CHILD SAFEGUARDING POLICY

MUKTI

KOLKATA
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1. POLICY STATEMENT

MUKTI in its work with the communities over various years has recognized and upheld the rights of children. We recognize that children are particularly at risk of abuse and exploitation and therefore conscious efforts are required to develop a risk aware and safe organizational culture as well as to design and implement interventions for well-being of children.

MUKTI has a zero-tolerance approach towards all form of child abuse, exploitation, and harm. MUKTI has formulated this policy to demonstrate its commitment to developing proactive systems to safeguarding children from and ensure that all members and associates are risk aware and informed of their roles to protect children. MUKTI will provide for accessible reporting system and carefully examine, investigate and address any report of safeguarding violation along with providing consistent support to the survivor.

2. APPLICABILITY AND SCOPE

The Child Safeguarding Policy applies to everyone working for or associated with MUKTI. It encompasses the entire organization and includes:

⇒ Employees- Full time, part time or contractual across all programs.
⇒ Associates of MUKTI including partner organizations, board members, volunteers, community volunteers, donors, consultants.
⇒ Vendors including research agencies or any agencies contracted to work on behalf of or for Mukti, suppliers, vehicle contracting agency etc.
⇒ Visitors who may come into contact with communities and children

Any action in contravention to the policy after working hours and in personal space if reported to Mukti or if it comes to the knowledge of Mukti, the organization shall take appropriate steps to minimize risk to children including removing the accused person from coming in contact with children of Mukti Programmes.

For any case of child protection violation reported from the Mukti work area wherein any Mukti employee or associate is not involved, Mukti Safeguarding Central Team shall take requisite action on a case-to-case basis.

3. GUIDING PRINCIPLES
Children are Right holder

Mukti believes in children being citizens and right holders. The CSP is based on the tenet that all children in Mukti’s programmes shall have an enabling environment to participate and exercise their right to take decisions in all that impacts them. Mukti shall also empower children to understand the risk they face, reporting process and redressal.

Best Interest of Children

MUKTI would be guided by the principal as defined in the Juvenile Justice (Care and Protection of Children) Act 2015, Section 2 (9) “the basis for any decision taken regarding the child, to ensure fulfillment of his/her/other basic rights and needs, identity, social well-being and physical, emotional and intellectual development”.

Openness and Transparency

A culture of openness and transparency in the organization is a prerequisite to build confidence in all staff members and stakeholders to discuss issues of safeguarding, report without and seek redressal.

Confidentiality

Mukti’s CSP is firmly rooted in the children’s right to privacy and confidentiality. Therefore, all data, information, pictures and other content related to beneficiaries shall be kept protected and shared only if there is consent and is in the interest of children.

Also, in reporting under this policy the identity of the child shall be kept confidential (except on need-to-know basis for case redressal)

The principle of confidentiality also promotes keeping the identity of the whistleblower confidential as far as possible unless the whistleblower is open to sharing the same. The identity of the person against whom the complaint is made shall also be shared only for case investigation and redressal on need-to-know basis.

4. KEY DEFINITIONS

4.1. Child: Any individual, below the age of 18 year, as defined by UNCRC

4.2. Child Abuse: Child Abuse can be defined as an act, or failure to act, on the part of a parent, guardian and / or caregiver or any person that results in the death, physical or emotional harm, sexual abuse, or exploitation of a child, or which places the child in an imminent risk of serious harm, and / or seriously impacts the child’s long-term development and potential.

4.3. Risk: the probability of harm, injury, abuse, or any other negative occurrence that is caused due to an of external or internal vulnerabilities

4.4. Child Safeguarding Violation in the context of this policy amounts to:

- Any act of abuse or harm to a child or an act or behavior that puts a child at risk of harm or abuse or potentially increases the risk of harm or abuse.
- A failure to act in a situation where a child is at risk of being abused/ harmed or is being abused/ harmed.
- Failure to follow this policy and the code of conduct.
- Failure to report any case of violation, harm or abuse, alleged harm or abuse or likelihood of harm or abuse

4.5. Safeguarding refers to the proactive measures of an organization including its policies, procedures and practices to ensure the well-being and protection of children from harm, neglect or any form of abuse. Safeguarding includes...
• risk awareness and consistent mitigation of these risks by all its members,
• providing easy and accessible reporting mechanism,
• effective redressal of safeguarding violations and
• ensuring support to any child who faces any form of harm, neglect or abuse.

4.6. **Safeguarding Points Person (SPP)**: Safeguarding points person is the program wise person designated for receiving complaints from respective departments and sending them to the Safeguarding Central Team. List of SPP attached as Annexure 5.

4.7. **Safeguarding Central Team (SCT)**: Safeguarding Central Team is the organization wide team that shall oversee the implementation of the policy under guidance of the senior management, receive and initiate redressal of complaints. Members of Safeguarding Central Team attached as Annexure 5.

5. **REVIEW OF POLICY**: The HR should initiate the review of the policy along with the senior management every 2 years, unless required otherwise due to any immediate concerns or change in legal statutes.

6. **PREVENTION**

6.1. **Training and Awareness and Dissemination of the Policy**:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>All employees provided the policy as part of joining documents. Employees pledge to safeguarding and are oriented on safeguarding during induction. Training shall be provided to all employee on child safeguarding, code of conduct, risk awareness and their role in minimizing the risk to children and the responsibility to report. The extent and periodicity of training would be based on the role of the employee with at least one annual refresher training. The program team shall especially in contact with children shall need more frequent and extensive trainings including integration of risk assessment and mitigation in the program.</td>
</tr>
<tr>
<td>Mukti Associates</td>
<td>Provide the policy or policy brief and put systems in place to brief the associates. All vendor contracts should have the Child safeguarding policy declaration, as read, understood, accepted, and signed. Pledge for associates attached as Annexure 8.</td>
</tr>
<tr>
<td>Focal points persons/Safeguarding Central team</td>
<td>Trained periodically to implement reporting, investigation and redressal.</td>
</tr>
<tr>
<td>Board / Senior Management</td>
<td>Orientation on Policy and their role on monitoring and oversight for well-being of children and implementation of the policy.</td>
</tr>
<tr>
<td>Community</td>
<td>Provide information and awareness to the community about the safeguards mentioned in the policy, reporting mechanisms and redressal procedure.</td>
</tr>
<tr>
<td>Children</td>
<td>Provide information to children about their rights, as well as hazards and the</td>
</tr>
</tbody>
</table>
measures of reporting and redressal. Empower them to report.

- All Mukti office spaces, Mukti run centers and community spaces will have posters, standees that shall be placed for staff, community and children to understand the policy and reporting mechanism.
- Mukti shall explore possible channels to make employees, associates, visitors, communities and children to be aware of safeguarding norms and policy.

