



Don Bosco College, Tura



CHILD PROTECTION CODE OF CONDUCT (POLICY)

Version 1.2



Don Bosco College

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CHILD PROTECTION CODE OF CONDUCT (POLICY)

I am aware of the **“Child Protection Policy of Don Bosco College, Tura and its Code of Conduct”**. I accept that compliance with it is a condition of service in this organization.

I,, hereby accept and consent to being held ethically and/or legally accountable for abiding by this Child Protection Policy and Code of Conduct in letter and in spirit. I state that my signature below affirms my declaration of adherence to it as a condition for my being a member/employee/volunteer of this organisation.

Accordingly,

A. I shall always ensure that

1. I respond to each child (any person who has not attained the age of 18 years) as a unique creation of God, with dignity and the right to grow and develop to his/her full potential in secure, nurturing environments.
2. I interact with every child in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience – regardless of nationality, ethnic background, gender, sexual orientation, language, colour, political or religious affiliation, economic or social status, level of physical or mental ability.
3. I model socially appropriate adult behaviour to children, which reflects the capacity to listen to, understand and be respectful towards them.
4. I seek to establish a caring, attentive, protective and respectful relationship with each child.
5. While being available to a child, I maintain professional boundaries of relationship with them.
6. My relationships are governed by the age and developmental stage of a child.
7. I physically restrain a child, only when there exists a danger to the individual or to other individuals in the area.
8. I respect every resistance by a child to get involved in any activity that is not part of the legitimate service of the institution/organization.
9. On the internet and social networking sites, I interact with a child only professionally and in my official capacity.
10. Any physical touch is in response to the needs of a child and never of an inappropriate kind.

11. The doors of a room are always kept open or that visual access is always maintained, when I am alone with a child.
12. There are other authorised adults to supervise me, when there is a stay in a hotel/hostel/home, night or day, with children I am professionally associated with.
13. I speak up and promptly report concerns and/or genuine cases of exploitation or abusive behaviour towards children.
14. I am vigilant to any harm done to children and shall immediately report any concern I have of the same to the Child Protection/Safeguarding Officer, in my institution/organization.
15. I maintain confidentiality, to the extent possible within legally permissible limits, about information known to me about a child.
16. I refer all media queries to the spokesperson designated for the task and make no other comments or statements.
17. I comply with all the procedures of "Child Protection Policy and Code of Conduct" of the Don Bosco College, Tura.
18. I comply with all relevant national and international principles, conventions, laws and standards relating to children.

B. I shall always avoid

1. Engaging in behaviour that is intended to shame, humiliate, belittle or degrade children.
2. Using inappropriate, offensive or discriminatory language when speaking with children.
3. Slapping, hitting or in any way physically assaulting a child.
4. Developing and/or using disciplinary means, which are physically or emotionally derogatory to a child.
5. Engaging in any sexual conversations or discussing sexual activities, unless part of a legitimate lesson and discussion approved for teaching human sexuality.
6. Indulging in any manner of activities that are, or could be interpreted to be aimed at sexualisation of my relationship with a child.
7. Developing a sexual relationship or one that may be deemed exploitative or abusive, with children.
8. Showing sexually oriented or inappropriate printed or digitalized material to children; or having them on the premises of the institution/organisation or in my possession when involved in any activity of the institution/organisation outside it.
9. Using any officially or personally owned computer, mobile phone, or camera inappropriately, accessing of websites that are illegal or have inappropriate content for the purpose of exploiting or harassing children.
10. Behaving provocatively or inappropriately with a child.
11. Holding, kissing, cuddling or touching a child in an inappropriate, unnecessary or culturally insensitive way.
12. Entering any area of privacy for children, unless legitimate business of the centre requires me to, and without intimation.
13. Sleeping in the same bed/room or close to unsupervised children I am professionally engaged with, unless absolutely necessary.
14. Performing medical/physical examinations of children, unless it is my legitimate professional duty or a medical emergency.
15. Exposing areas of my body considered private, in an inappropriate manner in the presence of children.

16. Indulging in behaviour with children that leads to close physical contact, unless it is an unavoidable part of a structured sports activity of the centre/institution.
17. Seeking to make contact and spend private time with any child outside of legitimate official activity time.
18. Photographing or videographing a child without their consent and that of their parents or guardians.
19. Photographing or videographing of children in a naked or semi-naked state.
20. Condoning or participating in behaviour of children that is illegal, unsafe or abusive.
21. Acting in a manner that shows unfair and/or differential treatment of particular children.
22. Engaging or recruiting children for domestic or other labour which is inappropriate to their age or which interferes with their education or recreational activities or which places them at significant risk of injury.
23. Transporting children without the permission of their parent or legal guardian, except as per direction from a superior or in the event of an emergency.
24. Using, possessing or being under the influence of illegal drugs or alcohol when I am in the presence of or while supervising children.
25. Supplying alcohol or illegal drugs to children.
26. Discriminating against a child on the basis of their race, colour, gender, sexual orientation, language, status, ethnicity, nationality, caste, religion etc.
27. Using negative enforcement strategies with children, such as physical punishment, derogatory or offensive comments, labelling, belittling, teasing, social exclusion, unequal competition or unequal comparisons or setting them up in situations that cause conflict among children.
28. Neglecting to take action when a child is in real need.
29. Shirking my responsibility by not speaking up for the rights of children, especially those who are being abused.
30. Letting allegations of abuse made by a child go unaddressed.
31. Making any report that is aimed at “getting even” or “fixing” another individual and/or that can be termed as frivolous or vexatious in nature.

Member / Employee/ Volunteer

Signature

Name

Date

Witness

Signature

Name :

Date

Authorised Signatory

(Rector/Director/Principal)

Signature

Name :

Date

Self-Declaration and Disclosure

Private and Confidential

Name		
Address		
Telephone:		Email:

Have you ever been known to any children's services' department as being at risk or potential risk to children?	YES / NO
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If Yes, please provide further details:

Have you ever been the subject of any disciplinary investigation and/or sanction by any organization due to concerns about your behaviour towards children	YES / NO
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If Yes, please provide further details:

Confirmation of Declaration

I am aware that the is the Child Protection/Safeguarding Officer at, for the child and can be contacted at ...email or.....mobile number in case of any complaint or clarification	YES / NO
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I confirm that I have read the Child Protection Code of Conduct and I agree to be bound by it. I understand my responsibility as an adult in the course of any activity undertaken in this institution/organization/centre.	YES / NO
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I understand that the information contained on this form and information supplied by third parties may be supplied by the organization to other persons or organisations in circumstances where this is considered necessary to safeguard other children.	YES / NO
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By affixing my signature to this document, I agree to be bound by the Code of Conduct of the "Child Protection Policy of Don Bosco College, Tura, a unit of the Salesian Province of Guwahati" .	YES / NO
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Signature		
Name		
Date		