

Protect Our Children

SAFEGUARDING CHILDREN FROM ABUSE AND HARM

CHILD PROTECTION POLICY



**REHOBOTH GIRLS ORPHANAGE
TRUST**

**REHOBOTH CHILD PROTECTION
COMMITTEE**

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INTRODUCTION

All the institutions under the REHOBOTH GIRLS ORPHANAGE TRUST value children highly. The INSTITUTION believes that children are wonderful gifts from God, and therefore, should be treated with respect and care. In this light, the following Child Protection Policy is created to protect both children and those who care for them inside and outside the RGOT campus. RGOT is opposed to all forms of child exploitation, including child labor, child trafficking, child prostitution, child sexual abuse and all other forms of abuse.

RGOT also believes that our staff, volunteers, teachers, seminary faculty, security guards, casual workers, office staff, caregivers, parents, and visitors are aware of this value of respect and care for children. The following policy is set forth to direct all interactions between staff, casual workers, non-teaching staff, other office staff and our children on campus.

SCOPE OF THE POLICY

This Child Protection Policy applies to all children staying only in Rehoboth premises along with all staff, volunteers, and contractors, faculty, students, teachers, and casual workers.

EXECUTIVE SUMMARY

The RGOT Child Protection Policy is aimed at reducing the risk of child abuse on campus. This policy provides the principles of child protection; definition of terms related with child abuse, neglect, and the like; staff code of conduct; process for disciplinary action; and the pledge of commitment. This Child Protection Policy serves as a guide for children, housemothers, parents, staff, and students for appropriate behavior in relation with children on campus.

CHILD PROTECTION

1. All individuals inside the RGOT campus including Rehoboth CCI, Rehoboth Theological Institute (RTI), Rehoboth International School, (RIS), Rehoboth Girls Lower Primary School (RGLPS), Rehoboth Aftercare(RAC). Seminary faculty and school teachers and non-teaching staff, students, security guards, casual workers, office staff, parents, volunteers and caregivers must sign a statement of commitment to child protection and child abuse prevention.
2. All individuals at RGOT and other entities inside the campus have attended a one-time orientation on the RGOT Child Protection Policy.
3. RGOT has designated one person as having protection responsibility, which includes monitoring the policy, namely, the Chair Person of the Child Protection Committee.

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4. RGOT has written and clearly understood guidelines and step-by-step procedures for dealing with complaints of abuse, which have clear time frames to resolve the complaints.
5. The local plan of action on child protection is evaluated as and when it is required.

CHILD PROTECTION POLICY¹

I. Policy Statement/Objectives

It is the policy of RGOT to promote the protection of all children and to prevent child abuse in any form by providing reasonable guidelines to direct the interactions of RCCI, RGLPS, RAC, RIS, and RTI faculty and staff, students, security guards, casual workers, office workers, volunteers, parents, and caregivers who come in contact with our children on campus.

As such, all RCCI, RAC, RIS, RGLPS and RTI workers and students are required to sign and abide by an internationally accepted Statement of Commitment including a section on behavior protocols.

II. Definition of Terms Related to Child Abuse²

For the purpose of this policy, the following terms and concepts shall be defined as:

1. **Adult** is any person 18 years or older;³
2. **Child/Children/Minor** technically refer to person/s below 18 years of age or over 18 but unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitations or discrimination because of a physical or mental disability or condition.
3. **Child Abuse** refers to infliction of physical or psychological injury, cruelty to or neglect, sexual abuse, or exploitation of a child.
4. **Child exploitation** is the hiring, employment, persuasion, inducement, or coercion of a child to perform in obscene exhibitions and incident shows, whether live, on video, or film, or to pose or act as a model in obscene or pornographic materials, or to sell or distribute said materials.
5. **Child Labor** refers to situations where children are compelled to work on a regular basis to earn a living for themselves and their families, and as a result are disadvantaged educationally and socially, where children are separated from their

¹This policy is adapted from the Child Protection Policy of Compassion International written in the *Program Manual for Church Partners: Compassion International Philippines (CIPH)*, 94-104.

²Unless otherwise noted, all terms defined in this section are from Compassion International Child Protection Policy.

³Nazarene Safe. *Creating a Safe Environment for God's Family* (Kansas City, MO: Nazarene Publishing House, 2011), 10.

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families, often deprived of educational and training opportunities; where children are forced to lead prematurely adult lives.

