



ATTAKKALARI CHILD PROTECTION POLICY

Attakkalari Centre for Movement Arts

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Attakkalari Centre for Movement Arts

(A project of Attakkalari Public Charitable Trust of Contemporary Performing Arts)

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1. Vision and Mission Statement:

The vision of Attakkalari Child Protection Policy is to create a safe, nurturing, supportive and responsive environment that upholds rights and dignity of every child who is attending classes in Attakkalari.

We strive towards a conducive and child sensitive learning environment where we engage with children to ensure safe environments for those entrusted to our care. This we achieve by establishing effective measures on prevention, early intervention and strengthening response mechanisms, support services and building partnerships with concerned agencies and child protection mechanisms.

Attakkalari strives towards zero tolerance to child abuse and safety violations in any form.

2. Statement of Commitment:

The state of Karnataka is committed to the protection and safeguard of every child. Thus we are committed to uphold the rights and development of all children in our care, uphold equity and equality and practice non-discrimination, as outlined by the Karnataka Government Department of Women and Child Development in Karnataka State Child Protection Policy 2016 under the Commissions for Protection of Child Rights (CPCR) Act, 2005, an Act of Indian Parliament and UN Convention on the Rights of the Child. We oppose all forms of child safety violations including child abuse such as physical and sexual abuse, exploitation, emotional abuse, corporal punishment, and neglect. We ensure the protection and welfare of children as our responsibility and shall be at the core of all activities.

3. Statement on recognizing all forms of child safety violations including child abuse

We recognize that child abuse includes physical, emotional or psychological, sexual abuse, neglect, maltreatment, discrimination as described below.

A. Harm - An act or behavior, often intentional, that hurts, causes grievous injury, pain or trauma to the child. Most often this is physical and sometimes could also be self-inflicted, such as cutting, burning, misuse of substances etc.

B. Neglect - A condition where there is failure to protect the child from exposure to any kind of harm or danger that results in significant impairment in the health and development of the child. Neglect is often prolonged and includes starvation or not providing nutrition, not providing emotional support, leaving child un-supervised or not providing medical, educational, and other basic care such as shelter, clothing etc.

C. Emotional Abuse Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- a. Conveying to a child that she/he is worthless, unloved, inadequate, or valued only insofar as she/he meets the needs of another person
- b. Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- c. Causing a child to feel frightened or in danger e.g. witnessing a violence, seeing or hearing the ill treatment of another
- d. Exploitation or corruption of a child
- e. Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

D. Physical abuse - Physical assaults that would be serious criminal offenses if committed by one person against another - for instance, hitting, slapping, or striking with an object

E. Sexual Abuse - Acts or behavior that constitute an offence under the Protection of Children from Sexual Offences Act, 2012 (POCSO) and/or the Indian Penal Code, 1860.

4. Safety Measures:

Attakkalari strives to put in place system such as

- a. **Safe infrastructure:** All our buildings shall be designed as per applicable laws Safety Notifications from government departments and agencies. In order to reduce risk of abuse of children by adults and among children themselves, ensure safety of children in all spaces, including areas such as toilets, bathrooms, laboratories, sports equipment rooms, art rooms, counseling rooms, etc. through safe practices such as adequate lighting, adult attendants, peer support groups, etc.
- b. **Access control:** Attakkalari have in place rules for those visitors such as visitors register, gates monitored for entry and exit of service providers, consultants, marketing personnel etc. Also ensures which people outside of the Attakkalari are allowed in and under what circumstances. Attakkalari is having service of a professional agency to take care of the security and the security personnel are dedicated to Attakkalari and the rotations of duty are as per our knowledge. The entry point, gate, studios/classrooms are surveilled by CC tv cameras with recording facility.
- c. **Off-site activity guidelines:** When trips outside the Attakkalari are undertaken including excursions, picnics, educational tours, awareness processions / jaathas, etc., the following are to be mandatorily followed – written permission of parent/guardian, safety orientation to students prior to departure, contact numbers of parents/guardian for emergencies, 20:1 student adult ratio for supervision, at least one adult trained in CPR, First Aid, handling of off-site bathroom breaks, use of public

transportation, etc. In case of any specific event or program such as Attakkalari day-trips, competitions, a person will have to be made responsible and accountable for the safety of the child. A lady staff must accompany the group on off-site trips if girl students are part of the group.

