

PROTECTION OF CHILDREN FROM ALL FORMS OF ABUSE IN THE COURSE OF WORK

Child Development and Protection Policy 2015



Prepared & Implemented By

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1. Introduction

CCD supports the rights of children and is committed to their safety and well-being. CCD's staff members and those working with CCD share a common responsibility and commitment to the awareness, prevention and reporting of and responding to child abuse in the course of their work.

CCD's child protection policy sets out common values, principles, and beliefs and describes the steps that will be taken to meet our commitment to protect the children

1. A. Purpose and Scope

This policy applies to all part-time, full-time, and casual CCD employees, freelance and other experts, interns and volunteers (hereinafter CCD staff or staff) as well as associate firms of sub-contractors (hereinafter: partners) working with CCD on the implementation of development assistance project.

Understanding of CCD:

- Zero tolerate of child abuse: CCD does not tolerate any form of child abuse, nor does it tolerate passion or access to any material that is abusive towards children.
- Guidance and training on child protection risk management is provided to CCD staff.
- CCD will not knowingly engage anyone who poses a direct risk to children.
- Recognition of children interests: CCD recognized that some children are at greater risk of abuse. Of particular vulnerability are children with disabilities, children in conflict situations as well as children in nature or post nature disaster situations.
- Sharing responsibility of child protection: when bidding for project in association with firms that do not have a child protection policy, CCD will ensure that associate firms agree to adopt CCD's Child protection policy for the duration of the project.
- CCD will undertake all such programme to ensure the right to survival, right to development, right to protection and right to participation.

Goal

To protect children from all forms of abuse in the course of work.

Purpose

The purpose of this child protection policy is to:

- Provide a management strategy to prevent child abuse and protect children in the course of our work; protect CCD staff and partners from unfair practices and processes; and

provide CCD staff and partners with clear guidelines on what to do in the case of suspected child abuse.

CCD's commitment

CCD's commitment to child protection will be guided by the following:

Awareness: we will ensure that all CCD staff and partners as well as stakeholders involved in projects are aware of the problem of child abuse and the risks to children.

Prevention: We will ensure, through awareness and good practices, that CCD staff and partners minimize the risks children.

Reporting: We will ensure that CCD staff and partners are clear on what steps to take where concerns arise regarding the safety of children.

Responding: we will ensure that action is taken to support and protect children where concerns of abuse arise.

Further to the above, CCD will:

- Not permit a person to work with children if it has been identified that they pose an unacceptable risk to children's safety or well-being;
- Take all child abuse concerns raised seriously;
- Take positive steps to ensure the protection of children who are subject of any concerns;
- Support children, CCD staff or other adult who raise concerns or who are the subject of concerns;
- Act appropriately and effectively in instigating or cooperating with any subsequent process of investigation
- Guide through the child protection process by the principle of best interest of the child;
- Listen to and take seriously the views and wishes of children; and work in partnership with parents/carers and/or other professionals to ensure the protection of children.

1.B. Definitions of Abuse and Maltreatment

The following are CCDs definition for the purpose of its CPP

Child

For the purpose of this policy, the definition of a child is "every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier". This is in accordance with Article 1 of the Indian Constitution on the rights of a child.

Child abuse

We define child abuse as all forms of physical or mental violence, injury or abuse, neglect or negligent treatment. Maltreatment or exploitation, including commercial exploitation, sexual

abuse while in the care of parent(s) legal guardian(s) or any other person who have the care for the child.

Child abuse can occur in a variety of forms, be it physical abuse, emotional abuse, sexual abuse, neglect or bullying.

Physical Abuse

Physical abuse occurs when a person purposefully injures or threatens to injure a child or young person. This may like the form of slapping, punching shaking kicking. Burning, shaving or grabbing. The injury may take the form of bruises cuts burns or fractures.

