

## **CHILD PROTECTION & SAFEGUARDING POLICY**

### **Society for Poor People Development (SPPD)**

-1/76-A, Thuraiyur Main Road, Soriyampatti, M.Pudhupatti Post, Musiri Taluk, Trichy District - 621211, Tamil Nadu, India.

#### **1. Policy Information**

- **Policy Title:** Child Protection & Safeguarding Policy
- **Policy Owner:** Secretary, SPPD
- **Approved By:** SPPD Board of Members
- **Original Approval Date:** 17 June 2017
- **Reviewed & Re-Approved:** 10 January 2026
- **Next Review Due:** January 2029
- **Applicable To:** All SPPD Offices, Evening Study Centres, Community Centres, Branch Offices, Out reach Locations.
- **Languages Available:** English & Tamil

#### **2. Purpose and Commitment**

Society for Poor People Development (SPPD) is a child-centred community development organization committed to promoting and protecting the rights of children in accordance with the United Nations Convention on the Rights of the Child (UNCRC) and applicable Indian laws, including the Protection of Children from Sexual Offences (POCSO) Act, 2012.

SPPD recognizes that all children have the right to protection from abuse, exploitation, neglect, and harmful practices. The safety, dignity, and well-being of children participating in SPPD programs are central to our mission and daily operations.

SPPD adopts a zero-tolerance approach toward any form of child abuse.

#### **3. Scope of the Policy**

This policy applies to:

- All staff (permanent, temporary, contractual)
- Board members and trustees
- Volunteers and community volunteers
- Consultants and contractors

- Partner organization representatives
- Donors, visitors, media personnel, researchers, and any individuals visiting SPPD programs

The policy applies during working hours and outside working hours when individuals represent or are associated with SPPD.

#### **4. Definitions**

**Child:** Any person below 18 years of age.

**Child Abuse:** Includes physical abuse, emotional abuse, sexual abuse, exploitation, neglect, negligent treatment, trafficking, commercial exploitation, or any act resulting in actual or potential harm to a child.

**Safeguarding:** The preventive and responsive measures undertaken by SPPD to protect children from harm and ensure their safety and well-being.

#### **5. Code of Conduct**

##### **All Staff, Volunteers, and Associates MUST:**

- Treat all children with respect, dignity, and equality.
- Ensure activities are conducted in open and visible environments.
- Obtain written consent before taking photographs or videos for official purposes.
- Immediately report any suspicion or concern regarding child abuse.
- Maintain confidentiality of child-related information.
- Dress appropriately and behave professionally.

##### **Staff and Associates MUST NOT:**

- Physically, emotionally, or sexually abuse a child.
- Use humiliating, degrading, or discriminatory language.
- Be alone with a child in isolated or closed spaces.
- Engage in inappropriate physical contact.
- Exchange gifts or personal contact details without approval.
- Share sexual content, jokes, or inappropriate materials.
- Disclose confidential child information without authorization.

## **6. Safe Recruitment and Training**

SPPD ensures:

- Background verification of staff and volunteers where feasible.
- Reference checks prior to recruitment.
- Signing of a Child Protection Declaration by all staff and volunteers.
- Mandatory safeguarding orientation during induction.
- Periodic safeguarding awareness sessions.

## **7. Reporting and Response Mechanism**

Any safeguarding concern must be reported immediately to:

1. Centre Coordinator or Project Coordinator
2. Child Protection Officer (CPO)
3. Secretary, SPPD (for serious cases)

SPPD will:

- Record concerns confidentially.
- Conduct a preliminary internal assessment.
- Take immediate steps to ensure the child's safety.
- Report cases to appropriate authorities under the POCSO Act where required.
- Provide referral support, including counselling or legal assistance if needed.

Retaliation against any individual reporting concerns in good faith is strictly prohibited.

## **8. Child Protection & Safeguarding Committee**

SPPD has established a Child Protection & Safeguarding Committee responsible for monitoring implementation and responding to safeguarding concerns.

**Committee Members:**

1. **Mrs. Chithra Athiyaman** – Chairperson (President, SPPD)
2. **Mr. J.Raju Joseph** Board – Representative (Secretary)
3. **Mrs.C.Divya** – Project Coordinator
4. **S.Sangeetha** – Female Staff Representative

5. **Mrs.Dhanalakshmi** – Community Representative
6. **Mrs. Baby Theresa Raju** – Child Protection Officer (CPO)

**Safeguarding Contact Email:** sppdreports@gmail.com

**Safeguarding Contact Phone:** +91 98651 81969

The Committee meets at least twice per year and whenever serious concerns arise.

#### **9. Awareness and Child Participation**

SPPD promotes child participation and awareness by:

- Conducting child safety awareness sessions for children.
- Sensitizing parents and community members.
- Encouraging children to speak up about concerns.

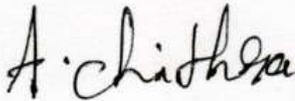
#### **10. Monitoring and Review**

This policy is reviewed once every three years or earlier if required due to legal, operational, or donor requirements.

SPPD commits to continuous improvement of safeguarding standards.

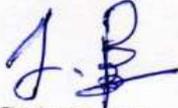
#### **Declaration**

Society for Poor People Development (SPPD) affirms its commitment to maintaining a child-safe environment and upholding the highest standards of child protection and safeguarding.



**Mrs. Chitra Athiyaman**

President, SPPD



**Raju Joseph**  
Secretary, SPPD



Date: January 2026

Place: Tamil Nadu, India

## Board Resolution

Society for Poor People Development (SPPD) Tamil Nadu, India

Board Resolution for Review and Re-Approval of child Protection & safeguarding policy (2026)

Date : 10.01.26

Venue : SPPD - community center Musiri

At a duly convened meeting of the Board of Executive committee (SPPD), the following resolution was Passed :

WHEREAS, SPPD is committed to ensuring the safety, dignity, and protection of all children participating in its programs ;

WHEREAS, SPPD originally adopted a child Protection Policy on 17 June 2017 ;

WHEREAS, the Board recognizes the importance of periodic review in alignment with international safeguarding standards, the United Nations convention on the Rights of the child (UNCRC), and the Protection of children from sexual offences (POCSO) Act, 2012 ;

NOW, THEREFORE, BE IT RESOLVED THAT :

1. The Board hereby reviews and re-approves the updated child Protection & safeguarding Policy (January 2026 version)

2. The Policy shall apply to all staff, board members, volunteers, consultants, partners, and visitors associated with SPPD
3. A child protection & safeguarding committee shall oversee the implementation and monitoring of the policy
4. The President is authorized to ensure dissemination, implementation, and compliance with the Policy across all SPPD locations
5. The Policy shall be reviewed again no later than January 2029 or earlier if required

This resolution is adopted and recorded in the minutes of the Board meeting

Chair person President signature : A. Chithra  
 Name : A. Chithra  
 secretary signature : J. B.  
 Name : Raju Joseph

Board Member signature (s) :

- |                             |                  |
|-----------------------------|------------------|
| 1 . Mrs . Chithra Athiyaman | - A. Chithra     |
| 2 . Mr J. Raju Joseph       | - J. B.          |
| 3 . Mr K. Subramaniam       | - K. Subramaniam |
| 4 . Mrs. B. Latha           | - S. Latha       |
| 5 . Mr . k . Padmanaban     | - K. Padmanaban  |
| 6 . Mrs M. Padma            | - S. Padma       |
| 7 . Mrs . M . Selvam        | - M. Selvam      |

Official seal of SPPD