- d. **Guidance and Counseling:** Attakkalari will ensure that minimum one faculty/staff member will be trained in child counseling skills.

5. Child Protection and monitoring Measures in the Attakkalari:

5.1 Attakkalari strives to take in account and ensure all the provisions of safety measures mentioned in the check list which is part of Child Protection Policy for Educational Institution and will be adhered to and reviewed periodically.

5.2 . The Child Protection Committee (“CPC”)

Attakkalari shall have a Child Protection Committee with the following composition:

- Head of the Institution, as the Chairperson
- Two staff members, one of whom is designated as the Child Protection Officer
- Two parents one of which is a woman.
- Two faculty members of which one is a woman
- Two student members of which one is a woman

5.2.1 : Roles and Responsibilities of CPC

1. CPC shall meet once in three months and whenever a violation is reported.
2. The quarterly meeting should have on its agenda review of the previous quarter, any threats/risks discovered during that period and additional measures to be taken to strengthen child protection measures in the institution
3. CPC shall focus only on the complaints/suggestions received on child safety violations/abuse and not on any administrative issues.
4. CPC shall discuss the concerns, record the same and give appropriate recommendations to the management for further action.
5. CPC shall ensure the concerns are addressed and closed within a specified time.
6. CPC shall maintain all registers, files and folders and documents related to child safety and protection. Child Protection Officer will be responsible for this.
7. CPC shall seek external expert help as and when required.
8. The tenure of the CPC shall be two years. Vacancies if any should be filled within one month of vacancy or start of a year, whichever is earlier.
9. CPC will follow all guidelines prescribed by in this CPP.

The CPC will undertake following steps when cases of violation are reported such as ;

1. CPC will convene as soon as an incident is reported with periodic follow-up until

closure of case. The detailed review procedures are given in Section 5.

2. The CPC and the Attakkalari`s Management shall cooperate with the police, judiciary and local administration in investigation of the reported incident, to the extent applicable by law, while keeping in mind the safety, security, right to privacy and confidentiality in the best interest of the child.
3. The CPC shall also assess and address the impact of the incident on other children, adults working in Attakkalari as a whole.
4. The CPC shall perform a lessons-learnt analysis to understand the factors that contributed to the abuse and recommend, in its wisdom, refresher training for the institution (adults, students, children, Board/management team, service providers).

5.2.2 : Roles and responsibility of the Chairperson and CPO

1. **Chairperson:** The Artistic Director shall be the Chairperson of the CPC and shall ensure:
 - That the Attakkalari has a Child Protection Policy compliant with the KSCPP and these guidelines and adherence to the same.
 - Documentation of safety violations including child abuse in the prescribed manner, by providing support and guidance to all Attakkalari`s personnel.
 - Planning and roll-out of all capacity building programs related to the CPP.
 - Conducting an annual review of the implementation of the CPP with the Attakkalari`s Management, the CPC and other applicable staff or bodies, with the CPP reviewed once in three years.
2. **Child Protection Officer (CPO):**The Chairperson shall be assisted by a CPO, who may be selected from amongst the staff of the Attakkalari. The CPO should be a permanent employee, preferably a woman, with at least 5 years` service.

The roles and the responsibilities of the CPO include:

- To receive all complaints of child safety violation including child abuse, whether verbal or written and ensure confidentiality and record it in a register.
- To maintain case files and records pertaining to the complaints/incident.
- To follow mandatory reporting in case of safety violation including child abuse wherever legally mandated and coordinate with the police and local authorities and ensure that there is no attempt to cover up the incident, or influence the child`s parents/guardian or other authorities.
- To follow procedures where there are allegations of child safety violations or child abuse including against the Head of the institution/Chairperson of CPC.
- To coordinate capacity building related to Attakkalari CPP.

5.2.3. Attakkalari Board of Management

In the context of child protection, the Board of Management, shall conduct periodic meetings to discuss all safety and protection aspects, behavior and attitude of staff and other personnel, other safety concerns of the students and parents.

