



Child Protection Policy

Youth for Social Development is a Child-safe Organisation

Contents

1. About Youth for Social Development (YSD).....	3
2. Definitions	4
3. Code of Conduct.....	4
4. General Confidentiality and use of children’s data and photographs for Communication.....	6
5. Reporting or breach of the policy.....	7
6. Steps followed post disclosures.....	8
7. Annexure	9
REPORTING FORMAT OF BREACH	10

1. About Youth for Social Development (YSD)

Youth for Social Development (YSD) is a not-for-profit, non-government grass root organisation devoted to improve the lives of the rural and urban poor in Odisha specifically the most vulnerable people, children, youth and women on issues related to governance, participation, basic services, child rights, youth empowerment and climate justice since 2006.

Vision: Youth for Social Development envisions a just, equitable and sustainable society where all people have access to their social, economic and democratic rights and the capacity to achieve their full potential and lead a dignified life.

Mission: To facilitate sustainable social and economic development of marginalized communities in urban and rural Odisha through research, policy analysis and advocacy, participatory community action and people's empowerment.

Our Focus: Youth for Social development focuses on promoting good governance and citizen participation that have direct impact on poor and vulnerable groups especially women, children, youth and the most vulnerable. These areas include; (1) Accountable Governance, (2) Basic Services, (3) Child Rights and Development, (4) Youth empowerment, and (5) Environment and Climate Justice.

Our Core Values

- Social justice and equity
- Integrity and legitimacy
- Transparency and accountability
- Participatory approach
- Commitment to service of vulnerable people

Our Strategic Objectives

- To promote transparent and accountable governance by creating space for dialogue between citizen and government to strengthen policy making at local and state level.
- To improve basic services like water, sanitation, housing, health and education of the most vulnerable sections through citizen participation and dialogue with government.
- To improve living condition of children; protect children from all kinds violence and abuse and enhance their capacity to participate in their own development.
- To enable adolescent and youth for life skill development, encourage them to engage in decision making process through active citizenship and responsibility in public life.

- To improve living conditions of communities in environmentally affected areas and promote community adaptive to climate vulnerability.

2. Definitions

a. Who is a child?

According to the UN Convention on the Rights of the Child (Article 1) a child is every human being below the age of 18 years.

b. What is child protection?

Child protection is a broad term to describe philosophies, policies, systems, and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of YSD and individuals and organizations associated with YSD towards children.

c. What is 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.' (WHO: 1999)

3. Code of Conduct

Youth for Social Development (YSD) is committed to conducting its affairs in a manner that provides a secure environment to all the children that it works with. This Code of Conduct establishes policies and procedures that aim to guide behaviour, communication and work with children for the internal and external stakeholders in the performance of their duties and responsibilities. This Code of Conduct forms an integral part of The Child Protection Policy of YSD. It also acts as a guiding document to the members of Governing Body, senior management and staff members in the event of a breach of any code of conduct at YSD. The policy thereby ensures the protection of all children who directly or indirectly come in touch with the organization and its services.

a. Code of Conduct for Board of trustees, advisors, Staff, Consultants, Volunteers and Interns

All the existing and potential board members, advisors, employees, consultants, volunteers and interns (Person(s)) shall conduct all activities required to be undertaken within the purview of this Code of Conduct. This Code shall apply while working on our premises, at offsite locations where our projects are being implemented, at YSD's social and advocacy events, or at any other place where the above Person(s) are a representative of YSD:

The following elucidates the code to be followed by each Person as listed above. Each Person:

- I. Shall undergo a reference check to find out any child abuse related record (irrespective of whether it has been reported to the Police/ law enforcement agencies). Towards this purpose, shall provide for two references which should include (where possible) an employer/ supervisor who can comment on the applicant's work with children before appointment to post.
- II. Will undergo an in depth interview/interaction to assess their aptitude, interest and sensitivity towards working with children and their previous work with children. For e.g. the job interview should include specific questions at the first stage on child protection issues to probe the applicant's attitude, experience and approach to working with children relevant to the post applied for.
- III. Will be observed during the induction or engagement process for their attitude and behaviour towards children and a feedback will be accordingly provided to the Secretary before final appointment on the respective post.
- IV. Will read and abide by the Child Protection Policy with complete commitment at the beginning of their engagement with YSD.
- V. Will undergo internal and external training programmes and counselling services (if required) in order to enhance their capacities and provide them with adequate intellectual and mental resources for understanding the issues related to child protection and to deal with burnout.
- VI. Will exercise behavior protocols consistent with the Mission Statement and Core Values of YSD in their relationship with children, in the context of their language, actions, dress, and behavior.
- VII. Will establish an atmosphere conducive for the development of children through their word, deed and demeanor. This includes listening to children and showing respect to them and their opinions.
- VIII. Will respect the local cultural and religious context and behave in appropriate manner with children in communities.

