

# TEACHTOLEAD®

## Child Protection Policy

Teach To Lead is committed to protecting the safety and well-being of children. Thus, Teach To Lead has adopted this Child Protection Policy (CPP) requiring organisation representatives to conduct themselves appropriately with the children who participate in Teach To Lead related programs and take reasonable measures to ensure the safety of such children.

This policy aims to define the behaviours and actions that constitute child abuse. Additionally, it will lay out the organisations expectations for behaviour, the scope of application of the policy and guidelines for reporting and redressal.

### 1. What Constitutes Child Abuse?

*Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power (Source: A report of the consultation on child abuse prevention, WHO, Geneva, 29-31 March 1999, defines child abuse as).*

Teach To Lead Staff and Fellows must be aware of the following types of abuse and understand that they are prohibited as per this policy.

- 1.1. **Physical abuse:** The intentional use of physical force against a child that results in or has a high likelihood of resulting in harm to the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.
- 1.2. **Emotional abuse:** Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, so that the child can develop a stable and full range of emotional and social competencies commensurate with his or her personal potential and in the context of the society in which the child dwells. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.
- 1.3. **Neglect and negligent treatment:** We hold ourselves responsible that all children in our class are free from our neglect. Neglect is the failure on the part of the parents, guardian, teacher or other responsible party to provide for the child's basic needs, such as food, shelter, medical care, educational

opportunities, or protection and supervision. It is abuse through omission of the necessary environment and resources for the child to reach their full potential; and the act of not recognizing physical or emotional abuse.

1.4. **Exploitation:** Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child’s physical or mental health, education, or spiritual, moral or social-emotional development.

1.5. **Sexual abuse:**

1.5.1. Sexual abuse is an act or behaviour which constitutes a sexual offence under the Protection of Children from Sexual Offences Act, 2012, as amended from time to time. Such sexual offences include penetrative sexual assault (including rape), non-penetrative sexual assault (including touching the private parts of a Child), sexual harassment (including stalking a Child, showing a Child pornography and making a Child exhibit his/her body) and using a Child for pornographic purposes (including storing of pornographic material involving a Child for commercial purposes).

1.5.2. An abetment of and an attempt to commit a sexual offence under the Protection of Children from Sexual Offences Act, 2012 are also considered to be offences. Certain offences under the Protection of Children from Sexual Offences Act, 2012 are considered to be aggravated offences and are subject to stringent punishments. For instance, sexual assault committed by persons in a position of trust or authority in relation to the Child (including relatives of the Child, persons managing or working in an educational institution, police officers or public servants) are considered to be aggravated offences.

## 2. Scope of Application of the Child Protection Policy

2.1. This CPP is applicable to all part time and full time employees (including but not limited to Staff, Fellows, Interns) of Teach To Lead and any other person who has been bound to the Child Protection Policy as per their contractual agreement with Teach To Lead.

2.2. This policy will be shared and explained to all school HMs/Lead teachers

2.2.1. Our government schools are governed by their respective state level Child Protection Policies

2.2.2. We will encourage our low income private schools to adopt this policy if they do not have a similar one of their own

## 3. Expected Conduct

Expected Behaviour and Actions	Prohibited Behaviour and Actions
Treat every Child with empathy and respect, regardless of his/her race, colour, gender, sexuality, language, religion,	Do not use language or behaviour towards Children that is inappropriate, harassing, abusive, sexually provocative, demeaning,

