



Safe Society

Child Safeguarding Policy

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1. Objective of this Policy

Safe Society works towards the empowerment of children to enable them as a contributing citizen of India.

Commitment: Safe Society is highly committed to the safety and protection of all children and adolescents in all its programs and across all levels of the organization, taking into consideration the feelings and needs of the children and adolescents and all contexts of culture, religion, race, and language.

Intention: Through this Policy, the Safe Society strongly states its intention to safeguard the welfare, safety and protection of all children and adolescents in contact with the organization and respond to any concern arising in context of work of Safe. The Policy applies to all associated with Safe Society in whatever capacity and across all levels - internally and externally connected with the organization.

2. Scope of the Policy

The Policy provides procedures and tools for the dissemination, implementation and monitoring and review processes towards safeguarding the welfare of children and adolescents across all Safe Society programs and other work contexts related to the organization, at all levels, also including communication within and outside the organization, and other. The Policy applies to all **employees** contracted by Safe Society and **others** associated with Safe Society in any capacity and at any level. **Others** include all those contracted or engaged by Safe Society for a range of tasks, some of which may involve contact with children, volunteers, interns, partners, donors, consultants, suppliers, visitors, etc.

A Living Document: This Policy has been developed through a process of participation and engagement at various levels of the organization and in view of the different contexts that Safe Society reaches out to. This Policy is a living document that will be reviewed and revised every 3 (three) years to embed and incorporate the organization's emerging contexts and relevance.

3. Key Definitions

Child is any person who has not attained the age of 18 years, as defined in the United Nations Convention on the Rights of the Child and the Juvenile Justice (Care and Protection of Children) Act, 2015 of India.

Child maltreatment is referred to as child abuse and neglect, includes but it not limited to all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that



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results in actual or potential harm to the child's health, development, or dignity. Within this broad definition, five subtypes can be distinguished – physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation.¹

Physical abuse of a child is the actual or potential physical harm from an interaction or lack of interaction, which is within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents (WHO, 1999).

Sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to, the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performances, internet pictures and materials (WHO, 1999).

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 reach their full potential in the context of the society in which the child lives. There may also be acts toward 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 within the control of the parent or person in a relationship of responsibility, trust, or power. Acts include restriction of movement, degrading, humiliating, scapegoating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment. All forms of maltreatment involve emotional abuse.

Neglect and negligent treatment are the inattention or omission by the caregiver to provide for the development of the child in health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources available to the family or caretakers. In addition, which causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral, or social development? This includes the failure to properly supervise and protect children from harm, as much as is feasible (WHO, 1999).

Sexual and commercial exploitation is the abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially, or politically from the exploitation of another (for example child prostitution and trafficking of children for sexual abuse and exploitation). Commercial or other exploitation of a child refers to the

¹ These sub-categories of child maltreatment and their definitions were devised following an extensive review of different countries' definitions of child maltreatment and a 1999 WHO consultation on child abuse prevention. These definitions were also used in the UN Study on Violence against Children, 2002



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use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development (WHO, 1999).

Commercial or other exploitation of a child refers to the use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral, or social-emotional development.

Child safeguarding refers to the responsibility of agencies working with / in contact with / impacting children, to take all reasonable measures to ensure that the risks of harm to children are minimized; and where there are concerns about the welfare of children, to take appropriate actions to address those concerns (i.e. working to agreed policies and procedures, and in accordance with local laws). Safeguarding refers to institutional / internal policies and procedures intended to ensure that children are not exposed to harm and abuse through their contact with the organization, their staff and their participation in projects and programs, and that the organization's operations do no harm to the children in any way.

Child Protection is part of safeguarding and refers to activities undertaken to protect specific groups of children who are being or are at risk of being abused.

