

## **CHILD PROTECTION POLICY**

Freedom Employability Academy (FEA) works in developing employability skills in adolescents and young adults. FEA is committed to protect children from harm and ensuring protection to them as per Indian laws in this regard. We are committed to our responsibility to promote safe practices for child education and protect children from harm, abuse and exploitation in any form.

We will prevent abuse of children in FEA programs and projects by our employees, mentors and associates. Stringent action will be taken against violators of this policy.

### **Definitions**

- **Child** is defined as a person below 18 years of age. Also, FEA defines a 'young adult' as anyone over the age of 18 and under the age of 25. These ages are as per official, Indian Government-approved documents such as aadhaar card or birth certificate. 'Child' referred to in this policy implies both children and young adults.
- **Child Abuse** means all types of abuse including physical abuse, sexual abuse including exploitation, ill treatment, and any other exploitation of a child.
- **Child Protection** means responsibilities and preventive measures taken by FEA to protect children. The measures taken should ensure that no Child is abused in any form who is in contact with FEA staff and associates during and after their participation in FEA activities.

### **Scope of this Policy**

The child protection policy will apply to all employees, associates and visitors of FEA. These persons must comply with the requirement of this policy and sanctions, disciplinary actions including termination may apply to them on breach of any condition of this policy.

### **Principle of this policy**

- a) Every child has equal right to protection from abuse and exploitation.
- b) Each child has fundamental right to live, survive and develop.
- c) No discrimination among child in any way. This includes discrimination on the basis of gender, nationality, religion, caste, age, economical background etc.
- d) The children should be cared and protected from harm and abuses.

### **Vision of FEA for Child Protection**

FEA will provide an environment where child feels secure for his/her growth and development and is not only respected as an individual but also protected from the risk of harm in any form.

The FEA staff will be trained with skills to handle children in their programs so that no abuse takes place by any act of FEA staff.

## Key Responsibilities of FEA Staff

- a) Always be respectful in your treatment to a child with respect to their rights and integrity.
- b) Never abuse or exploit a child by act or behavior putting a child to risk of abuse of any form.
- c) Your treatment to a child should never bring any risk of harm or exploitation of a child.
- d) Report any child abuse to HR Manager or Regional Head/Regional Manager for resolving the same without any delay.
- e) Help the child who is abused or exploited as per this policy with consultation with your seniors.
- f) Cooperate in investigation of child abuse or any allegation in this regard. Full confidentiality of this investigation, allegation and act needs to be done.
- g) The contact with a child and his family should be limited to authorized FEA activity.
  - Only zonal HO staff & above, child's own facilitator/substitute, voluntary alumni (only students allocated to them) & designated mentors may contact a child currently enrolled in FEA.
  - Only BM, DBM, zonal HO staff & above, CG, Alumni coordinator and child's own facilitator, paid alumni (only alumni allocated to them) may contact a child who was a former student of FEA.
  - Facilitators should not to contact students/alumni (who are less than 18 years of age) of other facilitators, unless written authorization from ATM & above, SSA & SSC
- h) No personal contact outside the scope of FEA activity should be made with the Child and his family in any way including but not limiting to phone calls, chatting social media usage, etc. Also, no contact should be made with the Child and his family after working hours. No contact between any FEA staff/associates and child between 10 pm and 6 am, unless there is an emergency. Any violation of this condition will be considered as the breach of this policy.
- i) Giving & receiving of gifts to any child is not allowed
- j) When taking pictures/images and generating stories about children, ensure that it is done in a respectful and honest manner that includes child's written consent.

- k) Do not disclose, or support the disclosure of, names of FEA-affiliated children or their families to third parties beyond programme activities without prior written permission from your manager.

### **Implementation and Sanctions**

The policy will be implemented under the supervision of the top management of FEA and accordingly Chief Operating Officer in consultation of Dept. Heads and HR Manager will be responsible for its implementation.

The FEA will monitor its programs and projects closely and will track its activities at all level for breaches of this policy.

Breach if any happen in FEA will be dealt severely and can result in disciplinary action including termination of service of an employee. If any associate is found breaching this policy, then all association with him will be terminated.

Further all breaches which require to be reported to legal authorities will be immediately brought to attention of such authorities for further action and investigation.