

CHILD PROTECTION POLICY

**FOR STAFF AND VOLUNTEERS AT
REACHING HAND**



REACHING HAND

CONTENTS

1. Policy Statement
2. Guiding Principles
3. Safeguarding Children
4. Recognising Forms of Abuse
5. Signs of Abuse
6. Responding to abuse
7. Procedure to report abuse
8. Recruitment and Appointment of Workers and Volunteers
9. Allegations against members of Reaching Hand
10. Action if there are concerns
11. Safety Measures enforced by Reaching Hand
12. Allegations against members of Reaching Hand
13. Suggestion Boxes
14. Safety measures specifically at New Home
15. Child Protection and Monitoring Measures
16. Communication and Training
17. Displaying Information
18. False Complaint or Allegations
19. Declaration
20. Annexure I: Child Abuse Reporting Form
21. Annexure II: Procedures for responding to an incident of child safety violation including child abuse
22. Annexure II: Redressal Mechanism and Procedure on Citing Serious Child Abuse
23. Annexure III: Post Trauma Child Care
24. Annexure IV: Rehabilitation of Child Victim
25. Annexure V: Procedures for Child in Conflict with Law
26. Abbreviations



POLICY STATEMENT

REACHING HAND is committed to practice that which protects children from harm. It prides in being a child centric organisation. Reaching Hand as an organisation has zero tolerance to any form of abuse, both verbal and physical, especially with children and any such cases within its organisation, by anyone, will be treated seriously. Reaching Hand is committed to the prevention of child abuse and to the protection of children in line with the United Nations Convention on the Rights of the Child, 1989.

This policy document contains details on creating a 'child safe' and 'child friendly' atmosphere in the Organisation, prevention of abuse, personnel recruitment and training, robust management systems, guidelines for appropriate and inappropriate behaviour/attitude, guidelines for communications regarding children, recognising, reporting and reacting to allegations of abuse, ramifications of misconduct for those failing to follow the policy.

The policy is governed by the guidelines of The United Nations Convention on the Rights of the Child (UNCRC), National Child Protection Protocol, Karnataka Child Protection Protocol and the applicable Indian Laws like Prevention of Children from Sexual Offences Act, 2012, Juvenile Justice Act, 2015, Indian Penal Code, 1860 and the Constitution of India. The Constitution of India recognizes children as equal right holder and grants highest priority for their protection and well-being.

This policy is applicable to the Board, Staff, Contract Staff, Visitors and volunteers any technicians and other support services. This Policy is to be communicated to all relevant stakeholders. It is included as part of the employment contract of all Employees. For all other personnel (defined as any individual contracted by Reaching Hand, whatever his/her legal status), it is also an annex to the protocols on appropriate conduct in various settings and its relevant provisions are binding for all personnel.

GUIDING PRINCIPLES:

1. The welfare of the child is paramount.
2. All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
3. Principle of Best Interest of the Child.
4. Children have the Right to Survival and Development.
5. Children have the Right to Participation.
6. Children have the Right to Dignity and Self-worth.
7. Children have the Right to Confidentiality.
8. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.



9. All Board members, Staff, Contract Staff and volunteers have a responsibility to report concerns to the Child Protection Officer who is responsible for child protection.

SAFEGUARDING CHILDREN

1. Adopting child protection guidelines through procedures and a code of conduct for Board members, Staff, Contract Staff and volunteers.
2. Sharing information about child protection and good practice with children, Stakeholders, Board members, Staff, Contract Staff and volunteers.
3. Sharing information about concerns with agencies who need to know, and involving stakeholders and children appropriately.
4. Carefully following the procedures for recruitment and selection of Board members, Staff, Contract Staff, Service providers and volunteers.
5. Providing effective management for Board members, Staff/Volunteers, Contract Staff and volunteers through support, supervision and training.
6. We are committed to reviewing our policy and good practice regularly.

RECOGNISING FORMS OF ABUSE

According to the World Health Organisation (WHO), “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. We recognize that child abuse includes physical, verbal, emotional or psychological, sexual abuse, neglect, maltreatment, discrimination and those described below.

1. Physical abuse

- a. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.
- b. Physical harm may also be caused when a parent or care giver feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or “Munchausen Syndrome by proxy” after the person who first identified this situation.
- c. A person might do this because they enjoy or need the attention, they get through having a sick child.
- d. Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.



2. Emotional abuse

- a. Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.
- b. It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.
- c. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

3. Sexual abuse

- a. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.
- b. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- c. Boys and girls can be sexually abused by males or females, by adults and by other young people. This includes people from all different walks of life.

4. Neglect

- a. Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a care giver failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- b. It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

Note: Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or care giver, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.



SIGNS OF ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

1. Physical signs of abuse

The physical signs of emotional abuse may include;

- a. Any injuries not consistent with the explanation given for them.
- b. Injuries which occur to the body in places which are not
- c. normally exposed to falls or games.
- d. Unexplained bruising, marks or injuries on any part of the body.
- e. Bruises which reflect hand marks or fingertips (from slapping or pinching).
- f. Cigarette burns.
- g. Bite marks.
- h. Broken bones.
- i. Scalds
- j. Injuries which have not received medical attention.**
 - i. Neglect-under nourishment, failure to grow, constant hunger.
 - ii. Stealing or gorging food, untreated illnesses, and inadequate care.
 - iii. Repeated urinary infections or unexplained stomach pains.
 - iv. Changes in behaviour which can also indicate physical abuse:
 - v. Fear of parents being approached for an explanation.
 - vi. Aggressive behaviour or severe temper outbursts.
 - vii. Flinching when approached or touched.
 - viii. Reluctance to get changed, for example, wearing long sleeves in hot weather.
 - ix. Depression
 - x. Withdrawn behavior.
 - xi. Running away from home

2. Emotional signs of abuse

The physical signs of emotional abuse may include;

- a. A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g.in hospital or away from their parent's care.
- b. Sudden speech disorders.
- c. Persistent tiredness.