4. Guiding Principles

Guided by the United Nations Convention on the Rights of the Child (UNCRC), this Child Safeguarding Policy will be guided by the following core principles:

Rights Based Approach: Children's right to safety and protection is a fundamental human right and Safe Society considers it to be the preliminary guiding force. In all its programs and actions, the rights of the child are promoted, ensured, and demanded.

The Best Interest of the Child: Programs are designed, and interventions agreed, based on the best interest of the child. The child's best interest in terms of their rights and overall wellbeing is given the ultimate priority in an organization's functioning, crisis management and program implementation. A child centered development approach is the guiding force to ensure the rights and the best interest of the child within the organization's operational framework.

Participation: The views, opinions, thoughts, experiences, and ideas of children are always given importance in the process of framing policies, designing programs and in their implementation. The children are consulted at all stages and their understanding is always valued.

Transparency and Confidentiality: Safe Society promotes an environment of openness within the organization. The layers of management are not allowed to be barriers to



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communication: all staff and stakeholders are encouraged to share their concerns and always learn about the organization's procedures. This does not compromise the need for confidentiality of the child or a related case of child safety or protection concern.

Non-Discrimination: Everyone is entitled to all the rights and freedoms without distinction of any kind, such as race, color, sex, language, religion, caste, political or other opinion, national or social origin, property, birth, medical condition, or other status.

5. Management responsibility

The Director has the overall responsibility for the Child Safeguarding Policy of Safe Society.

Safe Society's **Governing Board** is responsible for determining Policy and good practice.

The **Senior Management Team** is responsible for the validation of the Policy and its strategic / Operational development by monitoring the implementation of the annual work plan.

All Employees and others should be aware, through this Policy, of their responsibilities and duty of care to ensure that child abuse is prevented. In addition, employees and others should also be aware of their predetermined role in ensuring the safety of children and their responsibility for mandatory reporting concerns where witnessing, allegations, disclosures, or suspicion of child abuse occur. The Safe Society Code of Conduct sets out the specific behavior requirements of all employees and others along with what is, and is not, considered acceptable behavior with children. Where employees and others are considered to engage in high-risk behavior in their professional and / or private lives, thus breaching the Code of Conduct, the code will be strictly enforced through disciplinary procedures to ensure the highest moral and ethical standards of the organization are upheld. Where concerns of child abuse arise, Safe will consider its legal obligations to report those concerns to relevant, competent authorities and terminate employment.

Volunteers and Interns: The volunteers and interns of Safe Society provide a wide range of services and contribute to a dynamic element of its work. Managers have a responsibility to identify those areas whereby procedures for employees and others can be applied and / or new procedures adapted to meet the specific, creative, often "one off" roles of the volunteer or interns. Under this Policy all volunteers and interns have a responsibility to report, as would employees and others, any concerns of child abuse and likewise they are obliged to adhere to the terms and conditions of Safe Society's "Code of Conduct for Visitors/Volunteers/Interns/Vendors." Where concerns of child abuse arise, Safe Society will consider its legal obligations to report those concerns to relevant, competent authorities and expel the individual or group.

Visitors: Visits to projects and communities are opportunities to see the development work first-hand. However, this may pose risks for the children Safe is working with. Thus,



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measures of child safeguarding are needed to be put in place to keep the children safe but at the same time facilitate visits to projects, partners, and activities for a variety of reasons. It is essential that all visitors are aware of and understand the principles of Safe's Child Safeguarding Policy and it is the responsibility of managers to ensure they are briefed accordingly. Under this Policy all visitors have a responsibility to report, as would employees and others, any concerns of child abuse and likewise they are obliged to adhere to the terms and conditions of Safe's "Code of Conduct for Visitors/Volunteers/Interns/Vendors." All visits should be monitored and recorded by management and in no circumstances are visitors to be left unattended in the presence of children or projects. Where concerns of child abuse arise, Safe will consider its legal obligations to report those concerns to relevant, competent authorities and expel the individual.

