



## **BREAD CHILD PROTECTION POLICY**

The purpose of this policy is to serve as a reference/guide for the BREAD staff, and volunteers, current and prospective partners, project beneficiaries, as well as the general public. Its fundamental purpose is to provide protection from harm, primarily to children, but also to BREAD Trustees, staff volunteers and to the organisation itself.

BREAD through Mary's Meals, Mother's Care, Mother's Leap & School Improvement Program currently serves school children in India from impoverished background and the number of children is continuously growing ([www.breadnoida.org](http://www.breadnoida.org)). Children are at the core of our work and are the main beneficiaries of all our programmes.

According to BREAD, it is fundamentally essential that the children that we seek to support are protected from harm and are able to benefit from our programmes in a safe, healthy and relaxed environment as stated in the United Nations Convention on the Rights of the Child (UNCRC), we firmly believe in the rights of children and acknowledge that it is our duty to see to it that these rights are respected. Additionally, we are aware of how especially vulnerable children are in the situations we work in. We will not tolerate any abuse or infringement of those rights and work to ensure that every child's needs, safety, and dignity—regardless of gender, ethnicity, religion, ability, or culture—are always at the centre of our programmes.

The policy is intended as clear guidance on our belief that all children, as defined in the UNCRC and in the POCSO Act as anyone under the age of 18, must be protected from abuse or exploitation. It is accompanied by relevant procedures that are guided by the principles outlined below. The policy will be reviewed at least every two years. Its procedures and implementation will be regularly monitored.

A report on any incident relating to Child Protection will also be made to the Board of Directors on an annual basis.

BREAD Child Protection Policy & Policy on vulnerable adults are one unified document that has been approved and endorsed by BREAD Board of Directors and is a key element of our organisational policy. Concordance with BREAD Child Protection Policy is mandatory for all BREAD staff, field office staff and volunteers and associate partners of BREAD.

### **Principles**

- All the children have an equal right to development and their welfare should always be promoted.
- Children are to be protected from any form of sexual, physical, verbal or emotional abuse, both from adults and other children.
- Children should always be protected from exploitation.
- The health and safety of children should be the paramount.
- All the children have the right to participate freely in decision making; especially the decisions affecting their lives. They should be empowered to act upon this, recognising the importance of parents, families and other carers in children's (or their) lives.
- Children should always be treated with respect and valued as individuals and equals with respect to the context of their own culture, religion and ethnicity.
- Children should always feel empowered to raise and discuss any issues or concerns and should always be listened to.
- Any allegations of any form of abuse should always be treated seriously and appropriately and promptly dealt with. Victims and other involved parties should always be supported and perpetrators must always be held to account.
- Staff and volunteers should always be safely recruited, supported and trained with respect to child protection, health and safety.

## **BREAD Child Protection Code of Conduct**

BREAD Trustees, staff, volunteers and the partners' staff and volunteers of BREAD must:

- Never hit or otherwise mistreat a child physically.
- Never intentionally put a child in danger or at risk of abuse.
- Never engage in sexual activity or speak in a sexualized manner with a child.
- Never become close to a child on a personal level.
- Never caress, hold, kiss, hug, or otherwise improperly contact a youngster.
- Never purposefully act in a way that would terrify or threaten a youngster.
- Never take on personal tasks for a child that they are capable of handling on their own.
- Never give a child preferential treatment on their own.
- Never give a child presents or personal items unless authorised by a Child Protection Officer.
- Never invite a child into your home or arrange to see them outside project activities.
- Never stay alone overnight with a child or children.
- Never take a child with them in their car, except in exceptional circumstances.
- Never hire a child for any service or treat a child in any way which could be deemed exploitative.
- When speaking to children, never use language that is inappropriate, abusive, discriminatory, sexist, or racist.
- Never intentionally humiliate or degrade children.
- Avoid smoking, abusing illicit substances, drinking alcohol, or being under the influence of alcohol when around youngsters.
- Always treat children with respect.
- Always listen to children and their concerns.
- Always endeavour to be accompanied by another adult when in the presence of children.
- Always deal with any allegations or concerns relating to child abuse immediately and appropriately.
- Always be aware of a child's health and safety and ensure that they are protected from harm when they are in our care.
- Always respect children's rights and empower them to stay aware of their rights and act upon them.
- Always challenge the mistreatment of children and report any cases of child abuse.
- Always ensure that images of children are respectful and obtain a child's permission before taking or using their image.