6. **Child Sexual Abuse** is the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another person to engage in sexual intercourse or lasciviousness conduct or the molestation or prostitution of or the commission of incestuous acts on a child.
7. **Emotional Abuse** is "actual or likely severe adverse affect on the emotional and behavioral development of a child caused by persistent or severe emotional ill treatment of rejection."⁴
8. **Neglect** is failure of a parent or legal guardian to provide-for reasons other than poverty-adequate food, clothing, shelter, basic education, or medical care so as to seriously endanger the physical, mental, social, and emotional growth and development of the child.
9. **Persons** are all RGOT, RCCI, RAC, RIS, RGLPS and RTI faculty and staff, non-teaching staff, students, security guards, casual workers, office staff, volunteers, caregivers and parents.
10. **Psychological Abuse** refers to any harm to a child's emotional or intellectual functioning which includes but is not limited to cursing, belittling, rejecting, and other similar acts. This may be exhibited by severe anxiety, depression, withdrawal, outward aggressive behavior, or a combination of said behaviors.
11. **Sexual grooming** is a behavior that increases a minor's susceptibility to sexual misconduct or reduces the likelihood of reporting. It includes anything that weakens a person's resistance to exploitation or manipulation or interferes with the ability to say "no."⁵
12. **Vulnerable adult** refers to any adult with developmental disabilities, physical impairments, learning disabilities, or who cannot protect himself or herself.⁶

III. Policy Components

A. Advocacy and Awareness-Raising

RGOT shall meet its commitment to protect children and youth from possible sexual abuse and all other forms of abuse through the following:

1. Ensure all persons shall receive a copy of our Child Protection Policy (CPP).
2. Include the Child Protection Policy as one of the official documents in the orientation materials for those who may wish to apply to work or volunteer at RGOT and the other entities located on campus.

⁴Dan Brewster and Heather McCloud, "Protecting Children from Ourselves," Child Protection Presentation in Holland, March 2001.

⁵Nazarene Safe, 10.

⁶Nazarene Safe, 10.

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3. Provide information on the Child Protection Policy to all persons and even to parents and guardians of children on recognizing forms of child abuse, its signs and symptoms, child protection policies, and their implementation.
4. Provide learning opportunities for all children on campus to be informed of their rights, personal safety, acceptable and unacceptable behavior of adults, and where they can go for help and advice when they experience or witness abuse, harassment, or exploitation.
5. Seek to partner with NGOs, and other organisations working with children in raising the awareness of the situation and circumstances that negatively affect the development and growth of children and to contribute to finding solutions and actions that will address the concerns of children.
6. Seek to develop and support researchers that seek to improve the quality of life of the children on campus.
7. Participate in significant activities that promote the dignity of the child and those which seek to protect children from abuse and exploitation at local, national, and regional levels.

B. Recruitment and Hiring

1. Every prospective staff, faculty, volunteer or worker regardless of employment status and position shall undergo a standard recruitment and orientation process which will explain RGOT's Child Protection Policy. Effective screening should include the following components:⁷
 - Waiting period
 - Written application
 - Valid references
 - Criminal background check - PCC
 - Formal interview
 - Mandatory training
 - Documented personnel file
 - Confidentiality
2. RCCI, RAC, RIS, RGLPS and RTI and RGOT reserve the right not to hire persons who are unsuitable to engage with children. Applicants with prior conviction or ending cases on child abuse, paedophilia (adults who sexually abuse children), and child trafficking or related offenses will not be entertained.
3. In relation to workers hired by subcontractors, it should be made clear to subcontractors (daily wages) that all workers must undergo proper screening processes mentioned above.

⁷Nazarene Safe, 14.

C. Staff/Worker's Code of Conduct

The following general guidelines will serve as a *Code of Conduct* for all RCCI, RAC, RIS, RGLPS RTI and RGOT volunteers, workers, caregivers, and teachers working with children and youth.

1. In any organized activity involving children the "two-adult" rule, wherein two or more adults are present at all times to supervise the children, shall be strictly observed especially in secluded places. In counseling, prayer or games with children, visibility, transparency, and Godly behavior should be observed.
2. Any RCCI, RAC, RIS, RGLPS RTI and RGOT persons accompanying children in official business or travel must be given proper written authorization by his or her immediate supervisor or statutory body and parent or guardian of accompanied child/children.
3. Workers of RCCI, RAC, RIS, RGLPS RTI and RGOT must not stay or sleep in the same bed overnight alone with one or more children regardless of gender, whether in the child's home or elsewhere. It is expected for everyone to avoid being in a compromising or vulnerable situation.
4. No person may fondle, hold, kiss, cuddle, or touch minors in an inappropriate or **culturally** insensitive way. Flirting, unwelcome flattering, or making suggestive comments to children on campus is never allowed.
5. Spending excessive time alone with children must be avoided. If time alone with children is required, involved person(s) should notify housemothers, social workers or caregivers first before spending time alone with them unsupervised.
6. All persons must be entirely **professional** in their relationship with children on campus, while at the same time demonstrating Christian love and care.
7. Concern about perception, appearance, actions, and language with children must be considered. Persons must not use derogatory language or act in ways intended to shame, humiliate, belittle or degrade children or otherwise perpetuate any form of emotional abuse. Persons must not discriminate against, show preferential treatment, or favor particular children to the exclusion of others.
8. Persons will not develop any physical or sexual relationship with children. Sexual abuse will not be tolerated by RGOT.
9. Personnel will photograph and video children only when they are appropriately dressed. The face of the child should not be identified.
10. Personnel are not allowed to post pictures or videos to any form of social media without permission from the RGOT.
11. No personnel may communicate with a child online (group chat rooms, text, private message) without the permission of the RGOT.
12. Personnel shall not hire minors as "house help" or be accessory to recruiting a minor to engage in any employment/work that is potentially abusive and would separate the child from his or her immediate family.

