



# **EFICOR'S** **Child Safeguarding** **Policy**

# CHILD SAFEGUARDING POLICY



## WHAT TO COMPLAIN ABOUT?

**Report if you see or suspect any of the following:**

- Physical Abuse (hitting, beating, burning, harming a child)
- Emotional Abuse (threats, insults, humiliation, isolation)
- Sexual Abuse (inappropriate touching, harassment, exploitation)
- Neglect (denying food, education, medical care, or basic needs)
- Child Labor & Trafficking (forced work, illegal activities)

## OBJECTIVE

Ensure the safety and protection of children by preventing, identifying, and reporting child abuse to the appropriate legal authorities.

## WHOM TO COMPLAIN TO?

**Anyone can report! Report to:**

- EFICOR's Child Safeguarding Focal Point or Staff – They will guide and refer the case to legal authorities.
- Local Police (Dial 100 or visit the nearest police station) – Mandatory authority for legal action.
- Childline (1098 – 24x7 helpline for children) – Nationwide helpline for immediate intervention.
- District Magistrate / Child Welfare Committee (CWC) / District Child Protection Unit (DCPU) – Government agencies responsible for child protection.

## WHAT HAPPENS AFTER COMPLAINING?

**Immediate Actions Taken by Authorities:**

- Ensuring the Child's Safety – Authorities will assess and protect the child.
- Legal Investigation by Government Authorities – EFICOR does not investigate but ensures reporting.
- Medical & Psychological Support – Handled by the Government through the CWC, DCPU, and police.
- Follow-up & Rehabilitation – The Government will provide further assistance as required.

**COVER PAGE**

**CONTENTS**

Applicability	All EFICOR Stakeholders
Revision date of the policy	15 <sup>th</sup> March 2025
Recommended by	Governance Standing Committee
Approved by	EFICOR Board
Planned Review Date	15 <sup>th</sup> March 2028

**Preamble:**

EFICOR is working to establish a just, responsible and compassionate society,

1. It is committed to promote an environment that is of mutual respect and understanding.
2. It believes in the principles of stewardship, transparency, accountability and inclusivity.
3. To further the objectives and the principles it embodies, the board of EFICOR has resolved to create policies and guidelines to achieve its stated objectives.

The Source of its Values, Principles and Practices

1. Our understanding, principles, and practices are guided by the Convention on the Rights of the Child (CRC), and the law of the land.
2. Our involvement will be based on the voices of different groups in a community and primary and secondary data.

**Purpose of the Policy:**

The purpose of this Child Safeguarding Policy (CSP) is to outline the preventative measures EFICOR has in place to safeguard children and ensure their care, safety, and well-being within its programs and operations. This policy aims to achieve this by:

1. Demonstrating EFICOR’s commitment and approach to child safeguarding;
2. Outlining the expectations and responsibilities of EFICOR stakeholders in preventing harm to children;
3. Providing guidance on how to identify and report concerns related to child safeguarding; and
4. Establishing clear standards of personal behavior in a code of conduct that all EFICOR stakeholders must follow.

**Application of the Policy:**

This Policy applies to

1. Any Staff Member who are defined in EFICOR Employment Policy.
2. Any Representatives, which includes Board and Society Members, Guests, Visitors, Supporters, Consultants, Journalists, Photographers, Media Persons, Interns, Volunteers etc.

#### COVER PAGE

All those listed within this scope must read, sign, and adhere to the Policy.

