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# IGSSS

## CHILD PROTECTION POLICY

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### **Code of Conduct-Staff**

#### **To protect children from abuse and sexual exploitation**

IGSSS commits itself to creating and maintaining an environment, which promotes its core values and prevents child abuse and sexual exploitation. IGSSS staff and partners are expected to contribute to building a harmonious workplace based on team spirit, mutual respect and understanding. All IGSSS' staff and partners are expected to uphold the dignity of those we serve, by ensuring that their personal and professional conduct with clear boundaries, is of the highest standard at all times in a manner consistent with their role as IGSSS representatives and a positive role model to children.

IGSSS strongly condemns all kinds of physical, sexual, emotional or psychological abuse and exploitation. These constitute acts of gross misconduct and are therefore grounds for termination of employment. All relevant legal steps will be taken corresponding to the legal and social conditions of the local situation.

#### ***IGSSS Code of Conduct requires all our staff to comply with the following behavioral protocols and expectations:***

- Treat children with respect regardless of Caste, gender, language, religion, political, national, ethnic or social origin, disability, birth or other status and recognizing their right to personal privacy.
- IGSSS's staff may not engage in any form of physical punishment/discipline of children, harassment, discrimination, physical or verbal abuse, intimidation, favoritism or exploitative sexual relations.
- Physical contact (touching) with children should only be in response to the need of the child and with their permission. Ensure your actions are open and non secretive. Do not do things for children of a personal nature that they can do for themselves and do not hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way (Remember that someone else may misinterpret your actions, no matter how well intentioned).



- Refrain from hiring children for domestic or other labor, which is inappropriate given their age or developmental stage.
- Do not use inappropriate, offensive or discriminatory language when speaking with a child. Never make suggestive remarks or gestures, even in fun.
- Be aware of situations that may present risks and pro actively develop strategies to create safeguards to protect the interests, safety and wellbeing of children.
- IGSSS's staff must comply with all relevant country's legislations, for an example Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006, Child Labor (Prohibition and Regulation) Act, 1986, Bonded Labor System (Abolition) Act, 1976 including various provisions regarding children in Indian Constitution. Various International instruments like UNCRC Convention on the Rights of the Child, United Nations Rules for the Protection of Juvenile Justice, 1985 (the Beijing Rules) and United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990) and others.
- IGSSS' staff is expected to behave in accordance with organization's values at all times.

I have carefully read the Code of Conduct and agree that I understand that the onus is on me, as a person engaged by IGSSS, to use common sense and avoid actions or behaviors that could be construed as child abuse when implementing IGSSS' programs.

Signed by: ----- Date-----/-----/-----

Name: -----

Witness: ----- Date-----/-----/-----

Name-----

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## **Guidelines for Media**

IGSSS has policy so that abuse is not perpetrated or compounded by anyone that interacts with children via IGSSS.

Communication and Child protection

Media communication is a wonderful opportunity to share IGSSS' work. To protect both good-intentioned journalists and children, journalists should inform IGSSS in advance before interviewing children. Visitors should not exchange contact details with any children while visiting.

All IGSSS' staff and community are trained on Child Protection. So visiting journalists should check with IGSSS' staff in any situation where they are uncertain of what behavior is appropriate or if they want to report a concern.

### ***Related to photos/videos and other image, I will always:***

- Obtain consent of the child and his/her parents or guardians before taking any photographs
- Take and use photographs and image of children that are dignified and respectful and that do not present them as victims. Image will not depict children in a vulnerable or submissive manner;
- Ensure that children should be adequately clothed in photographs and not in poses that could be misinterpreted as sexually suggestive;
- Protect the safety and privacy of children and their families by not using their full names, not using their images on the Internet without explicit consent, and not using them in any way in which their location could be identified or their confidentiality or dignity could be breached.
- Do not use the photographs of children and IGSSS assisted communities to benefit financially. The photographs taken during the visit will be used for media purposes as a journalist.
- To ensure children's privacy is protected, I will send the articles I wrote and/or photos I took concerning of IGSSS and the children to IGSSS' CPC for confirmation before it is/they are released. Otherwise, I will take the full responsibility if any information was accused of being reported wrongly and IGSSS holds the right to apply to the court.