6. Children's / Suggestion Box

A Suggestion Box will be placed at a point in Attakkalari premises where the children can access the Box in privacy.

- The box should preferably be made from non-transparent and non-breakable material.
 - The box shall have 2 locks; key to one shall be with the CPO and the other key with a student representative.
 - In case the child representative, who is entrusted with the second key to the Suggestion Box, does not carry out their responsibility diligently, the students will have a right to recall and to re-elect their representatives in a democratically transparent manner.
 - The box should be opened and contents read in the presence of both, the student representative and member of the CPC
 - The box should be opened at least once a week to enable speedy response and the CPC should respond to the issues reported/raised.
- a. Responding to the suggestion/complaints in the box**
- Suggestions/complaints to be read and sorted by the CPO in the presence of the child representative into safety violation and non-safety violation for appropriate action.
 - In case of any child safety violation including child abuse issues, the CPO shall follow the process stated in the Attakkalari's CPP.
 - A Suggestion Book shall be maintained by the CPO and the suggestions together with complaints and action taken report shall be shared with the children and reviewed once in three months by the CPC.

7. Professional Counseling Services

Children who are affected by abuse and violence should be referred for professional counseling sessions.

Group counseling will be provided if an incident affects more than one child.

8. Code of Professional Ethics for Staff of Attakkalari;

1. This Code of Conduct is to provide guidance on the standards of behavior & conduct that all teaching and non-teaching staff and out-sourced personnel of our Attakkalari and are bound and guided by this code of conduct.
2. We do recognize that our Staff are in a unique position to be a reference model and influence attitude and behavior of students and members of the community. Hence they

shall practice and promote behavior that sets the right example. As a member of the education community, each of our Staff has an individual responsibility to maintain their dignity, credibility and reputation as an individual and as representative of our Attakkalari, in every interaction within and outside - related to the context of the Attakkalari.

3. Attakkalari CPP and code of conduct approved by the board of Management is read by all staffs and shall be abided by the teachers /faculty and all non-teaching staff and staff connected with Attakkalari.
4. We do here by undertake that failure to comply with Code of conduct could result in disciplinary action as defined in the policy manual of Attakkalari.
5. We do recognize that All Staff and personnel contracted from outsourcing agencies shall be governed by existing legislation including IPC.

We strive to Setting a Positive Example on 'Child Protection':

- Our Faculty and Staff will set examples of behavior and conduct which can be emulated by children in Attakkalari.
- Communication, both verbal and non-verbal, with or related to children shall be child-sensitive, age appropriate and in no manner intimidating, offensive, humiliating or degrading to their self-respect and dignity. Communication shall also not demean or undermine their parents or guardians.
- All Staff must also will avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- All our Staff shall ensure there is no discrimination of any child, children or community by other children or adults in the Attakkalari setting on the basis of age, gender, caste, class, region, disability etc. Staff shall also ensure that no preferential treatment is provided to particular child/children, except when situation requires.
- Any suspicion/knowledge of violation of Code of Conduct by a colleague or contract personnel from an outsourcing agency shall be reported to the Child Protection Officer immediately.

We strive to Safeguard Children:

- Our Staff will take care of students under their supervision with the aim of ensuring their safety and well-being.
- Staff have a duty and responsibility to protect children at the Attakkalari from safety violations including child abuse while on the premises and in the extended environment of the Attakkalari. This includes the duty to report any concerns to the Attakkalari's CPO or Head of Attakkalari.
- Our Staff will refrain from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Our Staff will protect the confidentiality of incident or information shared by the child or

pertaining to the child.

