatment towards all the children.
- 6.9.12** To create a friendly environment so that boys-girls can respectively put forth their difficulties in adjustment and shall at least convene one (if required more) meeting in a month as per their convenience.
- 6.9.13** Workshop and session will be taken with the staff/employees of Masoom with the help of a resource person from the respective field every three months to discuss the actions that must be taken by the staff/employees in situation of complains of harassment or insensitivity towards any issues.
- 6.9.14** Any form of child abuse or harassment that should take place within the organization or other connected organizations, it shall immediately be brought to the notice of the school teachers or Head Masters or School leader or Program Manager. A complaint will be lodged with the nearest police station with the co-operation of the school teachers or Head Masters or School leader or Program Manager.
- 6.9.15** Employees shall not be partials towards his children and other children part of the organization.

6.9.16 The employees shall have right to make suggestions to their Senior Officers which are in the interest of the children.

6.9.17 Children will be allowed to avoid participation in programs that are not concerned with the children but should be motivated as it will help children see where they have to bridge a gap and overcome certain uneasiness. It should also be followed by a certain focusing on that fear of the children.

6.9.18 While organizing programs for children, carrying a first aid box will be mandatory.

6.9.19 Necessary safety concerns shall be taken with respect to the safety of the children while planning any program for them.

6.9.20 Children safety norms shall be adopted.

6.9.21 There shall be separate toilets for boys and girls.

[To be able to comply with all the above regulations, it is necessary to provide periodic training to the employees and to better their understanding it is necessary to convene meetings and awareness programs from time to time]

6.10 For Schools/Persons with whom Masoom is going to work

6.10.1 They should be given a clear idea of the Child Protection Policy and care should be taken to follow the directives laid down in the Children Protection Policy.

6.10.2 There should be a mandatory compliance of the CPP in schools and if not, should be reported to the CPC. Guidance should be provided to implement the CPP.

6.10.3 Whatever Programs/Trainings that Masoom organizes with the School, necessary care should be taken at the said time to see that no act whatsoever will violate the rights of the children. (E.g. arranging food or tea from the contractors who are indulging in child labor).

6.10.4 No service will be taken from any person or offices which have any history of child abuse.

6.11 If, Boys and Girls under the jurisdiction of Masoom are required to travel

6.11.1 Responsible(R) person will travel with the boys and girls.

6.11.2 Children should not be allowed to travel alone.

6.11.3 The responsible person be appointed as per the nature of the travel, place and time

6.11.4 Ensure that one responsible person is appointed for every 10 children.

6.11.5 It shall be necessary to take a letter of consent from the children and their parents if the boys and girls under the jurisdiction of Masoom are required to travel for any program outside the district.

- 6.11.6 If any residential program is required to be attended, ensure that a separate teacher and responsible person is appointed for the boys and girls.
- 6.11.7 The details of the travel program shall be given in writing to the children as well as their parents.
- 6.11.8 Ensure that the vehicle (Bus/Taxi/Auto Rickshaw) which will be used for traveling is in good condition, fulfilling the safety norm and should not carry children over the prescribed limit.
- 6.11.9 If needed, Masoom shall also ensure access to health care services in the case of any emergency need of medical treatment during organized program of Masoom.
- 6.11.10 While traveling together special care should be taken of children.

6.12 Representation of Children in Media/Communication Material/Publications.

- 6.12.1 If any Volunteer or Guest of Masoom wishes to take photographs or mobile video clips of the children, prior permission should be obtained from the concerned Officer or Principal of the School. They shall be informed that, without such permission they cannot take any photographs/video shooting of the children. There shall be strict restriction on the manner of taking photographs. This content shall not be taken out of Masoom, without prior permission, for any other use. These photographs must be shown to the children and it must be ensured that this is done with their consent. Please obtain a consent letter (Annexure- 3) of children for the same.
- 6.12.2 While using the photographs of the children, Masoom shall take due care to make sure that their personal identity or the place is not disclosed.

6.13 Complaint Redressal Mechanisms:

- 6.13.1 Every child has an individual identity and he/she has independent rights and responsibilities and hence we should respect them. While working towards the progress and growth of night schools, opinions of the children should be taken into consideration as priority.
- 6.13.2 If any incident of child abuse occurs or is likely to occur it should immediately be reported to the Child Development Officer or Child Protection Officer or an expert appointed by the organization.

Table 1: Actions Taken, if, mentioned personnel is in violation of CPP

Personnel in violation	Action Taken by the CPC
Teachers of the Night school	<ul style="list-style-type: none"> • Will be called for questioning by CPC and SMDC Members. • If found guilty:- <ol style="list-style-type: none"> 1. Physical Abuse –

	<p>Disciplinary action and police complain</p> <p>2. Mental Abuse – Disciplinary action</p> <p>3. Sexual Abuse – Disciplinary action and police complain</p> <p>4. Financial Abuse - Disciplinary action and police complain</p> <ul style="list-style-type: none"> • If not found guilty, CPP guidance will be given by authorized person.
<p>Child to another child</p>	<ul style="list-style-type: none"> • Will be called for questioning by the teacher & SMDC Members • if:- <ul style="list-style-type: none"> 1. Physical Abuse – Disciplinary action and police complain 2. Mental Abuse – Disciplinary action 3. Sexual Abuse – Disciplinary action and police complain 4. Financial Abuse - Disciplinary action and police complain • If not found guilty, CPP guidance will be given by the authorized person

