



# CHILD PROTECTION POLICY

Envisions Institute of Development

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## OUR COMMITMENT TO CHILD PROTECTION

At Envisions Institute of Development (henceforth referred to as EID), we firmly believe that every child has an inalienable right to safety, protection, and freedom from all forms of abuse, maltreatment, and harm. We are dedicated to fostering a positive, nurturing, and secure environment in all our program locations, where children can thrive without fear.

Abusive or humiliating treatment not only violates a child's fundamental right to protection from violence but also undermines their ability to learn and grow. Education and development, which lie at the heart of our mission, can only flourish in an environment free from harm and fear.

Our Child Protection Policy is rooted in the principles of the National Policy for Children 2013 (Government of India), which reaffirms our commitment to safeguarding children from all forms of harm, abuse, neglect, violence, maltreatment, and exploitation. This policy is further guided by:

- Juvenile Justice (Care and Protection of Children) Act, 2015
- Protection of Children from Sexual Offences (POCSO) Act, 2012
- The Right of Children to Free and Compulsory Education (RTE) Act, 2009
- National Policy for Children, 2013
- The UN Convention on the Rights of the Child

This policy serves as a clear statement of our commitment to protecting children from harm and abuse. It outlines the steps we take to create a safe and supportive environment for children and defines the roles and responsibilities of all stakeholders in ensuring their protection.

## PURPOSE OF THE POLICY

1. **Create a Safe Environment:**To foster a safe, positive, and nurturing environment across organizational arrangements, where children can learn, grow, and thrive without fear or harm.
2. **Define our Commitment:**To clearly articulate organization's unwavering commitment to the safety and protection of children, outlining the measures we take to ensure their well-being.
3. **Clarify Roles and Responsibilities:**To define the roles, responsibilities, and accountability of all stakeholders—staff, volunteers, partners, and others—who work with children.
4. **Empower Stakeholders:**To equip staff members with the knowledge and tools to recognize signs of abuse or situations where a child may need protection, and to ensure they know how to report concerns promptly to the appropriate authorities.
5. **Establish Monitoring and Review Mechanisms:**To implement robust systems for monitoring, reviewing, and upholding child protection standards, ensuring continuous improvement and accountability.

## DEFINITIONS

**Associate:** This would include all consultants working with Envisions Institute of Development; all volunteers, interns, agency staff, contractors, vendors and donors visiting offices or work areas. This would also include all staff of the organization, project partners and all volunteers and interns who would work with children and /or have access to and are party to organizational program and child data.

**Child:**A child refers to anyone under the age of 18 years, as per the Indian Juvenile Justice (Care and protection of Children) Act, 2015.

**Child Abuse:**Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any action that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or

unintentionally, which harms a child or damages their prospect of safe and healthy development.

**Child Protection:** Child protection is the protection of children from any violence, exploitation, abuse and neglect. Within the ambit of this policy, it would mean the measures, activities and safeguards that would be taking to protect children from both intentional and unintentional harm.

**Child Protection Task Force (CPTF):** A committee formed by the management to implement the policy and provide support in the awareness and monitoring process of the policy.

**Informed Consent:** It is the decision, which must be written, dated and signed, to take part in any activity, taken freely after being duly informed of its nature, significance, implications and risks and appropriately documented, by any person capable of giving consent or, where the person is not capable of giving consent, by his or her legal representative; if the person concerned is unable to write, oral consent in the presence of at least one witness may be given in exceptional cases, as provided for in national legislation.

**Premises:** The registered office, branch offices, premises including schools, shelter homes, community centres and other premises at which EID conducts its programs.

**Staff of EID:** Staff of EID would include all employees on the pay-roll, part time or contractual duty or deputation whether within EID office premises or on field duty / project visit or elsewhere.

**Visitors:** This would include representatives of local governments, journalists, print and online media, agencies and contractors, donors and visitors who would come into direct contact with EID-supported children and / or have access to the organizational child sensitive data. This would also include celebrities invited to EID events and program spaces or visiting project offices and areas and coming into direct contact with children.

## WHO THIS POLICY APPLIES TO

This policy applies to:

- All staff of EID, whether within office premises or on field duty/ project visit or elsewhere.
- All associates of EID within office premises or on field duty or at project partner offices and / or elsewhere.

- Board members of EID
- All visitors to EID offices.