#### CONTENTS

### EFICOR Child Safeguarding, Rules, Regulations and Processes:

#### A. DEFINITIONS

1. Child: A child is defined as a person under the age of 18.
2. Child safeguarding: Child safeguarding is the responsibility of the organization to make sure their staff, operations, and programmes safeguard children, and protect them from the risk of harm and abuse.
3. ‘Do no harm’: refers to EFICOR’s responsibility to ‘do no harm’ to children whom it works. Harm: is any detrimental effect of the child’s physical, psychological, or emotional wellbeing. Child abuse: is the gross negligence or abuse of the child, which is of sexual or physical or emotional nature.
4. Neglect and negligent treatment are a persistent failure to meet a child’s basic physical and /or psychological needs, which is likely to result in serious impairment of a child’s healthy physical, emotional, spiritual, moral and mental development. Explanation: It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter, and safe living/working conditions. It also involves maternal neglect and violence during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.
5. Sexual abuse: is forcing or enticing a child in a sexual activity, which the child cannot comprehend or has no choice in consenting to it. This may include but is not limited to fondling, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing, and touching, exhibitionism and voyeurism and the involvement of a child in prostitution or pornography.
6. Physical harm: is actual or likely physical injury inflicted upon the child with cruel and/or malicious intent, forced labour and marriage. Emotional abuse: persistent emotional maltreatment that impacts on a child’s emotional development that includes degrading, bullying, actual or likely discrimination, rejection, isolation, terrorizing, ignoring, corrupting behaviour), verbal assault, and over-pressurising.
7. Emotional abuse: persistent emotional maltreatment that impacts on a child’s emotional development that includes degrading, bullying (including cyber bullying) actual or likely discrimination (based on gender, race, age, ability, disability, religion, creed, caste, class, culture, sexuality, lifestyle, health and other such unlawful or unjustifiable reasons) rejection (refusing to acknowledge the child’s worth and emotional needs), isolation (denying the child social experiences: locking child in the closet, restriction of movement), terrorizing (verbal assault with or without weapons), ignoring (refusing to show affection), corrupting (reinforcing destructive, antisocial, or sexually exploitative behaviors), verbal assault (extreme sarcasm, name calling, public humiliation), and overpressurising (criticism of age-appropriate behaviors/skills as inadequate)
8. Child sexual exploitation is a form of sexual abuse that involves children being used in any sexual activity in exchange for money, gifts, food, accommodation,

#### COVER PAGE

#### CONTENTS

affection, status, or anything else that they or their family needs.

9. Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

#### B. ORGANISATIONAL COMMITMENTS

EFICOR is committed to ensuring the safety and well-being of children by implementing systems and procedures that align with legal requirements. EFICOR's role is to prevent harm, raise awareness, and report child safeguarding concerns to the appropriate government authorities in compliance with the POCSO Act, 2012.

1. Establish a Child Safeguarding Committee to oversee awareness, prevention, and compliance with child safeguarding policies.
2. Appoint Child Safeguarding Focal Points in each project to facilitate reporting and ensure staff awareness of child safeguarding responsibilities.
3. Provide clear guidelines and reporting mechanisms to ensure that all suspected or reported cases of child abuse are promptly referred to the appropriate legal authorities (Police, Child Welfare Committee, or Childline).
4. Define the reporting process for suspected or reported child abuse cases, ensuring that EFICOR staff act as facilitators in reporting rather than investigators.
5. Ensure compliance with legal frameworks by creating a safe and protective environment for children and supporting government agencies in their role of safeguarding children.

#### **EFICOR staff and volunteer recruitment process:**

During the recruitment process, all applicants are required to fill out and submit the EFICOR application form. EFICOR will conduct a child safety screening component during interviews for positions directly involving children, whether recruiting new staff or inducting volunteers.

Additionally, EFICOR requests references from at least two individuals regarding the candidate being considered for employment. The reference process follows the outlined procedure.

1. A written reference from the referee
2. A written reference in EFICOR's prescribed format from the referee as given in the annexure.
3. A telephonic confirmation from the referee on the written statement.
4. Prior to joining, candidate have to submit the police verification letter with a statement that he/she has no criminal records.
5. The candidate has to give a self-declaration that there have been no previous convictions for abuse against children, violent behaviour or other convictions that would raise concern about behaviour towards children. Candidate has to agree to EFICOR Child Safeguarding Policy.

#### COVER PAGE

#### CONTENTS

When it comes to involving volunteers, following procedures will be in place to ensure the safety and well-being of the children involved.