- d. Development delay, either in terms of physical or emotional progress.
- e. Changes in behaviour which can also indicate emotional abuse include:
 - i. Obsessions or phobias
 - ii. Sudden under-achievement or lack of concentration
 - iii. Inappropriate relationships with peers and/or adults
 - iv. Being unable to play
 - v. Attention seeking behaviour
 - vi. Fear of making mistakes
 - vii. Self-harm
 - viii. Fear of parent being approached regarding their behaviour

3. Sexual Abuse

The physical signs of sexual abuse may include:

- a. Pain or itching in the genital/anal area
- b. Bruising or bleeding near genital/anal areas
- c. Sexually transmitted disease
- d. Vaginal discharge or infection
- e. Stomach pains
- f. Discomfort when walking or sitting down
- g. Pregnancy
- h. Changes in behaviour which can also indicate sexual abuse include:
 - i. Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
 - ii. Fear of being left with a specific person or group of people
 - iii. Having nightmares
 - iv. Running away from home
 - v. Sexual knowledge which is beyond their age or developmental level
 - vi. Sexual drawings or language
 - vii. Bedwetting
 - viii. Eating problems such as over-eating or anorexia
 - ix. Self-harm or mutilation, sometimes leading to suicide attempts
 - x. Saying, they have secrets they cannot tell anyone about
 - xi. Substance or drug abuse



- xii. Suddenly having unexplained sources of money
- xiii. Not allowed to have friends (particularly in adolescence)
- xiv. Acting in a sexually explicit way with adults

4. Neglect

The physical signs of neglect may include:

- a. Constant hunger, sometimes stealing food from other children
- b. Constantly dirty or smelly
- c. Loss of weight or being constantly underweight
- d. Inappropriate dress for the conditions
- e. Changes in behavior which can also indicate neglect include:
 - i. Complaining of being tired all the time
 - ii. Not requesting medical assistance and/or failing to attend appointments
 - iii. Having few friends
 - iv. Mentioning being left alone or unsupervised

RESPONDING TO ABUSE

1. You must report the concerns in writing to the Child Protection Officer (CPO) immediately.
2. The role Child Protection Committee (CPC) is to:
 - a. Obtain information from board, Staff, contract Staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
 - b. Assess the information quickly and carefully and ask for further information as appropriate.
 - c. They should also consult with a statutory child protection agency to clarify any doubts or worries.
 - d. The designated person should make a referral to a statutory child protection agency or the police without delay.
3. Suspicions will not be discussed with anyone other than the members of the CPC.
4. It is the right of any individual to make direct referrals to the child protection agencies like Childline or Child Welfare Officer (CWO), District Child Protection Officer (DCPO), etc. If for any reason you believe that the CPC has not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.



5. Responding to a child making an allegation of abuse

- a. Stay calm, listen carefully to what is being said.
 - b. Find an appropriate early opportunity to explain that it is likely that the information will be needed to be shared with others. Do not promise to keep secrets.
 - c. Allow the child to continue at his/her own pace.
 - d. Ask questions for clarification only, and at all time avoid asking questions that suggest a particular answer.
 - e. Reassure the child that they have done the right thing in telling you.
 - f. Tell them what you will do next and with whom the information will be shared.
 - g. Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- h. Helpful statements to make**
- i. I believe you (or showing acceptance of what the child says)
 - ii. Thank you for telling me
 - iii. It's not your fault
 - iv. I will help you
- i. Do not say**
- i. Why didn't you tell anyone before?
 - ii. I can't believe it!
 - iii. Are you sure that this is true?
 - iv. Why? Who? When? Where?
 - v. Never make false promises.

PROCEDURE TO REPORT ABUSE

1. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered). You should record the dates, times and when you made the record. All hand written notes should be kept securely.
2. You should report your discussion in writing to the CPC immediately. If this person is implicated, you need to report to the Reaching Hand/CPC Chairperson. If both are implicated, report to the Board and then to the Social Services.



3. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
4. After a child has disclosed abuse, the CPC should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

RECRUITMENT AND APPOINTMENT OF WORKERS AND VOLUNTEERS

In recruiting and appointing workers, REACHING HAND will be responsible for the following:

1. Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
2. Drawing up the Selection criteria and putting together a list of essential and desirable qualifications, skills and experiences.
3. All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience and 2 compulsory conduct certificates from previous organisations.
4. We will always send a copy of our child protection policy with the application pack.
5. We will make sure that we measure the application against the selection criteria.
6. All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children.
7. We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport.
8. We will request to see documentation of any qualifications detailed by the applicant.
9. We will always interview our candidates, ask for two references and a background check through police.
10. We will at least have two people from our organisation on the interview panel.
11. We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with children. We will ask the referee to also comment on their suitability for working with children. We will also try and follow up written references with a telephone call.
12. The same principles apply to young people who have been involved with the organisation and have become volunteers.



ALLEGATIONS AGAINST A MEMBER OF REACHING HAND

We will assure all Board/Staff/contract Staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of Staff there may be three types of investigation:

1. A criminal investigation,
2. A Child Protection Committee investigation,
3. A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

ACTION IF THERE ARE CONCERNS

1. Concerns about poor practice:

- a. If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- b. If the allegation is about poor practice by the CPO or if the matter has been handled inadequately and concerns remain, it should be reported to the Chairperson of the CPC, who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

2. Concerns about suspected abuse

- a. Any suspicion that a child has been abused by either a member of Staff or a volunteer should be reported to the CPO, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- b. The CPC will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- c. The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- d. If any member of the CPC is the subject of the suspicion/allegation, the report must be made to the Board Member, who will refer the allegation to Social Services.

3. Internal Enquiries and Suspension



- a. The CPC will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- b. Irrespective of the findings of the police inquiries the organisation will assess all individual cases to decide whether a member of Staff/Volunteers can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the CPC must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

SAFETY MEASURES ENFORCED BY REACHING HAND

1. All the Staff/Volunteers members are explained and asked to abide by the CPP during recruitment as a compulsory mandate.
2. All the volunteers or stakeholders accompanying the Staff to the Government Schools or Study Tours are explained about the Reaching Hand CPP and asked to sign the declaration.
3. All the Staff/Volunteers must ensure that no children below the age of 18 are found working or assisting in hazardous or construction works in any of its sites.
4. All the Staff/Volunteers must ensure that there are no objects/pictures/words used during activities/sessions that can affect a child Physically or emotionally.
5. All the Staff/volunteers must strictly refuse any kind of corporal punishments like hitting, pinching, etc.
- 6. Setting a Positive Example on 'Child Protection':**
 - a. Staff/Volunteers to set examples of behaviour and conduct which can be emulated by children at the Children's Home.
 - b. Communication, both verbal and non-verbal, with or related to children shall be child-sensitive, age appropriate and in no manner intimidating, offensive, humiliating or degrading to their self-respect and dignity. Communication shall also not demean or undermine their parents or guardians.
 - c. All Staff/Volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
 - d. All Staff/Volunteers shall ensure there is no discrimination of any child, children or community by other children or adults in the organisation setting on the basis of age, gender, caste, class, region, disability etc. Staff/Volunteers shall also ensure that no preferential treatment is provided to particular child/children, except when situation requires.



- e. Any suspicion/knowledge of violation of behaviour protocols by colleagues or contract personnel from an outsourcing agency shall be reported to the Child Protection Officer immediately.

