



FOUNDATION TO EDUCATE GIRLS GLOBALLY

CHILD PROTECTION POLICY – VERSION 1.0

CHILD PROTECTION POLICY

COMMITMENT TO PROTECT CHILDREN

Foundation to Educate Girls Globally (FEGG) is committed to protecting the safety and well-being of child/ children. Thus, FEGG has adopted this Child Protection Policy (CPP) requiring organisation representatives to conduct themselves appropriately with the children who participate in FEEG related programs and take reasonable measures to ensure the safety of such children.

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

The policy has been adopted from the UN Convention of the Rights of the Child (1989), Article 19 and will be integrated into EG's training, orientation and volunteer strategies:

- All child abuse involves the abuse of children's rights.
- All children have equal rights to protection from abuse and exploitation.
- The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.
- Child abuse is never acceptable, and we hold a zero tolerance stand against child abuse.
- We have a commitment to protecting child / children with/ for whom we work
- When we work with any agencies or partners, they have a responsibility to meet standards of protection for children in their programmes.

I. What Constitutes Child Abuse?

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

FEGG Staff and volunteers must be aware of the following types of abuse and understand that they are prohibited as per this policy.

- I.1. **Physical abuse:** The intentional use of physical force against a child that results in or has a high likelihood of resulting in harm to the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.
- I.2. **Emotional abuse:** Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, so that the child can develop a stable and full range of emotional and social competencies commensurate with his or her personal potential and in the context of the society in which the child dwells. Acts include restriction of movement, patterns of belittling, and denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.
- I.3. **Neglect and negligent treatment:** The negligent treatment would mean failure of our employee or volunteers to treat every child in the class equally irrespective of their caste, colour, gender, social background or any other factor.
- I.4. **Exploitation:** Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.
- I.5. **Sexual abuse:**
 - I.5.1. Sexual abuse is an act or behavior which constitutes a sexual offence under the Protection of Children from Sexual Offences Act, 2012, as amended from time to time. Such sexual offences include penetrative sexual assault (including rape), non-penetrative sexual assault (including touching the private parts of a Child), sexual harassment (including stalking a Child, showing a Child pornography and making a Child exhibit his/her body) and using a Child for pornographic purposes (including storing of pornographic material involving a Child for commercial purposes).

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

II. Scope of Application of the Child Protection Policy

- II.1. This CPP is applicable to all part time and full time employees (including but not limited to Staff, Fellows, Interns, contractual, partners) and Volunteers of FEGG and any other person who has been bound to the Child Protection Policy as per their contractual agreement with Foundation to Educate Girls Globally.
- II.2. This CPP is also applicable to all who are not a part of FEGG's employment contract but visit schools as a visitor in FEGG's context where we work e.g.: Funders, vendors as a part of our project intervention.
- II.3. FEGG district/regional Offices, head office, schools (UPSC, PS, KGBV), any other place where we work in community for enrolment, retention and learning activities.

III. Expected Conduct by FEGG (basis the definition of child abuse prevention, WHO, Geneva, 29-31 March 1999 and The Protection of Children from Sexual Offences Act 2012)

Expected Behavior and Actions	Prohibited Behavior and Actions
Treat every Child with empathy and respect, regardless of his/her race, colour, gender, sexuality, language, religion, religious belief, heritage, political/other opinion, national/ethnic/social origin or property/disability/birth/other status.	Do not use language or behavior towards Children that is inappropriate, harassing, abusive, sexually provocative, demeaning, intimidating, offensive, discriminatory or culturally insensitive.
Listen to Children and respect their views.	Do not ignore the child or look down upon their ideas or suggestions.
Ensure that physical contact, if any, with a Child is respectful, culturally appropriate and essential to the purpose of your interaction with the Child.	Do not use any form of corporal punishment on Children.
Establish an atmosphere that fosters the development of Children through your actions and words.	Do not place a Child at risk of harm or abuse and do not harm or abuse any Child physically, emotionally or sexually.
Always take permission from Children before taking their photos or videos.	Do not share with or show Children (electronically or in any other form) inappropriate content including pornographic material or material encouraging crime, violence, terrorism, racism, sexism, self-harm, suicide, cruelty and gambling.