6.2. **Develop a culture of Openness and Transparency:** The senior management of Mukti shall make efforts to ensure that there is a culture of openness and transparency. The employees should have the confidence and belief that the organization will take all complaints seriously.

6.3. **Behavioral Code of conduct:**

1. All members in the scope of this policy shall adhere to the code of conduct attached as Annexure 1
2. A brief guidance note and code of conduct for visitors coming in contact with the community is provided as Annexure
3. A guidance note with behavioral code of conduct is provided for media that comes in contact with Mukti, with communities and children or attends or publishes any content about Mukti and its pursuits is attached as Annexure

6.4. **Risk Assessment and Mitigation Systems : Mukti shall establish**

1. Risk assessment system at the organizational level which includes safeguarding risk: The organization shall maintain a risk register wherein the senior management of the organization shall record the major risks faced by the organization and the steps that the organization is undertaking to mitigate those risk. Such register may be updated once in 6 months. This should also be discussed briefly in the board meeting formally.
2. Ensure program/ project designs are informed of safeguarding risks : Atleast one member of the safeguarding central team shall be part of all program design exercise.
3. Establish a risk assessment and mitigation systems
   - to identify and mitigate risks in every program during its initiation, implementation as well as activity level.
   - designated and accountability to the program manager to specific person in every program for risk assessment and mitigation. Risk assessment system is detailed in Annexure 2.

6.5. **Recruitment, Induction and Appraisal:** The HR department shall ensure that the recruitment process is modified to integrate the following.

1. Job advertisement mention the organizations’ commitment to Child safeguarding.
2. Interview / screening shall include specific question to understand the candidates sensibilities and attitude towards safeguarding.
3. There will be reference check for all staff especially those working in direct contact with children to ascertain the past record of working with children.
4. All new employees and associates must sign the child safeguarding policy and the safeguarding pledge provided as Annexure 7.
5. Employee induction process shall include Child Safeguarding Policy and Code of Conduct
6. For employees who work contact with children, the performance appraisal should include assessment of their sensibilities and behavior around children.

6.6. **Data protection and Communication:** The organization shall have strong guidelines on internal and
external communication and data protection shall ensure that all data, information, photographs and content regarding children shall be captured with respect and permission, stored with limited access and transferred safely.

- Creating, recording of communication materials
- Storage and transfer of communication materials
- Social Media
- Online Safety

Annexure 3 provides the Data protection and communication guidelines to be adhered by everyone in the scope of the policy.

6.7. Infrastructure safety – All spaces visited by children including Mukti offices, program centers, meeting areas or any space or premises visited by children should be infrastructurally safe. This includes physical safety of building, fixtures and furniture. This also refers to safety arising from availability of amenities like toilets, portable water, enough individual space, lighting etc. Annexure 9 provides brief norms of infrastructure safety based on which every program can build their checklist for infrastructure safety.

7. IMPLEMENTATION OF THE POLICY: The overall responsibility of implementation of the policy rests with the HR head and safeguarding central team of the organization in the guidance, oversight and accountability of the Senior management including the President, Secretary, Director Operations and safeguarding Board Member of Mukti. Specific responsibility is mentioned in the table below:

<table>
<thead>
<tr>
<th>Areas</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Developing a Culture of Openness and transparency</td>
<td>Senior Management with HR</td>
</tr>
<tr>
<td>Oversight on the implementation of the Policy, Training and Awareness, Recruitment, Induction and Appraisal</td>
<td>HR head and safeguarding central team in collaboration with Program Managers</td>
</tr>
<tr>
<td>Risk assessment and mitigation</td>
<td>Program Head and Program teams with support and approval from Senior Management</td>
</tr>
<tr>
<td>Communication and Data Protection</td>
<td>CSR and Communication Manager, Web content developer and Program teams</td>
</tr>
<tr>
<td>Infrastructure Safety</td>
<td>HR and Program Team</td>
</tr>
<tr>
<td>Reporting and redressal</td>
<td>Central Safeguarding Team with advice and approval of Senior management and Safeguarding board member</td>
</tr>
</tbody>
</table>

Responsibilities of employees, consultants, volunteers, and all associates at MUKTI are required to:

- Follow high standard of professional conduct while working with children and ensure risk awareness and mitigation to minimize risk to children at all times in accordance with your role.
- Office space will be kept safe and any child/children visiting the office should be
- When working with children, create an enabling environment so that they can voice their opinions and concerns.
- Empower children by making them aware of their rights, the risks they face, identifying their support system and providing information on reporting and redressal.
- Report all safeguarding suspicions, allegations, disclosure of abuse and violation of the policy as per procedure. This also includes concerns relating to historic incidents of abuse.
- Ensure implementation by program partners. Extend support for training and integration with partner monitoring.
8. IDENTIFICATION OF SAFEGUARDING VIOLATIONS

Mukti shall put in place proactive systems not only to prevent all forms of possible harms but also to detect any likelihood of harm or actual harm or abuse that has occurred. This includes

8.1. PROACTIVE ACTION FOR IDENTIFICATION of VIOLATIONS

Programme Monitoring: Monitoring is an important tool to identify safeguarding risk, violations of this policy as well as safeguarding violation. Therefore, all programs and operations shall ensure

- M&E framework of the Program has indicators on child safeguarding and data and qualitative insights on such indicator are collected as part of monitoring visits or collation of MIS.
- All Supervisors include safeguarding as part of their monitoring visits and include safeguarding in their observations as well as interactions so as to identify any risks and violations.

Safeguarding Audits: The senior Management and the program leadership shall plan and ensure periodic audits of different programs by trained child protection personal especially in programs with significant safeguarding risk.

8.2. REPORTING:

Mukti shall provide for accessible reporting options to all its employees, stakeholders, communities and children. Reporting of child safeguarding violations is mandatory for all employees under this policy. All employees are expected to report as soon as they observe or come to know of any violations.

The table below provides the details on the reporting. Any member in scope of this policy should report based as per process referred below and ensure that they shall not divulge the details of the case, name or identifying details of the child or the person against whom the complaint is made to anyone other than the reporting authority/ personnel.