- Staff shall have zero-tolerance towards abuse of all forms (physical, emotional, sexual abuse and neglect), harassment and misuse of power. This shall include bullying and teasing, either by students or adults.
- Staff will refrain from any form of corporal punishment and physical harm will adopt good and safe practice guidelines of positive engagement with children.
- All adult interaction with children shall always be in visible settings (a door/ window open or room with transparent doors) and with at least one other adult or child present. Closed door meetings/discussions with a child shall always be in the presence of an authorised staff/parent/guardian.
- Physical contact shall only be need-based and contextual and consensual and shall take into account the situation, gender, age, ability, stage of development and background of the child. Contact should be respectful and not be of a nature that the child experiences as uncomfortable, threatening, probing, or sexual.
- Privacy of the child shall be ensured during any personal/private activity such as bathing, changing, use of toilet, etc., and only contact to assist the child in medical emergencies or in situations as required.
- No Attakkalari Staff shall have any contact with a child outside Attakkalari hours or on holidays without approval of the Attakkalari authority and knowledge of parents.
- The giving of gifts or rewards to children should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child will be part of an agreed plan, recorded and discussed with senior manager and the parent. It is acknowledged that there are specific occasions when staff/faculty may wish to give a child a personal gift. This is only acceptable practice where, in line with the agreed policy, the staff/faculty has first discussed the giving of the gift and the reason for it, with the senior manager and/or parent and the action is recorded. Any gifts should be given openly and not be based on favouritism. Care should also be taken to ensure that staff/faculty do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. There are occasions when children or parents wish to pass small tokens of appreciation to staff/faculty e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- All Attakkalari Staff shall refrain from taking unauthorised photos, videos of child/children under any circumstances.
- Attakkalari Staff will exercise caution and follow the Cyber Safety norms when using information technology. Attakkalari Staff shall refrain from divulging any information or CCTV footage to any person without authorisation. Interaction or communication with children and parents/guardians using mobile applications, should be only through applications approved by the Attakkalari management.

Confidentiality:

- All our Staff and contract personnel who have access to confidential information about children or their parents/guardians, shall ensure that such information is dispensed only to those who are legitimately entitled to it.
- In cases where Staff observe inappropriate behavior by another child, for example, where a child is bullied by another child; the Attakkalari Staff will report this in accordance with the appropriate procedure, and the CPO/CPC will deal with it as prescribed in the Attakkalari's CPP. Attakkalari Staff shall not disclose this to any staff of the Attakkalari.

9. Safe Recruitment & Selection Guidelines

We adhere to the Safe recruitment & selection guidelines as prescribed by the Karantaka State Child Protection Policy and when we identify people who might put the students' safety and well-being at risk or are otherwise unsuited to engage with children in the Attakkalari.

Recruitment recommendations:

Screening:

- a. Screen all applicants for all positions including Head of Institution, teaching, non-teaching staff, contract staff, outsourced agencies and obtain reference/clearance certificate from the last two employers. Reference checks from previous employers /reference providers should be oral and written, and include suitability of the applicant to engage /work with children.
- b. Selection should be based on written application and personal interview. Screen the applicant to gauge attitudes towards children, safety and abuse.
- c. Do not recruit the applicant for any job that involves direct contact with children If any pending - criminal case against him.
- d. All documents/records of staff including vetting checks and interview report should be available with the Attakkalari and the management until retirement.

For Outsourced Personnel:

Where the institution is outsourcing personnel, ensure that the agency providing the personnel has recruitment guidelines that encompass the above.

10. Human Resource Policy and Service Rules

The Attakkalari 's Human Resource Policy shall refer to the Attakkalari CPP and incorporate information about child protection measures of the institution. The consequences of non-compliance to the CPP and non-adherence to the Code of Conduct should be specified clearly in the Human Resources Policy.

On appointment and during service:

- a. On recruitment, ensure acceptance of the Code of Conduct through a signature of the

recruited employee.

- b. In case of those personnel recruited before the notification of the KSCPP, criminal background checks must be done. Every such employee must accept the Code of Conduct and declare adherence to the Attakkalari's CPP and acceptance must be recorded in writing. In case of non-compliance by any personnel, appropriate action should be taken as per existing legislation or as defined in Human Resource Policy or Government Rules.
- c. Any teaching or non-teaching staff when under investigation for safety violation or abuse in Attakkalari must be placed under suspension, pending inquiry.
- d. If any teaching or non-teaching staff is proven guilty of child abuse/safety violation in a court, s/he must be terminated immediately, with a notation on the dismissal letter recording the reason for such termination.
- e. Annual appraisal should include compliance with Attakkalari's CPP.

11. Procedures for reporting Safety violation/child abuse

Attakkalari has laid out procedures to be followed in the event of any complaint received. And develop procedures and make it available based on the suggested format. The flow chart is provided in the Guidelines and Procedures.

