



# PADALA CHARITABLE TRUST

# CHILD PROTECTION POLICY

Date of Policy Approved By the  
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**Registered Address:** 1-344, RAJIV NAGAR 2, RAYUDUPALEM, KAKINADA – 533005, AP

**Administrative Office:** 7-249, AVANTHI NAGAR NEAR APSP, THIMMAPURAM, KAKINADA, AP

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- |                                  |  |
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## PART – I

### 1. About PADALA CHARITABLE TRUST

Padala Charitable Trust (PCT) is a non-governmental organization established in 2002, with a mission to transform the lives of students in government schools across rural and remote villages in Andhra Pradesh and Telangana. Founded by Surya Prasad Padala, an alumnus of IIT Kharagpur and former US-based software consultant, PCT started with a vision to give back to society, inspired by the financial support he received from friends, teachers, and non-profits for his education. Initially focusing on providing scholarships to bright yet underprivileged students, PCT expanded its initiatives over time, recognizing deeper issues within the education system. This led to the inception of various programs aimed at empowering students both academically and personally.

Our primary focus lies in partnering with government schools. We have carefully designed two types of programs to address the diverse needs of the students coming from underprivileged backgrounds. The first category includes Individual Empowerment Programs, which provide financial assistance, material support, personalized guidance, and mentoring to underprivileged students, ensuring access to school education and higher education. The second category comprises Large Scale, classroom-based Awareness Programs. These initiatives aim to address broader student audiences, especially from government schools, by identifying and raising awareness about key issues such as reproductive health, menstruation, child marriages, life skills education, career counselling, and child sexual abuse. In our Classroom-based Awareness Workshops, we employ carefully crafted presentations, informative videos, impactful storytelling, and interactive hands-on activities. By utilizing these diverse methods, we create an environment conducive to empathetic teaching and open dialogue, allowing us to address critical issues and ignite essential conversations among students.



In line with these initiatives, PCT has been recognized as a "Great Place to Work" for two consecutive years 2023-24 & 2024-25, attesting to our exemplary workplace culture. Additionally, we have received the prestigious Guide Star Transparency Key International Award, underscoring our transparency and accountability. For the past many years, PCT has the government approvals to receive foreign funds (FCRA) and corporate social responsibility (CSR) contributions.

We express sincere gratitude to our generous donors and sponsors whose financial support is the backbone of all our programs, enabling us to make a significant impact in the lives of students in government schools. We also extend heartfelt thanks to our programs' donors and the government for their unwavering encouragement and collaboration. Together, we are making a difference. Our impact is our legacy. **ABOUT THE POLICY** The Child Protection Policy (CPP) is to protect children from any form of danger and provide them to experience a healthy childhood. In India, a child is defined as anyone under the age of 18 years. Protection also means reducing their vulnerability to any form of danger and ensuring that every child has a safety net that protects and rescues them from harmful circumstances. Every child has a right child receives protection required for the level of their vulnerability. The Right to Protection is essential for children and failing to provide that will negatively affect the rest of the child rights. Protecting a child is every citizen's responsibility according to the Constitution of India. The Constitution of India guarantees equal rights to children as citizens and equality before the law. This policy is a tool that protects both children and employees of PCT by clearly defining what action is required to take in order to keep children safe, and ensuring consistency of behaviour so that all the employees follow the same process.

## PURPOSE OF THE POLICY

Oftentimes, child rights are ignored, and children are not respected genuinely. However, at PCT, we believe that every child must be respected and treated with appropriate behaviour. Our organisation established this policy to give assurance to children and their parents or guardians that children's safety is given the highest priority in our organisation.

The purpose of a CPP is to ensure the protection of all children from harm, abuse, and exploitation while participating in our activities. The policy is built in a way to avoid any sort of discrimination when enforcing it. The policy provides Code of Conduct guidelines to both children and employees which are to be strictly followed to ensure the safety and security of children. This child protection policy also demonstrates our organization's commitment to children and their personal safety.

