

OSCAR Foundation

**Child Safeguarding and Protection
Policy**

v.2020 Full Revision



**CHILD
SAFEGUARDING & PROTECTION POLICY**



Table of Contents

OSCAR Foundation	1
Child Safeguarding and Protection Policy	1
v.2020 Full Revision	1
1.0 Introduction	4
1.1 About OSCAR Foundation	4
1.2 About OSCAR Foundation’s Child Safeguarding and Protection Policy	4
2.0 Guiding Principles	4
3.0 Objectives	5
4.0 Scope	5
5.0 Operational Definitions	5
6.0 Implementation Guidelines	7
6.1 OSCAR Foundation’s Approach towards Children	7
6.2 Risk Management	7
6.3 Safeguarding Committee & Safeguarding Officers (see Section 7)	8
6.4 Staff & Young Leader Recruitment	8
6.5 Staff in Service (including Young Leaders)	8
6.6 Volunteers (including Interns)	8
6.7 Visitors	9
6.8 Breaches of Code of Conduct and Safeguarding Policy	9
6.9 Communication, Personal Data and Content	9
6.10 Use of Social Media & Filming/Photographing of OSCAR participants	10
6.11 Online Teaching	11
6.12 Training and Workshops	11
7.0 OSCAR Child Safeguarding and Protection Committee & Safeguarding Officers	12
7.1 Composition of the Committee	12
7.2 Activities of the Committee	12
7.3 Duties of the Safeguarding Committee Chairperson	14
7.4 Duties of the OSCAR Senior Safeguarding Officer	14
8.0 Handling Complaints/Allegations	15
8.1 Reporting Breaches of Safeguarding Policy or Code of Conduct	15
8.2 Whistleblowing	16
8.3 Initial Procedures in Handling Allegations/Complaints	16
8.4 Safeguarding Incident Enquiry and Investigation Process	16
	2

CHILD SAFEGUARDING & PROTECTION POLICY



8.6 External Reporting	17
8.6 Anti-Retaliatiion Measures	18
9. Recognising the Signs and Symptoms of Abuse	18
9.1 Signs and symptoms of abuse	18
10.0 Implementation & Awareness	19
Appendix 1. Safeguarding Incident Report	21
Appendix 2: Media Consent Form	23
Appendix 3: Code of Conduct	24
Appendix 4: Code of Conduct for Visitors	28

CHILD SAFEGUARDING & PROTECTION POLICY



1.0 Introduction

1.1 About OSCAR Foundation

OSCAR Foundation is a non-profit organisation dedicated to empowering children and youth in low-income communities in India. OSCAR uses football as a tool to deliver education and life skills sessions enabling children and youth to become role models in their communities.

OSCAR Foundation Vision:

>> A world where all children and youth have an equal opportunity to succeed <<

1.2 About OSCAR Foundation's Child Safeguarding and Protection Policy

This policy sets out the key principles, goals and implementation strategies that will ensure that OSCAR Foundation creates a safe and respectful environment for all children who come in contact with the organisation and takes appropriate measures to respond to any safeguarding concerns raised within the organisation, its programmes or those of partner organisations.

The policy is endorsed by the OSCAR Foundation Board of Trustees. The implementation and ongoing monitoring of the policy in both specifics and spirit is the responsibility of the OSCAR Foundation Management team.

At OSCAR Foundation, we are dedicated to continually improving our safeguarding, in keeping with evolving best practices and national legislation. Furthermore, regular input and feedback will be sought from all stakeholders, including OSCAR Foundation children, parents, staff and leaders.

This will be incorporated into a review and update of the Child Safeguarding and Protection Policy at the start of each year by OSCAR Management in conjunction with the Safeguarding Committee.

The revised Policy will be presented to the Board of Trustees for their approval.

2.0 Guiding Principles

The guiding principles of OSCAR Foundation's Child Safeguarding and Protection Policy are based on the United Nations Convention of the Rights of Children (UNCRC), 1989, and abide by the clauses laid down in India's Protection of Children from Sexual Offences Act (POCSO), 2012, and Juvenile Justice (Care and Protection of Children) Act, 2015.

OSCAR Foundation believes every child has the right to a safe environment, respect, dignity, protection, and freedom from all forms of abuse and exploitation. We acknowledge our duty of care to safeguard and promote the welfare of all the children involved with OSCAR, and are committed to ensuring our safeguarding and protection measures reflect statutory requirements and internationally recognised best practice and are robustly implemented across all our activities.

CHILD SAFEGUARDING & PROTECTION POLICY



OSCAR Foundation expects all our staff, volunteers, partners, associates and visitors to share the above commitment and believes that Child Safeguarding is everyone's responsibility.

Each member and associate of the OSCAR team is required to do their utmost to safeguard children from any harm including abuse by following all procedures which are in place, reporting any possible breaches of OSCAR Foundation's Code of Conduct (CoC) and responding appropriately if the CoC is breached.

All reports and/or allegations of breaches of the CoC will be taken seriously and investigated thoroughly.

In order to ensure accountability at the highest level, one member of OSCAR Foundation's Board of Trustees or Advisory Committee will be assigned specific responsibility for overseeing safeguarding.

3.0 Objectives

OSCAR Foundation is committed:

- To promote and practise the highest standards of child safeguarding and child safety policies internally and across associate and partner organisations
- To assess and address areas of child risk and vulnerabilities within all OSCAR Foundation activities, programmes and projects wherever they may take place
- To ensure a well-defined implementation strategy and timely redressal mechanisms upholding the best interests of the child in all safeguarding violations
- To develop and build awareness about safeguarding among all stakeholders of OSCAR Foundation

4.0 Scope

The Child Safeguarding and Protection Policy applies to all working for and/or associated with OSCAR Foundation including:

- Board of Trustees, Advisory Committee and Management of OSCAR Foundation
- All staff, coaches, Young Leaders, volunteers, associates, parents/guardians, consultants, donors, contractors and visitors working or interacting with OSCAR Foundation and partner organisations
- Any person whose association with OSCAR Foundation provides such a person authority over and/or access to a child or otherwise allows him/her to be in a position of trust with a child

These guidelines are applicable to the following situations and contexts:

A. Within the premises of OSCAR Foundation or any associated partner NGO, during all hours of engagement with the children, in relation to any direct or indirect activity related to OSCAR Foundation or an associated partner NGO, including before and after regular working hours and on holidays.