1. **Background Checks:** All volunteers who will be working with children to undergo comprehensive background checks. This should include criminal background checks, employment history verification, and reference checks. Sending agencies should be required to provide documentation verifying that these checks have been completed for each volunteer they send.

2. **Training :** EFICOR will provide training on child safety for all volunteers, regardless of their background or experience. This training should cover topics such as recognizing signs of abuse, appropriate behaviour with children, and reporting procedures for suspected abuse or neglect.

3. **Supervision:** EFICOR will ensure that volunteers are always supervised when interacting with children, especially in situations where one-on-one contact may occur.

Designate a responsible adult to oversee activities and intervene if any concerns arise.

Encourage open communication channels where children, parents, and other volunteers can report any concern or incidents they observe.

#### **EFICOR staff and representatives' behaviour protocol:**

##### **EFICOR staff and representatives MUST**

1. Sign a statement accepting that they have read the policy, will respect it and understand that action will be taken in case of inappropriate behaviour while visiting or working with children.
2. Visitors will sign a declaration that they will follow the protocol while interacting with the children during their visit related to EFICOR work.
3. Treat children with dignity and respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
4. Listen to children, take their concerns seriously, and allow them to have a say in the decisions that affect them.
5. Provide children with a safe and protective environment.
6. Avoid meeting with individual children when possible or meet within the sight of others.
7. Avoid situations which might result in an allegation being made.
8. Always abide by Indian and local laws in relation to child protection and child labour.
9. Create a culture where child protection issues or concerns can be raised.
10. Abide by EFICOR's communication guidelines.

##### **EFICOR staff and representatives MUST NOT**

1. Engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
2. Touch (including holding, hugging and kissing) a child in a way that is unnecessary or inappropriate to the culture or circumstance.

**COVER PAGE**

**CONTENTS**

3. Spend time with a child alone, take a child to my own home or visit a child where I may be alone with that child. In the case where I have a friendship with the parents, which is not based on a position of trust, authority or dependency, and the parents give permission for me to care for the child, I may do so whilst maintaining the other commitments of this code.
4. Sleep in the same bed as a child.
5. Sleep in the same room as a child. If a child is sick, in hospital, in residential care or, for another reason, the child cannot sleep in a room alone and I am unable to organise a family member to stay with the child, I will ensure that I follow the “two-adult rule” and that neither adult sleeps in the same bed as the child.
6. Physically assault or abuse children.
7. Use language or behaviour towards children that is intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse.
8. Use language or behaviour towards children that is inappropriate or sexually provocative.
9. Do things of a personal nature for a child that they could do for themselves (such as assistance with toileting, bathing or changing clothes). Where a child cannot do such things for themselves, I will ensure I follow the “two adult rule”.
10. give or supply any child with alcohol or illegal drugs or be intoxicated or under the influence of alcohol or drugs prior to, or whilst, engaging with any child.
11. show favouritism to children or give children preferential treatment based on (but not limited to) their age, race, gender, religion or place in local society.
12. not exchange personal contact details with children.
13. Not make unnecessary physical contact with the child in a way that is against the Convention on the Rights of the Child or expose them to inappropriate materials such as pornographic videos and literature.
14. Take images of children (photos, video, etc.), which are detrimental or explicit and undermine the child’s dignity.
15. Initiate or engage in sexually provocative conversations or activity with children, even in fun.
16. Threaten to or use any form of physical punishment.
17. Allow the use of inappropriate conversation between children or about children to go unchallenged.
18. Allow any allegation of abuse by a child to go unreported or either trivialize or exaggerate child abuse issues.
19. Use any form of media and technology (including but not limited to computers, mobile phones, video cameras, cameras or social media) to exploit or harass children.
20. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
21. Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, which places them at significant risk of injury or which does not adhere to child labour laws.
22. Participate in orphanage tourism/volunteerism including visiting or volunteering in a residential care centre where I am not a key stakeholder. I will also not be involved in facilitating orphanage tourism through sending, organising or receiving

**COVER PAGE**

**CONTENTS**

teams (of nonstakeholders) for the purpose of volunteering or visiting a residential care centre.

23. EFICOR staff and project staff employ a child as a personal domestic worker.

### **Child Involvement and Participation**

The right for children to be heard, taken seriously, and be involved in decisions that affect them is one of the fundamental values of the United Nations Convention on the Rights of the Child (UNCRC) and is key to the fulfilment of all other child rights. Ensuring children’s views are heard and valued contributes to children’s development, leads to more informed decisionmaking, and serves to protect children who are not silenced in the face of abuse, violence, or discrimination.

EFICOR is committed to increasing child and youth participation. This includes:

1. Provide opportunities for children’s views to be heard and then incorporate these views into projects and policies (e.g. children’s parliament, child-friendly feedback forms, small group discussions). This includes involving children and young people in decisions regarding if and how their stories and images should be used and how they wish to be portrayed; and
2. Develop child/youth friendly reporting and complaints mechanisms (e.g. protective behaviours training, posters, suggestion boxes). Where appropriate, EFICOR will also consult children in a manner appropriate to their age and maturity when conducting monitoring trips.

### **In working with community**

#### **As per the context and situation in the community**

1. EFICOR staff will not allow a child to come to the office premises alone without guardian or parents. In case of emergency if the child comes alone, the staff should ensure that there are more than one staff in the office. A poster in this regard in local and English language shall be put in all EFICOR office appropriately.
2. EFICOR staff will not visit staff house or community family’s house when the child is alone.
3. Monitor existing programmes and policies and take measures to make it child safe.
4. Address and educate to provide safety and protection for children in communities.
5. Ensure that structures do not deny children their due status and rights – either social, economical, spiritual or political.
6. Address the rights of the children.
7. Encourage greater participation of children in planning and decision making in programmes implemented.
8. A poster in local language and in English inviting staff and communities to report on child abuse with contact details shall be pasted in EFICOR office and in community centres appropriately.
9. A poster in local language and in English giving details of the process by which

#### COVER PAGE

#### CONTENTS

the community and staff to inform concerned authorities on child abuse shall be pasted in EFICOR office and in community centres appropriately.

10. Staff and representatives character expected in the community should be shared with the community and the same should be minute in the community committee meeting minutes.

#### **Implication of Child Safeguarding Policy (CSP) in relation to Partner organization**

1. EFICOR would expect the partner organization to have a CSP /staff and representative behaviour protocol in place while partnering with them. If they do not have a Policy or protocol, then EFICOR will help them to develop one. Till the new Policy is developed for the partner organization, EFICOR's Child Safeguarding and will be applied to them. The Organization should sign in agreement to this with EFICOR.

2. Where an EFICOR partner organisation staff or representative is suspected of being involved in child abuse, EFICOR will strongly advise the organisation to deal with the issue and will offer advice and expertise (where possible) on how to handle the matter.

3. If an EFICOR partner organisation staff or representative is suspected of abuse and the partner organization is unwilling to address the matter, EFICOR may take further measures, e.g. end the partnership; report the matter to the appropriate authorities etc. EFICOR must first inform the partner organisation of the actions they plan to take to give them every opportunity to address the matter.

#### **EFICOR in its communication**

1. In all communications, EFICOR will ensure children are adequately clothed with dignity and respect.

2. EFICOR in its communication about children will reflect images that preserve their dignity, and decency, not seek to exploit their circumstances, and also be honest in their representations.

3. EFICOR will take special care to protect identities and specific geographic location of children in public documents.

4. Those speaking on behalf of EFICOR will make all possible efforts to ensure that the message communicated in all circumstances will reflect that child abuse is wrong.

4. Disclosure of information about past or present abuse of children and any of the persons involved should be limited to only the people who need to know.

#### **Children and Consent:**

When capturing photographs or recording stories of a child under 14 years old, or a child aged 14-18 years who is unable to provide informed consent, prior written consent must be obtained from a parent or guardian using EFICOR's standardized consent form, available in Annexure 1.

COVER PAGE

CONTENTS

#### PORTRAYAL OF SENSITIVE ISSUES

Specific care should be taken when portraying sensitive issues or high-risk populations such as vulnerable children, survivors of abuse or exploitation and victims of disasters. These issues should be portrayed accurately, using language and images in accordance with relevant guidelines specific to these issues, and in a way that avoids depicting people into over simplified victim or villain roles.

#### Risk Management

EFICOR recognises the unique vulnerability of children and is committed to manage the risk of harm to children through the following ways:

In all communications, EFICOR commits to:

Assess the risks of harm or stigma to the subject. When publishing stories or images, EFICOR will follow the below guidelines regarding what can be revealed based on the level of risk of harm and stigma:

Risk Level	What Can Be Revealed
Low Risk	Faces, full names and geographical location may be revealed. Note: Children are much more vulnerable to abuse and exploitation. For this reason, EFICOR will consider all children to be ranked as medium or high risk and act accordingly in all promotions and communications activities
Medium Risk	Faces, pseudonyms (limited cases first names will be permitted) and vague geographical location may be revealed.
High Risk	Faces and visuals to be concealed, pseudonyms to be used and locations will be changed.
Significant Risk	EFICOR will not publish any information or images when there is a significant risk of harm and stigma. The only exception is when an individual strongly expresses a desire for their story to be told and EFICOR decides to respect the subject's right to tell their story as an act of advocacy. In these cases, the subject must give written consent and fully understand the risks and how the story will be used. Great caution should be exercised in these situations

EFICOR will conduct risk assessment concerning child every year in the project level and develop mitigation strategy to reduce the risk and act accordingly.

#### EFICOR in sensitizing Staff on Child Safeguarding Policy

1. EFICOR will sensitize the staff on the Child Safeguarding Policy at least once in a year.
2. EFICOR will orient the new staff recruited, on Child Safeguarding Policy before being appointed and ensure that the staff give it in writing that they have read and understood the Policy and they will abide by the same.
3. Posters and flowcharts outlining the Child Safeguarding process and the Complaint



# EFICOR POLICIES

## ORGANISATION POLICIES

### CHILD SAFEGUARDING POLICY

COVER PAGE

CONTENTS

and Redressal procedures for child safeguarding concerns will be prominently displayed on office notice boards across all locations to raise awareness and sensitize staff.

4. EFICOR will ensure that all staff members undergo comprehensive training on child protection, equipping them with the necessary knowledge and skills to conscientiously safeguard children. Training methods may include workshops, seminars, online courses, role-playing exercises, case studies, and interactive discussions aimed at enhancing staff awareness, understanding, and ability to effectively protect children. Training may include: a) Awareness of EFICOR's Child Safeguarding Policy (CSP).

b) Child Welfare Laws and Policies including POCSO (Protection of children from sexual offenses act). c) Risk Assessment and safety planning

POLICY COMMITMENT:

#### SIGNATURE

I have carefully read and understood EFICOR's Child Safeguarding Policy and hereby agree to abide by its requirements and commit to a safe, supportive, and nurturing environment for children

Signature:

Date:

Role:



# EFICOR POLICIES

## ORGANISATION POLICIES

### CHILD SAFEGUARDING POLICY

COVER PAGE

ANNEXURE 1

CONTENTS

#### CONSENT FORM

I /we agree that EFICOR can use my/our name and story/stories and photo/ photos for their case studies as I/we have been in their beneficiaries list of the \_\_\_\_\_ Project. I/we will be happy that my/our impact story/stories of change will be a good example for the readers/ donors.

Name of the person \_\_\_\_\_

Signature of the person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Name of the project in charge \_\_\_\_\_

Name of the photographer \_\_\_\_\_

Signature of the photographer \_\_\_\_\_

Date \_\_\_\_\_