Emotional Abuse

Emotional abuse is a persistent attack on the child or young person's self esteem. It can take the form of name calling, Threatening, ridiculing, intimidating or isolating the child or young person". (Child wise, 2008). A child may also be subject to emotional trauma or abuse if they are forced to, or inadvertently become a witness to domestic violence. Where this occurs deliberately it is a form of abuse.

Neglect

Neglect is the failure to provide the child with the basic necessities of life, such as food, clothing, shelter and supervision to the extent that the child's health and development are at risk".

Sexual Abuse

Sexual abuse is the actual or likely sexual exploitation of a child. Sexual abuse includes rape, incest and all forms of sexual activity involving children, including exposing children to or taking, pornographic photographs" or other media/materials.

Child sexual abuse damages children physically, emotionally and behaviourally. Both its initial effects and long-term consequences impact on the individual, on their family and on the community.

Initial effects of child sexual abuse may include:

Medical problems such as sexually transmitted diseases, pregnancy and physical injury;

Emotional problems such as guilt, anger, hostility, anxiety, fear, shame, lowered self esteem;

Behavioural problems such as aggression, delinquency, nightmares, phobias, eating and sleeping disorders; and

School problems and truancy.

Long-term consequences may include:

- Sexual dysfunction (such as flashbacks, difficulty in arousal, avoidance of, or phobic reactions to sexual intimacy;
- Promiscuity;
- Prostitution;

- Discomfort in intimate relationships;
- Isolation;
- Marital problems;
- Low self esteem;
- Depression; and
- Mental health problems;

1.C General Procedures

The following general procedures will mainstream CCD's child protection policy and child protection code of conduct:

- Both child protection policy and code of conduct are made an integral of CCD's quality management system and legally binding instructions it contains.
- Contracts for persons newly employed by CCD will contain a provision foreseeing their dismissal or transfer to other duties if they breach the child protection code of conduct.

All CCD subsidiaries will be required to adopt a child protection policy that meets the standards of CCD's own policy in this matter.

- Any agreement between CCD and Associate which concerns services directly to children will require assurance that appropriate child protection policies and procedures are in place.
- All project offices will display contact details for reporting possible child abuse and CCD staff have contact details for reporting.
- A reporting procedure is put in place to investigate and deal with possible child abuse

2 Preventative Measures

2.A Code of Conduct

As Per the HR policy of CCD, while implementing development assistance activities, CCD staff will :

- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not to use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not to engage children in any form of sexual activity or acts, including paying for sexual services or acts where, under the law (s) applicable to the child, the child is below the age of consent or the act (s) are an offence under relevant laws;
- Wherever possible, ensure that another adult is present when working in the proximity of children.

- Not to invite unaccompanied children into any home without the permission of their parent/guardian, unless they are at immediate risk of injury or in physical danger;
- Not to sleep close to unsupervised children unless absolutely necessary, in which case one must obtain my supervisor's permission and ensure that another adult is present if possible;
- Use any computers, mobile phones, or video and digital cameras appropriately, and never exploit or harass children or access or child pornography through any medium
- Refrain from physical punishment or discipline of children
- 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
- Comply with all relevant local legislation, including labour laws in relation to child labour; and
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

CCD staff will use common to avoid actions or behaviours that could be construed as child abuse, and will report any suspected cases of child abuse to CCD when implementing development aid activities.

2. B Code of conduct for partners/volunteers

All partners of CCD are required to have code of conduct for their organizations that meets the standards set by CCD's and/or adopt CCD's code of conducted for all relevant parties. All volunteers and others connected with CCD and its work are required to review, sign and abide by CCD's code of conduct.

3 Case Management System

3.A Child Protection Officer (CPO)

CCD has a child protection officer nominated by the GB members who will receive and deal with all the cases with the help of child protection committee.

3.B Accessibility of CPO

The CPO is made accessible to all CCD employees, associates volunteers, beneficiaries (including children, families and community members) and others who come into contact with CCD's work for private anonymous consultation.

3.C Child Welfare Committee

The CWC (Child welfare committee), composed of five people including at least two women, is nominated by the State government and has the power to facilitate the rescue of any child with the cooperation of the police who will investigate the case, and can condemn any violation of child rights.

