

# Child Protection Policy

## **Staff, Associates and Visitors must**

1. Never abuse and/or exploit a child or act/ behave in any way that places a child at risk of harm
2. Report any child abuse and protection concerns they have in accordance with applicable local office procedures. This is a mandatory requirement for staff. Failure to do so may result in disciplinary action.
3. Respond to a child who may have been abused or exploited in accordance with applicable local office procedures.
4. Cooperate fully and confidentially in any investigation of concerns and allegations.
5. Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.
6. Always ask permission from children (or, in the case of young children, their parent or guardian) before taking images (e.g. photographs, videos) of them. Respect their decision to say no to an image being taken. Ensure that any images taken of children are respectful (For example: children should have adequate clothing that covers up the sexual organs. Images of children in sexually suggestive poses or that in any way impact negatively on their dignity or privacy are not acceptable). Stories and images of children should be based on the child's best interest.
7. Be aware that where concerns exist about the conduct of Staff or Associates in relation to child protection and/or where there has been a breach of the Child Protection Policy, this will be investigated under this policy either: by consideration of referral to statutory authorities for criminal investigation under local laws with in India and/or by Plan in accordance with disciplinary procedures. This may result in disciplinary sanctions and/or dismissal for staff.  
Be aware that Plan will sever all relations with any Plan Associate or Visitor who is proven to have committed child abuse.
8. Be aware that, if a legitimate concern about suspected child abuse is raised, which proved to be unfounded on investigation, no action will be taken against the reporter, However, any employee who makes false and malicious accusations will face disciplinary action.

## **Staff must not:**

9. Disclose information that identifies sponsored families or children or make it available to the general public unless that disclosure is in accordance with standard Plan policies and procedures.

## **Associates and Visitors must not:**

10. Disclose information that identifies sponsored families or children or make it available to the general public without explicit consent from Plan.