



Child Protection Policy

Our Child Protection policy is part of our commitment towards absolute zero tolerance for any form of child violence, abuse, neglect or exploitation and promoting environments where their rights are upheld.

It is a primary focus across all our programs and communication and particularly in our Alternative Program where direct contact is established with children. Children’s safety from abuse and harm is of utmost importance at Udayan Care. Every effort is made to ensure that unsuitable people do not gain entry into the organization, staff is alert to the signs and indicators of abuse and reporting procedures and the children and young people are aware of keeping safe and reporting concerns.

Udayan Care’s approach to the safety and well-being of children is underpinned by UN Convention on the Rights of the Child, the Juvenile Justice Act 2015 and its Rules, the Protection of Children from Sexual Offences Act 2012 and its Rules, the National Policy for children 2016, and the Immortal Traffic (Prevention) Act (1986).

CHILD PROTECTION POLICY (to be read together with Safeguarding and other related policies)			
Version No.	V3	Revised Date	15.02.2022
Approved By	Executive Director	Approved Date	14.02.2022
Owner	Udayan Ghar Dept / Alternative Care Program Dec 2007 (original) Previous versions: Dec 2018, Feb 11, 2019	Next Review Date	13.01.2023

1. Introduction

Our mission is ‘a nurturing home for every child without a parental care, an opportunity for higher education for every girl and for every adult, the dignity of self-reliance and the desire to give back to society. We believe that if children are to achieve these goals they need to grow up in a safe environment free from violence, abuse, neglect or exploitation or the threat of it.

As a service provider of residential care for children in need of care and protection through our Alternative Care/Udayan Ghar program, Udayan Care has close and direct contact with children and young people. Many of the children that we look after have had difficult and sometimes complex care histories, resulting in significant loss and trauma. These experiences can make the children looked after by us vulnerable to abuse and harm. Children with disabilities and children living in challenging environments are much more vulnerable to abuse, particularly those children who have difficulty moving freely, or communicating clearly or expressing their needs in a way adults and workers can quickly interpret and understand.

At Udayan Care we believe that all children have a right to be loved, well-cared for, respected, safeguarded and cherished. This includes all children, whatever their age, culture, ability, disability, gender, language, social background, caste, political persuasion, racial origin, religious beliefs and/or sexual identity have the right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

Udayan Care believes that all forms of abuse and exploitation experienced by children are unacceptable and the children and young people in our care must be safeguarded from anyone who might seek to gain access to them through our work at all times.

We are committed to preventing intentional or unintentional abuse or harm to children who are looked after by us or come into contact with us through all our services, our decision and action in response to the child Protection concern will be guided by the principle of the “*best interest of the child*”

2. Scope

This policy and the procedures that follow apply to all aspects of Udayan Care’s work and everyone associated with the organization, including all Staff members at all levels, all trustees, board members, volunteers, sponsors, donors, consultants, journalist, media, researchers, celebrities vendors, partners, or contractors or representatives of partner organization and government official who are brought into contact with our children Udayan Care.

3. Review of this policy

This policy will be reviewed annually by the Executive Director in consultation with the Lead Child Protection Officer.

4. Responsibility

The full and strictest implementation of this policy shall be ensured by the Lead Child protection officer and monitored by the Executive Director along with board of trustees

5. Key Definitions

5.1 Child means any person below the age of 18 years. (POSCO, 2012, section 2 (1) (d))

5.2 Child Protection is about protecting children from or against any perceived or real danger or risk to their life, their personhood and childhood. It is about reducing their vulnerability to any kind of harm and protecting them in harmful situations. It is about ensuring that no child falls out of the social security and safety net and, those who do, receive necessary care, protection and support so as to bring them back into the safety net. While protection is a right of every child, some children are more vulnerable than others and need special attention. The Government recognizes these children as ‘children in difficult circumstances’, characterized by their specific social, economic and geo-political situations. Child protection is integrally linked to every other right of the child.’- (Commissions for Protection of Child Rights Act, 2005)

5.3 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.’ (WHO)

5.4: All other definitions shall be the same as defined under the Prevention of Sexual Offences Act, 2012.