<table>
<thead>
<tr>
<th>What to Report?</th>
<th>Alleged, witnessed, or suspected child protection violation. Any disclosure of harm or abuse to a child by a child or any other adult Any violation of this policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>When to Report?</td>
<td>As soon as you come to know about any case of abuse or harm subject to a maximum of 24 hours. Early reporting would mean quicker relief to the victim. However, if you are not able to report within the stipulated time, report as soon as you can.</td>
</tr>
<tr>
<td>Who to report?</td>
<td>Mukti Employees To Safeguarding Points Person (SPP) of your programme or any member of the Safeguarding Central Team. A list of program wise Safeguarding points persons and safeguarding Central Team (SCT) is attached as Annexure 5 Call and inform the points person as there is an urgency in most cases of safeguarding violations. Fill the complaint reporting form provided as Annexure 6 and send it to the designated Safeguarding Point Person/ Central Team at the earliest possible.</td>
</tr>
</tbody>
</table>
### Associates, Visitors, Vendor, Agencies
Complaint can made directly to Program Managers of respective programs for which vendor is hired or can be sent to a member of the Safeguarding Central Team (Detail shall be provided with contract/ purchase order)

### Consultants, Interns
Complaint can be made to the Safeguarding Point Person of the respective program or to any members of the Safeguarding Central team (details provided with contract)

### Child/ Members of the Community
Each program shall list Area wise reporting spoke for community.

### Reporting: complaint against Member Safeguarding Central team
Report to any other member of the Safeguarding Central team or the HR head of the organization

### Senior Management
Report to the Board member designated for safeguarding.

### Board member
To any other board member or the CEO of the organization

9. **REDRESSAL**

9.1. Steps to be undertaken once the report is received

The **Safeguarding Point Person should**
- Immediately inform a member of the Safeguarding Central team telephonically and by email and forward the incident form received from the complainant or filled by self. T
- The Safeguarding Points Person should maintain confidentiality of the complainant, child, as well as the alleged person against whom the complaint is made.

Member of the Safeguarding Central Team shall
- Inform other team members telephonically and share the incident form.
- They shall also inform the member of senior management designated to oversee Safeguarding.
- The safeguarding central safeguarding team shall nominate one person for record keeping and ensure all information is stored confidentially. Also maintain confidentiality of the complainant, child, as well as the alleged person against whom the complaint is made.

As soon as report is received by the Safeguarding Central Team
- Call for a meeting and brief about the violation and inform the Senior management.

| **Preliminary Assessment** | - Collate necessary additional information for greater clarity. Be careful that while collating information, the confidentiality of the child or details of the case should not be leaked as it can have adverse consequences on the child.
- The details of the case to be collected also depend on the nature of child safeguarding violation, the locus of the child and whether the person against whom the complaint is made is an employee or an external person. |
| **Survivor** | - While the process of investigation begins, take necessary steps to ensure |
| **Safety** | safety of the child survivor  
- Extend requisite immediate support to the survivor and start planning for interim and long-term needs.  
- Assign responsibility for survivor support.  
- In case the accused person is an employee, ensure the removal of the employee from being in contact with any children in the organization |
| **Informing Authorities** | - In coordination with the senior management take decision on reporting/ providing information about the violation to the requisite statutory and government authorities  
- In case the act of child safeguarding violation is a crime against POCSO, Juvenile Justice Act or IPC, take a decision on filing of a First Information report (FIR) with due respect to the survivors rights and decision. |
| **Initiate Inquiry** | The senior management can decide on the 3-to-4-member committee to conduct the investigation with at least 1-2 members of central safeguarding team. The senior management can also decide to hire external expert or choose an expert organization for investigation |
| **Process of Inquiry** | - Initiate the process investigation as per the disciplinary procedure following the principles of natural justice and presumption of innocence keeping the perpetrator informed about the details of the complaint.  
- The process of inquiry should provide enough space / opportunity to the respondent to present his/her/their view and evidence.  
- The process of enquiry has to be recorded and kept confidential in custody of the member designated for storage of these recordings  
- Only a trained and designated person can collate information from the child following child friendly approach. Ensure the child and the family is not questioned repeatedly. The information cannot be used for any other purpose apart from matters related to the case  
- If needed the respondent can also be suspended pending inquiry and provided remuneration as per legal provisions.  
- The inquiry committee recommend suggestions on the future course of corrective /punitive actions to the senior management of the organization  
- The senior management on recommendation of the inquiry committee shall take corrective or punitive action as per the disciplinary procedure including counselling, warning, written apology, demotion, stoppage of increment or freeze on promotion, suspension without salary, dismissal etc. as per the disciplinary procedure of the organization |
| **Duly inform complainant** | - In case the complaint was received from the community or the child, keep the community member or the child informed of the process and outcome. |
| **Learning** | - It is also important to learn from the violation/ lapse and the Safeguarding Central Team and the Senior Management should take systemic preventive action. |

Enquiry: timeline (not more than 1 month)
ANNEXURE 1: Code of Conduct

All MUKTI representatives, including but not limited to employees, associates, volunteers, board members, implementing partners, sub-recipients, vendors are required to follow high standards of professional conduct themselves while in company of children demonstrating respect for the dignity and rights of the child/children and young people and minimizes any possible situation of risk.

All MUKTI representatives and associates shall adhere to the following code of conduct:

- **Respect and Non Discrimination:** Treat all children with respect and do not discriminate regardless of age, race, religion, gender, disability or other identifying status.

- **Safe Professional Conduct during direct engagement with children:**
  - Be visible while working with children and have at least one other adult around when working in close proximity of children.
  - Do not invite unaccompanied child/children into a home or hotel.
  - Do not do things of a personal nature that a child could do for him/herself, including bathing, dressing, and grooming.
  - Do not ask children, for any personal favors or ask them to do any job of a personal nature for you e.g., massaging etc.
  - Do not smoke, take alcoholic or addictive substances/Drinks in front of children or or visit them while under the influence of any drug/alcohol.

- **Maintain Professional Relationship and boundaries**
  - Do not share your personal contacts including contact number, email, address etc. or take personal contacts of children, unless programatically required.
  - Do not give gifts to a child/children at a personal level.
  - Do not develop personal relationship such that you meet them in personal space.

- **Use of Dignified Language:** Do not use language or behavior which is in any way is demeaning, abusive, culturally inappropriate and is intended to embarrass, shame, humiliate, or degrade child/children. This includes behaviors like shouting, insulting, namecalling, intimidating etc.

- **No physical Abuse**
  - Do not use physical punishment as a disciplinary tool or physically assault or abuse any child.
  - Do not indulge in actions such as slapping, hitting, pinching, pushing, kicking etc. with children, even as a friendly gesture or for discipling children irrespective of cultural norm.

- **Do not engage in any behaviour that may seem to have sexual connotation.**
  - Do not have sexually coloured conversations or use sexually abusive language or inappropriate physical touch
  - Do not indulge in any form of sexual including sexual intercourse with any child. Consent does not exempt you from engaging in any such behavior.
  - Do not engage in sexually provocative games, conversations (face to face or otherwise) or behaviors which includes kiss, hug, fondling, rub or touch in an inappropriate way.
  - Do not show or share pictures, videos, films, websites in print or electronic medium that are not related to work and may have a sexual overtone/ connotation even as a friendly gesture to children.

