



THE CHILDREN'S HOME: SAIKOT

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Saikot, Churachandpur, Manipur, India, Pin code: 795117, Post Box No-15
Mob +918974680733 +917085796210

Email: chomesaikot1980@gmail.com

Website: <https://thechildrenshomesaikot.org>

A world of equal opportunity where orphans, destitute and underprivileged children live with respect and dignity

THE CHILDREN'S HOME; SAIKOT

Churachandpur, Manipur, North East India

CHILD PROTECTION & SAFEGUARDING POLICY

1. POLICY STATEMENT

The Children's Home; Saikot is committed to ensuring that every child under its care is protected from abuse, neglect, exploitation, discrimination and every other form of harm. The Home provides care, protection, education, healthcare, emotional support and a nurturing environment for orphaned, destitute and underprivileged children. Every child has the right to grow and develop in an environment of safety, dignity, respect and opportunity.

The Home adopts a zero-tolerance approach toward child abuse, exploitation, harassment and neglect in any form. Child protection is the responsibility of every person associated with the Home.

2. PURPOSE AND OBJECTIVES

- Ensure the safety, protection and well-being of every child in the Home.
- Prevent physical abuse, emotional abuse, sexual abuse, neglect, exploitation and discrimination.
- Provide clear standards of behaviour for all persons working with or interacting with children.
- Establish clear procedures for identifying, reporting and responding to safeguarding concerns.
- Promote accountability among management, staff, volunteers, partners and other persons with access to children.
- Ensure that children are encouraged and supported to express concerns about their safety and welfare.
- Provide appropriate support and protection to children affected by abuse or other safeguarding concerns.
- Maintain safeguarding practices consistent with applicable child protection requirements.

3. SCOPE OF THE POLICY

This policy applies to:

- All employees and residential care staff
- Management and Managing Board members
- Volunteers and interns
- Consultants and contractors
- Visitors and donors
- Partner organizations and service providers
- Any individual interacting with children in or on behalf of the Home

This policy covers all children residing in or supported by the Home, including orphans, destitute children, underprivileged children, and children admitted for care, education and rehabilitation.

4. GUIDING PRINCIPLES

- **Best Interests of the Child** – All decisions and actions concerning a child shall prioritize the child's safety, welfare and development.
- **Non-Discrimination** – Every child shall be treated equally and fairly regardless of caste, tribe, religion, gender, social background or other status.
- **Respect for Dignity** – Children shall be treated with respect, compassion, understanding and care.
- **Participation** – Children shall be encouraged to express their views, concerns and needs and to participate appropriately in decisions affecting their welfare.
- **Accountability** – Every person associated with the Home has a responsibility to protect children and report concerns.
- **Confidentiality** – Information concerning children and safeguarding incidents shall be protected and shared only for legitimate safeguarding or legal purposes.
- **Do No Harm** – Activities, care arrangements and interactions shall be conducted in ways that reduce risks to children.

5. DEFINITION OF CHILD ABUSE

Child abuse includes any act or failure to act that harms or threatens a child's safety, dignity, health, emotional well-being or development.

5.1 Physical Abuse

Intentional use of physical force that causes or is likely to cause injury, pain or harm to a child.

5.2 Emotional Abuse

Behaviour that damages a child's emotional well-being, including humiliation, threats, intimidation, rejection, degrading treatment or persistent verbal abuse.

5.3 Sexual Abuse

Any sexual activity, sexual contact, sexual harassment, grooming, exploitation or inappropriate sexual behaviour involving a child.

5.4 Neglect

Failure to provide reasonable care and basic needs, including food, shelter, medical care, supervision, education, emotional support or protection.

5.5 Exploitation

Using or involving children for labour, financial gain, personal benefit, sexual purposes or any other unfair or harmful advantage.

6. CODE OF CONDUCT

6.1 Acceptable Behaviour

- Treat all children with respect, dignity and compassion.
- Use positive, supportive and age-appropriate language.
- Encourage children's education, development, participation and healthy activities.

- Maintain appropriate professional boundaries with children.
- Provide appropriate supervision during activities, outings and other programmes.
- Respond seriously and sensitively when a child expresses a concern.
- Report suspected abuse, neglect, exploitation or other safeguarding concerns immediately.

6.2 Unacceptable Behaviour

- Physical punishment, violence, intimidation or threats.
- Verbal abuse, humiliation, degrading treatment or bullying.
- Any form of sexual contact, sexual harassment, grooming or sexual exploitation.
- Favouritism, discrimination or unfair treatment that harms a child.
- Taking a child outside the Home without proper authorization.
- Sharing a child's personal information, identity, photograph or video without appropriate authorization.
- Using children for personal, financial, political, commercial or other improper benefit.
- Any behaviour that places a child at unreasonable risk of harm.