6. Preventive measures

6.1 Awareness, orientation and training

6.1.1 All publicity materials, job adverts, candidate information packs, job descriptions, person specifications, job application forms, induction training and probation arrangements will include the following statement:

Child Protection and Safeguarding Policy: Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

6.1.2 Training is conducted of all stakeholders on a rights based approach for children and knowledge of the legal provisions of child protection norms.

6.1.3 Developing age-appropriate modules/materials on keeping children safe at all times and in all situations and to recognize early indication, noticing children closely and how to respond to disclosures.

6.1.4 Orienting all volunteers, interns, consultants and employees on detecting the warning signs of child abuse among children, with a particular focus on children with disabilities and special needs children.

6.1.5 All Udayan Ghars will have a notice board at the entry gate, which shall state '*Entry restricted without permission*', and '*this home is under CCTV surveillance*'.

6.1.6 All Udayan Ghars will keep with them a copy of this policy at the reception and display posters on zero tolerance at the notice board of the home.

6.1.7 Six monthly workshops on Child Protection Policy, POCSO and child safety will be conducted with all persons working with Udayan Ghars, including mentors/supervisors/care staff and children.

6.2 Recruitment and selection

6.2.1 Udayan Care is committed to applying rigorous recruitment and selection processes which emphasize the importance of safeguarding and child protection norms. Particular attention is given to those positions that require coming in direct touch with our children and young persons, either as paid position or pro-bono.

6.2.2 The recruitment and selection accountability for ensuring compliance with processes lies with the HR manager at head office for all positions.

6.2.3 Ensure that the people we select for paid and unpaid work are suitable to work with our children and that they will not take advantage of their positions of trust to gain access to children and young people in order to abuse them.

6.2.4 All staff members will be informed of Udayan Care' Safeguarding and Child Protection Policy and sign the undertaking at the time of induction stating 'Zero tolerance' to any kind of abuse.(Annexure 7)

6.2.5 All staff members will be given the copy of 'code conduct' which shall be read and followed while working at Udayan Care. (Annexure 4)

6.2.6 All part-time employees and vendors will have to fill up the verification form at the time of the appointment and ensure they get their original documents verified, with the forms being submitted at Udayan Care. (Annexure 8,9,10)

6.2.7 All applicants for Udayan Ghars short listed will be required to undergo police verification. International volunteers requesting placements with Udayan Care will be required to show evidence of a criminal records bureau check or equivalent agency from their country of origin.

6.2.8 All applicants will be asked about their previous experience of working with children and the application forms will allow this information to be filled in. Interview questions will include questions on attitudes towards and suitability to work with children.

6.2.9 For all applicants, two reliable character references will be obtained with an opportunity to comment on the candidate's suitability to work with children. The

process of references should be the same for everyone selected to work with Udayan Care. (References can be provided by existing trustees for new board members)

6.2.10 All staff associated with Udayan Care will be provided with a job description with a clear outline of their role and responsibilities for that post. This is to ensure that confusion about job roles does not lead to the creation of a vulnerable environment for children.

6.2.11 Risk Analysis will be conducted to identify the current risk, and for the implementation of any event or program being organized at Udayan Ghar program, which would help the organization to review the likelihood/ probability of the things going wrong and work to minimize the risk. (Annexure 5)

6.3 Formulation of Child Protection Cell

6.3.1 A Child Protection Officer, (CPO) who is a qualified MSW, shall be designated at each Udayan Ghar, who shall ensure all prevention, responding and redressal work. Any incident, disclosure or concern shall be immediately brought to the notice of the Lead Child Protection Officer at Udayan Care Head Office.

6.3.2 The Lead Child Protection Officers (LCPO) shall report to the Executive Director and together ensure the overall safety and security of the children and in case of any concerns/complaints received, he/she shall discuss the matter with the Child Protection Cell formulated at the Udayan Care Head Office and ensure appropriate action is taken on the same.

7. Redressal Procedure

7.1 Any person coming to know about any disclosure/incident or concern shall inform the CPO of the respective home in writing, who in turn must inform the LCPO

7.2 The LCPO in consultation with the Executive Director shall set up of the **Child Protection Cell, (CPC)** which shall comprise of following members:

1. Executive Director, Udayan care
2. Director/Sr.Manager, Udayan Ghar
3. Assistant Manager, Audit and training, Udayan Ghar
4. Child Protection Officer of the respective home from where the complaint has been received
5. HR Manager/Officer, Udayan Care
6. Counsellor of the home

7.2 In the event that the CPO does not feel there is any cause for concern but the staff member/volunteer or any other person outside Udayan Care disagrees, the concerns must still be passed on to the LCPO.