6. Prevention

Risk Assessment

All activities in Safe that involve children or their participation directly or indirectly through any medium (in person, virtual, audio-visual) shall be preceded by a thorough risk assessment to ensure that any possibilities of risks are minimized that could result due to the said activities. All risk assessments shall follow the Child Safeguarding Policy of Safe Society. In case of conducting research activities standard research ethics will be complied with and wherever necessary a localized research ethics guidelines will be developed to accommodate the local context and ensure the safety and welfare of the children involved in such activities. **Program Managers and one designated person from each center** will be responsible for ensuring necessary steps of risk assessment are well considered in the planning and budgeting of any activities including research activities and that any consultant/s hired for the purpose will also be obliged to comply with the ethical guidelines along with the Child Safeguarding Policy of Safe Society.

The Seven Stages of Risk Assessment

1. Establish the context, scope, and setting.
2. Identify the risks.
3. Analyze the risks.
4. Evaluate the risks.
5. Implement strategies to minimize and prevent risk.
6. Review and revise risks and preventative measures
7. Communicate and consult.

A simple risk analysis tool can be used for this purpose in the below mentioned matrix where the risk may be assessed considering the following aspects:

- The practical details of a program, or activity
- Things that could go wrong in that activity.
- The likelihood/probability of these things going wrong.



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- The impact of these things going wrong on the children / community / staff / program / organization

Activity	High Risk	Medium Risk	Low Risk

Recruitment and Selection

Rigorous recruitment and selection procedures emphasizing the importance of child safeguarding can reduce the risk by acting as a deterrent and by helping to detect those presenting a potential risk to children. Managers recruiting and selecting employees and others for positions are responsible for implementing the procedures. The Human Resource Development Department will be responsible for developing and implementing appropriate recruitment and selection procedures which reflect child safeguarding issues and adhere to the principles set out in the Child Safeguarding Recruitment and Selection Procedures. Managing risk is the key to recruitment and selection. Local procedures should be based on a detailed analysis of each job task and assessment of the level of contact with children.

The process for selecting volunteers and others will be different from those adopted for staff appointments but the same rigor will apply when the role involves contact with children. Centre and State Heads are responsible for undertaking a detailed analysis of job tasks and assessing the level of contact with children (therefore the level of risk) as part of the initial Policy implementation process.

Information to all applicants will include:

- Child Safeguarding Policy
- Reporting Concerns Framework
- Code of Conduct
- Declaration form

General Procedures

- Child safeguarding statement in advertisement for a post
- Child safeguarding statement and specific responsibilities included in the job description.

Procedures at interview

- Identification documents
- Reviewing of employment gaps
- Questions on convictions and disciplinary record
- Questions on child safeguarding issues relevant to the role
- Psychometric test to assess if the mental state of mind would pose any risk to children in contact with during the job deliverables in Safe Society.
- Two reference checks including one from the last employer / contracted agency.
- Original evidence of qualifications claimed on application form.

- Job history check

Job specifications, volunteer assignments and terms of reference

Centre and State Heads have a responsibility to ensure all existing and new job descriptions, volunteer/intern assignments and terms of reference contain a generic statement about Safe's commitment to child protection and the expectations it places on all employees and others in adhering to the values and principles of the Child.

Safeguarding Policy. Additionally, those documents should reflect specific responsibilities for implementing and safeguarding the Safe Child Safeguarding Policy.

7. Developing Management Systems

Management culture: an open and aware culture is vital in establishing a child safe environment and is demonstrated by:

- Listening and responding to concerns raised by employees and others, including children.
- Regular opportunities for informal discussions both in country office and in the field
- Observing and responding to signs of anxiety and stress
- Raising concerns on sensitive matters
- Providing support to individuals in difficult circumstances
- Giving and receiving critical feedback
- Clear and open communication
- Making decisions and taking actions when concerns are raised.

