



THE CHILDREN'S HOME: SAIKOT

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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 SEXUAL HARASSMENT & SAFEGUARDING POLICY

1. POLICY STATEMENT

The Children's Home; Saikot is committed to providing a safe, secure and protective environment for every child under its care. The Home has zero tolerance for sexual harassment, sexual abuse, exploitation, grooming, neglect or any inappropriate behaviour involving children. Every staff member, volunteer, Board member, visitor, donor, consultant, contractor and partner has a responsibility to protect children and respect their rights, dignity and safety.

2. PURPOSE

- Protect children from sexual harassment, sexual abuse, exploitation and other forms of harm.
- Establish clear standards of behaviour for all persons who interact with children.
- Promote safe, respectful and professional relationships between adults and children.
- Provide clear and accessible procedures for reporting safeguarding concerns.
- Ensure prompt action to protect children when a concern or incident arises.
- Ensure appropriate referral, disciplinary action and legal reporting where required.
- Promote awareness of children's rights, personal safety and their right to seek help.

3. SCOPE

This policy applies to:

- Employees and residential care staff
- Volunteers and interns
- Managing Board members and other office bearers
- Consultants and contractors
- Visitors and donors
- Partners and service providers
- Any other person who interacts with children at, for, or on behalf of The Children's Home; Saikot

4. SAFEGUARDING PRINCIPLES

- Best Interests of the Child – the safety and well-being of the child shall be the primary consideration.
- Zero Tolerance – sexual abuse, exploitation, harassment and grooming are strictly prohibited.
- Dignity and Respect – every child shall be treated with respect, without discrimination or humiliation.

- Do No Harm – interactions, programmes and activities shall be organized to minimize risks to children.
- Confidentiality – safeguarding information shall be handled carefully and shared only with persons who have a legitimate need to know.
- Prompt Reporting – concerns shall be reported immediately through the designated channels.
- Accountability – every person working with children is responsible for maintaining safe professional conduct.

5. DEFINITION OF CHILD SEXUAL HARASSMENT AND ABUSE

Child sexual harassment or abuse includes any unwanted, inappropriate or exploitative sexual behaviour involving a child, including:

- Inappropriate touching or physical contact.
- Sexual comments, gestures, jokes or conversations.
- Showing sexual images, videos or other sexual content to a child.
- Attempting to engage or involving a child in sexual activity.
- Sexual exploitation of a child for personal, financial or other benefit.
- Online or digital sexual harassment, grooming or exploitation.
- Any other conduct of a sexual nature that harms, threatens or violates the dignity or safety of a child.

Any such conduct is strictly prohibited and may constitute serious misconduct and/or an offence under applicable law.

6. CODE OF CONDUCT FOR PERSONS WORKING WITH CHILDREN

All persons covered by this policy shall:

- Treat every child with dignity, respect and fairness.
- Maintain appropriate professional boundaries at all times.
- Ensure that interactions with children are safe, appropriate and related to legitimate care, education or programme purposes.
- Avoid unnecessary situations in which an adult is alone with a child without appropriate supervision.
- Use respectful and age-appropriate language.
- Report safeguarding concerns immediately.
- Follow the Child Protection and Safeguarding procedures of the Home.

7. PROHIBITED CONDUCT

The following conduct is strictly prohibited:

- Any sexual contact or sexual activity with a child.
- Sexual harassment, intimidation or grooming of a child.
- Sexual comments, jokes, gestures or communications directed toward a child.
- Showing or sending inappropriate sexual images, videos or messages to a child.
- Requesting or creating sexual images of children.
- Exploiting a child for personal, financial, social or other benefit.
- Using threats, promises, gifts, money or authority to obtain inappropriate access to a child.
- Any online or digital behaviour that sexually exploits, harasses or grooms a child.
- Any conduct that knowingly places a child at unreasonable risk of abuse or exploitation.

8. PROFESSIONAL BOUNDARIES

- Adults shall maintain clear professional boundaries with children.
- Private meetings or one-to-one situations shall be avoided where reasonable alternatives exist; appropriate supervision shall be maintained.
- Physical contact must be appropriate, necessary and consistent with the child's care and safety.
- Staff shall not establish secret relationships with children or encourage children to conceal interactions from caregivers.
- Personal social-media or messaging relationships with children shall be handled only in accordance with approved organizational procedures.
- Staff shall not use their position to obtain personal, financial or emotional benefits from children.

9. RECRUITMENT AND SCREENING

Because personnel may have direct access to children, recruitment shall include appropriate safeguarding checks before appointment.

- Relevant qualifications and experience shall be verified.
- References shall be obtained where appropriate.
- Identity and background information shall be checked as required.
- Candidates shall be informed of the Home's safeguarding standards.
- Persons whose background or conduct creates an unacceptable safeguarding risk shall not be placed in child-contact responsibilities.

10. REPORTING SAFEGUARDING CONCERNS

Any suspicion, disclosure, allegation, observation or incident involving possible sexual harassment, abuse, exploitation, grooming or other serious harm to a child shall be reported immediately. A person does not need to prove the allegation before reporting a concern.

A report may be made to:

- Home Manager / Manager
- Designated Safeguarding Officer
- Management Committee / Managing Board
- Relevant child protection or law-enforcement authority where required or appropriate

Where the concern involves the Manager or another senior person, the report should be made directly to the Chairman or an appropriate higher authority.

11. CHILD DISCLOSURE AND INITIAL RESPONSE

When a child reports or discloses a concern:

1. Listen calmly and respectfully.
2. Take the child's concern seriously.
3. Do not blame, threaten, shame or interrogate the child.
4. Do not promise absolute secrecy; explain that information may need to be shared with persons who can protect the child.