- **Report safeguarding violation or any issues or safety or abuse of a child or any breach of the MUKTI policy**
In context of Donors and Partners

- All interactions between donors or partners and children should be conducted with sensitivity recognizing appropriate cultural and traditional practices of the children. Any materials distributed/used in interaction or activities with children should contain appropriate content that is culturally and traditionally appropriate.
- MUKTI shall maintain strong communication links with the parents or those otherwise legally responsible for the children in its partner residential facilities and programs, and ensures that they are appropriately informed about all issues regarding the children.
- Visitors (donors/partners/Volunteers/Interns/others) and children and their families must not exchange contact details during visits.
- All visits by sponsors must be arranged well in advance with the Project Coordinator and/or Programme Managers, or other person(s) designated by the Director Operations/President/Secretary.
- It is mandatory for at least one MUKTI associate (Project coordinator, Field Supervisor, Program Manager) to be present at all times during any donor or partner authorized visitations.

Follow communication guidelines as per annexure 3 including the following:

- MUKTI shall portray children in a respectful, appropriate and dignified manner. Children should be adequately clothed.
- Local cultural traditions should be considered carefully before photographing or making videos with the intent of respecting those traditions.
- Images should be an honest representation of the context and the facts. When sending images electronically, file labels should not reveal identifying information such as the name(s), the age, gender or location of the subject.
- A child and his/her adult/their family member or guardian must always be asked for consent when taking and using their images. When asking for consent to use the image, provide on how and where this image will be used. An MUKTI consent form must be completed and signed by the family member or guardian.
- There should be no identifying information of the child or youth or his/her location used in the publication of images.
ANNEXURE 2 : RISK ASSESSMENT GUIDELINES

DEFINING RISK

- **RISK**: the probability of harm, injury, abuse, or any other negative occurrence that is caused due to an external or internal vulnerabilities.

- **RISK ASSESSMENT**: Consistently identifying, analyzing and understanding the safeguarding risk to children and adult at risk within the function, portfolio, projects and activities as well as risks to the organizations. Risk assessment shall involve large number of stakeholders who are part of the process or affected by sicu process/ intervention/ event.

- **RISK MITIGATION**: The steps that an organization/ portfolio would take to reduce remove or manage safeguarding risks.

RISK ASSESSMENT AND MITIGATION

Assessment of risk and its mitigation should be a way of organizational life and hence risk towards safety and well-being of children should be assessed periodically at different levels of the organization.

- **AT ORGANIZATION LEVEL**: Safeguarding risks should be part of the organizational risk register. The senior management should review organizational risk at least once in six months and take mitigation steps and inform the board of the same.

- **FUNCTIONAL / DEPARTMENTAL LEVEL**: Every function should do a risk analysis for their function or department while they do the annual planning and subsequent reviews.

Organization level

Function/ Departmental Level

Every Programme:
- Program design,
- Initiating implementation
- Activity level like events, exposure visits
- Periodically through the program cycle.

Organizational Activities that may involve children
e.g. Public events, fundraising events, donor interaction etc.
• **PROGRAM LEVEL**- The risk assessment at the program level shall follow the program cycle. Risk shall be identification and mitigation mechanisms shall be established at different steps of the program cycle. programme:

**Safeguarding Informed Program Design and Implementation**

i. **Risk assessment at the conceptualization of a program design** shall inform about the extent of risk in different interventions and the team can therefore:
   - assesses whether the high-risk activities should/can be replaced or should be managed.
   - there shall be mitigation steps listed at the time of design and hence are integrated in the design

ii. **Risk assessment during the Initiating implementation**: This helps assess risk in that particular geography, in the manner implementation shall be carried out etc.

iii. **At the beginning of any new activity** including before any event/exposure visit involving children/research etc. (for events refer to Annexure 10)

iv. **Periodic risk assessment** in accordance with program reporting but at least once in 6 months. (the frequency could be more in high-risk programs.)

**For a Safeguarding Informed Program Design and Implementation other prerequisites include:**

➔ Designate responsible person for risk assessment and reporting.
➔ Integrate Safeguarding in the Program monitoring, evaluation and learning framework.
➔ All periodic meetings of the programme, reporting as well as monitoring should include risk reporting and mitigation.

**Risk Assessment process includes:**

**RISK ASSESSMENT TEMPLATE**

<table>
<thead>
<tr>
<th>Name of Function/ Programme/ Event:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Context of Assessment :</td>
<td></td>
</tr>
<tr>
<td>Members in Risk Assessment:</td>
<td>Reporting to:</td>
</tr>
<tr>
<td>Date:</td>
<td>Place:</td>
</tr>
</tbody>
</table>

**Risk analysis tool**

<table>
<thead>
<tr>
<th>Source of risk</th>
<th>Potential or Existing Risk</th>
<th>Likelihood of it happening</th>
<th>Impact to child/MUKTI’s reputation</th>
<th>What mitigation measures are already in place</th>
<th>Mitigation Measures</th>
<th>Person responsible</th>
<th>Time by which action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low – 1</td>
<td>Medium – 2</td>
<td>shall be taken</td>
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Date for next review of risk assessment:

While analyzing risk and deciding on mitigation it is important to note that

- If risk is too high in likelihood and impact and cannot be managed or removed then drop such activity.
- Risk mitigation and its responsibility: Allocate responsibility for risk mitigation as well as accountability at appropriate level e.g., program manager.
- Risk monitoring and reporting: The said risk analysis should be revisited periodically be the team in team meeting and integrated with periodic reporting for oversight.
- The program monitoring and evaluation framework should duly refer to indicators for effective safeguarding so that it is consistently a part of all program interventions and not an exclusive effort.

Research: In case of conducting research activities, comply with research ethics. Develop localized research ethics guidelines to accommodate the local context and ensure the safety and welfare of the children and vulnerable adults.
Annexure 3 Guidelines for Internal and External Communication
(in the context of safeguarding)

This guideline is drafted to ensure that all safeguarding norms are taken into consideration in diverse communication flows and processes taking place within the organization on a daily basis. The SoP will guide the standards of communication adhered to by the organization and its members to ensure that there is minimum risk to children and vulnerable adults

I. General Guidelines

- Keep in mind that, as the organization’s representative in the programmatic area, all communication with the defined beneficiaries and the community falls under the category of formal communication and should not be treated as personal/ informal.
- Ensure that all communication with defined beneficiaries is conducted in a professional manner and follows accepted standards/ code of conduct as provided by the organization.
- Report and record any complaints or concerns about inappropriate or intrusive images as a safeguarding concern.