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13. When uncertain about the boundaries of appropriate or inappropriate behavior, Personnel must seek guidance without hesitation from the RGOT Child Protection Committee. (see Pg no. 13).
14. Personnel must seek to live out Holiness especially when dealing with children.

Any personnel proven after appropriate investigation to have violated any one of the following behavior protocols, to have been involved in the abuse of a child, and/or to have neglected to report any such situation of which he or she has become aware will be subject to disciplinary action including possible dismissal from employment. Appropriate government authorities will be notified as required.

The above Code of Conduct shall be evaluated every five years or when necessary, to ensure the effectiveness and consistency of child protection implementation.

D. Reporting and Referral Guidelines for Child Abuse

Access to agencies in reporting child abuse cases has broadened through the years. But the present structures also allow the transfer of complaints from one agency to another in a way that leads to “double victimization.” The child becomes the victim of the abuse as well as of the system that seeks to provide responses to address the individual child’s case. This occurs when the progress of the case is seen as slow in one agency, or when services in one agency are not sufficient to address the needs of the abused child. Every time a child victim transfers from one agency to another, the same questions are asked and victims tell their stories over and over. The same tests are conducted and various sensitive and insensitive caregivers/service providers who carry out different tasks make the child twice, thrice a victim.

Therefore, it shall be the policy of RGOT to treat every child abuse case with utmost care and responsibility, if possible, minimizing transfer of the case from one agency to another. Likewise, RGOT in coordination with the Department of Social Welfare and Social Justice shall ensure that appropriate remedial procedures are provided to the abused child such as, but not limited to, medical, physical, or mental examination and treatment, enrolment in rehabilitation and treatment programs, counseling and filing of legal charges and provision of protective custody.

The following reporting procedures shall be followed in situations of suspected child abuse or molestation.

1. Internal Reporting

- a. Any personnel who becomes aware of possible abuse of a child or strongly suspects that a child has been abused should immediately report the incident to

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- the chair person of the CPC. (See pg no. 13). Once a report is received, the chair person should investigate and report immediately to the RGOT superintendent.
- b. All reports of child abuse or suspicions of child abuse should be documented in writing by the chair person of the CPC. (See pg no. 13).
 - c. The first priority is to assess medical needs and other life threatening conditions of the abused child. The person concerned must seek help from a doctor in determining this. It is important that the child be taken to the nearest hospital (preferably Government) for thorough physical examination and be provided a medical certificate.
 - d. Except in emergencies (such as rape or incest where the police or Child Protection Unit (See pg no. 13) should be contacted immediately), a report should be made first to the RGOT superintendent, then to government authorities. No one outside of RGOT will be contacted or informed until formal internal reporting steps have been completed, and until instructions from RGOT are given for appropriate external reporting.
 - e. Under no circumstances should any personnel speak to the media concerning any allegations. The RGOT delegate will be the designated spokesperson to deal with the media and will appoint an appropriate person to act as liaison with all other appropriate individuals and organizations external to RGOT.

2. External Reporting/Referral

- a. Having satisfied the internal reporting process, RGOT will initiate external reporting procedures to any of the following mandated institutions/agency for proper investigation and handling of the case.
 - o District Child Protection Unit Thrissur. 0487 23 64 445 Mob. 8281899467
 - o Child Welfare Committee Thrissur. 04872332294 Mob. 9961623400
 - o Police Dept Thrissur. 0487 2459 420 Mob. 9745769235
- b. If the internal investigation proves the report to be groundless, the internal audit would record its findings, and, in some cases, report to the community. (If the case is known by the community, it would so report; if not, it would record its findings and maintain a file.).
- c. Respect for the child's privacy will be observed in the entire process. The identity of the child and other particulars such as the address and names of parents of the child shall not be disclosed except to the investigating agencies. RGOT will make every effort to keep child abuse cases confidential. **Any person proven to have made unauthorized disclosures to any third party will be subject to disciplinary action.**
- d. RGOT will ensure that the agency to which the report was made assumes responsibility for the case and ensures that the child is being cared for. It shall

ensure that the abused child shall receive the necessary support for his or her recovery and restoration. This assistance may be done in coordination with DSPU.

