

NAV BHARAT JAGRITI KENDRA

Putting the last first.....

NBJK CHILD PROTECTION POLICY

(PERSPECTIVE, CONCEPT & ACTION)



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NAV BHARAT JAGRITI KENDRA (NBJK) CHILD PROTECTION POLICY

1. DEFINITIONS

For the purposes of NBJK's Child Protection Policy:

Child is defined as "any person under the age of 18 years". For the purposes of the Child Protection Policy and this Code of Conduct, the term 'child' also includes adults with disabilities who are vulnerable to abuse because they require assistance to meet their basic needs with regard to personal care or management of property.

By Child abuse we mean -

- Physical Abuse: Any physical injury to a child that is not accidental, such as – domestic violence, punching, throwing, beating, shaking, choking, biting, kicking, burning in any way, handling a child roughly when helping them with dressing and going to the bathroom, child-labour (taking physical or other work with children below 18 years of age), using force or restraint in any other harmful way
- Neglect: Lack of care that risks or causes harm to a child in any form which includes not providing proper food, clothing, education, shelter, protection, supervision or medical attention and love.
- Mental or Emotional abuse: Harm to a child's ability to think, reason, or have feelings, such as always criticizing, cruel acts or statements, talking with hard-voice or rough language or with anger, threats, withholding love, intimidation, rejection and indifference, mis-utilising position and power.
- Sexual Abuse: Any incident of sexual contact including kissing with bad intention, exposing sexual photographs/films, rape, sodomy, and fondling. Sexual exploitation, including use of children for pornography and prostitution.

2. WHO IS THIS POLICY FOR?

The policy applies to all the NBJK board/general body members, advisory committee members made under different program of NBJK and all the part time/full time/contractual staffs at Field Offices, Branch Offices, Head Office and Coordination Office. This also applies to consultants, contractors, and representatives of partner organisations and children who have been brought into contact with, while working for/with NBJK. These people are referred to as "NBJK Associates".

3. PURPOSE

As a civil society organisation, NBJK has always been committed to the wellbeing of mother and child. It also supports the Convention of the Rights of the Child and People with Disability. NBJK does not tolerate child abuse of any kind.

NBJK acknowledges its expectation that its employees and others who work with NBJK as partners have children's best interests at the heart of their involvement with NBJK. The purpose of this policy is to ensure that NBJK has procedures in place to prevent and deal with child abuse by any NBJK member/staff/Associate.

NBJK takes positive action to prevent child abusers becoming involved with NBJK in any way and takes stringent measures against any one who commits child abuse.

4. PROCEDURE

4.1.NBJK will ensure implementation of its Child Protection Policy by the following actions:

- Nomination of child protection officer- one male and one female -at its every office (head office, branch offices, field offices & co-ordination office).
- Taking signature on the policy by all the members and staffs working presently and in future at the time of recruitment of personnel.
- Inviting open or confidential report and handling of allegations and inappropriate or suspicious behaviour of any person linked to NBJK in any form mentioned earlier.
- Training of its personnel, volunteers and community members involved in projects, together with children who are clients of projects.
- Counseling children who have been victims of abuse and their families.
- Counseling and assisting vulnerable families to ensure their children are not sold into prostitution or laboring contracts.
- Provide Child Protection induction to new staff members. Ensure they understand and sign the Code of Conduct
- Putting the policy on our website www.nbjk.org

Governing Board Members, Program Coordinators, Program Managers, Assistant Program Managers, Block In charges, Field Supervisors and part-time staff will have the responsibility to be aware of and abide by this policy and report any kind of child abuse while working for NBJK. As mentioned earlier Child Protection Officers will be nominated and placed on notice-board at its different branches/head office/co-ordination office.

4.2. NBJK and its Partners (other NGOs getting assistance from NBJK in any form- may it be associated program grant/ fellowship/ capacity building support) :



- Will introduce similar child-protection policy in their organization or individuals getting fellowship should abide by NBJK Child Protection Policy
- 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.
- Contribute to create and/or uphold an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them.
- Take notice of children's reactions to staffs' tone of voice and manner.
- Never abuse the power and influence that have by virtue of position over the lives and well-being of any child.
- Never engage in any abusive or exploitative relationship - sexual, physical, or emotional - with children or other vulnerable persons.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Never request any service or favour from children that could be considered abusive or exploitative
- Refrain from any form of harassment, discrimination, physical, emotional or verbal abuse, intimidation or favouritism
- Will use the 'Two Adult Rule'. Always ensure another adult is present when conducting one-to-one coaching, instruction, medical/rehabilitation procedures etc. Even if an adult is having an individual conversation with a child, another adult must be within visual contact. Where individual counselling is appropriate, the counsellor must inform another adult/supervisor in advance where and when this will happen
- Comply with all relevant national & state legislation including labour laws in relation to child labour
- Respond to all child protection concerns, allegations or disclosures according to the Reporting Protocol within 48 hours