12. Procedures for reporting of child sexual abuse

As per POCSO Act, Rules and Guidelines.

13. Responses to allegations of staff offences

As per POCSO Act and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and Rules have procedures that can be adopted for Attakkalari context.

14. Communication about and to children

As per Guidelines that includes - Age and class appropriate communication to children about the CPP, through Notice Board, Attakkalari website, addressing in meetings, every child, parent and staff/personnel should be aware of the CPP. Ignorance of the Policy will not absolve a person of the offence committed.

15. Training plan for management /teaching and non-teaching staff

Attakkalari is committed to build the capacity of the teaching and non-teaching staff and is a priority area. Training calendar/Schedule should be drafted for the year with regard to child safety issues, policy/measures periodic training workshops related to child safety and child rights protection

16. Procedures for parents, Visitors, Consultants, volunteers, service providers

In order to ensure safety of children at all times, our Attakkalari has laid out clear rules and norms for parents, visitors, consultants, volunteers, service providers that are to be

strictly adhered to. Violation of the same shall attract stringent penalty. ID cards for visitors wherever possible, or accompanied into Attakkalari by one Attakkalari non-teaching staff. All circulars on this issue to be sent to all concerned for enforcement.

17. Monitoring and evaluation procedures

Specified protocol will be followed by our Attakkalari with regard to child safety. Information of the CP Mechanism within Attakkalari and outside through government will be provided and made accessible. Periodic checks and review to be conducted to ensure child safety.

18. Responses to allegations of nonteaching staff/community members /visitors /vendors/volunteers /family on contract employees/etc.

As per GUIDELINES provided under KSCPP guidelines. Report to be prepared and documented.

19. False complaints or allegations"

Attakkalari will not tolerate misuse or abuse of the Attakkalari CPP in the form of false allegations or complaints by any personnel, students, parents or others out of personal anger, vendetta etc, and will be dealt with severely. Will this not only be waste of precious time of the Attakkalari staff and others concerned but also set bad example among students.The legal course of action along with disciplinary measures can be initiated.

20. Declaration of commitment by the all Staff

I have read, understand, and agree to comply with the Code of Conduct. I am aware of my obligations and responsibilities towards the safety, protection and well- being of children, and to abide by the professional conduct, both inside and outside of Attakkalari.

Staff Name: _____

Staff Designation:_____

Staff Signature: _____

Date:_____Place: _____

A copy will be kept in office file.

ANNEXURE 1

GOOD PRACTICE GUIDELINES

All Attakkalari staff and faculty are required to demonstrate exemplary behavior to protect children and this will also help staff protect themselves from false allegations. The following are common sense examples of how to create a positive culture and environment.

Good practice means:

- Always working in an open environment
- Treating all children and protected adults with respect and dignity, regardless of disability, ethnicity, gender, age, religion or belief, health or sexual identity.
- Maintaining a safe and appropriate distance
- Making relationships with children and protected adults that are based on trust, honesty and clear boundaries
- Involving teachers/parents helpers/carers wherever possible
- Being an excellent role model. This includes not smoking, drinking alcohol or taking illegal substances in the company of children or protected adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children and protected adults – avoiding pushing them against their will.
- Looking out for whether children/adults are being bullied by other children in the group.
- Faculty should ensure that no child belongs to her/his class left alone in the campus after the class timings are over.
- Parents should ensure that the kids may not be left at the gate without meeting the faculty/staff member on duty.
- Faculty/Staff should welcome parents and arrange personal meeting to discuss any problems.

Practices to be avoided

- **Socialising - it is not appropriate to socialise with placements, Youth Theatre members or young people/protected adults in shows. You must not initiate**

or respond to social invitations, including social media platforms such as Facebook and Twitter.

