



# CHILD RIGHT PROTECTION POLICY

## 1. SHORT TITLE AND COMMENCEMENT:

- a) This policy may be called Child Right Protection Policy.
- b) This policy shall come in to force with effect from the 1<sup>st</sup> January 2017 on being published in the school and management website.
- c) This policy shall apply to the Stewart School Cuttack, Stewart School Bhubaneswar, New Stewart School, Cuttack and Stewart School, Sukinda, Stewart School Mohana and other Diocesan Institutions under the management of Diocese of Cuttack, C.N.I.

**Definitions:** - For the purpose of these Policy ;

- I. **"Management"** means the Diocese of Cuttack, Church of North India, under which the schools have been administered.
- II. **"Managing Committee"** means the committee constituted by the management for the day-to-day administration, of Stewart Schools as mentioned in clause – 2 above.
- III. **"Diocesan Board of Education"** means Board constituted by the management for the purpose of inspection and guidance to all the educational institutions under the management of the Diocese of Cuttack, CNI.
- IV. **"CEO"** Means the Chief Executive Officer of Stewart Schools under the management of the Diocese of Cuttack, CNI .
- V. **"CPTF"** means the Child Protection Task Force.
- VI. **"CPC"** means the Child Protection Committee
- VII. **Child abuse-** Child abuse means any type of cruelty inflicted upon a child, including mental abuse, physical harm, neglect, and sexual abuse or exploitation. It may include any act or failure to act by a teaching or non teaching staff of the institution parent or other caregiver that results in actual or potential harm to a child, and can occur in the institution or schools or communities the child interacts with.
- VIII. **Law enacted by the Government of India for care and protection of Child:** Various laws have been enacted by the Government of India to promote and protect the rights of children. Amongst such laws are the Child Labour [Prohibition and Regulation] Act 1986, the Juvenile Justice [Care and Protection of Children] Act 2000 [herein after referred to as the 'JJ Act 2000'], the Right of Children to free and Compulsory Education Act 2009 and the Protection of Children from Sexual Offences Act 2012 [herein after referred to as 'the POCSO Act']. The JJ Act 2015 the person who having the charge or control of child, assaults, abandons, abuses, exposes or wilfully neglects the child or causes the child to be placed in such situation.

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- IX. **Protection of Children from Sexual Offence Act 2012 (POCSO Act)** - This is a special law that has been enacted to comprehensively deal with the issue of sexual offences against children. It describes different types of sexual offences against children, such as penetrative sexual assault, sexual assault and sexual harassment, and provides punishment for the same. Sexual offences committed by management / staff of an educational institution are treated more severely and the punishment is enhanced. It also stipulates a child-friendly procedure to be adopted by the police and Special Court during investigation and trial, respectively. The POCSO Act has introduced the concept of Mandatory Reporting, namely, punishing a person who fails to report to the police the occurrence of an offence under the POCSO Act despite having knowledge of its commission. Failure of such reporting by a person in-charge of an institution in respect of a subordinate under his control is treated more severely.
- X. **Emotional Abuse:-** Emotional abuse means when a child is put to the persistent emotional maltreatment that would adversely affect the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. This may be expressed verbally or non-verbally or via electronic or written communication or any other form. Emotional abuse includes verbal abuse, mental abuse, and psychological maltreatment. This can include using extreme and/or bizarre forms of punishments, such as confinement in a closet or darkroom or being tied to a chair for long periods of time or threatening or terrorizing a child. Less severe acts, but no less damaging, are belittling or rejecting treatment, using derogatory terms to describe the child, habitual tendency to blame the child or make him/her a scapegoat.
- XI. **Physical Abuse:-** Physical Abuse means inflicting of physical injury upon a child. This may include burning, hitting, slapping, punching, shaking, kicking, beating or otherwise harming a child even when the caretaker may not have intended to hurt the child. It may, even be the result of over disciplining or physical punishment that is inappropriate to the child's age.
- XII. **Sexual Abuse:-** Sexual Abuse means the sexual offences contained under the POCSO Act, and any act of sexual nature contained under any law for the time being in force in India and / or in the State.
- XIII. **Child Exploitation:-** Child Exploitation means using a child unfairly for personal advantage or gain, whether monetary or otherwise. This involves befriending or grooming the child through gifts, online chat rooms, social networking websites, email, mobile, telephone messaging, gaining the child's trust, and stalking their online activities. The Constitution directs the taking of measures to ensure that "childhood and youth are protected against exploitation".
- XIV. **Child-friendly:-** Child-friendly means as any process and interpretation, attitude, environment and treatment, that is humane, considerate and in the best interest of the child.
- XV. **Corporal Punishment:-** Corporal Punishment means any kind of Physical punishment which involves hitting ('smacking', 'slapping', 'spanking') children, with the hand or with an implement - whip, stick, belt, shoe, wooden/Plastic/Metal Scale or duster etc. But it can also involve, for example, kicking, kneeling down, shaking or throwing children, scratching, pinching, biting, pulling hair or boxing ears, forcing children to stay in uncomfortable/pain

  
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full positions, burning, scalding or forced ingestion, making him/her sit like a Rooster and make him/her stand on the desk or making a child to stand on one leg etc..

## **2. COMPOSITION AND FUNCTION OF THE CHILD PROTECTION TASK FORCE (CPTF)**

**A. On-site Child Protection Task Force – CPTF:** A Child Protection Task Force, consisting of two members, one from each category of officials as mentioned below, will be formed and designated by the CEO of the Management for the Stewart schools /Diocesan Institutions /Sunday School under the DOC CNI. The member of the Child Protection Task Force for all Schools/ Hostels / Sunday Schools / Day Care Centers will discharge his / her duties independently as per the responsibilities given to him / her from time to time by the management.

i. School Coordinator / Project Coordinator / Senior Coordinator/ Vice Principal

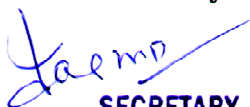
ii. Administrative Bursar/ Office Superintendent /Office Manager /Accountant

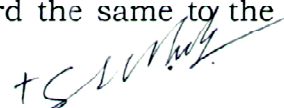
**B. Function :** Any member of the CPTF from amongst the official mentioned above shall act/ function independently to do preliminary investigation to ascertain the genuineness of any complaint of Child Right Violation and forward the same to the CPC. The member CPFT, shall provide required support to the victim including First Aid /Counseling if required. They shall submit the preliminary investigation report as per format ,as early as possible maximum within a week from the date of receipt of complaint and submit the same to the Secretary of the School for necessary action and copy to CEO of the management for information . The CPTF shall also submit annual report of Child Right Violation cases occurred in the school to the management.

### **C. Duties and Responsibilities of Child Protection Task Force (CPTF):**

- i. To receive complaints from any sources, including opening complaint box every weeks.
- ii. To receive data of child right violation from CCTV footage.
- iii. To suo motto register complaints in approved format on the basis of CCTV footage and on receipt of complaint from Child or parents.
- iv. To carry out validation of complaint as per approved format.
- v. After register of complaint and after asserting the geniuses of a complaint, shall inform Principal/Secretary and CEO, by phone and in writing for necessary action.

### **3. STEPS TO BE INITIATED BY THE SECRETARY OF THE SCHOOL AFTER RECEIPT OF THE REPORT OF CPTF :** As soon as possible, a complaint is received by the Secretary from the CPTF, he shall forward the same to the

  
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CPC Cum Enquiry Committee within 24 Hrs to investigate into the matter as an inquiry committee by placing the delinquent employee under suspension, if necessary. Thereafter he shall frame a charge sheet as per Stewart School service rule and communicate the same to the delinquent employee and to the CPC Cum Enquiry Committee for trial of charges as per Stewart School service rule.

#### **4. COMPOSITION OF THE CHILD PROTECTION COMMITTEE (CPC)**

**Composition of the Child Protection Committee (CPC Committee):** The CPC of three members each will be operational for each program or institution run by the Management. The Child Protection Committee will comprise of three members:

The Management can replace any member of the CPC at his discretion, in the event a CPC member is allegedly an offender for carrying out a child protection violation.


Term: The tenure of the CPC will be for a period of 3 years and it may be extended further by the management.

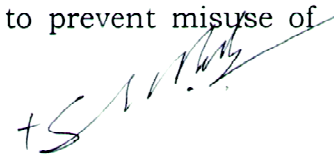
Designated Members:

- i. One member of the Managing Committee of the institution
- ii. An Associate Child Protection Officer (ACPO) appointed by the Management.
- iii. Pastor/Presbyter staying near to the institution.

#### **5. Duties and Responsibilities of Child Protection Committee (CPC):**

- (i) The CPC will facilitate awareness programs on Child Right awareness to the teachers periodically through the management.
- (ii) The CPC will train CPTF and update the management for any new changes that will be required for amending the Child Right Policy.
- (iii) The CPC will liaison with the Child Welfare Committee (CWC) of the district to ensure the child protection in the institution through the management, as and when necessary.
- (iv) CPC will also liaison with the Voluntary Organisation and District Administration like Commissionerate Police to organise campaign on child rights protection as well as impart education to prevent misuse of electronic gadget and social media by the child.

  
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- (v) The CPC shall be accountable in the best interests of fair play and justice to ensure impartiality and neutrality during enquiry of complaints.
- (vi) The CPC will function as Enquiry Committee in case of allegation of Child Right Violation and submits it's report to the Managing Committee through the Secretary of the School, recommending action as per the penalties provided under the Stewart School Service Rules and statute applicable for Child Right Violation.
- (vii) That apart the CPC will fill up the result of the investigation in form-Part-II and submit the same separately to the CEO of Stewart Schools.

**6. RESPONSIBILITY OF THE SECRETARY OF THE SCHOOL AFTER RECEIPT OF THE REPORT OF CPC:**

After receiving the enquiry report and recommendation of the CPC, the Secretary shall call a meeting of the Managing Committee if major penalty is recommended by the CPC cum enquiry committee. In case of minor penalty, the Secretary of the School, being the disciplinary authority, if thinks proper and justified may impose the same and get the post facto approval of the same in the subsequent MC meeting.

**7. REPEAL:** The Child Right policy of the management 2010 is hereby repealed.

**8. INTERPRETATION:-** If any question arises relating to the interpretation of any of this policy, the decision of the management i.e. the DIOCESE of Cuttack, CNI thereon shall be final.

Bishop,

Diocese of Cuttack, CNI.

**Bishop**  
Diocese of Cuttack  
Church of North India

Secretary,

Diocese of Cuttack, CNI.

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## COMPLAINT FORM

Date: DD/MM/YYYY

SL NO.      /      /     

Place:

To,

Principal / Sr. Coordinator / Coordinator

Source of complaint	Complaint box/Phone/By post/Email/ CCTV footage/Oral (Identify: <b>Student</b> )/Anonymous/Other:
Place of violation	
Date & time of violation occurred	
Identity of complainant, if known	
Details of the Child Right violation / Offense Committed (Please continue writing on reverse)	
Name of victim(s)	
Details of witnesses, if any (adults & children)	
Identity of the alleged offender, if known	
Is it the first time this violation has been reported against the offender	Yes     /     No
If no, provide details of earlier violations	

Recommendation:-

**Name & designation of the members of Child Right Task force**

Remark of the Principal / Senior Coordinator / Coordinator :-







**3. Details of the CPTF members in the organization who are mandated to be responsible for investigating the alleged child protection violation.**

3.1	<b>Name of the person investigating the violation:</b>	
3.2	<b>Position held in the organization:</b>	
3.3	<b>Address:</b>	
3.4	<b>Telephone/Mobile No. .</b>	<b>Email Address:</b>

**4. How was the child Right violation complaint registered ?**

4.1	<input type="checkbox"/>	Letter	<input type="checkbox"/>	E mail
	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Drop box
	<input type="checkbox"/>	Verbally		

**5. Details of the person who is being investigated**

5.1	<b>Name :</b> <i>First</i> <span style="float: right;"><i>Last</i></span>	
5.1a	<b>Father's Name :</b>	
5.2	Gender : <input type="checkbox"/> Male	<input type="checkbox"/> Age
	<input type="checkbox"/> Female	
5.3	<b>Permanent Home Address :</b>	





5.4	Position in the organization during the allegation was made:	
5.5	Type of employment at the time of allegation : <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Permanent Employee  <input type="checkbox"/> Volunteer  <input type="checkbox"/> Other, Please specify         </div> <div> <input type="checkbox"/> Part time employee  <input type="checkbox"/> Contractor/Supplier         </div> </div>	
5.6	Is this the first child Right allegation against the violator ? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes         <input type="checkbox"/> No <b>(Please fill 5.6a and 5.6b)</b> </div>	
5.6a	If the alleged child protection complaint is not the first time a complaint, has been registered, mention the number of complaints previous to the current one.  Number of previous complaint <input style="width: 80px;" type="text"/>	
5.6b	Please state the nature of the previous child right violation(s).	
5.7	Has the employee been informed that a complaint regarding child right violation has been registered against him/her? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes <b>(Please fill 5.7a &amp; 5.7b)</b> <input type="checkbox"/> No         </div>	
5.7a	Mention the position and name of the person who informed the employee of the complaint about child right violation. ((identity of the informer to be kept confidential))	
5.7b	Is the employee aware of:  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> The complete alleged child right violation   <input type="checkbox"/> Part of the alleged child right violation         </div> </div>	



## 6. Details of the alleged victim(s)

6.1	Does this Investigation and Report form register more than one complaint? <input type="checkbox"/> Yes (Please copy part 6 of the form for each victim) <input type="checkbox"/> No. State the number
6.2	Name: <i>First</i> _____ <i>Last</i> _____
6.3	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
6.4	Age:
6.5	Age of the child, if different from the age violation occurred: _____
6.6	The child is : <input type="checkbox"/> Full orphan <input type="checkbox"/> Semi orphan <input type="checkbox"/> Has parents with HIV/AIDS <input type="checkbox"/> Others
6.7	If the child has parents, are the parents informed of the violation through the Principal. <input type="checkbox"/> Yes <input type="checkbox"/> No
6.8	Has any support been provided to the victim? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.9	If yes, What kind? _____
6.10	If no, Why not? _____





7.1	Is more than one child right violation included in this report? <input type="checkbox"/> Yes <input type="checkbox"/> No
7.2	If yes, How many?
7.3	Date the alleged violation occurred:
7.4	Location where the alleged violation occurred:
7.5	Please write a detailed description of the violation received from the source. Attach any available documents:
7.6	Type of child protection violation: <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> Physical abuse  <input type="checkbox"/> Sexual abuse </div> <div> <input type="checkbox"/> Emotional/Psychological/ verbal abuse  <input type="checkbox"/> Social evil </div> </div> <hr/> <hr/>
7.7	The person (name) to whom the violation was reported : (identity of the informer to be kept confidential)
7.8	Position of the above mentioned person:
7.9	Date the CPC of the organization was made aware of the violation:



## 8. Interim action taken for the alleged violation

8.1	<p>Was the CEO / Chairman / Secretary notified?</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes         <input type="checkbox"/> No       </div> <p>Date of notification :</p>
8.2	<p>Was the ombudsman notified?</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes         <input type="checkbox"/> No       </div> <p>Date of notification: ____/____/____. Not Applicable</p>
8.3	<p>If there has been any previous complaint of child right violation, was that complaint found to be :</p> <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> True  <input type="checkbox"/> False         </div> <div> <input type="checkbox"/>  <input type="checkbox"/> </div> </div>
8.4	<p>State the action taken in respect to the previous child right violation mentioned in 5.6a, 5.6b and 8.4.</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> No action (state why)         <input type="checkbox"/> Probation       </div> <hr/> <div style="display: flex; justify-content: space-around;"> <div>Monitored</div> <input type="checkbox"/> </div> <hr/> <div style="display: flex; justify-content: space-around;"> <div>location</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <div>org <input type="checkbox"/> tion</div> <div>Re-allocated to another of the</div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Suspended with/without pay         <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Changes in duties         <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Any other, please specify :         <input type="checkbox"/> </div> <hr/> <hr/>





8.5 State the action taken in respect of current alleged allegation :

☐

No action (state why)

☐

Probation

☐

Monitored

☐

Suspended

☐

Re-allocated to another location  
of the organization

☐

Suspended with subsistence allowance

☐

Changes in duties

☐

Terminated

☐

Any other, please specify :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(CPTF) \_\_\_\_\_

**Remarks:-**



## **DETAILS OF THE CHILD PROTECTION TASK FORCE**

1	<b>Name: Designation:</b> Member  Signature: _____ Date: DD/MM/YYYY
2	<b>Name:Designation:</b> Member  Signature : _____ Date : DD/MM/YYYY



## Form- PART – II

### Result of the Investigation carried out by the Child Protection Committee (CPC)

#### 1. Staff and employees response to alleged child protection violation

1.1	Describe the child protection violation that was communicated to the employee after the preliminary evidence was collected for the investigation. Please attach the letter, note, email, written statement.  _____
1.2	What was the employees' response to the alleged child protection violation? _____
1.3	If the employee was not interviewed to substantiate the claim of child protection violation against him/her, state the reason(s) for this. _____ _____

#### 2. Outcome of the investigation

2.1	Was the alleged violation proved to be true ?  <div style="display: flex; align-items: center;"> <input style="margin-right: 10px;" type="checkbox"/> True    (Please go to 3 and then 4)       </div> <div style="display: flex; align-items: center;"> <input style="margin-right: 10px;" type="checkbox"/> False    Please go to 2.2 and then 4)       </div>
2.2	For the allegations that were unsubstantiated / not proved, please state the reasons.  _____ _____





### 3. Findings of the Child Protection Violation

3.1	<p>The alleged violation was found to be :</p> <p><input type="checkbox"/> Substantiated/Proved.</p> <p><input type="checkbox"/> Unsubstantiated due to lack of evidence (if any other reason, please state)</p>
3.2	<p>The Child protection violation that occurred was :</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Physical abuse ill treatment         </div> <div> <input type="checkbox"/> Any other form of (please state)         </div> </div> <p><input type="checkbox"/> Emotional abuse</p> <hr/> <p><input type="checkbox"/> Sexual abuse</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Social evils</div> <div><input type="checkbox"/> Neglect</div> </div>
3.3	<p>What are the reasons for the findings in 11.2</p> <hr/> <hr/> <hr/>

### 4. Final and action reflection

4.1	<p>What action is recommended by the CPC to the CEO at the end of the investigation with respect to the employee against whom child protection violation was reported? Please describe.</p> <hr/> <hr/> <hr/>
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4.2	<p>What other issues that are considered important came up during the investigation process?</p> <p>_____</p> <p>_____ .</p>
4.3	<p>What other action has been taken or will be taken as an outcome of this investigation?</p> <p>E.g. Formulating a new system to make child protection policy more effective, making changes in the child protection policy, training of employees.....</p> <p>_____</p> <p>_____</p> <p>_____ .</p>
4.4	<p>Date the investigation was completed: ____/____/____.</p>
4.5	<p>Date the findings of the investigation were submitted to the CEO: ____/____/____ .</p>
4.6	<p>Date the findings of the investigation were submitted to the Ombudsman: ____/____/____.</p>



### **DETAILS OF THE CHILD PROTECTION COMMITTEE**

1	<b>Name:</b>  Signature: _____	<b>Designation:</b>  Date: DD/MM/YYYY
2	<b>Name:</b>  Signature : _____	<b>Designation:</b>  Date : DD/MM/YYYY
3	<b>Name:</b>  Signature : _____	<b>Designation:</b>  Date : DD/MM/YYYY