Keep all personal information about Children or their parents/guardians confidential and secure and ensure that such information is dispensed to only those individuals who are legitimately entitled to it.	Do not develop, induce or support physical or sexual relationships with Children, in any way.
Attend all the applicable training sessions and workshops on the CPP and Child-related laws conducted by the Organization. Ensure you implement the lessons learned from such sessions and workshops	Do not use or encourage the use of alcohol, drugs, cigarettes or other intoxicating substances while interacting with Children and from providing such intoxicating substances to Children.
	Do not develop any form of relationship or arrangement (financial or otherwise) with Children which could in any way be deemed to be exploitative or abusive. Do not use Child labour in any form.

IV. Foundation to Educate Girl's measures to Prevent Child Abuse

IV.1. On-Boarding Staff and Volunteers

- IV.1.1. All Staff and Volunteers self-declare previous cases of criminal offence and child mistreatment, if any, as part of their application to Foundation to Educate, Girls Globally.
- IV.1.2. All Staff and volunteers will undergo child protection awareness training.
- IV.1.3. Enforce Child safety guidelines that are required to be followed by the Staff and Volunteers during door to door actives, enrolment, GSS, Mohala meetings, GKP class, life skill education (BAL sabha formation), rallies, advisory council, Kishori samuh, preparatory class, foundation class, RSOS, my space centre, photo shoots, and others. Our Field Trip Policy "2019_ Educate Girls_ Field Guide_ English" can be referred for details.
- IV.1.4. Ensuring that all Staff and volunteers read a copy of the Child Protection Policy – sign self-declare clearance from any past offense and commit to abide by the policy during their employment with FEGG.-Format can be seen in Annexure 5
- IV.1.5. To ensure that FEGG visitors to a school are accompanied by a Staff Member to ensure no child is harmed by the visitor in any way.

IV.2. Redressal Mechanisms: Assigning responsibility to specific individuals or groups of individuals within the organisation to ensure procedures and arrangements are in place for effective implementation of the policy and redressal of Child abuse complaints. These include:

- IV.2.1. District Child Protection Officer (DCPO): The DCPO is the District Manager who in every district has to ensure compliance to the CPP. DCPO will report any complaints of abuse or assault brought to his/her notice to the SCPC. List of names and contact details of the DCPO is provided in Annexure 4 - A.
- IV.2.2. State Child Protection Committee (SCPC): This is a committee in every State where FEGG operates. The SCPC will act on the complaints registered by the DCPO with redressal decisions. SCPS will also conduct reviews (once every 6 months) of the working of the CPP in the district and implement any additional measures to strengthen child protection measures. List of names and contact details of the SCPC is provided in Annexure 4 - B
- IV.2.3. National Child Protection Committee (NCPC): This is a committee who oversees the policy at a national level to help the SCPCs with redressal decisions, when escalated. He/she will conduct reviews (annually) of the working of the CPP in the organisation and implement any additional measures to strengthen child protection measures.

- List of names and contact details of the NCPC is provided in Annexure 4 - C
- IV.2.4. The constitution, roles and responsibilities of DCPO, SCPC and NCPC is provided in Annexure 2.
- IV.3. Partnerships to Support Implementation where possible
- IV.3.1. Partnering with organizations to conduct training sessions with employees based on CPP.
- IV.3.2. Partnering with organizations working in the area of child abuse and child rights, to support Staff and Volunteers in effective implementation of the CPP e.g. 1098 Child line.

V. Reporting and Redressal of Child Abuse Complaints

There are 4 scenarios under which the Child Protection Policy can be violated. The guidelines set out in this section will govern the reporting and redressal of each of the respective scenarios:

- V.1. Where the alleged victim is **any child** (where FEGG has an intervention) and the alleged offender is a Staff, Volunteer, or consultant
- V.2. Where the alleged victim is **any child** (where FEGG may not have an intervention) and the alleged offender is a Staff, Volunteer, or consultant
- V.3. Where the alleged victim is a **student in the school where FEGG has an intervention** and the alleged offender is not a Staff, Volunteer, or Consultant
- V.4. Where the alleged victim can be any child and the alleged offender is anybody and where the **offence is one of sexual abuse**

Guidelines for Complaint Redressal Mechanism

Kindly note that **FEGG** has suggested the following redressal format based on the Protection of children from sexual offences act, 2012.