- e. In a case when the offender is a child or minor on campus, the same procedure for children in conflict with the law stated in the Juvenile Justice Act and the Rules of Juveniles in Conflict with Law and the Department of Social Justice shall be applied. RGOT will likewise ensure that the child in conflict with the law and his or her family is provided appropriate counseling, psychological and medical support that may be deemed necessary for his or her rehabilitation.

3. Responding to Allegations⁸

- a. Response to the alleged victim: Take allegations seriously. The care and safety of the alleged victim is top priority. Protect confidentiality to every degree possible.
- b. Response to the alleged abuser: The accused should be relieved of all responsibilities involving minors promptly and respectfully, protecting confidentiality to every degree possible.
- c. Response to the RGOT community: Respond to the community by reading from a prepared, written statement without revealing details or identities. Assist the community in dealing with the crisis through support groups, individual counseling, and parent meetings.
- d. Response to the media: If media wants to cover the incident, the chair person of the CPC is the designated spokesperson. This spokesperson should speak from a prepared written statement on behalf of the community to the media.

E. Case Management of Child Abuse Allegations

PROCESS FOR DISCIPLINARY ACTION TAKEN ON WORKERS/VOLUNTEERS

RGOT commits to respecting the dignity and worth of every person. When a worker of RCCI, RAC, RIS, RGLPS RTI and RGOT prove to have committed child abuse or any form of child molestation, the following shall be the disciplinary action that would be conducted:

- a. In the event of an incident of an alleged child abuse by a person from RCCI, RAC, RIS, RGLPS RTI or RGOT the Superintendent shall be informed by the chair person of the CPC within 24 hours of the incident. The report can be made verbally but a written document must be submitted immediately, not to exceed 24 hours from the time the verbal report was made.

⁸Nazarene Safe, 18.

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- b. The RGOT representative will then meet with the chair person of the CPC to discuss the issue at hand.
- c. The alleged abuser shall be given a 1 day period to be informed and to explain his or her side in writing.
- d. The alleged abuser shall be placed in a preventive suspension immediately not exceeding 30 days during the course of the investigation. The accused is encouraged to participate by providing information and names of persons who may be interviewed as witnesses.
- e. After all the facts have been gathered, RGOT will then again convene to review the facts and arrive at a decision on the case.
- f. All information on the case shall be documented and be kept strictly confidential by RGOT and the CPC.
- g. In the event the allegation is proven to be untrue and fabricated, all efforts should be made to restore the offended employee. Appropriate steps such as counseling and support shall be accorded the accused, the child and the person who did the reporting of the incident.
- h. In the event the allegation is proven true, the RGOT Policy on Child Abuse applies. An appropriate civil and criminal case may be filed against the accused as required.
- i. For child abuse cases involving foreign visitors, it shall be the responsibility of the chair person, or member of the CPC and to refer the case to the superintendant of RGOT.

F. Statement of Commitment

All individuals inside the RGOT campus including Rehoboth CCI, Rehoboth Theological Institute (RTI), Rehoboth International School, (RIS), Rehoboth Girls Lower Primary School (RGLPS), Rehoboth Aftercare(RAC) seminary students and faculty, school teachers and non-teaching staff, students, security guards, casual workers, office staff, parents, volunteers shall sign and adhere to the following Statement of Commitment for the care and protection of children on campus.

- I will promote proper respect and dignity for all children and will demonstrate Christian love and care to them, regardless of their race, gender, age, religion, disability, social background or culture.⁹
- I will never act in ways that will shame, humiliate, or perpetrate any form of verbal, emotional, sexual, or physical abuse on a child.
- I will promote the enforcement of disciplinary measures that are based on biblical and moral principles of dignity and value of children, teach children responsibility, and reflect reasonable expectations for the age of the child.
- I will never use inappropriate language, physically strike children, bully children, or develop physical or sexual relationships with them.

⁹ See Appendix A for the "Guidelines on Appropriate Display of Affection."

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- Reasonable, measured spanking one's own children cannot be prohibited. There is a point, however, in which spanking could get out of control, even for one's own children, and end up in abuse. Children must not be spanked, or anything else, by those who are not parents. Parents have the right to discipline the child as may be necessary for the formation of his good character, and may therefore require from him obedience to just and reasonable rules, suggestions and admonitions.

- We at RGOT follow a zero degree of corporal punishment.

The following will not be permitted at RGOT:

1. Use of physical force (twisting joints, pulling of ears or hair, shaving of hair or cutting of hair without permission of the parents or the housemother, dragging or throwing a child, or cutting or piercing the skin).
 2. Forcing a child to perform physically painful or damaging acts.
 3. Deliberate neglect of a child's physical needs, which includes starving a child, or cutting a child's privileges eg not giving TV.
 4. Use of external substance to punish a child.
 5. Use of hazardous tasks and punishments (sweeping in the rain or under the heat of the sun and outside the classroom)
 6. Confinement (being shut in a confined space, tied-up, or forced to remain in one place for an extended period of time)
 7. Verbal assaults, threats, or intimidation.
 8. Body shaming.
-
- I will not be alone or travel alone with a child without permission from the appropriate unit. I will engage in children's activities only in open or visible places .
 - I will not solicit a dating relationship with a child or youth here at RGOT.
 - I recognize that I may face substantial adverse consequences for breach of this code of conduct.
 - I am aware that allegations of abuse will be reviewed and, as determined necessary by RGOT, investigated. I recognize that, if I violate this code of conduct, I may be subject to applicable local laws and to organizational disciplinary measures.

