

Jeevan Asha Charitable Society

Child Protection and Safeguarding Policy

(Jun 2022 – Jun 2023)

General Purpose Statement

Jeevan Asha seeks to provide a safe and secure environment for children who participate in our programs and activities. By implementing the practices given below, our goal is to protect the children of Jeevan Asha from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy, we define the following terms

- Child or Children - The terms "child" or "children" include all persons under the age of eighteen (18) years.
- Worker - Paid and volunteer people who work with children participating in our projects.
- Teenage workers – volunteer people between the age of 14 - 18

Selection of Workers

All workers will be screened. This screening includes the following:

a) **Written Application (Application Form appended)**

All workers must sign an application supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliation, reference, and employment information (in case of Paid persons), as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on record.

b) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

c) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file.

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Disqualifying Offence

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the **Project Implementor – Education** on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying offence.

Work Culture

Openness Rule

It is our goal that a minimum of two unrelated adult workers will attend all times when children are being supervised during our programs and activities. The classroom should remain open and there should be no fewer than three students with an adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation. Teenage workers must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

In the case of our Learning Center, Parents are to pick up and drop the child from the Center. Parents will be required to understand and attest the Parental Consent form regarding this procedure.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all children under our care. Parents are encouraged to be considerate of other children when deciding whether to send children for activities conducted by us. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

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Medications Policy

It is the policy of Jeevan Asha not to administer prescription medications to children under our care. Medications should be administered by a parent at home. Parents understand our sick child policy through the Parental Consent Form.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with **Project Implementor - Education** to develop a plan of action.

Discipline Policy

It is the policy of Jeevan Asha not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no grabbing, hitting, or other physical discipline of children. Workers should consult with **Project Implementor - Education** if assistance is needed with disciplinary issues.

Restroom Guidelines

Workers should ensure that if a group of children are being sent to use the bathroom, they need to be of the same gender and under the supervision of another adult worker, preferably a woman.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed. (Parents are strongly encouraged to have their children visit the bathroom prior to coming to the Learning Center.)

CCTV Surveillance

The Learning Center premises are under CCTV surveillance 24x7.

Safety

We want our children and their parents to feel safe when they are with us at the Learning Center. To this end, the Learning Center has acquired five Fire extinguishers which have been placed strategically. We have also made provision for a fire escape. Biannually, we conduct a fire drill with the children.

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Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

In the event that an incident of abuse or neglect is alleged to have occurred the following procedure shall be followed:

1. The **Project Implementor - Education** will be notified. Based on the gravity of the situation this matter will be brought to the Organization’s Managing Committee.
2. The parent or guardian of the child will be notified.
3. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
4. Civil authorities will be notified, and the management of Jeevan Asha will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. They will fully cooperate with the investigation of the incident by civil authorities.
5. **Project Implementor - Education** will be our spokesperson to the media concerning incidents of abuse or neglect unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information. All other representatives of Jeevan Asha should refrain from speaking to the media.

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Accidental Injuries to Children

In the event that a child is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child’s parent or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker’s supervisor. If warranted by circumstances, an ambulance will be called.
- Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

Jeevan Asha will provide training on this child protection policy to all new workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

I have read and have received orientation on the above Child Protection and Safeguarding Policy of Jeevan Asha Charitable Society. I understand them and will follow them.

Signature: _____

Name: _____

Date: _____


Secretary
Approved By
Authorized Signatory



May 2022

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Application Form – HLC Thane

- Post Applied for:
1. Volunteer (Part-time/ Full-time)
 2. Teaching Assistant / Teacher (Part-time / Full-time)

SECTION A : Your personal details

Title (Mr, Mrs, Ms, Dr):	
First Name:	
Surname or Last Name:	
Present Address	
Permanent Address	
1) Telephone / Mobile No	2) Email Id

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SECTION B: Please provide a history of your employment/voluntary work starting with the most recent first.

Name and address of organisation	Dates for starting and leaving	Summary of role and responsibilities:	Please give reason for leaving:

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SECTION C: Please give details of any relevant qualifications, experience, skills and personal qualities which you feel equips you to be suitable for this post.

Please refer to the job description and core competency when completing this section

SECTION D: References – Please give the name and contact details of two suitable references.

Name:	Name:
Individual/Organisation (where applicable)	Individual/Organisation (where applicable)
Address (including postcode):	Address (including postcode):
Telephone No:	Telephone No:
In what capacity do you know this person (friend, colleague, etc)?	In what capacity do you know this person (friend, colleague, etc)?

Any Prior Convictions? Yes / No.

If Yes, please specify _____

Signature: _____

Date: _____