**Aims** To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.

- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

The policy provides clear guidelines for identifying and responding to abuse, including staff training and supervision protocols. By raising awareness, fostering accountability, and supporting victims, it builds trust and ensures continuous improvement in child protection measures.

## **CHILD PROTECTION COMMITTEE**

A Child Protection Committee will be established and maintained at PCT which will include at least 5 members – 2 members who are employees of PCT and 1 external member. The purpose of the committee is to assist in decision-making while considering all aspects of the situation and without bias.

### **Child Protection Representative**

The PADALA CHARITABLE TRUST CPP has appointed a child protection representative, whose name is displayed within the minutes dated/name and contact details to be given or on the notice board in the front lobby area. If any worker has any child safety concerns, they should discuss them with him/her.

#### **He/she will take on the following responsibilities:**

- Ensuring that the policy is being put into practice.
- Being the first point of contact for child protection issues.
- Keeping a record of any concerns expressed about child protection issues.
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate.
- Ensuring that paid staff and volunteers are given appropriate supervision.
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

### **Child Protection Committee (CPC)**

PADALA CHARITABLE TRUST Child Protection Committee will have a minimum of 4 members

- 1.K. Srinivas – Director, Administration – Chairperson
- 2.V. Varalakshmi – Programme Manager – Member
- 3.Ch. Nagalakshmi – Parent – Member (Parent of Vaaradhi Student-Gollaprolu)
- 4.M. Ramya – PCT Beneficiary – Member (Unnathi Scholar-B. Tech-Chandrampalem)
- 5.Ch. SDGV Lakshmi - PCT Beneficiary - Member(Vaaradhi Student 9<sup>th</sup> , ZPHS Gollaprolu)

## **Roles and Responsibilities of CPC**

- Meet at least three times annually.
- Appoint one member as Chair.
- Handle complaints, facilitate communication with the victim, conduct investigations into reported incidents, and recommend appropriate actions.
- Address reported issues within the specified timeframe.
- Continuously enhance the organization's child protection policy and practices.
- Raise awareness among PADALA CHARITABLE TRUST staff, consultants, interns, external stakeholders, board members, advisory committee members, partners, and visitors.
- Maintain minutes of committee meetings in a designated Minutes Book, documenting all meeting agendas and discussions.
- Ensure confidentiality of relevant documents.
- Advocate externally for the improvement of child protection.
- If a committee member, including external resources, misses three consecutive meetings, recommend their replacement to management.
- Formation of the Child Protection Committee (CPC) with a minimum of four members.
- If absence persists, the chairman will inquire about their interest in the position. If no response, recommend their removal to management.

## **Steps to be followed by the committee during any child abuse Incident**

- One of the nominated Committee members to acknowledge receipt of formal complaint by the Partner/Child/Fellow staff/Victim.
- Ensure the safety of the victim from future risk.
- Respond to the complaint within 8 hours with further notice. Validate the complaint, if the nature of complaint requires an enquiry and if so, summon both parties separately within 24 hours.
- If the preliminary enquiry proves the faultiness of the PADALA CHARITABLE TRUST representative, recommend for suspension until the enquiry ends.

- Provide enough time for both parties to explain from their end. Seek for evidence and ensure fairness without any bias.
- Close the full enquiry process within the maximum limit of 30 days and recommend the next steps to the management based on the findings of the enquiry Committee to treat each incident seriously and recommend further steps to curb repetition of such incidents in the organisation.
- Seek assistance from external Experts, Police Department (wherever required) for probing of cases that require serious investigation, legal interventions.
- Any unfortunate incident happening within the purview of this policy will be dealt sensibly with utmost care protecting the rights and dignity of the abused child.
- Committee shall also protect all the individual details or incidents from the outside world. Any information collected or heard will be only used for the purpose of enquiry only.

### **Tenure of CP Committee and Chairman/ Chairperson**

- The Chairmanship will be for a one-year term.
- The Chair can be re-elected after a one-year gap.
- All committee members will rotate annually for the role of Chair, except for the HR representative.
- The committee will have a tenure of three years from its inception, renewable with either the re-election of existing members or induction of new members.
- A one-month notice period is required if a committee member decides to resign. In case of resignation, the Chair has the authority to replace them with a suitable new member within 30 days.
- If any incident is reported against a committee member, the same grievance management rules will apply to them.