B. In extended environments of OSCAR Foundation or an associated partner NGO including sports grounds, sport practice areas, meeting rooms, parking areas, events at OSCAR Foundation or an associated partner NGO or outings and work-related travel and transportation arrangements made by OSCAR Foundation or an associated partner NGO for its children including tours and visits both within and outside of India.

CHILD SAFEGUARDING & PROTECTION POLICY



5.0 Operational Definitions

Child/Children - Any person/s below the age of 18 years. (Note that this includes those in positions of responsibility within OSCAR Foundation such as Young Leaders, trainees or volunteers, if they are below 18)

Trustee/Advisor - Any person who is a member of the OSCAR Foundation Board or the Advisory Committee and has the legal obligation to administer or advise OSCAR Foundation without any remuneration

Staff - Any person - including managers, coaches, Young Leaders, office staff, consultants - receiving financial remuneration (salary, fees, stipend etc.) for rendering his/her services to OSCAR Foundation whether full-time or part-time.

Volunteer - Any person (including non-Indians) joining OSCAR Foundation with the purpose of extending help and/or conducting an internship/field work/assignment without any remuneration.

Associate - Any organisation and its staff - including partner NGOs, vendors, suppliers, contractors, funding agencies - legally separate from OSCAR Foundation but involved in OSCAR Foundation's activities

Visitor - Any person - including donors, sponsors, media representatives, observers, guests – observing, having involvement with and/or attending OSCAR Foundation's activities and potentially coming into contact with children, including online 'virtual' contact such as via social media

Child Abuse/Maltreatment - All forms of ill treatment that result in actual or potential harm to a child. Note that:

- An individual may abuse a child directly, or may be indirectly responsible for abuse because he/she fails to prevent another person from harming that child
- Abuse can take place in person or online
- Children can also harm other children, especially in relation to bullying

The categories of **abuse** are:

1. **Physical abuse** - When someone knowingly uses force to harm a child's body or cause suffering.
2. **Sexual abuse** - Sexual abuse as defined under Sections 3, 5, 7, 9 and 11 of India's Protection of Children from Sexual Offences Act (POCSO) 2012 is when a child is forced or persuaded to take part in sexual activity. This includes involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or making explicitly sexual suggestions. The use of technology such as the Internet by adults to entice children to participate in virtual sex is also an abuse.
3. **Emotional abuse** is a repeated pattern of behaviour and attitude towards a child which causes mental trauma, behavioural problems and psychological distress. It may for example involve deliberately telling a child that he/she is worthless, unloved or inadequate. It can include name calling, humiliating, threatening, spreading rumours, discriminating or other hostile or rejecting treatment. Emotional

CHILD SAFEGUARDING & PROTECTION POLICY



abuse may also involve bullying – including online bullying (cyberbullying) through social networks, online games or mobile phones – sometimes by other young people.

4. **Neglect** is a repeated pattern of lack of attention to a child's basic needs in areas including health, education, emotional development, nutrition, shelter and safe living conditions. This includes the failure to properly supervise and protect children from harm as much as is feasible.
5. **Exploitation** - Child exploitation is the act of using a child for profit, labour, sexual gratification, or some other personal or financial advantage

Child safeguarding - refers to the responsibility to take all reasonable measures to ensure that the risks of harm to children are minimised and where there are concerns about the welfare of children, to take appropriate actions to address those concerns.

Child Protection is part of safeguarding and refers to activities undertaken to protect an individual child or specific groups of children who are being abused or are at risk of being abused or are likely to suffer harm as a result of neglect. It may require referral to specialised child protection services, law-enforcement agencies and expert local organisations.

Safeguarding Policy - the OSCAR Foundation Child Safeguarding and Protection Policy as set out in this document

Code of Conduct (CoC) - the OSCAR Foundation Child Safeguarding and Protection Code of Conduct as set out in Appendix 3 below

6.0 Implementation Guidelines

6.1 OSCAR Foundation's Approach towards Children

- Treat all children with respect and dignity
- Commit to inclusion of all children without any form of discrimination
- Protect all children from every form of intentional and unintentional harm and abuse
- Identify areas of potential child risks and vulnerabilities before undertaking any activity
- Give every child the opportunity to express their views and be heard
- Ensure all children are aware that OSCAR has a Safeguarding Policy and Code of Conduct for their protection, are informed of their rights and understand where to go if they have concerns or need help.

6.2 Risk Management

OSCAR Foundation will on a regular basis conduct specific Risk Assessments for all its programmes and activities.

All programmes will be evaluated to ensure they meet the standards for safeguarding children.

A risk register will be kept which identifies potential risks in each programme, activity or environment and identifies preventative measures which can reduce or mitigate such risks.

CHILD SAFEGUARDING & PROTECTION POLICY



6.3 Safeguarding Committee & Safeguarding Officers (see Section 7)

As part of our Safeguarding Policy we will:

- Appoint a Senior Safeguarding Officer and, as required, other Safeguarding Officers
- Set up a Safeguarding Committee which will:
 - Meet on regular basis, monitor OSCAR safeguarding and maintain case files and records
 - Conduct speedy and detailed enquiries into any reported incidents, allegations or complaints
 - Take appropriate action and/or make recommendations to the organisation's management

6.4 Staff & Young Leader Recruitment

OSCAR Foundation is committed to:

- Have in place safe recruitment and screening procedures to prevent the employment/deployment of unsuitable individuals
- Make clear to potential candidates that they must share OSCAR Foundation's commitment to upholding the safety and protection of children and include this commitment in all Job Descriptions
- Ask candidates on job application forms to disclose criminal offences, cautions or warnings from appropriate authorities or any other reason why they should not work closely with children
- Include at least one question relating to Child Safeguarding in recruitment interviews
- Ensure HR conducts credential checking and thorough scrutiny of candidates including police check wherever possible and/or self-declaration form and references from former employers
- Require all new members of staff including Young Leaders carefully to read, sign and comply with the OSCAR Foundation Code of Conduct (See Appendix 3)
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and provide all staff and Young Leaders with appropriate safeguarding training when joining the organisation

6.5 Staff in Service (including Young Leaders)

As part of our Safeguarding Policy we will:

- Monitor Staff and Young Leaders' behaviour and attitude towards children and include this in mid year and year end appraisals
- Hold regular follow-up training and updates plus annual in-depth Safeguarding workshop (see 6.11)
- Ensure any case of abuse or breach of the OSCAR Foundation Code of Conduct by staff of OSCAR Foundation suspected and/or reported is investigated by the Safeguarding Committee

6.6 Volunteers (including Interns)

- OSCAR Foundation will undertake scrutiny and background checks of volunteers as thoroughly as circumstances permit prior to the acceptance of their request for association
- Every volunteer and Intern will be required carefully to read, sign and comply with the OSCAR Foundation Code of Conduct (See Appendix 3)

CHILD SAFEGUARDING & PROTECTION POLICY



- Any suspected and/or reported case of abuse or breach of the CoC by a volunteer or Intern will be investigated by the Safeguarding Committee

6.7 Visitors

- Background check of visitors will be undertaken in advance as thoroughly as circumstances permit
- All visitors must carefully read and sign the OSCAR Foundation Code of Conduct for Visitors (see Appendix 4)
- No visitor will be permitted to meet any child individually and/or in private
- Written consent for meeting with any visitor will be requested from the parent/guardian and the child will be given prior information about the meeting
- Any case of child abuse or breach of the Code of Conduct for Visitors by sponsor/donor/visitor suspected and/or reported will be investigated by the Safeguarding Committee

6.8 Breaches of Code of Conduct and Safeguarding Policy

OSCAR Foundation's Code of Conduct (Appendix 3) is based around the principles of this Safeguarding Policy and must be signed and followed by every person associated with OSCAR while interacting and working with children.

There is also a separate Code of Conduct for Visitors to the organisation (Appendix 4).

Allegations of breaches of the Code of Conduct or other cases of child abuse or contravention of safeguarding policies will be handled by OSCAR Foundation's investigatory, disciplinary and appeals process which may in the case of staff result in termination of employment or contract. Others such as visitors or volunteers may be asked to cease their involvement with the organisation. Serious cases may also be reported to the relevant external authorities, as appropriate.

For further details on OSCAR Foundation's handling of complaints and allegations, see [Section 8](#) below

6.9 Communication, Personal Data and Content

- As per UNCRC Article 16, children have the right to privacy of information
- OSCAR Foundation is committed as part of our Safeguarding Policy to safeguarding the data of children in terms of how it is captured, stored and used and also to the ethical collection and use of content such as personal information and stories about children and their families and images of children and other OSCAR beneficiaries including videos and photos
- A child's information should never be shared unless:
 - They and/or their parents/guardian have given informed, written consent
 - Internally, on a "Need to Know" Basis

CHILD SAFEGUARDING & PROTECTION POLICY



- To protect the child when there is a concern about child abuse
- When required by law

- Any intended collection and use of content such as personal information, photos, videos or other material by OSCAR Foundation will be subject to strict requirements, its use must be fully explained to the child and their parents/guardians and they must be asked to give their informed consent by signing a Media Consent Form (See Appendix 2)
- Even when consent has been obtained, good judgment and sensitivity are required in order to ensure the suitability and appropriateness of images and information depicting OSCAR children and other beneficiaries in online, printed and other publications for purposes such as PR, fund raising, publicity and the general communication of OSCAR Foundation's work and its impact
- OSCAR senior management must be consulted in any cases of doubt and the following guidelines carefully observed:
 - Children should never be portrayed in a demeaning, tasteless or provocative manner and must be shown appropriately dressed (e.g. a minimum of shirt and shorts).
 - Where possible, the images should represent a broad range of young people participating safely in an activity rather than focusing on a specific child.
 - Profiles of specific young children on websites or social networking sites must never include detailed personal information that could identify a child, e.g. his/her home or schools. Normally only first names rather than full names should be given
 - Images depicting children or their families in impoverished conditions may reflect the severity of their situation but must always also respect and protect the dignity of the subjects

6.10 Use of Social Media & Filming/Photographing of OSCAR participants

- OSCAR Foundation is aware that misuse of social media can put children at considerable risk including unwanted contact from adults with wrongful or questionable intent, receipt of inappropriate material or online bullying
- Therefore, as part of our Safeguarding Policy, it is absolutely forbidden for any member of the OSCAR team or other OSCAR stakeholders to post comments or post material such as photos or videos on social media sites that could cause harm to any child or bring OSCAR Foundation into disrepute
- In addition, all those associated with OSCAR (including donors, visitors, volunteers and others) must obtain consent from OSCAR management before communicating directly with OSCAR participants
- OSCAR Foundation also has a Child Sponsorship Programme organised via OSCAR India UK/International. This includes a Code of Conduct for Sponsors which specifies that direct contact

CHILD SAFEGUARDING & PROTECTION POLICY



between sponsor and child on any media is not permitted but can only be made through OSCAR.