Program Heads have a responsibility to assess the local management culture and ensure an enabling environment exists for the effective implementation of the Child Safeguarding Policy. Employees and others must feel that a positive and supportive environment exists to be confident in raising and reporting any concern, often the most challenging step to take. The management culture will also need to reflect awareness of the issues of child safety concerns including child abuse, by challenging bad practice and adopting a risk management approach. Attention is drawn to procedure in the Code of Conduct and the need to provide support to employees and others for them to meet the requirements of the Policy.

Systems

- Recruitment, induction, supervision, meetings, and debriefing are examples of the systems whereby managers have a responsibility to ensure child safeguarding issues are mainstreamed and fully integrated. These responsibilities can be summarized as follows:
- A minimum requirement of awareness raising and information on the Child Safeguarding Policy and specific local procedures should be incorporated into induction training for new employees or for those changing roles internally. Refresher



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training should also be periodically organized for the existing employees.

- For employees with direct contact with children regular supervision and support meetings will be the forum to discuss practical questions of child safeguarding and protection
- Employee appraisal / annual review processes are the opportunity to incorporate individual training and support needs on child safeguarding and protection matters.
- Regular opportunities to discuss concerns within teams or with colleagues will help develop an open and aware culture and raise issues at an early stage.
- Debriefings offer an opportunity to discuss child safeguarding matters and concerns.
- Management systems concerning volunteers, interns and external contractors may vary from those of regular employees, but the same minimum requirements apply when supporting, supervising, and managing volunteers and others. They should be aware of; the Child Safeguarding Policy and procedures, the requirement to raise and report concerns on child safety and abuse and how to do this, as well as options for, and access to, support.

8. Developing Local Contexts and Local Procedures

Local context: Program Heads should consider the local environment and map the following as an information resource to ensure that the Policy implementation can be adapted to the different work contexts of Safe Society:

- The general situation of children and the impact of abuse
- The nature of Safe's work and the different field contexts
- Staffing and management
- Partnerships
- Risks
- Legal, social welfare and medical structures
- Legal and social obligations to report child abuse.
- Local child protection / support structures
- Local informal support structures

Local procedures: Once details on the local context have been gathered the local procedures can be developed further and discussions should then focus on the most effective way of ensuring concerns are raised internally and externally where appropriate. Procedures should identify key individuals in the system and their role and responsibility in receiving and reporting concerns as well as steps which can be taken locally in conjunction with individuals and organizations to ensure the safety and protection of children. There may be no established legal and / or social welfare system for the protection of children in the local context but a network of institutions, clinics, schools, doctors, health workers and lawyers should be developed on child protection.

Alternatively, networks aware of the issues may exist where referrals and assistance can be requested. One useful network would be community leaders who are useful in dealing with



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specific issues of child abuse outside of Safe's programs and activities and can often resolve issues informally. It may be necessary, depending on the local context, to develop support materials to clarify the local procedures and local understanding of child abuse and to consider factors such as culture **Implementation, Monitoring and Review**, religion, local law, traditional practices, partnership arrangements, etc.

The Self Audit Tool provided in Annex II (Keeping Children Safe toolkit) is designed to assist the implementation process of Safe's Child Safeguarding Policy and provide the basis for monitoring and reporting progress towards the full implementation of the Policy. Child Safeguarding Audits summarize the main requirements and management responsibilities for implementing and operating the Policy.

Where discussions are being held on implementing the Policy locally, the Child Safeguarding Audits can be used to identify work required and work in progress. Progress on implementation will be monitored across the organization via progress reports to Managers following the launch of the Policy and commencement of the implementation process. The Child Safeguarding Audit can be used to both plan future work and generate progress reports.

The finding from the self-audit tool assessed by the team in November and December 2016 is provided in Annex III. This is to be followed up in the coming months on a six-monthly basis. Based on the findings of this audit, the annual child safeguarding plan is to be drawn in for the effective implementation of the Policy.