7. Safeguarding Children:

- a. Staff/Volunteers must take care of pupils/students under their supervision with the aim of ensuring their safety and well-being.
- b. Staff/Volunteers have a duty and responsibility to protect children at the Organisation/Government Schools from safety violations including child abuse while on the premises and in the extended environment of Reaching Hand. This includes the duty to report any concerns to the CPO or Head of the Organisation.
- c. Staff/Volunteers must refrain from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment
- d. Staff/Volunteers must protect the confidentiality of incident or information shared by the child or pertaining to the child.
- e. Staff/Volunteers shall have zero-tolerance towards abuse of all forms (physical, emotional, sexual abuse and neglect), harassment and misuse of power. This shall include bullying and teasing, either by students or adults.
- f. Staff/Volunteers will refrain from any form of corporal punishment and will adopt guidelines of positive engagement with children.
- g. All adult interaction with children shall always be in visible settings (a door/window open or room with transparent doors) and with at least one other adult or child present. Closed door meetings/discussions with a child shall always be in the presence of an authorized Staff/Volunteers/parent/guardian.
- h. Physical contact shall only be need-based and contextual, and shall take into account the situation, gender, age, ability, stage of development and background of the child. Contact should be respectful and not be of a nature that the child experiences as uncomfortable, threatening, probing, or sexual.
- i. Privacy of the child must be ensured during any personal/private activity such as bathing, changing, use of toilet, etc., and only contact to assist the child in medical emergencies or in situations as required.
- j. No Staff/Volunteers shall have any contact with a child outside Organisation hours or on holidays without approval of the concerned authority and knowledge of parents.
- k. All Staff/Volunteers shall refrain from taking unauthorised photos, videos of child/children under any circumstances.
- l. Staff/Volunteers must exercise caution and follow the Cyber Safety norms when using information technology. Staff/Volunteers shall refrain from



divulging any information or CCTV footage to any person without authorisation. Interaction or communication with children and parents/guardians using mobile applications, should be only through applications approved by the Children's Home management.

8. Confidentiality:

- a. All Staff/Volunteers or contract personnel who have access to confidential information about children or their parents/guardians, shall ensure that such information is dispensed only to those who are legitimately entitled to it.
- b. In cases where Staff/Volunteers observe inappropriate behaviour by another child, for example, where a child is bullied by another child; the Staff/Volunteers will report this in accordance with the appropriate procedure, and the CPO/CPC will deal with it as prescribed in the Children's Home CPP. Staff/Volunteers shall not disclose this to any Staff/Volunteers of the Children's Home.

SUGGESTION BOXES

Suggestion Boxes are to be kept compulsorily in a place private, safe and accessible to the children for the children to freely express their concerns and suggestions. The box should preferably be made of glass with small in-let and 2 locks, with 1 key given to the CPO and the other to the representative of SCPC. The Suggestion Box should be opened weekly and discussed among the members of CPC. All the concerns/suggestions should be recorded in writing and segregated as serious/not serious/administrative issue and dealt with accordingly.

SAFETY MEASURES SPECIFICALLY AT NEW HOME

Our Organisation strives to have a safe space for children to study and grow in. We ensure continuous measures to make our facilities be child safe as per the regulations and guidelines given in the National Building Code 2005 and all new buildings shall be designed as per applicable laws dated Oct 9th,2014. Some of the measures taken are:

1. All the floors are made safe.
2. A lady conductor accompanying the students in buses/vans.
3. Availability of Fire Extinguisher placed in an accessible place.
4. CCTV Cameras covering every bit of the campus except the toilets.
5. Security guards to check the entry and exit of Children, Staff/Volunteers and Visitors along with Visitors record book. ID cards for parents, visitors wherever possible or accompanied into New Home by one New Home Staff/Volunteers at all times.
6. Availability of Fire Extinguisher near the kitchens.



7. All the rooms constructed with enough space, light and ventilation.
8. Orientation and periodic training to all our Staff/Volunteers, parents, visitors and volunteers on CPP. The Student Committee (SC) and the Child Protection Committee (CPC) will discuss measures for child safety in every meeting convened and minute the same in their records.
9. Well established complaint and abuse redressal committee.
10. Off-site activity guidelines: When trips outside the New Home are undertaken including excursions, picnics, tours, awareness processions/jaathas, etc., the following are mandatorily followed-written permission of parent/guardian, safety orientation to children prior to departure, contact numbers of parents/guardian for emergencies, student adult ratio for supervision, at least one adult trained in CPR, First Aid, handling of off-site bathroom breaks, use of public transportation, etc. In case of any specific event or program such as New Home day-trips, competitions, a particular person is made responsible and accountable for the safety of the child. A ratio of 1:10 upto primary New Home and 1:20 for high New Home and above as per MHRD Study Tour Guidelines dated July 28th, 2014. A lady Staff/Volunteers compulsorily accompanies the group on off-site trips if girl students are part of the group and a male Staff/Volunteers while boys are part of the group.
11. In-house counsellors are provided. The counsellors are accessible to students 24/7 in person or through call.

CHILD PROTECTION AND MONITORING MEASURES

Our Organisation strives to take in account and ensure all the provisions of safety measures which is part of Child Protection Policy for Charitable Organisation and will be adhered to and reviewed periodically.

1. **Student Child Protection Committee (SCPC)** - The Student Child Protection Committee will consist of 3 senior, mentally mature and aware students from New Home. It will be constituted separately for Boys and Girls.

Their role will be to address the minor and not serious forms of abuse as measured and determined by the Child Protection Committee (CPC) and also in the presence of one or two members of the CPC.

The appeal from the SCPC will lie with the CPC.

2. **Child Protection Committee (CPC)** - The CPC will consist of 5 or 7 members as per the strength of the Organisation. This will be constituted separately for the Head Office, Boys Home and Girls Home
 - a. **The CPC will constitute of following types of members**
 - i. Head/Director of the project, as the Chairperson.



- ii. Two Staff, one of whom is designated as the Child Protection Officer (CPO). They are elected by the Staff every year and finalised by the head of the Organisation.
- iii. One trustee and one advisor.
- iv. Two students from SCPC, one of whom is a girl compulsorily.

b. Roles and Responsibilities of CPC is as follows:

- i. CPC shall meet once in two months and whenever a violation is reported/noticed.
- ii. The bi-monthly meeting should have on its agenda review of the previous meeting, any threats/risks discovered during that period and additional measures to be taken to strengthen child protection measures the Organisation.
- iii. CPC shall focus only on the complaints/suggestions received on child safety violations/abuse and not on any administrative issues.
- iv. CPC shall discuss the concerns, record the same and give appropriate recommendations to the management for further action.
- v. CPC shall ensure the concerns are addressed and closed within a specified time.
- vi. CPC shall maintain all registers, files and folders and documents related to child safety and protection.
- vii. CPC shall seek external expert help as and when required.
- viii. The tenure of the CPC shall be one academic year. Vacancies if any should be filled within one month of vacancy or start of academic year, whichever is earlier.
- ix. CPC will follow all guidelines prescribed in this CPP.

c. The CPC will undertake following steps when cases of violation are reported such as;

- i. CPC will convene as soon as an incident is reported with periodic follow-up until closure of case. The detailed review procedures are given in Annexure.
- ii. The CPC and the New Home's Management shall cooperate with the police, judiciary and local administration in investigation of the reported incident, to the extent applicable by law, while keeping in mind the safety, security, right to privacy and confidentiality in the best interest of the child.
- iii. The CPC shall also assess and address the impact of the incident on other children, adults working there and on the New Home as a whole.



