

Policy Document

Purpose

1.1 The main aims of the society are selfless and dedicated service to the poor and down trodden peoples of the rural and urban areas to uplift them by raising their living status and safeguard their interest by bring equality without any sort of discrimination for cast, creed, color, religion etc. Gramin Samaj Vikas Kendra strives to promote and safeguard children's best interests, and with this policy, it aims to prevent and respond to any actions and omissions, whether deliberate or inadvertent, among its practices, policies or processes that would expose children to the risk of any kind of Child Abuse. This policy applies to all Gramin Samaj Vikas Kendra representatives and guests who have direct access to children or child data.

Gramin Samaj Vikas Kendra has zero tolerance for Child Abuse

Policy

Safeguard Children

Gramin Samaj Vikas Kendra is committed to safeguarding the interests, rights and well-being of children with whom it is in contact, and to conducting its programs and operations in a manner that is safe for children. All the Gramin Samaj Vikas Kendra representatives are prohibited from engaging in any activity or omission that may result in any kind of child abuse.

All Gramin Samaj Vikas Kendra representatives are expected to conduct themselves in a manner consistent with this commitment. Any violations of this policy will be treated as a serious infraction and will result in disciplinary action, up to and including termination, and any other legal response.

In furtherance of this policy, Gramin Samaj Vikas Kendra has adopted procedures to promote:

Preventing Child Abuse:

Minimize risks to children through awareness, good practice, and training, and take steps to protect children who are subjects of concern.

Reporting Child Abuse:

Ensure that all representatives know the steps to take and whom to contact when concerns arise regarding the safeguarding of children.

Responding to Child Abuse:

When concerns arise regarding a child's well-being, employ actions that support and protect them and those who raise such concerns, investigate or cooperate with any subsequent investigation and take appropriate corrective actions to prevent the recurrence of such concerns.

Promoting Awareness of Child Safeguarding Obligations:

Ensure that all representatives are adequately trained and supported in preventing and responding to child safeguarding concerns and are aware of the expectations of this policy. Gramin Samaj Vikas Kendra will take all reasonable steps to make the organization safe as it conducts its routine operations, program implementation, policy, and campaigning efforts.

Child Safeguarding Policy Document

Laws and Regulations:

It is Gramin Samaj Vikas Kendra's policy to ensure compliance with either host country local child welfare and protection legislation of Indian standards, whichever affords greater protection.

Sexual Activities with Children:

Gramin Samaj Vikas Kendra's policy defines anyone who is under the age of 18 as a child and considers them to be underage regardless of the legal age of consent of the country in which s/he lives and/or in which the offense occurs. An underage child cannot legally give informed consent to sexual activity. Consensual sexual activity with a child as defined by this policy will be treated as a serious infraction and result in disciplinary action up to and including termination and the pursuit of other legal response. Engaging in sexual activities and fraternizing with any children or program participants.

Accountability of Gramin Samaj Vikas Kendra's Management:

Gramin Samaj Vikas Kendra's management is committed to taking all appropriate corrective action in response to any violation of the Child Safeguarding Policy, including disciplinary, legal or other applicable actions, against any representative who has committed the violation and/or any representative who knew of such a violation and failed to act on or report it.

Confidentiality of Child Information:

Gramin Samaj Vikas Kendra representatives will manage child records and sensitive information in a manner that is respectful, professional, confidential, and compliant with applicable laws. Child information and imagery will be used only with consent.

Gramin Samaj Vikas Kendra representatives who report, receive or investigate suspected Child Safeguarding incidents will keep all information strictly confidential and may divulge that information only to child safeguarding focal points in the affected area and their management in state authorities, assurance, legal, child safeguarding investigators, human resources and/or other senior staff directly involved in the investigation, except as may be required by law.

Supporter Relationships:

Gramin Samaj vikas Kendra will be active supporter relationship program that encourages communication between children and supporters. Organisation takes appropriate steps to ensure that these communications take place in a safe environment and to reduce risks for children by educating them on safe and appropriate communication with adults.