If any incident is reported against the committee chairman, the PADALA CHARITABLE TRUST board will intervene to take appropriate actions or decisions. Compliant Email Id: - **cpp@pct-india.org**



## **SCOPE OF THE POLICY**

The policy is applicable to –

- Every employee of PCT
- Every child that visits PCT or is supported by PCT

## **LIMITATIONS OF THE POLICY**

Although the policy was prepared with much care and effort to include every aspect to ensure the safety and protection of children, it is crucial to understand that some situations might require further guidelines or strategies. The policy will be updated as needed to include further aspects as we encounter them.

## PART – II

### EMPLOYEES' CODE OF CONDUCT

This section gives a list of guidelines to be followed by the employees of the PCT while interacting with children.

- Employees must always wear their PCT identity cards around children and they must be visible
- Employees must follow their work dress code
- Employees must present themselves respectfully and sit in a proper manner
- Employees must speak in a decent and appropriate manner with the children Employees must not speak with a demeaning tone with the children
- Employees must respect the children just as one would respect any adult and verbal abuse is strictly prohibited
- Employees must never is late a child for any purpose and touch them inappropriately
- Employees must never touch the children for any purpose
- If a child seems distressed, employees must notify the person in charge and talk with the child calmly
- If a child requires first aid, employees must make sure that some other person is also present while performing first aid

### CHILDREN'S CODE OF CONDUCT

This section gives a list of guidelines to be followed by the children during their visit to PCT or at an event organised by PCT.

- Children must treat all the employees with respect
- Children must wear decent clothes appropriate for a public event
- Children must not use vulgar language with the employees or fellow children
- Children must maintain discipline at all times
- Children must maintain proper hygiene on all premises of the building
- Children must report any unsafe or inappropriate behaviours by other children or employees

## INFRASTRUCTURE

The following section contains items that need to be present in the building where the PCT event is planned to happen.

- The building must have safe certification from the local authorities
- Preventive measures must be put in place in case of any kind of calamity such as fire or flood
- A fully equipped first-aid kit must be maintained at the PCT office and other locations where PCT event takes place
- At least one person trained in first-aid assistance must be present at the PCT event
- Separate toilets for girls and boys must be present. Water supply should be present in all toilets and handwashing stations
- Proper hygiene must be maintained in all areas of the building
- The building premises must be locked or guarded to ensure that no child goes missing.

## TRANSPORT SAFETY

As PCT organises transport for children, the following measures must be taken to provide safety to the children during transportation.

- The driver of the vehicle must be a trusted person by PCT
- If the driver is someone new, one of the PCT employees must accompany the new driver
- One of the parents must be present and arrange the transport and only then can the transportation begin
- One of the parents must accompany the children during transportation if any of the PCT employees are unable to do so
- The driver must have all the required documents to drive a public transport vehicle
- The driver must follow all the traffic rules without fail
- The vehicle must be legally registered and have insurance
- The vehicle must be in good condition. 4-wheeled vehicles such as vans are preferred over 3-wheeled vehicles such as an auto
- Children must maintain discipline and must not distract the driver while driving

## CONFIDENTIALITY PRINCIPLE

It is necessary to follow the below confidentiality principles to maintain the safety of the children and the organisation.