- iv. The CPC shall perform a lessons-learnt analysis to understand the factors that contributed to the abuse and recommend, in its wisdom, refresher training for the Organisation (adults, students, children, Board/management team, service providers).
- v. The appeal from the CPC will lie to the Board members assigned to oversee the Child Protection Committee of Reaching Hand as appointed by the President of the Organisation

3. Roles and Responsibilities of the members of CPC

The roles and responsibilities of the members of the CPC are as follows:

- a. **Chairperson of CPC-** The responsibility of the Chairperson is to ensure that the New Home has a Child Protection Policy compliant with the State Child Protection Protocol (SCPP).
 - i. Documentation of safety violations including child abuse in the prescribed manner, by providing support and guidance to all New Home's personnel.
 - ii. Planning and roll-out of all capacity building programs related to the CPP.
 - iii. Conducting an annual review of the implementation of the CPP with the New Home's Management, the CPC and other applicable Staff/Volunteers or bodies, with the CPP reviewed once in three years.
 - iv. that there is no attempt to cover up the incident, or influence the child's parents
- b. **Child Protection Officer (CPO) -** To receive all complaints of child safety violation including child abuse, whether verbal or written and ensure confidentiality and record it in a register.
 - i. To maintain case files and records pertaining to the complaints/incident.
 - ii. To follow mandatory reporting in case of safety violation including child abuse wherever legally mandated and coordinate with the police and local authorities and ensure that there is no attempt to cover up the incident, or influence the child's parents/guardian or other authorities.
 - iii. To follow procedures where there are allegations of child safety violations or child abuse including against the Head of the Organisation/Chairperson of CPC.
 - iv. To coordinate capacity building related to New Home's CPP.
- c. **Student Child Protection Committee (SCPC) -**To maintain case files and records pertaining to the complaints/incident.



- i. To follow mandatory reporting in case of safety violation including child abuse wherever legally mandated
- ii. Convene meetings and address minor CPP violations.

COMMUNICATION AND TRAINING

REACHING HAND is committed to the provision of child protection training for all our team members annually and during orientation of Staff and volunteers.

DISPLAYING INFORMATION

1. The Organisation's Behaviours/CODE OF CONDUCT and Communication Guidelines are clearly displayed in the Organisation for easy reference by personnel.
2. Emergency and advice telephone numbers are clearly displayed in the Organisation for easy reference by personnel. These numbers should include the emergency services and others as appropriate.
3. The Organisation's Management Flowchart for Reporting Suspected Abuse with named contacts and telephone numbers is clearly displayed in the Organisation for easy reference by personnel.
4. Child-friendly/illustrated versions of key elements of the child protection policy are clearly displayed and accessible to children themselves. Such key elements might include behaviour and communication guidelines and reporting and reaction procedures.

FALSE COMPLAINTS OR ALLEGATIONS

Reaching Hand will not tolerate misuse or abuse of the CPP in the form of false allegations or complaints by any personnel, students, parents or others out of personal anger, vendetta etc. and will be dealt with severely.

DECLARATION

I hereby declare that I have read the above document carefully and will abide by all that is mentioned above and safeguard the interests of every child I contact within the purview of my job.

Name:

Signature:



ANNEXURE I

CHILD ABUSE REPORTING FORM

1. Name of Child:
2. Age & Birth date:
3. Gender:
4. Address:
5. Class:
6. Name of Parent (s) or Guardian:
7. Parent's Address (if different):
8. CCI's Phone/Mobile:
9. Parent's Work Place:
10. Work Phone/Mobile:
11. Family Composition: (i.e., child lives with grandparents and the Cousin brother of Father)—nuclear family/joint family/extended family: Specify details—
12. Check below that apply and highlight: Bruises, bleeding, Dislocation/Sprains, Lack of Supervision, Emotional Neglect, Twisting/Shaking, Abandonment, Charitable Neglect, Malnutrition Burns, Scalds, Physical Neglect, Exposure to Elements, Medical Neglect, Sexual Abuse



13. Description of the incident:

14. Briefly describe the reporter's concern for the child:

15. Describe the child's account of how the incident occurred and name possible witnesses:

16. Describe any previously known or suspected abuse or neglect to child or siblings:

17. Provide name(s), address(es), and relationship to child of person(s) responsible for suspected abuse or neglect (if known):

SIGNATURE



FOR CPP PURPOSE:

Reporting to local Police/Special Juvenile Unit of Police/Child Welfare Committee:

1. Date:
2. Name of Person Reporting to Police:
3. Time:
4. Name of Person who prepared written CCI's Report:
5. Designation: (i.e. teacher, parent, other)
6. CCI's recommendation:



ANNEXURE II

PROCEDURES FOR RESPONDING TO AN INCIDENT OF CHILD SAFETY VIOLATION INCLUDING CHILD ABUSE IN DETAIL

Step 1: Inform the Chairperson or the CPO of CPC

When an incident of child safety violation or child abuse comes to the notice of any personnel of the CCI, the personnel without further delay and without questioning the child any further, shall inform the Chairperson or CPO of CPC.

Step 2: Ensure Safety of child victim and reassure the child

The Chairperson or CPO of CPC shall ensure that the child is removed from any imminent danger immediately.

In case of child abuse (including child sexual offense) ensure that the child is not further questioned or interrogated. Chairperson/CPO or CCI's Counselor should reassure the child that the problem will be attended to and he/she is safe and protected.

Step 3: Immediate Risk Assessment

CPO shall assess the immediate risk to the child. If the child is at risk or harm, CPO shall inform the Child Welfare Committee (CWC)/police who will ensure that child is provided care and protection.

Step 4: Medical Intervention

Administer First aid/CPR if needed. The CPO shall take the child to the nearest referral hospital for tests/investigative procedures, preferably after the parents arrive.

If the child requires emergency medical attention, CCI shall arrange for the child to be taken to the nearest hospital immediately, preferably by the CCI's doctor (if accessible) or the CPO, or a CPC member and if there is no CPC then a lady teacher with whom the



child is comfortable. Inform the parents/guardians that you are doing so. If it is not an emergency, then await arrival of parents before taking child to the hospital.

In case of a child sexual abuse, the child shall not be subjected to any physical examination, to ascertain any physical injuries on torso, private parts etc. directly or by any of the staff or management as per POCSO.

In cases where medical investigations are required and the hospital refuses to do the same then case should be referred to the nearest government hospital.

Note: Hospitals should make sure all legal requirements are taken into account for preserving evidences and recording treatment procedures. All necessary medico-legal papers be prepared for further proceedings on the case.

Step 5: Informing parents/guardians

Inform the parents/guardians of the child immediately with information about the general, mental and physical state of the child.

Reassure the parents/guardians that all possible steps are being taken to provide speedy response to the incident.

In case of a sexual offense, or any other cognizable offence, the parents/guardians must be apprised of the legal obligation of the CCI to report to the Police and concerned authorities. Parents/guardians must be explained the procedures, provisions under POCSO Act, IPC and other applicable laws, and assured of the support that the CCI will provide, including the internal inquiry and safeguarding the identity of the child.

