

# **Reaching The Unreached**

G. Kallupatti, Near Batlagundu, Theni Dt. 625203

## **CHILD PROTECTION POLICY**

(Approved by the Board of Governors of the “Reaching the Unreached” Society, in the meeting held on 12<sup>th</sup> July 2014)

### **1. Title of policy**

**Reaching the Unreached Child Protection Policy (CPP)**

### **2. Introduction:**

Reaching the Unreached (hereafter RTU) is a child centred organization specifically for and with children in difficult circumstances; RTU has great reputation in caring for the children in need and providing the maximum possibilities for their growth and development. This is an acknowledged and acclaimed fact.

### **3. Definition of a child**

The CPP defines a child as anyone less than 18 years of age primarily and is applicable to all those who come under RTU.

### **4. Definition of child abuse:**

Child abuse can be defined as the neglect or discrimination of or the physical, sexual or emotional mistreatment of a child, regardless of whether the action is wilful or deliberate or not. This includes the potential threat to harm or mistreat, as well as actual harm inflicted.

### **5. Statement on commitment to child protection:**

1. RTU is committed to the safety and wellbeing of all children. We support the rights of all children, specifically the children confided to our care and will act without hesitation to maintain a child-safe environment across all our projects.
2. RTU is committed to the protection of children from harm, abuse, exploitation and discrimination. Children have a right to survival, development, protection and participation as stated in the Office of the United Nations High Commission for Human Rights' Convention on the Rights of the Child (UNCRC). RTU will uphold these rights.
3. RTU takes its care of children seriously and will at all times provide the safest possible programs and environments for children and the staff who look after them. This will be achieved by identifying and managing risks that may lead to the harm of children in any way.
4. We will not knowingly engage with organizations or support projects where child protection is not of the utmost importance.
5. RTU will engage with organisations and authorities in the countries where it supports projects to continually uphold children's rights. We will also work with them to plan, implement and manage projects that are child-friendly and free from any form of abuse,

harm, exploitation or discrimination.

6. RTU will ensure that appropriate relationships are maintained at all times between individuals working on RTU projects and the children participating in the relevant projects.
7. RTU will ensure that there are procedures in place to monitor the implementation of the CPP. RTU will on an annual basis evaluate and determine the effectiveness of the CPP. We will immediately seek to address any issues that may arise in relation to child protection and children's rights within RTU.
8. RTU will let their visitors, tourists and volunteers know that CPP is in force in RTU and in all its related projects.

## **6. Purpose of the policy**

1. This CPP has been developed to provide a practical guide to prevent child abuse in RTU projects. It outlines a range of risk management strategies that will be implemented which will reduce the risk of children being harmed.
2. The CPP demonstrates RTU's commitment to protect children from harm, abuse, exploitation and discrimination and create and maintain appropriate relationships between all staff and children participating in RTU projects.
3. The CPP aims to educate staff and others about child abuse and promote a child- safe and child-friendly culture where every individual is committed to keeping children free from any form of abuse.
4. The CPP aims to create an open environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, thus protecting the rights of all concerned.
5. The CPP gives guidance on how to respond to concerns and allegations of child abuse. It provides direction to staff and others on how to work respectfully and effectively with children and offers all stakeholders a safe working environment.
6. RTU is obliged to adhere to local and international laws that prohibit the abuse and exploitation of children. These include local laws where RTU projects exist and international laws and conventions relating to all forms of child abuse and exploitation, including, but not limited to, child sex tourism, child neglect, child trafficking, child labour, child pornography and child sexual harassment.
7. It is also equally important that the children in the campus have access to advice and support from the Child Protection Officer and the Management of RTU. The Management will set up an Office exclusively for this purpose and an Officer will be stationed permanently. He is a trained person in this field and he is insulated from sharing information received from a child to anybody else other than the Director.

## **7. Why should Report?**

The main purpose of reporting is to protect the child from further abuse or harm. If the incident is not reported, the child becomes further victim. In addition to the initial harm, repeated maltreatment can have permanent effect on children as they mature, such as:

- Low self-esteem;

- Behavioural problems;
- Learning difficulties;
- Abusiveness toward others;
- Inability to establish healthy sexual relationships as an adult;
- Promiscuity or prostitution;
- Increased incidences of running away from home;
- Increased rates of suicide;
- Involvement in criminal activity.