Safe Recruitment:

By applying robust recruitment procedures, organization will take all reasonable precautions to ensure that our staff and representatives do not pose an unacceptable risk to children.

Education & Training:

Gramin Samaj Vikas Kendra will provide all new representatives with a child safeguarding briefing in which they will be introduced to the Child Safeguarding Policy and Child Safeguarding Procedures within 7 days of commencement. Refresher training on this policy and procedures will be provided annually. Specific functions will be provided additional training as required and, on an ad hoc basis.

Definitions

Child: A child is anyone under the age of 18.

Child Protection: The protection of children from all forms of abuse and exploitation everywhere; making the world safe for children.

Child Safeguarding: The responsibility of Gramin Samaj Vikas Kendra to make sure our representatives, guests, operations, and programs keep children safe and do not expose them to violence, abuse, neglect, or exploitation while in our care. It is our collective and individual responsibility to ensure that all children are safe from deliberate or unintentional acts that lead to possible or actual harm by a Gramin Samaj Vikas Kendra representative or guest who comes into contact with children or their data or who impacts them through our operations.

Child Abuse: Anything that individuals, institutions, or processes do or fail to do that directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Sexual Abuse, Sexual Exploitation, Exploitation, and Neglect/Negligent Treatment.

Physical Abuse: Intentional use of physical force by another person that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).

Emotional Abuse: Harm to a child's emotional, intellectual, mental, or psychological development, including humiliating, degrading, or intimidating treatment (e.g., bad namecalling, constant criticism, persistent shaming, threats, solitary confinement and isolation), failure to meet a child's emotional needs, rejection, ignoring, confining or terrorizing a child.

Sexual Abuse: The use of a child in a sexual act by another person, including indecent touching, voyeurism, and exhibitionism. Sexual abuse includes incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Sexual abuse includes forcing or enticing a child to take part in sexual activities, including the act of grooming a child with the intention of establishing a sexual relationship.

Sexual Exploitation: A form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family need. The terms "child prostitution" and "child sextourism" describe forms of sexual exploitation. Sexual exploitation also includes the exchange of sex for benefits.

Exploitation: The actual or attempted abuse of a position of vulnerability, power differential, or trust for the benefit of the individual by leveraging their position, power, privilege, or wealth (through incitement, manipulation, coercion, or trickery) to engage a child in labor, domestic servitude, forced criminality, soldiering or organ harvesting. Typically, the person(s) exploiting a child does so to profit monetarily, socially, or politically. Exploiting a child in work or other activities is a violation of their rights and an injury to the child's physical or mental health, education, moral or social-emotional development. The exploitation of a child may include but is not limited to.

Neglect/Negligent Treatment: Persistent failure to meet a child's basic physical and/or psychological needs; for example, failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment; and failing to provide a safe physical environment (exposure to violence, unsafe programming locations, unsafe sleeping environment; releasing a child to an unauthorized adult; access

to weapons or harmful objects, etc.).

Children's Sensitive Information: This is any information that can be used to trace a child's identity, including their name, image or photograph, address, government-issued identification number, date and place of birth, mother's maiden name, biometric records, and any other information that is linkable to that child, such as medical, educational, financial or employment information, including responses to surveys or questionnaires that may be linked back to an individual child or family member. This also includes paper or electronic information as described above and is Personally Identifiable Information (PII) collected for programmatic or operational purposes.

Representative: Includes employees, volunteers, interns, consultants, Board members, and others who work with children on Gramin Samaj Vikas Kendra's behalf, visit Gramin Samaj Vikas Kendra programs and have direct access to children or sensitive information about children in our programs.

Responsibilities

This section briefly describes how we apply safeguarding in our work. The accompanying Child Safeguarding Procedures provide in-depth detail of the procedures that different business units within Gramin Samaj Vikas Kendra are responsible for.

All Gramin Samaj Vikas Kendra representatives are responsible for familiarizing themselves with and adhering to the requirements of this policy and accompanying procedures. They are required to promote strong safeguarding practices within day-to-day behaviors and programs.