## **BREAD Child Protection Procedures**

The Child Protection Procedures are grouped according to those related to; Awareness raising, Responding to concern, Prevention Measures and Reporting Issues. They are followed by additional documents which can be used when following the procedures. The Procedures are accompanied by guidance notes for internal use which are numbered to correspond with the procedures.

### **Definition of terms:**

<b>Term</b>	<b>Definition</b>	<b>Example</b>
<b>BREAD office</b>	Staff based in NOIDA, UP.	Staff working in the BREAD office, NOIDA
<b>State office staff</b>	Staff working in BREAD State offices.	Staff working for BREAD in Jharkhand
<b>Volunteers</b>	Volunteers who help BREAD office, Noida or in any States.	Volunteers who visit feeding programmes on request.

<b>Partners</b>	Organisation Receiving funds from BREAD to implement projects	Schools which deliver Mary's Meals school feeding projects in Amar Jyoti Trust.
<b>Partner Staff and Volunteers</b>	The staff and Volunteers of project BREAD partners.	Project Coordinators who help deliver projects in Varanasi, instrumentally taking the educational assistance to the children under the MOTHER'S CARE Program.
<b>Lead Child Protection Officer (Lead CPO)</b>	A designated member of BREAD staff who has responsibility for Child Protection issues as part of their role. The Lead CPO will monitor the charity's work on Child Protection and provide guidance to the Child Protection Officers where necessary.	
<b>Child Protection Officers (CPOs)</b>	Designated members of BREAD staff who has responsibility for Child Protection issues as part of their role.	A member of staff in the BREAD office, such as the Managing trustee.
<b>Child Protection Committee</b>	A group of BREAD staff members who meet to review Child Protection issues at least twice a year.	

## 1. Awareness Raising

- 1.1 BREAD Child Protection Policy is freely available to public, staff, volunteers, partners and beneficiaries. The Child Protection Policy is available on the BREAD website and is regularly referenced in appropriate documents.
- 1.2 All new and existing field office staff are required to participate in training on BREAD Child Protection Policy and are updated on Child Protection Issues by the Child Protection Committee, led by the Lead Child Protection Officer on an ongoing basis.
- 1.3 All new and existing BREAD volunteers in all the states whose role involve contact with children are required to participate in training on BREAD Child Protection Policy and should updated on any Child Protection Issues by their BREAD staff supervisor on an ongoing basis.
- 1.4 All BREAD Managers are responsible for ensuring that their staff has participated in training on Child Protection and understands the Child Protection Policy and its implications.
- 1.5 BREAD staff in identified posts which have regular contact with children, including the BREAD Child Protection Officers, are required to attend specialized training on Child Protection and may be required to attend further courses on this as necessary.
- 1.6 All BREAD staff, field-office staff and volunteers are required to follow the BREAD Child Protection Code of Conduct and have signed a copy of this, which is kept on file. Refusing to sign may result in disciplinary action for BREAD staff and field office staff and the termination of a relationship with volunteers.
- 1.7 BREAD engages with partners in different states on Child Protection, explaining our commitments and encouraging partners to develop Child Protection policies and procedures which are relevant to their local context and are compatible with the United Nations Convention on the Rights of the Child and POCSO Act. BREAD provides partners with assistance on this wherever possible and works to enhance the capacity of partner organizations to deal with Child Protection issues.

1.8 Child Protection Issues, including child health and safety, will always be considered in relation to any BREAD event or visit.

## **2. Prevention Measures**

### **Staff and Volunteer Recruitment**

- 2.1 BREAD ensures that its employment, recruitment procedures and practices comply with local laws.
- 2.2 Recruitment of both internal and external candidates for BREAD office regional or national office which have regular contact with children involves:
- reference to BREAD commitment to Child Protection and BREAD Child Protection Policy in adverts and job descriptions.
  - asking specific questions to candidates on their previous experience of working with children or young people
  - ensuring that candidates can provide two references who can comment on their work with children or young people.
  - ensuring that appointed candidates complete the appropriate Disclosure process
  - ensuring that the identity of candidates appointed to identified posts is verified.
- 2.3 Job offers for posts with BREAD which have regular contact with children are subject Disclosure Process which will include Self Disclosure through the application process and Enhanced Disclosure, or the relevant local checks through the relevant national government agencies where possible. Satisfactory verification of qualifications and work history is also required.
- 2.4 Any volunteers who are recruited or designated for work with children, are asked to complete a Self-Disclosure form, provide two suitable references and complete an Enhanced Disclosure, or the relevant local checks through the relevant national government agencies where possible.
- 2.5 Any BREAD staff, field office staff or volunteers who are unwilling to complete the Disclosure process are not deployed in any position that allows them access to children.

### **BREAD schools and children's groups**

- 2.6 BREAD staff, field-office staff and volunteers always endeavour to ensure that a responsible adult or teacher is present when working with children. BREAD staff, field office staff and volunteers always attempt to minimise the likelihood of situations occurring in which the adults have to work alone with one or more children.
- 2.7 BREAD partners are always required to sign the Child Protection Code of Conduct and are trained on the BREAD Child Protection Policy before engaging in meetings with children during visits. Any task that involves children must have a volunteer, field office staff member, or member of the BREAD staff present.

### **Children working as volunteers**

- 2.8 All children must be supervised by their legal guardian or by a responsible adult nominated by their legal guardian whilst undertaking voluntary work for BREAD. Adults should not supervise more than six children.
- 2.9 BREAD or field office staff working with groups of children, such as school or scout groups who are volunteering for BREAD, ensure that school or relevant group leaders have obtained the necessary permission from parents or guardians. The Responsibility for these children remains with the school or group.
- 2.10 BREAD staff or field office staff supervisors ensure that children who are volunteering as individuals have provided a completed Child Volunteer Permission Form. A new form is completed on every occasion, unless the volunteer works with BREAD more than once a month, in which case the Form is kept on file and renewed on an annual basis.

### **Communications and Media**

- 2.11 BREAD ensures that the welfare of children is paramount and that their interests and safety always take priority over any editorial requirement.
- 2.12 Any material involving children is carefully reviewed for its impact and potential implications, both prior to and following publication or transmission. POCSO Act of 2012 Chapter 3 of POCSO forbids

the use of minors for pornographic purposes in any media and imposes penalties accordingly. According to Sections 20 and 21, the media must notify the relevant authorities of any abuse incidents that come to their attention. Restrictions on media coverage of cases are mentioned in Section 23. The report can only be accepted with the special court's approval. Any material involving children is carefully reviewed for its impact and potential implications, both before and after publication or transmission.

- 2.13 BREAD works to prevent the misappropriation or exploitation of pictures and/or narratives involving children. Section 74 of the Juvenile Justice (Care and Protection of Children) Act 2015 restricts the publishing of child cases without the written consent of the relevant authorities. This includes anything that may reveal the child's name and any aspect that could endanger the kid. restriction on revealing children's identities. punishable by a fine of up to two lakh rupees, a term of imprisonment that may not exceed six months, or both. BREAD works to prevent the misappropriation or exploitation of pictures and/or narratives involving children.
- 2.14 Children's dignity and identity should always be respected in communications about them and not degraded. BREAD is always striving to make sure that children are depicted as realistically as possible.
- 2.15 Any material featuring in BREAD publications and website should be suitable for a general audience, including children.
- 2.16 **BREAD staff and representatives:**
- seek the consent of parents or legal guardians, or other person in loco parentis (e.g. A teacher or group leader) before interviewing children, or taking film, photograph or sound recordings in which, they appear. Where practical, permission should be in writing.
  - seek the consent of parents or legal guardians, or other person in loco parentis, before publishing any materials in which children appear.
  - seek the consent of a child for their participation and respect any refusal to take part.
  - do not give any financial inducement to the child or parent/guardian to secure consent.
  - obtain permission from the head teacher for any filming or interviewing on school premises during school hours.
  - approach the gathering of material in a sensitive manner and consider the impact recounting their experiences may have on a child.
  - take steps to minimise any distress that may be caused by taking part in an interview.
  - are aware that certain children may need extra protection (for example, political refugees or those suffering from diseases).
  - conceal the identity of children (for example withholding or changing names) when revealing their identity has potential to lead to any risk or distress.

### **BREAD Partners**

- 2.17 BREAD partner agreements specify that all partners should have Child Protection measures in place and should eventually produce and implement their own Child Protection policy. BREAD provides assistance and guidance on this wherever necessary.

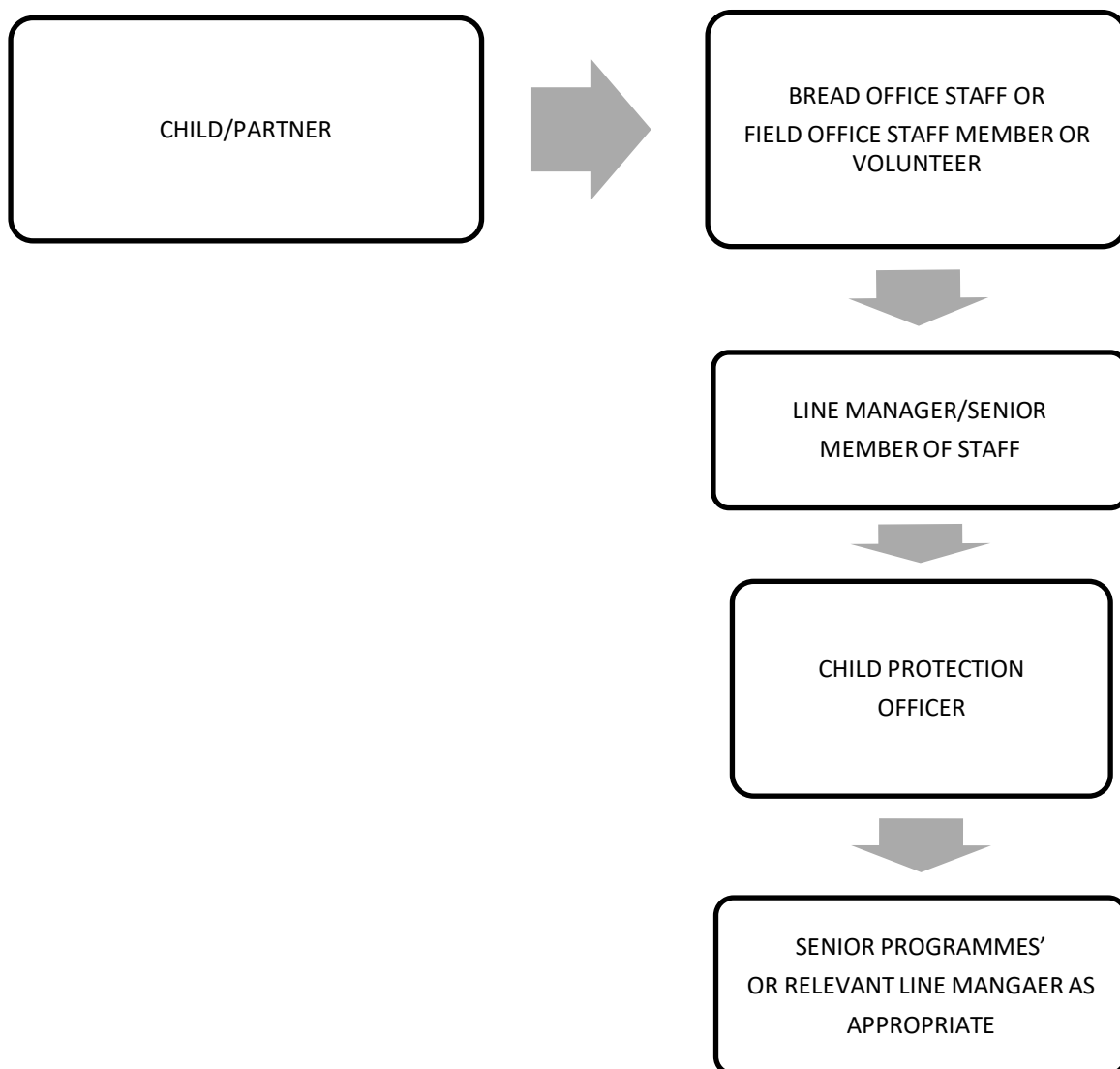
### **Reporting Issues**

- 2.18 BREAD staff, field office staff and volunteers have a duty to ensure that the BREAD code of conduct is adhered to throughout the organisation.
- 2.19 A Child Protection Concern Report form is freely available to all BREAD staff, field office staff and volunteers in English and relevant local languages.
- 2.20 BREAD staff, field office staff and volunteers should respond sensitively to any Child Protection issue that they witness or is disclosed to them. Issues should be dealt confidentially, the staff, field-office staff and volunteers should be confident that serious disclosure of any allegation will not impact/ have an impact on their position or reputation within BREAD.
- 2.21 Any BREAD member of staff or field office staff who witnesses or is informed of any potential breach of the BREAD Child Protection Code of Conduct must complete the Child Protection Concern Report Form and inform their line manager, other available senior member of staff or the Child Protection Officer of the concern as soon as possible.

- 2.22 Any BREAD volunteer who witnesses or is informed of any potential breach of the Child Protection Code of Conduct must complete the Child Protection Concern Report Form and inform their designated BREAD staff supervisor or the volunteer coordinator.
- 2.23 BREAD line managers, staff supervisors or volunteer coordinator must inform the Child Protection Officer of any allegation or concern immediately. If for any reason this is not possible, staff should ensure that the matter is referred to an appropriate senior member of staff so that the concern can be managed with the necessary urgency.
- 2.24 The Child Protection Officer is responsible for the management of the investigation of any concern. BREAD staff, field office staff and volunteers should not seek to conduct their own investigation or discuss the issue with any other parties such as other members of staff or volunteers.
- 2.25 The Child Protection Officer is responsible for ensuring that all records of any breach of the code of conduct are full and detailed, are treated confidentially and stored securely.

**BREAD Partners**

- 2.26 BREAD partners should inform BREAD of any Child Protection concerns that occur within BREAD funded projects.
- 2.27 Any Child Protection concern relating to BREAD partners which is raised by BREAD staff, field office staff, volunteers or members of the public should be properly recorded and raised with the relevant Child Protection Officer and senior Programmes Staff who will manage any response to this.



### **3. Responding to Concerns**

- 3.1 The Child Protection Officer is responsible for ensuring that a thorough investigation of any concern is conducted as soon as possible and that immediate steps are taken to remove any or potential threat. In some instances, it may also be necessary for the Child Protection Officer to ensure that the concern is immediately referred to the relevant statutory authorities.
- 3.2 It may be necessary for member of BREAD staff or field office staff to be suspended whilst an investigation is taking place. Any suspension will be as brief as possible and will be on full pay.
- 3.3 It may be necessary for a BREAD volunteer to be suspended whilst an investigation is taking place. Any suspension will be as brief as possible.
- 3.4 BREAD will endeavour to ensure that any child or other party who has been affected by any breach of the code of conduct is given immediate and appropriate support and care and that steps are taken to ensure that the child will receive appropriate long-term support where necessary.
- 3.5 BREAD will endeavour to ensure that any member of BREAD staff, field office staff or volunteer who has been suspended whilst an investigation is taking place is given appropriate support. It should be clear that suspension during an investigation does not constitute disciplinary action or imply guilt and records of any investigation that prove that no breach has taken place will be destroyed with one year of the investigation.
- 3.6 The Child Protection Officer is responsible for ensuring that a full investigation report is produced, which will be reviewed by the appropriate line manager and senior staff members. When BREAD staff believe that a criminal act has been committed, BREAD will refer details to any relevant statutory authorities.
- 3.7 Following a full investigation, BREAD may implement the relevant disciplinary action for staff or field office staff in accordance with the BREAD Disciplinary Procedure.
- 3.8 Where a concern relates to any volunteer, BREAD may choose to end the volunteer relationship.

### **BREAD Partners**

- 3.9 BREAD partners should report the outcome of any internal investigation regarding a Child Protection concern to BREAD as soon as possible. BREAD expects partners to ensure that appropriate actions are taken in relation to any concern and to report the action taken to BREAD. In some cases, where BREAD judges that sufficient actions have not been taken, BREAD may choose to end a partner relationship.

### **Additional Documents**

- a) Code of Conduct Agreement Form
- b) Child Protection Self-Disclosure Form
- c) Child Volunteer Permission Form
- d) Child Protection Concern Report Form



## **BREAD Child Protection Code of Conduct Agreement Form**

I agree to abide by the following code of conduct:

- Never hit or physically abuse a child in any way.
- Never deliberately place a child in danger or at risk of abuse.
- Never have sexual contact or use sexualised language with a child.
- Never develop a personal relationship with a child.
- Never fondle, hold, kiss, hug or touch a child inappropriately.
- Never intentionally behave in a way that frightens or intimidates a child.
- Never do things of a personal nature for a child that they can do for themselves.
- Never single a child out for special treatment.
- Never give a child presents or personal items unless authorised by a Child Protection Officer.
- Never invite a child into their home or arrange to see them outside the project or see them on outside project activities.
- Never stay alone overnight with a child or children.
- Never take a child with them in their car, except in exceptional circumstances.
- Never hire a child for any service or treat a child in any way which could be deemed exploitative.
- Never use racist, sexist, discriminatory, inappropriate, abusive or offensive language around children.
- Never intentionally humiliate or degrade children.
- Never smoke, use illegal drugs, consume alcohol or be under the influence of alcohol in the presence of children.
- Always treat children with respect.
- Always listen to children and their concerns.
- Always endeavour to be accompanied by another adult when in the presence of children.
- Always deal with any allegations or concerns relating to child abuse immediately and appropriately.
- Always be aware of a child's health and safety and ensure that they are protected from harm when they are in our care.
- Always respect a child's rights and empower them to be aware of and act upon their rights.
- Always challenge the mistreatment of children and report any cases of abuse.
- Always ensure that images of children are respectful and obtain the child's permission before using their image.

**Signed:** \_\_\_\_\_

**Date:**





### **BREAD Self-Disclosure Form**

Any member of BREAD staff, field office staff or volunteer being recruited by BREAD whose work will involve contact with children is required to disclose all relevant charges and convictions.

If you are provisionally offered employment or voluntary opportunities for a post which will involve work with children, we will seek an Enhanced Disclosure from the relevant authority. This type of disclosure will include any non-conviction information considered relevant by the Chief Constable.

BREAD is committed to equality, meaning we will be fair in our recruitment process. A conviction will not necessarily be a barrier to working with us and any information you provide will be treated in the strictest confidence.

Please complete the following information, which is aimed at helping us establish your suitability for this post and verify the authenticity of your application:

Surname:
Forenames:
Previous Surnames:
Date of Birth:
Male/Female:
Position Applied for:

Please give your current address
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Do you have any previous convictions, cautions, reprimands or final warnings?	Yes/No
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If Yes, please give details (continue on a separate sheet if necessary):

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Are you subject to any pending prosecutions?	Yes/No
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If yes, please give details (continue on a separate sheet if necessary):

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Are you subject to any pending disciplinary action, complaints or investigations relating to children and/or young people in your current employment?	Yes/No
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If yes, please give details (continue on a separate sheet if necessary):

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Has a previous employer ever taken disciplinary action against you or dismissed you in relation to incidents involving children and/or young people?	Yes/No
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If yes, please give details (continue on a separate sheet if necessary):	

Has any child that you have ever been responsible for been placed on a child protection register or been the subject of a court order?	Yes/No
If yes, please give details (continue on a separate sheet if necessary):	

<b>Declaration:</b>	
<p>By signing and returning this form, I consent to the charity obtaining, keeping, using and producing information relating to my application in line with the requirements of the Information and Technology Act 2008.</p> <p>I understand that this form will be kept for the duration of the recruitment activity, at which point it will be destroyed. If I am appointed, any information that may have a bearing on my future employment with the charity will be kept in a sealed envelope until any convictions declared are spent or until 6 years following the termination of my employment with the charity, whichever is sooner.</p> <p>I am committed to BREADs aim to ensure that the charity’s work with children promotes their health, welfare and development and recognise my duty to ensure that children are kept safe from harm whilst in the charity’s care. I understand that to knowingly give false information or to omit information will be considered a breach of trust and could result in disqualification from the selection process or my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer. I declare that I have given on this form is true and complete and that I am aware of no reason why I would be considered unsuitable to work with children.</p>	
Signed:	Date:



**BREAD Child Volunteer Permission Form**

<b>Volunteer Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	
<b>Relevant medical conditions:</b>	
<b>Name of Parent/Guardian:</b>	
<b>Relationship to volunteer:</b>	
<b>Address if different from above:</b>	
<b>Emergency contacts: Please provide two, one must be person signing the form</b>	Name: Relationship to volunteer: Tel:
	Name: Relationship to volunteer: Tel:

I agree that \_\_\_\_ can volunteer for BREAD

**Signed:** \_\_\_\_\_ **Date**



**BREAD Child Protection Concern Report Form**  
**Details of person completing the form:**

Name:	
Address:	
Role within/relationship to BREAD:	
Relationship to the child concerned:	

**Details of child:**

Name:	
Address:	
Male/Female:	
Age:	

**Details of concern**

How did you come to have a concern with: Was abuse observed or suspected? Was an allegation made? Did a child disclose abuse?	
Nature of concern/allegation:	
Date, time and place of any incident(s):	
Observations made by you (e.g. physical signs observed, child's behaviour):	
Write down exactly what the child said and what you said: (Continue on a separate sheet if necessary)	
Any other relevant information?	

Were any other children involved or aware?	
Have you reported this to parents, carers or any authorities?	
Person(s) to whom this report was made	
Time and date of reporting	
Advice given	
Action taken/status of any actions taken	