The CWC is to be contacted for implementation of procedures to remove and/or protect the child and is authorized to send the child to a fit institution (child home or shelter home) or a fit person registered and recognized by the government.

3.D Reporting System

Reporting suspected or actual child abuse is mandatory for all staff, volunteers, consultants and sub-contractors.

No CCD staff or partner will prejudice their own position or standing with CCD by responsibly reporting someone who they believe is breaking the child protection code of conduct.

Responsible reporting also means that any person making a report should bear in mind that all concerns are allegations until they have been investigated. For this reason, it is important for anyone raising a concern to follow the specific reporting guidelines set out below. In particular, confidentiality is expected within the reporting chain.

Reporting Procedures

All staff should normally discuss their concerns with their immediate senior manager, be it a Project Manager or Head of Department. Where staffs are unable or unwilling to do this, they must raise their concerns with CCD's child Protection officer.

Any information provided to the Child Protection Officer will be handled with strict confidentiality and who will only take action if breaches of Child Protection Code of Conduct can be proven conclusively.

Discussion held with a senior manager or with the Child Protection Officer should focus on:

- Evidence that the Child Protection Code of Conduct has been broken;
- The identified risks to the child/children;
- Measures to safeguarding children and minimize risk and
- Action/next steps

Discussions should focus on:

- An assessment of the reported concerns and support needs
- Whether, and at what stage, the issue should be reported to external bodies
- Appropriate response, e.g. disciplinary process or urgent action if children are judged to be at risk.
- Senior managers should feel able to consult and seek support from other colleagues as necessary.

Specific Reporting Guidelines

Any concerns, allegations or disclosures must be recorded in writing, signed and dated, and communicated as soon as possible to CCD's Child Protection Officer.

Records should be detailed and precise, focusing on that was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.

Any concerns, disclosure or allegation is alleged rather than proven at this point. All such records should be treated as extremely confidential. They should be passed only to the persons specified in these specific reporting guidelines. It is the responsibility of each individual in possession of the information to maintain confidentiality.

However, confidentiality cannot always be guaranteed. It must be made clear that following the steps in this policy is an obligation. Explanations should be given about the possible outcomes that could result from information being reported.

In certain instances, there will be the obligation for CCD and its staff to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.

3.E Protection for affected children

In order to protect children it may be necessary to take immediate action to ensure that the Child Protection code of Conduct is not broken again and/or that further abuse cannot take place.

The best interests of the child and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns.

From the date of this policy, all new CCD staff and contractors will have a provision in their employment agreements for dismissal or transfer to other duties if he/she breaches the Child Protection Code of Conduct.

CCD's managing Director in consultation with the senior manager concerned, will ultimately decide what sanction will be taken against breaches.

Some concerns may be so serious that they would have to be reported to local authorities and police. In these circumstances, based on local guidelines, CCD will assess on a case-by-case basis what steps to take. If the concerns are reported to local authorities, CCD staff will assist the authorities wherever possible but may also need to make arrangements, possibly through the appropriate diplomatic representation, to seek representation for the person who has had allegations made against them.

4 Documentation and Development

4. A Revision policy of CPP

The CPO of CCD with the governing Board and relevant staff members will review the CPP of CCD, including recommending changes, not less than every three (3) years. In addition, the CPO, governing Board and relevant staff will review the COO in consultation with new partners and update as necessary.

The CPO may also request the governing Board to review the CPP and recommend revisions as necessary.

4.B Training to employees on CPP

CCD is committed to educate the staff and others on the Child Protection policy, how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organization and their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about a CCD staff.

As part of its child protection training, CCD will:

- provide comprehensive written documents on CCD's Child Protection Policy to all new staff/partners;
- incorporate extensive information on the organization's Child Protection Policy in briefing the procedures for new staff;
- Provide child protection training for the staff assigned in projects where they will work directly with children.