II. Recording Communication Materials: Photographs/ Videos/ case studies and other data. Etc.

- Ensure that children and vulnerable adult are presented in a dignified and respectful manner with respect for their culture.
- Pictures/ videos of children and vulnerable adults should be taken on a need basis by designated team members in every project/ geography. The programme team should avoid the tendency of all team members clicking pictures and storing them in their phones.
- Ensure that no pictures of children or vulnerable adult can be interpreted as sexualized or degrading or shaming in any manner whatsoever.
- Consent: Take informed consent from the child and the parents/guardian and vulnerable adults before taking their photograph, video or audio recording or any data/ case study and explain how, where, when and for how long the photo or film will be used. Use Annexure 4 for taking informed consent.
- The consent should be recorded in written especially for children. For children the written consent of parents shall be taken.
- Depending on the sense of understanding (especially above 10 years of age), do take a verbal consent from children. However, for students/ individuals above 16 years who are associated with the Mukti Talent Programme, individual sponsorship etc., take individual written consent for pictures videos etc.
- Develop a system of storing the consent forms in soft or hard copy so that they can be retrieved if needed.
- When a programme is long term and photographs of children/ adults within the programme are needed for programme monitoring on a regular basis, then consent can be taken for a period of 6 months. However, this consent will only be applicable to the context for which permission is taken.
- To maintain the safeguarding norms, try and take pictures of children from a distance and do not focus on anyone’s face and do not reveal the identity of children/ adult as far as possible while sharing.
- Unless there’s a specific programmatic reason, prefer taking group photographs over individual photographs.
- Show children/ vulnerable adults the pictures / videos you have taken for maintaining transparency.
- Also, visitors including Government officials, donors etc. usually like to click pictures/ take videos. Since the organization may not have control over the pictures/ videos taken by their devices, it is suggested
- Share a brief of safeguarding norms in advance (refer to visitors guideline attached as Annexure 11)
- Volunteer to click and share pictures as per norms
- Request then politely to not circulate/ share the pictures to others
- If you hire photographers/ professionals for any of your photoshoots/ documentary/ recording or data collection, their contracts should refer to the condition of this guideline as well as important measures so that children and their information is safe.

### III. Sharing Communication Materials

- Photographs/ videos/ audio recordings/ data should be used only for the purpose for which it is taken and should be portrayed in the context in which it is taken.
- Photographs/ videos should be used only for the time period for which the permission is sought or for which it remains relevant. E.g., where a project is closed and we cease working with such community avoid using pictures unless for monitoring and reporting purpose
- For pictures used on website or those which may be used in long term externally for the organizational history/ successes, choose limited pictures, label them and store them separately.
- Ensure that case studies/ stories, newsletters or other written material that discusses any individual/ community has a positive inclination. Avoid images that highlight an individual’s pain/ suffering or which may cause discomfort in any way.
- **Sensitive Personal data**: Ensure that personal or sensitive information of any defined beneficiary that could lead to their identification (including names/ surnames, village/ school or any specific location details) and compromise their identity, safety, care or protection is not disclosed in any written publication or online communication materials.
- Minimize sharing of individual information of beneficiaries/ target groups/ individual associated in the talent programme/ sponsorship in any online media including you tube, etc. unless its integral part of defined organizational campaign.
- For use of cases/ stories/ pictures etc. in any organizational publication, website, online media/ media story, there should be a proper approval process within the organization.
- In case of sharing of details/ photographs of children with an external party, such as the donor or State government representative strictly for program monitoring/ reporting, please mention:

  "This report is for monitoring/ reporting purpose only. Do not circulate it further. Please inform Mukti if you intend to use any of the children’s photograph n any public media”.

- Do not share photographs/ identifying information about children from program areas on WhatsApp groups (personal or official) as far as possible or other informal social media platforms unless necessary or authorized. Greater the exposure of children’s photograph, higher the risk to children.

### IV. Online or virtual communication and Social Media communication – OPTIONAL FOT MUKTI

- Please do not use any pictures without consent on any form of public media.
- The team should be able to recognize risks associated to online communication such as chatting platforms, social media platforms, sharing apps like zoom etc.
- The company should authorize specific platforms for online meetings and have a formal standard version made available for formal meetings.
- All formal exchange of content should also be made either on formal organizational emails or authorized platform for exchange.
- The administrator of every such meeting should be aware of the access norms before setting up such meetings. Only organizationally authorized platforms should be used.
- In formal zoom/ teams/ skype meeting etc. with multiple of participants, the access norms should be
defined and only authorized persons should be allowed to access using passwords.

- During such meetings with external participation the administrator should mute all members who are listeners or are not presenting. Access to speak should be given on need / request basis. This is to avoid any unwanted interference, use of abusive language etc.
- Similarly, the permission to share content in the meeting should be restricted. Permission to share should be provided only at the time of sharing. This is the precaution to avoid sharing of any undesirable/ abusive content.
- Any recording of formal meetings should happen only based on permission. Any recordings so made should be stored by authorized persons with limited access.
- In case of online meetings with children, one to one meetings should be avoided as far as possible.
- Children attending online meetings as part of the programme should be trained on using the online medium and its risks. They should also be aware of the reporting protocol.

V. **Personal Social Media:**

- Do not post photographs of children/ vulnerable adults on your social media handles as far as possible.
- In case you share any stories/ cases etc. from the field on your social media, ensure all identifying information is removed.
- Individuals should instead share stories/ pictures by sharing the organizational social media.

VI. **Data Privacy and Storage**

- Ensure that pictures, materials and personal information regarding children and vulnerable adults are held in a secure place whether physical or online.
- All team members clicking pictures/ taking videos should delete the pictures from their phones/ cameras as soon as possible.
- The photographs clicked by anyone in the team should be saved in a common space with defined access norms. Access to pictures/ videos should be on a need basis. Greater the access to pictures/ videos grater is the risk.
- Program wise access and usage norms should be defined for both identifying data as well as for pictures/ videos or any recorded media.
- Any lost or stolen equipment containing pictures/ such material should be reported immediately.
- Consent forms should be stored with the organization that is taking photographs and is likely to use them more frequently. It may be useful for the implementation partners to store such forms.
- Use of personal data devices for recording/ sharing of audio/ video/ images should be minimized as a good practice as far as possible.
Annexure 4: Consent Letter for Text / Images / Other Forms of Representation of Children:

Informed consent should be taken before taking any photograph/video etc. of children and their families or collating information or data such as personal details, case studies etc. The consent form is a formal permission by the child/parent to use their information for organizational purposes like monitoring, reporting, donor reporting, publication etc. Inform the child and the parent about the reason for taking the picture, context for which it shall be used and till what period. If there is a possibility of the picture being used in public media or publication, inform this specifically to the child and parent.

<table>
<thead>
<tr>
<th>Consent taken for Photograph/ Video/ Case Study/ Collecting personal information, any other Mention Component for which consent is being taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail context and usage for which such picture/video/personal information etc. is collected</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Name of child/adult whose photograph/information is being taken</td>
</tr>
<tr>
<td>Name of the Parent providing consent</td>
</tr>
</tbody>
</table>

Consent

I lodgnore------ have been provided information about the purpose of taking the photo/video/data of ------------ (name of person whose information is being taken) by…………………………………

I understand that said information may be used by the organization for monitoring/website/communication material/external publication in the next 3 years. The organization has assured that this information shall not be provided to any other party for their usage except for programmatic reason. I have also been informed that I have the right to withdraw consent at any point of time if needed.