religious belief, heritage, political/other opinion, national/ethnic/social origin or property/disability/birth/other status.	intimidating, offensive, discriminatory or culturally insensitive.
Listen to Children and respect their views.	
Ensure that physical contact with a Child is respectful, culturally appropriate and essential to the purpose of your interaction with the Child.	Do not use any form of corporal punishment on Children.
Establish an atmosphere that fosters the development of Children through your actions and words.	Do not place a Child at risk of harm or abuse and do not harm or abuse any Child physically, emotionally or sexually.
Always take permission from Children before taking their photos or videos.	Do not share with or show Children (electronically or in any other form) inappropriate content including pornographic material or material encouraging crime, violence, terrorism, racism, sexism, self-harm, suicide, cruelty and gambling. Ensure that audiovisual content shared as part of classroom learning is also age, context and culturally appropriate.
Keep all personal information about Children or their parents/guardians confidential and secure and ensure that such information is dispensed to only those individuals who are legitimately entitled to it.	
	Do not develop, induce or support physical or sexual relationships with Children, in any way.
	Do not use or encourage the use of alcohol, drugs, cigarettes or other intoxicating substances while interacting with Children and from providing such intoxicating substances to Children.
	Do not develop any form of relationship or arrangement (financial or otherwise) with Children which could in any way be deemed to be exploitative or abusive. Do not use Child labour in any form.

Attend all the applicable training sessions and workshops on the CPP and Child-related laws conducted by the Organization. Ensure you implement the lessons learned from such sessions and workshops.	
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#### **4. Teach To Lead's Measures to Prevent Child Abuse**

- 4.1. On-Boarding Staff and Fellows
  - 4.1.1. All Fellows and Staff self declare previous cases of criminal offence and child mistreatment as part of their application to Teach To Lead
  - 4.1.2. All Fellows and Staff will undergo child protection awareness training
    - 4.1.2.1. Enforce Child safety guidelines that are required to be followed by the Staff and Fellows during excursions, picnics and educational tours. Our Field Trip Policy is included in Annexure 6
  - 4.1.3. Ensuring that all Fellows and Staff sign a copy of the Child Protection Policy.
  - 4.1.4. Attempt to ensure that visitors to a school are accompanied by a Staff Member or a Fellow.
- 4.2. Where the organization undertakes any research on Children or collects data on them, ensuring that Children are not harmed or traumatized in any way during the process
- 4.3. Partnerships to Support Implementation where possible
  - 4.3.1. Partnering with organisations to conduct age-appropriate sessions on personal safety of Students (including modules/materials on body parts, online safety, protection from Child abuse and services available for the protection of Children)
  - 4.3.2. Partnering with counsellors for providing preventive and counselling support for Students and Fellows.
  - 4.3.3. Partnering with organisations working in the area of child abuse and child rights, to support Staff and Fellows in effective implementation of the CPP.
- 4.4. Redressal Mechanisms: Assigning responsibility to specific individuals or groups of individuals within the organisation to ensure procedures and arrangements are in place for effective implementation of the policy and redressal of Child abuse complaints. These include:
  - 4.4.1. City Child Protection Officer (CCPO): This is the nodal person in every city to ensure compliance to the CPP. List of names and contact details of the CCPO is provided in Annexure 5. For any type of this policy, please reach out to your CCPO.
  - 4.4.2. City Child Protection Committee (CCPC): This is a committee in a city to help the CCPO with redressal decisions and will conduct reviews (once every 2 months) of the working of the CPP in the city and implement any additional measures to strengthen child protection measures.
  - 4.4.3. National Child Protection Officer (NCCPO): This is a person who oversees the policy at a national level to help the CCPCs with

redressal decisions, when escalated. He/she will conduct reviews (once every 3 months) of the working of the CPP in the organisation and implement any additional measures to strengthen child protection measures.

- 4.4.4. The constitution, roles and responsibilities of CCPO, CCPC and NCCPO is provided in *Annexure 3*.

## 5. Reporting and Redressal of Child Abuse Complaints

There are 3 scenarios under which the Child Protection Policy can be violated. The guidelines set out in this section will govern the reporting and redressal of each of the respective scenarios:

- 5.1. Where the alleged victim is any child (Teach To Lead or non-Teach To Lead) and the alleged offender is a Staff or Fellow
- 5.2. Where the alleged victim is a **Teach To Lead student** and the alleged offender is not a Staff or Fellow
- 5.3. Where the alleged victim can be any child and the alleged offender is anybody and where the **offence is one of sexual abuse**.