All Gramin Samaj Vikas Kendra representatives have an obligation to be alert for possible violations of this Child Safeguarding Policy and to report violations as soon as possible and not later than 24 hours, including that a child has been abused or exploited or is at risk of being abused or exploited. All representatives must cooperate fully and confidentially in any investigation of concerns or allegations.

Gramin Samaj Vikas Kendra Board members, Executive committees, senior management team and managers are accountable for the implementation of Child Safeguarding Policy and Procedure, including decisions on how best to apply these in the local context.

Research and Monitoring, Evaluation, & Learning (MEL). All Gramin Samaj Vikas Kendra research and MEL activities require an ethical review in accordance with the law, donor requirements and/or ethical standards. The review process will ensure compliance with this Policy.

Procedures Document Purpose

The procedures outlined in this document are intended to describe the practical actions performed by Gramin Samaj Vikas Kendra representatives to apply the Child Safeguarding Policy. They provide minimum requirements and guidance for Gramin Samaj Vikas Kendra Representatives toward being a safe organization for children and ensuring that appropriate action is taken if a policy violation occurs. Agreements with Partner organizations and Business Partners will define safeguarding responsibilities.

Definitions

As per the Child Safeguarding Policy:

Responsibilities

All Gramin Samaj Vikas Kendra Representatives are responsible for following the Child Safeguarding policy and implement this procedure. All Gramin Samaj Vikas Kendra Representatives are expected to remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills that will enable them to promote strong safeguarding practices, understand the child safeguarding procedures, and conduct themselves in a manner consistent with them.

All representatives must know the steps to take and how to report concerns regarding the safety of children. Failure to report a concern, reasonable suspicion or knowledge of misconduct or a violation of the Child Safeguarding Policy will be treated as a serious infraction and may result in disciplinary action.

Prevention of Child Safeguarding Incidents

Statement of Intent

Gramin Samaj Vikas Kendra will conduct risk assessments for programs and activities involving children or those having a direct impact on children, to ensure that it meets the standards for safeguarding children. Other activities in addition to programming may include but are not limited to research, advocacy, media campaigns and events involving children.

Prevention of Child Abuse

When conducting risk assessments, consideration must be given to factors such as age, gender, disability, language, culture, and all aspects of inclusion that may affect the risks and vulnerabilities associated with children participating in programs. Migration measures and plans must be implemented to address and minimize these risks.

To ensure that no systems or processes cause harm to children, documented self-assessments must be conducted for all Gramin Samaj Vikas Kendra work processes and activities that impact and involve children directly or indirectly.

Two-Adult Rule must be used because it: (1) significantly reduces the risk of an incident of abuse; (2) protects against false accusations; (3) reduces liability and claims of negligence; and (4) offers added support in the case of an emergency.

Representatives must never:

Act in ways that may be abusive or place children at risk of abuse.

Hit, physically assault, or physically abuse children or threaten to do so.

Engage in actions that are physically inappropriate or sexually provocative.

Partake in sexual activities or have a sexual relationship with a child, irrespective of the age of majority or consent or local custom.

Engage in a sexual relationship or sexual activity with an enrolled person or someone benefiting from a organization program or activity.

Child Safeguarding Policy Document

Stay alone overnight with one or more children participating in organisation programs who are not a part of their family, whether in their house, on project premises or elsewhere.

Have a child participant who is not part of their family stay overnight at their home.

Sleep in the same bed as a child participant or sleep in the same room as a child participant who is not part of their family.

Exchange personal contact information or ask for children's personal information.

Call, text or communicate with child participants outside of the project or on a personal basis.

Develop relationships with children that could be deemed exploitative or abusive.

Share or transfer child program participant data outside, without encryption.

Use language, make suggestions, or offer advice to children that is inappropriate, offensive, or abusive.

Do things for child participants of a personal nature that they could do for themselves, such as dressing, feeding, and washing.

Improperly disclose children's sensitive information.