An example of an annual action plan is provided below:

Child Safeguarding Policy Implementation Action Planner				
Name of Organization:				
Implementation area	Priority activities	By whom	By when	Support/resource needs
Children and organization				
Policies and procedures				
Preventing harm				
Implementation & training				
Info and communication				



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Monitoring				
& review				
Additional comments				

The annual progress report should cover the implementation process including activities planned and carried out; summary of issues and challenges in the implementation; support needs identified; feedback and suggestion in further improving the Policy; findings from the self-audit exercise and plans for the following year. Examples of learning in the form of good practices / emerging issues needs to be captured to reflect on future course of action for the implementation of the Policy.

9. Dissemination of the Policy

The Policy will be implemented after necessary awareness raising and training within the organization. It will also be disseminated outside the organization with the different stakeholders. The internal awareness will be further strengthened through training and orientation programs for staff and management at all levels. The Child Safeguarding Policy will be made available on the organization website. The Policy will be translated into local languages depending on the field contexts and physical copies will be made available in the country office and field offices. Reporting Concerns Framework including the name of the Child Safeguarding Focal point with contact details and in the format suggested above will be displayed in all Safe locations. Children meeting Safe's programs will be made aware of the Policy.

10. Raising and Reporting Concerns

Any person working or meeting children, supporting, or attending an event organized by Safe Society, has a responsibility to raise and report concerns on the safety or welfare of children. Employees, Child itself and others should report concerns directly to director Safe Society.

Reporting Concerns Framework

The following procedures should be followed if you are concerned about the safety and welfare of a child. This framework should be displayed at strategic locations in Safe's country office and field offices.

1. What are the circumstances of your concern?

Witnessed child abuse	Yes / No
Suspect someone of child abuse?	Yes / No
Someone alleged abuse of a child?	Yes / No
Someone disclosed abuse of a child to you.	Yes / No



2. Does the concern fit any of the following categories of abuse? Do you think a child may have been neglected? Yes / No
Do you think a child may have been physically abused? Yes / No Do you think a child may have been emotionally abused? Yes / No Do you think a child may have been sexually abused? Yes / No

Your concern is justified if you answered yes to any of the questions above, your duty is to report your concerns to the following person:

Name of the Focal Point (Manager - CSP):

Designation:

Phone Number:

Email Id:

In case you have concerns about informing the person stated above, then please report to the **Director**.

All concerns and cases need to be reported in the format provided in Annex IV

- No retaliation or punitive action will be taken against anyone who, in good faith, raises a child safeguarding concern.
- All information in relation to child protection concerns will be kept confidential. Any information shared will be done so on a 'need to know' basis and with the knowledge of those concerned.
- Any records related to child safeguarding referrals and concerns will be kept in a central location, with access to this limited. If action is taken against an employee, then a note of this will be made on their confidential personnel file and will be disclosed by the Director – Human Resources if a reference is sought.
- Once a concern has been reported it will be the responsibility of the Senior Management Team and Director – Human Resources to determine an appropriate response.

11. Ramification of Breach

Any child safeguarding concern relating to inappropriate conduct of Safe Society's employees will be dealt with under the Safe Society HR policies and disciplinary procedures.

Any child safeguarding concerns relating to inappropriate conduct of a Safe volunteer, intern or consultant will result in immediate suspension of the contract whilst an investigation into the claim is undertaken.

12. Safe Society Code of Conduct while working with Children.



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Bearing in mind the rights of the child will be upheld by Safe Society, employees, and others in contact with children are obliged to:

- Strive to understand children within the local context in which they live.
- Work with children in a spirit of co-operation and partnership based on mutual trust and respect.
- Work with children in ways which enhance their capacities and capabilities and develop their potential.
- Treat children with respect and recognize them as individuals.
- Regard children positively and value them as individuals with specific needs and rights
- Listen to the children, value their views, and take them seriously.
- Consider children as active agents in their own development with health, safety, wellbeing, and their best interest considered of paramount importance.