<p>Adult learner to a child</p>	<ul style="list-style-type: none"> • Will be called for questioning by the teacher & SMDC Members • If:- <ol style="list-style-type: none"> 1. Physical Abuse – Disciplinary action and police complain 2. Mental Abuse – Disciplinary action 3. Sexual Abuse – Disciplinary action and police complain 4. Financial Abuse - Disciplinary action and police complain • If not found guilty, CPP guidance will be given by authorized person.
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6.13.3 If such an incident is primarily informed orally, the Child Protection Officer or Staff or School leader or Program Manager shall immediately record as it in the form as per the Annexure-I.

6.13.4 After the incident has occurred, information related to such incidents shall be immediately given to Principal/Head Master or School leader or Program Manager.

6.13.5 If any incident occurs in the Night School within limits of the Masoom jurisdiction or program activity immediate Action needs to be taken by the Principal/Teacher School leader or Program Manager.

6.13.6 If any incident occurs to the Night school students accessing the Night Schools immediate Action needs to be taken by the Principal/Teacher School leader or Program Manager.

6.13.7 If a Masoom staff member is found guilty for any rights violation as per description of this policy, zero tolerance will be demonstrated and that employee shall immediately be terminated from the organization alongside taking necessary legal actions against that guilty employee.

6.13.8 If a child violates rights of another child as per description of this policy, necessary legal actions (mentioned in Table 1) must be taken as per state laws.

6.13.9 If any incident of child sexual abuse takes place in school, the Principal shall immediately visit the nearest Police Station and register a Complaint/FIR under POCSO Act.

6.13.10 Copy of the Reporting Form should be attached while registering an FIR.

6.13.11 Child Protection Committee shall immediately remain present for the assistance of the child within 4 hours from the receipt of information of such incident.

6.13.12 Members of the Child Protection Committee shall immediately make an inquiry of the child who is the victim and take proper care to protect the said child.

6.13.13 Teachers and Staff from the School shall immediately speak to other children and try to acquire more information about the incident and co-operate with the police during inquiry but only after seeking permission from the child and the parents of the child.

6.13.14 If any incidence of sexual abuse of child is noticed, such a child should be taken into confidence and following things are required to be done.

1. As per section 19 of the Protection of Children from Sexual Offence Act, 2012, it is mandatory to lodge offence about sexual harassment. If any Person or School/Society fails to do so, provision has been made for the punishment.
2. Police shall record the statement of the child in the school or at any place which is comfortable for the child.
3. Police Officer above the rank of Police Sub Inspector and preferably a Woman Police Officer shall record the statement of the child.
4. The Officer recording the statement of the child should not be in uniform.
5. While recording the statement of the child, possibly Counselor Social Worker or Person close to Child shall remain present with the child.
6. Statement of the child should be recorded in a simple language or a language used by the child.
7. During the entire proceeding the child should be given freedom to choose the responsible person he trusts to stay with him.
8. Take opinion of legal experts. It is mandatory for all the District Juvenile Police Unit to have list of the legal experts.

9. If there is hurdle of language, help shall be taken from a translator or if the child requires special assistance, or a special educator, the same shall be arranged. It is also mandatory to maintain the list of such special educators by the District Child Protection Unit (DCPU). There is a provision for the same in the POCSO Act. After the above procedure, as per the requirement of the mental and medical status of the child, necessary arrangement shall also be done.

Chapter Seven - Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- a) Masoom personnel
- b) The parents of the child
- c) The person making the allegation
- d) Social services/ Law Enforcement Agency
- e) The Alleged Abuser (and parents if the alleged abuser is a child)

However, an exception to this is when child protection concerns arise, in which case the organisation cannot keep such information secret. In this situation information will be shared on a ‘need to know’ basis in the best interest of the protection and welfare of the child. Sharing of information for the protection of child is not a breach of confidentiality or data protection. Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk.

Management, staff, volunteers/students in this service are advised of our confidentiality policy and are required to sign up to it.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Table 2: Child Protection Points for Schools

Points about Child Protection	Provision as per Act	Proposed Action	Role of Masoom
Cruelty with Child (physical abuse, taunts, indecent)	As per section 75 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF	As per provisions of this Act, any person behaving cruelly with	Any representative of Masoom coming across with such incident, he/she can take the following steps. i. To provide the child with a

<p>behavior with children, feeling of being ashamed, discrimination, labeling children)</p>	<p>CHILDREN) ACT, 2015 cruelty to child is punishable crime and provides punishment of three years imprisonment or fine of one lakh rupees or with both</p>	<p>child, complaint may be lodged against such person in the police station as per provisions of this Act. Such complaint may be lodged by any person.</p>	<p>person with whom he/she feels secure to have a conversation</p> <ul style="list-style-type: none"> ii. To provide any assistance required by child or the child's parents. . iii. To have a conversation with children to take necessary legal action. iv. To take help of parents and teachers to lodge legal complaint. v. To appoint representative of Masoom as Support Person for registering complaint. vi. To provide all legal assistance from Masoom. vii. In such type of cases it is necessary for representatives of Masoom to be on the side of children. viii. If any teachers are involved in child abuse, it is mandatory to have a conversation with School Management (In any event it is expected to stand beside the children). ix. To effectively implement Child Protection Policy along Schools of Masoom. x. To hold conversation with Child Protection Mechanism. xi. To have clear discussion with staff and school about the opposition of the nature of cruelty and harassment to children. xii. If any staff is involved in any such type of incident, discussion will be done with such staff and further action as per HR Policy will be taken.
<p>Cause Physical</p>	<p>As per section 75 of</p>	<p>As per</p>	<p>Any representative of Masoom</p>