7.3 The person who is reporting the concern should write down on the recording from (CPCC) what the child said or what was observed e.g. details of any significant marks or behaviour which were observed, noting name, date and time. A note should also be made of any witnesses, and whether anyone else heard what the child said, or noticed marks or behavioral changes. (Annexure 6)

This should be done while the details are still fresh in the staff member's mind.

It is important that the person making the report writes down exactly what the child has said and in the context of which the behaviour took place.

- a) The LCPO on receiving complain must call for meeting of the CPC on immediate basis, and take appropriate actions, as per the allegation laid down by the victim, and refer the case to appropriate authorities as per the need.
- b) The LCPO shall ensure that the CPO informs the child welfare committee (CWC) and any other legal authority as may be required by the law, about the same. **See Annexure 1 for details on the legal provisions in this regard**
- c) Directions given by the CWC must be considered by the CPC while taking appropriate actions for the safety of the child.
- d) A strategy meeting shall be convened to consider whether the information suggests that a member of staff/volunteer has:
 - Behaved in a way that has harmed, or may have harmed a child
 - Committed a criminal offence against or related to a child
 - Behaved in a way that indicates he/she is unsuitable to work with children.
- e) Once there is sufficient evidence to suggest abuse has taken place, the matter will be referred for further investigation with an agreement about the process, keeping the child or young person informed throughout the process. There will be three possible types of investigations:
 - By Udayan Care in line with staff disciplinary procedures
 - By the Child Welfare Committee
 - By the Police under criminal law
- f) The internal enquiry/investigation should be completed as soon as possible. It may be necessary to suspend/withdraw the member of staff while the investigation is being completed. It is important to convey to the alleged abuser that this is neither a punishment nor an assumption of guilt but serves to protect both the member of staff and the other parties.
- g) The alleged staff will be suspended from all his /her duties of the child from the day he/she is accused.
- h) The child must be supported throughout and after the process using the best interest principle.
- i) In deciding the appropriate course of action, subject to conditions of employment, codes of practice and local law, proven child abuse will lead to:
 - In the case of an employee: classified as gross misconduct leading to immediate dismissal.
 - In the case of a contractor or consultant: immediate termination of their contract and blacklisting barring any future engagements.
 - In the case of a volunteer or associate: termination of their relationship with Udayan Care
 - In the case of a trustee/advisory group member: removal from the committee and termination of relationship with Udayan care
- j) All cases of sexual abuse will be addressed as per POCSO Act 2012, and relevant procedures as per the guiding law will be preceded. Full cooperation will be provided to the authorities by Udayan Care at all times.

7.3. Procedures for alleged peer abuse

Children living in residential care are also vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult.

At Udayan Care young people are encouraged to respect each other. Caregivers ensure that every home has arrangements in place to reduce the risk of peer abuse. This includes supervising children and young people at all times and ensuring that children know how to keep safe and who to tell if anyone attempts to harm them in any way

However, there may be occasion when abuse may still happen, which needs to be dealt in the following manner:

Assess the behaviour, whether it is within the parameters of normal childhood sexual development and experimentation or sexually inappropriate or aggressive behaviour. The context in which the behaviour happened - age of children, frequency, nature and extent of behaviour, place, and the nature of the participation by both children will give an indication of the level of risk and possible intervention.