4.3.NBJK members. Staffs and associates will not

- Engage in activities involving close body contact with children beyond the professional requirements.
- Hold, fondle, kiss, cuddle or touch children in an inappropriate and/or culturally insensitive way.
- Hit or otherwise physically assault, punish or discipline children.
- Engage in any abusive or exploitative relationship - sexual, physical, or emotional- with children. Especially I will never engage in sexual activities or acts with any child or other vulnerable person.
- Abuse the power and influence that have by virtue of position over the lives and well-being of any child or any other vulnerable person.
- Request any service or favour from children that could be considered abusive or exploitative.
- Engage in any form of harassment, discrimination, physical, emotional or verbal abuse, intimidation, favouritism or culturally inappropriate language or behaviour.



- Use any computers, mobile phones or cameras inappropriately, and never to harass children or to access child pornography through any medium.
- Invite unaccompanied children into home or other lodging, unless they are at immediate risk of injury or in physical danger.
- Have a child with whom not related stay overnight at staff- home or other lodging unsupervised or sleep in the same bed as a child with whom not related without proper intimation and permission by higher authority.
- Assist a child in tasks that the child can do unaided (such as taking them to the toilet, bathing or changing clothes).
- Encourage interaction with children outside the scope of the project's activity.
- Use language that is inappropriate, offensive, sexually suggestive or abusive, even as a joke.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate or belittle children, or otherwise perpetrate any form of emotional abuse.
- Hire children for domestic or other labour.

5. Dealing with Child Abuse

Alleged cases of child abuse will be reported to any member of the Governing Board, Branch office/Head Office and Coordination Office depending on the location of the alleged abuse. They will refer the matter to the local concerned authorities and decide on other appropriate steps, including informing relevant controlling offices and/or supporting criminal prosecution.

If an employee raises a legitimate concern about suspected child abuse, which proves to be unfounded on investigation, no action will be taken against the employee.

Any employee who makes false and malicious accusations, however, will face disciplinary action.

An alleged perpetrator of child abuse will normally be suspended from their normal relationship with NBJK during investigation of allegations. NBJK will withdraw all relations with any NBJK Partners who is proven to have committed child abuse.

6. Confidentiality

An allegation of child abuse is a serious issue. In following this policy and local procedures, all employees and NBJK members will maintain confidentiality. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a 'need to know' basis. Unless abuse has actually been proved to have occurred, one must always refer to "alleged abuse".

7. What is our responsibility under the policy?

NBJK is an organisation where children's rights, safety and well being of children is its primary concern. NBJK child protection policy and code of conduct spells out our 'duty of care' for children and what is seen as acceptable and unacceptable behaviour. It's crucial that everyone is familiar with these documents and understands the demands they place on all of us.

Any information that identifies sponsored families or children will be not disclosed to unauthorised person or make it available to the general public without the informed consent of the family and, the child if he/she will be in a position to give consent.

If there is any concern about actual or suspected abuse of children either outside or within NBJK, **it is duty bound of every staff and member to report it** to the concerned higher officer and the governing board members immediately. If for any reason someone feel that he/she can't report it to his/her line manager, then should go to someone more senior or Child Rights Advisor/HR Manager/Executive Director- **but find a way to report it.** However, please don't gossip about it. Provide information only on 'need to know basis, safeguarding the 'confidentiality' of child. An abuse unless proved should be referred to as alleged abuse..

Every member or staffs, from the field to the Head office/ Coordination office, has a duty and responsibility to err on the side of caution, and be on the side of the child, if they have the slightest concerns - that means reporting any acts or suspicions of abuse at the earliest possible.

8. Acknowledgement

I understand the terms of NBJK's Child Protection Policy and agree to abide by them. I agree that NBJK may monitor my behavioral code of conduct according to the policy. Child Protection is a non-negotiable for NBJK in context of which I understand that any violation of the policy may result in disciplinary action including termination of employment or contractual/other relationships or even criminal prosecution.

Name:

Position & Location:

Signature:

Date:


18-11-10
(GIRIJA NANDAN "GIRIJA SATISH")
President
President
NAV BHARAT JAGRITI KENDRA


(SATISH KUMAR "SATISH GIRIJA")
Secretary
Secretary
NAV BHARAT JAGRITI KENDRA