Step 6: Evidence preservation

If the incidence of abuse has occurred on the same working day as the complaint, the CCI's authority/management should simultaneously ensure that the CCI's premises is secured and that nobody is allowed to enter or leave the campus. Most importantly the specific place where the (alleged) incidence occurred should be cordoned off for police investigation and evidences collection.



The CCI's authority/management should also ensure that the clothes and anything else used during the assault/abuse is preserved as evidence for the prosecution. All these measures are to be taken up without alarming other Children and in a complete confidential manner.

Step 7: Convene CPC Meeting within 24 hours

The CPO in consultation with the Chairperson shall convene the CPC meeting within 24 hours of reporting of the incident to take further action.

The Chairperson of CPC shall inform the CCI's Management/authorized representative of CCI.

Internal inquiry by the CCI Management shall be initiated as given in CCI's Internal Inquiry Procedure and Action.

Step 8: Report cognizable offence to the police

In case of cognizable offense the CCI's management / authorized representative of CCI shall file an FIR or bring it to the notice of the police and concerned authorities, copy of the complaint received also given to the parents and chairperson of the CPC.

Any adult working in the institution who might need to go to the police station to provide information or clarification regarding the complaint or to court to provide evidence shall be deputed on special paid leave for the purpose by the institution.

Step 9: Recording of the statement by the police

In case of a child safety violation/ abuse which is a cognizable offense or a child sexual offence, a statement from the child must be taken by the Police only when the child is in a physically and mentally fit condition. The child shall not be taken to the police station. The Police must come to the CCI, or residence of the child or any place the child feels comfortable. It is preferable if the Police come in plain clothes. The CPO and parent/guardian must be present. The child's statement will be recorded verbatim, read out to her/him, FIR registered and a copy given to the parent/guardian.



When child is not in a position to make a coherent statement due to either mental or physical trauma, she/he will be interviewed when she/he is in a better state to respond. The child should be encouraged to narrate his or her own story without probing for information that the child appears unwilling to give. The child should not be subjected to any harassment by asking probing questions. Care should be taken not to lead the child.

There should no attempt to hush up the matter or deny the incident by telling the child nothing has happened or ignoring the child. It should be ensured that the child is not threatened/coerced to retract statement by the offender or any other member of the CCI, nor repeatedly made to narrate the incident.

CCI's INTERNAL INQUIRY PROCEDURE AND ACTION

Step 1: CPO shall meet with the child or adult reporting the incident, & with other adults & children (if necessary) to document facts, reportage, observations and opinions of these persons within 3 working days of incident being reported.

Step 2: The Head of CCI shall relieve all those engaged in the inquiry from regular work/class.

Step 3: CPO shall prepare a detailed case report for the CPC. Non-cognizable offenses are inquired & investigated by the CPC.

Step 4: If there are other children affected, CPC shall meet immediately to discuss the institution's action, progress of case filed (if any) with police/courts, and to assess risks to child/other children/CCI.

Step 5: When the alleged abuser is an adult: When the alleged abuser is a teaching or non-teaching staff of the CCI or associated with the CCI, he/she must be placed under suspension or kept away from the premises, till completion of inquiry. When the alleged abuser is convicted by Court for the offence committed and sentenced accordingly, the CCI must formally terminate the person.

When the alleged abuser is a child: When the alleged abuser is a child then he/she must be treated as a child in conflict with law and the process of responding and dealing must



be as mandated under the Juvenile Justice Act 2015 and the Model JJ Rules 2016 and State Rules when notified.

If the offence is cognizable:

- a. The CPO/Head must inform the parent/guardian of the child who committed the offence and call them over to the CCI or police station.
- b. The CCI must report/file a complaint with the jurisdictional police station.
- c. The CCI shall ensure that the alleged child is not intimidated in any manner or subjected repeated questioning/interrogation.

The alleged child shall be placed under suspension by the CCI until the enquiry process is completed by the Police and Juvenile Justice Board. In the event of any abuse or safety violation that is a non cognizable offence under law such as bullying, truancy etc. then the following steps shall be followed:

- a. The CPO/Head shall talk to the child to understand what happened and why the child behaved the particular way.
- b. The CCI shall ensure that all measures are taken not to intimidate the child in any way.
- c. The parents/guardians shall be informed, called to the CCI and the matter discussed, counseled and guided to seek help if necessary, keeping the best interest of the children.
- d. If the child so chooses, he she should be allowed/assisted to have a person of choice who advocates on his/her behalf during discussions and inquiries.
- e. The CCI shall refer child/children for counseling to facilitate reformative process.
- f. Disciplinary action proportionate to the offence shall be initiated.

Step 6: Follow-up and Closure: The Head of CCI shall make a report to the BEO including status update of the case in 15 days.

- a. A Case file of a non-cognizable offense shall be closed within 6 months.
- b. A Case file for a cognizable child safety violation or child sexual offense shall kept open until case is disposed of by the court of jurisdiction.



ANNEXURE III

**REDRESSAL MECHANISM AND PROCEDURE ON SITING SERIOUS
CHILD ABUSE**

Sl. No.	Child Protection Issue	Redressal Mechanism & Procedure	Remarks
1	When a child goes Missing	<p>-Lodge FIR with the jurisdictional Police station at the earliest and take the help of the Child Welfare Officer at the PS (or)</p> <p>Contact CHILDLINE - 1098 for immediate support.</p> <p>To provide information for search through Track Child through Police and also provide information to the Missing Child Bureau wherever available.</p>	<p>-To popularise the CHILDLINE -1098 and Child Welfare Officers (CWO) of police station contact numbers CHILDLINE - 1098 is active in 19 districts of Karnataka – refer list in childline website.</p>
2.	When a child is 'Found'	<p>Hand over the child to the CWO of nearest Police station, who will produce the child before the Child Welfare Committee (CWC) (or) Call CHILDLINE - 1098 Contact Child Welfare Committee (CWC) of the district for further action. Contact District Child Protection Unit (DCPU)</p>	<p>Insist on registering with Track Child as the child may be reported missing somewhere else and can be restored to family through competent authorities.</p>
3.	When there is child safety violations/ Abuse reported (Physical, Emotional, Verbal) of a child.	<p>Call CHILDLINE - 1098 Contact Child Welfare Committee (CWC) (or) Contact District Child Protection Unit (DCPU) Lodge an FIR where required and take the support of the Child Welfare Officer of the Police station.</p>	<p>Ensure medical examination is done at the earliest and evidences preserved. Psycho-social / Counseling support can be sought through CHILDLINE – 1098 Psychosocial /</p>