- Every child's personal information must be saved in a file which is password-protected
- When taking pictures, try to take them from the back and exclude the faces of the children/participants as much as possible
- Get consent from the children and their parents/guardians before posting pictures with faces on social media or blur their faces.
- While posting feedback videos and success stories, get consent from the individual if they are over 18 years of age and from their parents/guardians if they are under 18 years of age
- PCT employees must maintain the confidentiality principle strictly with all children's personal information
- When a child shares some private information, evaluate if the situation needs to be addressed
- If it needs to be addressed, get the child's consent and provide appropriate help

### **In case of abuse,**

- Employees must not share any of the child's information with anyone unless it is necessary to do so
- Take the child's permission before sharing their information with other employees
- Never post any of the child's pictures in any document while reporting the abuse case to authorities

## STANDARD OPERATING PROCEDURE FOR REPORTING

Reporting includes cases related to abuse of any kind: Physical, Emotional, Social, and Sexual. Each case might require different steps of action; however, the following steps must be followed as preliminary steps for every abuse case

- Whenever an abuse case comes to light, do not panic and follow the procedure calmly
- Listen patiently to the child and only ask questions that provide a better understanding of the details
- Do not blame the child for the abuse and tell them that “It is not your fault”
- Ask the child if you can take help from their support system
- Do not make false promises, instead promise the child that you will help them
- Explain the importance of reporting the case to the authorities
- Discuss the case only with child protection committee of the organisation and if needed, take guidance from partner organisations.
- Report to appropriate authorities (such as School/College Management, District Administration, Commissioner of School Education, and Secretary/Principal Secretary as needed) upon discussing the case with the child protection committee
- Stay up to date on the details of the progression of the case
- If the abuse is happening at the child’s home and the child does not want to go home, contact CWC (Child Welfare Committee) immediately for proper guidance on the situation
- Do not take the child home with you in the case where the child does not want to go home
- Provide appropriate counselling support to the child

## COUNSELLING CHILDREN

Children's counselling is very different from adult's counselling. Certain behaviour patterns must be followed to gain the trust of the children. Here are some guidelines to remember while counselling children –

- Children usually have trouble opening up and do not respond well to the interview method. The better way is to build their trust first by explaining how you are going to help them.
- Impart hope and confidence by telling them stories and examples.
- Establish a confidentiality agreement that the counsellor must strictly follow.
- Build the necessary life skills (such as communication and self-care) in the children, so that they can keep themselves safe.
- Teach the children to cope with their emotions.
- Keep the child's support system in the loop.
- Advice seeking professional counsellor's help.
- For those children who behave inappropriately,
  - a. Teach them the importance of respect and empathy.
  - b. Explain the consequences of inappropriate or risky behaviours.
  - c. Learn their strengths and encourage them to pursue purposeful activities or hobbies.

## **NOTIFYING PARENTS / GUARDIANS**

Parents react differently when they find out something they do not know about their children. So, it is important to maintain a gentle and respectful tone while notifying them. This section provides guidelines to follow while notifying a parent regarding a problem or abuse that their child is facing.

- Request a private meeting with the parents.
- Help them realize that their child is facing a problem or abuse.
- Help them understand their child's needs.
- Discuss the best approach to take to solve the child's problem.
- Provide the resources that guide them rightly to protect their child.
- Educate them on the law and explain the importance of reporting an abuse case.
- Help them as they try to empower their child.

Important Note: Parents or guardians will only be notified based on the circumstances and this procedure is not considered mandatory.

## **CHILD SAFETY CHECKLIST**

This section provides a list of provisions to ensure child safety. This is a precautionary measure that needs to be fulfilled before meeting with a child or a group of children.

- The employees of PCT must be completely trained on the code of conduct guidelines
- All PCT employees must wear their I.D. card visibly
- Children must be given a small briefing before the event on their code of conduct during their time at PCT
- Infrastructure items must be examined and marked as in good condition
- Transport safety guidelines are to be followed as listed in the policy

- The employees of PCT must understand the confidentiality principle and agree to abide by it in all circumstances
- While reporting an abuse case, ensure to follow the preliminary steps provided in this policy in the section of “Standard Operating Procedure for Reporting”
- Learn the important guidelines provided for counselling children and follow them while counselling children
- Learn the guidelines provided for notifying parents and follow them as needed
- Volunteers and new recruits must be trained on this policy during their first week
- Finally, all PCT current and new employees and volunteers must completely understand this policy and submit to all the guidelines provided