<p>Injury to Children</p>	<p>THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 cruelty to child is punishable crime and provides punishment of three years imprisonment or with fine of one lakh rupees or with both</p>	<p>provisions of this Act, any person behaving in this manner with child, complaint may be lodged against such person in the police station as per provisions of this Act. Such complaint may be lodged by any person.</p>	<p>coming across with such incident, he/she can take the following steps:-</p> <ol style="list-style-type: none"> i. To provide the child with a person with whom he/she feels secure to have a conversation. ii. To provide with any assistance required by child or by the child's family. iii. To have conversation with children to take necessary legal action. iv. To take help of parents and teachers to lodge legal complaint. v. To appoint representative of Masoom as Support Person for registering complaint. vi. To provide all legal assistance from Masoom. vii. In such type of cases it is necessary for representatives of Masoom to play role on side of children. viii. If any teachers are involved in incident of causing injury to the child, it is crucial to have conservation with the School Management (in any event it is expected to stand beside the children). ix. To play important role in implementing Child Protection Policy among schools. x. To converse with Child Protection Mechanism. xi. To have clear a discussion with the staff and school about the opposition of the nature of cruelty and harassment to children. xii. If any Masoom employee is
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			<p>involved in any such type of incidence, discussion will be done with him/her and further action as per HR Policy will be taken. Such staff member will be immediately terminated from his/her services.</p> <p>xiv. If required to take stand to lodge complaint against staff, teachers or any other person who has physically abused the child, Masoom employee will adhere to the CPP guidelines of Masoom.</p> <p>xv. To effectively cooperate with School Management Development Committee in occurrence of such incidences.</p>
<p>Encouraging children to procure and hand over Tobacco products</p>	<p>As per section 77 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 involving child in procuring any such substances is punishable crime and provides punishment of seven years imprisonment or with fine of one lakh rupees or with both</p>	<p>As per provisions of this Act, any person behaving in this manner with child, complaint may be lodged against such person in the police station as per provisions of this Act. Such complaint may be lodged by any person.</p>	<p>Any representative of Masoom coming across such incident, he can take following steps.</p> <p>i. To provide the child with a person with whom he/she feels secure to have a conversation.</p> <p>ii. To provide assistance required by children for taking legal action.</p> <p>ii. To take help of parents and teachers to lodge legal complaint. To provide all legal assistance from Masoom.</p> <p>v. In such type of cases it is necessary for representatives of Masoom to play role on side of children.</p> <p>vi. If any teachers are involved in incidence of causing injury to child, in such cases to have conversation with School Management (In any event it is expected to stand beside the children).</p> <p>vii. To effectively implement Child Protection Scheme among Masoom Schools.</p>

			<p>viii. Conversation with Child Protection Mechanism</p> <p>ix. If any staff is involved in any such type of incidence, discussion will be done with such staff and further action as per HR Policy will be taken.</p> <p>x. To play role and cooperate School Management Development Committee in such incidences.</p> <p>xi. To ensure that staff appointed by Masoom is not involved in any type of intoxicating addiction before his appointment</p>
Corporal Punishment	As per section 75 and 82 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 corporal punishment to child is punishable crime and provides punishment of three month imprisonment or with fine of one lakh rupees or with both	As per provisions of this Act, any person behaving in this manner with child, complaint may be lodged against such person in the police station as per provisions of this Act. Such complaint may be lodged by any person.	<p>Any representative of Masoom coming across with such incidence, he can take following steps.</p> <p>To provide the child with a person with whom he/she feels secure to have a conversation.</p> <p>ii. To provide any assistance required by the child or his/her parents after conversation.</p> <p>iii. To have conversation with children to take legal action.</p> <p>iv. To take help of parents and teachers to lodge legal complaint.</p> <p>v. To appoint representative of Masoom as Support Person for lodging complaint.</p> <p>vi. To ensure that all legal support will be given by Masoom.</p> <p>vii. In such type of cases it is necessary for representatives of Masoom to be in support of children.</p>