			Counseling support can be sought through NIMHANS/reputed and authorized Mental Health services in the State.
4.	When there is Sexual Abuse of a child	Lodge FIR with the jurisdictional Police station at the earliest and take the help of the Child Welfare Officer at the PS Contact CHILDLINE - 1098 for support (or) Contact CWC or District Child Protection Unit (DCPU) for support	Ensure medical examination is done at the earliest and evidences preserved Psychosocial / Counseling support can be sought through CHILDLINE – 1098 Psychosocial / Counseling support can be sought through NIMHANS or any reputed authorised mental health service in the state.
5.	When there is any form of Violence or emergency situation - at home, CCI's or any other place that affects the child/children	Contact the nearest Police station and take support of the CWO Lodge a complaint if necessary (or) Contact CHILDLINE - 1098 Inform Child Welfare Committee(CWC) (or) Contact District Child Protection Unit (DCPU) for support	Ensure the children are removed from the place of violence to a place of safety through the proper channel Psycho-social / Counseling support can be sought through CHILDLINE – 1098 Psychosocial / Counseling support can be sought through NIMHANS or any other reputed authorised mental health services in the state.
7.	When a child is Victim of Trafficking or Sale	Contact the nearest Police station and take support of the CWO Lodge an FIR if necessary (or) Contact CHILDLINE - 1098 Inform Child Welfare Committee(CWC) (or) Contact District Child Protection Unit	Insist on registering with Track Child as the child may be reported missing somewhere else. Contact family



		(DCPU) for support.	immediately.
8.	When a child is a victim of Child Marriage	Lodge a complaint at the nearest Police station and take support of the CWO (or) Contact CHILDLINE – 1098 (or) Contact Child Welfare committee(CWC)	Marriage of girls below the age of 18yrs and boys below 21yrs is a cognizable and non-bail able offence as per the Prohibition of Child Marriage Act 2006 The marriage can be stopped by bringing a Court Injunction from a First Class Judicial Magistrate of Civil or Sessions Court.
9	When a child is in conflict with Law (Any child found or alleged to have committed any offence such as theft, dacoity, assault etc), being exploited by anti social elements.	Rescue and hand the child over to the CWO of nearest Police station (or) Contact CHILDLINE – 1098 (or) Contact the Juvenile Justice Board (JJB) member of the district	Ensure the child is not ill-treated, beaten or abused by anyone in the Police station even if he/she has committed an offence. Ensure the parents/guardians are contacted immediately

ANNEXURE IV

POST TRAUMA CHILD CARE

PROCEDURES FOR CHILD IN NEED OF CARE AND PROTECTION

POST TRAUMA CHILD CARE

Post trauma care of a child survivor of abuse or safety violation involves investigative legal procedures, procedures during the trial, and thirdly the rehabilitation of the victim/survivor.

POST TRAUMA INVESTIGATIVE AND TRIAL PROCEDURES

Sl.No	Procedure	Statutory Basis
1	Not to be brought to Police station: Child victim shall not be taken to the police station as far as possible.	Section 24(4) POCSO Act. Standing order (Delhi Police) as per the direction given in Delhi Commission for Women v. Delhi Police. W.P. (Crl) 696/2008.
2	Location of Statement to be recorded: Statement to be taken in a place where the child is comfortable and safe. The location can be the residence, or child care CCI's or a place of safety.	Section 24 (1) POCSO Act. "Absolutely necessary that the victim or the witness are able to depose about the entire incident in a free atmosphere without embarrassment "- Sakshi v. Union of India Writ Petition (crl.) 33 of 1997. Para 31.



3	Interview or questioning: Only specially trained Police, sensitive to children, shall interview the child. A Women Officer only can interview a girl child, and in the absence of the same, a lady social worker or Counselor has to be present.	Sakshi v. Union of India Writ Petition (crl.) 33 of 1997. Prerna v. State of Maharashtra W.P No.1694 of 2003 dated 18.4.2007.
4	Re-victimization: Statement under S 161 of CrPC should be taken only once. This can be done by women police officers not in uniform in the presence.	Section 33 (5) of POCSO Act, 2012.
5	Support Person during further investigation: A child survivor of safety violation or abuse shall be accompanied by an adult whom she/he is comfortable with for any investigative purpose. However child survivor of sexual abuse shall be provided with a Support person specifically identified by the DCPU.	Sakshi v. Union of India Writ Petition (crl.) 33 of 1997- para 27. Section 26 of the POCSO Act.
6	Support Person During Medical Examination: During medical check-ups and other such medical procedures, the child victim should be accompanied at all times by some person the victim trusts. Such person can be a member of the child's family or in the case where the perpetrator is a member of the child's family, by the Support Person.	Section 27 of POCSO Act.
7	Child-Sensitive environment: Statements under section 164 of CrPC should be recorded in a child friendly atmosphere, in a sensitive manner. The Magistrate may record the same in the Court premises or residence of the Magistrate or hospital.	"Absolutely necessary that the victim or the witness are able to depose about the entire incident in a free atmosphere without embarrassment "- Sakshi v. Union of India Writ Petition (crl.) 33 of 1997. Para 31.
8	The Social Investigation Report will prepared by the concerned authorities and submitted to the Court.	Section 15 of the Immoral traffic Prevention Act, Section 33 of the Juvenile

		Justice Act, 2012
9	Safety and Well-being of the Child during investigation: The CWC may pass Conditional Orders keeping in mind at all times the safety and wellbeing of the child including handing over custody parents or any care provider.	Section 31 of the Juvenile Justice Act, 2000. Standard Operating Procedures of the Child under JJ Act.
10	Protection of Privacy and Identity: Identity of any child victim/survivor that includes - Name, address, parents, location of residence ,CCI's Shall be kept confidential at all times. Any violation of the same is an offence punishable under JJ Act and POCSO Act.	Section 20, Section 24 (5) and 23 the POCSO Act, 2012.
11	Presumed to be child when doubt of age: Presumption shall be that the victim is a minor when the age of the Victim is questionable subject to verification. In case of lack of certificates or authentic documents Submitted, age verification will be done through medical investigation.	Section 49 of the Juvenile Justice Act, 2000. Section 34 of the POCSO Act, 2012.
12	Trial cases: Wherever available; trial cases of sexual abuse of child may be conducted by lady Judges. This will enable the victim to make a statement with greater ease and assist the court to properly discharge their duties, without allowing the truth to be distorted in the rigid technicalities.	In State of Punjab v. Gurmit Singh, [1996] 2 SCC 384; confirmed and affirmed in Sakshi v. Union of India Writ Petition (crl.) 33 of 1997.
13	Time limit for initiation of action: Production of the child to the CWC must be done within 24hrs. Order for medical examination and SIR should be given with a specific time limit.	Section 32, proviso and Section 33 of the Juvenile Justice Act, 2000. Prerna v. State of Maharashtra, W.P.No.1694 of 2003 dated 18.4.2007.



