

"It is each and everyone's duty to do service for the needy"



Reg. No: 40/2002

PASUMAI ULAGAM - NGO

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Child Protection Policy

Document Control Section

Document Name	Child Protection Policy
Abstract	The Child Protection Policy provides a framework of principles, standards and guidelines relating to protection of child which each individual of the organization shall comply
Security Classification	Internal
Location	Tamilnadu
Policy Category	HR Level

Note: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all associates and business partners.

Child Protection Policy

1. Introduction

Children constitute principal assets of any country. India has the largest child population in the world. Despite significant progress in assuring children their basic rights, much remains to be done. Children need to be empowered, protected and their vulnerability status improved, by safeguarding them from abuses, violence, discrimination, neglect, injustice, hard labour, and trafficking. Therefore, specific concentration is required to improve the life and opportunities of children in general.

2. Statutory provisions relating to child protection:

The Society Child protection policy derives its strength from several Legislations pertaining to children. These include:

- i) The Child Labour (Prohibition and Regulation) Act, 1986



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- ii) The Juvenile Justice (Care and Protection of Children) Act, 2000
- iii) The Immoral Traffic (Prevention) Act, 1956
- iv) The Guardian and Wards Act, 1890, etc.

There are several constitutional provisions for children. These include Article 14 providing equality before the law or the equal protection of the laws, Article 15(3) encourages state for making any special provision for women and children, Article 21A directs the State to provide free and compulsory education to all children of the age of six to fourteen years, Article 23 prohibiting trafficking of human beings and forced labour, Article 24 prohibiting employment of children below the age of fourteen years in factories, mines or any other hazardous occupation, Article 39(e) and (f), Article 45 envisaging that the State shall endeavour to provide early childhood care and education for all children until they complete the age of six years.

The society commits itself in letter and spirit to the objectives laid down in legal and constitutional framework for child protection.

3. Policy Framework

A Child Protection Policy provides a framework of principles, standards, and guidelines which each individual and organization shall practice the following:

- i) The Society shall ensure that all the organizations working with the society in its social commitment must conform to the laid-out principles of child protection and child rights
- ii) All the society employees and projects strictly adhere to the following child protection standards so that children are not exposed to exploitation or abuse at any level at any time
- iii) Anyone (including staff or community) suspected of child abuse or of any inappropriate behaviour will be dealt with severely, such as actions that may include investigation depending upon the severity, it may include even termination of employment
- iv) No corporeal punishment shall be given to any child by any of its staff members

4. Code of Conduct

The Society believes in and advocates children's rights to survival, protection, development and participation.



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This Code of Conduct includes guidance on appropriate and expected standards of behaviour of employees, management, stakeholders or any third parties involved with society towards children.

It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense.

5. Standard of Behavior

Employees, management, stakeholders or any third parties involved with the society **should:**

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

6. Inappropriate Standards of Behavior

Employees, management, stakeholders or any third parties involved with the society **should not:**

- i) Hit or otherwise physically assault a child
- ii) Use language that will mentally or emotionally abuse any child
- iii) Act in any way that intends to embarrass shame, humiliate, or degrade a child
- iv) Show discrimination of race, sculture, age, gender, disability, religion, sexuality, political persuasion or any other status
- v) Develop a sexual relationship with a child
- vi) Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way
- vii) Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming
- viii) Initiate physical contact (e.g., holding hands) unless initiated by the child
- ix) Suggest inappropriate behaviour or relations of any kind
- x) Allow children to engage in sexually provocative games with each other
- xi) Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace

7. Constitution of Child Protection Committee (CPC)

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time. The occasions may give rise to concern but are not in themselves a proof that abuse has occurred.

In case of any abuse under this policy, the person making a complaint shall report to the Child Protection Committee.



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Constitution of the Committee shall be-

- Chairperson heading the Child Protection Committee – B. Biby Babu
- Internal Officers – Suguna
- External Person – T. Shyamala
- HR Department Head – Sheela

Role of Child Protection Committee are as follows:

- Promote a child protection ethos in the organization
- Develop and update the child protection policy regularly
- Provide training to all staff including support staff regarding child protection
- Be available to discuss the child protection concerns of any member of staff
- Be responsible for record keeping of all child protection concerns & maintain all records in a secure location
- Resolving all issues which will arise by way of breaches to this policy in a fair manner

8. Filing of compliant, investigation and remedial action

The investigation and further process has been narrated in the below steps:

Investigation:

Once a complaint has been filed an investigation will be undertaken immediately. In instances where there is an alleged respondent, the respondent will be notified immediately. The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.

The child himself/ herself can file a complaint with a help of a guardian to the committee.

Meditation:

The society supports resolving matters through mediation provided that it is consistent with organizational duties, obligations and needs.

Mediation can only be undertaken voluntarily. If both parties agree to participate, matters may be resolved through mediation in the following circumstances. Once the matter has been investigated and CPC has determined the facts of the case, CPC may use mediation to develop appropriate solutions to the complaint; and, in rare instances, where the incident is an isolated event and the parties do not dispute the facts, CRC will act diligently to ensure that matters are



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dealt with in a manner that ensures the safety and protection of everyone within the organization.

Timelines:

CPC will investigate all complaints immediately and will work towards the prompt resolution and prevention of discriminatory acts and practices.

The first round of investigation and conclusion shall be arrived at within 30 working days from the date of filing of the complaint.

Fairness:

All complaints will be investigated in the same manner with the aim of promoting, fairness and equality.

Confidentiality and the Right to Privacy

The society will preserve the confidentiality of all individuals involved in a discrimination complaint. The preservation of confidentiality may be affected by the employer's duty to prevent discrimination in/at the society and by the alleged respondent's right to know the nature of the complaint being made against them and who has made it so that they can respond.

If the investigation fails to find evidence to support the complaint, no documentation concerning the complaint will be placed on the file of the respondent. The society will retain all documentation for 12 months for informational purposes in the event that there is an internal appeal, or a complaint filed with an outside agency.

Outcomes and Remedies

The Society will act swiftly to ensure that the discriminatory practice is stopped as soon as possible and may remedy the situation in a number of ways. The main concerns of the employer will be to ensure that no such incident is repeated in future.

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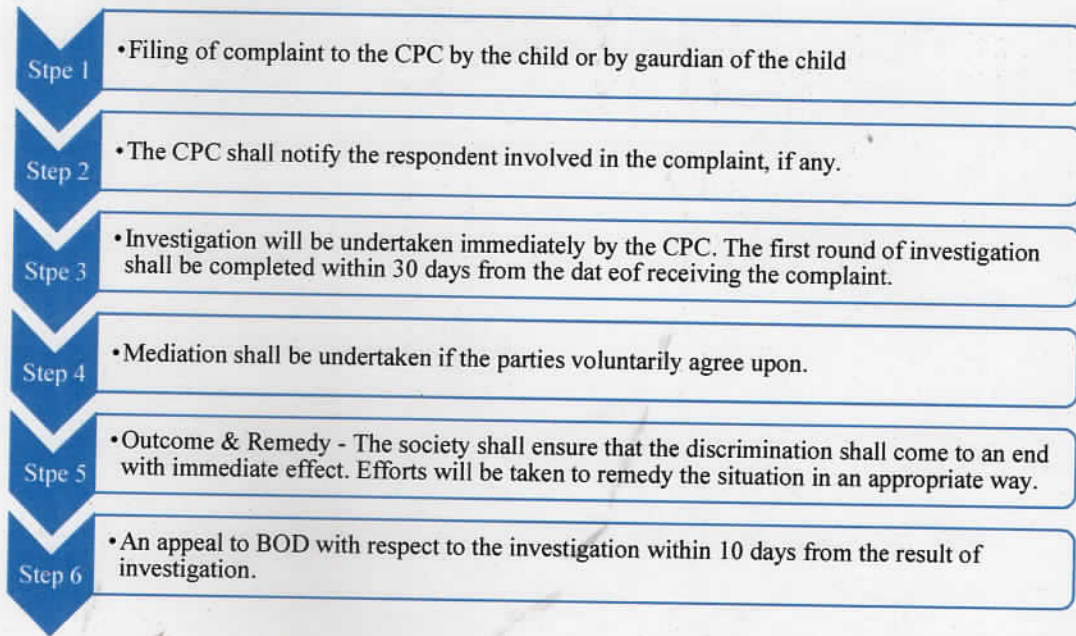
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Appeal Process

Within 10 days from the result of first round of investigation, either the complainant or the respondent may make a written request that an investigation be reviewed stating which aspect of the investigation is inadequate. The request must be submitted to **Board of Directors**, who will determine if the investigation is to be re-opened in order to address the concerns raised.

In case the appeal is taken up, then the investigation shall be completed within 15 working days by the same committee with the inclusion of an independent member. The result of the appeal shall be binding on the complainant for all purposes.

Representation of process involved



Approved by:

For Pasumai Ulagam

Sign: -

Name of the Board Member

Sign: -

Name of the Board Member

Date: - 06-02-2023

Place: - Erode