Employees and others, who meet children, should always:

- Empower children by promoting children's rights and raising awareness.
- Avoid situations that isolate children and where behavior cannot be observed such as in cars, offices, and homes.
- Challenge poor practice and recognize potential pitfalls that might lead to child abuse.
- Promote a culture of openness where issues and concerns can be raised and discussed.
- Ensure visibility, whenever possible, with children and apply the two adult rules or arrange a suitable alternative.
- Organize awareness workshops with children to define acceptable and unacceptable behavior with adults.
- Discuss openly with children about their contacts and relationships with employees and others.
- Discuss issues of concern with children and explain how to raise concerns.
- Identify and avoid compromising and / or vulnerable situations which might lead to accusations.
- Ensure when making images of children (photos, video, etc.) that they are respectful, that the children are adequately clothed and that sexually suggestive poses are avoided.
- Be aware that physically handling a child, to offer comfort, can be misconstrued by observers or the child.
- On trips / residential training and workshops / tours away from home ensure that another adult is always present if a child's room is visited at any time and the door should always be left open.

Employees and others, who meet children, should never:



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- Use any form of physical “punishment” including hitting, physical assault, or physical abuse.
- Enter any form of sexual relations with children.
- Engage in any form of inappropriate physical behavior such as kissing, hugging, or touching a child.
- Act in a manner or organize activities which are abusive or place children at risk from abuse.
- Develop abusive or exploitative relations with children.
- Use language or act in a physically or sexually provocative and inappropriate manner.
- Stay overnight, in the same room, with any child.
- Invite a child / child to their place of residence.
- Do things for children of a personal nature that they can do for themselves.
- Condone or participate in activities where the child’s behavior is likely to lead to abusive or illegal acts.
- Shame, humiliate, belittle, or degrade children or engage in emotional abuse.
- Discriminate through preferential treatment to a child i.e., gifts, sponsorships, money.
- Spend excessive time alone with a child excluding them from others.
- Take images of children (photos, video, etc.) which are detrimental or explicit and undermine the child’s dignity.

During Program activities and events

- Care will be taken to ensure that activities are designed such that do not cause harm to children.
- Program staff are expected to set a good example. They will not consume any addictive or intoxicating substances, nor use any inappropriate or abusive language, in front of the children.
- Program staff should never ask children to do their personal tasks.
- No child should be called alone for any activity. Any child should be accompanied by friends and/or family. Children should not be called to isolated spaces for any activity.
- Two adults should always be present to conduct any activity with children. If it is not possible for two program staff to be present at the same time, schoolteachers and/or other people from the community should be present. In case, girls are present for the activity, a female adult member should be present.
- Children should not be made to wait, stand in the open, sit on roads etc. for long durations for any activity.
- Exceptional care needs to be taken to ensure the safety of children during outstation activity. Adequate adult supervision, safe transportation and accommodation should be ensured. Written consent should be taken from their parents / legal guardian and/before such events.



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Code of behavior for communication on children

It is the stories of the children and their lives that generate sensitivity as well as sensation. To protect the children from any intentional and unintentional exposure to the external world where their privacy, confidentiality and self-esteem are affected the following code of conduct should be followed:

- Stories of children must be promoted with a positive attitude and in her/his best interest.
- Importance and care to be given to the right to confidentiality of the child whose story is being highlighted / shared.
- The child must not be made to relive her traumatic past against her wish during any interview.
- The child must be provided with enough briefing to share or recount her experience and express views on issues, and especially those personal.
- The child must not be described as powerless and without support.
- Pictures of the child are not to be taken without the consent of the child and the organization, and they should not be linked to the identity of the child and especially inappropriately dressed.
- Informed consent format is to be signed by the child and the interviewee before conducting any interview or photographing the child.
- Individual case studies having the original identity of the child must be retained in the organization with adequate precaution (e.g., using unique identity codes) to prevent unwanted disclosure of information.
- Awareness of the legal provisions, laws and regulations under the constitution that protect children must be promoted.
- The first publication and broadcasting of the story should be prior informed to the organization.