- **Toilets** - Should staff find a child using toilet facilities, we recommend that staff use another toilet in the building or wait until the participant exits.
- Changing/dressing - staff must avoid being alone on a one to one basis. Young people under 18 on work experience must not work as dressers for performers.
- Personal Space - staff should aim to respect personal space at all times.
- **Working Space** - avoid being on your own with a child/young person/protected adult unless it is absolutely necessary. If you are likely to be working on a one to one basis in an isolated part of the building, ensure there is another adult or young person present or nearby where possible and ensure that another member of staff knows where you and the young person are going and what time you expect to return and, if possible, work with the door open.
- **Travel** - Children MUST NOT travel in a staff member's car, this is inappropriate and could compromise the safety of the staff member and child.
- **Language** - when children and young people are in earshot, it is important to refrain from swearing or using sexually suggestive or explicit comments or jokes.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative activities.
- Share an overnight room with a child i.e. on a residential trip.
- Allow or engage in any form of inappropriate touching.
- Allow children/protected adult to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Reduce a child to tears as a form of control.
- Shout at a child unless absolutely necessary to be heard (e.g. in a group in a large space or outdoors) or to prevent injury to the child (e.g. if a child is about to step into road traffic).
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Invite or allow children/protected adults to stay with or visit you at your home.

ANNEXURE 2: GUIDELINES FOR TAKING ACTIONS ABOUT CONCERNS

In any situation where you are concerned about the welfare of a child/protected adult, a general rule of thumb is:

- don't over-react
- don't under-react

Take the following steps:

1. observe
2. report
3. record
4. respond

1. Observe

Observe to be as clear as you can about the cause of your concern.

- What is it about the child's/protected adult's behaviour, appearance, health, emotions or social interaction that worries you?
- Or what is it about an adult's behaviour towards children/protected adults that you feel may be harmful or abusive?

It is not up to you to decide whether abuse has taken place (this is for doctors, social workers, the police and ultimately the courts to assess) and you should not spend a long time gathering observations before you report your concerns: you just need to be as clear and specific as you can about what you have seen or heard. The more precise and concrete you can be in giving examples or evidence, the easier it will be for child/protected adult protection professionals to respond appropriately.

If a child/protected adult tells you directly that s/he is being abused or bullied:

- Listen carefully.
 - Be supportive, non-judgemental, neutral and not congratulatory
 - Reassure them 'It is ok to tell me about this'
 - If possible, write down the child's exact words so that you can report them accurately.
 - Don't ask direct questions. Avoid 'Who?', 'What?', 'When?', 'Where?'
 - Keep calm and even if you find what they are saying difficult or painful, keep listening.
 - Encourage them to talk - 'Do you want to tell me about this?' - but do not pressurise them.
- Assure the child/protected adult that you have taken seriously what they have said and that you or another appropriate person will respond to them soon and that they have 'done the right thing'.

Tell the child/protected adult what you are going to do next, that you 'know somebody who works with people who can help and now I have to pass this information onto them.'

Child Protection: Do NOT promise the child that you will keep the information secret: you have to tell the appropriate authorities. If you give the child false reassurances of secrecy, the child may lose trust in adults and withdraw allegations that need investigation.

Protected Adults: Do NOT promise the protected adult that you will keep the information secret. Attakkalari staff and faculties must make it clear that they will have to discuss the concerns with their supervisor..

2. Report

- Report your concerns as quickly and clearly as possible to the Designated Children Protection Officer/s.

- If the information relates to the behavior of one of the CPO's then report this to the other one, or to the Chief Executive.
- If the information relates to the behaviour of the Chief Executive, the CPO will speak immediately to the Members of the CPC . As a final resort, speak directly to child protection services or the police
- Attakkalari staff working in other settings person (e.g. school/educational setting, youth or care setting) this is likely to be the head teacher for a school or the director of the youth or care setting. It is the designated person's responsibility to liaise with relevant authorities, usually social services.
- In confidence, make your line manager or other appropriate colleague (e.g. the project manager) aware of the situation.

Child protection is one of the very few grounds on which you can break normal rules of confidentiality - that is, you can and should report concerns about a child without their parents' permission, and/or report information about a colleague or member of staff without their permission.

The welfare of the child is paramount: it overrides the rights of others to keep information private. Clearly, though, concerns about child abuse are highly sensitive information, which should be reported on a need-to-know basis, only to the appropriate authorities.

In general, Attakkalari front-line staff and faculties are not expected to report concerns directly to child protection services.

Attakkalari's designated Children Protection Officer/s and/or the host organisation will make the initial contact with these child protection professionals. A social worker or police officer will assess the information received and decide whether or not to investigate further. If necessary, they may then contact you to ask you directly about your concerns.