PROCEDURE DURING THE TRIAL

S l	Procedure	Statutory basis
1	Care and Counselling Services: The child victim and family, wherever required, shall be provided with counselling support and other care facilities food, travel allowance, medical care, accommodation during the trial period.	
2	Time Bound: Trial should be completed Within a time frame as specified in the Law. Evidence to be taken within 30 day of the Special Court assigning. The case must be disposed of within a year.	Section 35 of the POCSO of 2012.
3	Repeated evidence: The child victim does not need to attend Court for the purposes of recording testimony. Evidence of such child can be recorded via video conferencing or in camera.	Section 33 of the POCSO Act, 2012.
4	Sensitive during Cross Examination: The questions to be posed to the child victim should be presented to the concerned Judge and the judge in turn will after determining the relevancy of the questions and then ask the questions to the child.	Guidelines Specified in Sakshi v Union of India AIR 2004 SC 3356.
5	No. of Court visits to be limited: The child cannot be repeatedly called to court for a deposition. In the event that the child victim is present in court, the testimony must be recorded even if in the absence of the concerned advocates. The judge may exercise judicial powers keeping the interests of the child victim as of greatest importance.	Section 33 (5) of POCSO Act, 2000.



6	Child not to see the accused while testifying: Provision and arrangement have to be made while the child is testifying to screen the accused from the vision of the child.	Section 36 of POCSO, 2012. Guidelines Specified in Sakshi v Union of India AIR 2004 SC 3356.
7	Trials to be conducted in camera: The Trial shall be conducted in camera and in presence of the child's parents or authorised by the Court.	Section 37 of POCSO Act, 2012. Guidelines under Sakshi v Union of India Writ Petition (crl.) 33 of 1997.
8	Assistance of an interpreter while recording: The court may take the assistance of an interpreter or translator whenever required.	Section 38 of POCSO Act, 2012.
9	NGO Support: NGOs with expertise and technical knowledge may provide support to the child as per law	Section 39 of the POCSO Act, 2012.

ANNEXURE V

REHABILITATION OF CHILD VICTIM

Sl	Procedure	Statutory basis
1	Rehabilitation: The CWC must oversee the rehabilitation of such child victim from the beginning and maintain regular report of the same. Must also order to prepare an individual care plan as per law and submitted periodically to see the progress.	Juvenile Justice Act, 2000. Standard Operating Procedure of the Child Welfare Committee by State of Maharashtra, can be accessed at (http://nlrd.org/wpcontent/uploads/2012/02/SOP_CWC.pdf)
2	Orders for best interest of the Child: The CWC may pass orders including conditional orders for the rehabilitation of the child victim keeping the best interests of the child in mind.	Juvenile Justice Act, 2000. Standard Operating Procedure of the CWC by State of Maharashtra, can be accessed at (http://nlrd.org/wpcontent/uploads/2012/02/SOP_CWC.pdf)
3	Restoration of Child: Such orders may prescribe counseling and restoration of such child to family/guardian at the earliest possible. The CWC shall pass Order for restoration on receiving reports from Certified Counselor and / or psychologist.	Section 31 of the Juvenile Justice Act. Standard Operating Procedure of the CWC by State of Maharashtra, can be accessed at (http://nlrd.org/wpcontent/uploads/2012/02/SOP_CWC.pdf)
4	Rehabilitation: The CWC to Order rehabilitation for the child and family that will include therapeutic intervention, skill training, Charitable programs etc. The Rehabilitation process may be short term, intermediate or long depending on the gravity of the situation and in the best	

	<p>interest of the child, should focus on a holistic approach and need to be designed age appropriately. The background and circumstances of the child and family to be kept in mind while planning the intervention program. Importantly the child needs to be informed of the process at every step, and her/his opinion, consent need to be taken at all times. There has to be a follow up for at least three years of the child, who has been restored to the family /care provider.</p>	
--	---	--



ANNEXURE VI

A. PROCEDURES FOR CHILD IN CONFLICT WITH LAW

Rehabilitation of Child who has been the abuser/offender:

1. Release of the child to the custody of the parent/guardian should ensure there is no threat to life or poses danger of any kind.
2. Specialised therapeutic intervention for psycho-social well-being of the child and integration into the society.
3. Police and state to ensure that the records of the child are destroyed after the notified period of seven years, and also not reopened in the event of crime as an adult.
4. In case of heinous offences the case may be shifted to the regular adult court on the discretion of the JJB Magistrate.

POST TRAUMA CHILD CARE

SL	PROCEDURE	STATUTORY BASIS
1	May be brought to Police Station/JJB: Child in conflict with law may be taken to SJPU in police station.	Section 10 (1) of the JJ Act 2015
2	Bail –to a person who is apparently a child alleged to be in conflict with law	Section 12 (1/2//3/4) of JJ Act 2015
3	Information to parents ,guardians or probation officer	Section 13 (1-i/ii/2)
4	To prevent re-victimisation: Inquiry of the JJB regarding child in conflict with law	Section 14&15 - 1/2/3/4/5
5	Preliminary assessment into heinous offences by JJB: A child in conflict with law shall be accompanied by an adult whom she/he is	Section 15(1/2) of JJ Act 2015



	comfortable with for any investigative purpose, shall be provided with a Support person specifically identified by the DCPU.	
6	Support person during medical examination: During checkups and other such medical procedures, the child in conflict with law should be accompanied at all times by some whom the child trusts. Such persons can be a member of the family or a person authorised by JJB.	Section 8 of the JJ Act 2015
7	Child sensitive environment: Statements under section 164 of CrPC should be recorded in a child friendly atmosphere, in a sensitive manner. The Magistrate may record the same in the Court premises or residence of the Magistrate or hospital.	Section 8 of the JJ Act 2015
8	The Social Investigation Report will prepared by the concerned authorities and submitted to the JJB The JJB may pass Conditional Orders keeping in mind at all times the safety and wellbeing of the child offender including when released on bail , handing over custody parents or any care provider.	Section 8 –e Under the JJ act 2015
9	Protection of Privacy and Identity: Identity of any child in conflict with law that includes - Name, address, parents, location of residence CCI's Shall be kept confidential at all times. Any violation of the same is an offence punishable under JJ Act.	Section 74-(1/2/3) of the JJ Act 2015
10	Trials and proceedings: In case of heinous offences the case may be shifted to the regular adult court on the discretion of the JJB Magistrate.	Section 19 of the JJ act 2015
11	Orders regarding a child not found to be in conflict with law /found to be in conflict with	Section 17/18 of the JJ Act 2015

	law.	
12	Time limit for initiation for action: Production of the child to the CWC must be done within 24hrs. Order for medical examination and SIR should be given with a specific time limit.	Section 10 (1/2) of the JJ Act 2015

PROCEDURE DURING THE TRIAL

SL	PROCEDURE	STATUTORY BASIS
1	Care and Counselling Services: The child in conflict with law as well as the family of the child, wherever required, shall be provided with counselling support and other care facilities food, travel allowance, medical care, accommodation during the trial period.	
2	Time Bound: Trial should be completed within a time frame as specified in the Law.	
3	Legal Aid: Ensuring availability of legal aid for the child in conflict with law through the legal services CCI's.	Section 8-c of JJAct 2015
4	Sensitive during Cross Examination: The questions to be posed to the child in conflict with law should be presented to the concerned Judge and the judge in turn will after determining the relevancy of the questions and then ask the questions to the child.	Section 15 of JJ Act 2015
5	Assistance of an interpreter while recording: The court may take the assistance of an interpreter or translator whenever required.	Section 8 –d of the JJ Act 2015.