- IX. Will not promise and/or give children and their families/ caretakers verbally/ non verbally any monetary or non-monetary favours without the knowledge and permission of YSD management.
- X. Will not allow children (beneficiaries of YSD) to visit or stay in their homes under any pretext without the prior knowledge and agreement of the YSD management
- XI. Will not employ children as domestic workers in their homes/ business etc. as much as possible. In event, that is not possible, will abide by the 'Child Labour Law" of India and ensure that all conditions in terms of age limit (over 14 years), working conditions, basic minimum facilities provided to the children etc. are followed.
- XII. Will not spend time alone with a child or children without any professional reason to do so - Such as (i) where personnel are employed as professionally recognized trained counsellors, (ii) in case of lesson plans and individual sessions done by trainers during any programme, etc.
- XIII. Will be responsible for the interaction between an adult and a child even when it is perceived that a child is acting in a challenging (not listening to the facilitator, creating disturbance in the class or session etc.) manner.
- XIV. Will not touch, see or talk about private body parts and/ any other sexual content to children or show them any material of sexual nature except in cases of the health/ hygienic, Personal Safety Education Project and individual/ counseling sessions and any other platform for involving children in the designing/ evaluation of YSD services which is being done for protection purposes.
- XV. Will take permission from children, their parents/ guardians and schools and/ from the participants of a workshop and training session before taking and using any photos and videos involving these beneficiaries.

4. General Confidentiality and use of children's data and photographs for Communication

- b. YSD will ensure that all communication and publication material (both print and electronic) on children in the form of pictures/captions are required to be decent, dignified and respectful and bear no identification details (in form of face, name, case number, location etc.). Only group pictures of stakeholders¹ will be used and if individual pictures are necessary they will be taken from stock images and will be accordingly acknowledged. Children will not be presented as victims, nor will any communication exaggerate the vulnerability or abuse of the child.

¹ Stakeholders refer to all internal and external individuals, agencies, institutions etc who are directly associated with YSD and impact the services and social change of YSD as an organization. For e.g. internal stakeholders are board members, employees etc. and external stakeholders are partner organizations, donors, visitors etc.

- c. YSD will ensure that no images (printed or scanned), testimonials or videos of the children shall be taken without adequate permission of the child (if above 12 years) and of parents/ school authorities/ institutional caretakers/ institutional authorities (in case of children below 12 years) before using the same on their website, electronic and print material meant for internal and external stakeholders.
- d. The staff members, consultants, interns, volunteers etc. of YSD shall be required to safeguard all records and documents pertaining to children within their projects and maintain their confidentiality.
- e. All Stakeholders will be required to refrain from using names or other identification details of children they work with until and unless necessary in case of a supervision relationship.
- f. All stakeholders will refrain from using the photos/ data/ videos of clients of YSD on their personal blogs, facebook page etc. In case the stakeholder(s) requires the photos/ videos for internal/ external communication material, use may be permitted subject to approval by the senior management at YSD.

5. Reporting or breach of the policy

The Child Protection Policy of YSD is a guideline to direct the board of trustees, senior management and staff members to take appropriate action whenever there is a breach of any code of conduct at YSD, thereby ensuring the protection of all children who directly or indirectly come in touch with the organization and its services.

The **primary aspects of reporting and redressal of any breach of policy** is as follows:

- a. Whenever there is cause to suspect child abuse or neglect or any other instance which could compromise the protection of a child at YSD, it is the responsibility of all staff members and/ members of the partner organization to report their suspicions to the **Response Team** (which includes one Board member of YSD, the Secretary, one of the Program Managers, one of the YSD counsellors, one of the staff members and an external expert). The staff member of YSD or partner organization, should inform the Secretary, as a representative of the Response Team about the possible case of abuse or neglect by using the Reporting format of Breach of Child Protection Policy (please refer to Form-1, Annexure). The reporting of any such case should be done within 48 hours of the case for immediate response.
- b. All decisions on the action to be taken and the external organizations (like police, foreign consulates, other NGOs or government agencies, etc.) will depend upon the severity of the abuse and/ breach, the appropriateness of the action as decided by the response team and the consent of the child in question and his/ her family members/ guardians/ caretakers etc.

- c. Any action for the breach of code/ instance of abuse will be taken only post a detailed investigation by the Response team, wherein both the child and the suspected offender will be given equal space and time to present their positions. Both the child and the person who breaches the code of conduct will be treated with respect right from the beginning of the investigation and no impulsive or ad hoc decisions will be taken in such cases.
- d. Every child is important to Arpan and any complaint of abuse, neglect a child will be treated seriously and no decision or judgements will be made without proper investigation.