Condone or participate in behavior toward children that is unsafe or illegal.

Child Safeguarding Focal Point Person

Every Gramin Samaj Vikas Kendra Office will appoint a Child Safeguarding Focal Point Person, and in most cases, this will be the Child Protection Specialist. The Child Safeguarding Focal Point Person is integral to the Child Safeguarding framework and will be the primary contact person for coordination and implementation of the policy and procedures and will receive and coordinate the response to complaints about violations of the Child Safeguarding Policy and Procedures. All responsibilities are detailed in the Child Safeguarding Focal Point's job description.

Reporting of Child Safeguarding Incidents

Statement of Intent

All Gramin Samaj Vikas Kendra representatives are required to report alleged violations of the Child Safeguarding Policy and any concerns that a child has been harmed or is at risk of being harmed. All allegations made must be reported and reviewed for appropriate follow-up, including conducting an inquiry when appropriate.

All reports will be treated as confidential; however, some information may need to be shared on a need-to-know basis in consideration of the child's best interest, compliance with local laws, etc.

This relates principally to children in contact with Gramin Samaj Vikas Kendra through its work, but also encompasses other children in the wider communities where we work, if we become aware of actual or potential harm to them.

Reporting

The nature of Gramin Samaj Vikas Kendra's work requires all staff to report all Child Abuse concerns, including reasonable suspicion and knowledge of misconduct in accordance with the Child Safeguarding Policy.

If a Child Safeguarding Violation is suspected or known, note that there may be dual reporting requirements – to both local authorities and the Gramin Samaj Vikas Kendra reporting system. Not all policy violations will be reported to local authorities, such as failure to use the two-adult rule.

Child Safeguarding Policy Document

The local Child Safeguarding Focal Point or the Director of Safety and Security should be contacted if additional support or instruction is required.

Reports of suspected or known violations to the Child Safeguarding Policy must be submitted within 24 hours of occurrence or learning of the violation. Reports can be made:

By email at gsvkmeerut@gmail.com

The report should include:

Date, time, and place of the incident.

Nature of the violation – what happened?

Actions taken at the time of the report to keep the child(ren) safe – what been done?

Help or actions needed?

Self-Reporting an Allegation

If an allegation is made against you, directly to you, you should make a written record of the allegation and advise your manager and/or the Child Safeguarding Focal Point Person immediately. The Child Safeguarding Focal Point Person will inform Human Resource Business Partner. Possible situations that should be reported include such things as:

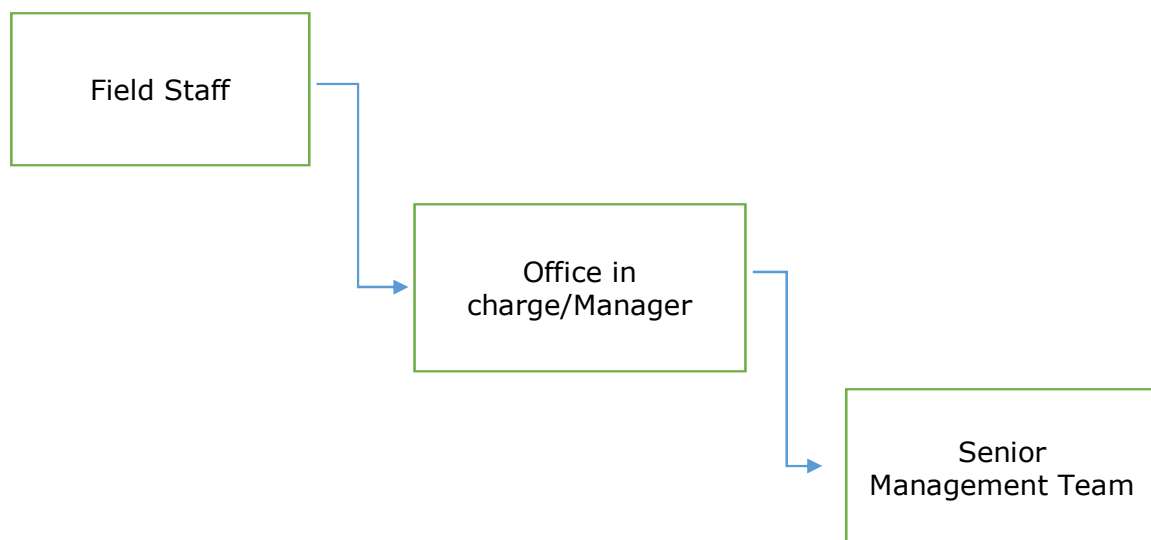
You accidentally hurt a child, or a child is harmed in any way.

