

## **JEEVA JYOTHI**

No. 17A, IInd Cross Street,  
K. K. R. Nagar, Madhavaram,  
Chennai, Tamil Nadu, India

### **Child Protection Policy**

#### **1. Purpose and Scope**

This Child Protection Policy (CPP) provides a clear framework for the protection of children engaged in or affected by the work of Jeeva Jyothi. It ensures that children are safeguarded from abuse, neglect, exploitation, and violence by any person associated with the organisation. The policy also incorporates standards of Protection from Sexual Exploitation and Abuse (PSEA) as prescribed by UNICEF.

#### **Scope:**

This policy applies to all staff, volunteers, interns, trustees, consultants, partners, vendors, and any individuals representing Jeeva Jyothi.

#### **2. Guiding Principles**

- **Zero Tolerance for Abuse and Exploitation**  
Jeeva Jyothi has zero tolerance for any form of child abuse, neglect, sexual exploitation, or harassment.
- **Best Interests of the Child**  
All actions and decisions must prioritize the safety, dignity, and well-being of the child.
- **Child Participation**  
Children have the right to express their views and participate in decisions affecting them.
- **Inclusion and Non-Discrimination**  
All children regardless of gender, caste, religion, ability, ethnicity, or socio-economic status are entitled to equal protection.
- **Accountability and Transparency**  
The organisation is accountable to children and the communities it serves, and will be transparent in its actions and decisions.

#### **3. Definitions**

- **Child:** Any individual under the age of 18.
- **Child Protection:** Prevention and response to abuse, neglect, exploitation, and violence against children.
- **Sexual Exploitation and Abuse (SEA):** Any actual or attempted abuse of a position of vulnerability for sexual purposes.
- **Safeguarding:** Measures to protect people, especially children, from harm caused by staff or programs.

#### **4. Code of Conduct**

All Jeeva Jyothi personnel must:

- Treat children with dignity and respect at all times.
- Never use language or behaviour that is inappropriate, sexually provocative, abusive, or exploitative.
- Never engage in any sexual activity with anyone under the age of 18.
- Avoid being alone with a child and always ensure visibility and transparency.
- Refrain from physical punishment, humiliation, or degrading treatment.
- Immediately report any concerns or violations related to child protection.

#### **5. Recruitment and Training**

- All staff and volunteers will undergo strict background checks, including police verification and reference checks.
- All new recruits must sign the Child Protection Policy and Code of Conduct.
- Mandatory induction and regular training on child protection and PSEA principles will be conducted.

#### **6. Program Design and Implementation**

- All programs shall be child-safe and risk assessed.
- Children shall be consulted appropriately during project planning and evaluation.
- Safe physical environments and protective procedures in shelters, schools, and field sites shall be ensured.

#### **7. Reporting and Response Mechanisms**

##### **Reporting Procedures**

- Concerns, suspicions, or allegations of child abuse or SEA must be reported immediately to the Child Protection Officer (CPO) or the Designated Safeguarding Lead (DSL).
- Reports can be made anonymously through a confidential reporting mechanism (e.g., locked drop-box, hotline, email).

#### **8. Response and Investigation**

- A Child Protection Committee (CPC) shall oversee all investigations confidentially.
- Investigations shall be survivor-centered, prompt, and adhere to due process.
- Perpetrators shall be subjected to disciplinary action, up to and including termination, and legal reporting where required.

## 9. Protection of Survivors and Whistleblowers

- confidentiality and protection for survivors and whistleblowers.
- medical, psychosocial, and legal support to child victims.
- Retaliation against those reporting abuse shall not be tolerated.

## 10. Roles and Responsibilities

Role	Responsibilities
<b>Executive Director</b>	Ensure full implementation and review of the CPP
<b>Child Protection Officer (CPO)</b>	Lead training, oversee compliance, and manage reports
<b>All Staff and Volunteers</b>	Adhere to policy, report violations, attend training
<b>Partners and Vendors</b>	Comply with CPP as part of all contracts and agreements

## 10. Monitoring, Evaluation, and Policy Review

- The CPP shall be reviewed annually or as required.
- Compliance audits and child safety assessments shall be conducted.
- Lessons learned from incidents and feedback from children and communities shall be integrated.