- Visitors to OSCAR Foundation are required to sign the Code of Conduct for Visitors (see Appendix 4) which includes provisions for the appropriate use of photos, videos and other sensitive material depicting OSCAR participants
- Inappropriate behaviour by anyone - whether staff, visitors or whoever - in the use of social media or in relation to filming or photographing children must be reported to the OSCAR Senior Safeguarding Officer or other appropriate person
- Inappropriate images or information appearing on OSCAR Foundation social media, websites or elsewhere must also be reported

6.11 Online Teaching

- OSCAR Foundation will ensure that platforms for online teaching have secure privacy settings and are suitable for the children's age group, stage of development and ability
- Wherever possible, accounts on such platforms will be set up centrally by OSCAR rather than staff or volunteers using their own personal accounts
- We will ensure parents, guardians and children understand the benefits and the risks of online lessons
- All who are delivering online teaching, whether staff or volunteers and whether based in India or teaching remotely from another country, must carefully read, sign and comply with the OSCAR Foundation Code of Conduct (See Appendix 3)
- Teachers should be especially mindful – as set out in the CoC - not to give preferential treatment to any child which might be misinterpreted nor conversely make insensitive or sexually suggestive comments or engage in bullying behaviour. They must also ensure they do not share any inappropriate content
- If lessons are being streamed live, staff or volunteers must ensure they are suitably dressed and in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Wherever possible, OSCAR will have at least two adults present during online teaching
- The Safeguarding Committee must be informed of personal coaching or individual feedback which is going to be delivered in one-to-one conversations with a child online. Staff or volunteers should not use their personal social media accounts (Facebook, Instagram etc) for this or any other contact with a child

6.12 Training and Workshops

As part of our Safeguarding Policy we will:

- Conduct induction and also regular follow-up training programmes for OSCAR staff, Young Leaders and volunteers/interns enabling them to have a better understanding in dealing with issues of child safeguarding and protection including how to respond to a safeguarding concern and how OSCAR Foundation handles such cases
- Organise an annual workshop on OSCAR Foundation's Child Safeguarding and Protection Policy and Code of Conduct for all staff, Young Leaders and volunteers to re-visit, discuss and recommend suggestions

CHILD SAFEGUARDING & PROTECTION POLICY



- Make provision for designated safeguarding leads/Safeguarding Officers of OSCAR Foundation and members of the Safeguarding Committee to be given expert safeguarding training using external agencies or consultants as appropriate
- Organise safeguarding education and awareness sessions for all children associated with OSCAR Foundation and ensure they understand where to go if they have concerns, require help or advice or if they need protection from abuse either occurring within the ambit of OSCAR Foundation's activities or elsewhere – for example in their home environment
- Ensure that the parents and/or guardians of OSCAR participants along with other community members are informed about safeguarding and child protection issues, OSCAR Foundation's policies and measures and particularly the reporting process that the organisation has in place

7.0 OSCAR Child Safeguarding and Protection Committee & Safeguarding Officers

7.1 Composition of the Committee

- The Safeguarding Committee (SC) will comprise of five members out of which at least four should be full-time staff of OSCAR and at least three members of the committee should be female. At least three members should be staff working directly in OSCAR Foundation's programmes and field activities. The committee may also have an expert external member to give additional advice and counsel. The Committee will meet at the Head Office of OSCAR Foundation or local branch office
- The SC Chairperson will be a senior female employee of OSCAR Foundation
- The OSCAR Foundation Senior Safeguarding officer (SSO) will be a staff member actively involved in child-centric programmes. She should be comfortable with local language as well as English to be able to handle the communication and reporting aspects of the role
- There will be at least one Safeguarding Officer (SO) for each location (city/town) where OSCAR Foundation has branch operations. The SSO in conjunction with the Safeguarding Committee will supervise the SOs' activities in regard to safeguarding

7.2 Activities of the Committee

The Safeguarding Committee (SC) is responsible for monitoring the formulation and implementation of OSCAR Foundation's child safeguarding and protection measures and for investigating any and all suspected cases of breach of OSCAR's Safeguarding Policy and Code of Conduct and/or complaints received alleging any such breach and taking appropriate action. The Committee will:

- Convene on a regular basis and also convene as soon as possible if an incident is reported or allegation received, with periodic follow-up until closure of the case
- Assess and address the impact of the incident on other children, adults working there and on the organisation as a whole whilst maintaining strict confidentiality and confining knowledge of the incident to the smallest possible number of people within the organisation
- Discuss the concerns, record the same and give appropriate recommendations to the organisation's

CHILD SAFEGUARDING & PROTECTION POLICY



management for further action

- Identify and establish partnerships with local child protection authorities/agencies and civil society organisations with expertise in this area that can provide help and advice
- Refer concerns and co-operate with the police, judiciary and local administration in investigating any reported incident or allegation of abuse, to the extent applicable by law, while keeping in mind the best interests of the child in terms of safety, security, right to privacy and confidentiality
- In the case that an allegation has been brought against any member of the SC, that person will be removed from the SC with immediate effect. The SC then will decide whether the existing SC shall be dissolved and a new SC formed

CHILD SAFEGUARDING & PROTECTION POLICY



7.3 Duties of the Safeguarding Committee Chairperson

The SC Chairperson will:

- Be responsible to Senior management for the operation of OSCAR's Child Safeguarding and Protection Policy and oversee safeguarding across all OSCAR Foundation locations
- Actively monitor the implementation of OSCAR's safeguarding measures to make them part of the organisation's culture
- Ensure concerns brought to the SC's attention are addressed and closed within a reasonable time and that confidentiality is maintained in dealing with any incidents
- Seek external expert help as and when required.
- Revise the Safeguarding Policy at the start of each year in agreement with the Safeguarding committee and senior management

The SC Chairperson at OSCAR Foundation will be:-

Dr. Shilpi Sharma

Chief Operating Officer

shilpi@oscar-foundation.org

7.4 Duties of the OSCAR Senior Safeguarding Officer

The Senior Safeguarding Officer (SSO) will:

- Be the focal point of contact for all safeguarding concerns within the head office and Mumbai operations of OSCAR Foundation and supervise the safeguarding activities of SOs in branch operations
- Receive all complaints of child safety violations including child abuse, whether verbal or written, ensure confidentiality and record all reported or alleged incidents in a register
- In case of external Child Protection incidents or allegations (not due to a staff member, volunteer or other person associated with OSCAR Foundation), mobilise local resources to ensure appropriate action
- Be in touch with the affected child (and parents or guardians, if required) to provide first level support and organize counseling by qualified external professionals if appropriate
- Maintain case files and records pertaining to the complaints/incident
- Follow mandatory reporting in case of safety violation including child abuse wherever legally mandated and co-ordinate with the police and local authorities
- In conjunction with the SC, coordinate capacity building related to Safeguarding including ensuring that staff, volunteers and all stakeholders are familiar with OSCAR's Safeguarding Policy, Code of Conduct and safeguarding measures
- Ensure safeguarding training and education is given to all new staff, Young Leaders and volunteers and that existing personnel receive ongoing training and updates on safeguarding on a regular basis