5. Record the concern accurately and promptly using the appropriate reporting mechanism.
6. Immediately take reasonable steps to ensure the child's safety.
7. Refer the matter to the appropriate safeguarding and child protection authority.

12. RESPONSE TO A SAFEGUARDING INCIDENT

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

8. Take immediate steps to protect the child from further harm.
9. Separate the child from an alleged perpetrator where necessary and safe to do so.
10. Document the reported facts and actions taken.
11. Notify the appropriate management and safeguarding authority.
12. Refer the matter to competent child protection or law-enforcement authorities where required by law or where necessary for the child's protection.
13. Take appropriate administrative or disciplinary action.
14. Provide appropriate support and protection to the child throughout the response process.

13. INVESTIGATION AND DUE PROCESS

Safeguarding allegations shall be handled promptly and fairly. The Home shall avoid conducting unnecessary questioning of a child or actions that may compromise a formal investigation. Appropriate competent authorities shall be involved where required.

An allegation shall be taken seriously while respecting fairness and due process for all persons involved. Where there is a safeguarding risk, protective measures may be taken immediately without waiting for the completion of an investigation.

14. DISCIPLINARY ACTION

Violation of this policy may result in disciplinary action in accordance with the Human Resource Policy and applicable employment terms.

- Warning or other corrective action where appropriate
- Suspension where appropriate
- Termination of employment or engagement
- Removal from child-contact duties
- Referral to competent authorities for legal action

Serious violations involving child sexual abuse, exploitation, grooming or other grave misconduct may result in immediate protective action, suspension or termination and reporting to competent authorities as required.

15. VISITORS, DONORS, PARTNERS AND EXTERNAL PERSONS

- All visitors and external persons shall follow the safeguarding requirements of the Home.
- Visitors shall not have unsupervised access to children unless specifically authorized.
- Photography, video recording and sharing of information about children shall be subject to the Home's approved procedures and the child's protection and dignity.
- Any visitor or external person suspected of inappropriate conduct may be denied access and reported to the appropriate authority.

16. ONLINE AND DIGITAL SAFEGUARDING

- Children shall not be exposed to sexual, exploitative or otherwise inappropriate digital content.
- Staff and volunteers shall not send inappropriate images, messages or material to children.
- Digital communication with children shall remain professional, necessary and appropriate.
- Personal information, photographs and identifying details of children shall be protected from unauthorized disclosure.
- Any suspected online exploitation or harassment shall be reported immediately.

17. AWARENESS AND TRAINING

- Staff shall receive safeguarding orientation and periodic training.
- Children shall receive age-appropriate education on personal safety, boundaries and how to report concerns.
- Volunteers, visitors and other persons with access to children shall be informed of applicable safeguarding rules.
- Safeguarding responsibilities shall be reinforced through supervision and organizational communication.

18. CHILDREN'S RIGHT TO REPORT

Every child has the right to speak about anything that makes them feel unsafe, uncomfortable, threatened or harmed. Children shall be encouraged to report concerns to a trusted adult, Home Manager, Safeguarding Officer or other designated authority.

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

19. CONFIDENTIALITY AND PRIVACY

- Safeguarding complaints and records shall be treated as confidential.
- Information shall be shared only with persons who need the information to protect the child, manage the response or fulfil a legal obligation.
- Records shall be stored securely and access shall be restricted to authorized persons.
- The identity and dignity of the child shall be protected as far as practicable.

20. RECORD KEEPING

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

21. RESPONSIBILITIES

Role	Key Responsibility	Accountability
Managing Board / Management	Provide oversight, approve safeguarding arrangements and ensure appropriate action.	Organizational governance
Manager / Chief Functionary	Implement policy, ensure reporting and coordinate safeguarding response.	Managing Board
Safeguarding Officer	Receive/coordinate safeguarding reports, maintain records and support referrals.	Manager / designated authority
Staff and Caregivers	Protect children, maintain boundaries, report concerns and follow procedures.	Management
Volunteers / Interns	Follow safeguarding rules and report concerns immediately.	Designated supervisor
Visitors / Donors / Partners	Respect safeguarding requirements and maintain appropriate conduct around children.	Home management

22. RETALIATION AND FALSE REPORTING

No person shall be threatened, punished or disadvantaged for making a genuine safeguarding report in good faith. Knowingly making a false allegation with malicious intent may be addressed through appropriate organizational procedures, while recognizing that a concern made in good faith shall not be treated as misconduct merely because it cannot be substantiated.

23. POLICY IMPLEMENTATION

The Manager/Secretary, as Chief Functionary, shall oversee implementation of this policy under the governance of the Managing Board. All persons covered by the policy shall cooperate with safeguarding measures and comply with lawful instructions and reporting procedures.

24. POLICY REVIEW AND AMENDMENT

This policy shall be reviewed periodically and amended when necessary to reflect changes in the Home's programmes, safeguarding needs, organizational procedures or applicable legal requirements. Amendments shall be approved by the competent authority.

25. COMMITMENT

The Children's Home; Saikot is committed to creating and maintaining an environment in which every child is safe, respected, protected and treated with dignity. Sexual harassment, abuse, exploitation, grooming and other forms of harm are unacceptable. Every person associated with the Home has a duty to help prevent harm, report concerns and act in the best interests of children.

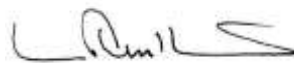
Document	Child Sexual Harassment & Safeguarding Policy
Organization	The Children's Home; Saikot
Approved by	Managing Board / Competent Authority
Effective Date	
Review Date	

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



Chairman

Signature: _____



Manager/Secretary

Signature: _____