### **Signatures from media / IGSSS staff/ IGSSS Partner staff**

I say NO to child abuse. I have read, understood and will abide by the child protection policy.



## Reporting Format

### Part I - About You (Informer)

Name:

Your Role in IGSSS:

Details of any other  
organization involved:

Your relationship to the  
concerned child:

*(Your identity as an informer will be kept confidential. In spite of that if you may, for personal reasons, not want to disclose your identity, you are requested to cooperate fully in sharing the rest of the following information.)*

### Part II - About the Child

Name of the Child:

Sex:

Age:

Address:

Who does the child or  
young person live with?

### Part III - About your Concern

*Please give as much detail as you can, regarding your concern of abuse or danger to a child. Eg of details could be related to*

**Did a child disclose  
abuse?**

**Was abuse observed or  
suspected?**



**Nature of  
concerns/allegation**

**Date, time, and place of  
any incident(s)**

**Observation made by  
you (Child's Emotional  
status, physical  
evidence)**

**Write down/share  
exactly what the child  
said and what you said**

**Any other relevant  
information**

**Were other children  
involved, aware?**

**Have you reported this  
to the parents or  
caregiver or any other  
child protection  
personnel or agencies?**

**Time and date of  
reporting**

**Person (s) to whom  
report was made**

**Advice given**

**Action taken**

**DETAIL OF THE ALLEGED PERPETRATOR**

**(Fill complete details as much as possible - if known)**



Name	
Nationality	
Address/Current Location	
Language/s spoken	
Age	
Sex	
Relationship to the victim	
Occupation	
Employer	
Any other details (including physical description)	

**Current safety of the Child (Include any immediate safety concerns such as access of perpetrator to the safety within the family, any emergency needs)**

**Has any emergency or other support been required? If so what was provided? When and by whom?**

***(Include any immediate safety concerns such as access of perpetrator to the safety within the family, any emergency needs)***

**Does the report or presentation of the child (if present) suggest required medical**



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**emergency**

**Who else knows? (e.g. other agencies, family members, other individuals)**

**Actions taken to date? (e.g. referral to the police, social welfare etc.)**

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**Completed by Name and Signature:**

**Date**

**Signed off by (Reporter)**

**Date**

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## Media Visitor:

<b>Name</b>	
<b>Publication</b>	
<b>Signature</b>	
<b>State</b>	
<b>Country</b>	
<b>Date</b>	

*IGSSS staff: (IGSSS staff should sign jointly so he or she acknowledges that the media has signed the policy.)*

<b>Name</b>	
<b>Signature</b>	
<b>Office</b>	
<b>Date</b>	

*IGSSS Partner: (IGSSS partner staff will be responsible to ensure that children, parents or guardian should read the document and sign). The partner should send a hard or electronic copy of the visitor to IGSSS.*

<b>Name</b>	
<b>Signature</b>	
<b>Office</b>	
<b>Date</b>	





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## **Consent Form** *(For parent/ guardian on the child's interview)*

I give permission for my child/ children to be interviewed by media visitors from IGSSS about the child's Life.

I am fully informed by IGSSS' what this interview means and the responsibilities of participation.

I grant permission to IGSSS to interview, photograph and/or film my child and to use the information, photographs and films for the purpose of publicity, for example, in the organizational reports, books, national and international newspapers, websites, radios and televisions.

I understand that if at any time I am not happy with my child being interviewed or with resulting publicity, I may withdraw my child from the interview or request the withdrawal of future appearances on any publicity materials after my change of decision

I certify that I am the parent or guardian of the child.

<b>Name of child:</b>	
<b>Name and Signature of parent/guardian:</b>	
<b>Signature of Partner Representative</b>	
<b>Date</b>	