CHILD SAFEGUARDING & PROTECTION POLICY



8.0 Handling Complaints/Allegations

8.1 Reporting Breaches of Safeguarding Policy or Code of Conduct

Mandatory Reporting by Staff, Volunteers, Associates and Visitors:

OSCAR Foundation requires all those involved in its activities to report a Child Safeguarding or Protection concern if they believe a child has been abused, is being abused, or is at risk of abuse. This may relate to an incident in the past and/or it may potentially involve an allegation against a colleague, guest, donor or member of OSCAR management.

It is not the responsibility of the person first hearing or encountering a case of alleged or suspected abuse to decide whether or not abuse has taken place; it is their responsibility to immediately report the concern.

>> **No action is not an option** <<

Concerns or allegations should be reported to a Safeguarding Officer by telephone, email or in a face to face meeting. The names and contact details of OSCAR's SSO and SOs will be prominently displayed on notice boards and circulated in other appropriate ways. Some staff and volunteers may be more comfortable reporting their concerns directly to their line manager or a senior member of staff within the organisation. In such cases, the line manager should report these cases to the SSO to ensure that reports and allegations are managed in a consistent manner.

A written Safeguarding Incident Report (see Appendix 1) should be completed within 24 hours if possible. Confidentiality is of the utmost importance. Concerns should not be discussed with any other third party.

The reporting should focus on:

- Evidence that the Safeguarding Policy or Code of Conduct has been breached with relevant dates
- Potential / Actual Risks to the child/children (for internal as well as external threats)
- Measures to safeguard children and minimise risk
- Action/next steps

Reporting by Children or Parents:

OSCAR Foundation is committed to fostering an environment in which children and young people can express concerns about their own safety or the safety of another young person.

OSCAR participants, parents or guardians and other community members, should feel confident that they can:

- Disclose to any member of the OSCAR team that abuse has taken place or that they feel unsafe
- Make a third party or anonymous allegation
- Draw attention to another child or young person's appearance, behaviour, play, drawing or statements that may cause suspicion of abuse and/or neglect
- Report an incident(s) of alleged abuse which occurred some time ago

CHILD SAFEGUARDING & PROTECTION POLICY



- Report any serious misconduct of a member of OSCAR staff, volunteer, visitor or of another parent or community member towards a child

8.2 Whistleblowing

- Whistleblowing is the process of a person reporting wrongdoing at their place of work
- All at OSCAR Foundation are required to report any safeguarding wrongdoing which they have observed or about which they have any suspicion
- OSCAR Foundation is committed to ensuring that no employee, intern or volunteer who brings forward any legitimate safeguarding concerns relating to another individual - whether they be a colleague, manager, donor or whoever - is subject to any form of reprisal.
- If a concern is reported in good faith, even if it turns out to be wrong, there will be no adverse consequences for the person who reports the concern.

8.3 Initial Procedures in Handling Allegations/Complaints

- In serious cases, the SSO/SO will ensure that the child is removed from any imminent danger immediately by preventing contact with the person involved and is also given medical attention or other assistance if required
- This should be done even if the case is outside the purview of OSCAR Safeguarding policy. In such cases, local resources should be mobilised to ensure the safety and well being of the child
- The SSO/SO will ensure that the child is not further questioned or interrogated and reassure the child that the problem will be attended to and he/she is safe and protected
- In the case of a traumatic incident, the SSO/SO will immediately offer the child counseling services, among other support, by qualified external professionals who should not be affiliated with OSCAR Foundation if the incident involves OSCAR Foundation staff, volunteers or visitors
- The SSO/SO will conduct a risk assessment of the reported concerns or allegations and inform the relevant authorities as appropriate or consult the Chairperson of the SC and convene an SC meeting

8.4 Safeguarding Incident Enquiry and Investigation Process

- The SSO in consultation with the Chairperson will convene an OSCAR Foundation SC meeting within 24 hours of reporting of the incident, allegations or complaint.
- In pursuing any Enquiry and Investigation, the SC will at all times observe the highest professional standards in its conduct, including maintaining confidentiality, impartiality, integrity, objectivity and not permitting assumptions or preconceived opinions to influence its conclusions and decisions.
- Confidential and accurate records of concerns, allegations, and reports and submitted evidence must be maintained and securely stored. Minutes of all SC meetings must be detailed and precise. Interpretation should be distinguished from factual reporting.

CHILD SAFEGUARDING & PROTECTION POLICY



- Members of the SC who have any relationship with either the accused or complainant should stand aside for the purposes of the Enquiry. The identity of the affected child and of the accused person(s) as well as any informer/complainant to be kept confidential under all circumstances (for example by using only initials rather than full names) and number of people informed of the incident/allegation to be kept to a minimum

Investigation Process

- During the investigation procedure, appropriate measures must be taken to prevent the affected child from coming in contact with the accused person(s)
- The testimony of the affected child/children will be heard and recorded by a Counsellor or other suitably trained person who will report same back to the SSO/SO and SC in strict confidence
- The SSO/SO will meet with the person who has reported the concern to ensure that facts, opinions, observations are recorded accurately and will prepare an investigation report
- The SSO/SO will also if appropriate inform parents/guardians about the complaint and the procedure which OSCAR Foundation will follow
- The statement and responses of the person/s against whom the complaint or allegation has been made will be heard and recorded by the SC members. The SC will decide whether the person should be temporarily suspended pending further inquiries.