6. Steps followed post disclosures

a. On disclosure:

The disclosure has to be through a specific reporting format (Form-1) and the person providing information would be requested to provide as much detailed information as possible. The information should be kept confidential by the person reporting until and unless the response team provides information to the staff. All kinds of grapevines should be avoided with regard to the reporting. If the offender is the YSD Secretary, then the report could be given directly to the board member on the Response team and another board member of YSD will taken into the investigation of the case barring the Secretary from participating.

b. Investigation post disclosure:

Once the breach has been reported, the Response team has to initiate a rigorous investigation process. The Response team is free to involve the YSD staff members (except if the offender is from the staff), to conduct this investigation. The therapist from the Response team will be directly responsible for talking to the child as well as the offender to get information required for the investigation as well as to provide adequate psychotherapeutic support to the child. Investigation could involve questioning of various stakeholders like parents, teachers, peers, siblings, institutional caretakers, school authorities etc. depending upon the location and nature of the abuse. The Response team will respect the privacy of the child and the suspected offender throughout the investigation procedure and will refrain from giving any statements internally or externally till the investigation is not completed. In case the breach/ instance of abuse has been severe and is in media attention, the Response team will select a spokesperson from within themselves to handle all public and internal communication related to the case.

c. Action Post Investigation:

Post investigation, if the compliant cannot be adequately proved, then the case will be closed. If the compliant and breach is proved, then depending upon the severity of breach,

appropriate action shall be taken. In case either of the parties within the case are not happy with the end decision of the response team, an external expert committee can be set up as per the policy for reviewing the decision. In such case the external committee will include 2 board members of YSD and 1 individual selected by the suspected offender/victim (referred to as the redressal party herein with), whoever is unhappy with the decision of the Response team. Information on the 1 member selected by the offender/victim has to be shared with governing body and this individual has to have adequate credibility to be on the external review committee. The Response team will be responsible for presenting their investigation and action to the committee for reviewing. This option of reviewing the decision of the Response team will be done only if the party demanding for a committee can provide adequate reasons in written to the YSD management and the final discretion for setting up such a committee will depend on the Board of trustees of YSD.

According to Youth for Social Development, Protection of children is the duty of all adults and right of a child. Sexual abuse of children is unacceptable under any circumstances.

7. Annexure

Form-1: Reporting Format of Breach of Child Protection Policy

Policy Drafted on: August, 2017

Policy Approved by: Governing Body

Date of Approval: November 3rd, 2017

Bibhu Prasad Sahu.
Signature of the Secretary
Youth for Social Development



REPORTING FORMAT OF BREACH

Form No-1 (See Rule-5.1, Child Protection Policy)

REPORTING FORMAT OF BREACH OF CHILD PROTECTION POLICY

Date	
Name of the Person Reporting	
Name of the Person who has breached	
How has the person breached the Child Protection Policy of YSD? Please provide complete details.	

Signature: _____

Place: _____

Date: _____

Child Response Team, Child Protection Policy

(Rule-5.1 of the Child Protection Policy, 2017 of Youth for Social Development)

1. Lokanath Misra, Presiding Officer
Governing Body Member, Youth for Social Development
Contact: e-mail: misralokanath@gmail.com Tel: +91-93384 64261
 2. Bibhu Prasad Sahu, Member
Secretary CEO, Youth for Social Development
Contact: e-mail: bibhu@ysdindia.org Tel :+91-99371 90060
 3. Chandan Kumar Sahu, Member
Programme Coordinator, Youth for Social Development
Contact: e-mail: chandan@ysdindia.org Tel: +91-919658 11136
 4. Sudeep Kumar Chakrabarty, Member
Project Coordinator-Child Rights, Youth for Social Development
Contact: e-mail: sudeep@ysdindia.org Tel: +91-97764 13897
 5. Mrs. Alaka Sahu, External Members
Secretary SEVA, Former Member Child Welfare Committee Gajapati
Contact : e-mail: sevaalakasahu@rediffmail.com Tel : +91-94373 44839
- The Child Response Team has been constituted on 02 June, 2025 and approved by the Governing Body on 13 June, 2025
 - The Child Response Team will be valid for a period of three (03) Years from the date of its constitution
 - The complainant should use the Form-1 as per the Rule 5.1 of the Child Protection Policy, 2017 of Youth for Social Development
 - The complainant should send the complaint via e-mail: info@ysdindia.org or call to +91-8114397760

Secretary CEO

Bibhu Prasad Sahu

Bibhu Prasad Sahu, Youth for Social Development