7. PROFESSIONAL BOUNDARIES AND SUPERVISION

- Adults shall maintain clear professional boundaries with children.
- Children shall not be left in unnecessarily isolated or unsupervised situations with adults.
- Staff and volunteers shall ensure appropriate supervision during daily care, educational activities, recreation and outings.
- Physical contact with children shall be appropriate, necessary and consistent with care and safety.
- Adults shall not encourage secret relationships or ask children to conceal interactions.
- Any concern about inappropriate conduct shall be reported promptly.

8. RECRUITMENT AND SCREENING

The safety of children shall be considered in recruitment and placement of all personnel with access to children.

- Relevant qualifications and experience shall be checked.
- References shall be obtained before appointment where appropriate.
- Background verification shall be undertaken as required.
- Personnel shall be informed of the Home's child protection responsibilities and standards.
- Staff and volunteers shall sign an appropriate Child Protection Declaration.
- Safeguarding orientation shall be provided before or at the commencement of child-contact duties.

9. REPORTING AND RESPONSE MECHANISM

Any suspicion, disclosure, allegation, observation or incident involving possible abuse, neglect, exploitation, harassment or other harm shall be reported immediately. A person reporting a concern is not required to establish proof before making a report.

Concerns may be reported to:

- Home Manager / Manager
- Designated Safeguarding Officer
- Child Welfare Committee, where required

- Management Committee / Managing Board
- Relevant child protection or local authorities where necessary

Reports shall be taken seriously, handled sensitively and confidentially, documented appropriately and addressed promptly. Retaliation against a person who reports a concern in good faith is strictly prohibited.

10. PROCEDURE WHEN ABUSE IS SUSPECTED

1. Ensure the immediate safety of the child.
2. Listen calmly and respectfully if the child discloses a concern.
3. Do not blame, threaten, shame or intimidate the child.
4. Do not conduct unnecessary repeated questioning of the child.
5. Document the concern or incident clearly and accurately.
6. Inform the designated Safeguarding Officer and appropriate management authority.
7. Take appropriate protective and administrative measures.
8. Refer the matter to the appropriate child protection or competent authority where necessary.
9. Provide appropriate counselling, emotional support and other assistance to the child.

11. CHILD DISCLOSURE AND SUPPORT

When a child reports abuse or another safeguarding concern, the child's disclosure shall be treated with seriousness and sensitivity. The child shall be reassured that the concern has been heard and that appropriate steps will be taken to protect them.

- The child shall not be blamed for what happened.
- The child shall not be pressured to provide unnecessary details.
- Confidentiality shall be explained realistically; information may need to be shared with persons responsible for protecting the child.
- The child shall receive appropriate emotional and practical support.
- The child's safety shall remain the first priority throughout the response.

12. RESPONSE AND PROTECTIVE ACTION

When a safeguarding complaint or concern is received, the Home shall:

- Take immediate reasonable measures to protect the child from further harm.
- Where necessary, restrict the alleged perpetrator's access to the child while the matter is assessed.
- Document the incident, report and actions taken.
- Notify the appropriate internal authority.
- Make referrals to competent child protection or law-enforcement authorities where required or appropriate.
- Provide appropriate support to the child.
- Maintain confidentiality throughout the response process.

13. INVESTIGATION AND DUE PROCESS

Safeguarding concerns shall be handled promptly and fairly. Internal review shall focus on immediate protection and appropriate organizational action. Where a matter requires formal investigation by competent authorities, the Home shall cooperate and avoid actions that may compromise that process.

Protective measures may be taken immediately where a child may be at risk, without waiting for the conclusion of an investigation.

14. DISCIPLINARY ACTION

Violation of this policy may result in disciplinary action under the Human Resource Policy and applicable terms of engagement.

- Warning or corrective action, where appropriate.
- Suspension or removal from child-contact duties.
- Termination of employment or engagement.
- Referral to competent authorities for legal action.
- Other appropriate action authorized under organizational procedures.

Serious violations involving child abuse, sexual abuse, exploitation, violence or grave neglect may warrant immediate protective action, suspension or termination and referral to competent authorities.

15. SAFE LIVING AND CARE ENVIRONMENT

- Children shall live in appropriately supervised residential arrangements.
- Separate hostel/living arrangements for boys and girls shall be maintained.
- Sleeping, sanitation and other essential facilities shall be maintained as safely as practicable.
- Children shall have access to appropriate healthcare and regular health monitoring.
- Educational, recreational and other activities shall be appropriately supervised.
- Visitors and external interactions shall be monitored and managed safely.