			<p>viii. If any teachers are involved in incidence of causing injury to child, in such cases it is crucial to have conversation with the School Management (In any event it is expected to stand beside the children).</p> <p>ix. To play important role in implementing Child Protection Scheme among Masoom Schools.</p> <p>x. To hold a conversation with Child Protection Mechanism</p> <p>xi. To have a clear discussion with staff and school about the opposition of the nature of cruelty and harassment to children.</p> <p>xii. If any staff is involved in any such type of incidence, discussion will be done with such staff and further action as per HR Policy will be taken.</p>
<p>Sexual Abuse and Sexual Assault</p>	<p>As per section 75 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 such type of offence are punishable and provides punishment of three month imprisonment or with fine of one lakh rupees or with both</p> <p>As per section 3, 4, 5, 6, 7, 8, 11, 12 of THE PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012 (POCSO ACT 2012) any person committing sexual offences against</p>	<p>As per provisions of Juvenile Justice Act and POCSO Act complaint can be registered at the Police Station. Any Person can lodge such complaint.</p> <p>It is mandatory to disclose the facts of such case. Concealing such crimes in itself an offence.</p>	<p>Any representative of Masoom coming across with such incidence, he can take following steps.</p> <p>i. To provide the child with a person with whom he/she feels secure to have a conversation.</p> <p>ii. To provide any assistance required by the child or child's parents after conversation.</p> <p>iii. To have conversation with children to take legal action.</p> <p>iv. To take help of parents and teachers to lodge legal complaint.</p> <p>v. To appoint representative of Masoom as Support Person for lodging complaint.</p> <p>vi. To ensure that all legal support will be given by Masoom.</p>

	<p>children, similarly any person who fails to report such offence of sexual assault or any person having knowledge of such offence and fails to report complaint is also punishable as per provisions of section 19 and 21 of the above said Act.</p>		<p>vii. In such type of cases it is necessary for representatives of Masoom to play role on side of children.</p> <p>viii. If any teachers are involved in incidence of causing injury to child, in such cases it is crucial to have conservation with the School Management (In any event it is expected to stand beside the children).</p> <p>ix. To play important role in implementing Child Protection Scheme among Masoom Schools.</p> <p>x. to hold a conversation with Child Protection Mechanism</p> <p>xi. To have a clear discussion with staff and school about our opposition for any type of cruelty and harassment to children.</p> <p>xii. To bring clarity in the procedure to be followed by Organization in such matters and report the case to CPC. .</p> <p>xiii. If any staff is involved in any such type of incidence, discussion will be done with such staff and further action as per HR Policy will be taken.</p> <p>xiv. If any staff member is involved in any of such activity, detail inquiry will be conducted against such person and further action will be initiated.</p>
<p>Working Children (Child Laborers)</p>	<p>As per provisions of the THE CHILD LABOUR (PROHIBITION AND REGULATION) AMENDMENT ACT employment of children below 14 years has been</p>	<p>As per provisions of Juvenile Justice Act and Prohibition of Child Labour Act complaint can be registered against any</p>	<p>Role with respect to children engaged in employment:-</p> <ul style="list-style-type: none"> • Adolescent below age of 18 years should not be engaged in employment in Hazardous industries. • No child below age of 14 years shall be engaged in

	<p>prohibited. The adolescences children above 14 years are prohibited from engagement in hazardous occupations as per Act.</p> <p>Similarly section 79 of Juvenile Justice Act also provides punishment for engagement of child in employment.</p>	<p>person engaging child in employment. Any Person can lodge such complaint.</p>	<p>any type of employment.</p> <p>Any representative of Masoom coming across with such cases, he/she can take following steps:-</p> <ol style="list-style-type: none"> i. To provide the child with a person with whom he/she feels secure to have a conversation . ii. To provide assistance required by children after conversation. iii. To have conversation with children to take legal action. iv. To take help of parents and teachers to lodge legal complaint. v. To appoint representative of Masoom as Support Person for lodging complaint. vi. To ensure that all legal support be given by Masoom. <p>In such type of cases it is necessary for representatives of Masoom to be in support of children.</p>
<p>Printing and Publishing photographs of children</p>	<p>As per section 74 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 such type of offence are punishable and provides punishment of three month imprisonment or with fine of one lakh rupees or with both</p> <p>Similarly if any offence as per section 3, 4, 5, 6, 7, 8, 11, 12 of THE</p>	<p>If Organization wants to use photographs of children in their publications, it shall be mandatory to obtain consent of child and permission from the Parents to do so.</p> <p>Publication of photographs without prior permission is punishable offence as per</p>	<p>The person concerned shall be responsible to obtain consent letter and permission from the Parents before taking photographs of the children.</p> <p>Masoom representative shall take care that no photograph is published without proper prior permission.</p>

	<p>PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012 (POCSO ACT 2012) against any person committing such offences against children has been registered, similarly if any complaint is registered against any person who fails to report such offence of sexual assault or any person having knowledge of such offence and fails to report complaint as per provisions of section 19 and 21 of the above said Act, in such offences if the age of child is below 18 years and if the children are victims, publication of their photographs, details of his residence, school name or any other personal information is an offence as per the above said Act.</p>	<p>above said Act.</p>	
<p>Bullying of children</p>	<p>As per section 75 of THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 such type of behavior is</p>	<p>As per provisions of this Act, any person behaving in this manner with child, complaint may be lodged</p>	<p>Any representative of Masoom coming across with such incidence, he can take following steps:-</p> <ol style="list-style-type: none"> i. To provide the child with a person with whom he/she feels secure to have a