The Complainant shall send the Child abuse complaint to the DCPO within 48 hours, by email or in writing in the format provided under Annexure 3 of this CPP.

Scenario 1: Where the alleged victim is any child (where FEGG has an intervention) and the alleged offender is a Staff, Volunteer, or consultant

Under Scenario 1, once the DCPO receives a complaint, he/she will categorize the offence into one of the two categories (defined basis the definition of child abuse prevention, WHO, Geneva, 29-31 March 1999 and The Protection of Children from Sexual Offences Act 2012)

Category 1	Steps to be taken
Responsibility for resolving the situation: DCPO + SCPC	
Corporal punishment of a Child: Smacking Do not use language or behavior towards Children that is inappropriate, harassing, abusive, demeaning,	1) The complaint is registered with the DCPO 2) DCPO will inform the SCPC about the complaint as well as discuss the course of action ahead.

<p>intimidating, offensive, discriminatory or culturally insensitive.</p> <p>Discrimination or other offences against a Child with disabilities</p> <p>Discrimination of any kind against a child (e.g.: race, gender, ethnicity, minority)</p> <p>Punishment in the form of humiliation: Duck-walking, touching toes, removal of shirts, holding your ears in the corner or outside of class</p> <p>Ignoring a child in your class</p> <p>Sarcasm and disrespectful or abusive language with a child</p> <p>Humiliating in the form of comparison (egg: taunting a child for struggling in class or publicly labeling him/her as a <i>lower order child</i>)</p>	<ol style="list-style-type: none"> 3) The DCPO will take necessary steps to change the behavior as discussed with SCPC 4) Consequences range from, but are not limited to, awareness-building, counseling under a formal support plan. If there is a violation of the support plan, a warning letter needs to be issued and it is the duty of the DCPO, SCPC or any other person discovering such actions to immediately report them to the concerned statutory authority without any delay. If the violation is repeated, this could result in termination. Employees/consultants/ Volunteers exiting for a CPP violation, cannot apply for any work position after their exit 5) If the consequence suggested involves a formal support plan or a warning letter or termination, the NCPC needs to be informed who in turn will take Management’s approval to do so 6) On closure of the case (change or stopping of behavior), the DCPO will close the case formally with the Staff/Volunteer/Consultant/Fellow via email copying his/her manager 7) If the DCPO or SCPC upon investigation find that the actions are severe in nature, it shall be reported to the concerned enforcement agency including child welfare committee and the police.
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Category 2	Steps to be taken
Responsibility for resolving the situation: DCPO + SCPC + External Partner	

<p>Corporal punishment of a Child: Severe or repeated beating</p> <p>Illegal adoption of a Child or facilitating or promoting such adoption</p> <p>Employing or using a Child for begging</p> <p>Giving a Child intoxicating liquor, narcotic drugs, tobacco products or psychotropic substances or using a Child for vending, peddling, carrying, supplying or smuggling such liquor, drugs or substances</p> <p>Abandoning a child under his/her care or neglecting a Child or committing other forms of cruelty towards a Child</p> <p>Employing a Child below fourteen years of age in any occupation or employing a Child between fourteen and eighteen years of age in any hazardous occupation</p> <p>Marrying a Child or promoting or solemnizing a Child marriage</p> <p>Use of a Child by militant groups</p> <p>Assaulting, Kidnapping, abduction, trafficking, murder, sale and procurement for any purpose, abetment of suicide of a Child and other offences affecting the body of a Child</p> <p>Producing, publishing or transmitting sexually explicit material in relation to a Child electronically, facilitating online abuse of a Child or other Child-related cybercrimes</p> <p>Sexual assault/abuse of children</p>	<ol style="list-style-type: none"> 1) The complaint is registered with the DCPO 2) DCPO will talk to the Staff/Volunteer/Consultant/Fellow keeping the SCPC in the loop 3) Consequences may include formal reporting under the respective laws 4) These actions constitute gross misconduct and will most likely lead to termination but may involve a formal warning letter and counselling depending on the context 5) The SCPC may choose to bring in an external partner to handle the case, must work with the SCPC and the NCPC and Management should be kept informed. 6) On closure of the case (change or stopping of behavior), the DCPO will close the case formally with the SCPS via email copying his/her manager 7) It would be highly unethical to keep in employment a person against whom allegations of corporal punishment, begging, assaulting etc. are alleged by a child. Such a person shall be immediately suspended from service and removed from the vicinity of the child.
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Scenario 2, 3 and 4:

Where the alleged victim is any child (where FEGG may not have an intervention) and the alleged offender is a Staff, Volunteer, or Consultant

Where the alleged victim is a student in the school where FEGG has an intervention and the alleged offender is not a Staff, Volunteer, or Consultant

Where the alleged victim can be any child and the alleged offender is anybody and where the offence is one of sexual abuse where the alleged victim is a FEGG student and the alleged offender is not an Organisation Representative

In these cases, Educate Girls does not have formal jurisdiction against the offender and the case falls outside the scope of our policy. However, FEGG will take steps, after considering possible retaliation against the child, to report the case as well as, where possible, to ensure the child is safe.

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

Process to be followed by DCPO to ensure Child Safety after the complaint is registered

- **Steps to be taken by the DCPO after the receipt of the Child Sexual abuse complaint:** The DCPO shall seek internal and external support, as may be necessary, to undertake the following tasks:
 - The DCPO shall inform the SCPC & NCPC of the Child Sexual abuse complaint before the close of the day on which the complaint has been reported to the DCPO.
 - Based on the discussion the course of action to be taken in cases involving complaint or knowledge of sexual abuse of a child NO DISCUSSION should be held internally and first response should be to immediately inform the relevant enforcement agency and statutory The DCPO shall hence inform the NCPC and report the incident to CHILDLINE 1098, the police, the Special Juvenile Police Unit or the Child Welfare Committee, as the case may be.
 - If the alleged offender is an Organisation representative and is alleged to have committed sexual abuse shall be immediately suspended and removed from the programmes of FEGG. The DCPO shall terminate the services of or terminate the association with the offender, on immediate effect. If the alleged offender is not convicted of the offence, the DCPO in consultation with NCPC shall pass an order with reasons and consider re-employment for closing the case.
 - The DCPO shall ensure confidentiality of the Incident (including the identity of the Complainant, the alleged victim and the alleged offender, the contents of the Child abuse complaint and the proceedings of the Child abuse complaint) and disclose the Incident only to persons who need to know about the Incident.
 - The DCPO shall ensure proper documentation and recording of the Child abuse complaint.

- As per section 19 of the POCSO Act, every person who suspects or has knowledge of the commission of a sexual offence is required to report the offence to the local police or the Special Juvenile Police Unit. A failure to report the sexual offence, constitutes an offence punishable with imprisonment or fine or both in accordance with section 21 of the POCSO Act. Making false complaints or providing false information against any person in respect of a sexual offence under the POCSO Act is also punishable with imprisonment or fine or both under section 22 of the POCSO Act.
- The DCPO is responsible for ensuring that the Staff and volunteers are kept in the loop regularly in case of any policy changes or amendments etc.

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

- **Immediate Steps - Internal**
 - The DCPO to facilitate a case discussion between the Staff, Volunteers and external partner to identify a safe person in the child's ecosystem of support.
 - Talk to a safe person from the family of the student and debrief them about the situation. This can be done with the presence of one more person from the school team/ SCR (School & Community Relations).
 - Ensure the safety of the child even if that means putting the child in a shelter home (after discussing with parents). Follow up with the facility where the child is in if not at home to ensure the well-being of the child.
 - DCPO will ensure that complete confidentiality is maintained about any case registered and investigated. Name of either the employee or the child should not be spilled out in any situation.
- **Immediate Steps - Child**
 - Comfort the child at every step. Do not ask the child to describe the experience multiple times. It is a traumatic experience that the child has gone through and the child should not relive the experience by recalling it.
 - Do not give solutions to the child or their family without consulting the external partner.
- **Immediate Steps - School**
 - DCPO to go to school with the staff working in that school to talk to the HM. Inform the HM about the case.
 - If the offender is someone from school then the HM will have to take action on the case.
 - Else, inform her/him about the case and what actions are being taken to address the issue.