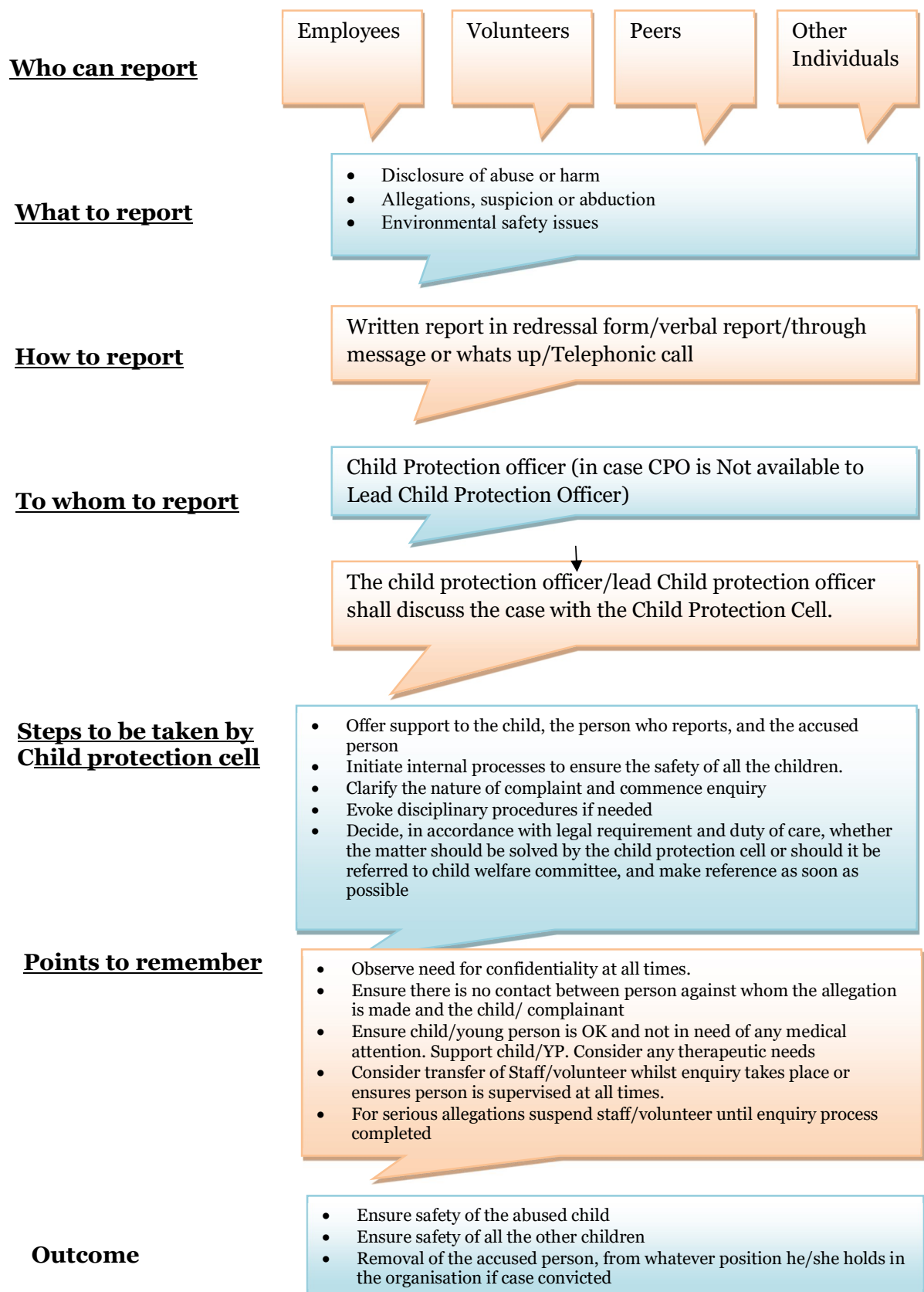
a. Where the child has been assessed to be a **risk to self and other children** the home/ project Child Protection Cell shall consider how this will be managed.

The following should be considered while dealing with such cases:

- Need for medical check/examination
- Inform both children that this matter is confidential and should not be shared with other children.
- Information will be shared with Caregivers/Mentors on a, need to know basis
- Support for the victim
- Making a police report: under Juvenile Justice Law, no FIR is to be made against a child unless the allegations are heinous or aggravated. In all other cases, only a Non Cognizable report is to be filed.
- CWC shall be informed about it
- Separate the victim and alleged perpetrator
- What services will be needed for the alleged perpetrator, specifically those services that will focus on the child's harmful behaviour as well as other significant needs.
- Counseling services for the victim and the alleged perpetrator
- A review of arrangements to keep children safe in the home

b. Where the assessment identifies further risk then this risk is likely to be present unless: the opportunity for further abuse is put to an end, the young person has acknowledged the abusive behaviour and accepted responsibility for it, and the young abuser agrees to work with relevant services to address the problem, the home ensures a good supervision plan to prevent any further abuse.

Child Protection Reporting Procedure



8. Documentation

8.1 All cases, whether suspected or actual, must be recorded. Important information to record includes:

- Date and time of incident, disclosure or suspicion.
- Details of disclosure or incident.
- Names of the parties involved and witnesses if any.
- Details of what action you and the person in authority have taken.
- Details of when and to whom it is being reported (Lead child protection officer, CWC, DCPU, etc)
- If for any reason it is decided not to consult with a relevant statutory agency, a full explanation of the reason must be documented.

8.2 All documentation and recording should be factual, objective and without judgement or biases

8.3 All records should be kept completely confidential and secure (always locked away) and only shared with those who need to know about the suspicion, allegation or actual incident of abuse.

8.4 In no communication, the actual name of the child shall be disclosed

9. Working with the Aftermath

9.1 In any case of disclosure or incidences of abuse, the below issues shall be addressed appropriately:

- Communication concerns and protocols that are internal and external facing.
- Guilt and burn outs of care givers.
- Impact on child
- Diagnosis of lapses and roles clarity

9.2 Consideration should be given to what should be shared, to whom, when and how.

9.3 Risk analysis and assessments should be undertaken of all Udayan Ghars periodically (**Annexure 3** tool to be used)

Annexure 1

Statutory Child Protection Procedures as per Rule 76 of JJ Act 2015

- (1) Every institution shall evolve a system of ensuring that there is no abuse, neglect and maltreatment and shall include the staff who is aware of what constitutes abuse, neglect and maltreatment, and their early indication and how to respond to these abuses.
- (2) In the event of any physical, sexual or emotional abuse, including neglect of children in an institution by those responsible for care and protection, the following action shall be taken namely:
 - (i) The incidents of abuse and exploitation shall be reported by any staff member of the institution immediately to the Person-in-charge on receiving such information;
 - (ii) When an allegation of physical, sexual or emotional abuse comes to the knowledge of the Person-in charge, a report shall be placed before the Board or Committee, who in turn shall, order for special investigation;
 - (iii) The Board or Committee shall direct the local police station or Special Juvenile Police Unit to register a case, take due cognizance of such incidents and conduct necessary investigation;
 - (iv) The Board or Committee shall take necessary steps to ensure completion of inquiry and provide legal aid as well as counseling to the child victim;
 - (v) The Board or Committee shall transfer such a child to another institution or place of safety or fit person, as the case may be;
 - (vi) The Person-in-charge of the institution shall also inform the Chairperson of the Management Committee and place a copy of the report of the incident and subsequent action taken in its next meeting;
 - (vii) In the event of any other crime committed in respect of children in institutions, the Board

Annexure 2

Code of Conduct for all staff, interns, and volunteers of Udayan Care

All staff, interns and volunteers will receive a copy of the Udayan Care Child Protection Policy from the HR department, and receive an orientation on the key provisions of the policy at the induction stage.

Awareness of child protection issues will continue to be addressed through on-going trainings, staff supervision, case discussions, workshops and IEC materials.

Good practice

Everyone is expected to follow the code of conduct outlined below and maintain the highest standards of behaviour and action as a role model.

Dos

- a)** Conduct yourself in a manner that sets a good example. Be an excellent role model - this includes not smoking or drinking alcohol in the company of/whilst responsible for children.
- b)** Treat all children as rights holders equitably
- c)** Always listen to them in non-judgemental ways and treat them with dignity, respect, sensitivity and fairness.
- d)** Build balanced relationships based on mutual trust, which empowers children to participate in the decision-making process.
- e)** Always work with children in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- f)** Ensure that you are never alone with a child during night duty and never share a bed with a child.
- g)** Ensure that where you are required to do one to one work with a child (e.g. tutoring, interviewing, and therapeutic work), it is conducted in a room with visual access and your line manager/supervisor or team member is aware of your whereabouts and there is always another adult nearby.
- h)** Challenge discriminating comments and behaviour.
- i)** Be clear about what the objectives of the activity are before it begins and always put the rights of children first.
- j)** Maintain a safe and culturally appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them during residential activities).
- k)** Ensure that if children of mixed genders are to be supervised, a male and female member of staff should always accompany them. However, remember that same gender abuse can also occur.
- l)** Ensure that any physical contact to comfort a child in distress is appropriate (keeping arm around the shoulder) and only used until the child has been comforted.
- m)** Be cautious about physical contact in games/sports. Where physical contact is unavoidable (e.g. to demonstrate equipment or a particular exercise/move) do

be aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact

- n)** Always give enthusiastic and constructive feedback rather than negative criticism
- o)** Monitor the use of information technology (email, website and internet) and put in place an appropriate system to block access to unsafe/ inappropriate sites.
- p)** Keep a written record of any injury that occurs, along with details of any treatment
- q)** Videos/Photographs of children must be taken only with due informed consent of the children and as per the photography policy for necessary purposes.
- r)** Pay careful attention to organising visits of volunteers at homes, at no time should the volunteer spend time alone with any one child. The Home Coordinator/mentor parent/and caregivers must be aware of the arrangements, the purpose and duration of the visit.
- s)** Always be aware of the situation which may present risks and manage them appropriately.
- t)** Carry out an assessment before agreeing and organising any contact visit between the child and his/her birth family.
- u)** In case the child reports any disclosure or anything is suspected, report the case to the Child Protection Officer at the home in Child Protection Recording Form (Annexure 5)

Do Nots

- a) Invite any child into your room
- b) Enter children's rooms (unless it is essential, like if a child is ill or in danger or there are other extenuating circumstances). In such cases make sure you deal with the situation promptly and report/record this on the significant events form.
- c) Discriminate the child on any grounds, including ability, age, and sex, place of birth, health, status, race, ethnicity, religion, caste, cultural practices, work, activity or behaviour of the child or his parents.
- d) Post any pictures of the children and young people on any social or other networking sites.
- e) Make gratuitous and culturally inappropriate physical contact with a child.
- f) Engage in rough, physical or sexually provocative games, including horseplay.
- g) Engage in any form of inappropriate touching.
- h) Make sexually suggestive comments to a child, even in fun.
- i) Reduce a child to tears as a form of control or to make the caregiver feel good.

- j) Shout, scream or call children names or act in any way that intends to embarrass shame, humiliate or degrade a child.
- k) Show favouritism towards any child.
- l) Use physical punishment or solitary confinement as a form of punishment
- m) Carry out things of a personal nature for children or disabled adults that they can do for themselves. It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full explanation to the child and only carried out for the specific purpose. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or so assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- n)** Use physical force against a child, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a child because they are in immediate danger to themselves or others or to property then the minimum amount of force should be used for the shortest period of time. Remain calm and get the attention and support of other staff. The incident should be recorded in writing in the restraints register, with a witness statement (where possible), immediately afterwards. (See Positive Behaviour Development Policy for guidance on sanctions)
- o) Practice principle of confidentiality and promise secrecy to a child who discloses abuse to you, but tell him/her that he/she would have to share it with the Lead child protection officer/CWC in order to help the child

Annexure 3: Risk analysis

Risk assessment is to identify the current risk, to the implementation of any event or programme being organised at Udayan Ghar programme, which will help us, review:

- Things that could go wrong
- The likelihood/ probability of the things going wrong
- The impact of these things going wrong
- Once you have done risk assessment you can then take steps to manage the risk by:
 - Identifying ways to reducing the risk
 - Deciding in advance what to do if the things go wrong
 - Giving roles to different People to Monitor and manage the implementation of the Child Protection Policy.

The person conducting Risk Analysis need to conduct risk analysis in the following table:

Environment	Human element	Equipment

For the risks identified, assessment will be done to assess the likelihood in which they may occur and consequences for children, young people and the Organisation

Activity	Description of Risks (Source of risk, likely effect of the problem)	Existing Controls	Likelihood of Risk Occurring (Almost certain, likely, possible, unlikely or rare)	Consequences (Catastrophic, major, moderate, minor or insignificant)	Level of Risk (Extreme, High, Moderate or Low)

Evaluating the risks

Risks shall be prioritised to minimise impact, focus efforts in treating identified risks and to guide action planning and allocation of resources

Risk Identified as per the priority	Action Plan to minimise the risk	Person Responsible

Annexure 4: Child Protection Reporting and Referral Form

(To be completed for any incident/complaint/observed behaviour/activity that would suggest child/young person (0-18 years) may be at risk of abuse or neglect).