	<p>punishable crime and provides punishment of imprisonment for three years or with fine of one lakh rupees or with both</p>	<p>against such person in the police station as per provisions of this Act. Such complaint may be lodged by any person.</p>	<p>conversation.</p> <ul style="list-style-type: none"> ii. To provide assistance required by children after conversation. iii. To have conversation with children to take legal action. iv. To take help of parents and teachers to lodge legal complaint. v. To appoint representative of Masoom as Support Person for lodging complaint. vi. To ensure that all legal support will be given by Masoom. <p>[In such type of cases it is necessary for representatives of Masoom to be in support of children]</p> <p>If school students are involved in such incidences, in such cases it is crucial to have a conversation with School Management (in any event the organization and school management is expected to stand beside the children).</p> <ul style="list-style-type: none"> vii. To effectively implement Child Protection Scheme among Masoom Schools. viii. To hold a conversation with Child Protection Mechanism. viii. To have a clear discussion with staff and school about the opposition of the nature of cruelty and harassment to children. ix. If any staff or any other person involved in physically abusing students, it is necessary to register the complaint against such person in Police Station. <p>[In this regard it is crucial to co-operate with School Management</p>
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			and Development Committee.]
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**Arrangement of Conversation/Suggestion Box will be done in the School
(Enclosed here is the information leaflet).*

INFORMATION ABOUT SUGGESTION BOX

- What is Suggestion Box?

Every boy and girl from the School shall allowed to put forth their views, opinions, thoughts, concerns, problems etc and for this purpose it is necessary to adopt the concept of suggestion box. This suggestion box will permit the children to raise their voice and concern and shall prove to be the platform for taking cognizance of their suggestions by elders.

- Who can use Suggestion Box?

Any boy or girl from the age group of 6 to 19 years can put their queries/points/problems/suggestions in this Suggestion Box. Any responsible citizen concerned with the issues of juvenile may also put their suggestion in the box.

- Mode of Putting suggestion by Children in the Suggestion Box

All the children can put their suggestions on a piece of notebook paper in their own handwriting or in good handwriting of his/her friend. Suggestion can also be made independently or in group. Any responsible citizen concerned with the issues of children can also put his suggestion in the box. Anonymous suggestions are also welcomed in this suggestion box.

- Where will be this Suggestion Box located

This suggestion box will be in the premises of School. This Suggestion Box will be opened once in a month on behalf of Child Welfare Committee. The discussion on the points/suggestion submitted by the children from village will be discussed in the meeting of Child Welfare Committee and further decision making and action plan will be adopted.

- The priority importance will be given for the care and protection of the children who have put their points/issues and suggestions. There shall be initiative for providing protective environment for the students in their school.
- All the boys and girls, their parents and teachers from school are requested to provide their co-operation in this initiative.

MECHANISM AVAILABLE FOR PROTECTION OF CHILDREN AT NATIONAL LEVEL, STATE LEVEL, DISTRICT LEVEL AND WARD LEVEL

NATIONAL LEVEL	STATE LEVEL	DISTRICT LEVEL	WARD LEVEL
<ul style="list-style-type: none"> Supreme Court 	<ul style="list-style-type: none"> High Court 	<ul style="list-style-type: none"> Child Welfare Committee 	<ul style="list-style-type: none"> School Management Committee
<ul style="list-style-type: none"> National Commission for Protection of Child Rights 	<ul style="list-style-type: none"> State Commission for Protection of Child Rights 	<ul style="list-style-type: none"> Juvenile Justice Board 	<ul style="list-style-type: none"> Village/Ward Child Protection Committee
	<ul style="list-style-type: none"> Coordination Committee as per Directives of High Court 	<ul style="list-style-type: none"> Special Juvenile Police Unit 	
	<ul style="list-style-type: none"> Women and Child Development Department 	<ul style="list-style-type: none"> Juvenile Police Office (In all Police Stations) 	
	<ul style="list-style-type: none"> Labor Department 	<ul style="list-style-type: none"> Action Committee against Illegal Child trafficking 	
	<ul style="list-style-type: none"> Police Department 	<ul style="list-style-type: none"> District Rehabilitation committee 	
	<ul style="list-style-type: none"> Education Department 	<ul style="list-style-type: none"> Action Committee against Child Labor 	
		<ul style="list-style-type: none"> District Child Protection Committee 	

ANNEXURE 1

Role of different authorities in the event of Child Abuse:-

1. Role of the Institution

- i.** All institutions shall maintain the contact details for the nearest local police station, hospitals, Special Juvenile Police Unit and Child Welfare Committee.

- ii.** In case an offence against any child is apprehended by or comes to the notice of the management or staff of an institution or any other person, such person shall provide the relevant information regarding the offence to the Child Abuse Monitoring Committee who will depute a counsellor and/or another adult who the child may be comfortable with, to counsel the child.

- iii.** The institution shall, within a period of twenty four hours, intimate the emergency contact person, a responsible family member or guardian of the child, of the offence and ensure that such person is aware of the reporting procedure to be undertaken by the institution. Exception: In case the offence has or apprehended to have been perpetuated by a family member or such emergency contact person, the institution shall inform any other family member or guardian.

- iv.** In case the offence results in a medical or health related emergency, it shall be the responsibility of the institution to ensure that the child is taken to the nearest health centre for treatment immediately.

- v.** If there is a requirement for any forensic test or DNA profiling, the institution shall ensure that at all times through that process, a responsible adult with whom the child is comfortable, accompanies the child.