ANNEXURES TO THE CHILD PROTECTION POLICY

ANNEXURE 1 - DEFINITIONS

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

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

8. **“Incident”** means an incident of Child abuse or potential Child abuse and the term **“Incidents”** shall be construed accordingly.
9. **“FEGG”** means Foundation to Educate Girls Globally.
10. **“Organization”** means Foundation to Educate Girls, Globally, is a Company registered under Section 25 of The Company Act, 1956 now Section 8 of The Companies Act 2013 with Registration Number U80900DL2007NPL171093 having its **communications address** as C103/C104, 1st floor, Remi Bizcourt, Shah Industrial Estate, Off Veera Desai Road, Andheri West, Mumbai – 400 053
11. **“Organization’s workplace”** means:
 - a. All the offices and Schools where the Organization’s activities are conducted;
 - b. All the local communities where the Organization’s representatives visit to conduct the Organization’s activities; and
 - c. Any other place where the Organization’s activities (including trainings, meetings, surveys or field visits) are conducted or which is visited by the Organization’s representatives on account of or during the course of their employment, engagement or association with the Organization, as the case may be (including any transportation provided by the Organization for undertaking the journey to and from such place).
12. **“POCSO Act”** means the Protection of Children from Sexual Offences Act, 2012.
13. **“Schools”** means the schools in the districts in India in which the Organization’s programs are conducted and the term **“School”** shall be construed accordingly.
14. **“Students”** means the Children studying in classrooms where FEGG has it’s intervention and the term **“Student”** shall be construed accordingly.
15. **“SMC”** means the School Management Committee.
16. **“Partner”** means partners are small-sized independent grassroots NGOs who leverage their presence and brand in their target districts with support & guidance from FEGG wherein the Partners operate independently with support and constant monitoring to achieve the agreed outcomes.
17. **“External Partner”** means any organization working on child rights, prevention and redressal of child abuse and offence.

ANNEXURE 2 - - CONSTITUTION, ROLES AND RESPONSIBILITIES OF DCPO, SCPC AND NCPC

District Child Protection Officer (DCPO)

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

The FEGG management has designated the district manager of respective districts as the DCPO in all district.

State Child Protection Committee (SCPC)

SCPC is constituted in every state to meet the following objectives:

- Supporting the SCPO with redressal decisions, when escalated
- Conducting a review (once every 6 months) of the working of the CPP in the respective districts and implement any additional measures to strengthen child protection measures in the city
- Supporting the DCPO in implementation of CPP within the district

Composition of SCPC

- The SCPC shall be a four-member committee comprising of the Personnel from various functions at a relatively high designations and a mix of male and female in order to enable comfortable, fast paced and unbiased redressal mechanism. The Chairperson of the SCPC shall be personnel from the Human resources department, as designated by the management.

National Child Protection Committee (NCPC)

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

- Helping the DCPOs with redressal decisions, when escalated
- Conducting a review (annually) of the working of the CPP in the organisation and implement any additional measures to strengthen child protection measures
- Ensuring implementation of CPP within the Organisation
- Evaluating and updating the CPP, when necessary

Composition of NCPC:

- The NCPC shall be a 3-member committee comprising of any of the Directors (L2 grade) available. From the list of directors as mentioned in Annexure 4 C
- One member of this committee shall be designated as the Chairperson (preferably from Human resources department) of the NCPC. This person will be the first point of contact for escalations by SCPC.
- The quorum for convening the meetings of the NCPC shall be two members including the Chairperson of the NCPC

ANNEXURE 3 - - FORMAT FOR REPORTING CHILD ABUSE COMPLAINTS TO THE DCPO

1. Details of the Complainant
 - a. Name:
 - b. Phone number:
 - c. Address:
 - d. Email id:
 - e. Profession:
 - f. Place of work:
 - g. Nature of the Complainant's association or relationship with the alleged victim:

2. Details of the alleged victim
 - a. Name:
 - b. Gender:
 - c. Age:
 - d. School name:
 - e. Class:
 - f. Division:
 - g. Address:
 - h. Names of the parents/guardians of the alleged victim:
 - i. Phone numbers of the parents/guardians of the alleged victim:

3. Details of the Incident
 - a. Description of the Incident:
 - b. Date of the Incident:
 - c. Time of the Incident:
 - d. Location of the Incident:
 - e. Name of the alleged offender:
 - f. Names of the witnesses to the Incident:
 - g. The Complainant's response to the Incident:

4. Signature of the Complainant
 - a. Signature:
 - b. Date:
 - c. Place:

ANNEXURE 4 A - - CONTACT INFORMATION OF THE DCPO

DCPO Name	Phone Number	E-Mail ID	Office Address	Branch	Designation
Nipun Tankha	7737616087	nipun.tankha@educategirls.ngo	Kusum Villa, A-144, Opp. Prithviraj Colony, Panchsheel 'A' Block, Makadwali Road, Ajmer 305001, Rajasthan	Ajmer	Assistant Manager Operations
Shrungi Nikhil Tikale	9638905039	shrungi.tikale@educategirls.ngo	65, Ground Floor, Opp. Sarveshvar Temple, Maharana Pratap Marg, Alirajpur 457887, Madhya Pradesh	Alirajpur	District Manager
Rajeev Ranjan	9431615699	rajeev.ranjan@educategirls.ngo	Pratap Circle, Near Babu ji Garden, First Floor, Above ITC Distribution Centre, Piplod, Udaipur Road, Banswara 327001, Rajasthan	Banswara	District Manager
Vipin Bahadur	8448302781	vipin.bahadur@educategirls.ngo	244/4 Rajendra Marg, Rajghat Road, New Bus Stand, Behind Police Station, Barwani 451551, Madhya Pradesh.	Barwani	District Manager
Balwant Singh	9057651101	balwant.singh@educategirls.ngo	Nayi Aabadi, Shastri Nagar, Near Sanskar ITI College, Mandalgarh, Bhilwara 311604, Rajasthan	Bhilwara	Assistant Manager Operations
Dhawal Kirti Didwania	9828043108	dhawal.didwania@educategirls.ngo	B-27, Near BSNL Colony, Opp. C.M. Marriage Garden, Chittor Road, Bundi 323001, Rajasthan	Bundi	Assistant Manager Operations
Rohit Chaturvedi	9893789100	rohit.chaturvedi@educategirls.ngo	82 Kailash Nagar, Above Mahindra Showroom, Opp. PG college, Indore Road Dhar 454001, Madhya Pradesh	Dhar	District Manager
Markandeya Dadhich	9983955108	markandeya.dadhich@educategirls.ngo	Mahalakshmi Nagar, Indore 452001, Madhya Pradesh	Indore	Regional Manager R2B
Shabnam Saifi	7742981482	shabnam.saifi@educategirls.ngo	J-10, LIC Office Road, Opp. Police Line, Shiva Ji Nagar Colony, Jalore 343001, Rajasthan	Jalore	Senior District Manager
Krishna Kalani	7016305229	krishna.kalani@educategirls.ngo	House No- 221, LIC Colony, Udaipuriya Ward No-17, Landmark-Dilip Gate, Jhabua 457661, Madhya Pradesh	Jhabua	District Manager
Abhinav Sharma	9799907757	abhinav.sharma@educategirls.ngo	Plot No. 9, Opposite Gavdi Huts (RTDC), Kalidas Colony, Jhalawar 326001, Rajasthan	Jhalawar	District Manager