If you can see that a child is in immediate danger, dial ChildLine help number 1098 and ask for the support.

3. Record

- Record your concerns in writing as soon as you can - using the form on 'Report of Concern Form' in this document
- If time allows, write notes about your observations before you report them. This will help you to be as precise as possible in making your report.
- If your concern is based on what a child/protected adult or someone else has said, write it down immediately so that you can report the exact words, and keep these notes, as (in rare serious cases) they may be needed later as evidence.
- Once you have reported your concerns to Attakkalari's Child Protection Officer/s, if you haven't already done so, you need to write your concerns down in the form set out . Either email or hand-in (in a sealed envelope) the completed form to the SDT or RCL office within 24 hours or ask for help from the DCPO's in how to complete it.
- Be as factual and precise as you can. If you wish to comment or draw conclusions, distinguish these clearly from the factual information (e.g. by writing "In my opinion...").

4. Respond

In general, the responsibility of Attakkalari's front-line staff and contractors ends with reporting and recording. It is the job of the host organisation or child protection professionals to take action to protect the child/protected adult and the job DCPO's to address any concerns Attakkalari staff or volunteers.

If the concerns you have reported turn out to be very serious, you may be required to attend a Strategy Meeting (at which social workers and police will plan how to carry out their investigation - especially where sexual abuse is suspected and it is crucial to make a planned approach to the potential abuser and victim) or a Case Conference (at which the family and professionals assess the available information and make a plan to protect the child/vulnerable adult). In very rare cases, you may be required to give evidence in court. In any of these circumstances, you will be accompanied and supported by one of the DCPO's.

Most concerns about children's/protected adult's welfare never reach such formal proceedings. Attakkalari's role is to report the concerns, not to determine the outcome (except when the investigation is about a Attakkalari member of staff).

Where sexual abuse, emotional abuse or neglect are likely, child protection services or the police will usually undertake careful planning before intervening in a family or other setting. It is usually only physical abuse that requires immediate or emergency action. If a child/protected adult is being physically abused, the next abuse may cause more serious injury or even death. So it is if you observe signs of physical abuse that you need to act most swiftly. For example, if you find that a worker is physically abusing children/protected adults, you may need to remove the children/protected adults from this worker immediately. Or, if a child/protected adult says that they are being physically abused in their family, you may need to tell the school/community partner not to allow the child/protected adult to return home that evening.

APPENDIX 3

Format for Child Abuse Reporting Form

1. Name of Child:
2. Age & Birth date:
3. Sex:
4. Address:
5. Class:
6. Name of Parent (s) or Guardian:
7. Parent's Address (if different):
8. Home Phone/Mobile:
9. Parent's Work Place:
10. Work Phone/Mobile:
11. Family Composition: (i.e., child lives with grandparents and the Cousin- Brother of Father)—nuclear family/joint family/extended family: Specify details--
12. Check below that apply and highlight:
Bruises, bleeding Dislocation/Sprains
Lack of Supervision
Emotional Neglect
Twisting/Shaking
Abandonment
Educational Neglect
Malnutrition Burns,
Scalds Physical
Neglect
Exposure to Elements
Medical Neglect Sexual
Abuse
13. Description:
14. Briefly describe the reporter's concern for the child:
15. Describe the child's account of how the incident occurred and name possible

witnesses:

16. Describe any previously known or suspected abuse or neglect to child or siblings:

17. Provide name(s), address(es), and relationship to child of person(s) responsible for suspected abuse or neglect (if known):

Reporting to local Police/ Special Juvenile Unit of Police:

1. Date:

2. Name of Person Reporting to Police:

3. Time:

4. Name of Person who prepared written Attakkalari Report:

5. Designation: (i.e. teacher, parent, other)

APPENDIX 4– PHOTO AND VIDEO CONSENT FORM

Photo and Video Consent Form

Please sign below to agree to allow Attakkalari or our partners to use any video or photos of the project for archive or media/publicity purposes.

Individuals will not be named in these photos.

Name of Project: _____

Name of Child: _____

Signature of the Guardian _____

Relationship to the child: _____

Date: _____