Reporting & Outcomes of Process

- Based on the outcome of the internal inquiry and investigations, the SC will compile a confidential report for OSCAR Foundation's Senior Management including recommendations of any appropriate disciplinary outcomes
- Action will depend on the seriousness of the breach but may include performance management, re-training, suspension and/or termination or, in the case of volunteers or visitors, being asked to cease their involvement with OSCAR Foundation.
The matter may also be referred to external authorities including the Police.
- The SC will also, whilst maintaining confidentiality, give feedback wherever possible to those directly involved or affected and also organise debriefing and/or counseling as appropriate.

8.6 External Reporting

- If the SSO/SO or SC have any suspicion that the complaint involves criminal behaviour or if it extends beyond their remit within the context of OSCAR Foundation's Safeguarding and Protection Policy, the appropriate local authorities must be informed
- Any internal investigation will be put on hold until statutory investigations are complete, so that statutory or criminal investigations are not compromised.

CHILD SAFEGUARDING & PROTECTION POLICY



- The SSO and SC may refer to the following external redressal mechanisms as appropriate:
 - Child Welfare Committee (CWC)
 - Juvenile Justice Board
 - Child Helpline
 - The Department of Women and Child Development, Maharashtra

8.6 Anti-Retaliation Measures

The OSCAR Foundation will not accept, support or tolerate retaliation in any form against any beneficiary or their family members/guardians who, acting in good faith, report suspected misconduct, ask questions or raise concerns. Any employee who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action which may include termination.

9. Recognising the Signs and Symptoms of Abuse

OSCAR Foundation will ensure that all staff undertake training to gain a basic awareness of the signs and symptoms of child abuse, safeguarding and protection issues.

9.1 Signs and symptoms of abuse

- Any suspicious injuries, marks or bruises on a child that are not attributed to normal play or which have explanations that appear inconsistent or suspicious
- Indications from reports received (including from other children), from direct observation or from clues given by what a child may say or may not say (being unwilling to answer questions, for example) that a child may be suffering from inadequate care, ill treatment or emotional maltreatment and neglect
- Any significant changes in how a child looks or behaves (for example becoming increasingly dirty, poorly dressed, quiet or withdrawn) or in their attendance patterns
- Variations in eating patterns including unexplained weight loss or overeating
- Parents or guardians who seem evasive or not keen to discuss concerns about their child
- Any hints or disclosure from any other person (including another child) about the welfare or safety of a child

CHILD SAFEGUARDING & PROTECTION POLICY



- Concerns which are communicated regarding person(s) who may pose a risk to children, including outside of the organisation – for example in the community where a child lives
- **Remember that it is not the responsibility of an OSCAR team member or other concerned person to decide if abuse has taken place, but it is their responsibility to act on any concerns in accordance with this procedure.**

10.0 Implementation & Awareness

Target Audience	Awareness Method	Content	Frequency of Training
Staff & Young Leaders (English & Hindi)	Presentation Meetings Workshops Trainings Activities External Counseling Forms	Complete Safeguarding Policy Code Of Conduct Process of Reporting First Aid Training Forms	During Induction/Young Leader Training & Once a year refresher
Interns Volunteers (English & Hindi)	Presentation Meetings Training Forms	Complete Safeguarding Policy Code Of Conduct Process of Reporting	Induction
Children (English & Hindi)	Meetings Workshop Activities External Counselling <u>Children Rally</u>	Child Rights Privacy and Confidentiality Choice of information disclosed Sexual Harassment Types of Abuses Self-Reproductive Health	Every Children's Meeting
Parents (English & Hindi)	Meeting Workshops Activities External Counselling Forms	Child Rights Sexual Harassment Types of Abuses Identifying Child Abuse	Every Parents' Meeting & Annual Football Day

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Donor Sponsors Visitors PR (English)	Form Meetings Presentation	Code Of Conduct Safeguarding Policy Media Form	At the time of visit
Partner Organisation (English)		Code Of Conduct Safeguarding Policy Attached the above to the MoU	MoU

Monitoring		
Session Monitoring	<ul style="list-style-type: none"> · Coaches' behaviour · Teachers' behaviour · Children's behaviour · Young Leaders' Behaviour · Injuries · Safety measures 	Team Leaders, Monitoring Officer, Teachers, Executive Team
Grievance Box	<ul style="list-style-type: none"> · Complaints 	All Staff, Young Leaders and Beneficiaries
Workshops	<ul style="list-style-type: none"> · Highlight past experiences 	All Staff, Young Leaders, direct & indirect beneficiaries.
Counseling	<ul style="list-style-type: none"> · 1 on 1 conversations 	All Staff, Young Leaders, direct & indirect beneficiaries.
Surprise Visits	<ul style="list-style-type: none"> · All staff behaviour · Young Leaders behaviour 	Management & Trustees

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Appendices

Appendix 1. Safeguarding Incident Report

OSCAR FOUNDATION SAFEGUARDING INCIDENT REPORTING FORM		Page 1
<i>Please fill out as many sections as possible in as much detail as you can. This form is strictly confidential. Carefully record the details and pass on this form to the Safeguarding Officer.</i>		
Your Name (the person filing the report):		
Your position and Contact details:		
Name and age of child/young person who you believe has been harmed/abused		
Child's address (if known)		
If child/young person participates in OSCAR Foundation activities please state which programme:		
Name and address of parents/guardians/care provider (if known)		

**CHILD
SAFEGUARDING & PROTECTION POLICY**



OSCAR FOUNDATION SAFEGUARDING INCIDENT REPORTING FORM			Page 2
Date of Incident(s):	Time of Incident(s):	Location of Incident(s):	
Brief Description of Incident(s) and type of abuse/harm/exploitation observed or reported to you if you did not directly witness it :			
Name of person(s) involved or against whom the Complaint is being made:			
If staff member or associate of OSCAR Foundation state Office/Department and position:			
Details of any conversation with the child including about what may happen next			
If incident has been reported to any external agencies, state names/contact details and any agreed advice or action given			

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SAFEGUARDING & PROTECTION POLICY**



Appendix 2: Media Consent Form

Media Consent Form

I give my consent to OSCAR Foundation to:

- Film, photograph, tape and/or collect information about me and/or my child.
- I understand that this material may be used in communications, printed publications and/or public awareness activities (including on OSCAR's websites and social media pages, in newspapers, magazines, books, television, radio, leaflets or letters) to promote and/or raise funds for OSCAR Foundation.