- vi.** The institution shall ensure that a competent person, preferably from the Child Abuse Monitoring Committee, takes over the supervision and responsibility of filing the FIR. A copy of the FIR shall be maintained by the institution.

vii. The institution shall be liable for any breach of confidentiality of the identity of the child and details of the offence during the reporting procedure.

viii. In accordance with the Protection of Children from Sexual Offences Act, 2012, if the statement of the child is to be recorded within the institution, adequate arrangements shall be made such that the child is in a comfortable and friendly environment enabling him or her to disclose all the necessary information.

ix. The institution shall, based on the recommendation of the Child Abuse Monitoring Committee, suspend the accused pending the outcome of the enquiry. Post Occurrence Intervention 100

x. An enquiry, in accordance with the Child Protection Policy of the institution, shall commence no later than 24 hours after the incident has been reported.

xi. A report shall be prepared by the institution upon immediate conclusion of the enquiry with a copy being given to the parent/guardian, and the Child Abuse Monitoring Committee.

xii. The whole redressal mechanism within the institution, must, as far as practicable, not stretch beyond a period of 15 days.

2. Role of the Child Protection (Abuse Monitoring) Committee (within the Institution)

i. In case an offence against any child is apprehended by or comes to the notice of the management or staff of an institution or any other person, such person shall provide the relevant information regarding the offence to the Child Abuse Monitoring Committee who will depute a counsellor and/or another adult who the child may be comfortable with, to counsel the child.

- ii.** The Committee referred to herein above will also proceed with the procedure for reporting of offences under the Protection of Children from Sexual Offences Act & Rules, 2012 as amended from time to time.

- iii.** The Committee may sit together as soon as possible but not later than 2 days from the day of the incident to confer on the same.

- iv.** A report should be given to the Special Juvenile Police Unit or local police which will contain the necessary details of the incident as well as a recommendation for a counselling mechanism to commence at the earliest within forty-eight hours. The report to be given shall be prepared by the Child Abuse Monitoring Committee. A copy of this report shall be maintained with the institution.

- v.** The Committee will recommend immediate removal from active duty of the person accused and then conduct an enquiry based on the child's version and statements of witnesses (if any). In these cases, the welfare and best interest of the child will be of paramount consideration. The burden of proof will lie with the adult to prove his/her innocence.

3. Role of the Police

- i.** In case an offence is committed, or apprehended that it is likely to be committed, the police must act immediately. A D.D. entry must be made in all cases and read over to the informant. This report will then be entered in the book/Register.

- ii.** An F.I.R. will be registered under the relevant Section of POCSO and a free copy will be handed over to the person making such report.

- iii.** The medical examination of the child should be conducted in accordance with Section 164 CRPC. The medical examination must be in the presence of a parent/guardian/support person or a woman nominated by the Head of the hospital. In case of a girl child, the examination must be conducted by a woman doctor.

iv. If the child is a CNCP, the IO shall, after recording the reasons in writing, make immediate arrangements to give him such care and protection (including admitting him into the nearest shelter home or hospital) within 24 hours of making the report.

v. The victim cannot be called to a police station; if at all, the statement of the victim is to be recorded at the victim's residence or any other place by women police officers (as far as possible).

vi. The IO must submit a report to the CWC and Special Court without unnecessary delay but within 24 hours for all cases under POCSO.

vii. Only the following categories of children are required to be produced before the CWC: a. If the offence is committed by a person living in the same or shared household with the child. b. If the child is living in a child care institution and is without parental support. c. The child is found to be without any home or parental support.

viii. Only a S.I. or above can handle cases under POCSO.

ix. The following information is to be given to a child and parent/guardian/support person by the IO:

- a. The availability of private and public emergency and crises centres
- b. The procedural steps involved in a criminal prosecution
- c. The availability of victim compensation benefits
- d. The status of the investigation of the crime to the extent it will not interfere with the investigation
- e. The arrest of a suspected offender
- f. The filing of charges against suspected offenders
- g. The schedule of court proceedings that the child is required to attend or is entitled to attend
- h. The bail, release or detention status of an offender or suspected offender
- i. The rendering of a verdict after trial
- j. The sentence imposed on an offender

4. Role of the health professional

I. Role of the general physician:

The physician is often the first professional from whom a concerned caretaker requests consultation about possible child abuse. In case a general physician comes in contact with a child brought to him/her with the signs that could reflect abuse then the initial step would be to elicit history regarding circumstances that led to the same. If the injury/presentation seems not in keeping with what is expected in the child (considering its developmental age) or if the explanations seem implausible, then further careful examination needs to be conducted entertaining the possibility of child abuse. As far as possible an examiner who is familiar to the child should do the detailed examination, as it would help in better cooperation from the abused child. Additionally, a child may be entertained or distracted by the television or any other means. Careful documentation of findings is a must. Further course of action when abuse seems an evident possibility would include reporting to concerned authorities and referral to a mental health professional, apart from management of the physical condition at hand.