Personal conduct outside work

- Safe is committed to ensuring that employees and others apply ambitious standards of behavior towards children within both their professional and their private lives.
- Unlawful or other conduct by employees which jeopardizes Safe's reputation or position whether during or after business hours will not be permitted. Such conduct includes but is not limited to any unlawful activity related to sexual abuse; sexual harassment; physically/verbally abusive behavior; and public disorderly conduct.
- Employees are required to bear in mind the principles of the Child Safeguarding Policy and heighten their awareness of how their behavior may be perceived both at work and outside work.

Images and messages



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All employees, volunteers, visitors, photographers, journalists, and contractors when working with Safe shall adhere to this code in concurrence with the “Safe Photography and Audio-Visual Consent Policy” to ensure choices of images and messages are based on the paramount principles of:

- Respect for the dignity of the people concerned.
- Never use naked images of children
- Equality of all people
- Promoting fairness, solidarity, and justice

In all communications, where practical and reasonable, we reflect reality by striving to:

- Choose images and related messages based on values of respect and equality.
- Truthfully represent the situation both in its immediate and wider context
- Avoid approaches that potentially stereotype or sensationalize people, situations, or places.
- Use images, messages, and case studies only with the full understanding and permission of the subject themselves (parents / guardians / caregiver where applicable)
- Ensure those whose situation is being represented can communicate their stories themselves.
- Establish and record whether the subjects wish to be named or identified and always act accordingly.
- Conform to the highest standards of human rights and protection of vulnerable groups.
- Conform to the highest standards of children’s rights (UNCRC) as children are the most frequently portrayed subjects.

Media and Communications and Program Departments must ensure safeguards are in place for photographers and journalists:

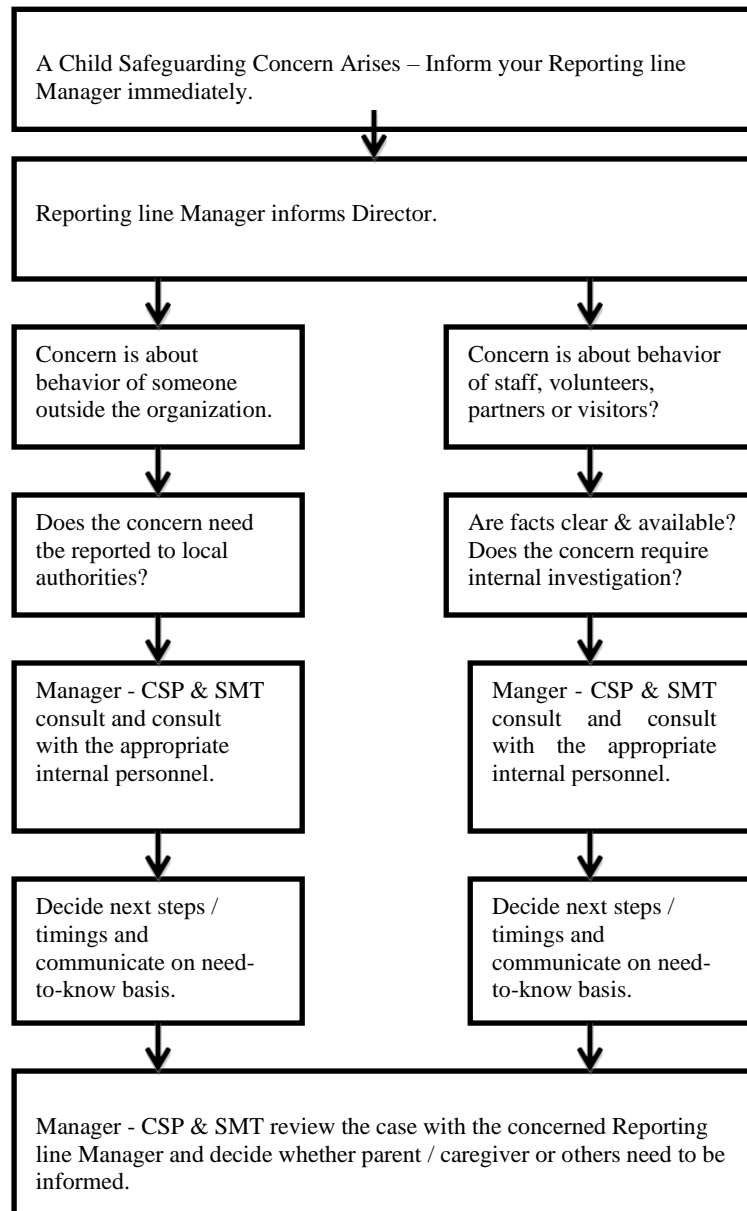
- Photographers and Journalists receive clear “Terms of Reference” prior to any assignment from the Media and Communications Department.
- Photographers and Journalists receive Child Safeguarding Policy briefing prior to mission from the Focal Point and /or from the Media and Communications Department
- Photographers and Journalists provide Media and Communication Department with signed Child Safeguarding Policy declaration prior to mission.
- All images are vetted by Media and Communications Department prior to placing on any Safe platforms (virtual and physical)
- Questionable images are referred to Focal Point for clearance.
- Media and Communication and Program Department ensure Photographers and Journalists receive briefing on arrival in the field and are supervised by field staff