## CONTACT INFORMATION

Padala Charitable Trust Dr. No 7-249, Avanthi Nagar,  
Near APSP Thimmapuram Kakinada – 533005,  
Kakinada District, AP Email: [cpp@pct-india.org](mailto:cpp@pct-india.org)  
Contact: **7331126044**

## CONCLUSION

**PADALA CHARITABLE TRUST** is dedicated to fostering a safe and nurturing environment for children through the implementation of its Child Protection Policy. To achieve this goal, the organization will establish a committee tasked with operationalizing the policy's guidelines and procedures. **PADALA CHARITABLE TRUST** is committed to upholding the principles of the Child Protection Policy, which include practicing unconditional acceptance of every child, advocating for their rights, ensuring their best interests are prioritized without conditions, and supporting a child protection ethos that empowers all stakeholders involved. By steadfastly adhering to these commitments, **PADALA CHARITABLE TRUST** strives to create a protective and supportive environment where every child can thrive and flourish.

This policy was adopted by the **PADALA CHARITABLE TRUST** CPP on 31.08.2024

Signed on behalf of the Management Committee by:

Signature:

Name in Capitals - **MAJJI SATYA PRAKASH**

Reviewed by the Management Committee on 31.08.2024

Revised by the Management Committee on 07.07..2025

## REVIEW AND RECERTIFICATION

The Policy should be reviewed before the time of the next certification. This Policy is scheduled for recertification on or before **07/06/2026** unless there is a need for change before the scheduled time.

## GLOSSARY

PCT employees or members – This includes the following people, board of trustees, full-time employees, part-time employees, interns, volunteers, contractors, and hired drivers.

Partner Organisations – Nirman, ChildLine, Arpan, and Inaayat.

Child – Any person under 18 years of age.

POCSO Act – The POCSO Act is the abbreviation for Protection of Children from Sexual Offenses which was amended in 2012. It is a gender-neutral law. It protects the child at all stages of the judicial process and gives high importance to the best interest of the child. If medical care is required for the child, it is provided free of cost. Under this act, the accused person is considered guilty until there is enough evidence to prove that the accused person is innocent.

**POCSO Act categorizes CSA into 3 categories –**

- **Sexual assault** – Touching the private body parts of a child with sexual intent is sexual assault.
- **Sexual harassment** – Exposing a child to private body parts, showing pornography, threatening the child, etc. are considered sexual harassment. (Non-contact)
- **Using a child for pornography** - Using a child in media for sexual programmes such as pornography and exposing the child's private body parts in videos or images.

**CWC (Child Welfare Committee)** – CWC investigates if the child's home environment is safe or not and if it is not safe, the child is placed in protective care of the state. If the home environment is safe, the child will not be taken away from their home.

**Physical Abuse** – When someone hurts or harms another person's body. Examples include hitting, slapping, punching, beating, etc.

**Emotional Abuse** – When someone hurts or harms another person with their words or verbally. Examples include threatening, insulting, manipulating, etc.

**Social Abuse** – When someone hurts or harms another person's relationships by monitoring, controlling, and disrupting their every activity.

**Sexual Abuse** – When someone hurts or harms another person's body or mind forcefully or without consent. Children do not have the right to consent, so even if children are wilfully involved in a sexual activity, it is considered sexual abuse. Examples include touching or kissing in the genital area, chest, or buttocks, and showing inappropriate images or videos.

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- NCPCR's Manual on Child Safety and Security in schools [https://ncpcr.gov.in/uploads/165650391762bc3e6d27f93\\_manual-on-safety-and-security-of-children-in-schools-sep-2021.pdf](https://ncpcr.gov.in/uploads/165650391762bc3e6d27f93_manual-on-safety-and-security-of-children-in-schools-sep-2021.pdf)

### Policy Revision History

S. No	Description	Changes	Date
1.	V 1	<ul style="list-style-type: none"> <li>• Initial Release</li> </ul>	08/09/2024
2.	V 2	<ul style="list-style-type: none"> <li>• Organization Logo Updated;</li> <li>• One Committee Member Replaced</li> </ul>	07/07/2025