II. Role of Mental health professionals

What is expected of the mental health professional could primarily include one or more of these aspects: -

- an assessment to aid in ascertaining if abuse had taken place
- evaluating the nature of symptoms/problem behaviour with which the child presents
- providing psychotherapeutic/pharma co-therapeutic treatment as deemed appropriate

The initial task of assessment may involve clinical interviews with or without the aid of certain scales, conducting mental status examinations, gathering additional information from relevant reports like from schools, child protection/law enforcement agencies (if any) and using psychological tests as appropriate. It may also be necessary to evaluate other individuals like the caretakers, grandparents, and teachers.

It has often been seen that asking direct questions pertaining to suspected abuse at the first go could be faced with resistance in the form of inhibition, reluctance to answer and sometimes complete refusal to respond and hence this approach is generally avoided. The task of eliciting history from the child typically goes through a more long-winded route, proceeding gradually through steps of initially building rapport, asking general, open – ended questions before shifting to the issue at hand. The child is then encouraged to narrate his/her version with initial probing questions and finally with leading, highly specific questions. Hence, this requires skill, patience and takes time. Mental State Examination which is an integral part of the whole process of reaching to a diagnosis rests on establishing a good rapport, keeping the interviews to a minimum and use of open ended questions.

As mentioned, associated psychological aids like drawings, anatomical dolls, projective tests (Rorschach, Child Apperception Test) have been found useful .Behavioural checklists; other instruments and scales have also been used. Sexualized behaviour in child is recognized as one of the signs of child sexual abuse.

The role of the mental health professional does not end with assessment and providing an opinion with regards to the likelihood of abuse and its consequences. It is important to remember that one of the most worrisome repercussions of child abuse is its psychological consequences. More troubling than the immediate consequences is the danger of a delayed/ long-lasting detrimental effect on the child's psychological development and its professed link with subsequent psychiatric disorders. Hence, it is expected that the mental health professional involved address this concern by initiating interventions in accordance to the demands of the situation.

Goals of treatment include providing support, validating the child's experience and symptom relief, besides preventing future abuse by changing the victim's environment and/or behaviours and awareness. Interventions range from psycho education and screening, to short-term, abuse-focused cognitive-behavioural therapy with family involvement, play therapy ,supportive therapy besides more comprehensive long-term plans for multi problem

cases. The choice of treatment modality is influenced by the child's manner of presentation and family circumstances. Parent-involved treatment (or treatment that involves a non-offending caregiver) has been touted to be beneficial in comparison to individual child –only treatment strategies.

Amongst others the usefulness of Cognitive behavioural therapy (CBT) has been widely cited. CBT includes child sessions focused on safety education and assertiveness training. Parent sessions addressed belief in the child's abuse, providing appropriate support to the child, management of inappropriate behaviours and management of the child's fear and anxiety. Sessions used techniques such as cognitive reframing, thought stopping, positive imagery, contingency, reinforcement programmes, parent management training and problem-solving. Drug treatment is warranted for diagnosable psychiatric illnesses e.g. depression.

Irrespective of the individual method chosen, equipping the child with information and skills that include addressing issues of responsibility for the abuse, knowledge about sexually abusive behaviour, and future safety is of immense value and does not require specialist involvement/expertise either.

POLICE CIRCULARS

Guidelines to Police issued by Mumbai Police Commissioner

Special Police Circular No. 27/2013,

Dated 12.8.2013

Sexual offences against:

- A person (boy or girl) under 18 years of age shall be registered under POCSO Act, 2012.
- A women above 18 years of age shall be registered under IPC

First information report Any person having information of an offence can lodge an FIR.

- It is not necessary that the information must be given by the aggrieved person. As soon as information is given to the Police, an FIR shall be recorded without waiting for the appearance of aggrieved party. (S19 (1), POCSO Act, 2012, Maharashtra Police Guidelines Part 3 rule 113)
- If an aggrieved woman gives information herself then the FIR shall be registered by a woman police officer or any woman officer.
(S. 154 (1) CrPC Provision)
- If a mentally or physically disabled (temporary or permanent) victim wants to report the commission of an offence or an attempt to commit an offence, the information shall be recorded by the police officer at her residence or at any place of her choice in the presence of an interpreter or a special educator.
(S. 154 (1) (a) Cr.PC Provision)
- If a mentally or physically disabled (temporary or permanent) victim wants to report the commission of an offence or an attempt to commit an offence, the recording of such information should be video graphed.
(S. 154 (1) (b) CrPC)
- A copy of the FIR should be given immediately and free of cost to the informant.
(S.154(2) CrPC)
- If a police officer refuses to register an FIR, it is a cognizable offence.
(S.166A (c) IPC)
- If information of an offence committed is given to a police station within whose jurisdiction the offence was not committed, that police station must register a 'Zero' FIR and immediately transfer the same to the concerned police station.
(Mumbai Police Rulebook Part 3 Rule no. 119-A)

FIRST AID AND MEDICAL EXAMINATION

If an offence has been committed, then the victim shall be provided first aid or medical treatment free of cost by all hospitals (public and private).

(IPC 357 (c) Cr. PC)

- Even if an offence committed on a child under any section of POCSO Act, 2012 has not been registered at a police station, the medical examination of the child shall be conducted in accordance with S.164 A Cr.PC.
(S. 27 (1), POCSO Act, 2012)

- Within 24 hours of receiving information of an offence under POCSO Act, 2012 or Rape under IPC it is mandatory for the Police to send the victim for medical examination to a registered medical practitioner.
(S. 164A, Cr. P.C.)