I provide my consent to MUKTI to take, store and use this information/data/photograph.

Signature and name of the child providing consent

Signature and name of the Parent/Guardian Providing Consent

Signature of the person who has taken consent

Name and department of the person who has taken this consent.
(Please provide a copy of the consent to the parent/child if they ask for it)
Annexure 5: Safeguarding Reporting Structure: Mukti Employees and Associates,

**Mukti Safeguarding Central Team:**

<table>
<thead>
<tr>
<th>Safeguarding Leads</th>
<th>Designation</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soumitra Bose</td>
<td>Board Member</td>
<td><a href="mailto:soumitra.bose@muktiweb.org">soumitra.bose@muktiweb.org</a></td>
</tr>
<tr>
<td>Nandita Jayraman</td>
<td>Programme Manager - Rights</td>
<td><a href="mailto:nandita.jayraman@muktiweb.org">nandita.jayraman@muktiweb.org</a></td>
</tr>
<tr>
<td>Sreejita Sarkar</td>
<td>Programme Manager - Education</td>
<td><a href="mailto:srijita.sarkar@muktiweb.org">srijita.sarkar@muktiweb.org</a></td>
</tr>
<tr>
<td>Sourav Koyal</td>
<td>Project Coordinator</td>
<td><a href="mailto:sourabh.kayal@muktiweb.org">sourabh.kayal@muktiweb.org</a></td>
</tr>
<tr>
<td>Sanjay Daing</td>
<td>Accountant</td>
<td><a href="mailto:sanjay.daing@muktiweb.org">sanjay.daing@muktiweb.org</a></td>
</tr>
<tr>
<td>Monami Mitra</td>
<td>HR &amp; Admin</td>
<td><a href="mailto:monami.mitra@muktiweb.org">monami.mitra@muktiweb.org</a></td>
</tr>
</tbody>
</table>

Mukti: Program wise Reporting Focal Points

<table>
<thead>
<tr>
<th>Department</th>
<th>Reporting for Staff</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS: 24 South parganas</td>
<td>Gargi Chakraborty</td>
<td><a href="mailto:gargi.chakraborty@muktiweb.org">gargi.chakraborty@muktiweb.org</a></td>
</tr>
<tr>
<td>MSS: East Medinipur</td>
<td>Ritesh Shamal</td>
<td><a href="mailto:ritesh.shamal@muktiweb.org">ritesh.shamal@muktiweb.org</a></td>
</tr>
<tr>
<td>MSS: West Medinipur</td>
<td>Ritesh Shamal</td>
<td><a href="mailto:ritesh.shamal@muktiweb.org">ritesh.shamal@muktiweb.org</a></td>
</tr>
<tr>
<td>Kishalaya: 24 South parganas (12 centers)</td>
<td>Biswajit Das</td>
<td><a href="mailto:biswajit.das@muktiweb.org">biswajit.das@muktiweb.org</a></td>
</tr>
<tr>
<td>Kishalaya: 24 South parganas (8 centers)</td>
<td>Madhusudan Bairagi</td>
<td><a href="mailto:madhusudan.bairagi@muktiweb.org">madhusudan.bairagi@muktiweb.org</a></td>
</tr>
<tr>
<td>Kishalaya: East Medinipur</td>
<td>Ritesh Shamal</td>
<td><a href="mailto:ritesh.shamal@muktiweb.org">ritesh.shamal@muktiweb.org</a></td>
</tr>
<tr>
<td>ACV</td>
<td>Apurba karan</td>
<td></td>
</tr>
<tr>
<td>Voices</td>
<td>Amuna Mondal</td>
<td></td>
</tr>
<tr>
<td>Shahoshini</td>
<td>Amuna Mondal</td>
<td></td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>Sonamon Basu</td>
<td><a href="mailto:sonamon.basu@muktiweb.org">sonamon.basu@muktiweb.org</a></td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Ujjwal Maity/Harisadhan Mondal</td>
<td><a href="mailto:ujjwal.maity@muktiweb.org">ujjwal.maity@muktiweb.org</a></td>
</tr>
<tr>
<td><strong>Integrated Development</strong></td>
<td>Harisadhan Mondal/Ujjwal Maity</td>
<td><a href="mailto:ujjwal.maity@muktiweb.org">ujjwal.maity@muktiweb.org</a></td>
</tr>
<tr>
<td>Sector</td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Sourav Kayal</td>
<td><a href="mailto:sourabh.kayal@muktiweb.org">sourabh.kayal@muktiweb.org</a></td>
</tr>
<tr>
<td>Disaster Relief and Resilience</td>
<td>Barun Kayal</td>
<td></td>
</tr>
<tr>
<td>Livelihood</td>
<td>Ujjwal Maity</td>
<td><a href="mailto:ujjwal.maity@muktiweb.org">ujjwal.maity@muktiweb.org</a></td>
</tr>
</tbody>
</table>
# Annexure 6: Complaint Reporting Format

This form is for all members in scope of the child safeguarding policy to report any case or suspicion of child safeguarding violation

## Details of the Person reporting

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Email</td>
</tr>
<tr>
<td>Place of posting</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Nature of relationship with child</td>
<td>Event date/ dates</td>
</tr>
</tbody>
</table>

**Nature of reporting**

<table>
<thead>
<tr>
<th>Child Safeguarding violation/ suspicion or risk of violation by an employee of MUKTI in the MUKTI workspace/ area</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Safeguarding violation/ suspicion or risk of violation by an employee of MUKTI outside the MUKTI workspace/ area</td>
<td></td>
</tr>
<tr>
<td>Child safeguarding violation or risk of child safeguarding violation by a vendor/ consultant or any associate in the Mukti workspace/area</td>
<td></td>
</tr>
<tr>
<td>Child safeguarding violation or risk of child safeguarding violation by a person not associated to MUKTI</td>
<td></td>
</tr>
</tbody>
</table>

Person against whom complaint is being made (In case you do not know pls mention the same)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation (if employee or associate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Posting</td>
<td>Contact number</td>
</tr>
</tbody>
</table>

**Details of the Child and Incident:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Religion/ Ethnicity</td>
</tr>
<tr>
<td>Address/ Village</td>
<td></td>
</tr>
</tbody>
</table>

- Other details of the child like school, class, family structure and support system that may be useful:

Details of the complaint/breach of child safeguarding: Please describe in as much detail as possible the child safeguarding incident(s). It may be useful to additionally add the names of the parties involved; any witnesses to the incidents, the location, date and time of the incident and details about the incident(s) (behaviour and/or words used).
- Other witnesses or people who may be able to provide more details:

- Any other details that would facilitate redressal

- Nature of support that the child may need immediately

- Relevant documents/evidence: Attach any supporting documents, such as email, handwritten notes, or photographs. Physical evidence if you have it. If someone else has relevant documents, please note that below.