A child appears to be sexually aroused by you.

A child misunderstands or misinterprets anything you have done in a way that could be construed as a breach, or potential breach, of the policy.

You are involved in activities that might be misconstrued as a breach of the Child Safeguarding Policy.

Reporting Structure



Internal Management of Allegations of Harm to a Child

Reporting Principles

The child's best interests are paramount, and the child's interests will be central to the reporting process and response.

Any response should be informed by a risk assessment of the situation and consideration to additional threats that may exist.

Appropriate support will be provided to the child during and following any investigations, including working with the family where this is in the child's best interests.

Confidentiality is a critical part of the process, and information will be shared only on a need-to-know basis. The child will be informed prior to any information about them being shared.

The safety and well-being of persons making reports and those involved in the investigation are important.

Gramin Samaj Vikas Kendra will not tolerate retaliation, harassment, or victimization against its Representatives, Supporters, Business Partners and Partner Organizations for reporting concerns or complaints in good faith and in line with the Whistleblower Policy.

All records of investigations will be retained and disposed of per Privacy, Confidentiality and Security of Sensitive Information procedures.

Internal Investigations of Other Breaches of the Child Safeguarding Policy

Breaches of the Child Safeguarding Policy that do not involve allegations of harm to a child in contact with Gramin Samaj Vikas Kendra, such as failure to include safeguarding questions in interviews, will be responded to in the same way as allegations of harm, and the same reporting process for a breach concerning harm to a child will be followed. Examples of breaches that do not directly involve harm to children include but are not limited to:

Lax employment screening

Inconsistent risk assessments

Not obtaining informed consent from parents for use of child images and data

Lack of safe storage of child records

Not following the two-adult rule

Note-Maintaining the confidentiality and security of children's information applies to all of us!

Privacy, Confidentiality and Security of Sensitive Information

Statement of Intent

Gramin Samaj Vikas Kendra will manage children's sensitive information in a manner that is respectful, professional, confidential, and compliant with applicable laws and standards and includes storage, retention, handling (including transmission) and disposal of children's sensitive information.

Confidentiality

At all times, confidentiality of children's sensitive information is to be maintained. This includes information on children, as well as information relating to any alleged cases of child abuse, neglect, or exploitation, including information on alleged or actual perpetrators. In certain circumstances, any lack of confidentiality may have devastating effects for children.

Confidentiality protections require that names and identities of persons involved in a policy violation are made available only to those who are directly involved in any decisions taken, with the full understanding that they are not to disclose that information to anyone else except as may be required by applicable law.

Statement of Intent

A Child Safeguarding risk assessment enables actual or potential risks to be identified and mitigating actions to be built into work processes and program design and delivery to minimize the likelihood that children will experience harm during their contact with Gramin Samaj Vikas Kendra. Gramin Samaj Vikas Kendra conducts Child Safeguarding risk assessments that cover all the organization's activities that may impact children directly or indirectly.

Child Safeguarding Risk Assessments – Operational Focus

Documented risk assessments are to be conducted across the organization to ensure that no systems or processes cause harm to children. These may include but are not limited to:

Participation of children in media and communications.

Gramin Samaj Vikas Kendra events and concerts.

Electronic and paper data collection storage of information on children.

Use of information technology to restrict access to inappropriate websites.

Contracting goods and services.