VICTIM STATEMENT

The statement of the victim shall be recorded by a woman police officer or any woman officer. The statement shall be recorded at her residence or at a place of her choice in the presence of her parents or guardians or relatives or social worker of the locality or any other person in whom the victim has trust.

(S. 161 Proviso 2 Cr.PC and S. 157 (1) (b) Proviso Cr.PC)

- The statement of a mentally or physically disabled (temporarily or permanently) child shall be recorded with the assistance of a special educator or any person that the child can communicate with. The police officer can take the help of professionals and experts in the field.
(S. 26 (3) POCSO Act, 2012)

- The statement of a victim shall be recorded by a Judicial Magistrate in accordance with S. 164 (5A) (a) Cr. PC.
(S. 154 (1) (c) of Cr.PC)

- The statement of the child victim shall be recorded at her/his residence or at the place of her/his choice. The statement shall be recorded by a woman police officer not below the

rank of sub inspector in presence of the child's parents or any person in whom the child has trust.

(S. 24 (1) POCSO Act, 2012)

- While recording the statement of the child victim the woman police officer shall not be in uniform.

(S. 24 (2) POCSO Act, 2012)

- While recording / investigating an offence under POCSO Act, 2012 the police officer shall ensure that the child victim does not come in contact with the accused at any point of time.

(S. 24 (3) POCSO Act, 2012)

SHELTER HOME AND CHILD WELFARE COMMITTEE

- On receiving information of an offence under POCSO Act, 2012, if the police officer is satisfied that the child victim is in need of care and protection, then the she/he shall record the reason in writing and provide protection to the child immediately / within 24 hours; this includes admitting the child in a Shelter Home or Hospital.

(S. 19 (5) POCSO Act, 2012)

- Information about an offence under POCSO Act, 2012 as well as steps taken to provide protection to the child shall be reported within 24 hours by the police officer to Child Welfare Committee and the designated Special / Session Court.

(S. 19 (6) POCSO Act, 2012)

POCSO – The Protection of Children from Sexual Offences Act, 2012;

** Under Ss. 354, 354A, 354B, 354C, 354D, 376, 376A, 376B, 376C, 376D, 376E and 509 IPC*

ANNEXURE 2

Dear Ms/Mr.:

I am writing to confirm my acceptance of your employment offer on [DATE] and to tell you how delighted I am to be joining Masoom Education Group in [LOCATION]. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at [TIMINGS] on [MONTH]. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

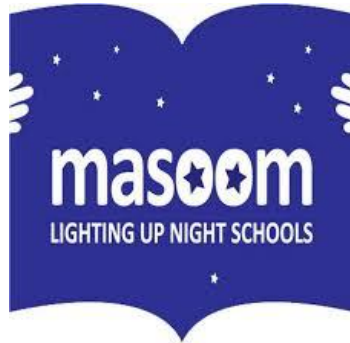
I accept to abide by the Child Protection Policy laid down by the organization.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

[NAME]

ANNEXURE 3



Permission for Use of Student Image, Voice, Video, Work and/or First Name For News Media, District Communications, and Educational Purposes

Parents/Guardians,

This letter is to request permission for your child's image, voice, video, work and/or first name to be published publicly on Masoom's website, including District social media pages, or any other public website for news media or for general educational purposes.

At times, student images, voices, videos, work and/or first name may be requested to promote or represent the Masoom schools, School District, Masoom school programs and/or Masoom School District events in the news media including, but not limited to, television, print, and on the web. Student information may be used by credible news media not affiliated with the Masoom School and on Masoom websites and official Masoom social media pages (Facebook®, Twitter®, YouTube®, Instagram®).

Student information is also used on the Internet for general educational purposes and to celebrate student work. Websites, applications and Internet resources may collect or require the use of student images, voices, videos, work and/or first name. When these are available publicly, the Masoom cannot control who can view or share.

Accordingly, Masoom will not post student images, voices, videos, work and/or first name on the official Masoom website, including social media pages, or any other public website for news media or educational purposes without prior written consent from you as the parent or legal guardian. Please return this form to your child's school to indicate if your child's information may be used on the Internet. This

permission will be applicable to any use of student information in the school year in which permission is given and will remain in effect until removed from the website or until consent is withdrawn. As parent or legal guardian, you may withdraw your consent at any time by sending a written letter, along with a new form, to the Principal of your child's school. Thank you for your cooperation.

Check the use(s) of your child's image, video, voice, work, and/or first name that you grant permission for:

- I agree to the use of my child's image, video, voice, work, and/or first name to be used to promote or represent the Masoom in news media and Masoom official websites and social media pages as outlined above.
- I agree to the use of my child's image, video, voice, work, and/or first name to be used for general educational purposes and to celebrate student work on websites, applications and Internet resources.

In addition, I agree to release and hold harmless the Masoom Education Group, Child Protection Committee members and Board of Education, agents, officers, contractors, volunteers, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's picture, voice, video and/or first name on the Internet.

Student's Name: _____

School Name: _____

Parent/Legal Guardian:
(print) _____

Parent/Legal Guardian: (sign) _____
Date: _____