Child protection concerns must be reported to the Child Protection Officer/Lead Child Protection Officer within 24 hours when the incident came to notice.

Referral Details

Date when referred:

Time of referred:

Place from where it is been referred:

Referrals Details

Name:

Address:

Contact:

Occupation:

Relationship to child:

Child's Details

Name

Age

Date of Birth

Gender:

School:

Class:

Religion:

Udayan Ghar in which child is residing:

Full address:

Has the child given consent to the completion of this form (Yes/No)

Incident Details

Time:

Date:

Place:

Physical and emotional state of child (describe any bruises, cuts, lacerations, behaviour):

Witnesses Name:

Contact address and number of the witness:

Brief description of the incident:

Alleged Perpetrator's Details:

Name:

Associated with Udayan Care as employee/volunteer/donor/visitors

Organization (If Known)

Address (If Known)

Age:

Gender:

Physical Description:

Changes in the child's behaviour:

Safety of the child:

What is the current safety situation of the child?

Who is responsible for ensuring the safety of the child?

Medical information:

Is the emergency medical attention needed by the child? (Yes/No)

Has the victim been informed about the available medical treatment? (Yes/No)

If yes, has the victim sought medical treatment? (Yes/No)

If yes, who provided the treatment?

What is the diagnosis and prognosis.....

Have the Child Welfare Committee been contacted? (Yes/No)

Who else knows about the case?

Action taken till date

Report completed by:

Name:

Position:

Date of reporting:

Time when reported:

Location where it is being recorded:

Sign of the reporter

Date report forwarded to Manager Udayan Ghar:

Name:

Sign of the Manager:

Annexure 5: Self-Declaration on Child Protection Policy | Udayan Care

I, (full name, designation and address) acknowledge that I have been explained the provisions of the Child Protection Policy of the organisation and the Conduct of Conduct and I hereby confirm to abide by them.

I understand that any violation will lead to strictest disciplinary action against me by the organisation

Signature

Place

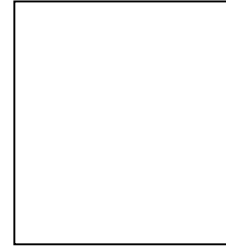
Date

For further details on each of the above, refer to the detailed **Udayan Care Policy on Child Protection** available with HR

Annexure 6: Driver Verification Form

Prefix Name.....Last
Name.....

UC @ Programme



Name.....Location.....Designation.....No. of visits per day...

Personal Details

Date of Birth.....Marital Status..... Health Problem (if any).....

Contact Details

Contact No.1 Contact No.2

Present Address.....

State/City.....Pin Code.....

Permanent Address

Emergency Details

Contact Person Name.....Contact No..... Relationship.....

Identification Details

Aadhar Card No.....Other..... (Specify)Copy Attached.....(Y/N)

Work Experience Details

Last Organization.....Contact No.....No. o Years.....

Details of Association with Udayan Care:

New/Existing Date of Association with Udayan Care.....

Referred by Relationship.....Contact No.....

Udayan Care Child Protection Policy Signed (Yes/No)

• Working as Driver:

Driving Licence number(Copy of license to be attached)

Vehicle No

Licensing Authority

Vehicle Ownership Details (**own/rented**)

In case of rented vehicle please provide the details of the owner:

Vehicle Owner Name

Contact No.

I also hereby declare that the details furnished above are true and correct to the best of my knowledge & I undertake to inform you of any changes there in immediately.

Signature:

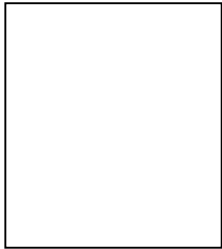
Dated:

Witnessed By:

Signature:

Dated:

Annexure 7: Verification Form for Tutors/interns and Volunteers



Prefix Name..... Last Name.....
Date of Birth.....Marital Status.....
Health Problem (if any).....
Contact No.1 Contact No.2
Present Address.....
State/City..... Pin Code.....
Permanent Address
.....