Pledge of Commitment

This pledge shall be made by all individuals inside the RGOT campus including Rehoboth CCI, Rehoboth Theological Institute (RTI), Rehoboth International School (RIS), Rehoboth Girls Lower Primary School(RGLPS), Rehoboth Aftercare(RAC), seminary faculty, school teachers, non-teaching staff, students, security guards, casual workers, office staff, parents staying inside campus, volunteers and caregivers.

I have read and understood RGOT’s Statement of Commitment to Child Protection, including the Code of Conduct and its Policy. I acknowledge that this Commitment states RGOT’s expectations of me in my service or association with this institution. With my signature, I agree to abide by this Commitment.

NAME:.....

SIGNATURE.....

EMPLOYEE CODE OR STUDENT CODE

PROJECT : CCI / RAC / RTI / RIS / RGLPS (tick on the respective project)

JOB TITLE/POSITION:

DATE:

Original to RGOT, Copy to Staff File & Personnel – print last 3 pages

APPENDIX A

Guidelines on Appropriate Display of Affection¹⁰

Appropriate Displays of Affection

Touch is a very powerful action and an essential responsibility in nurturing lives. It can be healing, spiritual, and convey messages from the heart that words cannot share. Touch links us together in happy and sad times. But, touch can also be misconstrued and misused. Physical contact with children and youth should be age, culturally and developmentally appropriate.

Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs.

Appropriate Touch

Love and caring can be expressed in the following appropriate ways:

- Put an arm around the shoulder of a same gender child who needs quieting or comforting - one arm side hugs or hand-to-arm hugs are appropriate, especially for the older children/youth
- Pat a child of the same gender on the head, hand, shoulder or back to affirm him or her.
- Hold a same gender child by the shoulders or hand to keep his or her attention while you redirect the child's attention.
- Bend down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity with caution.

Inappropriate Touch

Staff and volunteers should avoid:

- Kissing a child or coaxing a child to kiss you
- Extended hugging
- Tickling

¹⁰ Adapted from FaithWorks, "Child Safety and Abuse Prevention Policy," 5; The Point Church, "Child Protection Policies," accessed August 3, 2021. <https://www.thepointchurch.ca/child-protection-policy>; Glenn Miles, Sophorn Phuong, Fiona Smith, and Ea Ponloeu have created a toolkit called *Good Touch Bad Touch* in teaching children and adults as a way of communicating about sexual abuse to school aged children. To avail of their trainings, materials, etc. you may register at this website, <http://www.goodtouchbadtouchflipchart.org/user/register>. The flip chart itself can be viewed in this link, <http://www.goodtouchbadtouchflipchart.org/>.

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- Touching a child in any area that would normally be covered by clothing. Ensure another adult is present when you are assisting the child. Permitted personnel include nurses, housemothers, medical officers.
- Carrying older children or having them sit on your lap
- Prolonged physical contact, even opposite sex piggyback rides
- Seductiveness or suggestive contact
- Any physical contact of any kind that is done for the pleasure or satisfaction of care providers;
- Any touching used to express power or control over a child or minor.
- Being alone with a child under any circumstance.

A. REPORTING AGENCIES AND CONTACT DETAILS

1. Internal Reporting.

Child Protection Committee - CPC

Chairperson:	- Ms.Riya Joy	Mob. 9746387581
CCI Member:	- Mr.Thomas Mathew	Mob. 9048118461
CCI Member:	- Ms.Ancy Thomas	Mob. 8086746056
CCI Member:	- Mrs.Aleyamma Samuel	Mob. 9539641731
RIS Principal	- Mrs. Sushma Wilson	Mob. 9645185400
RTI Faculty	- Mr. Stephen William Carey	Mob. 7200944431
RGPL Principal	- Mrs. Preethy Paul	Mob: 9447968112

Email ID: cpc@rehobothindia.org.in

2. External Reporting:

- District Child Protection Unit Thrissur. 0487 23 64 445 Mob. 8281899467
- Child Welfare Committee Thrissur. 04872332294 Mob. 9961623400
- Police Dept Thrissur. 0487 2459 420 Mob. 9745769235

Internal Complaints Committee - ICC

Chairperson: Ms.Riya Joy

Mob. 9746387581

Members:

CCI - Mr.Thomas Mathew

Mob. 9048118461

CCI - Mrs.Aleyamma Samuel

Mob. 9539641731

RGLPS - Mrs.Preethy Paul

Mob: 9447968112

RIS - Mrs.Sushma Wilson

Mob. 9645185400

RTI - Mr. Stephen William Carey

Mob. 7200944431

External - Adv Anama Philip

Mob. 8089466294

Email ID: icc@rehobothindia.org.in

B. REHOBOTH - PROHIBITION OF CORPORAL PUNISHMENT POLICY

1. Introduction

Rehoboth Child Care Institution (CCI) is committed to providing a safe, nurturing, and respectful environment for children in our care. This Corporal Punishment Policy is established to strictly prohibit and prevent any form of corporal punishment, violence, or harm against children within the institution.

2. Purpose

2.1. Child Protection: The policy aims to protect the physical and emotional well-being of children by ensuring they are free from any physical or psychological harm.

2.2. Legal Compliance: This policy aligns with local and international laws and conventions that prohibit corporal punishment and violence against children.

3. Definition of Corporal Punishment

3.1. Corporal punishment refers to any form of physical or emotional harm inflicted on a child as a disciplinary measure, including but not limited to hitting, spanking, slapping, pinching, shaking, or any action that causes physical or emotional harm.

4. Prohibition of Corporal Punishment

4.1. Strict Prohibition: Corporal punishment in any form is strictly prohibited within Rehoboth CCI premises or during any CCI-related activities.

4.2. Responsibility of Staff and Volunteers: All staff members and volunteers are responsible for ensuring that children are not subjected to corporal punishment, and they are encouraged to use positive discipline and non-violent methods to manage behavior.

5. Positive Discipline and Behavior Management

5.1. Positive Discipline: Rehoboth CCI promotes positive discipline techniques that focus on respect, understanding, and teaching children appropriate behavior.

5.2. Training and Awareness: Staff members and volunteers will be provided with training and resources on positive discipline and effective behavior management.

6. Reporting and Response

6.1. Reporting Mechanism: Any suspected or observed incident of corporal punishment must be reported promptly to the designated child protection authority (ICC)

6.2. Investigation: Allegations of corporal punishment will be thoroughly investigated, and appropriate actions will be taken in line with institutional policies and local laws.

6.3. Support for Children: Children who have experienced corporal punishment will be provided with appropriate support and counseling as necessary.

7. Review and Amendments

This Corporal Punishment Policy will be reviewed periodically to ensure its effectiveness and alignment with the institution's goals and evolving needs. Amendments may be made as necessary.

8. Communication and Training

This policy will be communicated to all staff members, volunteers, children, and relevant stakeholders, ensuring their understanding and commitment to maintaining a corporal punishment-free environment within the institution.

C. REHOBOTH - ANTI-DRUG POLICY

1. Introduction

Rehoboth Child Care Institution (CCI) is committed to providing a safe and supportive environment for the well-being and development of the children in our care. This Anti-Drug Policy is established to prevent and address drug use and its associated risks within our institution.

2. Principles

2.1. Zero Tolerance: Rehoboth CCI maintains a zero-tolerance policy toward the possession, use, distribution, or sale of illegal drugs or controlled substances within our premises.

2.2. Child Safety: The safety and well-being of children are paramount. The presence of recreational drugs in the institution poses serious risks to their physical and emotional health.

2.3. Prevention and Education: We are committed to proactive prevention and education efforts to discourage recreational drug use among children and to provide support for those who may be at risk.

3. Prohibited Substances

3.1. Illegal Drugs: The use, possession, distribution, or sale of illegal drugs or substances, including but not limited to narcotics, hallucinogens, or stimulants, is strictly prohibited.

3.2. Misuse of Prescription Medication: The misuse or unauthorized use of prescription medication is also prohibited.

4. Prevention and Education

4.1. Awareness Programs: We will conduct regular awareness programs and educational sessions for children, staff, and volunteers about the risks of drug use, including the physical and legal consequences.

4.2. Counseling and Support: Children at risk or affected by drug use will receive counseling and support services to address the underlying causes and promote healthy choices.

5. Reporting and Intervention

5.1. Reporting Procedures: Any suspicion or evidence of drug use, possession, or distribution within the institution should be reported immediately to the designated authority.

5.2. Intervention: Rehoboth CCI will take immediate action, which may include involving appropriate authorities, to address and resolve instances of drug-related issues within the institution.

6. Searches and Inspections

To ensure the safety and drug-free status of the institution, Rehoboth CCI reserves the right to conduct searches and inspections of personal belongings, rooms, or common areas, with the cooperation of relevant authorities.

7. Confidentiality and Privacy

All reports and investigations related to drug use will be handled with the utmost confidentiality by ICC and sensitivity, while maintaining the safety of all residents and staff.