## 11. Integration with National and International Frameworks

This policy is aligned with:

- The UN Convention on the Rights of the Child (CRC)
- UNICEF's PSEA Guidelines
- The Juvenile Justice (Care and Protection) Act, 2015
- The Protection of Children from Sexual Offences (POCSO) Act, 2012

## Approval and Implementation

This policy is approved by the Board of Directors of **Jeeva Jyothi** and is effective from 7.6.2025

Name	Designation	Signature	Date
V. SUSAIRAJ	MANAGING TRUSTEE		

## **Annexures**

- 1. Code of Conduct (Detailed)**
- 2. Incident Reporting Form**
- 3. Child-Friendly Reporting Protocol**
- 4. List of Emergency Contacts and Services**
- 5. Information Sheet for Children and Families**
- 6. Model Induction Training Schedule**

## **Annexure 1: Code of Conduct**

All Jeeva Jyothi staff, volunteers, interns, consultants, board members, and partners must:

### **Respect and Dignity**

- Always treat children with respect, regardless of age, gender, ability, ethnicity, religion, or socio-economic status.
- Speak to children in a respectful and non-threatening manner.

### **Appropriate Behaviour**

- Maintain appropriate physical boundaries. Do not touch a child in a way that is inappropriate or could be misinterpreted.
- Never be alone with a child in a closed or isolated space. Always ensure visibility.
- Use child-friendly and non-violent methods of communication and discipline.

### **Sexual Misconduct**

- Never engage in any sexual activity or romantic relationship with anyone under the age of 18, regardless of local laws or cultural practices.
- Do not exchange money, employment, goods, or services for sex, including sexual favours or exploitative relationships.
- Do not view, access, or share child sexual abuse materials.

### **Digital Safety**

- Obtain written parental/guardian consent before taking photos, audio, or videos of children.
- Do not post children's images or personal details on social media or public platforms without explicit permission and safeguarding consideration.

### **Reporting Obligations**

- Immediately report any suspicions, disclosures, or witnessed incidents of abuse or exploitation to the Child Protection Officer.
- Cooperate with investigations and respect confidentiality procedures.

**Annexure 2: Incident Reporting Form**

**CONFIDENTIAL – To be submitted to the Child Protection Officer**

<b>Field</b>	<b>Details</b>
<b>Date of Report</b>	
<b>Reporter's Name</b>	
<b>Role (staff/volunteer/etc.)</b>	
<b>Contact Information</b>	
<b>Date and Time of Incident</b>	
<b>Location of Incident</b>	
<b>Child's Name (if known)</b>	
<b>Age/Gender of Child</b>	
<b>Description of Incident (what happened, who was involved)</b>	
<b>Immediate Action Taken (if any)</b>	
<b>Were there any witnesses? (Name/contact)</b>	
<b>Any known risk to others?</b>	
<b>Reporter's Signature</b>	
<b>Date</b>	

*Note: This form is strictly confidential and should be submitted in a sealed envelope to the CPO or placed in the designated complaint box.*

## **Annexure 3: Child-Friendly Reporting Protocol**

### **What is it?**

A safe, simple, and confidential way for children to report any form of abuse, neglect, or exploitation.

### **Step-by-Step Process:**

#### **1. Awareness**

All children in shelter homes, educational centres, and field sites are informed regularly about their right to report abuse and how to do it.

#### **2. Child-Safe Spaces**

Dedicated "listening corners" are set up in centres with trained staff available at specific times.

#### **3. Reporting Options for Children**

- Verbally report to a trusted adult or designated child-friendly staff
- Drop a note in the locked "Child Help Box"
- Call a designated Childline Officer or Child Protection Officer
- Use drawing or symbols for very young or differently-abled children

#### **4. No Repercussions**

Children are assured they will not be punished, blamed, or disbelieved.

#### **5. Follow-Up**

- Child is kept informed (age appropriately) about what will happen.
- Child is involved in any decisions that affect them.
- Support services are offered immediately (e.g., medical, counselling).