Emergency Details

Contact Person Name.....Contact No.....
Relationship.....

Identification Details

Aadhar Card No.....Other..... (Specify)
Copy Attached: Y/N

Pan card/Voter Card.....

Details of Association with Udayan Care:

New/Existing
Date of Association with Udayan Care.....
Referred by Relationship.....
Contact No.....

Working as Tutor, please provide the information given below:

Subjects to be taught
.....

Name of Students.....

No. of Visits Monthly

**Udayan Care Child Protection Policy read and Signed
(Yes/no)**

I also hereby declare that the details furnished above are true and correct to the best of my knowledge & I undertake to inform you of any changes there in immediately.

Signature:

Dated:

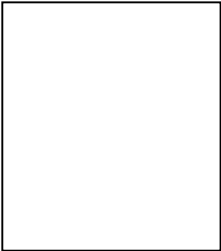
Witnessed By:

Signature:

Dated:

Annexure 8: Vendor Verification Form

Prefix Name..... Last
CCI Name..... Location.....
Designation.....No. of visits
Date of Birth..... Marital Status.....
Health Problem (if any).....
Contact No.1 Contact
.....



No.2

Address Details

Present
Address.....
..... State/City.....Pin Code.....
Permanent Address.....

Emergency Details

Contact Person Name..... Contact No..... Relationship.....
Aadhar Card No..... Other..... (Specify) Copy Attached.....(Y/N)

Work Experience Details

Last Organization.....Contact No.....No. of Years.....

Details of Association with Udayan Care:

New/Existing Date of Association with Udayan Care.....
Referred by Relationship.....Contact No.....

Udayan Care Child Protection Policy Signed (Yes/No)

Agency/Shop /Individual
Agency/Shop Address
Agency/Shop Contact No.....
Services provided by you.....
No. of Visits Monthly

I also hereby declare that the details furnished above are true and correct to the best of my knowledge & I undertake to inform you of any changes there in immediately.

Signature:

Dated:

Witnessed By:
Signature:

Dated:

Annexure 9: Communication Protocol while working with Children/youth

1. **Introduction:** In the use of images (still photographs or videos), and stories or case studies, we strongly believe that the safety of children and youth is the paramount consideration where their dignity, privacy, confidentiality is ensured and protected. All communication must truthfully represent the situation without any exaggeration or stereotyping. We always avoid use of images, messages or stories that sensationalize or discriminate or violate any of the rights of children and young persons
2. **Consent:** nothing shall be used for any communication that is without informed consent of children and young persons
 - a) Written consent of the parent/family/guardian is obtained if the photograph, video, byte, story, case study of any child or young person is to be used
 - b) Written consent is always obtained prior to capturing the image or making the video
 - c) Anyone has the right to decline giving such information and are always informed about this choice, with no adverse consequences to their support
 - d) Format for consent form is appended below at the end of this document
3. Images taken during public events in groups may not require written consent, so far as individual focus is not present in the image/video
4. Images that portray children as victims should never be used under any circumstance
5. In no communication, any particulars that lead to identification of children and youth will be allowed
6. Under no circumstances will the subjects of the photograph be coerced or bribed to show
7. expressions of distress or anger
8. all children and youth will be explained about the purpose and their right to say no and to contact an appropriate person for any of their concerns
9. While appointing/hiring photographers, a clear brief about what is considered appropriate in terms of content and behaviour, will be provided.
10. No person will be allowed unsupervised access to children or one-to-one photo sessions at events or do photo sessions away from the event, for instance in the child's bedroom or in an area which is not visible to anyone.

CONSENT FORM

I/We _____ consent to Udayan Care or those authorized by Udayan Care to use the attached images/case story/video within the mandate of the Udayan Care Communication Policy on _____

I understand that I may revoke this authorization at any time by notifying _____ in writing. The revocation will not affect any support I am receiving from Udayan Care.

I understand that the recording/ Image will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or achieved.

Signed:

Date:

FOR CHILDREN UNDER THE AGE OF 18 YEARS, PARENT / GUARDIAN / IN-CHARGE DECLARATION

I have read and understood the above and give permission for the child(ren) named below to be photographed, filmed, taped or interviewed by Udayan Care or its authorized representative.

- Name/s of child(ren)
- Signature with name and date