

Jharkhand Vikas Parishad

A Child has only one chance to develop, give the child that one chance, that chance to childhood.

“If we do not look after children today, we will be creating many more new problems for our tomorrow”.

Child Protection Policy



Jharkhand Vikas Parishad

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CHILD PROTECTION POLICY

In the Third World countries children remain vulnerable to exploitation and abuse is a common phenomenon due to poverty, ignorance, lack of awareness, insensitivity of political will and government functionaries in spite of laws and legislations are there.

In India, other than Government effort, several non-government organizations has been working for the development of the children with its own resources and tapping resources from various donor agencies within the country and abroad.

So all Child Development Organization/ Institution needs 'CHILD PROTECTION POLICY' to protect the children from any sorts of abuse & exploitation at the organization level and its surroundings.

This Child Protection Policy has been designed by **Jharkhand Vikas Parishad** to protect the children in its wide working area to ensure their Rights and Human dignity.

This policy provides a framework for managing and reducing risks of child abuse by persons engaged in delivering **JVP** activities.

It is the responsibility of the **Jharkhand Vikas Parishad** Governing Body Members, General Body members, Staff members, Well Wishers, Volunteers, any person attached with the organization to ensure Child Rights/Protection at all respect in the wider vicinity as a core value of the organization.

An Overview

Jharkhand Vikas Parishad is a non-government organization has been registered in the year 2000 by a Social Activist named Smt. Subhasini Soren as a lead person with other eight like minded people with the objective for development of the excluded and vulnerable children, women and people in general in Jharkhand state.

The organization is a Tribal Women lead organization has been working for ensuring children development, women empowerment and to ensure livelihood/ food security for the tribal women folk in Jharkhand and ensuring their rights.

At the beginning the organization has started its activities in Hazaribagh district and then extended its activities in Pakur district in Jharkhand state.

Mission:

Organizing people at grassroot level for their social, economic development and empowerment through identification of needs of the people and develop a process of people's empowerment as the owner of the creation.

Objectives of Child Protection Policy:

JVP is struggle it's hard through its various integrated actions to attain an established, egalitarian, non-exploitative and socially just society with economic self-reliance.

JVP has been engaged in Child Development activities with special reference to Persons with Disability Children in Pakur district since last 2009 supported by The HANS Foundation.

Presently, **JVP** has been taken up massive & integrated child development activities in 13 villages in Pakur district supported by Tata Trust since beginning 2011.

The basic focus of **JVP** has been on 'Child Rights' from the beginning of the organization. The ultimate aim is to improve the quality of life of the rural children from poverty, exclusion and vulnerability to create a ray of hope among them through facilitating education, health, space for participation and environment for protection. **JVP** has various programs to ensure the Child Rights and poverty eradication of families through promotion of livelihood and other activities.

Over a time of period, **JVP** realizes that only development inputs and assistance for children is not enough, a written document of '**Child Protection Policy**' is required as a growing organization and increasing activities day by day. Child Protection Policy needs a well-defined, structured written document in tune with the UNCRC and Govt. of India policies with a framework of principles, standards, and guidelines for each one somehow linked with the organization and working with the children in the grassroots.

Any person linked with our organization has to be obeyed the 'Child Protection Policy' as mandatory. All small details mentioned in the document for each one's information, reference and act accordingly.

UN Convention on the Rights of the Child

The Convention adopted by the General Assembly of the United Nations on the 20th November, 1989 and ratified by India on 11th December 1992, emphasizes conferment of rights on children, and reintegration of juveniles and care and protection of vulnerable children, with a view to furthering their right to survival, development, protection & participation.

Rights defined as per UNCRC

Children have the right to-

- Survival
- Development to reach their fullest potential
- Protection from harm, exploitation and neglect
- Name and Nationality
- Family life
- Have a say in his/ her life
- Special care if disabled
- Medical care
- Education, basic housing, clothing & nourishment
- Practice own religion/ culture and speak own language
- Rest, leisure and fun

- Proper information

Indian Fact Sheet

Research findings by Ministry of Women and Child Development, GOI, 2007 stated that, young children, in the 5-12 year age group, are most at risk of abuse and exploitation.

Physical Abuse

- Two out of every three children physically abused
- Out of 69% children physically abused in 13 sample states, 54.68% boys
- 88.6% physically abused by parents
- 65% of school going children reported facing corporal punishment i.e. two out of three children
- 62% of the corporal punishment in government and municipal school
- 50.2% children worked seven days a week
- The State of Andhra Pradesh, Assam, Bihar and Delhi have higher rates of abuse in all forms

Sexual Abuse

- 53.22% children reported having faced one or more forms of sexual abuse
- Andhra Pradesh, Assam, Bihar and Delhi reported the highest percentage of sexual abuse
- 21.90% child respondents face severe forms of sexual abuse and 50.76% other forms of sexual abuse
- 5.69% reported being sexually assaulted
- Children on street, at work and in institutional care reported the highest incidence of sexual assault
- 50% abuses are persons known to the child or in a position of trust and responsibility

Emotional Abuse and Neglect

- Equal percentage of both girls and boys reported facing emotional abuse & neglect
- In 83% of the cases parents were the abusers

Child Protection: A Mandatory Prerequisite

As per Constitution of India

The Constitution of India in Article 39 of the Directive Principles of State Policy pledges that "the State shall, in particular, direct its policy towards securing that the health and strength of workers, men and women, and the tender age of children are not abused, and that citizens are not forced by economic necessity to enter avocations unsuited to their age or strength, that children are given opportunities and facilities to develop in a healthy manner, and in conditions of freedom and dignity, and that childhood and youth are protected against exploitation, and against moral and material abandonment."

Ratification of UNCRC by the South Asia Countries

In witness thereof the undersigned plenipotentiaries, being duly authorized thereto by their respective Governments, have signed the present Convention.

| <i>Country (South Asia)</i> | <i>Ratification on</i> |
|-----------------------------|------------------------|
| Bhutan | 1 August 1990 |
| Bangladesh | 3 August 1990 |
| Nepal | 14 September 1990 |
| Maldives | 11 February 1991 |
| Sri Lanka | 12 July 1991 |
| Pakistan | 12 November 1990 |
| India | 11 December 1992 |

India

'While fully to the objectives and purposes of the Convention, realizing that certain of the rights of the children, namely those pertaining to the economic, social and cultural rights can only be progressively implemented in the developing countries, subject to the extent of available resources and within the framework of international co-operation, recognizing that the child has to be protected from exploitation of all forms including economic exploitation, noting that for several reasons children of different ages do work in India; having prescribed minimum ages for employment in hazardous occupations and in certain other areas; having made regulatory provisions regarding hours and conditions of employment; and being aware that it is not practical immediately to prescribe minimum ages for admission to each and every employment in India undertake to take measures to progressively implement the provisions of Article 32 (UNCRC), particularly paragraph 2(a) in accordance with its national legislation and relevant international instruments to which it is a State Party".*

The J.J.Act consolidates and amends the law relating to juveniles in conflict with law and children in need of care and protection, by providing for proper care, protection and treatment by catering to their developmental needs, and by adopting a child friendly approach in the adjudication and disposition of matters in the best interest of children and for their ultimate rehabilitation and for matters connected therewith or incidental thereto, through institutional as well as non-institutional measures enumerated under the said Act.

*Source: Sabitri Geonesekere, 'Children Law and Justice: A South Asian Perspective, Page 382-401, Sega Publication, 1998

As per the Juvenile Justice (Care and Protection of Children) Act 2000 (56 of 2000), amended in 2006...

Importance of the Policy

- To safeguard the rights of children under the protection of an institution, so that they are prevented from any harm, and get all opportunities for development as individuals without any discrimination of any kind.
- To educate children of the organization on their rights, and what constitutes violation; to make them participate in the exercise of their rights, as well as to ensure that they know whom to contact if there is any violation.
- To keep the staff/ volunteers educated and trained in acceptable & non-acceptable behavior by the organization so that they safeguard themselves from allegations of misconduct.
- To ensure that the standards are well defined, implemented and monitored.

Definitions

Child

A "Child" is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Child protection

Child Protection is a broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm.

Child abuse

The meaning of "Child abuse" or "maltreatment" constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power' as per World Health Organization clarification in the year 1999.

There are several Types of Child Abuses:

Physical abuse

Physical abuse of a child is such as beating, burning, injuring, poisoning or any form of brutal behavior which results a serious physical harm to any child. The signs of physical abuses are –

- Unexplained burns, cuts & injure
- Beating & injury in the body in school/private tuition
- Fear of adults due to cruel behavior
- Force for drug or alcohol use
- Bite marks

- Such behavior which creates suicidal tendency within a child
- Behavior which creates depression or poor self image of the child

Sexual abuse

Sexual abuse of a child is involvement of a child in sexual activities including direct or indirect sexual exploitation for which the child is not developmentally prepared and can not give consent and violets the law of the land and the society. In another form it may be involving them or threatening to involve them in inappropriate sexual activities. The exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performances also comes under sexual abuse. The signs of sexual abuses are-

- Nightmares
- Bedwetting
- Seductiveness
- Avoidance of things related to sexuality of rejection of own genitals or bodies
- Excessive aggression
- Fearness of a particular person
- Drastic changes in appetite
- Over compliance or excessive aggression
- Withdrawal, secretiveness or depression
- Suicidal behavior
- Eating disorders
- Self-injury

Emotional abuse

The Emotional abuse of children is repeatedly rejecting children, humiliating them or denying their worth and rights as human beings. Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full ran of emotional and social competencies commensurate with her or his personal potential, and in the context the society in which the child dwells. There may also be acts towards the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts includes restriction of movement, patterns of belittling, denigrating, scape-goating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment. The signs of emotional abuses are-

- Apathy

- Depression
- Hostility
- Lack of concentration
- Eating disorders

Neglect

The last abuse of the children is neglect to the children. Neglect is another one form of abuse to the children. The children normally expect love, care, emotion and participation from the parents and adults. The situation like persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education and medical attention. The signs of neglect are-

- A child who is being abused may experience more than one type of cruelty
- Discrimination, harassment, and bullying are also abusive and can harm a child both physically and emotionally

How a child will identify that she/he is being abused

Physical abuse

- Beating, whipping, punching, slapping or hitting
- Burning with cigarettes
- Scalding hot objects
- Severe physical punishment

Physical punishment is distinguish from physical abuse in that, physical punishment is the use of physical force with the intent of inflicting bodily pain, but not injury, for the purpose of correction or control. Physical abuse is an injury that results from physical aggression. However, physical punishment easily gets out of control and can become physical abuse.

Sexual abuse

- Fondling, touching, or kissing a child's private parts
- Making the child fondle the adults' private parts
- Penetration, intercourse, incest, rape, oral sex and anal sex
- Showing sex organs to a child
- Forced observation of sexual acts
- Showing pornographic material
- Forcing the child to undress

- Spying on a child in the bathroom or bedroom
- Using a child in the production of pornography

Emotional abuse

- Lack of affection
- Lack of praise or positive reinforcement
- Negative comparisons to others
- Belittling; telling the child that he or she is “of no good”, “worthless”
- Using derogatory terms to describe the child
- Habitual scape-goating or blaming
- Using extreme or bizarre forms of punishment such as confinement to a closet or dark room, tying to a chair for long periods of time
- Verbal, mental, psychological abuse, maltreatment causing serious trauma, confinement, threatening or terrorizing, belittling, rejecting or blaming

Neglect

- Not providing adequate food or clothing
- Without appropriate medical care, supervision, proper weather
- No protection from heat and cold, appropriate schooling or special schooling
- Inadequate/no educational needs, emotional support and love, allowing
- Excessive truancies, substance abuse, abandonment
- No importance of child’s needs
- Not listening and action the appetite, cold, hot and other feelings
- Humiliate the demands of the child

JVP - Core Child Protection Principles and Values

The legal basis of **JVP** Child Protection Policy is the UNCRC. **JVP** firmly believe, accept and adopt the principles of the UN Convention on the Rights of the Child. Taken holistically, the CRC provides a comprehensive framework for the protection, provision and participation of all children without discrimination to ensure their survival and development to the maximum extent possible. On the understanding that the CRC must be read as a whole, the following articles nevertheless from the specific basis of child protection.

The basic principles will be followed for the best interests of the child i.e. duty of care and protection, standards of care, survival and development, participation, freedom of expression, protection from violence, periodic review of placements, protection from economic exploitation, protection from substance abuse, protection from sexual abuse and exploitation, and 'all other forms of exploitation', torture, cruel, inhuman or degrading treatment or punishment.

The moral basis of Child Protection, **JVP** believes a non-negotiable duty to ensure children's rights have an absolute duty to protect the children from abuse, mistreatment and exploitation from within the organization intended for their benefit. This duty is imperative and non-negotiable. Without adequate standards and mechanisms of protection in place, an organization is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.

The need for a Child Protection Policy

As a development organization, it is the duty of **Jharkhand Vikas Parishad** to ensure that the promotion of children's rights includes specifically protecting children from accidental harm as well as deliberate abuse within organization, which committed for their growth and development. This policy will assist in fulfilling this duty of ensuring children from any form of abuse and exploitation.

The rural children are especially vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, other project workers and those with access to their personal information. In the case of children who have run away from home, many have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.

Organizations without protection policies, guidelines and systems are in place are more vulnerable to false or malicious accusations of abuse. Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organization's reputation. This will have serious implications for undermining an organization's entire portfolio of work, even beyond the scope of the particular project concerned as well as damaging the reputation of the Organization.

So, **JVP** will not be salient as far as the child protection is concerned because silence breeds abuse and exploitation of children. Without proper policies and explicit procedures in place, CSOs/NGOs are extremely vulnerable to false allegations of child abuse. **JVP** therefore believes in-

- Creating an environment where issues of child protection are discussed openly and are understood between children, adults, organization members and staff.
- Promoting open lines of communication both internally and externally within and between organisations to improve awareness and implementation of child protection policies and practices.
- Creating a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse of children by any concerned persons associated with the organization.
- To ensure Children's participation **JVP** wants to create a space and a voice where children feel able and willing to speak out about abuse, free from abusers, empowers them to become actors in their own protection without further discrimination or

shame. “Children have the right to communication, to enable them to receive information, to ask questions, to make choices and to make decisions.” **JVP** believes that helping children to find a voice is an essential step to helping them to claim their individual rights. Children will only benefit from this policy if they are aware of their rights and are given the proper environment.

- **JVP** wants to take it further to the wider vicinity. Child protection is not just about reading and signing a piece of paper. The policy sets out guidelines and standards that must be put into practice. These include, amongst other measures i.e. recruitment procedures, review of management structures, creation of a space for children to speak out, staff training and development of transparent protocols. Above all, it must be remembered that it is the children, not the standards, that are sacrosanct; and although abuse must never be tolerated, the standards are no more than a tool in the service of promoting the welfare of children.
- The Child Protection Policy, hereafter referred to as **JVP-CPP** will encompass all units, for members, children and staff of **JVP**, suppliers and contractors, visitors, donors or parents coming in direct or indirect contact with children.

Jharkhand Vikas Parishad - Child Protection Policy

Staff and Personnel

As a condition of working with our organization, all GB members, general members, officers, staff, volunteers, consultants and advisers of **Jharkhand Vikas Parishad** are required to undergo the following-

- Both acceptance and of commitment to **JVP** Child Protection Policy and Code of Conduct of the GB members, general members, officers, staff, interns, volunteers, consultants, and advisers for working with children and associated with the organization.

Management

Smt. Subashini Soren, Chief Functionary/Secretary of the organization is our designated Child Protection Officer. Organization President is our Chief Advisor will be responsible for the day-to-day implementation, supervision and monitoring of the Child Protection Policy at the organization level.

The disclosure of personal information about children, including legal cases, will be limited to those GB members, general members, officers, staff, volunteers, consultants and advisers who need to know the same in detail. The Governing Body will have the overall responsibility to oversee and ensure the policy's effective implementation.

Management Systems

A management process should be adopted in order to facilitate the implementation of the child protection policy and procedure.

- Clear and open lines of communication through regular meetings
- Rising concerns on sensitive matters in relation to children and staff in appropriate forums

- Concerns are listened to respond to in a positive manner
- Reports and personal information on children are kept confidential and disclosed to only those who need to know
- Child protection issues are included in regular staff evaluations/appraisals
- Responsibility of management to ensure implementation of **JVP-CPP** through regular interactions with staff and children and surprise checks of reporting documents
- Responsibility of management to ensure that Policy is reviewed every 6 (six) months by Project heads and incorporate changes if required

Training and Education

Training and education are essential to implementing the Child Protection Policy. Organization President will ensure the training about the Child Protection Policy is given to all staff and others associates which will include training on behaviour guidelines for those in direct contact with children and guidance on the acceptable and unacceptable sharing of information on children.

Information to all concerned

All GB members, general members, officers, staff, volunteers, consultants and advisers who have direct contact with the children will be informed about the Child Protection Policy. One hardcopy will be given to all with a signature of recipient of the same.

Reporting Incidents

All witnessed, suspected or alleged violations of the Child Protection Policy will be immediately reported to the designated Child Protection Officer, who will record and act on these in a confidential manner in accordance with the standardized process developed by **Jharkhand Vikas Parishad** for the best interests of the children. The Organization will take appropriate action to protect the child/children in question from further harm and others in the organization during and following an incident or allegation.

Ramifications of Misconduct

Jharkhand Vikas Parishad will immediately suspend any member, employee, adviser, consultant, volunteer who is alleged to have violated the Child Protection Policy, pending the outcome of an investigation. **Jharkhand Vikas Parishad** reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the police administration for legal action.

Code of Conduct

Jharkhand Vikas Parishad as an organization believes in and advocates children's rights to survival, protection, development and participation. This Code of Conduct includes guidance on appropriate and expected standards of behaviour of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as

the primary consideration and should be interpreted in a spirit of transparency and common sense.

Behavior Protocols

These protocols will ensure that all personnel understand and abide by behaviors which will help in creating a child safe environment where children's physical and mental integrity / space / privacy are respected.

Appropriate behavior of staff towards children

- Respect the dignity of each child
- Consider each child as unique individual with specific characteristics and needs and thus accept each child with all the good and bad things within him/her
- Observe attitude of children with patience and understand them within the local context in which they live
- Be empathetic rather than sympathetic towards children
- Views of children to be listened, valued and taken seriously with objectivity
- Encourage to express their feelings as well as participate in decisions, which affect them at the same time ensuring confidentiality
- Work with children in ways that enhance their inherent capacities and capabilities and develop their potential
- Act on children's concern/problems immediately
- Appreciate their good efforts and performances since it would be rewarding and reinforcing for further development
- As far as possible, work with children in a place within the view of others
- Equal attention to be given irrespective of gender with no favoritism
- Never engage, encourage or support abuse, in any terms
- Never stigmatize or humiliate children
- Information to be given to concerned staff prior to interaction with children
- Never use corporal punishment
- Never develop sexual relationship with any child
- Never behave in a manner, which is inappropriate or sexually provocative
- Never sleep alone with any individual child
- Do not use slang words or abusive language in presence of children

- Never provoke towards any malpractice or addiction
- Never do things for children of a personal nature, which they are capable of doing for themselves such as washing, undressing, using the toilet etc
- Staff must never engage children in their personal work
- Must wear clothes that are appropriate keeping in mind the local context in which the children live
- At the time of rescue, restoration and follow up, a girl child is to be accompanied preferably by a female staff
- Girls and boys will be given the choice of working with a male or female staff where gender may be a consideration such as counselling, health/medical check ups
- Permission of children and concerned authority to be taken before taking their images or case studies
- Images of children not to be taken while they are taking bath or changing clothes. They are to be properly clothed while taking images
- In case of case studies name of the child has to be changed as well as no personal information to identify location of child to be given
- Never give any information regarding any child, sensitive incident to media
- Be clear about purpose and inform and guide children prior to media coverage
- Ensure confidentiality at the time of disclosing case studies to media

Children will be oriented for appropriate behavior

- Respect all staff, parents and outsiders
- All relevant information to be given to concerned staff
- Share information and learning with other children
- Never physically assault or sexually abuse another child
- Never tease another child or call out nicknames
- Never threaten another child
- Never spread rumors about another child
- Never force another child to give away his/her personal belongings
- Never use slang or abusive language

Appropriate Standards of Behaviour to deal with the children

Adults should-

- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development
- Encourage and respect children's voices and views
- Be inclusive and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion, sex or any other status
- Be aware of the potential for peer abuse that is e.g. children bullying, discriminating against, victimizing or abusing children
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse
- Be aware of high-risk peer situations that are unsupervised mixing of older and younger children and possibilities of discrimination against minors
- Develop clear rules to address specific physical safety issues relative to the local physical environment of a project that is for projects based near water, river, deep forest, road traffic and railway lines
- Avoid placing yourself in a compromising or vulnerable position when meeting with children that is being alone with a child in any circumstances which might potentially be questioned by others
- Meet with a child in a central, public location whenever possible
- Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation to the designated Child Protection Officer
- Report suspected or alleged abuse to the designated Child Protection Officer

Inappropriate Standards of Behaviour

Adults should not-

- Hit or otherwise physically assault a child
- Use language that will mentally or emotionally abuse any child
- Act in any way that intends to embarrass, shame, humiliate, or degrade a child
- Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status
- Develop a sexual relationship with a child
- Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way

- Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming
- Encourage any crushes by a child
- Initiate physical contact like holding hands unless initiated by the child
- Suggest inappropriate behavior or relations of any kind
- Allow children to engage in sexually provocative games with each other
- Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and in common place

Monitoring Tools

This written Policy to ensure-

- All systems of care and protection and possible abuse and redressal are recorded
- Children should know whom to contact at the time of need
- All employees, member, contractors, suppliers, volunteers, (paid or unpaid, fulltime or part time, temporary or long-term) are having direct or indirect contact with children have to face a thorough and standardized recruitment and interview process
- Reference check conducted of all new recruitments
- Staff signs up to the Code of Conduct and keeps a copy of the same with him/her
- Staff has an understanding on the acceptable and non-acceptable behavior with regards to children
- All staff considers it their responsibility to report concerns to the appropriate authority i.e. Child Protection Officer
- All suspicions/ allegations of abuse are taken & responded to seriously, appropriately & immediately
- A copy of **JVP-CPP** will be given to all concerned for his/her reference
- One day training and refreshers training will be organized with the staff every year to remind them the procedures and update the new developments

Reporting Format

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

2. The incident was observed /suspected? _____

3. *(About the child)*

Child's name: _____

Sex: _____

Age: _____

Project/Unit/Centre/Village/Block: _____

4. Incidental Details:

a. Date, time and place of incident: _____

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

c. Name of the alleged person: _____

5. Details of the person: (please put tick mark)

a. Staff: Regular staff / contractual staff, general assignment, trainee, volunteers

b. GB Member/ General Member/ / Volunteer/ Supplier/ Donor / Visitor / Parents

6. Nature of allegation: _____

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

8. Immediate action taken by the reporting staff: _____

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

10. Remarks (if any): _____

Date:

Action taken by Child Protection Officer/Secretary

XXXX