### Guidelines for Complaint Redressal Mechanism

#### Scenario 1: Where the alleged victim is any child (Teach To Lead or non-Teach To Lead) and the alleged offender is a Staff or Fellow

Under Scenario 1, once the CCPO receives a complaint, he/she will categorize the offence into one of the two categories:

Category 1	Steps to be taken
<b>Responsibility for resolving the situation: Program Manager</b>	
<p>Corporal punishment of a Child: Smacking</p> <p>Do not use language or behaviour towards Children that is inappropriate, harassing, abusive, demeaning, intimidating, offensive, discriminatory or culturally insensitive.</p> <p>Discrimination or other offences against a Child with disabilities</p> <p>Discrimination of any kind against a child (eg: race, gender, ethnicity, minority)</p> <p>Punishment in the form of humiliation: Duck-walking, touching toes, removal of shirts, holding your ears in the corner or outside of class</p>	<ol style="list-style-type: none"> <li>1) The complaint is registered with the CCPO</li> <li>2) CCPO will inform the Program Manager</li> <li>3) The Program Manager will take necessary steps to change the behaviour</li> <li>4) Consequences range from, but are not limited to, awareness-building, conversations with a Program Manager/staff member, counseling under a formal support plan. If there is a violation of the support plan, this may result in a formal warning letter. If the violation is repeated, this could result in</li> </ol>

<p>Ignoring a child in your class</p> <p>Sarcasm and disrespectful or abusive language with a child</p> <p>Humiliating in the form of comparison (eg: taunting a child for struggling in class or publicly labeling him/her as a <i>lower order child</i>)</p>	<p>termination. Fellows exiting for a CPP violation, cannot apply for the Fellowship or for Staff for a minimum of two years from their exit</p> <p>5) If the consequence suggested involves a formal support plan or a warning letter or termination, the Program Manager will take the approval of the CCPO to do this</p> <p>6) On closure of the case (change or stopping of behaviour), the Program Manager will close the case formally with the Fellow and the CCPO via email copying his/her manager</p>
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Category 2	Steps to be taken
<b>Responsibility for resolving the situation: Program Manager + CCPO + GR</b>	
<p>Corporal punishment of a Child: Severe or repeated beating</p> <p>Illegal adoption of a Child or facilitating or promoting such adoption</p> <p>Employing or using a Child for begging</p> <p>Giving a Child intoxicating liquor, narcotic drugs, tobacco products or psychotropic substances or using a Child for vending, peddling, carrying, supplying or smuggling such liquor, drugs or substances</p> <p>Abandoning a child under your care or neglecting a Child or committing other forms of cruelty towards a Child</p> <p>Employing a Child below fourteen years of age in any occupation or employing a Child between fourteen and eighteen years of age in any hazardous occupation</p> <p>Marrying a Child or promoting or solemnizing a Child marriage</p> <p>Use of a Child by militant groups</p>	<p>1) The complaint is registered with the CCPO</p> <p>2) CCPO will talk to the Staff/Fellow keeping the Program Manager in the loop</p> <p>3) Consequences may include formal reporting under the respective laws</p> <p>4) These actions constitute gross misconduct and will most likely lead to termination but may involve a formal letter and counselling depending on the context</p> <p>5) The CCPO may choose to bring in an external partner to handle the case, must work with the NCCPO and CD on this and keep the CEO informed.</p> <p>6) On closure of the case (change or stopping of behaviour), the Program Manager will close the case formally with the CCPO via email copying his/her manager</p>

<p>Assaulting, Kidnapping, abduction, trafficking, murder, sale and procurement for any purpose, abetment of suicide of a Child and other offences affecting the body of a Child</p> <p>Producing, publishing or transmitting sexually explicit material in relation to a Child electronically, facilitating online abuse of a Child or other Child-related cybercrimes</p> <p>Sexual assault/abuse of children</p>	
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**Scenario 2: Where the alleged victim is a Teach For India student and the alleged offender is not an Organisation Representative**

In these cases, Teach To Lead does not have formal jurisdiction against the offender and the case falls outside the scope of our policy. However, Teach To Lead will take steps, after considering possible retaliation against the child, to report the case as well as, where possible, to ensure the child is safe. Teach To Lead will approach any such case keeping the safety and wellbeing of the child paramount, and take necessary steps in collaboration with experts and partner organizations.

- **Reporting of Child abuse:**
  - The complainant will report this case to the CCPO
  - The CCPO may take the following next steps:
    - i. Send the Child abuse complaint to the redressal body in the school keeping the complainant and his/her manager in the loop. In the absence of a redressal body, the CCPO will inform the headmaster/principal or the School Management Committee (SMC) about the Incident. However, in case any of the School authorities mentioned above is the alleged offender, the Complainant, after ascertaining the level of risk to the alleged victim, use his/her discretion in providing information about the Incident to such School authority. The Fellow, Program Manager and GR representative must always be kept in the loop
    - ii. May work directly with the Student or Fellow to report the complaint directly to Childline or the relevant government/legal redressal committee
- CCPO will advise on steps to protect the alleged victim from further harm and provide medical or counselling assistance as necessary and where possible. These may include contacting CHILDLINE 1098, the police or the Child Welfare Committee.
- The CCPO may advise the Fellow of steps that the child can take to stay safe (for example, always being with a trusted adult) and also how to create a safe space for the child to speak, without judgement, about his/her situation.
- The CCPO may advise the Fellow to inform the parents/guardians of the alleged victim about the Incident or ensure that the redressal body in the School, or the

headmaster/principal or the SMC of the School does the same. However, in case a parent/guardian of the alleged victim is the alleged offender, the CCPO, after ascertaining the level of risk to the alleged victim, uses his/her discretion in providing information about the Incident to such parent/guardian.

**Scenario 3: Where the alleged offender can be anybody and the victim is any child and where the offence is one of sexual abuse**

- **Reporting of Child abuse:** The Complainant shall send the Child abuse complaint to the CCPO within 48 hours, through the online form, or by email or in writing in the format provided under Annexure 4 of this CPP.
- **Steps to be taken by the CCPO after the receipt of the Child Sexual abuse complaint:** The CCPO shall seek internal and external support, as may be necessary, to undertake the following tasks:
  - The CCPO shall inform the Chairperson of the CCPC & NCPC of the Child Sexual abuse complaint before the close of the day on which the complaint has been reported to the CCPO.
  - The CCPO will advise the GR representative to engage the designated child rights partner organisation to support the alleged complainant and alleged victim in reporting and redressal of the incident.
  - The CCPO will advise the GR representative to report the incident to CHILDLINE 1098, the police, the Special Juvenile Police Unit or the Child Welfare Committee, as the case may be.
  - If the alleged offender is an Organisation representative and is convicted of the offence, the CCPC shall terminate the services of or terminate the association with the offender, as the case may be. If the alleged offender is not convicted of the offence, the CCPC shall pass an order with reasons for closing the case.
  - The CCPO shall ensure confidentiality of the Incident (including the identity of the Complainant, the alleged victim and the alleged offender, the contents of the Child abuse complaint and the proceedings of the Child abuse complaint) and disclose the Incident only to persons who need to know about the Incident.
  - The CCPO shall ensure proper documentation and recording of the Child abuse complaint.
  - As per section 19 of the POCSO Act, every person who suspects or has knowledge of the commission of a sexual offence is required to report the offence to the local police or the Special Juvenile Police Unit. A failure to report the sexual offence, constitutes an offence punishable with imprisonment or fine or both in accordance with section 21 of the POCSO Act. Making false complaints or providing false information against any person in respect of a sexual offence under the POCSO Act is also punishable with imprisonment or fine or both under section 22 of the POCSO Act.
  - The CCPO is responsible for ensuring that the Fellow and Program Manager are kept in the loop regularly.



**Appeal by the person aggrieved:** If the alleged offender is aggrieved with the findings and actions of the CCPC, they may file a written appeal to the NCPC. The NCPC shall entertain such an appeal only if it is satisfied that reasonable and substantial grounds exist for making such appeal. Where such grounds are not found to exist, the NCPC shall dismiss the appeal. The decision of the NCPC shall be final and binding on the parties.

# Child Protection and Safety Guidelines For Online Learning

With the rise in online learning during the pandemic lockdown and increasing access to virtual learning platforms across our cities, there is a marked shift in the learning environment and ways in which students and Fellows interact. Teach To Lead is committed to the safety and wellbeing of all students in an online learning environment.

The objectives of these guidelines are to **reinforce child safety measures in the virtual space as an extension of our Child Protection Policy** and to **model professional conduct online as role models for students**.

Since working together online means students and Fellows are interacting in a more informal setting, here are a few guidelines to follow:

## Guidelines For Teachers:

1. Continue to abide by the recommendations and guidelines as outlined in the Code of Conduct and Child Protection Policy to set clear professional standards.
2. In case of suspected or observed child abuse of any kind, follow the reporting process outlined in the Child Protection Policy and inform your Program Manager. Proactively check on the wellbeing of your students.
3. Maintain communication channels on appropriate platforms, do not interact with students over Facebook, Instagram, Snapchat, TikTok or Twitter.
4. Ensure that your broadcasting location, clothing, surrounding environment, language, behavior, and body language is professional, appropriate, and culturally sensitive.
5. Use your full name as a display name in virtual spaces that you interact with students, do not use abbreviations, nicknames or characters that resemble alphabets.
6. Set up norms with your students about what can be shared on the group, and appropriate timings to do so.
7. Avoid sharing personal details, contact information, and details of your day to day life unless in the context of a learning session.
8. Check that the online learning platform you are using is secure and whether you have control over any intrusions, screen sharing or unwanted attendees.
9. Advise your students to engage in the learning session from a common space within earshot of parents/guardians wherever possible or in a space known to parents/guardians.
10. Engage with parents/guardians by sharing a digital learning plan and schedule to inform them of times of interaction.
11. Ensure that the content you are creating, using, or sharing is age-appropriate and culturally sensitive.
12. Do not schedule sessions beyond 7PM unless absolutely otherwise not possible, and only do so after informing the student(s) and parent(s) about any upcoming session at least 48 hours in advance.
13. Do not share student work/data/opinions or images/videos from online learning sessions without taking consent from the student(s) involved.

### **Guidelines For Students:**

1. Students must use their full name and an appropriate profile picture on any platform they're interacting with other students and teachers.
2. Students must not share personal information about themselves or anyone else on any platforms.
3. Students must not share images, videos or audio clips with personal or inappropriate content of themselves or anyone else.
4. Students must inform their parents/guardians about any and all online sessions and interactions.

Access to online learning also presents risks to student safety that you as a teacher or caregiver will need to be cognizant of. These may include, but are not limited to:

1. Cyberbullying, harassment, blackmail or intimidation.
2. Sharing inappropriate content of a sexual or violent nature, or content that can harm, instigate, target or otherwise spread misinformation.
3. Impersonation or identity theft.
4. Sharing of fake news.
5. Sharing personal information and media.

If you suspect or have noticed signs of any of the above risks, or have seen/heard about violation(s) of the guidelines, please **inform your Program Manager and contact your City Child Protection Officer.**

## ANNEXURES TO THE CHILD PROTECTION POLICY

### ANNEXURE 1 - DEFINITIONS

In this Child Protection Policy, unless the context otherwise requires, the following terms have the meanings set out below:

1. **“Child”** means a person below the age of eighteen years and the term **“Children”** shall be construed accordingly.
2. **“Child-related laws”** means all the applicable Child-related statutes, by-laws, rules, regulations, notifications, circulars, ordinances, protocols, codes, guidelines, standards, policies, directions, judgments, decrees and orders of any government authority in India for the time being and from time to time in force. Such laws include the following:
  - a. The Protection of Children from Sexual Offences Act, 2012;
  - b. The Juvenile Justice (Care and Protection of Children) Act, 2015;
  - c. The Right of Children to Free and Compulsory Education Act, 2009;
  - d. The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986;
  - e. The Rights of Persons with Disabilities Act, 2016;
  - f. The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989;
  - g. The Bonded Labour System (Abolition) Act, 1976;
  - h. The Prohibition of Child Marriage Act, 2006;
  - i. The Immoral Traffic (Prevention) Act, 1956;
  - j. The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994;
  - k. The Information Technology Act, 2000;
  - l. The Constitution of India;
  - m. The Indian Penal Code, 1860; and
  - n. The Code of Criminal Procedure, 1973.
3. **“Complainant”** means a person reporting an incident of Child abuse or potential Child abuse in accordance with the procedures laid down in this Child Protection Policy.
4. **“CCPC”** means the City Child Protection Committee and the term **“CCPCs”** shall be construed accordingly.
5. **“CCPO”** means the City Child Protection Officer and the term **“CCPOs”** shall be construed accordingly.
6. **“CPP”** means the Child Protection Policy.
7. **“Incident”** means an incident of Child abuse or potential Child abuse and the term **“Incidents”** shall be construed accordingly.

8. **“NCPC”** means the National Child Protection Committee.
9. **“Organization”** means Teach To Lead, a trust registered under the Bombay Public Trusts Act, 1950, having its registered office at Teach For India, Godrej One, 2nd Floor, Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai - 400079, which conducts the Teach To Lead program.
10. **“Organization’s workplace”** means:
  - a. All the offices, Schools or centres where the Organization’s activities are conducted;
  - b. All the local communities where the Organization’s representatives visit to conduct the Organization’s activities; and
  - c. Any other place where the Organization’s activities (including excursions or study tours) are conducted or which is visited by the Organization’s representatives on account of or during the course of their employment, engagement or association with the Organization, as the case may be (including any transportation provided by the Organization for undertaking the journey to and from such place).
11. **“POCSO Act”** means the Protection of Children from Sexual Offences Act, 2012.
12. **“Schools”** means the schools in the cities in India in which the Organization’s programs are conducted and the term **“School”** shall be construed accordingly.
13. **“Students”** means the Children studying in Teach To Lead classrooms and the term **“Student”** shall be construed accordingly.
14. **“SMC”** means the School Management Committee.

## ANNEXURE 2 - OFFENCES AGAINST CHILDREN

Category 1	Category 2
CCPO + Program Manager	CCPO + GR + External Partner
<p>Corporal punishment of a Child: Smacking</p> <p>Do not use language or behaviour towards Children that is inappropriate, harassing, abusive, sexually provocative, demeaning, intimidating, offensive, discriminatory or culturally insensitive</p> <p>Discrimination or other offences against a Child with disabilities</p> <p>Discrimination of any kind against a child (eg: race, gender, ethnicity, minority)</p> <p>Punishment in the form of humiliation: Duck-walking, touching toes, removal of shirts, holding your ears in the corner or outside of class</p> <p>Ignoring a child in your class</p> <p>Sarcasm and disrespectful or abusive language with a child</p> <p>Humiliating in the form of comparison (eg: taunting a child for struggling in class or publicly labeling him/her as a <i>lower order child</i>)</p>	<p>Corporal punishment of a Child: Severe or repeated beating</p> <p>Illegal adoption of a Child or facilitating or promoting such adoption</p> <p>Employing or using a Child for begging</p> <p>Employing a Child below fourteen years of age in any occupation or employing a Child between fourteen and eighteen years of age in any hazardous occupation</p> <p>Marrying a Child or promoting or solemnizing a Child marriage</p> <p>Use of a Child by militant groups</p> <p>Assaulting, Kidnapping, abduction, trafficking, murder, sale and procurement for any purpose, abetment of suicide of a Child and other offences affecting the body of a Child</p> <p>Sexual harassment or assault of children</p>

## **ANNEXURE 3 - CONSTITUTION, ROLES AND RESPONSIBILITIES OF CCPO, CCPC AND NCPC**

### **City Child Protection Officer (CCPO)**

This is the nodal person in every city to ensure implementation of CPP in the city and redressal of complaints reported to him/her as per the redressal mechanism included in the CPP. The CCPO shall seek internal and external support, as may be necessary, to undertake all the related tasks.

The City Director shall designate one of the resources from the city team as the CCPO amongst City Government Relations Resource, City Human Resources, Program Manager Coach, Program Manager.

### **City Child Protection Committee (CCPC)**

CCPC is constituted in each city to meet the following objectives:

- Supporting the CCPO with redressal decisions, when escalated
- Conducting a review (once every 2 months) of the working of the CPP in the respective city and implement any additional measures to strengthen child protection measures in the city
- Supporting the CCPO in implementation of CPP within the city

#### Composition of CCPC

- The CCPC shall be a four-member committee comprising the City Director, City Government Relations Resource, City Human Resources Resource and CCPO. The Organization's City Director shall be designated as the Chairperson of the CCPC

### **National Child Protection Committee (NCPC)**

NCPC is a committee at a national level with following roles & responsibilities:

- Helping the CCPCs with redressal decisions, when escalated
- Conducting a review (once every 3 months) of the working of the CPP in the organisation and implement any additional measures to strengthen child protection measures
- Ensuring implementation of CPP within the Organisation
- Evaluating and updating the CPP, when necessary
- Conducting a quarterly review of trends of Child abuse incidents reported with Board of trustees of the Organisation

#### Composition of NCPC:

- The NCPC shall be a five-member committee comprising the Organization's Senior Manager for Child Safety and Advocacy, Chief Executive Officer, Chief Operating Officer, Chief of City Operations, and a Human Resources team Representative.
- The Senior Manager, National Child Safety and Advocacy is designated as the Chairperson of the NCPC. This person will be the first point of contact for escalations by all cities.
- The quorum for convening the meetings of the NCPC shall be three members including the Chairperson of the NCPC.

## **ANNEXURE 4 - REPORTING CHILD ABUSE COMPLAINTS:**

All complaints should be made on Teach For India's online Child Protection Violation Complaint Form to ensure documentation, on the following link:

[Child Protection Violation Complaint Form](#)

In case the online form is not accessible or not working, please mail the following details to the respective CCPO (refer to Annexure 5 - Contact Information for relevant details):

1. Details of the Complainant
  - a. Name:
  - b. Phone number:
  - c. Email ID:
  - d. I am (Please select one): A Teach For India Staff Member, A Teach For India Fellow, A Teach For India Volunteer/Intern, A Teach For India Student, Not related to Teach For India
  - e. Place of work:
  - f. Nature of the Complainant's association or relationship with the alleged victim:
  
2. Details of the alleged victim(s)
  - a. Name:
  - b. Gender:
  - c. Age:
  - d. City:
  - e. Educational Institute:
  - f. Class/Grade:
  - g. Names of the parents/guardians of the alleged victim:
  - h. Address of the parents/guardians of the alleged victim:
  - i. Phone numbers of the parents/guardians of the alleged victim:
  
3. Details of the Incident
  - a. Nature of the Incident (Please select one): TFI Fellow/Staff to Students, Student to Student, Non TFI Adult to Students
  - b. Description of the Incident:
  - c. Frequency of the Incident:
  - d. Date of the Incident:
  - e. Location of the Incident:
  - f. Name of the alleged offender:
  - g. Names of the witnesses to the Incident:
  - h. The Complainant's response to the Incident:
  
4. Signature of the Complainant
  - a. Signature:
  - b. Date:
  - c. Place:



## ANNEXURE 5 - CONTACT INFORMATION

1. Contact details of the CCPO, Mumbai region
  - a. Name: Tushar Thakur
  - b. Phone number: 9004482076
  - c. Email ID: tushar.thakur@teachforindia.org
  - d. Office address: 2nd Floor, Godrej One, Pirojshanagar, Eastern Express Highway, Vikhroli East - 400079, Mumbai, Maharashtra
2. Contact details of the CCPO, Pune region
  - a. Name: Gaurav Dutt
  - b. Phone number: 9739809248
  - c. Email ID: gaurav.dutt@teachforindia.org
  - d. Office address: Row House #4, Goldfields Enclave, South Main Road, Koregaon Park, Pune - 411001
3. Contact details of the CCPO, New Delhi region
  - a. Name: Suyash Gupta
  - b. Phone number: 9953487537
  - c. Email ID: suyash.gupta@teachforindia.org
  - d. Office address: N-23, Second Floor, Green Park Extn., New Delhi, Delhi 110016
4. Contact details of the CCPO, Chennai region
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## ANNEXURE 6 - FIELD TRIP POLICY

### [Teach For India's Field Trip Policy and Guidelines](#)

Guideline steps for the CCPO to take in Category 2 Cases

- **Steps to be taken by the CCPO after the receipt of the Child Abuse Complaint:** The CCPO shall seek internal and external support, as may be necessary, to undertake the following tasks:
  - The CCPO shall take action to protect the alleged victim from further harm and provide medical or counselling assistance as necessary.
  - Where the alleged offender is an employee of Teach To Lead and the CCPO is of the opinion that there appears to be an immediate and serious risk to the safety of the Child, the CCPO shall contact CHILDLINE 1098, the police or the Child Welfare Committee. Note: Teach For India will not be responsible for physical and/or mental abuse by non-Teach For India Staff in a school.
  - The CCPO shall conduct an investigation of the incident and present the findings to the CCPC. If the CCPC is of the opinion that the allegations against the alleged offender are substantiated, it shall order appropriate disciplinary actions to be taken against the offender, depending upon the severity of the Child abuse. Such actions may include counselling, warning, demoting, dismissing, withholding promotions/increments of, terminating the services of or terminating the association with the offender. If the CCPC is of the opinion that the allegations against the alleged offender are not substantiated, it shall pass an order with reasons for closing the case.
  - The CCPO shall inform the parents/guardians of the alleged victim about the Incident as well as the redressal mechanisms that the organisation is undertaking
  - The CCPO shall ensure confidentiality of the Incident (including the identity of the Complainant, the alleged victim and the alleged offender, the contents of the Child abuse complaint and the proceedings of the Child abuse complaint) and disclose the Incident only to persons who need to know about the Incident.
  - The CCPO shall ensure proper documentation and recording of the Child abuse complaint.
  - If the CCPC finds the Child abuse complaint to be false and made with the intent of humiliating, extorting, threatening or defaming the Organization's representative, appropriate action may be taken by the CCPC against the Complainant.

## **ANNEXURE 7 - PROCESS TO BE FOLLOWED BY CCPO TO ENSURE CHILD SAFETY**

- **Immediate Steps - Internal**

- The CCPO to facilitate a case discussion between the Fellows, Program Manager and external partner to identify a safe person in the child's ecosystem of support.
- Talk to a safe person from the family of the student and debrief them about the situation. This can be done with the presence of one more person from the school team/ Program Manager/ SCR (School & Community Relations).
- Ensure the safety of the child even if that means putting the child in a shelter home (after discussing with parents). Follow up with the facility where the child is in if not at home to ensure the well being of the child.

- **Immediate Steps - Child**

- Comfort the child at every step. Do not ask the child to describe the experience multiple times. It is a traumatic experience that the child has gone through and the child should not relive the experience by recalling it.
- Do not promise solutions or actions to the child or their family without consulting an external expert or partner organization. Ensure confidentiality and take consent of the child when you are sharing the incident with anyone else for further support.
- In case the child does not give consent to share this information, consult an external expert or partner organization about next steps without using specific identifying information.

- **Immediate Steps - School**

- GSCR PoC to go to school with the Program Manager to talk to the HM. Inform the HM about the case.
  - If the offender is someone from school then the HM will have to take action on the case.
  - If not, then inform them about the case and what actions are being taken to address the issue.