6	NGO Support: NGOs with expertise and technical knowledge may provide support to the child as per law.	JJ Act 2015
7	Police and state to ensure that the records of the child are destroyed after the notified period of seven years, and also not reopened in the event of crime as an adult	

REHABILITATION OF CHILD IN CONFLICT WITH LAW

SL	PROCEDURE	STATUTORY BASIS
1	Rehabilitation: The JJB must oversee the rehabilitation of such child in conflict with law from the beginning and maintain regular report of the same. Must also order to prepare an individual care plan as per law and submitted periodically to see the progress.	Section 18 Juvenile Justice Act, 2015
2	Orders in the best interest of the Child: The JJB may pass orders including conditional orders for there habilitation of the child in conflict with law keeping the best interests of the child in mind.	Section 8 JJ Act 2015
3	Restoration of Child: Such orders may prescribe counseling and restoration of such child to family/guardian at the earliest possible. The JJB shall pass Order for restoration on receiving reports from Certified Counselor and / or psychologist.	Section 8 of JJ Act 2015
4	Rehabilitation: Specialised therapeutic intervention for psycho-social well-being of the child and integration into the society. The JJB to Order rehabilitation for the child and family that will include therapeutic intervention, skill	Section 18 of JJ Act 2015



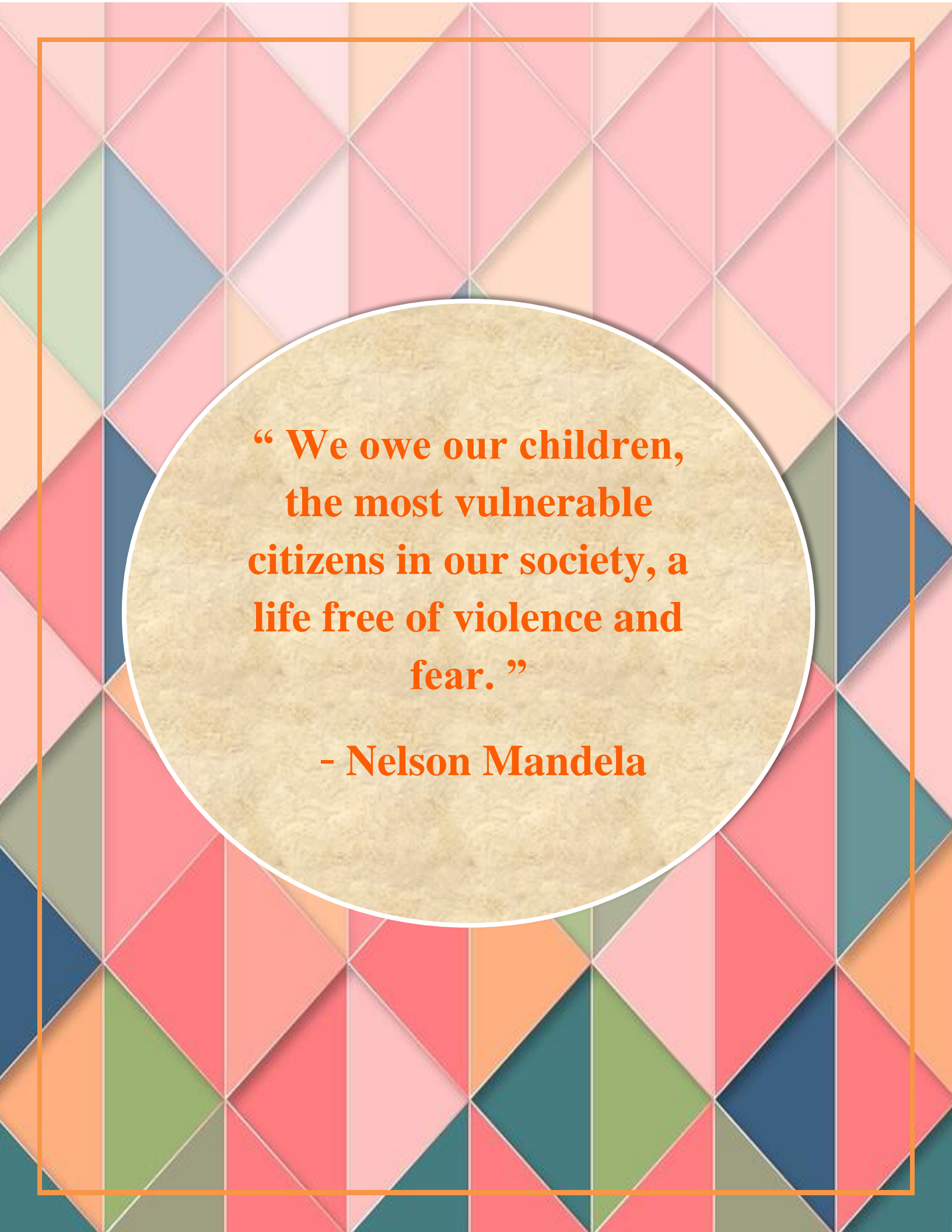
	<p>training, Charitable programs etc. The Rehabilitation process may be short term, intermediate or long depending on the gravity of the situation and in the best interest of the child, should focus on a holistic approach and need to be designed age appropriately. The background and circumstances of the child and family to be kept in mind while planning the intervention program. Importantly the child needs to be informed of the process at every step, and her/his opinion, consent need to be taken at all times. After a child has been restored to the family/care provider, there has to be a follow up for at least three years.</p>	
5	<p>Release of the child to the custody of a parent/guardian should ensure there is no threat to life or danger of any kind to the child.</p>	



ABBREVIATIONS

CPP	- Child Protection Policy
CCI	- Child Care Institution
SCPP	- State Child Protection Protocol
CPC	- Child Protection Committee
SCPC	- Children Child Protection Committee
UNCRC	- The United Nations Convention on the Rights of the Child
UN	- United Nations
CPO	- Child Protection Officer
SC	- Children Committee
JJ Act	- Juvenile Justice Act, 2015
CWC	- Child Welfare Committee
JJB	- Juvenile Justice Board
NGO	- Non Governmental Organisation
POCSO	- Protection of Children from Sexual Offences Act, 2012
CWO	- Child Welfare Officer
DCPU	- District Child Protection Unit
DCPO	- District Child Protection Officer
WHO	- World Health Organisation
CPR	- Cardiopulmonary Resuscitation
ID	- Identification
IPC	- Indian Penal Code
NPC	- The National Policy for Children
MHRD	- Ministry of Human Resource Development
CCTV	- Closed-Circuit Television





**“ We owe our children,
the most vulnerable
citizens in our society, a
life free of violence and
fear. ”**

- Nelson Mandela