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(aware of Safe Society Safeguarding Policy) during the assignment.

13. Information Management





14. Contact us.

If you have any questions, comments, or requests about this Policy, you can also write to us at _____

15. Changes in Policy

If we change this Policy, we will post these changes to ensure that our users are always aware of the changes in the Policy.

Annexure I: Informed Consent Format

(The format to be filled in by the child after introducing the child to the interviewer and explaining the process, purpose and other details related to the interview)

- i. I am aware that..... from ..will interview me about my life and experience.
- ii. I am also aware of the purpose and the process of the interview or interaction.
- iii. I am aware that the publication of my life story and /or picture or any other details related to me, and my life will only be printed/published/narrated/ telecasted with the prior permission of Safe and in accordance with its Child Safeguarding Policy with special reference to the communication protocol.
- iv. I will only reveal or share thoughts, experiences, and views that I am comfortable with and will not be forced to share more information.
- v. I also agree with the time and place of the interview.
- vi. I thus give my consent to conduct this interview.

Signature of the child.....

Signature of representative of Safe Society.....

Signature of the interviewer.....

Date.....

Place.....

Annexure II: Case Reporting Format

- i. Reporting your own concerns or passing on those of somebody else? Give details.
- ii. Brief description of what has prompted the concerns (include dates and times of any specific incidents; mention the name of the witness, if any):
- iii. Observations – mention the Physical signs, Behavioral signs, or Indirect signs.
- iv. Has the child been spoken to? If so, what was said? The child's situation during the discussion.
- v. Anybody alleged to be the abuser? If so, give details (mention whether volunteer/ staff/ consultant/ vendor/ donor/ visitor/ parents/ any other)
- vi. Whether the issue has been consulted internally or externally? Yes/
No.....
- vii. Give details (name of person, name of organization, if any, date, and time).
- viii. If any immediate action has been taken? If so, what and by whom?
- ix. Whether the child requires medical attention?
Yes/No.....
- x. Any other related information to be shared in the best interest of the child. Please mention below.
- xi. Information about the child:
Name *of* *the*
child.....
age.....
- xii. Details of the Reporting Person:
Name of the Person

Contact details (address, contact numbers,
email id Nature of contact or relation with the
child

Signature.....
Date.....



Submitted to.....

Follow up update to be included in the same document:

Date of Follow up reporting:

What actions have been taken?

What is the current situation of the
child? Date of Closure:

Signature.....

Date.....

Submitted to.....