8. Rehabilitation and Support

Children found using recreational drugs will be provided with opportunities for rehabilitation, counseling, and support to help them overcome their addiction and make positive life choices.

9. Legal Compliance

Rehoboth CCI will adhere to all applicable local, state, and national laws and regulations regarding recreational drug use and substance abuse.

10. Policy Review and Amendments

This anti-drug policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. Amendments may be made as necessary.

11. Communication and Training

This policy will be communicated to all staff, residents, caregivers, and relevant stakeholders. Training programs will be provided to ensure its effective implementation.

D. REHOBOTH - PROHIBITING TAKING PHOTOS AND VIDEOS WITHOUT CONSENT

1. Introduction

Rehoboth Child Care Institution (CCI) recognizes the paramount importance of safeguarding the privacy, dignity, and safety of the children entrusted to our care. This policy establishes clear guidelines prohibiting the taking of photos and videos within the institution.

2. Purpose

2.1. Child Welfare: This policy is designed to **protect the identity**, welfare, emotional well-being, and privacy of the children in our care, so that their whereabouts will not be divulged to others.

2.2. Safety and Security: Prohibiting the taking of photos and videos helps maintain a secure environment for children and ensures that their images are not misused.

3. Prohibition of Photos and Videos

3.1. General Prohibition: Taking photos and videos within Rehoboth CCI premises is strictly prohibited, except in cases where express written consent has been obtained for specific authorized purposes (e.g., official documentation, educational projects).

3.2. Exceptions: Exceptions to this prohibition may be made only with the approval of the CCI management for documented, legitimate, and lawful reasons, and in strict adherence to applicable child protection laws and regulations.

4. Authorized Personnel

4.1. Designated Personnel: Only authorized staff members or volunteers who have received specific training and approval may take photos or videos for authorized purposes.

4.2. Supervision: Any authorized personnel taking photos or videos will do so under supervision and with a clear understanding of this policy.

5. Enforcement

5.1. Monitoring: Rehoboth CCI will actively monitor and enforce this policy, taking appropriate measures to prevent unauthorized photography or videography.

5.2. Consequences: Violations of this policy will result in disciplinary action, which may include termination of volunteer status, suspension, or legal action, as appropriate.

6. Communication

This policy will be communicated to all staff members, volunteers, children, parents or guardians, and relevant stakeholders, emphasizing the importance of safeguarding children's rights and privacy by adhering to the prohibition on taking photos and videos within Rehoboth CCI.

7. Review and Amendments

This Policy Prohibiting Taking Photos and Videos will be reviewed periodically to ensure its effectiveness and alignment with the institution's goals, children's rights, and evolving legal requirements. Amendments may be made as necessary.

E. REHOBOTH - SUGGESTION AND COMPLAINT BOX POLICY

1. Introduction

Rehoboth Child Care Institution (CCI) is committed to providing a safe, nurturing, and transparent environment for children, staff members, volunteers, and stakeholders. The Suggestion and Complaint Box Policy is established to facilitate open communication, encourage feedback, and address concerns and suggestions in a confidential and effective manner.

2. Purpose

2.1. Feedback Mechanism: The policy aims to provide an accessible and confidential mechanism for individuals to submit suggestions, feedback, and complaints related to Rehoboth CCI's operations and services.

2.2. Continuous Improvement: Suggestions and complaints will be used as valuable inputs to improve the institution's programs, policies, and practices.

3. Suggestion and Complaint Boxes

3.1. Location: Suggestion and complaint boxes will be strategically placed within the institution's premises to ensure easy access while maintaining confidentiality.

3.2. Access: The boxes will be accessible to staff members, volunteers, children, and stakeholders.

4. Submission of Suggestions and Complaints

4.1. Confidentiality: Individuals may submit their suggestions or complaints anonymously if they wish. All submissions will be treated with utmost confidentiality.

4.2. Form and Format: Submissions may be made in written or electronic format, depending on the preference of the individual.

5. Receipt and Handling

5.1. Designated Officer: A designated officer of ICC will be responsible for collecting and handling suggestions and complaints.

5.2. Acknowledgment: Each submission will be acknowledged promptly, providing assurance that the matter is being reviewed.

5.3. Classification: Suggestions and complaints will be categorized based on their nature and urgency to ensure appropriate handling.

6. Investigation and Resolution

6.1. Investigation: Complaints will be thoroughly investigated by the committee to gather all relevant information.

6.2. Resolution: Upon investigation, appropriate actions will be taken to address the concerns or implement valuable suggestions. A response will be provided to the individual who submitted the complaint or suggestion.

7. Feedback and Follow-Up

7.1. Feedback: Feedback and follow-up will be provided to the individual who submitted the complaint or suggestion, outlining the actions taken or planned.

7.2. Continuous Improvement: Feedback from the complaint and suggestion process will be used to enhance the institution's operations, policies, and services.

8. Non-Retaliation

Rehoboth CCI strictly prohibits any form of retaliation against individuals who submit suggestions, feedback, or complaints in good faith.

9. Review and Evaluation

This Suggestion and Complaint Box Policy will be reviewed periodically to ensure its effectiveness and alignment with the institution's goals and evolving needs. Amendments may be made as necessary.

10. Communication

This policy will be communicated to all staff members, volunteers, children, and stakeholders, ensuring their understanding and engagement in providing valuable feedback and suggestions.

F. REHOBOTH EQUALITY POLICY

1. Introduction.

Rehoboth is committed to fostering an inclusive and equitable environment where all children, staff, students, volunteers, parents, guardians and visitors are treated with respect and dignity. We recognize that every individual is unique and should be valued for their differences. This Equality Policy reflects our commitment to promoting equality, diversity, and inclusion within our institution.

2. Principles

2.1. Non-Discrimination: We will not discriminate against any individual or group on the basis of age, race, color, ethnicity, nationality, religion, gender, sexual orientation, gender identity, disability, socioeconomic status, or any other protected characteristic.

2.2. Equal Opportunities: We will provide equal opportunities for children, staff, visitors and volunteers to access our programs, services, and facilities, ensuring that all individuals can participate fully.

2.3. Inclusion: We will strive to create an inclusive environment where everyone feels a sense of belonging, regardless of their background or identity.

3. Responsibilities

3.1. Management Commitment: The management of Rehoboth CCI is committed to upholding this Equality Policy, promoting diversity, and ensuring compliance with relevant laws and regulations.

Rehoboth Child Protection Policy

3.2. Staff and Volunteers: All staff and volunteers are responsible for adhering to this policy, treating everyone with respect and promoting equality and inclusion in their interactions.

4. Implementation

4.1. Child Care and Services: We will offer child care and support services without discrimination, ensuring that all children have equal access and receive equitable care and attention.

4.2. Training: We will provide training and education to staff and volunteers to promote awareness of diversity and inclusion and to equip them with the tools to prevent discrimination and promote equality.

4.3. Complaints and Grievances: We will establish clear procedures for reporting and addressing complaints related to discrimination, harassment, or unequal treatment. (Refer Complaints Policy, if under 18yrs CPC, if over 18yrs ICC).

5. Accessibility

We will strive to make our physical facilities, information, and communication accessible to all individuals, including those with disabilities, ensuring they can fully participate in our programs and services.

6. Monitoring and Review

We will regularly review and assess our policies, practices, and procedures to ensure they align with our commitment to equality and diversity. Feedback from children, staff, volunteers, and visitors will be sought and considered for continuous improvement.

7. Legal Compliance

We will comply with all applicable local, state, and national laws and regulations regarding equality, diversity, and inclusion.

8. Communication

We will communicate this Equality Policy to all stakeholders, making it accessible and visible within our institution.

9. Reporting

Any instances of discrimination, harassment, or breaches of this policy should be reported promptly to the designated authority (Refer ICC for over 18 yrs and CPC for under 18 yrs) , and appropriate action will be taken to address and resolve the issue.

10. Review and Amendment

This policy will be reviewed regularly to ensure its continued relevance and effectiveness in promoting equality and diversity at Rehoboth CCI and the whole of Rehoboth. Amendments may be made as necessary.

ABBREVIATION

Rehoboth Child Care Institute	- RCCI
Rehoboth Theological Institute	- RTI
Rehoboth International School	- RIS
Rehoboth Girls Lower Primary School	- RGLPS
Rehoboth Aftercare	- RAC
Police Clearance Certificate	- PCC
Child Protection Policy	- CPP
Child Protection Committee	- CPC
Internal Complaint Committee	- ICC

Pledge of Commitment

This pledge shall be made by all individuals inside the RGOT campus including Rehoboth CCI, Rehoboth Theological Institute (RTI), Rehoboth International School (RIS), Rehoboth Girls Lower Primary School(RGLPS), Rehoboth Aftercare(RAC), seminary faculty, school teachers, non-teaching staff, students, security guards, casual workers, office staff, parents staying inside campus, volunteers and caregivers.

I have read and understood RGOT's Statement of Commitment to Child Protection, including the Code of Conduct and its Policy. I acknowledge that this Commitment states RGOT's expectations of me in my service or association with this institution. With my signature, I agree to abide by this Commitment.

NAME:.....

SIGNATURE.....

EMPLOYEE CODE OR STUDENT CODE

PROJECT : CCI / RAC / RTI / RIS / RGLPS (tick on the respective project)

JOB TITLE/POSITION:

DATE:

RGOT original

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PROJECT : CCI / RAC / RTI / RIS / RGLPS (tick on the respective project)

JOB TITLE/POSITION:

DATE:

Project Office copy

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JOB TITLE/POSITION:

DATE:

Person's copy