So the reporting is essential in order to prevent further harm to the child victim.

## **8. Mandated Reporters**

The following individuals are designated as mandatory reporters: (in no order of priority)

- Child Care department Managers, Wardens and Mothers
- Managers of other departments
- School personnel –Headmaster to Support Staff
- Student Office bearers
- The Child him/herself or any other children

## **9. When to Report**

Any reporting is to be done immediately one knows about it. Avoid taking time to verify the event. Although all RTU staff require the reporting of suspected abuse and neglect, there is no requirement that the reporter have proof that the abuse or neglect has occurred. Typically, a report must be made when the reporter suspects or has reasons to suspect that a child has been abused or neglected. Waiting for absolute proof may result in significant risk to the child. It is not the deputed Staff's job to validate the abuse; this is the job of those who have been trained to undertake this type of investigation.

## **10. Guiding Principles**

1. RTU believes that any form of child abuse and exploitation is unacceptable and will not be tolerated. It will not support projects where child abuse and exploitation occur or have occurred in the past, nor will it work with any individual who poses an unacceptable risk to children.
2. The UNCRC is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights and that these must be upheld by individuals and organisations working with children.
3. RTU believes that all children have a right to be safe at all times and has an obligation to provide safe and protective services and environments for children involved in their projects.
4. RTU recognises its duty of care to take all reasonable steps to ensure that children are safe from harm at all times.
5. RTU will take proactive steps to create child-safe and child-friendly projects.
6. Adherence to the CPP is a mandatory requirement for all at RTU as well as all others

working on any RTU-supported project.

7. RTU will ensure that all staff and relevant stakeholders are made aware of the CPP and their responsibilities in relation to it.
8. All decisions regarding the protection of children will be made based on the Best Interests of the Child principle. This principle refers to decisions made on the consideration that a child receives the maximum benefit possible from services provided, and that the positive impacts of any course of action must outweigh any negative impacts.
9. Where possible, children will be consulted in the CPP development and implementation of child-safe practices. Children in our projects should be given opportunities to express their views on matters affecting them and projects that they participate in.
10. RTU believes that all children should be equally protected and assisted regardless of gender, nationality, religious or political beliefs, family background, economic status, physical or mental health, sexuality or criminal background.

### **11. Reporting format.**

No specific form is required to make the initial reporting. The staff of RTU require that reports of child abuse or neglect be made orally, either in person or by telephone, to the specified authorities. This could follow a written report by any of the mandated reporters. RTU allows professionals to report via the Internet too.

### **12. Reporting procedure:**

1. Report to a Manager in each department as soon as possible (within 24 hours).
2. The first point of contact should be the line manager and follow up with RTU Director/President and organizational Child Protection Officer.
3. If any member has no confidence in the departmental head, then the report can go directly to Organization Child Protection Officer or Director.

### **13. What should be reported?**

1. Any disclosure or allegation from an individual or staff member regarding abuse or mistreatment of a child.
2. Any observation or concerning behaviour exhibited by a RTU staff member, volunteer or other relevant stakeholder that breaches a RTU policy code of conduct.
3. Inappropriate use of RTU's photographic equipment or computers, including evidence of child pornography or exploitation or sexualisation of a child, as well as any inappropriate use of personal equipment for the same activities.
4. Staff engaging in suspicious behaviour that could be associated with sexual exploitation.

### **14. Response of the Director to Allegations of Child Maltreatment:**

The Director of RTU or a designated staff member often takes the lead in responding to accusations or reports of suspected maltreatment. The Director is usually also the primary

Child Care Staff. The following sections discuss the Director's response to these occurrences.

**a. Before the Investigation**

If a parent or a mandated reporter including the child voices concern to a Director about a deputed Staff's handling of a child, even if the situation is not considered to be possible maltreatment, the Director needs to respond quickly. The Director should follow several steps, including:

1. Meet with the parent/foster parents to hear the concerns and to collect details about the incident. Document what is said and agreed upon during this meeting and let the parent know what steps will be taken.
2. If appropriate, meet with the child to discuss what took place. The Director should be very general and low-key and should use open-ended, rather than leading, questions.
3. Meet with the staff person separately to hear the account of what took place. If this is a case of inappropriate, but not abusive, care giving, the Director should review the program policies and set goals for providing appropriate care. It is important to define the consequences that will occur if the disputed Staff's behaviour does not improve during a specified period of time. The Director should then observe the individual's behaviour over time, document improvements or the lack thereof, and respond accordingly.
4. If appropriate, arrange separate meetings with the staff person and the parent to review each account of the incident and to clear up any miscommunications or misunderstandings. The Director, the deputed Staff, and the parent should reach some agreement on how the child will be handled in future.
5. Make a report to Board if and when the Director deems it necessary.
6. He sets up a member or a team to investigate and report to him.

**b. During and After the Investigation**

Once a report of suspected child abuse or neglect has been filed, the Director should respond as follows:

1. Cooperate fully with the investigation and respond quickly to the authorities' requests for information.
2. Work with RTU or law enforcement to decide when to talk with the person who has been accused of abuse or neglect. Despite feelings of loyalty to staff, it is crucial that the Director remember she/he is not trained in how to investigate allegations, and any involvement by the Director or other staff could jeopardize the investigation by RTU or law enforcement.
3. Advise program staff, including the accused, to co-operate fully with RTU and to provide the requested information. All staff should be reminded about professional practices and program policies regarding confidentiality and should be instructed not to discuss the specific allegations with the media, with parents or with others. Doing so may affect the case, for example, by creating rumours.

4. As program policy requires, place the accused staff person on administrative leave or reassign her to tasks that do not involve direct contact with children.
5. Have the accused staff member refer all questions about the allegation from non-RTU sources (e.g. the media) to the Director.
6. Find out if it is necessary to notify other parents of children in the program about the case. RTU may do so in order to determine if other children make or corroborate claims of maltreatment.
7. Handle all media requests for information and explain to the staff how the requests will be managed. This should occur in consultation with RTU in order not to jeopardize the investigation or to break confidentiality. The report of alleged child abuse or neglect within a child care centre is newsworthy, and the Director should cite the organization's policy about protecting the confidentiality rights of the child, the child's family, and the accused staff member. The Director also should be prepared to give information about how the safety of all the children in the program is being protected.
8. Follow RTU's policy regarding contacting other staff, the board of Directors, the sponsoring organization, and the organization's lawyer to keep them apprised of the situation.
9. Notify the State Child Care Licensing Agency (Child Welfare Committee, District Child Protection Unit and District Social Welfare Department) about the allegation.
10. Keep RTU authorities informed and pass on any pertinent information received from staff, parents or other children.
11. Provide counselling or support services to other staff members during the investigation.

## **15. Investigation**

### **a. Purpose of investigation**

1. To obtain the facts from both the alleged perpetrator and the victim.
2. To quickly and thoroughly analyse the situation so that the proper safety and protection mechanisms can be put into place for those involved.
3. To have a written record of the case.
4. To provide information to the Director and President so that they can determine the best course of action and any necessary discipline.

### **b. Who should sit on the investigation team?**

1. A gender-appropriate team of staff who are ideally able to speak the language of those needing to be interviewed or who have skills in working through interpreters and maintaining confidentiality.
2. Staff who are impartial – who are not on the same team as the complainant or the victim, who are not related or immediately associated with either party

**c. Role of the investigation team:**

1. Be an unbiased, impartial group that collects information from all sides of the complaint.
2. Discuss any safety issues that may arise as a result of the investigation.
3. Develop investigation plan, including who should be interviewed and in what order.
4. Collect evidence through interviews with person filing complaint, the person accused and possibly other witnesses.
5. Document immediately any pertinent information, including a description of the incident and a list of witnesses.
6. Interviews should always be carried out by two people, with one asking the questions and the other taking notes.
7. Notes should be reviewed by both people after the interview, as well as receive endorsement by the person interviewed.
8. Prepare final report only describing evidence, not providing recommendations for action.

**d. Outcome of investigation:**

1. If the allegation is confirmed the subject of the complaint will face disciplinary proceedings.
2. The findings and decision regarding subsequent disciplinary action will be communicated to the subject of the complaint in writing by the Director
3. Whenever possible and appropriate, the outcome of the investigation will be communicated to the injured/violated party, taking fully into account his/her wishes, age and other circumstances.
4. Once the investigation has been completed by the authorities, the results may indicate that maltreatment occurred or may clear the accused member or may be inconclusive. If RTU investigation clearly indicates that maltreatment occurred, the Director's response must be to terminate the staff. If the accused is one of the beneficiaries of the project, any assistance provided by RTU will be stopped.
5. If the results are inconclusive, the Director will have to make a judgment based on the children's well-being, the concerns of parents and RTU's credibility. If the member is cleared of any wrongdoing, RTU will need to support the individual upon returning to work with the children and families.

**16. Child Protection Risk**

1. RTU recognizes that there is a number of potential risks to children in the delivery of our projects to the vulnerable and disadvantaged. We proactively assess and manage these risks in our projects and in the communities in which we work to reduce the risk of harm. This is achieved by examining each project and the potential impact on children. Projects that involve direct work with children are considered a higher risk and require more stringent child protection procedures. As children are part of every community in which we work, we are mindful of potential risks that may create issues in relation to child protection.

2. RTU acknowledges some situations are a higher risk than others, such as abandoned and orphaned children, children with disabilities, displaced children and those previously abused or exploited.
3. RTU also acknowledges that certain activities also present a greater risk for the abuse of children. These include one-to-one contact, tasks involving personal hygiene, physical contact and those undertaken by volunteers. RTU will develop specific guidelines in relation to these activities and situations in order to minimize the potential child abuse.
4. Risk management is an ongoing part of every activity undertaken by RTU. We will conduct a child protection risk assessment on every present and new project, which will be included in the project management cycle.
5. All RTU staff should be continually aware of risks associated with children and should be actively attempting to reduce instances of abuse in RTU projects. Staff should also be aware of the differences between cultures, societies, traditions and communities in terms of the way that children are treated and how this relates to their work with RTU.

## **17. Difficulties encountered when reporting**

The process of reporting child abuse or neglect does not always proceed smoothly. There are many obstacles that child care Staffs may encounter when preparing to report suspected maltreatment, and they may feel discouraged from making future reports. These obstacles often are associated with their personal feelings, RTU's policies and procedures, and the relationships with the family and perhaps with RTU as well.

### **Personal Feelings**

Sometimes, the reporter's feelings may be ambiguous or conflicted. Some common feelings that may dissuade a concerned Department from reporting child abuse or neglect include:

- Fear of being wrong about the suspected maltreatment;
- Fear of making an inaccurate report, which may be due to the lack of a visible physical injury to the child or no evidence beyond the child's self-report of maltreatment;
- Fear of negative reactions by co-workers, parents or others;
- Concern that RTU or law enforcement does not generally provide sufficient help to maltreated children;
- Belief that reporting abuse or neglect will bring only negative consequences for the child and family;
- Fear of misinterpreting cultural disciplinary styles;
- Apprehension about becoming involved;
- Dissatisfaction arising from prior experiences with reporting;
- Concern about becoming entangled in legal proceedings.

## **18. Talking with the Child**

1. Even though RTU has the responsibility to assess and to investigate allegations of abuse or neglect, there are times when they may request that the concerned Department speak with the child to gather more information in order to meet statutory guidelines for accepting a report.
2. The primary purpose of the discussion is to obtain enough information from the child for an informed report to RTU.

3. The concerned Department should keep in mind that this conversation is not an interrogation, and the purpose is not to prove that abuse or neglect occurred.
4. During these discussions or when a child discloses maltreatment to a deputed Staff, it is important to remember that:
  - The child may be fearful of others learning about the abuse or neglect. The concerned Department should assure the child that the information will not be shared with other children or with anyone who does not need to know.
  - The child care Staff should acknowledge that in order to help the child, it may be necessary to discuss these issues with other child care personnel or other adults who are in a position to help.
  - It is vital that the child care Staff abide by the promise to protect the child's right to confidentiality.

## **19. The Accused Person's Response**

The accused person should be given a copy of the report prepared by the investigating officer or he should be given a chance to explain his own stand in verbal or written format. If he makes a verbal representation, then that should be documented and attested by him.

A child care provider who is accused of maltreating a child should take the following steps:

1. On his part he should document immediately any pertinent information, including a description of the incident and a list of witnesses in which he is accused of.
2. Ask others who were present to document their accounts of what happened, but take care not to pressure others to recant or to alter their accounts.
3. Keep a copy of these statements and give one to the director.
4. Prepare to meet with the representatives of the agencies involved, which may include law enforcement, and licensing authorities. If necessary, the accused person could hire legal counsel.
5. The Director communicates the final decision on his job position to him after listening to all concerned.
6. Clarify his job status during the investigation. If RTU's policy is to place an accused staff member on administrative leave, the accused should find out from the Director when or under what circumstances he will be allowed to return.

## **20. Code of conduct:**

1. Staff members and others are responsible for maintaining a professional role in relation to child protection. This means working in a respectful and approachable manner and maintaining professional boundaries that serve to protect everyone from misunderstandings by promoting transparency and accountability when working with children.
2. This includes staff being conscious of their own behaviour, as well as how these behaviours are perceived by others. All staff should conduct themselves in a manner consistent with their role as a RTU representative.
3. We have developed this CPP to provide clear guidelines for staff in order for them to

work transparently and accountably within their role, as well as RTU expectations relating to its staff and child protection.

## **21. Whom to report?**

The following persons are responsible to receive reports:

1. The Child Protection Officer (CPO)
2. The Director
3. The Assistant Director

The office address is: Reaching The Unreached, G. Kallupatti – 625203, Theni Dt. Phone: 04546 236230, 236645. Email: [rtu@rtuindia.org](mailto:rtu@rtuindia.org), [brojkrtu2004@yahoo.co.uk](mailto:brojkrtu2004@yahoo.co.uk)

The names and the mobile phone numbers of the responsible persons and the managers of departments are given in the Annexure IV.

## **22. Educating the stake holders on CPP**

It is foreseen that RTU Administration considers the educating all the stake holders about this CPP and make them also aware of the policies and protection measurements. In general the following group will undergo this educating process:

1. All categories of staff working in RTU under different departments.
2. All the children who come under the Child Care department.
3. All the beneficiaries who come under the Out Reach Program of RTU such as Village Development and Home Sponsorship.
4. These training sessions will be conducted during every semester to the Staff and during every quarter for the Children under our care.
5. The Child Protection Officer's Office will be in charge of this training sessions. They will also undergo training on regular basis to keep abreast of information regarding Child Protection Policies.
6. They will also disseminate any new information to the Staff and children of RTU.

**23.** In the overall CPP, the masculine gender is used. However the CPP is applicable to all genders.

**ANNEXURE - I**  
**Risk Assessment Form**  
**(For any event organized in RTU for or with the children)**

*This questionnaire should be filled in three days before the program by the respective Department Head and handover to the Child Protection Officer.*

Name of the Dept : \_\_\_\_\_

Name of the event : \_\_\_\_\_

Duration : \_\_\_\_\_

Person in charge : \_\_\_\_\_

CPO in charge : \_\_\_\_\_

Venue of the Event : \_\_\_\_\_

1. In what way the children will be benefitted by this function?
2. How many children are expected to participate?
3. How many supervising staff accompanying the participating children? (There should be a staff for each 25 children)
4. Have the staff been well briefed about the details of the program and possible child rights issues that might arise during this program?
5. What are the lessons learnt from the previous events with respect to Child Rights Violation (CRV)?
6. In what way the children will be involved in preparing for this event?
7. Are there any responsibilities given to the children during the program? If so, please specify:
8. In what way the children will be involved after the program to put things in order?
9. Will the children be used during the program for different services? If so, what are they?
10. What are the possible child rights violations before, during and after this event?
11. Who are the other people involved in organizing this event?
12. Have they been briefed about the possible CRV and instructed to avoid such incidents?
13. In case of anything of CRV, to whom should they complain? Any phone number? Is this Child Protection Office nearer to the venue and have the participants been informed about this?

**After the event:**

14. What are the ways and means used to protect the children from being abused?
15. Were they effective?
16. Were there any complaints? If so how were they handled and what is the follow up?
17. Are there any lessons learnt from this event in view of Child Rights Protection (CRP)?

(Note: CRP: Child Rights Protection; CRV: Child Rights Violation)

## ANNEXURE II

### Indicators of Abuse

There often are physical or behavioural cues that a child is being abused.

#### 1. The physical indicators of possible physical abuse:

- Extensive bruises, especially in areas of the body that are not normally vulnerable;
- Frequent bruises, particularly on the head or face, the abdomen or midway between the wrist and elbow;
- Bruises in specific shapes, such as handprints or belt buckles;
- Marks that indicate hard blows from an object like an electrical cord;
- Bruises on multiple parts of the body;
- Bruises or welts in various stages of healing;
- Unexplained or repetitive dental injuries;
- Unexplained or multiple broken bones;
- Major head injuries (e.g. severe skull fracture);
- Extreme sensitivity to pain or complaints of soreness and stiffness;
- Bald spots from hair pulling;
- Adult-sized human bite marks;
- Burns from objects such as an iron, cigarettes or rope;
- Immersion burns from having certain body parts held in very hot water (e.g. sock- or glove-like burns on the child's feet or hands).

Abuse directed to the abdomen or the head often is undetected because many of the injuries or their effects, such as dizziness, internal bleeding or swelling of the brain, may not be externally visible.

#### 2. The behavioural indicators of possible physical abuse:

- Being aggressive, oppositional or defiant;
- Cowering or demonstrating fear of adults;
- Exhibiting destructive behaviours toward oneself or others;
- Repeatedly being reluctant to go home, which may indicate a possible fear of abuse at home;
- Being described as "accident prone;"
- Wearing clothing that may be inappropriate for the season (e.g. long-sleeve shirts and pants in summer) to conceal injuries;
- Having persistent or repetitive physical complaints, such as a headache or a stomach ache, of an unclear cause;
- Disliking or shrinking from physical contact.

#### 3. The physical indicators of possible sexual abuse:

- Difficulty or pain in walking, running or sitting;
- Recurrent urinary tract infections;
- Problems with urination;
- Frequent fungus infections;
- Pain, itching, bruises, bleeding or discharges in the genital, vaginal or anal areas;

- Venereal diseases;
- Unexplained gagging;
- Torn, stained or bloody underwear.

#### **4. The behavioural indicators of possible sexual abuse:**

- Compulsive interest in sexual activities;
- Exceptional secrecy;
- Being overly compliant or withdrawn;
- Engaging in destructive behaviour to self or to others;
- Fear of the abuser or an inordinate fear of a particular gender;
- Regressive behaviours, such as bedwetting, soiling, and thumb sucking;
- Reported sleep problems or nightmares;
- Showing fear or resistance at siesta;
- Sudden fearful behaviour;
- In-depth or unusual sexual knowledge or behaviour with peers that is developmentally inappropriate;
- Self-mutilation.
- Poor physical hygiene;
- Scaly skin and dark circles under the eyes;
- Fatigue or listlessness.

#### **5. Psychological and Emotional Symptoms**

Other psychological and emotional symptoms common among children who have been sexually abused may include acting confused, withdrawn, fearful or depressed. Sexually abused children may complain of psychosomatic symptoms, such as headaches, stomach aches or a lack of appetite, and they may exhibit extreme mood changes.

RTU employees should be aware of other indicators of possible sexual abuse, such as children drawing unusual pictures involving children with no mouths or hands or explicit drawings of genitalia or sexual acts. Additionally, many children are so overwhelmed in dealing with their conflicts over the abuse that they may lack the energy to play or to participate in normal activities.

Our staff from different departments spend a large portion of their day with children, they are in a good position to observe potential indicators of maltreatment. They may notice bruises, indicators of malnutrition, aggressive behaviours or other physical or behavioural indicators.