## KEY PRINCIPLES

- **Child First:** The best interests of the child are our top priority.
- **Zero Tolerance:** Any form of child abuse, neglect, or exploitation is unacceptable.
- **Equality:** We treat all children equally, regardless of gender, caste, religion, or disability.
- **Confidentiality:** We respect and protect the privacy of children and their families.
- **Participation:** Children's voices and opinions will be respected and considered in matters affecting them.

## WHAT WE DO TO PROTECT CHILDREN

### A. Safe Recruitment

- Staff recruitment process will continue to be supported by recruitment and selection measures that are designed to minimize the risk of recruiting persons who may pose an unacceptable risk to children.

### B. Code of Conduct

#### EID staff, associates and visitors **must:**

- Treat children with respect, dignity, and sensitivity, considering their age, gender, ethnicity, background, religion, and special needs.
- Ensure children's safety by identifying and managing risks in spaces they access.
- Create an environment where children feel safe to discuss concerns about abuse and rights.
- Handle sensitive child data with confidentiality; share only with written permission from EID authority.

- Seek informed consent from children and guardians before interviews, photographs, or video recordings, respecting their right to decline.
- Ensure images/videos are respectful, with children clothed appropriately and private parts covered.
- Communicate professionally, avoiding language or conduct that could cause speculation or harm.
- Protect children from unsuitable material, including sexual content, in print or online.
- Report any situation that may place a child at risk or harm.

EID staff, associates and visitors **must not**:

- Abuse, intimidate, bully, humiliate, threaten, or coerce any child.
- Use physical punishment or engage in sexually provocative behavior.
- Hug, kiss, caress, or assist children with personal care they can manage themselves.
- Use substances (alcohol, drugs, tobacco, etc.) in children's presence.
- Disclose children's identity or personal information without consent.
- Display/distribute images of children without informed consent from guardians and EID authority.
- Discriminate, stigmatize, or show differential treatment to children.
- Take secretive images/videos or engage in unauthorized social contact with children or parents.
- Share personal contact details or employ children for personal tasks.
- Take children to private spaces or share rooms without EID approval.
- Patronize services employing children or engage in activities that risk their safety.

C. Awareness

- Directors, functional heads, and program heads will ensure EID representatives are aware of the organization's commitment to preventing child abuse and exploitation.
- EID management will develop Standard Operating Procedures (SOPs) to ensure effective policy implementation.

- The HR function will provide all representatives with access to the Child Protection Policy and SOPs and conduct orientation for new staff during induction.
- Representatives must understand that breaching this policy or Code of Conduct constitutes misconduct, leading to disciplinary action, including termination of employment or engagement.

#### D. Prevention

- EID will partner with organizations / associates that agree to comply with child protection standards at least as high as EID standards in its operations and activities.
- EID representatives will use best efforts to ensure that children are not put at risk of abuse or exploitation.
- Representatives will ensure children are not exposed to abuse or exploitation and will obtain informed consent from children (or guardians for young children) before taking images (photos/videos), presenting them in a dignified and respectful manner. Children's decision to decline being photographed will be respected.
- Case studies, stories, and images of children will prioritize their best interests, with limited identifying information, adhering to country laws.
- Representatives will comply with national laws, maintaining high standards in both professional and personal lives to uphold EID's reputation as a child-safe organization.
- Staff will empower themselves by understanding the Child Protection Policy, SOPs, and national protection mechanisms.
- Management will provide guidelines, ensure local procedures are in place, and document and respond to concerns as per statutory compliance and local laws.
- A Designated Authority (DA) will be appointed as the technical focal point, working with the HR-Director and Child Protection Task Force (CPTF) to implement, monitor, and institutionalize the policy.
- The CPTF will raise awareness, support policy implementation, and assist in reporting incidents to the DA.
- Staff and associates must stay updated on child safeguarding and rights, follow national laws, and uphold the policy's intent both at work and outside.

## E. Reporting

- EID staff and associates must fully understand the organization's standard reporting requirements for suspicion or allegations of child abuse or exploitation, whether internal or external.
- Reporting abuse is mandatory and EID representatives must report incidents within 24 hours of learning or witnessing the alleged abuse or exploitation, primarily to the Chief Executive Officer, DA, or through designated channels standard operating procedure.
- Reports must be thoroughly documented using prescribed templates, including details like time, place, and witnesses, in line with EID reporting procedures.
- Confidentiality is critical. Allegations, updates, and follow-ups will be shared on a 'need-to-know' basis only. Representatives must not disclose abuse suspicions or personal information of children/families to the public unless authorized by EID policy or relevant authority.
- Representatives are required to cooperate fully in the investigation process.