In case the Safeguarding Points person is filling this form, please provide the following additionally:

Name:

Brief on when, and how did you receive this information:
Annexure 7: Pledge for Mukti Employees

I have received and understood the child safeguarding policy of MUkTI. I have also understood the code of conduct, communication SoP and other guidelines attached with the policy which are integral to the implementation of the policy. The safeguarding policy is part of my service conditions in the organization to ensure wellbeing and protection of children in all pursuit of MUkTI. I am also aware that any violation of safeguarding policy is an act on indiscipline and can lead to disciplinary action as per the service rules.

I pledge that I shall abide by the child safeguarding policy in my professional and personal conduct. I shall ensure the wellbeing of all children and in doing so

- I shall consistently be risk aware and taking actions to minimize risk to children
- I shall follow the code of conduct and ensure that my behavior is aligned to the well-being of children.
- I shall adhere to the norms of communication and social media. I shall ensure all information including pictures and videos are taken with due consent of children and parents and stored, transferred and published safely and in the best interest of children
- I shall promptly report any suspicion, disclosure, or knowledge of any child protection violation.

Signature
Name:
Designation
Date

Reporting Personnel:
Child Safeguarding Points Person:
Child Safeguarding Central Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/ Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In case of any more details needed about the policy or any further clarification please reach out to the HR Head Ms Monami Mitra at monami.mitra@muktiweb.org

Note: Please provide a copy of the pledge to the person signing and store it as part of the personnel file in soft or hard copy based on the practice.
Annexure 8: Pledge for Mukti Associates

I/We have received and understood the child safeguarding policy of MUKTI, the code of conduct and communication guidelines. As part of the agreement with MUKTI ------ (name of the associate / agency) shall follow this policy and ensure the well-being of children in all professional pursuits in delivering the said services.

I/We understand that as part of the agreement with MUKTI, I/we are bound by the norms of the child safeguarding policy. I am also aware that any violation of safeguarding policy can lead to the termination of such agreement/contract/relationship with MUKTI.

I/ We pledge that I s/We shall abide by the child safeguarding policy and in doing so

- I/ We ensure that we do not employ any children or take any services from children in delivering the services. We shall not employ or promote the employment in future in delivery of services.
- I/ We shall ensure the wellbeing of all children in all our pursuits.
- I/ We shall abide by the communication norms in taking / storing/ transferring and publishing information/pictures/ videos of children if required in course of delivery of services under this contract.
- I/ We shall promptly report any suspicion, disclosure, or knowledge of any child protection violation to the reporting personnel mentioned below.

Report to: Child Safeguarding Central Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/ Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In case of any more details needed about the policy or any further clarification please reach out to the HR Head Ms Monami Mitra at monami.mitra@muktiweb.org

Note: Please provide a copy of the pledge to the person signing and store it as part of the agreement.
Annexure 9: Guidelines for Safe Spaces for Children (infrastructure):

Safe Child Friendly Spaces refer to spaces conducive and safe for children and includes norms for Mukti offices, training centers, schools, community centres etc.

- Structurally Accessible and safe: the building should ideally have structural, fire and disaster safety. There should be a planned fire exits and disaster safety guidelines and training. It should be accessible to children and specially challenged children.

- Clean and Hygienic

- Space and Lighting: it should be spacious and properly lighted for the number of people it has to accommodate.

- Electricity: All electricity connections and fixtures should be inspected once in six months so that they are no open plug points, uncovered wires that may lead to an electric hazard for children even if they touch it. All electric fixtures should be at considerable height so that it is safe from younger children too. Electric equipment like coolers, ACs, fans etc. should also expected periodically to ensure safety.

- Other Fixtures including furniture’s: Ensure there are no broken furniture’s, windows, doors that can hurt a child. Avoid having furniture with sharp corners, protrusions etc. which may harm a child physically.

- Toilets: Accessible, sufficient and clean toilets with water

- Drainage: Proper drainage in the building around the building for health safety.

- Safe drinking water availability.

Additional checklist for Community Spaces / Program Spaces owned or hired or used where children access: Centres within the communities are set up to provide children with a protected environment in which they can participate in organized activities, where they can play, socialize, learn, and express themselves. The issues that needs to be kept in mind while selecting and designing child friendly spaces within the communities

- Structural stability of building: Ensure that the building does have any cracks or is not dilapidated etc. that are indicative of structural instability. Also consider fire and disaster safety in the premises and if it is not possible put in place processes to keep children safe in event of a fire or disaster.

- Accessibility: Community spaces for children should be close to residence of children so that they can safely access and place.

- Safe Pathway: The access to the centre should be safe with minimum physical barriers like water body, tranches etc. or other unsafe spaces like crowded market space or busy roads or highways or very secluded space.

- Exit and surroundings: The entry/ exits of the Centre should open not pose a risk like they should not preferably open on a main road etc. Also, surroundings should not pose a risk such as a pond or road nearby or an area where is there is machinery/ equipment that can harm a child.

- Electricity: All electricity connections and fixtures should be inspected once in six months so that they are no open plug points, uncovered wires that may lead to an electric hazard for children even if they touch it. All electric fixtures should be at considerable height so that it is safe from younger children too. Electric
equipment like coolers, ACs, fans etc. should also be expected periodically to ensure safety.

- Other Fixtures including furniture’s: Ensure there are no broken furniture’s, windows, doors that can hurt a child. Avoid having furniture with sharp corners, protrusions etc. which may harm a child physically.

- Maintain cleanliness of the space as children remain vulnerable to multiple diseases if exposed to unclean and unhygienic spaces.

- Access to safe toilets

- Drainage and Water logging: Choose places with proper drainage. Also ensure that there is no significant risk of water logging in the space or surroundings during rainy season.
A risk assessment should be done by the organizing team involving different members at the time of planning of the event and before the implementation of the event. The risk mitigation should be built in and reviewed in event planning.

The checklist below is developed to flag the indicative pointers about which the planning team should definitely think from the point of view of children. This is a long checklist and all questions may not be applicable on all events so please adapt to the event.

<table>
<thead>
<tr>
<th><strong>Assess the suitability of the venue</strong></th>
<th>Yes</th>
<th>No</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can expected number of participants./ children can be safely accommodated with sufficient breathing space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the location of the venue suitable and safe in terms of taking children or for children to reach.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there enough entry and exit points to the number of people that shall be accommodated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an option of an emergency exit in case of accidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the building comply with fire safety norms, fire extinguishers and or is it manageable to handle incidents like fire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the space, area has electricity hazards like loose or hanging wires, opened electric boards overhead electric power lines, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the space/ area have structural hazards like uneven surface, steep stairs, broken furniture, windows, fans etc. that could cause injury to the children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the space have any secluded areas that can cause a risk to children</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Facilities at Venue</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there enough seating area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there enough clean and functional toilets in comparison to expected participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there sufficient light in the premises, verandahs and toilets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is portable water available, accessible or can it be arranged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a hospital nearby in case of an emergency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can an ambulance service be called in reasonable time or be arranged at the space at the time of event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the fire station in reasonable distance in case of a hazard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a first aid box available or arranged at the venue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there CCTV at the venue and is it functional</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Children’s Travel to venue</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If children are travelling with parents, are they informed of venue properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If children are coming with organizational representatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Are there enough escorts – one escort for every 8 to 10 children for children above 10 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Are the vehicles transporting are checked and well maintained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Do we have the identity documents and numbers of drivers of such vehicles.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Do we have a backup vehicle/vehicles in case

<table>
<thead>
<tr>
<th>Information collated if children are coming without Parents/Guardians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have basic contact details of children and their parents</td>
</tr>
<tr>
<td>Do you have blood groups and information on any health ailments and allergies for children</td>
</tr>
<tr>
<td>Do the parents have emergency contact numbers and details of venue to access children.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparedness and information to children and adults for safeguarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>The people attending event know of safeguarding norms like not to click children’s pictures without consent.</td>
</tr>
<tr>
<td>Do children know that they can say no to pictures or conversations with adults if they want.</td>
</tr>
<tr>
<td>Do children who do they access in case of a problem or emergency.</td>
</tr>
<tr>
<td>Do adults at the event know how to report for safeguarding violations or safeguarding risk.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Involvement of vendors, volunteers etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there vendors involved in the programme like Caterers, decorators etc.</td>
</tr>
<tr>
<td>Are they informed of safeguarding norms</td>
</tr>
<tr>
<td>Have you taken requisite document from them for accountability.</td>
</tr>
<tr>
<td>Have you taken details like name and id proof of members of the vendors who shall be there at the venue.</td>
</tr>
<tr>
<td>Do you have details like name, contact number and Ids of all Volunteers</td>
</tr>
<tr>
<td>Have the volunteers been briefed of safeguarding norms</td>
</tr>
</tbody>
</table>
Annexure 11: Child Safeguarding Guidelines: Visitors

For staff members accompanying visitors/arranging the visits
- For any person(s) visiting any project area, including schools, the visit should be approved by the respective project manager. Even for visits of externals from within the field areas, necessary approval has to be taken from the project manager.
- Please handover the Visitors Guide sheet to every visitor who comes and brief them on the norms and guidelines mentioned below
- It is also advisable that the project manager approving the visit sends across the guideline to the visitors along with the approval
- Avoid visits that jeopardize school / tuition and other regular activities of the child / children

For Visitors
Photographs
- In view of the MUKTI safeguarding norms we take pictures and videos only when required.
- If you wish to have pictures during the visit, kindly request the volunteers/staffs of Mukti accompanying you to click and send you such pictures.
- Kindly do not share such pictures including children as they pose a risk to children.
- Kindly do not share pictures on public platforms including social media as far as possible
- Photographs cannot be used for any publication or website without the permission of MUKTI.

Interaction with Children
- Do not ask any personal questions to the child
- Do not exchange contact details, any contact required will happen only through MUKTI.
- Avoid physical contacts, hugs with children as far as possible

Gifts for Children
- Any gifts given should be in knowledge and in consultation with the organization
- We would encourage groups that can be given to groups instead of personal gifts to few individual children
Annexure 12: Paragraph that can be added to Vendor Contracts/ POs so that the vendor/ contractor adheres to the provision to the child safeguarding policy:

The agency party to this contract/ purchase order shall abide by the Child safeguarding policy of MUKTI which is being provided along the contract document/ purchase order. The child safeguarding policy intends to ensure well-being of children and that no child is harmed during any work undertaken by MUKTI, on behalf of MUKTI or for MUKTI.

Therefore, by signing this agreement

1. the agency is declaring that that they have not employed any child or promoted the employment of any child, and they commit that they shall not do so in pursuit of this contract.
2. It shall also be the obligation of the contractor/ vendor to report if they come across any violation of safeguarding norms by MUKTI Employee, their employee or in the context of implementing the contract. They can report such violation to -------.
3. They shall make their employees aware of the obligations under the policy.

In context of research agency additional clauses:

4. All members of the team employed for data collection should have had a reference check to ensure they are safe to interact with communities or children.
5. The Aadhar/ identity and address details of all persons should be provided to MUKTI as and when requested.
6. The agency/ consultant shall adhere to research ethics and child safeguarding norms including code of conduct provided by MUKTI. The training of the research team should have a component on safeguarding.
7. While interfacing with children, collecting data, taking pictures etc. all members should follow high professional standards and ensure informed consent of parents and children. Do not insist any parent or adolescent or child to provide information if they are not willing to engage.
8. No person collecting data shall share his/ her/ their personal contact details or take contact details of children/ adolescents.
9. If any person from the agency comes across any violation of child safeguarding, they shall report to ----- at MUKTI at the earliest possible.
Annexure 13: Child Safeguarding SoP for Sponsorship

Sponsorship is a mode wherein individuals and families undertake the responsibility to support a child or more than one child and channelize fund through MUKTI. In case of sponsorship the safeguarding norms ensure that there is minimal risk to physical and mental well-being of children due to direct contact with the Sponsors.

- Information of children shared with the sponsors should not reveal all identifying data of the child and no sponsor should be able to reach the child without MUKTI’s connect.
- Do not share pictures of children with expected donors as far as possible.
- As far as possible there should be no or minimal face to face contact between a child and the sponsor.
- In case the program mandates face to face contact, the sponsors should be briefed on safeguarding and code of conduct.
- Any meeting between the sponsor and the child should happen only in presence of MUKTI volunteer/staff and with due consent of the child and parents.
- The sponsor’s interaction, conduct and behaviour should not overburden the child or the child should not feel obligated with fact that he/she/they are being supported.
- The sponsor should not ask personal questions from the child or the family.
- The sponsors should not give unduly costly gift to child or family.
- Photographs of child/children or photograph of child/children with sponsors should be taken by the Mukt representative with consent of the child and parents.
- The sponsor should be briefed on safeguarding norms related to photographs and communication.
- Request the sponsor to not upload the picture of sponsored child/children or picture of sponsored child with sponsor on any public online of offline platform such as WhatsApp groups, social media, publications etc.
- In case of success stories of children, change name of the child and share the success without sharing identifying details of the child.

1. All data related to children who are sponsored should be stored safely with names masked and with limited access and should not be shared on any public platform by MUKTI.
2. Any exchange of “Thank you” letters/Note/Gifts should happen with scrutiny of MUKTI representatives.
3. Exposure visits organized or planned by the donors should follow the visitors guideline.