#### Annexure 4: List of Emergency Contacts and Services

(Should be updated regularly)

Service	Contact Name	Phone	Email / Address
<b>Child Protection Officer – Jeeva Jyothi</b>	Balamurugan	9566030311	<a href="mailto:Bmurugan1@gmail.com">Bmurugan1@gmail.com</a> JeevaJyothi Annanda illam Budur
<b>Local Police Station – Child Welfare Desk</b>	Ravi	9498148000	E5 police station cholavaram
<b>Childline 1098 (24x7 helpline)</b>	National	1098	<a href="http://www.childlineindia.org.in">www.childlineindia.org.in</a>
<b>District Child Protection Unit</b>	Nishanthini	6382613912	Thirudcpo2 gmail.com No.118 D. Block Fish Floor District Collectorate Thiruvallur.District
<b>Juvenile Justice Board (JJB)</b>	Ms.T.Bavani	9952585195	CWC <a href="mailto:THIRUVALLUR@gmail.com">THIRUVALLUR@gmail.com</a> No.118.D.Block Fish Floor District collectorate thiruvallar District.
<b>Legal Aid Services Authority (DLSA)</b>	[Contact]	[Phone]	[Address]
<b>Govt Hospital</b>	[Dr. Name]	8667687581	

## **Annexure 5: Information Sheet for Children and Families**

### **Welcome to Jeeva Jyothi!**

We are here to protect you, support you, and ensure that every child grows up safe, happy, and strong.

### **What You Need to Know:**

- You have the right to be safe and to say “NO” to anything that makes you feel uncomfortable or afraid.
- If someone hurts you or someone you know — tell someone you trust immediately.
- We have a Child Help Box and friendly staff who are here to listen and help.

### **How to Report a Problem:**

- Talk to your teacher, staff member, or volunteer you trust.
- Drop a message in the “Help Box”.
- Call 1098 (free call from any phone, 24x7).
- Talk to [Child Protection Officer’s Name] at [Phone Number].

### **We Promise:**

- We will **listen** to you.

- We will **keep it private**.
- We will **protect you**.
- We will **not blame you**.

### Model - One-Day Induction Training on Child Protection Policy

#### Training Schedule

<b>Time</b>	<b>Session Title</b>	<b>Content &amp; Activities</b>	<b>Facilitator</b>
09:00 – 09:30 AM	Welcome and Introduction	Registration and icebreaker Training objectives Importance of child protection in NGO work	HR / Training Lead
09:30 – 10:30 AM	Understanding Child Protection	Definitions: child, abuse, neglect, exploitation Types of abuse Vulnerabilities in the Indian context	Child Protection Officer
10:30 – 10:45 AM	Tea Break		—
10:45 – 12:00 PM	Jeeva Jyothi's Child Protection Policy	Overview of policy Scope and applicability Staff responsibilities Do's & Don'ts with children	HR / Program Director
12:00 – 01:00 PM	Legal and Policy Frameworks	Key Indian laws: POCSO, JJ Act, RTE Act International frameworks: UNCRC, UNICEF PSEA	Legal Expert / CP Officer

01:00 – 02:00 PM	Lunch Break		—
02:00 – 03:00 PM	Identifying, Reporting & Responding to Concerns	Recognizing abuse Reporting mechanisms Role of CP Focal Point Case study & role play	Child Protection Officer
03:00 – 03:30 PM	Staff Responsibilities and Accountability	Professional boundaries Social media and child privacy Reporting breaches Sanctions	HR / Compliance Officer

03:30 – 03:45 PM	Tea Break		—
03:45 – 04:30 PM	Practical Application	Group activity: risk assessment Identifying safe/unsafe practices	Program Manager / Trainer
04:30 – 05:00 PM	Wrap-up and Next Steps	Q&A Distribution of Policy Signing Code of Conduct & Declaration Feedback collection	Training Lead

#### Materials Required

- Printed Child Protection Policies
- Code of Conduct forms
- Activity handouts (case studies, risk assessment worksheets)
- Stationery, projector, screen, flip charts