### ANNEXURE - III

## RTU's Child Safe Code of Conduct

*Any new staff will be asked to sign up the format after reading it and clarifying it if necessary before joining RTU whether for a short time or long time. Signing of this document is a must for all categories of staff at RTU.*

#### **I WILL:**

1. Treat all children and young people in RTU projects with respect and equality regardless of gender, personal situation or age.
2. Conduct myself in a manner that is consistent with the values of RTU.
3. Provide a welcoming, inclusive and safe environment for all children.
4. Respect cultural, societal, religious, traditional and individual differences.
5. Encourage open communication between all children, parents, staff and volunteers and seek to have children participate in the decisions that affect them.
6. Report immediately any concerns of child abuse.
7. At all times, be transparent in my actions and whereabouts.
8. Take responsibility for ensuring that I am accountable and do not place myself in situations where there is a risk of allegations of child abuse being made.
9. Assess my behaviours, actions, language and relationships with children.
10. Speak up when I observe concerning behaviours of colleagues regarding children
11. Proactively seek to encourage children within all projects in which they partake.

#### **I WILL NOT:**

1. Engage in behaviour intended to shame, humiliate, belittle or degrade children.
2. Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
3. Do things of a personal nature that a child can do for him or herself, such as assistance with toileting or changing of clothes.
4. Take children to my own residence or sleep in the same room or bed as a child.
5. Smack, hit or physically assault any child.
6. Use sticks or rulers for discipline of the child.
7. Develop intimate relationships with children or relationships with children that may be deemed exploitative or abusive.
8. Dress or behave provocatively or inappropriately when working with children.
9. Condone or participate in behaviour with a child that is illegal, unsafe or abusive.
10. Act in a way that shows unfair, differential or discriminatory treatment of a child.
11. Photograph or film a child without their consent and that of a parent or guardian.
12. Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
13. Seek to make contact or spend time with any child outside a project or the working hours specified in my contract.
14. Use a RTU or personal computer, mobile phone, video or digital camera or printed materials in an inappropriate manner or use them for the purpose of exploiting, abusing or harassing a child.
15. Hire minors as domestic labour.
16. Be alone with a child in classroom or elsewhere.

Sign with date.

**ANNEXURE - IV**  
**Telephone Numbers**  
**for Reporting Child Abuse**

The names, address and phone numbers of various people within RTU who have specific responsibility towards implementing the CPP and procedures.

The office address is: Reaching The Unreached, G. Kallupatti – 625203, Theni Dt. Phone: 04546 236230, 236645. Email: [rtu@rtuindia.org](mailto:rtu@rtuindia.org), [brojkrtu2004@yahoo.co.uk](mailto:brojkrtu2004@yahoo.co.uk)

The name of the persons and the phone numbers are subject to change.

<b>Child Protection Officer</b>	<b>Fr. Bosco</b>	<b>98430 77839</b>
Director	Fr. Antony Paulsamy	94427 24412
Asst. Director - Children's Care Programme:	Mrs. Shanmugalatha	84283 63886

**Managers**

Anbu Illam Children's Village	Mrs. Angayarkanni	91596 06657
Sirumalar Children's Village	Mrs. Jeyarani	89735 31299
Miriam Children's Village	Mrs. Muthuvijaya	96298 78327
Nirmala Children's Village	Mrs. Uma Maheswari	86086 04425
Miriam Hostel	Mrs. Devi	72004 00968
Velanganni Hostel	Mrs. Irudayamary	91718 82268
Josephine Hostel	Mrs. Chennammal	91594 36244
Pushparani Hostel	Mrs. Annammal	
Herman Hostel	Mrs. Senthmil Selvi	84380 06680
David Hostel	Mrs. Chandra	97895 77825
Michael Hostel	Mr. Bupathi Raja	96779 73066
Professional	Mrs. Thilagam	99430 94283
Medical	Mrs. Rani	99942 05252
Estate	Mr. Ramesh	96981 03834
Development	Mr. Haja Mohaideen	96552 54019
HSP & AHSP	Mr. Kannan	98420 71334
Housing	Mr. Jeyakumar	99446 67039
Accounts	Mr. Ramakrishnan	99941 19828
Purchase	Mr. Balamurugan	99656 67472

**ANNEXURE - V**  
**The United Nations Convention on the Rights of the Child**

A convention is an agreement among the countries to obey the same law. India agrees to obey the convention of the rights of child in 1992. That means our Government has to make sure that every child has all the rights in the convention.