Mitigation Plans

Once risks have been identified, mitigation plans are put in place to address recognized risks and ensure that all projects and activities are designed to minimize risk of harm to children by taking sufficient account of safety, whatever the focus of the work.

Safe Recruitment and Selection

Statement of Intent

Gramin Samaj Vikas Kendra is committed to the safe recruitment of Representatives in accordance with applicable employment laws and regulations. All human resource child safeguarding processes are documented to ensure compliance.

Recruitment

All job descriptions/terms of references include a statement on the position's responsibilities for meeting the requirements of the Child Safeguarding Policy. All jobs are assessed for level of contact with children and data held on children. All jobs working directly with children and/or children's data have child safeguarding responsibilities detailed in the job description along with required

skills and experience. Roles that have a higher level of contact with children and/or data will be required to undergo additional child safeguarding checks.

All job advertisements will include a statement on Gramin Samaj Vikas Kendra's commitment to child safeguarding.

Performance Planning and Evaluation

The Performance Planning and Evaluation meeting includes a review of performance against child safeguarding requirements for the role, ensures that required signoffs and trainings have been conducted, and confirms that the staff has the required knowledge of their technical area and child safeguarding responsibilities.

Consultants, Volunteers, Interns and Board Members

Recruitment and selection procedures outlined above apply to all consultants, interns, volunteers, and board members. In addition, consultants', interns', and volunteers' contracts include the requirement for them to read and sign the Gramin Samaj Vikas Kendra Child Safeguarding Policy, and this is annexed to the consultant or volunteer agreement, as appropriate. India volunteers may be recruited by organizations that conduct background checks. In that case, Gramin Samaj Vikas Kendra must ask for signed confirmation that background checks have been completed. Where the organization does not conduct background checks, Gramin Samaj Vikas Kendra is responsible for doing so.

Prohibited Usage of Information Technology

Gramin Samaj Vikas Kendra Information Technology guidelines prohibit the use of its electronic communication systems, networks, websites, social media sites, and digital photography in ways that may put children at risk and/or violate national laws or organization policies, including the Child Safeguarding Policy. This guidance covers the use of these technologies by organization Representatives as well as by children who utilize the technologies as part of Gramin Samaj Vikas Kendra operations.

Gramin Samaj Vikas Kendra's policy prohibiting all types of harassment applies to the use of Gramin Samaj Vikas Kendra's electronic communications systems, including internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on race, national origin, gender, sexual orientation, age, disability, religious beliefs, immigration status or any other characteristic protected by applicable federal, state or local law.

When personal computers and other electronic devices (tablets, smart phones, etc.) are used to access Computer systems, all necessary steps must be taken to secure the device. The loss of a personal device used to access Computer systems must be reported immediately. No data of program participant children may be stored on a personal device. Improper use of electronic equipment includes statements or images that are pornographic, sexual or obscene in nature as well as files containing material that may be considered offensive or inappropriate according to the organization Child Safeguarding Policy. Web filters are in place and monitored to prevent access to websites and content that is not compliant with the web browsing policy.

Accountability, Monitoring and Review of the Child Safeguarding Policy and Procedure

Statement of Intent

Establishing clear governance and accountability mechanisms is critical to successful implementation of the Child Safeguarding Policy. Accountability for adherence to the Child Safeguarding Policy is ultimately held by Gramin Samaj Vikas Kendra's team.

Monitoring of the Policy

The report includes statements on the following:

Number and nature of all reported policy violations, both allegations of harm to a child and general policy breaches, by Gramin Samaj Vikas Kendra Representatives.

Status of open investigations.

Results of closed investigations.

Evidence of Child Safeguarding Policy, Procedure and Code of Conduct being understood and complied with across the whole organization.

Statement on compliance with the overall policy, including identification of areas of strength and weakness, to be informed by an assessment process that includes country offices and the India office.

Recommendations to strengthen the application of the policy and procedures.

Review of Policy

At least every three years, senior management team/ founder member/ governing body and executive committee review of the Policy and Procedures and updates them as appropriate. The procedure for conducting their view is determined by the secretary.