I have received and understand the following explanations about the use of information and material about me and/or my child:

- I have been shown an example of how this information and material may be used
- Information which identifies me and/or my child will not be used by OSCAR Foundation unless I agree
- I will not receive any money or gift now or in the future by giving OSCAR Foundation my consent to collect and use the information and material about me and/or my child
- OSCAR Foundation will not give the information to anyone unless it is related to its work
- I can withdraw my consent to OSCAR Foundation to collect or use the information at any time by contacting them at the address above and they will stop using the information and material
- I agree that OSCAR Foundation can use my real name or the name of my child if appropriate

Child Name and Age: _____

Signature or Mark (optional): _____

Parent, Guardian or Representative

Name and Relationship to Child: _____

Address: _____

Phone or Email: _____

Signature or Mark (required): _____

Date: _____ Place: _____

CHILD SAFEGUARDING & PROTECTION POLICY



Appendix 3: Code of Conduct

OSCAR Foundation Child Safeguarding and Protection Code of Conduct

At OSCAR Foundation we believe that Child Safeguarding and Protection is everyone's responsibility. Each member of our team - staff, consultants, Young Leaders, interns, volunteers - has an important role to play as we create safe, child friendly environments where every child is respected, protected, and heard.

OSCAR Foundation requires you and all those involved in its activities promptly to report a Child Safeguarding or Protection concern if you believe a child has been abused, is being abused, or is at risk of abuse.

This may include Physical Abuse, Sexual Abuse and Exploitation, Emotional Abuse, Neglect or anything else that results in actual or potential harm to a child's health, development, or dignity. Your concern may relate to an incident in the past or present and may involve an allegation against someone such as a colleague, member of management, visitor or donor.

Remember: No action is not an option.

There are four key aspects to the OSCAR Child Safeguarding Code of Conduct each with *Dos and Don'ts*:

RESTRICT

RESPOND

REMEMBER

REPORT

RESTRICT: *Do*

- Ensure you have completed and fully understand OSCAR's safeguarding awareness training and also have read and at all times comply with the Safeguarding and Protection Policy and this Code of Conduct
- Restrict safeguarding and other risks by personally making every effort to eliminate any danger or harm to children when they are under your care or in the general care of OSCAR or a partner organisation
- Be alert to any suspicious activity in or around OSCAR's programmes and take appropriate steps
- Ensure your own behaviour sets the best example and that you are a positive role-model for children
- Respect the rights, dignity and views of every child and interact in an open, accepting way which will encourage them to tell you about any worries or fears. Take time to listen carefully especially if a child says they want to tell you a 'secret' or something that suggests he/she is at risk or has been abused
- Educate every child about his/her rights and/or issues of violation or abuse

RESTRICT: *Don't*

- Never pass on any personal details or sensitive information about a child or share any story that a child may tell you privately unless some safeguarding risk to the child is suspected in which case it must be reported in strict confidence to a senior manager or Safeguarding Officer
- Do not give your personal contact details to an OSCAR participant or have private contact with them via a personal social media account (Facebook, Instagram) and do not post photos, videos or comments on social media which would violate a child's dignity or privacy in any way or cause them harm
- Never ignore the behaviour of others - whether they are colleagues, seniors, visitors or whoever - if they seem to be behaving unwisely in regard to children or not abiding by OSCAR Foundation's Child Safeguarding and Protection Policy and Code of Conduct

CHILD SAFEGUARDING & PROTECTION POLICY



RESPOND: *Do*

- Make sure you respond sensitively and treat all children equally: every child is valuable and unique
- Learn to recognise and respond to the signs of child abuse. These include:
 - Injuries, marks or bruises on a child for which there is no satisfactory or obvious explanation
 - Changes in how a child looks or behaves (for example becoming increasingly dirty, poorly dressed, quiet, tired, withdrawn or fearful) or in their attendance patterns
 - Variations in a child's eating patterns including constant hunger, weight loss or overeating
 - Parents or guardians who seem evasive or not keen to discuss concerns about their child
 - Any hints or information from any other person about the welfare or safety of a child
- >> **Remember that it is not your responsibility to decide if abuse has taken place, but it is your responsibility and duty to act on any safeguarding or child protection concerns and report them <<**

RESPOND: *Don't*

- Never discriminate against any child on the basis of gender, culture, religion, sexual orientation, colour, physical features, disability or socio-economic status
- Do not engage in bullying or 'pushy' behaviour or allow others (including other children) to do so
- Never hit, punish or threaten any child, reduce a child to tears or humiliate them such as by teasing, laughing at them or embarrassing them
- Do not curse/swear around children, use insults or abusive language that may frighten or shame them.
- Do not smoke, consume alcohol or other harmful addictive substances in the presence of children
- Do not give preferential treatment to any child or provide individual gifts or privileges

REMEMBER: *Do*

- Make sure the way you touch is always safe. Your reason for touching a child should be for appropriate personal care, protection from danger, play, or demonstrating empathy and affection
- Be sensitive to any indications (spoken or unspoken) that a child does not want to be touched
- Be aware of issues around "teenage crushes". You have to behave more responsibly than a younger person in such a situation and not allow anything inappropriate to develop or even be imagined
- On tours and away/field trips, ensure that at least one staff member is always with the children and that there are at least two adults of the same gender as that of the children for night duty

REMEMBER: *Don't*

- Under no circumstances, physically or sexually assault or violate a child in any way nor engage in any sexual relationship with anyone under 18, including making sexually suggestive comments
- Never touch a child's private areas, kiss children on the lips or engage in any kind of physical contact with a child in an inappropriate or culturally insensitive way
- Do not spend time with a child in any place away from others, or sleep alone with a child in a private room or provide shelter for OSCAR children in your home

CHILD SAFEGUARDING & PROTECTION POLICY



- Never exploit a child for personal or financial gain nor employ or use anyone under 18 as a 'house help' or to do domestic or other work for you

REPORT: Do

- Comply with all existing laws and regulations of India which promote and protect the rights of children
- Report any Child Safeguarding or Protection concern if you believe a child has been abused, is being abused, or is at risk of abuse. This may be because you have observed an incident or have suspicions about some wrongdoing. Or something may have been shared with you by the involved child or by another person such as a concerned community member, a volunteer or another child.
- Make all such reports to the Senior Safeguarding Officer based at OSCAR Foundation Head Office in Mumbai or to another Safeguarding Officer or to your manager or a senior manager, as appropriate.
- Know where to find the name and contact details of the OSCAR Safeguarding Officers and be aware of OSCAR Foundation's confidential Safeguarding Reporting Procedures
- Request from your manager or the Senior Safeguarding Officer any required further explanations or training that you feel that you or others need regarding this Code of Conduct and OSCAR Foundation's Child Safeguarding and Protection Policy, Process and Reporting Procedures
- Co-operate honestly and fully with any child abuse or safeguarding investigations conducted by OSCAR Foundation's Child Safeguarding and Protection Committee and Safeguarding Officers
- **Be aware that breaches of this Code of Conduct or other cases of child abuse or contravention of OSCAR Foundation's Safeguarding policies will result in disciplinary action in the case of staff which may include termination of employment or contract. Others such as visitors or volunteers may be asked immediately to cease their involvement with OSCAR Foundation**
- **Understand that serious breaches and cases which appear to involve criminal wrongdoing will also be reported to the relevant external authorities including police, as appropriate**

REPORT: Don't

- Do not investigate or attempt to resolve on your own any safeguarding concerns, allegations or reports of abuse or trauma experienced by a child or children. Instead, use OSCAR's Reporting Procedure
- Never allow any Child Safeguarding or Protection Concerns or suspicions of wrongdoing to go unreported or delay in reporting such concerns to the Senior Safeguarding Officer based at OSCAR Foundation Head Office in Mumbai or another Safeguarding Officer or to your manager or a senior manager
- Reporting such concerns promptly is an absolute obligation for all OSCAR team members and failure to do so may result in disciplinary action or dismissal
- Having made your report, do not mention anything or discuss the matter with any other colleagues except those authorized to deal with it such as a Safeguarding Officer
- Never feel reluctant to report concerns because the person(s) you believe to be responsible has a more senior status or position within or outside of the organization – for example they are a manager or an OSCAR donor or guest visitor. OSCAR Foundation is committed to ensuring that anyone who reports in

**CHILD
SAFEGUARDING & PROTECTION POLICY**



good faith any safeguarding concern relating to another individual of any level - even if it turns out to be wrong - will not suffer any adverse results or reprisals

Remember that at OSCAR we are working in positions of trust and have a total responsibility to keep children safe and protected

You are confirming your absolute commitment to these values by signing this Code of Conduct

Declaration

I, _____, declare that I have read and understood the above OSCAR Foundation Child Safeguarding and Protection Code of Conduct and fully appreciate my obligations and responsibilities regarding safeguarding issues and concerns. I also declare that no criminal case is pending against me nor have I ever been found guilty/convicted of any legal offence and/or crime. I understand that any breach or violation of the Code of Conduct or of OSCAR Foundation's Child Safeguarding and Protection Policy is likely to result in action being taken against me which may include termination of my staff or other contract or termination of my working relationship with OSCAR Foundation.

Signature

Date

CHILD SAFEGUARDING & PROTECTION POLICY



Appendix 4: Code of Conduct for Visitors

OSCAR Foundation Code Of Conduct For Visitors

Page 1

OSCAR Foundation is a non-profit organisation dedicated to the development and empowerment of children and young people.

As such, OSCAR Foundation is completely committed to ensuring that we create a safe environment for all children who come in contact with the organisation and that we take appropriate measures to respond to any safeguarding concerns raised within the organisation or its programmes.

It is therefore a mandatory request that we make of all those who visit OSCAR Foundation - including partners, donors, representatives of funding or media organisations, media personnel, visitors, guests and any others - to follow this protocol:

Visits involving individual children will be conducted only once there is a consent from the child's parent/guardian/relative and the child has also been informed about the visit and its purpose.

Interaction with any child will be arranged at the OSCAR office or other similar venue.

No other location such as a hotel room or visitor's office or home will be allowed.

An OSCAR staff member will accompany you at all times.

During your visit, please abide by OSCAR's Core Values of Respect, Accountability, Excellence, Perseverance and Compassion in regard to your language, actions, dress and all other behaviour. Please maintain an atmosphere conducive to the best development of children through your word, deed and demeanour, including by listening to children and showing respect for them and their opinions.

Do not promise, suggest or even hint to children or their families/caretakers either verbally or in some other way that you might commit to any monetary or non-monetary favours, gifts or support unless you have the knowledge and permission of OSCAR management and have discussed it with them in advance.

No photographs, audio recordings, video, data or testimonials of children, family members, caretakers, OSCAR staff, OSCAR activities etc. may be taken nor later used in your internal or external communications including on the internet and social media platforms without the explicit prior knowledge and consent of

**CHILD
SAFEGUARDING & PROTECTION POLICY**



OSCAR management. This also applies to images and content you might wish to download from the OSCAR website.

Notwithstanding any above consent from OSCAR Foundation, the identity of any child participant must be kept confidential and all media material featuring children must be made in an appropriate and sensitive manner

**OSCAR Foundation Code Of Conduct For Visitors
Page 2**

Declaration

I/we from organisation
..... agree to abide by the above protocol in every particular and understand that any violations will be subject to action with the possibility of being reported by OSCAR Foundation to relevant external authorities including the police and other legal entities

I/we also understand and will abide by the restrictions on taking videos / photos of children and also commit that these will not be used for any personal benefit or commercial purpose without OSCAR Foundation's prior permission

Signed:

Date:

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