**Article 1**

Everyone under the age of 18 has all the rights in the Convention.

**Article 2**

The Convention applies to everyone: whatever their race, religion or abilities, whatever they think or say, whatever type of family they come from.

**Article 3**

The best interests of the child must be a top priority in all things that affect children.

**Article 4**

Governments must do all they can to make sure every child can enjoy their rights.

**Article 5**

Governments must respect the rights and responsibilities of parents and carers to direct and guide their children as they grow up, so that they can enjoy their rights properly.

**Article 6**

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

**Article 7**

Every child has the right to a legal name and nationality, as well as the right to know and, as far as possible, to be cared for by their parents.

**Article 8**

Governments must respect every child's right to a name, a nationality and family ties.

**Article 9**

Children must not be separated from their parents unless it is in their best interests (for example, if a parent is hurting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.

**Article 10**

Governments must act quickly and sympathetically if a child or their parents want to live together in the same country. If a child's parents live apart in different countries, the child has the right to visit both of them.

**Article 11**

Governments must do everything they can to stop children being taken out of their own country illegally or being prevented from returning.

**Article 12**

Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

**Article 13**

Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

**Article 14**

Every child has the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights of parents to give their children information about this right.

**Article 15**

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

**Article 16**

Every child has the right to privacy. The law should protect the child's private, family and home life.

**Article 17**

Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.

**Article 18**

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by giving them the help they need, especially if the child's parents work.

**Article 19**

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

**Article 20**

If a child cannot be looked after by their family, governments must make sure that they are looked after properly by people who respect the child's religion, culture and language.

**Article 21**

If a child is adopted, the first concern must be what is best for the child. All children must be protected and kept safe, whether they are adopted in the country where they were born or in another country.

**Article 22**

If a child is a refugee or is seeking refuge, governments must make sure that they have the same rights as any other child. Governments must help in trying to reunite child refugees with their parents.

**Article 23**

A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community. Governments must do all they can to provide support to disabled children.

**Article 24**

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

**Article 25**

If a child lives away from home (in care, hospital or in prison, for example), they have the right to a regular check of their treatment and the way they are cared for.

**Article 26**

Governments must provide extra money for the children of families in need.

**Article 27**

Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs. Governments must help families who cannot afford to provide this.

**Article 28**

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

**Article 29**

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**Article 30**

Every child has the right to learn and use the language, customs and religion of their family, regardless of whether these are shared by the majority of the people in the country where they live.

**Article 31**

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

**Article 32**

Governments must protect children from work that is dangerous or might harm their health or education.

**Article 33**

Governments must protect children from the use of illegal drugs.

**Article 34**

Governments must protect children from sexual abuse and exploitation.

**Article 35**

Governments must ensure that children are not abducted or sold.

**Article 36**

Governments must protect children from all other forms of bad treatment.

**Article 37**

No child shall be tortured or suffer other cruel treatment or punishment. A child should be arrested or put in prison only as a last resort and then for the shortest possible time. Children must not be in a prison with adults. Children who are locked up must be able to keep in contact with their family.

**Article 38**

Governments must do everything they can to protect and care for children affected by war. Governments must not allow children under the age of 15 to take part in war or join the armed forces.

**Article 39**

Children neglected, abused, exploited, tortured or who are victims of war must receive special help to help them recover their health, dignity and self-respect.

**Article 40**

A child accused or guilty of breaking the law must be treated with dignity and respect. They have the right to help from a lawyer and a fair trial that takes account of their age or situation. The child's privacy must be respected at all times.

**Article 41**

If the laws of a particular country protect children better than the articles of the Convention, then those laws must stay in place.

**Article 42**

Governments should make the Convention known to children and adults.

*The Convention has 54 articles in total. Articles 43–54 are about how adults and governments work together to make sure that all children get all their rights.*