## F. Responding

- EID will take immediate action to support and protect children in contact with the organization when concerns of abuse or exploitation arise. The first response must occur within 48 hours of reporting the incident.
- Reported cases of child abuse or exploitation will undergo an appropriate investigation process, approved by the HR focal point, DA and CEO. A team may be formed, consulting legal operations or authorities, if necessary, to steer the investigation.
- Adherence to the Child Protection Policy is mandatory. Breaches will be investigated, potentially involving statutory authorities for criminal proceedings or EID disciplinary procedures, leading to sanctions or dismissal.
- Internal investigations will be confidential, thorough, impartial, and prompt. EID will not tolerate coercion, intimidation, reprisal, or retaliation against anyone reporting abuse, providing information, or assisting in an investigation.

## TRAINING AND AWARENESS

- All staff, volunteers, interns, consultants, and board members must receive mandatory training on child protection.(The Training Calender is attached in Annexure 1)
- Children and their families are educated about their rights and how to report abuse.

## MONITORING AND REVIEW

- We regularly review and update this policy to ensure it remains effective.
- We conduct internal audits to monitor compliance with the policy.
- We welcome feedback from children, staff, and stakeholders to improve our child protection measures.

## OUR CHILD PROTECTION OFFICER

The child protection officer is responsible for implementing this policy, handling complaints, and ensuring compliance with child protection laws.

- Name: Ms Sunita Choundhe
- Contact Number: 9594470017
- E-Mail: [sunita@envisions.co.in](mailto:sunita@envisions.co.in)

## POLICY REVIEW

This policy will be reviewed once in two years or as needed to reflect changes in laws, regulations, or organizational practices.

## ACKNOWLEDGMENT

All staff, volunteers, and partners must give an acknowledgment confirming they have read, understood, and agree to abide by this policy.

## CONTACT US

For questions or concerns about this policy, please contact:

Envisions Institute of Development

O-39, LGF, Lajpat Nagar-II, New Delhi 110024

Contact No: 91 120 4162663

E-mail: [info@envisions.co.in](mailto:info@envisions.co.in)

## ANNEXURE 1

**Training calendar for EID staffs**

<b>Training Topic</b>	<b>Type of Material</b>	<b>Activity</b>
Introduction & Child Protection Policy	Handbook & E-course	<ul style="list-style-type: none"> <li>Child Protection Policy (Handbook), Envisions Institute of Development</li> <li><a href="https://agora.unwomen.org/course/info.php?id=915">https://agora.unwomen.org/course/info.php?id=915</a></li> </ul>
<b>Training Topic</b>	<b>Type of Material</b>	<b>Activity</b>
Protection from Sexual Exploitation and Abuse (PSEA)	E-course & handbook	<ul style="list-style-type: none"> <li><a href="https://agora.unicef.org/c/PSEA2020">https://agora.unicef.org/c/PSEA2020</a></li> <li><a href="https://www.unicef.org/sites/default/files/2019-05/UNICEF-Strategy-Prevent-Respond-Sexual-Exploitation-Abuse-Sexual-Harassment-January-2019.pdf">https://www.unicef.org/sites/default/files/2019-05/UNICEF-Strategy-Prevent-Respond-Sexual-Exploitation-Abuse-Sexual-Harassment-January-2019.pdf</a></li> </ul>
<b>Training Topic</b>	<b>Type of Material</b>	<b>Activity</b>
Child Safeguarding Training	E- course	<ul style="list-style-type: none"> <li><a href="https://agora.unwomen.org/course/info.php?id=29324">https://agora.unwomen.org/course/info.php?id=29324</a></li> </ul>
<b>Training Topic</b>	<b>Type of Material</b>	<b>Activity</b>
Action to End Child Sexual Exploitation and Abuse	E- course	<ul style="list-style-type: none"> <li><a href="https://agora.unwomen.org/course/info.php?id=33811">https://agora.unwomen.org/course/info.php?id=33811</a></li> </ul>