16. ONLINE, PHOTOGRAPHY AND DIGITAL SAFEGUARDING

- Children shall be protected from inappropriate digital content and online exploitation.
- Staff and volunteers shall not send inappropriate messages, images or material to children.
- Children's photographs, videos, names and personal information shall not be publicly shared without appropriate authorization and consent.
- Digital communication involving children shall be appropriate, necessary and professional.
- Any suspected online exploitation, harassment or inappropriate digital conduct shall be reported immediately.

17. VISITORS, DONORS AND PARTNERS

- All visitors, donors, partners and external persons shall follow the Home's safeguarding requirements.
- Access to children shall be appropriately supervised.
- Visitors shall not take children outside the Home without authorization.
- Photography or recording shall be subject to safeguarding requirements and appropriate authorization.
- Any person whose conduct presents a safeguarding concern may have access restricted or withdrawn and may be reported to the appropriate authority.

18. CHILDREN'S PARTICIPATION AND RIGHT TO REPORT

Children shall be encouraged to speak about anything that makes them feel unsafe, uncomfortable, threatened or harmed. They shall be informed, in an age-appropriate manner, about their rights, personal safety, boundaries and available reporting channels.

No child shall be punished, threatened, humiliated or discriminated against for making a genuine safeguarding report.

19. TRAINING AND AWARENESS

- Staff shall receive regular child protection and safeguarding training.
- Children shall receive age-appropriate education about rights, personal safety and reporting concerns.
- Training and awareness activities may include child rights, gender equality, personal safety and safeguarding responsibilities.
- Volunteers, interns, visitors and other persons with access to children shall receive appropriate safeguarding information.
- Safeguarding expectations shall be reinforced through supervision and regular organizational communication.

20. CONFIDENTIALITY AND PRIVACY

- All information concerning children and safeguarding incidents shall be handled confidentially.
- Children's identity, photographs and personal information shall not be publicly disclosed without proper authorization and consent.
- Safeguarding information shall be shared only with persons who need it to protect the child, manage the response or meet a legal requirement.
- Records shall be stored securely and access shall be limited to authorized persons.

21. RECORD KEEPING

Safeguarding reports, incident records, referrals, actions and outcomes shall be documented accurately and securely. Records shall be retained in accordance with applicable requirements and the Home's approved record-management procedures.

22. RESPONSIBILITIES

Role	Responsibility	Accountability
Managing Board / Management	Provide oversight, approve safeguarding arrangements and ensure appropriate action.	Organizational governance
Manager / Chief Functionary	Implement this policy and ensure safeguarding concerns are addressed and reported appropriately.	Managing Board
Safeguarding Officer	Receive/coordinate concerns, maintain records, support referrals and follow-up.	Manager / designated authority
Staff / Caregivers	Provide safe care, maintain boundaries, supervise children and report concerns immediately.	Management
Volunteers / Interns	Follow safeguarding requirements and report concerns to the designated authority.	Designated supervisor

Visitors / Donors / Partners	Follow safeguarding rules and maintain safe and appropriate conduct.	Home management
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23. RETALIATION AND GOOD-FAITH REPORTING

No person shall be threatened, punished, intimidated or disadvantaged for reporting a safeguarding concern in good faith. A concern that cannot subsequently be substantiated shall not, by itself, be treated as misconduct where it was raised honestly and responsibly. Knowingly making a maliciously false report may be addressed through appropriate procedures.

24. MONITORING AND REVIEW

This policy shall be monitored through internal safeguarding reviews and management oversight. It shall be reviewed every three years, or earlier where required by changes in law, safeguarding risks, organizational needs or lessons arising from incidents.

25. POLICY IMPLEMENTATION

The Manager/Secretary, as Chief Functionary, shall oversee implementation of this policy under the governance of the Managing Board. All staff, volunteers, management members, Board members, partners and other persons covered by this policy shall cooperate with safeguarding measures.

26. COMMITMENT

The Children's Home; Saikot is committed to maintaining an environment of love, safety, dignity and opportunity in which every child is protected from abuse, neglect, exploitation, discrimination and other forms of harm. Every person associated with the Home has a duty to uphold this policy, protect children and act in their best interests.

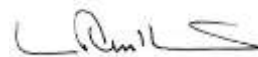
Document	Child Protection & Safeguarding Policy
Organization	The Children's Home; Saikot
Approved by	Managing Board / Competent Authority
Effective Date	
Review Date	

For and on behalf of The Children's Home; Saikot



Chairman

Signature: _____



Manager/Secretary

Signature: _____