Nitin Kumar Jha	7974333462	nitinkumar.jha@educategirls.ngo	Hanuman Nagar, Plot No 140, Near Navchandi Mandir (Ground), Khandwa 450001, Madhya Pradesh	Khandwa	District Manager
Brajesh Kumar Sinha	9413319603	brajeshkumar.sinha@educategirls.ngo	11, Roop Nagar, Near Lutto Shop, Opposite BSNL Office, Sector - 3, Hiran Magri, Udaipur 313001, Rajasthan	R1 TST	Regional Manager R1
Bhupendra Kumar Choudhary	9799554253	bhupendra.choudhary@educategirls.ngo	Sai Vihar, 50 Feet Road, Kankroli, Rajsamand 313324, Rajasthan	Rajsamand	District Manager
Ajay Lavre	9098611983	ajay.lavre@educategirls.ngo	307, Radhika Residency, Phase II, Landmark Near Nirankari Sant Bhawan, Sirohi 307001, Rajasthan	Sirohi	Assistant Manager Operations
Abhinav Sharma	9799907757	abhinav.sharma@educategirls.ngo	House No. A-139, Amazing Grace, Opposite Prithvi Raj Nagar Bus Stop, Panchsheel Nagar, Makadwali Road, Ajmer 305001, Rajasthan	STATE OFFICE (RAJ)	Regional Manager R2A
Jaswinder Singh	9694340156	jaswinder.singh@educategirls.ngo	11, Roop Nagar, Near Lutto Shop, Opposite BSNL Office, Sector - 3, Hiran Magri, Udaipur 313001, Rajasthan	Udaipur I	Assistant Manager Operations
Rajnish Sharma	7400512876	rajnish.sharma@educategirls.ngo	Maa Vijasan Villa, Opp. Maa Gayatri Hospital, Near BSNL Office, Dal Choraha, Salumber, Udaipur, Rajasthan	Udaipur II	Assistant Manager Operations

ANNEXURE 4 B -- CONTACT INFORMATION OF THE SCPC

SCPC STATE	SCPC Name	Phone Number	E-Mail ID
Madhya Pradesh/Uttar Pradesh	Kajal Pandey	9324647189	kajal.pandey@educategirls.ngo
Madhya Pradesh/Uttar Pradesh	Soumitra Pramanik	9477147934	soumitra.pramanik@educategirls.ngo
Madhya Pradesh/Uttar Pradesh	Vaijayanti Poojary	9920696230	vaijayanti.bagwe@educategirls.ngo
Madhya Pradesh/Uttar Pradesh	Vikas Paliwal	9829146622	vikas.paliwal@educategirls.ngo
Maharashtra	Akhil Agrawal	7820950995	akhil.agrawal@educategirls.ngo
Maharashtra	Prasid Sreeprakash	7738135717	prasid.sreeprakash@educategirls.ngo
Rajasthan	Meena Bhati	9460822291	meena.bhati@educategirls.ngo
Rajasthan	Pallavi Singh	9166493186	pallavi.singh@educategirls.ngo
Rajasthan	Vaishali Jambotkar	8828214477	vaishali.jambotkar@educategirls.ngo
Rajasthan/Uttar Pradesh	Vikram Singh Solanki	9929442299	vikram.solanki@educategirls.ngo

ANNEXURE 4 C - - CONTACT INFORMATION OF THE NCPC

Designation	NCPC Member Name
Director IT	Arun Kumar Singh
Director Development	Prashant Ingale
Director Impact	Santana Khurana
Director Finance	Vijaylakshmi Ratan Saxena
AGM L&D	Kajal Pandey
GM – Human Resources	Anushree Singh

EMAIL ID: cpp@educategirls.ngo

ANNEXURE 5: Self declaration format

I, _____ (name) son/daughter/wife of _____ staying at _____ (permanent address) working with _____ (district or block or cluster or village) with employee code _____, and designated as _____ hereby declare that:

- I. I have no past records of child abuse or offences of any kind against children against me;
- II. I will always respect all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
- III. Support their right to equal protection from all types of harm or abuse;
- IV. I will not employ any child as defined under Child Labour (prohibition and regulation) amendment Act, 2016
- V. I will always report any case of child abuse, exploitation and neglect which comes to my knowledge to appropriated authority and will not harm or abuse any child physically, emotionally or sexually.

I will ensure that my conduct and behavior with every child that I come in contact during my course of employment and as a part of my role and responsibility at work is in accordance to FEGG's prescribed Child protection policy.

I have read FEGG's Child protection policy and I understand the conduct and behavior expected from me. I understand that in case of my violation of the CPP and if found guilty of any offence as punishable as per the policy and law the organization will take action against me and I agree to abide by it.

Name:

Date:

Place:

Signature: