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ನಿಯಮಾವಳಿಗಳು

UDUPI DISTRICT  
CHILD RIGHTS PROTECTION PROTOCOL



**UDUPI DISTRICT  
CHILD RIGHTS PROTECTION PROTOCOL**



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**Date of Ratification: 26<sup>th</sup> December, 2018**

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**Our thanks to:**

Children, Makkala Mitras and officials of concerned departments supported and involved in the process.

**Basic Concept of the Logo:** Members of Sriram Makkala Sangha, Uppunda Gram Panchayat, Kundapura



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2016



## OBJECTIVES

Children have a right to survival and development based on the principle that every child has the right to life, that takes in account living conditions, the quality of life and the right of every child to develop to his or her maximum potential. All children also have a right to equality, universality, non-discrimination and the right to determine the course of their lives, present and future and to participate and be heard in keeping with their age and ability in all matters concerning them.

This Protocol is to ensure that all children receive the care and protection they need in workplaces, schools, public places, homes and while using public transport irrespective of the child's age, gender, ability, cast, creed, religion or language.

This Protocol will pay special attention to the concerns of working children and adolescents<sup>1</sup>; children who have been sexually, physically or mentally abused; trafficked, kidnapped or missing children and children who have been marginalised including primitive tribes such as Koraga tribes in Udupi.

## I. GOVERNING PRINCIPLES AND MINIMUM STANDARDS

*The Child Rights Protection Protocol (CRPP) is formulated and guided by certain non-negotiable fundamental principles. These governing principles as stated hereunder shall be fundamental to the application and implementation of this CRPP.*

- 1. Principle of Best Interest of the Child:** This principle mandates that the best interest of the child must be a primary consideration of all stakeholders while making any decision concerning the child. This principle in particular underpins the rights and duties of the State, as well as parents, guardians, educators and all other individuals legally responsible for child protection.
- 2. Principle of Equality, Universality and Non-discrimination:** Under this principle all children shall be given equal opportunity and treatment. There shall be no discrimination against a child on any grounds including that of gender, religion, caste, class, geographic area, disability or any other status. Based on this principle, the CRPP shall be equally applicable to all persons between the ages of zero to eighteen subject to any special provision made for the girl child or any other marginalised or particularly vulnerable section of children.
- 3. Principle of Right to Survival and Development:** Combining all rights applicable to the right to survival and development, this CRPP is based on the principle that every child has the right to life, that takes into account living conditions, the quality of life and the right of every child to develop to his or her maximum potential.
- 4. Principle of Right to Participation:** Children have the right to be heard, listened to and participate in all matters that affect them, at almost all levels of society. Based on this principle the CRPP explicitly recognises the State's obligation to create an environment for

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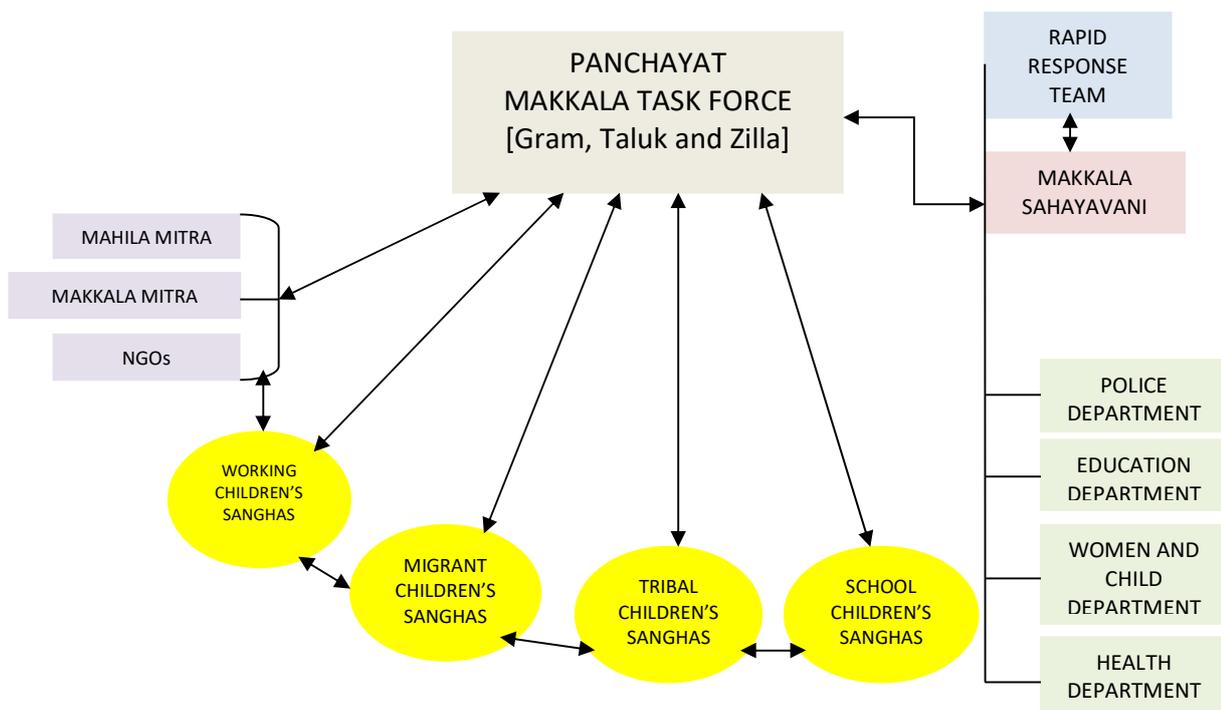
<sup>1</sup> Defined as per the the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986: "child" means a person who has not completed his fourteenth year of age or such age as may be specified in the Right of Children to Free and Compulsory Education Act, 2009, whichever is more;'. "adolescent" means a person who has completed his fourteenth year of age but has not completed his eighteenth year;'

others to be able to hear children’s views (with due regard to the age and maturity of the child) and to create spaces for communication based on mutual respect between adults and children.

5. **Principle of Dignity and Self-worth:** All children shall be treated with respect for the child’s sense of dignity and worth. The CRPP is geared towards ensuring that all verbal and non-verbal communication with children is child sensitive and respectful of the child’s self-worth.
6. **Principle of Confidentiality:** Child protection includes the child’s right to privacy and confidentiality except as prescribed by law, the right to privacy and confidentiality shall be maintained while addressing all forms of abuse. This principle mandates that the confidentiality of the identity of the child involved is strictly protected. Identity of a child includes his or her name, address, contact/telephone number, photograph, family details, school, neighbourhood, or any other details that may lead to disclosure of identity. The media as a stakeholder is particularly bound by this governing principle of confidentiality and right for the protection of the child.
7. **Conformity with the child rights provisions of constitution and Acts:** This CRPP is in accordance child rights provisions of Constitution of India, The Prohibition of Child Marriage (Karnataka Amendment) Act, 2016, Child and Adolescent Labour [Prohibition and Regulation] Act 1996 and the Schedules therein and the Amendment Rules, 2017. Children below the age of 14 years who are allowed to ‘help the family’ or work in ‘family enterprises’ provided that the child is **not** engaged in any occupation or process listed in the schedule [Part II 3. (2) (a)]. Children working as ‘artists’ as defined by the Act [Part II 3. (2) (b)]

All provisions, guidelines and rules as specified under the Rights of Persons with Disabilities Act, 2016, shall also be applicable to all children with disabilities.

## II. STRUCTURE FOR THE IMPLEMENTATION OF THE CHILD RIGHTS PROTECTION PROTOCOL



Depending on the level [Gram, Taluk or Zilla], the relationship and representation of the various groups will differ according to their level of participation and the role and responsibility they hold.

### **III. CHILD RIGHTS PROTECTION TASK FORCE**

#### **VISION:**

Children, especially those from marginalised communities, realise their rights by shaping the policies and programmes of Local Governments through their direct participation.

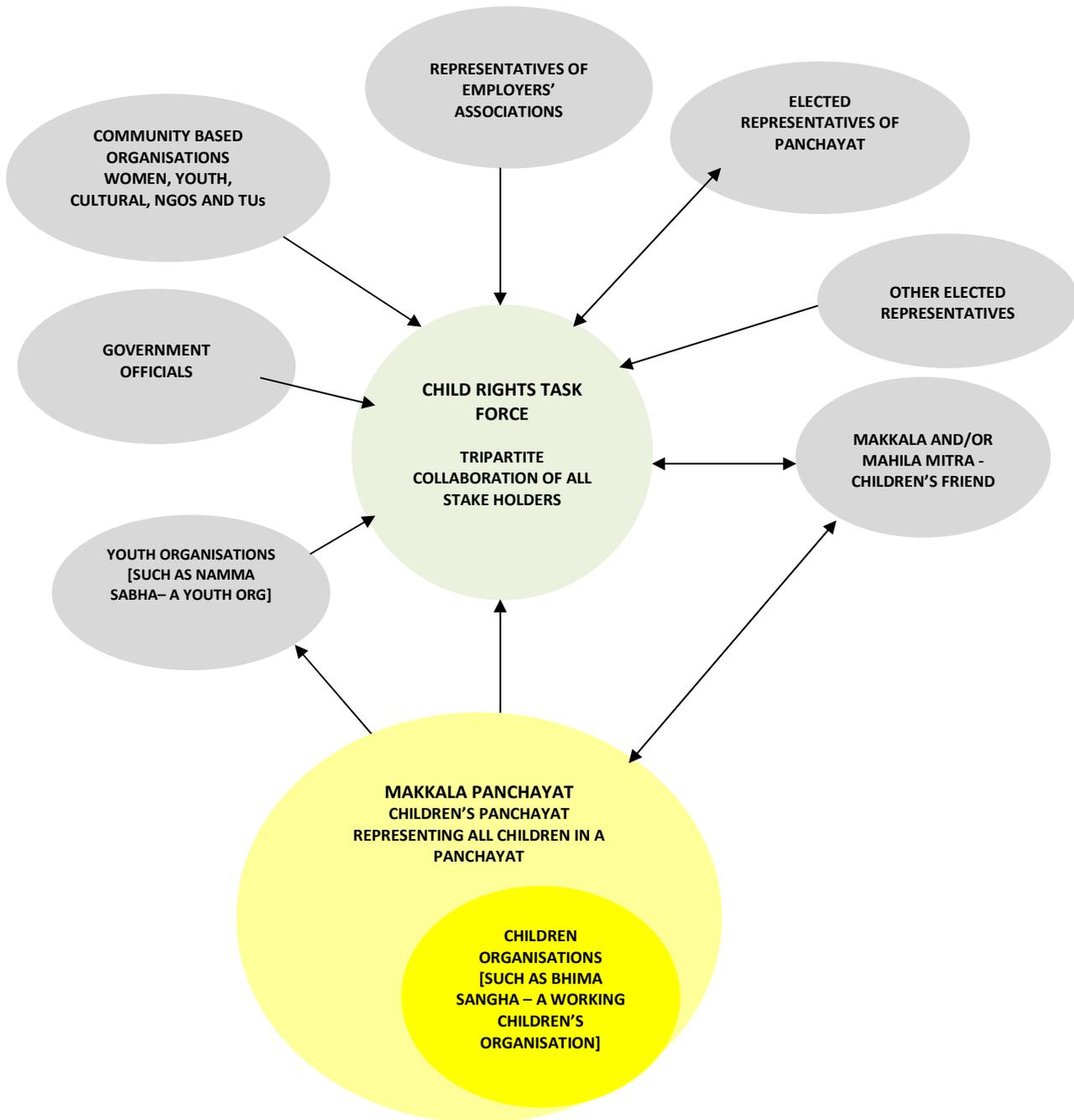
#### **MISSION:**

To enable children to interface directly with policy makers, officials and representatives of Local Government and ensure their accountability to children through a Child Rights Task Force at all tiers of Panchayat Raj.

#### **OBJECTIVES:**

1. Ensure a structure where children and adult policy makers, officials and representatives of Local Government participate on equal terms in a child safe and child sensitive environment and are accountable to one another.
2. Protect all the rights of the child as envisaged by our Constitution, The United Nations Convention on the Rights of the Child and the National Child Policy.
3. Enable the development of comprehensive and sustainable policies, programmes and solutions to children's problems and concerns that are in the best interest of the child, uphold their dignity and lead to their all round development.
4. Ensure that all initiatives take into account children's views and are child rights friendly.
5. Facilitate the convergence and collaboration of policies, programmes and departments to enable their amalgamation and integration to best serve the interests of children.
6. Ensure the timely and effective delivery of all the child related schemes available to the children.
7. Prevent all forms of child abuse including corporal punishment and domestic violence.
8. Receive, respond and report complaints of child abuse and child safety violations to the appropriate forums available under Law and ensure that they are speedily addressed.
9. Set up an easily accessible and navigable child friendly grievance redressal mechanism with rapid response procedures.
10. Design and conduct capacity building programmes for all stake holders.
11. Spread awareness on all aspects of the Child Rights Protection Protocol.
12. Recognise and reward child rights friendly institutions and establishments.
13. Monitor, evaluate and improve on policies, programmes, schemes addressing children.
14. Carry out research together with children in areas of their concern.
15. Collate best practices and disseminate the same widely.

#### IV. STRUCTURE FOR THE CHILD RIGHTS PROTECTION TASK FORCE

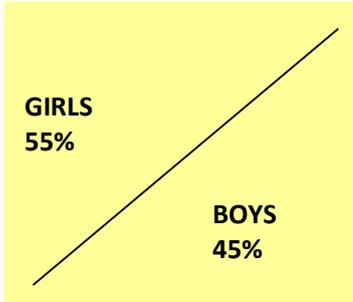


## V. COMPOSITION OF THE CHILD RIGHTS PROTECTION TASK FORCE

<b>GRAM</b>	<b>CHAIR</b> • Panchayat President			<b>MEMBER SECRETARY</b> • Panchayat development Officer	<b>MEMBERS</b> 1. Representatives of Children’s Sanghas [not less than 60% of total] 2. Elected Representatives 3. Makkala and/or Mahila Mitras 4. Representative of NGOs Working for Children Rights	<b>OTHERS</b> • Concerned Departments at Gram Panchayat Level [Based on issue]
<b>TALUK</b>	<b>CHAIR</b> • Tahashildar	<b>Honorary Chair</b> • Taluk Panchayat President	<b>WORKING CHAIR</b> • Assistant Commissioner	<b>MEMBER SECRETARY</b> • Executive Officer Taluk Panchayat	<b>MEMBERS</b> 1. Representatives of Children’s Sanghas [not less than 60% of total] 2. Elected Representatives 3. Representatives of Makkala and/or Mahila Mitras 4. Representative of NGOs Working for Children Rights	<b>OTHERS</b> • Concerned Departments at Taluk Level [Based on issue]
<b>ZILLA</b>	<b>CHAIR</b> • Deputy Commissioner	<b>Honorary Chair</b> • Zilla Panchayat President	<b>CO-CHAIR</b> • Superintendent of Police	<b>MEMBER SECRETARY</b> • Chief Executive Officer Zilla Panchayat	<b>MEMBERS</b> 1. Representatives of Children’s Sanghas [not less than 60% of total] 2. Elected Representatives 3. Representatives of Makkala and/or Mahila Mitras 4. Representative of NGOs Working for Children Rights	<b>OTHERS</b> • Concerned Departments at District Level [Based on issue]

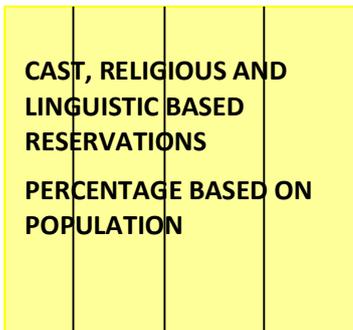
**VI. COMPOSITION OF CHILD REPRESENTATIVES IN THE TASK FORCE AND/OR RESERVATIONS IN THE MAKKALA PANCHAYAT<sup>2</sup>**

1. The first layer of reservation.



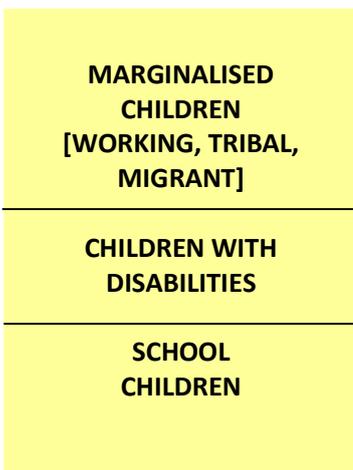
Positive discrimination for girls as girls have more problems than boys and they need to be in larger number so that their confidence will increase and they will be more vocal.

2. The second layer of reservations.



This layer of reservation is based on the actual caste, linguist and religious distribution within the Panchayat.

3. Third layer of representation.



This layer provides affirmative action in favour of children who are marginalised, such as working children and adolescents<sup>3</sup>, tribal children and children below the poverty line. The idea is that they need to be in a majority so that they will not be silenced or intimidated by more privileged children.

<sup>2</sup>The Makkala Panchayat is a children’s Panchayat set up in Karnataka jointly by Bhima Sangha and the Concerned for Working Children. They have worked out a system of reservations for each district of Karnataka in which these Panchayats have been set up.

<sup>3</sup> Defined as per the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986: “child” means a person who has not completed his fourteenth year of age or such age as may be specified in the Right of Children to Free and Compulsory Education Act, 2009, whichever is more; “adolescent” means a person who has completed his fourteenth year of age but has not completed his eighteenth year;’

## **VII. FUNCTIONS OF CHILD RIGHTS PROTECTION MECHANISMS**

### **A. FUNCTIONS OF THE CHILD RIGHTS PROTECTION TASK FORCE**

- **The Gram Panchayat Task Force shall:**

1. Ensure that a Base Line Survey is conducted and periodically updated.
2. Ensure that all statistics and records pertaining to the CRPP are properly maintained.
3. Develop strategies and action plans to tackle the problems children face and initiate preventive measures for the same.
4. Receive reports from the RRT with regard to cases responded to by them and their recommendations for follow up action.
5. Follow up on all cases handled by the RRT such as the provisions of both short term and long term rehabilitation for children who require it, in consultation with children and their guardians and as per the laws governing their rights.
6. Initiate legal action against the perpetrator as per law; initiate preventive measures to ensure non-recurrence of violations or non-compliance.
7. Monitor the short and long term compliance of the Child Rights Protection Protocol.
8. Periodically review implementation of Protocol [using audit format].
9. Provide recommendations for Child Rights Friendly Institution Certification to Zilla Panchayat.

- **The Taluk Task Force Shall:**

1. Facilitate and ensure that a Rapid Response Unit is set up and managed to serve the needs of the Taluk.
2. Ensure the compilation of Gram Panchayat Base Line Surveys and periodically update the same.
3. Periodically review the implementation of the Protocol [using the audit format].
4. Assist the Gram Panchayat Task Force with their Capacity Building needs.
5. Redress of key issues requiring Taluk Panchayat Task Force intervention.
6. Identify good practice and rewarding the same based on criteria developed at the grassroots level.
7. Develop framework for monitoring and reporting systems.
8. Provide recommendations for Child rights friendly Institution certification to Zilla Panchayat.
9. Provide supports to Gram Panchayat Task Force.
10. Set up a Rapid Response Unit at the Taluk Level.

- **The District Task Force Shall:**

1. Set- up and manage Makkala Sahayavani
2. Ensure the compilation of Taluk Panchayat Base Line Surveys and periodically update the same.
3. Periodically review implementation of the Protocol [using the audit format].
4. Assist the Taluk Task Force with their Capacity Building needs.
5. Redress key issues requiring District Task Force intervention.
6. Identify good practice and rewarding the same based on criteria developed at the grassroots level.

7. Develop framework for monitoring and reporting systems.
8. Issue Child Rights Friendly Institution Certificates.
9. Provide supports to Taluk and Gram Panchayat Task Forces.
10. Issue of ID cards to all Taluk and District Level Task Force members
11. Facilitate the setting up of a Rapid Response Team at all Taluk Levels.
12. Facilitate and ensure that a Rapid Response Unit is set up and managed to serve the needs of the District Headquarters and all Corporations and Municipalities in the District.

[A detailed **Responsibility Map of Task Force at all levels** is attached as annexure i.]

• **Meetings of Gram, Taluk and District Task Forces**

Gram	Taluk	District
1. Not less than once in 1 month before general meeting of Gram Panchayat. 2. Emergency may be called as and when necessary.	1. Not less than once in 2 months. 2. Emergency may be called as and when necessary.	1. Not less than once in 3 months. 2. Emergency may be called as and when necessary.

**B. ROLES AND RESPONSIBILITIES OF THE CHILD RIGHTS PROTECTION RAPID RESPONSE UNIT**

1. Rapid Response Teams (RRT) shall be constituted to respond to children in situations of emergency, crisis, natural disasters and civil disturbances in each Taluk by the Taluk Level Task Forces respectively and shall be monitored and supervised by them.
2. Taluk Level Task Forces shall screen and recruit the persons for the RRT as follows:
  - i. At least one member of the RRT shall be female
  - ii. A trained child counsellor also trained in the basics of first aid and disaster management protocols
  - iii. A nurse trained in First Aid and disaster management protocols
  - iv. A driver also trained in the basics of First Aid and disaster management protocols
 Note: All persons recruited for the RRT shall go through a police background check and psychological evaluation.
3. The RRT shall be equipped with:
  - i. A van equipped with First Aid and disaster management equipment (In case of emergencies, and where there is no RRT vehicle, any concerned department vehicle shall be provided on time)
  - ii. An android cell phone with camera
  - iii. A list of emergency service numbers such as the police and fire brigade
  - iv. Potable water
4. Rapid Response Teams shall ensure that children who are in situations of extreme violations and exploitation, such as bonded labour trafficking or sex work, are moved out of their present settings. This shall be done after a thorough investigation and in consultation with the children. All such efforts shall be carried out with utmost care for the well being of children, causing them the minimum of trauma and RRTs shall uphold their dignity and privacy at all times.
5. In cases where their entire family is in such exploitative situations, the entire family shall be similarly moved out to a safe location as per the law pertaining to the specific situation.

6. The RRT shall report to the concerned Task Force regarding an action taken and recommend future course of action to the Task Force. If appropriate, based on the incident that required a rapid response, the RRT may propose additional guidelines/directions for inclusion in the protocol to prevent recurrence of similar incidents.
7. The toll free Child Rights Protection Helpline, the direct contact numbers of the nodal person of the RRT and the Makkala Mitras, Mahila Mitras of that area shall be displayed in all public spaces including.
8. The RRT shall be linked to all emergency services such as the fire brigade, police, local hospitals and the Makkala Mitras, Mahila Mitras etc.
9. In case of cognisable offences the RRT will report the incident to the appropriate officials and ensure that an FIR is filed by police.

### **C. ROLES AND RESPONSIBILITIES OF CHILD RIGHTS PROTECTION MAKKALA SAHAYAVANI**

1. A 24 hours toll free Child Rights Protection Helpline shall be set up by the District Administration. Children and adults may contact this number for:
  - a. Receiving emergency support in times of crisis
  - b. Receiving information which is required by children such as the Convention on the Rights of the Child, National Child Policy, State Child Protection Policy, laws such as Protection of Children from Sexual Offences (POCSO) Act, 2012, Indian Penal Code, and Labour related Acts, state institutional support systems such as Life Insurance, Accident Insurance, educational scholarships etc.
  - c. Filing complaints related to children's rights violation
  - d. Receiving counselling support
  - e. Receiving referral support
2. District administration shall widely publicize information related to this helpline in all public spaces.

*As a guideline for this Helpline a copy of the Protocol of **Makkala Sahayavani** (Children's Helpline) that was developed earlier in partnership with children, including working children in 1997 is attached for reference. A similar guideline may be developed as a basis for the Udupi District Makkala Sahayavani (Child Helpline) with appropriate modifications that may be required. **Annexure ii.***

### **D. ROLES AND RESPONSIBILITIES OF THE LABOUR DEPARTMENT**

1. The Labour Department shall monitor the compliance of the protocol within each workspace in collaboration with of children/children's Sanghas<sup>4</sup> and with their meaningful participation.
2. With regard to non-compliance, an assessment will be made, in consultation with children/children's Sanghas on the nature of the non-compliance, its severity and its implications.
3. In the case of non compliance that can be mitigated, discussions shall be held together with the children/children's Sanghas to understand the nature of the non-compliance, its implications on children's wellbeing and the repercussion in relation to the law.

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<sup>4</sup> Children Sangha is a community based organisation of and by the constituency children.

4. If the employer commits to fulfil the compliance requirement, a deadline shall be agreed upon for the compliance to be met by the employer in the presence of children/children's Sanghas concerned.
5. On reaching the deadline the establishment will be reviewed and if the Labour officer and the children/children's Sanghas agree that the conditions have been satisfactory complied with, the matter shall be considered addressed.
6. Long term compliance will be monitored by children/children's Sanghas and the Task Force.
7. Children shall be provided legal representation by the Gram/ Nagara Panchayat Task Force for all legal or quasi legal proceedings and processes under the Juvenile Justice (Care and Protection of Children) Act 2015 (JJ Act).
8. In collaboration with the Task Force, the Labour Department shall ensure that working children and adolescents<sup>5</sup> who are moved out of extremely exploitative and violent situations shall be provided with access to both short term and long term rehabilitation, including safe work, in consultation with children and their guardians and in accordance with the law.
9. In case the non-compliance is a severe punishable legal violation, appropriate legal action shall be immediately taken against the employer.
10. The Labour Department shall ensure that information related to the Child Rights Protection Helpline is prominently displayed in all workplaces.
11. The Labour Department shall ensure that information related to rules and guidelines pertaining to working children above 14 years, Child Rights Protection Helpline, Child Rights Protection Task Force, Ambulance, Fire brigade, Police, concerned NGO's, Vocational Training Centres, Employment bureau and Child Welfare Committee are prominently displayed in all railway coaches, at railway stations, major bus stations, toll plazas, ports and port authorities, airports and other public places including shopping centres, markets, cinema halls, hotels, hospitals, Panchayat offices, resident welfare association offices, industrial areas, schools, educational institutions, court complexes, and offices of all authorities authorised under the Act.

#### **E. ROLES AND RESPONSIBILITIES OF THE DISTRICT ADMINISTRATION**

1. The District Administration shall set up Task Forces in all the Panchayats of Udupi District; it shall set up Taluk Level Forces in ALL the Taluks of Udupi and one District Level Task Force.
2. The District Administration shall appoint a nodal person at every taluk level and a chief nodal person at district level to coordinate with these Task Forces.
3. The District Administration shall set up a 24 hours toll free Child Rights Protection Helpline. The services of the helpline shall be widely publicised through multiple channels

#### **VIII. CHILD RIGHTS PROTECTION PROTOCOL FOR WORK ENVIRONMENTS**

*Survival is the right of every child and children shall be protected from life threatening situations. The right to survival implicitly implies that children have the right to livelihood that*

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<sup>5</sup> Defined as per the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986: "child" means a person who has not completed his fourteenth year of age or such age as may be specified in the Right of Children to Free and Compulsory Education Act, 2009, whichever is more; "adolescent" means a person who has completed his fourteenth year of age but has not completed his eighteenth year;

*enables a fair living standard. However, the state shall ensure that the child is safe and promotes the overall development of children given their age, ability and aspirations.*

**Development:**

1. Children shall be only allowed to work in occupations and processes [as defined by the Child Labour Amendment Act 2016] that nurtures and supports their overall development, and contributes to their mental and physical growth, and hence shall not be given work that is either monotonous or repetitive.
2. Any work that children are engaged in should assist in the development of their skills and knowledge base and should be appropriate for their age and ability enabling them to reach their fullest potential.
3. All children shall have access to an education that is appropriate and meaningful for their growth and development at times that are suitable to them and employers shall ensure that this is made possible.
4. In accordance with their age and ability, employers shall provide children adequate time and appropriate space for their rest, leisure and recreational activities that promote their wellbeing and development.
5. Employers shall ensure that the children's basic needs such as protection from the elements, access to clean drinking water, nutritious and hygienic food, clean air, separate and clean toilets for men and women, adequate light and a safe environment are provided for at the workplace.
6. Relatives/ Family members/Employers shall ensure that protection from ailments, well ventilated space, adequate light and a safe environment are provided at the place of work.
7. The employer shall ensure periodic medical checkups and also maintain medical records of all the children in her/his employ. The child shall be administered necessary vaccinations, tonics and preventive medicines as prescribed by a government doctor or registered medical practitioner.
8. Children shall be provided all information regarding laws and rights related to child labour by their employers.
9. Information related to children's rights, statutory benefits, contracts and redressal mechanisms shall be provided to working children by the Labour Department.
10. The toll free number of a 'Makkala Sahayavani'(Child helpline) shall be prominently displayed at the work place.
11. The child shall not be forced or coerced into any employment/work, nor prevented from leaving/discontinuing his/her employment/work if s/he chooses to do so. The task given to a child shall be the result of negotiation and mutual agreement between the child, the employer and the parents/guardian of the child.
12. Contributions for every child worker shall be made by the employer to the Child Workers Development Fund in accordance with the norms set by the appropriate government body.

**Protection:**

1. Employers; or in the case of 'home based' occupations, the designated relative; shall ensure that children do not work in environments that are physically and/or mentally detrimental and do not engage in any processor use or have access to tools, machinery or vehicles that are hazardous or exposed to or handle dangerous chemicals and toxic material that in any

way pose an immediate and/or long term threat to their life and physical and/or mental wellbeing and the child is not exploited for economic or personal gain.

2. In keeping with the principle of equity the employer shall ensure that there shall be no discrimination on the basis of gender, creed, gender, ethnicity, caste or language<sup>6</sup> and in terms of providing and fulfilling the conditions of employment – such as wage, facilities, safety and protection and be sensitive to discrimination and immediately intervene when it occurs between the management and children or among children.
3. The principle of ‘equal wage for equal work’ shall be applied to the remuneration that children receive for the work that they are engaged in without any discrimination based on gender or age, and that remuneration is not lower than the minimum wage prescribed by the Minimum Wage Act that is in force at the time and contributes to an adequate living standard.
4. In the case of a medical emergency or the occurrence of an accident on the way to or at the workplace; the child shall be immediately administered first aid and taken to a government doctor, registered medical practitioner, recognised hospital; based on the nature and severity of the injury/medical condition. Such occurrences shall be reported immediately to the parents/guardians of the child and the appropriate government department. All children shall be provided with medical insurance and insured for life and against accidents. If required, the Rapid Response Unit shall be summoned.
5. Employers; or in the case of ‘home based’ occupations, the designated relative; shall ensure that the child is not exposed to a dangerous, hazardous or inappropriate environment.
6. It shall be the responsibility of the employer; or in the case of ‘home based’ occupations, the designated relative; to ensure that there is no physical, mental or sexual abuse/harassment at the work place. In this regard, both preventive as well as remedial measures shall be put in place.
7. Depending on the size and nature of the establishment, the employer shall ensure that mechanisms are in place for children to report physical, mental or sexual abuse/harassment, discrimination or any other form of exploitation in confidence and the employer shall provide speedy remedy and response either in house or with the support of the Rapid Response Team.
8. If the child is in imminent danger the employer; or in the case of ‘home based’ occupations, the designated relative; shall ensure she/he is extricated speedily and her/his safety is ensured (with the assistance from the Rapid Response Team if the situation so demands it).
9. Depending on the size and nature of the establishment, the employer shall set up an Internal Complaints Committee<sup>7</sup> or accept the services of the Local Complaints Committee (LCC) to be set by the District Administration as per the Sexual Harassment of Women at Workplace Act, 2013 and the employer, parent or guardian of the child shall comply with the actions prescribed in related legislation<sup>8</sup> and provide all the required assistance to the Rapid Response Team and the Panchayat Level Task Force.

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<sup>6</sup> To comply with Constitutional guarantees and related legislations such as the Un-touchability Act, the Persons with Disabilities Act, the Schedule Caste and Schedule Tribe (Prevention of Atrocities Act), 1989.

<sup>7</sup> The District Officer will constitute an LCC in every district so as to employees in the un-organised sector or small establishments to work in an environment free of sexual harassment.

<sup>8</sup> Acts such as POCSO and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Regulation) Act, 2013

10. Employers, parents and guardians of the children shall be aware that under no circumstances should the identity of a child including his or her name, address, telephone/contact information, audio or video recording, photograph, family details, school, neighbourhood, or any other details that may lead to disclosure of identity be made available to print or electronic media or circulated through social media. The media in particular is bound by this governing principle of confidentiality and right to protection of the child's privacy and confidentiality in all situations<sup>9</sup>.
11. The phone number of the Help Line and of the Rapid Response Team shall be prominently displayed in the workplace in such a manner that children, parents and guardians of the child in addition to visitors to and customers of the establishment can clearly view it.

#### **Children's Participation:**

1. The employer shall ensure the creation of an environment at the workplace where each child is valued, treated as rights holders and his/her agency respected.
2. The employer; or in the case of 'home based' occupations, the designated relative; shall not hinder children's Right to Association and to form their own union/s and ensure that the process of identifying, assessing and addressing workplace risks; and developing policies and procedures related to the work place; shall be conducted in a child friendly participatory manner, actively engaging children in the discussions/negotiations enabling them to freely voice their concerns.
3. Children shall have the right to Legal Representation in all proceedings and redressal mechanisms arising out of any child rights violations and procedures under the JJ Act 2015.

#### **Non Compliance:**

1. The Gram/Nagara Panchayat Task Force shall monitor the implementation of the protocol in the work place with meaningful participation of children/children's unions.
2. In case the work place is found to be in adherence to the protocol, a **Child Safe Work Place** certification by the District Level Task Force shall be issued each year. This certification shall be renewed annually after a workplace review.
3. In case of minor cases of non compliance either partly or wholly, negotiations with the employer shall be carried out with the participation of children/children union to fulfil the requirements of the protocol within a stipulated time.
4. If the negotiation fails or if the employer fails to meet the stipulated deadline, the Labour Department shall make immediate provisions to provide affected child/children with safe alternative employment and initiate legal action against the employer in accordance with the applicable law
5. In case of satisfactory compliance within the stipulated deadline, attested both by the labour department and by children/children's union the matter will be considered as addressed and the work place shall be issued a safe work certification.
6. In the case when the violations are severe putting the child in hazardous conditions that cannot be mitigated, appropriate legal action shall be taken immediately against the

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<sup>9</sup> Karnataka Child Protection Policy of 2015 and the Juvenile Justice Act 2000 (and Amendment Act 2006) clearly mandates that no report or pictures can be published in any newspaper, magazine, news-sheet or visual media of any inquiry regarding a child in conflict with law or in need of care and protection or shall disclose the name, address or school or any other particulars that can lead to the identification of the child. Any person who violates this provision shall be liable to a penalty which may extend to twenty-five thousand rupees.

employer by the Labour Department in consultation with the Gram/Nagara Panchayat Task Force.

## **IX. CHILD RIGHTS PROTECTION PROTOCOL FOR STATE INSTITUTIONS AND SERVICES**

***Children are Citizens Today!*** It is therefore our duty to ensure that they feel welcome and comfortable in all spaces. As most institutions and service providers such as Primary Health Centres, hospitals, police stations and public distribution systems are designed from an adult utilitarian view, it is necessary to review these spaces and make them child and disabled friendly.

### **Ambiance:**

#### 1. Child friendly

All state institutions and services with special emphasis on those that directly interact with children shall strive to provide an environment that is welcoming, cheerful, comfortable and safe for all children including the disabled. The facilities, furniture and equipment need to be non-threatening. The official/adult dealing with children shall **not** sit behind a desk when interacting with a child or children.

#### 2. Making information accessible to children

Officials and staff members shall communicate with children in simple and clear language in a manner that is easily understandable to them. If children require translation it shall be provided to them without fail. Children's inability to read or write languages shall not hamper their right to access information or express themselves. Information that is critically important shall be simply stated and prominently displayed in the form of posters, drawings, photographs etc.

### **Attitude:**

#### 1. *Respectful*

Children shall be given special attention when they walk in, irrespective of language, gender, religion, culture, or race in keeping with the principles of mutual respect and tolerance. Our behaviour shall be respectful and not condescending or patronising. Their privacy and confidentiality shall be maintained and their best interests upheld at all times. Their physical/emotional/intellectual abilities shall not be undermined under any circumstance. Their views and opinion shall be listened to attentively and shall be taken into consideration. The service or information they seek shall be provided to them in a respectful and timely manner.

#### 2. *Helpful*

The institutions shall take proactive steps to ensure all assistance required by children is provided to the best of their ability. Special attention shall be paid to needs of the most vulnerable children and affirmative action shall be extended to them both in terms of facilities and opportunities.

#### 3. *Listening and understanding*

When children express their views under no circumstances shall the child be prevented from doing so. They shall be listened to attentively and their views shall be understood within the contexts of their realities and the framework of their rights. During conversations

with children the institution shall recognise and value multiple viewpoints that may exist. It shall also include capturing of multiple forms of expression of children and not be limited only to verbal and/or written communication.

4. *Patient, tolerant and non biased*

In all situations including those where child/children may behave unruly or create a disturbance, the institution shall not be prejudicial in its response, but assess each situation independently attempting to understand the reason for such behaviour.

**Facilities:**

1. Boys and girls shall have exclusive children friendly toilets and where applicable, exclusive bathrooms as well. All institutions with special emphasis on those that directly interact with children shall ensure the comfortable movement of all children, including the provision of ramps, wheelchairs, toilets for the disabled, boards in Braille and such other facilities that enable the access and mobility of very young children and children with disabilities.
2. It shall provide special assistance to children who have experienced any form of accidents and trauma including the presence of trained staff to provide them with the required trauma counselling. If and when required, there shall be the convergence of multiple institutions to attend to the needs of child/children.
3. It shall be ensured that emergency services such as first aid kits, rape kits and contact details of emergency medical and other services are readily accessible at all times. All Medical service providers of the state shall be equipped and certified to attend to incidents of rape and such other sexual and physical abuses. Systems such as children's post boxes, toll free SMS facilities etc. shall be made available so that children can make their requests and concerns known without fear of repercussions and/or revealing their identity and access the information they require in the manner which preserves their privacy and confidentiality.

**Non compliance:**

1. The District Task Force (DTF) shall periodically review the compliance of the protocol in public institutions. In case of non compliance a discussion shall be held explaining the need for such measures. If the institutions fail to do so, a warning shall be issued to them along with a directive to take specific steps for compliance within a stipulated time frame. If they still fail to do so, appropriate measures shall be taken against them by the DTF for violating children's rights.

**X. CHILD RIGHTS PROTECTION PROTOCOL FOR CHILDREN WITH DISABILITIES**

Protection protocol for children with disabilities should be in compliance with the Rights of Persons with Disability Act, 2017; Protection of Children from Sexual Offences Act, 2012; and the United Nations Convention on the Rights of Persons with Disabilities (UNCPRD);

**Ambiance:**

• *Child friendly:*

All state institutions and services shall strive to provide an environment that is welcoming, cheerful, comfortable and safe for all children including children with disabilities. The

facilities, furniture and equipment need to be non-threatening. For children with disabilities furniture must be designed appropriately to provide reasonable accommodation.

- *Making information accessible to children*

Officials and staff members shall ensure that information for children with disability is displayed in an accessible format by using the appropriate means of communication, which may include Braille, sign language, picture boards, communication boards, etc. Information must be translated into the format most comfortable for a child with disability.

**Physical Infrastructure:**

- Physical infrastructure shall be designed keeping in mind the concept of Universal Design, as mentioned in the Rights of Persons with Disability Act, 2017. (Universal design is not just useful for children with disabilities, but is accessible and safe for all children, elderly persons, etc.
- It shall be ensured that all spaces are easily accessible by children with disability and if not, the child shall be provided with reasonable support and accommodation.
- Ramps and lifts shall be provided to ensure that children with disability can independently move around and are not confined to a certain space due to structural barriers
- Boys and girls with disability shall have exclusive disable friendly toilets and where applicable, exclusive bathrooms as well. All institutions shall ensure the comfortable movement of all children, in including the provision of ramps, wheelchairs, toilets for the disabled, boards in Braille and such other facilities that enable the access and mobility of very young children and children with disabilities.

**Adaptation:**

- All cutleries, stationary, furniture and other objects used by children with disabilities shall be adapted to meet their required needs.

**Care - giving:**

- Care givers with the skills to address various disabilities and their implications including first aid and most importantly, dealing with seizures, shall be appointed. If not, they shall undergo training during an apprenticeship and shall not be allowed to care for children without supervision.
- Basic guidelines shall be laid down for care - givers to assist children with their Activities of Daily Living (ADL). ADL assistance in while bathing and using the bathroom must be provided.
- Special assistance, including trained staff, shall be provided to children who have experienced any form of trauma to provide them with the required trauma counselling.
- If and when required, there shall be the convergence of multiple institutions to attend to the needs of child/children.
- It shall be ensured that emergency services such as First Aid kits, Rape Kits and contact details of emergency medical and other services are readily accessible at all times.

- Systems such as children's post boxes, toll free SMS facilities etc. shall be made available so that children can make their requests and concerns known without fear of repercussions and/or revealing their identity and access the information they require in the manner which preserves their privacy and confidentiality.
- Care - givers shall ensure that information is appropriately communicated and translated for all children.
- Friends of children with disabilities shall also be informed of basic intervention in case of emergencies or the occurrence of seizures. There shall be a protocol in place to be followed by other children in case of an emergency in the absence of an adult.
- Children with disability shall be provided with the required rehabilitation support, i.e. counselling, physiotherapy, occupational therapy, psycho - social support, etc.
- Proper and detailed medical records of all children with disabilities shall be maintained.
- There shall be a designated doctor, with an understanding and knowledge of disabilities, on call 24x7 in case of any emergencies.
- It shall be ensured that only female care - givers assist girls with disabilities in their ADL's, such as showering, changing, support for walking, etc. Male children with disability may be provided with the choice of a male or female care - giver for their ADLs, depending on who they feel most comfortable with.

**Attitude:**

- The evolving capacity of children with disabilities shall be kept in mind and they must be encouraged to make informed and independent decisions
- Children with disabilities shall not be discriminated based on their disabilities.
- An environment of inclusivity shall be created for children with disabilities to participate at par with their non - disabled peers. Group activities and other events shall be planned in a fashion that children with disability are able to equally participate.
- Children and others engaging with children with disabilities shall treat children with disability respectfully, keeping in mind the personhood of persons with disabilities. Awareness shall be created among peers and adults on disability, practicing empathy, and how to interact using different means of communication.
- Physical, social and emotional barriers experienced by children with disabilities shall be actively engaged with and attempts shall be made to remove these barriers
- No rights or provisions for persons with disability mentioned in the Rights of Persons with Disabilities Act, 2017 and the UN Convention on the Rights of Persons with Disability shall be violated.
- Those interacting with children with disabilities shall be patient in their interactions with the children and ensure that under no circumstances, their decisions are forced upon the child. It shall also be ensured that they are heard.

**Transport:**

- All transport needed by children with disability shall be adapted for their use. Bus and other vehicles being used shall have ramps or designated spaces for wheelchairs.
- Accessibility to transport services shall be ensured by providing reasonable accommodation as and when required.

**Non compliance:**

- The District Task Force (DTF) shall periodically review the compliance of the protocol in public institutions. In case of non compliance a discussion shall be held explaining the need for such measures. If the institutions fail to do so, a warning shall be issued to them along with a directive to take specific steps for compliance within a stipulated time frame. If they still fail to do so, appropriate measures shall be taken against them by the DTF for violating children's rights.

**XI. CHILD RIGHTS PROTECTION PROTOCOL FOR SCHOOLS AND CHILDREN'S HOSTELS**

*A copy of the Child Safety Checklist for Education Institutions according to the **Karnataka State Child Protection Policy – 2016** which is adopted by the State and mandated by the Karnataka Education Act has been annexed for compliance. As a part of the guidelines, all educational institutions are required to develop their own institutional protection policies. The guidelines for developing such a tailor made policy are also included in the guidelines. **Annexure iii.***

**XII. CHILD RIGHTS PROTECTION PROTOCOL FOR PUBLIC TRANSPORT**

1. Special attention shall be paid to children to ensure their safety, comfort and protection
2. Seats shall be reserved for children, especially girls
3. Accessibility shall be ensured for the differently abled by providing ramps and information in brail

**XIII. DEFINITIONS**

1. **'Barrier'** means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hampers the full and effective participation of persons with disabilities in society;
2. **'Care-giver'** means any person including parents and other family Members who with or without payment provides care, support or assistance to a person with disability;
3. **'Communication'** includes means and formats of communication, languages, display of text, Braille, tactile communication, signs, large print, accessible multimedia, written, audio, video, visual displays, sign language, plain-language, human-reader, augmentative and alternative modes and accessible information and communication technology;
4. **'Discrimination'** in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;

5. **'Person with disability'** means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others;
6. **'Reasonable accommodation'** means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others;
7. **'Universal design'** means the design of products, environments, programmes and services to be usable by all people to the greatest extent possible, without the need for adaptation or specialised design and shall apply to assistive devices including advanced technologies for particular group of persons with disabilities.
8. **'Makkala and Mahila Mitras'** (Children and Women friends) are the members selected by children and women as a supportive structure to respond to their grievances in their respective Gram Panchayats to establish children and women friendly Panchayats.
9. **Affirmative Action** means action favouring those who tend to suffer from discrimination.
10. **Rape Kit, also known as Sexual Assault Kit (SAK)** is used as sexual assault forensic evidence. This is also known as physical evidence recovery kit. The kit includes, slides, swabs, envelopes, clothing fibres, bags and sheets for evidence collection, sterile urine collection container, sterile sample container, comb to collect hair and fibre, white sheets, documentation forms, labelling, sterile water saline, hand gloves, magnifying lenses, face masks and head caps.
11. **'home based' occupations** (*According to The Child Labour (Prohibition And Regulation) Amendment Act, 2016*) means no child shall be employed or permitted to work in any occupation or process, provided that nothing shall apply where the child helps his family or family enterprise, which is other than any hazardous occupations or processes set forth in the Schedule, after his/her school hours or during vacations, where **"family"** in relation to a child, means his mother, father, brother, sister and father's sister and brother and mother's sister and brother; and **"family enterprise"** means any work, profession, manufacture or business which is performed by the members of the family with the engagement of other persons.

**Annexure - i of Udupi District Child Rights Protection Protocol**  
**Responsibility Map of Task Force at all levels –Gram Panchayat, Taluk, District**

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

SUBJECTS	GRAM	TALUK	ZILLA
<b>RAPID RESPONSE UNIT (RRT)</b>	<ul style="list-style-type: none"> <li>Makkala / Mahila Mitras will play crucial role creating child friendly environment in Panchayats.</li> <li>RRT should immediately respond to Makkala/Mahila Mitras to rescue the Children who are in situations of extreme violations and exploitation such as bonded labour trafficking, working in hazardous sectors or sex work in their present settings.</li> <li>In cases where their entire family is in such exploitative situations, the entire family shall be similarly moved out to a safe location as per the law pertaining to the specific situation</li> <li>RRT should provide reports to respective Task force/ local government with regard to cases responded to by them and their recommendations for follow up action.</li> <li>Follow up on all cases handled by the RRT with Makkala/Mahila Mitras and/or Task Force such as the provision of both short term and long term rehabilitation for children who require it in consultation with children and their guardians and as per the laws governing their rights</li> <li>RRT should support to Panchayat Task Force and Makkala/Mahila Mitras to collect information of issues related to children and to solve them.</li> <li>During emergencies, RRT shall connect Makkala Mitras, Mahila Mitras and Panchayat Task Force to all emergency services such as the fire brigade, police, local hospitals and the Makkala Mitras, Mahila Mitras etc.</li> </ul>	<ul style="list-style-type: none"> <li>Support Makkala/Mahila Mitras and Task Force at GP level to rescue the Children who are in situations of extreme violations and exploitation such as bonded labour trafficking, working in hazardous sectors or sex work in their present settings and to provide them safe shelter.</li> <li>Support to arrange the facility of counselling and medical support to the rescued child when needed.</li> <li>Support to Makkala/Mahila Mitras and Task Force at Panchayat level during the rehabilitation process.</li> <li>Coordination with District RRT to support Makkala/Mahila Mitras and Task Force at Panchayat level</li> <li>Facilitate and ensure the Setting up of all the facilities to Makkala/Mahila Mitras and Task Force at Panchayat level to rescue the children</li> <li>Support to Taluk Task Force to collect information of issues related to children and to solve them.</li> <li>The RRT shall be linked to all emergency services such as the fire brigade, police, local hospitals and the Makkala Mitras, Mahila Mitras etc.</li> <li>Management of facilities provided to Taluk level RRT</li> <li>In case of cognisable offences the RRT will report the incident to the appropriate officials and ensure that an FIR is filed by police</li> <li>All concerned departments shall be linked with RRT and in case of emergencies, the departments shall provide all essential supports including providing vehicle to RRT on time and to be involved in the process</li> </ul>	<ul style="list-style-type: none"> <li>Support to set up child protection mechanism at Panchayat and Taluk level</li> <li>Coordinate to provide facilities and safe shelters needed during emergency</li> <li>Support to provide the facility of counselling and medical aid to the rescued child when needed.</li> <li>During emergencies, RRT shall connect Makkala Mitras, Mahila Mitras and Panchayat/Taluk Task Force/Taluk RRT to all emergency services such as the fire brigade, police, local hospitals and the Makkala Mitras, Mahila Mitras etc.</li> <li>Coordination with Taluk RRT to support Child Protection Mechanism in Panchayats (Makkala/ Mahila Mitra system, Panchayat Task Force)</li> <li>Support to District Task Force to collect information of issues related to children and to solve them.</li> <li>Provide reports to respective Task force/ local government with regard to cases responded to by them and their recommendations for follow up action.</li> <li>Management of facilities provided to District Level RRT</li> </ul>
<b>MAKKALA SAHAYAVANI (MS)</b>	<ul style="list-style-type: none"> <li>Publicity of Makkala Sahayavani, a toll free Child Rights Protection Helpline introduced by district</li> </ul>	<ul style="list-style-type: none"> <li>Introduce Makkala Sahayavani Number, Makkala / Mahila Mitras contact details to all</li> </ul>	<ul style="list-style-type: none"> <li>A 24 hours toll free Child Rights Protection Helpline shall be set up by the District</li> </ul>

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

	<p>administration</p> <ul style="list-style-type: none"> <li>• Introduce alternate communication system such as children post box, communication with Makkala/Mahila Mitras</li> <li>• Introduce Makkala Sahayavani Number, Makkala / Mahila Mitras contact details to all children in Panchayats Areas</li> <li>• Manage and maintain the call records, related to respective GP, issues raised through Makkala/Mahila Mitras and Children Post Box.</li> <li>• Report of calls received through MS, to concerned, respective RRT and Task Force immediately.</li> <li>• Provide information asked through MS</li> <li>• Task Force shall demand the Panchayats to display toll free number of a 'Child Worker's Hot Line' and RRT Contacts at the work place.</li> </ul>	<p>children in Taluk Areas</p> <ul style="list-style-type: none"> <li>• Publicity of Makkala Sahayavani, and child protection mechanism set up in the jurisdiction of Taluk</li> <li>• Display of MS Number, emergency contact details in all public spaces and schools at taluk level</li> <li>• Provide information asked through MS</li> <li>• Report of calls received through MS, to concerned, respective RRT and Task Force immediately.</li> <li>• Manage, maintain and consolidate the call records.</li> </ul>	<p>Administration</p> <ul style="list-style-type: none"> <li>• Setting up and managing of a Makkala Sahayavani</li> <li>• Connecting with taluk and Panchayat level units, RRT and Taskforce.</li> <li>• Publicity of Makkala Sahayavani, and child protection mechanism set up in the jurisdiction of District</li> <li>• Display of MS Number, emergency contact details in all public spaces and schools at district level where children can access them easily.</li> </ul>
<p><b>MONITORING SAFE EMPLOYMENT</b></p>	<ul style="list-style-type: none"> <li>• Identifying safe employment places</li> <li>• Monitor the implementation of the protocol in the work place with meaningful participation of children/children's unions.</li> <li>• Monitor the short and long term compliance of the Child Rights Protection Protocol</li> <li>• Creating a child safe and child sensitive environment</li> <li>• Report to respective task force regarding the situation</li> <li>• Monitor the facilities provided to children at work places, Care and Protection institutions and services</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying safe employment places</li> <li>• Monitor the implementation of the protocol in the work place with meaningful participation of children/children's unions.</li> <li>• Creating a child safe and child sensitive environment</li> <li>• Support to Panchayat Task Force for the smooth functioning of implementation process</li> <li>• Report to respective task force regarding the situation</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying safe employment places</li> <li>• Monitor the implementation of the protocol in the work place with meaningful participation of children/children's unions.</li> <li>• Develop self employment guidelines and criteria to set up establishment</li> <li>• Support to GP and Taluk Task Force for the smooth functioning of implementation process</li> <li>• Recognition and award to safe employers at all levels</li> <li>• Report to respective authorities regarding the situation</li> <li>• Identify, certify and reward child friendly self employment institution.</li> </ul>

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

<p><b>EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• Create awareness on district regulation on creating child rights friendly environment and publicity on child rights friendly protection protocol.</li> <li>• Create awareness on the child protection mechanisms existing at all respective levels.</li> <li>• Frame out strategies and facilities to ensure the protection of children and their rights in their respective Panchayat.</li> <li>• Chalk out programmes to create child rights friendly environment with GP</li> <li>• Support to GP to provide parental sensitisation on education</li> <li>• Ensure and encourage children empowerment, protagonism and Right based education to all</li> <li>• Encouragement for integration of vocational education with formal education.</li> <li>• Identifying the students and children to vocational education</li> </ul>	<ul style="list-style-type: none"> <li>• Create awareness on district regulation on creating child rights friendly environment and publicity on child rights protection protocol at taluk level</li> <li>• Create awareness on the child rights protection mechanisms existing at all respective levels.</li> <li>• Frame out strategies and facilities to ensure the protection of children and their rights in their respective Taluk</li> <li>• Assist the Gram Panchayat Task Force to conduct Capacity Building programmes for Makkala/Mahila Mitras, RRT and MS Unit.</li> <li>• Identifying good practices of children empowerment, protagonism and Right based approach and rewarding the same based on criteria developed at the grassroots level.</li> </ul>	<ul style="list-style-type: none"> <li>• Frame out strategies and facilities to ensure the protection of children and their rights in the district.</li> <li>• Facilitate Taluk and GP Task Forces to procure publicity materials to create awareness on district regulation on creating child rights friendly environment and publicity on child rights friendly protection protocol.</li> <li>• Create awareness on the child rights protection mechanisms existing at all respective levels.</li> <li>• Coordinate with Taluk and Gram Panchayat Task Force to conduct Capacity Building programmes for Makkala/Mahila Mitras, RRT and MS Unit.</li> <li>• Identifying good practices of children empowerment, protagonism and Right based approach and rewarding the same based on criteria developed at the grassroots level.</li> </ul>
<p><b>SKILL DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• Facilitate to build the capacity of Makkala/Mahila Mitras to play their role in efficient manner.</li> <li>• Identification of traditional skill and organising training for skill enhancement (artisans, craftsman)</li> <li>• Identification of children to get the skill training</li> <li>• Identification of the information needed to children to develop their skills in terms of children empowerment and protagonism</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate to conduct capacity building programmes to develop the skills of Makkala/Mahila Mitras.</li> <li>• Coordinate to provide the skill training facilities for the children at their respective areas.</li> <li>• Coordinate to provide skill trainings to children based on their needs.</li> <li>• Facilitate the GP Task Force to provide empowerment skill trainings in terms of children empowerment and protagonism</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend district administration to pay stipend honorarium/ training cost to the beneficiaries,</li> <li>• Support to Taluk and GP Task Force to organise skill training programmes effectively.</li> <li>• Chalk out and organise programmes for departments to build their capacities to understand the child friendly mechanism set up in the district.</li> </ul>

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

<b>HEALTH</b>	<ul style="list-style-type: none"> <li>• Support Panchayats to conduct a survey of Health needs.</li> <li>• Identifying the need to establish health facilities</li> <li>• Participate in Health Planning process based on the survey including conventional and nonconventional health facilities and programmes</li> <li>• Monitor the regular health check-up camps in anganwadis</li> <li>• In the case of a medical emergencies/accidents, Task Force shall facilitate to the child be immediately administered first aid and taken to further treatment; based on the nature and severity of the injury/medical condition.</li> <li>• Task force shall ensure that such occurrences shall be reported immediately to the parents/guardians of the child and the appropriate government department.</li> </ul>	<ul style="list-style-type: none"> <li>• Support to Panchayat Task Force to consolidate the survey outcomes</li> <li>• Ensure that Taluk Panchayat / administration shall create health awareness camps</li> <li>• In the case of a medical emergencies/accidents, Task Force shall facilitate Panchayat Task Force and Makkala/Mahila Mitras to act to support the child be immediately administered first aid and taken to further treatment; based on the nature and severity of the injury/medical condition.</li> <li>• Ensure the required services shall be provided to the children who are in need of medical aid</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all children shall be provided with medical insurance and insured for life and against accidents. If required, the Rapid Response Unit shall be summoned</li> <li>• Ensure the required services shall be provided to the children who are in need of medical aid</li> <li>• Monitor the Planning health facilities and programmes</li> </ul>
<b>OTHER BASIC NEEDS</b>	<ul style="list-style-type: none"> <li>• Develop strategies and action plans with Panchayats to tackle the problems children face and initiate preventive measures for the same.</li> </ul>	<ul style="list-style-type: none"> <li>• Redressal of key issues raised by the children which requires Taluk Task Force intervention.</li> <li>• Support to Gram Panchayat Task Force.</li> <li>• Coordinate to set up RRT, MS and relevant facilities to Panchayat Task Forces to be actively engaged in the process of child protection</li> <li>• Monitor the functioning of children Rights protection mechanisms according to the district regulation and are following CRPP</li> </ul>	<ul style="list-style-type: none"> <li>• Redressal of key issues raised by the children which requires District Task Force intervention.</li> <li>• Support to Taluk Task Force.</li> <li>• Issue of ID cards to all Taluk and District Level Task Force members</li> <li>• Ensure the setting up of RRT, MS and relevant facilities to Panchayat Task Forces to be actively engaged in the process of child protection</li> <li>• Ensure all the children Rights protection mechanisms are functioning according to the district regulation and are following Child Rights Protection Protocol</li> </ul>
<b>NON COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Responding to Child Safety violations - Complaints mechanisms and response, procedures.</li> <li>• Monitor the short and long term</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Taluk level complaints received, action taken against those complaints, review of the mechanisms and their responses.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of District level complaints received, action taken against those complaints, review of the mechanisms and their</li> </ul>

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

	compliance of the Child Rights Protection Protocol	<ul style="list-style-type: none"> <li>Review of implementation of Child Rights Protection Protocol</li> </ul>	<p>responses.</p> <ul style="list-style-type: none"> <li>Review of implementation of Child Rights Protection Protocol</li> </ul>
<b>CRISIS MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Prevention of child abuse - dealing with various forms of child abuse including corporal punishment and domestic violence.</li> </ul>	<ul style="list-style-type: none"> <li>Create awareness about child abuse including corporal punishment and domestic violence.</li> <li>Review of Action Taken report</li> </ul>	<ul style="list-style-type: none"> <li>Create awareness about child abuse including corporal punishment and domestic violence.</li> <li>Review of Action Taken report</li> </ul>
<b>LEGAL ACTION</b>	<ul style="list-style-type: none"> <li>Initiation of legal action against the perpetrator as per law; initiation of preventive measures to ensure non-recurrence of violations or non-compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with children friendly legal aid cell at taluk level.</li> <li>Create awareness and orientation to Makkala/Mahila Mitras, Task Force, and to the social justice committee at GP Level related to the acts and laws, information to manage the issues raised at their respective level, to take up the issues to next level that cannot be solved at respective levels.</li> </ul>	<ul style="list-style-type: none"> <li>Establish a children friendly legal aid cell.</li> <li>Coordinate with children friendly legal aid cell at district level.</li> <li>Create awareness and orientation to Makkala/Mahila Mitras, Task Force, and to the social justice committee at GP Level related to the acts and laws, information to manage the issues raised at their respective level, to take up the issues to next level that cannot be solved at this level.</li> </ul>
<b>INFORMATION MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Ensure the conducting of Base Line Survey and periodically update the same</li> <li>Ensure that all statistics and records pertaining to the CRPP shall be properly maintained.</li> <li>Ensure all records of RRT and MS are properly and systematically maintained.</li> <li>Ensure all issues raised by the children and the actions taken to solve them shall be properly documented.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the compilation of Gram Panchayat Base Line Surveys and periodically update the same.</li> <li>Ensure all issues raised by the children and the actions taken to solve them shall be properly documented.</li> <li>Identifying good practice and rewarding the same based on criteria developed at the grassroots level.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the compilation of Taluk Panchayat Base Line Surveys and periodically update the same.</li> <li>Ensure all issues raised by the children and the actions taken to solve them shall be properly documented.</li> <li>Follow up of Actions taken to solve the issues raised by children at GP and Taluk level.</li> <li>Collect and share the information required to enhance the quality of functioning of child protection mechanisms set up</li> </ul>

## RESPONSIBILITY MAP OF TASK FORCE AT ALL LEVELS

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<b>MONITORING AND EVALUATION</b>	<ul style="list-style-type: none"><li>• Monitor progress of implementation of the CRPP and functioning of children Rights protection mechanisms set up</li><li>• Periodical Review of implementation of Protocol</li></ul>	<ul style="list-style-type: none"><li>• Periodical Review of implementation of Protocol</li><li>• Develop framework for monitoring and reporting systems.</li></ul>	<ul style="list-style-type: none"><li>• Periodical Review of implementation of Protocol</li><li>• Framework for monitoring and reporting systems.</li></ul>
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## **Annexure - ii of Udupi District Child Rights Protection Protocol**

### **Makkala Sahayavani Protocol**

**This document is as a reference. This was developed in partnership with children, including working children in 1997.**

## **MAKKALA SAHAYAVANI PROTOCOL**

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Makkala Sahaya Vani's (MSV) primary objective is to respond to the immediate needs of the child in danger or crisis situation in the Udupi District. It further aims to:

- To ensure that any child, who is vulnerable, neglected, exploited, and/or child who need any information in Udupi District as access emergency assistance through the toll free phone programmed or in person.
- To respond to children in emergency cases/situations and help them access assistance from governmental and non-governmental organizational/institutions and further restore them to their parents guardians.
- To provide linkages with the support systems which facilitate the rehabilitation of children in difficult circumstances
- To sensitize collateral agencies such as the police, hospitals, the Municipal Corporations' officials, general public/Individuals and other government departments, towards the problems faced by children in difficult circumstances and to develop necessary approaches and strategies for intervention.
- To provide an opportunity to the public at large, especially concerned individuals and corporate sectors, to respond to the needs of children in difficult circumstances.
- To undertake Research, training & documentation, surveys and studies and further undertake training of MSV staff, social workers/ Volunteers and police personnel.

### **ROLES AND RESPONSIBILITIES OF THE VARIOUS PARTNERS WITHIN MSV**

#### **Roles of the Police**

- The police are the only statutory agency to file cases on perpetrates and extend necessary protection to children
- The Police Department is one of the key MSV partners; taking responsibility for children who seek the protection of MSV against atrocities/violence committed on/against them.
- The police are called on a case in filling a formal complaint, as the last option and all interventions are handled together by a social worker/networking agency and a police person from the CU or sometimes from the local jurisdiction PS.
- Being endorsed as an affiliated activity of the Udupi District City Police, the Police have to take the responsibility to set up MSV Coordination Unit in their office space. Stationery, furniture and some miscellaneous the Police presently takes care of other facilities required by the coordination unit to some extent. When programs are organized in association with the networking agencies then, the police render support at the local levels based on the specific Jurisdiction **PS**.

#### **Role of the District Administration**

- The Govt. Observation Home (as per the regulations laid down in the Juvenile Justice Act) accepts missing/lost/neglected Children, who are mentally/physically disabled, those who are not able to give details about their family or are not clear about their home address. Such children are admitted to these Institutions with the written admission permission. The

## MAKKALA SAHAYAVANI PROTOCOL

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MSV-CU refers these children to the above institutions after completion of required procedures.

- Children below the age of 5yrs are referred to Institutions recognized by the Dept. of Women & Child as 'Fit persons' Institution'. Here children are provided shelter according to the procedures specified in the JJA and some of them are also given in for adoption after the chairperson of the Juvenile Welfare Board gives the necessary approval.

### Responsibilities of the Coordination Unit

- The CU comprises of the Coordinator nominated by the various partners, 3 lady constables and 5 social workers. The Coordination Team in consultation with the Core team will decide the size (required personnel) at the CU.
- Responsible for Crisis Intervention wherever necessary.
- Responsible for the day to day activities of MSV such as counselling over telephone and in person, settling disputes, conflicts or compromise cases that children or public report about. The CU is also responsible for follow-up of cases verifying information with the networking agencies with regard to children/cases referred to them by the CU or vice versa.
- To coordinate with the support NGOs, individuals and other networks to address the problems and right of children.
- To maintain the documentation of every call attended and case handled.
- Inform the District Task Force of various cases handled and problems faced in handling the same.
- Responsible for expanding the scope and operation of **MSV** as per guidelines drawn up by the all level Task Force and in collaboration with other networking agencies.
- Correspond with all Police Stations, Hoysalas-(mobile police units), schools, colleges and other associated agencies
- Make home/school/area visits to verify details of any case when necessary and further Follow-up cases on the field and with organizations where children have been referred.
- Build database of volunteers, institutions, and corporate companies interested in being part of **MSV** network
- Make presentations on **MSV** at meetings, seminars, social clubs, schools, and colleges and at gatherings at Panchayats, Taluks and District to create awareness about this Community Collective and further elicit support for children.

### Responsibilities of the Task Force

Task Force and District Administration looks into the following aspects of this network as a Collective.

- Responsible to plan the strategy for fulfilling the objectives of MSV.
- Responsible for resources and finance for MSV.
- Responsible for formation of the Coordination unit.
- Responsible for drawing up guidelines for the smooth functioning of the Coordination unit, in consultation with the Coordination Team.

## MAKKALA SAHAYAVANI PROTOCOL

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- Responsible for drawing up the criteria/commitments for enrolling the organization/institution to be part of the support network of MSV.
- Responsible for the planning, training, monitoring and evaluating the programs / activities of MSV.

### **ROLE OF NGO'S/INDIVIDUALS**

#### **Crisis Intervening Agencies**

The identified NGO's /Individuals should agree to be on call during specific times of the day/night, geographical areas, facilities available, areas of child interest as specified in the Commitment forms. At times when MSV-CU Staff are unable to reach the spot within a specified time-about 15-20 minutes; on account of distance and paucity of time: than a local agency who have committed to respond as a crisis intervention organization' s is required to intervene for/on behalf of the child. MSV networking NGO's / individuals registered as Crisis Intervening agencies are given the required information to respond immediately and help/assist the child. The CU also makes any additional support arrangements like the need for the local mobile Police Unit/ medical aid, to the crisis intervention agency.

#### **Support Service Agencies**

These are organizations who have committed to take immediate responsibility to care for the child by providing short/long shelter, food, medical assistance, home placement, counselling, vocational training etc. based on the organizations' objectives several organizations are already working in these areas various areas related to children and their interests. Responding to children sent by the MSV- CU is an added responsibility undertaken by the agencies that are part of the MSV network.

# Extract from the Karnataka State Child Protection Protocol

## Annexure III – Child Safety Checklist for Educational Institutions

## **CHILD SAFETY CHECKLIST FOR EDUCATIONAL INSTITUTIONS (EI)<sup>1</sup>**

This safety checklist takes into consideration different dimensions of child safety and provides indicators for assessment under five important areas of safety and protection: Physical Safety that includes infrastructure, health and transportation, Personal Safety, Social and Emotional Safety, Cyber Safety and Emergency Preparedness and Disaster Management.

Importantly, the procedures to ensure protection and safety of children and reporting processes in cases of child safety violations, including child abuse are also provided to enable assessment of systems in place.

This checklist may be customized by the authorities of EIs, in consultation with staff, parents and students, to suit the requirements of the EI. However, the indicators that are marked mandatory (M) shall be adhered to by all EIs.

<b>SECTION 1: PHYSICAL SAFETY – INFRASTRUCTURE, HEALTH &amp; TRANSPORTATION</b>				
<b>SECTION 1.A: INFRASTRUCTURE<sup>2</sup></b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Mark ‘Yes’ or ‘No’ for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
1	EI has proper compound wall or where there is no compound wall, the EI has temporary fencing		Compound walls are mandatory as per the Department of Public Instruction’s 2014 circular available at <a href="http://www.schooleducation.kar.nic.in/pdffiles/NewSchRegnAmndmt121114.pdf">http://www.schooleducation.kar.nic.in/pdffiles/NewSchRegnAmndmt121114.pdf</a>	M

<sup>1</sup> This Checklist is based on the Safety Checklist authored by Dr. Sangeeta Bhatia in collaboration with North West Chapter of Sahodaya, Delhi, in Quarterly Bulletin of Central Board of Secondary Education, Vol 48, No: 2, April-June 2009, and modified extensively for Karnataka educational institutions context.

<sup>2</sup> Most infrastructural specifications have been notified under the Karnataka Educational Institutions Registration and Recognition of Commerce Institute) Rules, 1999 (**Karnataka Rules, 1995**) at page 196 and Karnataka Tutorial Institutions (Registration And Regulation) Rules, 2001 at page 305 [http://www.schooleducation.kar.nic.in/pdffiles/Compendium\\_Vol1.pdf](http://www.schooleducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf), and the Department of Public Instruction 2014 circular [http://www.schooleducation.kar.nic.in/pdffiles/NewSch\\_RegnAmndmt121114.pdf](http://www.schooleducation.kar.nic.in/pdffiles/NewSch_RegnAmndmt121114.pdf) and the schedule to Right to Education Act, 2009 available at <https://www.childlineindia.org.in/CP-CR-Downloads/RTE,2009.pdf>

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
2	The entire EI premises and classrooms are well lit and ventilated, with sufficient doors and windows with space as prescribed by the applicable law.		Minimum specifications are provided under the Karnataka Rules, 1995& RTE Act. See <a href="http://www.schooleducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf">http://www.schooleducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf</a> & <a href="https://www.childlineindia.org.in/CP-CR-Downloads/RTE,2009.pdf">https://www.childlineindia.org.in/CP-CR-Downloads/RTE,2009.pdf</a>	M
3	Floors are even with no pits or broken surfaces Roofs are strong with no leakage, breakage Staircase have proper holding support and are in good condition The floor, roof and staircase do not have any broken parts/patches or edges jutting that can harm children The entire school premise does not have sharp objects protruding out that can injure children		All EIs should have building permits / occupancy certificate issued by competent authority –as per the provisions of Bangalore MahanagaraPalike Building Bye-Laws 2003: <a href="http://bbmp.gov.in/documents/10180/504904/Bangalore-Building-Byelaws-+2003.pdf/95195b55-ef62-4b68-bb9e-dc794344c18a">http://bbmp.gov.in/documents/10180/504904/Bangalore-Building-Byelaws-+2003.pdf/95195b55-ef62-4b68-bb9e-dc794344c18a</a> Also high rise EIs need to follow fire safety Fire safety notification available at <a href="http://bbmp.gov.in/documents/10180/509217/Fire+Safety+Notification.pdf/8b4f21e2-e21a-4c0c-a4c4-b7715c5df4a8">http://bbmp.gov.in/documents/10180/509217/Fire+Safety+Notification.pdf/8b4f21e2-e21a-4c0c-a4c4-b7715c5df4a8</a>	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
4	The windows have safe grills Parapet walls and balconies have railings of suitable height Exits and main door and gate are well maintained		EI should conform to the National Building Code prescriptions for EIs.	M
5	All electrical wiring is concealed or insulated. Switch boxes are properly maintained and placed beyond the reach of children. Electrical appliances are regularly checked and maintained. Fans located where children cannot injure themselves			M
6	Benches, desks are sturdy and whether they are made of wood, mould plastic, metal or any other material have round edges and are not broken			M
7	Drains, sumps, bore wells and overhead tanks in schools are closed Drains in the school vicinity are closed Overhead tanks, sumps are cleaned periodically		As per MHRD Guidelines on Safety and Security of Children wells, bore wells, etc., should be cordoned off securely. See page 5, point 4.1.3 of MHRD circular available at	M  R

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
			<p><a href="http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf">http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf</a></p> <p>See also guidelines issued by the Hon'ble Supreme Court "Prevention of Fatal Accidents of Small Children due to their falling into Abandoned Bore wells and Tube wells" available at <a href="http://www.dmrelief.rajasthan.gov.in/documents/sc110210.pdf">http://www.dmrelief.rajasthan.gov.in/documents/sc110210.pdf</a></p> <p>Date of cleaning of the Overhead Tank, sump to be Available for review.</p>	
8	<p>There is a separate kitchen with store facility for the midday meal program.</p> <p>Kitchen cleanliness and hygiene is maintained The kitchen is rodent and pest free</p> <p>All food products are kept covered in clean containers and stored hygienically</p>		<p>Food served to students must be clean and hygienic</p> <p>See <a href="http://www.schooleducation.kar.nic.in/mms/mmspdfs/circs_gok.pdf">http://www.schooleducation.kar.nic.in/mms/mmspdfs/circs_gok.pdf</a></p>	<p>M</p> <p>M</p> <p>M</p>
9	<p>Drinking water is available Water filter/purifier is available</p>		<p>Quality testing of water to be done periodically.</p> <p>Safe and potable drinking water in</p>	R

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
	<p>Water is supplied through taps with sufficient number of taps</p> <p>There is no water logging in the water supply area</p>		<p>quantities sufficient for all the students, located</p> <p>at convenient points within the building – as per Karnataka Rules, 1995 at page 115:<a href="http://www.sc_hooeducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf">http://www.sc_hooeducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf</a>&amp;s</p> <p>chedule to RTE Act: <a href="https://www.childlineindia.org.in/CP-CR-Downloads/RTE,2009.pdf">https://www.childlineindia.org.in/CP-CR-Downloads/RTE,2009.pdf</a></p>	<p>R</p> <p>M</p>
10	<p>The school has separate functional toilets for boys</p> <p>The school has separate functional toilets for girls</p> <p>Number of toilets is in proportion to number of students</p> <p>Hygiene of the toilets is maintained</p> <p>All disinfectants and cleaning materials are kept away from the reach of the children.</p>		<p>As per norms of SSA or Competent Authority</p> <p>Karnataka Rules, 1995 at page 115: <a href="http://www.schooleducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf">http://www.schooleducation.kar.nic.in/pdffiles/Compendium_Vol1.pdf</a></p>	<p>M</p> <p>R</p> <p>M</p> <p>M</p>
11	<p>The Sports room, if a separate room is available, is well ventilated and well equipped</p> <p>Auditorium and gymnasiums (if any) are used by children under supervision of trained staff</p>		<p>Periodic maintenance certification to be done</p>	<p>R</p>





Sl. No	Indicators	Mark 'Yes' or 'No' for each indicator	Observation/ Remarks	Mandatory/ Recommendatory /Not Applicable
			<p>Passenger Conveyors Act, 2012:  <a href="http://www.dpal.kar.nic.in/pdf_files/9of%202013(E).pdf">http://www.dpal.kar.nic.in/pdf_files/9of%202013(E).pdf</a>&amp;The Karnataka Lifts, Escalators And Passenger Conveyors Rules, 2015:  <a href="http://www.ksei.gov.in/Acts%20&amp;%20Rules/Karnataka%20LEP%20Rules,2015.pdf">http://www.ksei.gov.in/Acts%20&amp;%20Rules/Karnataka%20LEP%20Rules,2015.pdf</a></p> <p>Department of Electrical Inspectorate Circular regarding Maintenance of Lifts or escalator or Passenger conveyor:  <a href="http://www.ksei.gov.in/Lift%20circular.jpg">http://www.ksei.gov.in/Lift%20circular.jpg</a></p>	
16	The Transformer, Generator (if any) are licensed (from BESCOM) and installed with written consent from the Pollution Control Board. It is located in safe areas, well maintained and kept under lock		<p>Requires licenses and clearances as per the Indian Electricity Act, 2003:  <a href="http://aptel.gov.in/pdf/The%20Electricity%20Act_2003.pdf">http://aptel.gov.in/pdf/The%20Electricity%20Act_2003.pdf</a>&amp; the Central Electricity Authority (Measure Relating to Safety and Electricity Supply) Regulations, 2010:  <a href="http://www.cea.nic.in/reports/regulation/regulation_elec_safety.pdf">http://www.cea.nic.in/reports/regulation/regulation_elec_safety.pdf</a></p> <p>Self monitoring analysis of</p>	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
			emissions are mandated under the Air Act1981	
17	<p>School environment is disability friendly, with infrastructure facilities to suit students with special needs and as provided in the department guideline and MHRD standards.</p> <p>School facilities like classrooms, play areas, toilets, drinking water, labs and all rooms for children are accessible for differently abled children</p> <p>The School and concerned authority maintains in good condition all assistive aids and appliances that are provided by the school for children with special needs</p>		<p>MHRD guidelines available at <a href="http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/EDU.pdf">http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/EDU.pdf</a></p>	M
18	<p>The school, wherever possible is equipped with a Public Addressal System, especially to make announcements in emergencies</p> <p>Where no PAS is available, school bells are used for announcements.</p>			M

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommended /Not Applicable</b>
19	<p>EI has display a board stating that sale of cigarettes and other tobacco products is strictly prohibited within 100 yards of the EI</p> <p>School management reports to Education Department in case they find obscene material displayed near the school or addictive substances sold or touted near the school.</p>		<p>See Prohibition on Sale of Cigarettes and Other Tobacco Products Around Educational Institutions Rules, 2004:</p> <p><a href="http://www.cancerfoundationofindia.org/activities/tobacco-control/notification/s/september-1-2004.pdf">http://www.cancerfoundationofindia.org/activities/tobacco-control/notification/s/september-1-2004.pdf</a>&amp;</p> <p>Cigarettes And Other Tobacco Products (Prohibition Of Advertisement And Regulation Of Trade And Commerce, Production, Supply And Distribution) Act, 2003:<a href="http://www.wfo.int/fctc/reporting/Annexthreeindia.pdf">http://www.wfo.int/fctc/reporting/Annexthreeindia.pdf</a></p>	<p>M</p> <p>M</p>

**SECTION 1.B: HEALTH**

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	The school has first aid kit with required supplies for emergency that are within the expiry period.			M
2	Updated contact numbers of the nearest available		The information has to be verified and updated quarterly	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
	<p>Doctor, Hospital, Ambulance, including private service, for emergency medical care are displayed in a prominent place.</p> <p>1. Name, address and phone number of the Doctor</p> <p>2. Name, address and phone number of the Hospital</p> <p>3. Phone No. of Ambulance</p> <p>4. Emergency Ambulance No 108</p>		as the doctors may be transferred.	
3	The School is able to call for and utilize ambulance services in times of emergency (Ambulance helpline 108)			M
4	The school has regular health check-ups as prescribed by the Department of Education School maintains updated individual relevant medical records of all students			R
5	Specific and important information like blood groups, allergies, important medication that			R

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
	need to be administered and specific health issues like epilepsy, psycho-emotional problems, are available and updated with parental support			
6	There is a doctor-on-call for emergencies			M
7	The school has tied up with a local hospital nearest to the school			M
8	School canteen or any place serving food or any eatable within the school premises is either registered or has food license as applicable under law.		License/ Registration is mandatory under the Food Safety and Standards Act, 2006 and the Food Safety and Standards Rules, 2011 available at <a href="http://www.fssai.gov.in/AboutFSSAI/FSSAct.aspx">http://www.fssai.gov.in/AboutFSSAI/FSSAct.aspx</a>  Also See Operational Guidelines for Food Safety issued by the Ministry of Women and Child Development. The document can be found at <a href="http://wcd.nic.in/sites/default/files/merged_document_3.pdf">http://wcd.nic.in/sites/default/files/merged_document_3.pdf</a> .	M
9	Mid-day meal of good quality is served under		This is applicable to schools where mid-day meal is	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Mark 'Yes' or 'No' for each indicator</b>	<b>Observation/ Remarks</b>	<b>Mandatory/ Recommendatory /Not Applicable</b>
	supervision of a Teacher or staff, maintained.		provided. Govt schools follow the menu provided by the Dept. of Education <a href="http://www.schooleducation.kar.nic.in/mms/mmspdfs/cir_cs_gok.pdf">http://www.schooleducation.kar.nic.in/mms/mmspdfs/cir_cs_gok.pdf</a>	
10	Health Education to students on health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene etc., are provided.		If the school has a canteen, it must stock healthy and nutritious food and snacks as per the guidelines of Food Safety Authorities . <a href="http://ncpcr.gov.in/showfile.php?lang=1&amp;level=1&amp;&amp;sublinkid=238&amp;lid=456">http://ncpcr.gov.in/showfile.php?lang=1&amp;level=1&amp;&amp;sublinkid=238&amp;lid=456</a>	R

<b>SECTION 1.C: TRANSPORTATION<sup>3</sup></b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	<p>The vehicle must have a permit as per section 74 of the Motor Vehicles Act, 1988</p> <p>All vehicles owned or managed by the school, such as school bus, van, cab used by children for transportation to and from school/ or on school duty has fitness certificate from the RTO.</p> <p>The vehicle should not exceed 15 years from the date of registration.</p>		The driver's license and vehicle number should be displayed in the front.	M  M  M
2	<p><b>Vehicle exterior:</b></p> <ul style="list-style-type: none"> <li>• School buses, vans conform to the RTO norms on appearance</li> <li>• "SCHOOL BUS" is prominently written on the back and front of every bus carrying school children and</li> <li>• If it is a hired bus, "ON SCHOOL DUTY" is prominently displayed.</li> <li>• School's name and telephone number is written on the bus</li> </ul>		(The vehicle must be painted in highway yellow colour with 150mm line in green colour painted across the middle of the bus and "School Bus/Vehicle" must be written on all four sides of the vehicle)	M

<sup>3</sup>School Transportation is regulated by the Hon'ble Supreme Court Guidelines in WP (Civil) No.13029/1985 dated 20-11-97 available at <http://judis.nic.in/supremecourt/imgs1.aspx?filename=20592>, the Government of Karnataka notification no. SaaRiE 01 SaEPa 2011, dated 18-1-2013 and notification So.SaaAaa/Initiation-3/PR-197/2005-06 dated Date: 22-11-2014 available at Regarding steps to safeguard school buses and the Police Commissioner's order 157/MAG(1)/others/2014, dated 26-07-2014 available at [http://www.bcp.gov.in//upload\\_press\\_release/20147298522277/All%20School%20proceedings%20Press%20Note.pdf](http://www.bcp.gov.in//upload_press_release/20147298522277/All%20School%20proceedings%20Press%20Note.pdf). In addition it is also subject to the Motor Vehicle Act, 1988 <http://morth.nic.in/index2.asp?slid=95&sublinkid=54&lang=1> and Karnataka Motor Vehicle Rules, 1989 <http://rto.kar.nic.in/Revised%20M.V.%20VEHICLES%20RULES%20Corrected.pdf> (MVA Act & Rules) and the Motor Vehicles (conditions for vehicles engaged in transport of school children) Rules, 2012

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
3	<p><b>Drivers:</b></p> <ul style="list-style-type: none"> <li>• Every driver used has a minimum of 5 years of experience of driving heavy vehicles or minimum of 4 years of having a LMV license for driving a transport vehicle.</li> <li>• Drivers do not have any previous record of traffic offences.</li> <li>• Drivers background has been checked/verified.</li> <li>• Regular inspections are done to ensure that the driver is not under the influence of alcohol when he/she is on school work</li> <li>• Drivers and helpers are regularly sensitized on protection and harassment policies of the EI</li> <li>• Driver maintains vehicle in good and safe condition</li> </ul>		Minimum 5 years experience is a mandatory RTO requirement for school bus drivers	M
4	<p><b>Attendants</b></p> <p>There is a teacher or an attendant, (preferably a female attendant when girls are on board) accompanying the children in the school bus till the last stop.</p> <p>There is a responsible person/security to oversee the</p>		The school shall appoint one staff to be in the school van for safety of children.	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	movement of vehicles in front of the school for drop/pick up of children.			
5	<p><b>Internal measures</b></p> <ul style="list-style-type: none"> <li>• Windows of the bus has with horizontal grills.</li> <li>• The school bus/car/van/cab is equipped with First – Aid boxes, fire extinguishers</li> <li>• The doors have a reliable locking system and the locks of the doors must be secure.</li> <li>• Emergency exits in good working condition and there are no obstacles near the exit doors for children to disembark at times of emergency. The emergency exit doors should be written in red on both sides.</li> <li>• There is space provided under the seat to keep school bags safely</li> <li>• Speed governor must be installed allowing a maximum speed of 40 kmph.</li> <li>• If the LPG facility is availed then it should be from the approved kit supplier and should be certified by registration authority and there should be no seating where the LPG kit is fitted.</li> </ul>			M



<b>SECTION II – PERSONAL AND SEXUAL SAFETY</b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	<p>The School has a stringent Child Protection Policy against any form of child abuse or safety violations.</p> <p>All children are regularly oriented on Personal Safety that includes information such as 'Safe Touch and Unsafe Touch and Behaviour' and whom to approach in case a person violates Personal Safety norms</p> <p>Sessions for Teacher, Non teaching staff and Parents to build awareness on child sexual abuse, how to recognize, resist and report perpetrators and age appropriate training for children about safety are conducted School maintains records of training, dates, Resource Person contact etc</p>		<p>This is part of the School CPP</p> <p>School takes support of NGOs and individuals with expertise in this area for providing training</p>	M
2	<p>The school has incorporated age and class appropriate training from class 1- 12, that teaches Gender sensitivity, disability sensitivity, social responsibility, respect and dignity for fellow human being; harmful effects of substance abuse, and consequences of illegal behaviour or action, including penalisation under law such as JJA and POCSO</p>		<p>The syllabus developed by the state DoE and by other organisation with expertise in the area can be used for the training</p>	M
3	<p>The school undertakes on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues. Teachers and non-teaching staff</p>		<p>Early detection is critical for response and treatment</p>	M

	have been trained to recognise symptoms of abuse in children and take appropriate action as per existing laws; when reported in schools.			
4	The children enjoy a nurturing and enabling environment and are encouraged to share their personal issues in confidence with the teachers.			R
5	Schools with inclusive classrooms should also be trained on sign language and Braille so that even children with speech and hearing and visual impairment can share their issues.			R

**Protection Mechanisms, Procedures for reporting an offence or violation, and safety, other procedures for ensuring Personal & Sexual Safety are provided in Section IV A, B & C.**

<b>SECTION III –SOCIAL AND EMOTIONAL SAFETY</b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy relationships, including peer relationships.  The training is disability sensitive and incorporates needs of children with special needs			R
2	Sessions are conducted for students on life skills, exam preparedness and are taught coping skills to manage fear, anger, peer-pressure, bullying, and prevent abuse on self or others by building self-esteem and confidence among students.			R

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
3	Misconduct and inappropriate social behavior such as stealing, defacing of walls, harming another student or adult physically or emotionally are monitored and addressed in a developmentally appropriate and sensitive manner.		The Guidelines issued by the NCPCR to prevent bullying to be enforced by the school  <a href="http://www.ncpcr.gov.in/view_file.php?fid=108">http://www.ncpcr.gov.in/view_file.php?fid=108</a>	M
4	Counseling services or referrals are made available and children are made aware of it.			M
5	Students are made aware of Code of conduct (Behavioural Guidelines) for interaction with other children, and oriented so as to prevent abuses of children by children		Older children often abuse younger ones, also abuse based on caste, class, disability, gender, seclude children	M
6	Mechanisms are in place for the students to feel safe for reporting abuse of self or others.  Disciplinary and safety issues are addressed immediately by the school with no bias or favouritism.		The mechanisms is in adherence to that recommended in the Operational Guidelines and Procedures	M
7	Yoga, meditation and self-defense programs are conducted for students.			R
8	Positive disciplinary modes and measures <sup>4</sup> are adopted and followed by the teachers and school authorities.			R

<sup>4</sup> Positive Disciplinary Measures have been explained and delineated in Part B of the Child Protection Policy

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
9	<p>School regularly reviews absenteeism and takes steps to ensure regular attendance.</p> <p>Support systems for low achievers, children with special needs, children in difficult circumstances and likely to drop out or be married etc., are in place. Such children are identified and linked to services and support systems which can help retain them in the school environment.</p> <p>Appropriate referrals are made for support service, to ensure protection and safety.</p>		<p>The school updates list of students who are in need of special learning assistance.</p> <p>School maintains number of referrals made to avail support services.</p>	R

**Protection Mechanisms, Procedures for reporting an offence or violation, and other procedures for ensuring Social and Emotional Safety are provided in Section IV A, B & C.**

<b>SECTION IV: PROCEDURES &amp; PROTOCOLS FOR PERSONAL, SEXUAL, SOCIAL &amp; EMOTIONAL SAFETY</b>				
<b>SECTION IV A: CHILD PROTECTION MECHANISMS</b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
1	The school has in place a well-defined Child Protection Policy (School CPP) to provide a safe environment and protect children from abuse, harm or exploitation, with appropriate guidelines and reporting mechanism.		Schools can adapt the Template provided as annexure in the Karnataka State CPP for EI	M
2	<p>The School CPP firmly states the following:</p> <p>Ban on corporal punishment and emotional harassment of students by teaching and non-teaching staff</p> <p>All types of bullying is discouraged and prohibited in the school premises and students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.</p> <p>The school does not tolerate discrimination/prejudice against students on basis of religion, economic status, caste, gender, locality, language, physique or disability or any other factor</p>		<p>See NCPCR guidelines for eliminating corporal punishment in Schools:</p> <p><a href="http://ncpcr.gov.in/showfile.php?lang=1&amp;level=1&amp;&amp;sublinkid=234&amp;lid=153">http://ncpcr.gov.in/showfile.php?lang=1&amp;level=1&amp;&amp;sublinkid=234&amp;lid=153</a></p> <p>Record cases reported and action taken</p>	M
3	The School has a sensitized staff designated as Child Protection Officer - who has undergone appropriate training to handle all responsibilities in this regard		To maintain record to include date of appointment and training.	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
4	<p>There is a Child Protection Committee<sup>5</sup> in place with members as prescribed in the Karnataka State CPP for EI.</p> <p>All members of the School Child Protection Committee are oriented on the School CPP, their roles and responsibilities, reporting and redressal mechanism</p> <p>Members are actively participating in regularly held meetings and are sensitively responding to cases of safety violation or abuse of children in accordance with existing laws.</p> <p>School prepares a monthly report of cases registered with CPC and action taken under it.</p> <p>Number of cases and action taken is emphasized in all reports submitted by the school to external committees/ bodies.</p>		<p>The School can seek facilitation by NGOs/ individuals with expertise in this area</p> <p>CPC to meet once a fortnight or as directed in the school CPP and minutes recorded, with follow-up</p> <p>Circular issued by Department of Public Instruction - Mandatory to constitute CPC to prevent instances of sexual harassment and other atrocities against school children: <a href="http://www.sc_hooeducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf">http://www.sc_hooeducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf</a></p>	M
5	<p>All teaching, non-teaching, contractual and other staff is sensitized on the Child Protection Policy &amp; Guidelines and child related legislation.</p>		<p>External experts can facilitate this process initially</p>	

<sup>5</sup> Child Protection Committee constituted as per the Circular No: C7 pra.shi.a/sha.ma.ly.ki/2014-15, of the Department of Public Instruction, Government of Karnataka, dated 23/07/2014, provided as annexure

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	The school has provided the School CPP to all its vendors/ outsourced agencies and taken an undertaking in writing by these service providers that all their workers delegated to work in the school/ with students in whatever capacity, have been oriented with and abide by the School CPP.		MHRD Guidelines for safety and security of Children specifically recommends pre-service training of teachers :  <a href="http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf">http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf</a>	M
6	All parents and students have been made aware of the School Child Protection Policy/ Guidelines and reporting mechanisms.  Key features or highlights of the School CPP are displayed prominently in the school premises frequented by parents, children and visitors.		Schools may intimate through a Note for read and sign by parents/guardians	M
7	There is a recruitment and verification procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with children.		Police verification as per government guidelines.  <a href="http://www.sc_hooeducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf">http://www.sc_hooeducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf</a>  It is important to ensure no staff with prior history of child abuse is recruited	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
8	School has in place a process to assess employees during the recruitment process, attitude to child safety and child abuse, sensitivity to children and their rights, problems faced by them etc.,			R
9	Code of Conduct (behavioural guidelines) in accordance with the School CPP for teaching and non-teaching staff and students is in place  Orientation has been organised for all concerned on the Code of Conduct		The Code of Conduct is as per the Karnataka State Guidelines for CPP for EI	M
10	School Monitoring Committee or Parents Teachers Association is in place and meets regularly  Meeting agenda includes child protection and safety issues  The School actively consults and encourages participation of families in child protection issues  Cases of abuse or safety violation are reported to the Committee		School has maintained records of meetings of Child Protection Committee (CPC), SDMC, PTAs and joint meetings	M
11	School Authority is aware of the Child Protection Mechanisms such as the SJPU, Childline, CWC, KSPCR, DCPU  School has a separate child safety Notice Board in a prominent place displaying the contact numbers of the Childline (1098), Child Welfare Officer of the jurisdictional police station, SJPU, police control room, DCPO,		This information has to be given as part of orientation  The numbers have to be updated periodically. These	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	designated Child Protection Officer of the school.		measures are endorsed by Circular issued by Dept. of Public Instruction: <a href="http://www.sc_hooleducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf">http://www.sc_hooleducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf</a>	
12	School has appointed qualified Child Counsellor or Psychologist – part time or full time or on call consultant who can be accessed when there is a requirement or an emergency.  A senior Teacher has also been to provide basic counseling services and is capable of referral as required		Letter of appointment as verification  Where a school cannot afford even a part time Counsellor then a senior teacher can be trained	M
13	School has Children’s Forum/Sangha/Clubs that promote children’s participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues  The forum is inclusive with due representation from all backgrounds.			M
14	Child Safety Posters are on display in prominent locations of the school		This provides general orientation on CP to all accessing/in contact with the school.	M
15	Suggestion/ Complaint Box is		This is also	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	<p>in place to provide children and parents space to raise concern or issue regarding child protection and safety</p> <p>The box is opened and reviewed by the Child Protection Committee<sup>6</sup> as per norms specified in the School's CPP</p> <p>The School ensures that children who complain or come up with suggestion are not singled out or harassed and victimised</p> <p>School maintains records of complaints brought forward by children to the SDMC or CPC and these records are available for verification</p>		<p>endorsed by the Circular issued by Dept. of Public Instruction re complaint and suggestion boxes to be installed at easy reach of children:</p> <p><a href="http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf">http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf</a></p>	
16	The Child Safety checklist is periodically used for assessment of the school's adherence to safety norms and protection standards		The Assessment can be done annually to improve standards towards making school safe and child sensitive	M
17	The Child Safety checklist is used for planning and designing new facilities or assessing existing ones		This continuous process enables the school raise the standard of quality care for children	M

<sup>6</sup> Members to the Child Protection Committee nominated as per the Circular No: C7 pra.shi.a/sha.ma.ly.ki/2014-15, of the Department of Public Instruction, Government of Karnataka, dated 23/07/2014, provided as annexure -

<b>SECTION IV: PROCEDURES &amp; PROTOCOLS FOR PERSONAL, SEXUAL, SOCIAL &amp; EMOTIONAL SAFETY</b>				
<b>SECTION IV B: PROCEDURES FOR REPORTING OF ABUSE OR SAFETY VIOLATION</b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
1	<p>There is a clearly laid out procedure and line of reporting for teachers and other members of the staff and management to be followed, in the event of child abuse or safety violation by teaching or non-teaching staff or anyone else connected with the school</p> <p>All concerned such as CPO, CPC members, HM/Head are oriented on these procedures</p>		<p>The reporting procedure shall be based on the Karnataka State CPP for EI</p> <p>This will form part of the School CPP</p>	M
2	<p>In the event of child abuse or safety violation is reported, the School Authority abides and follows a child sensitive procedure of reporting and inquiry, in accordance with the law wherever required.</p> <p>All steps taken to ensure child is not further traumatized during every step of the reporting and inquiry procedure and uphold the confidentiality of the case</p>		<p>The procedure is detailed in the CPP for EI.</p> <p>Record all cases and update status</p>	M
3	<p>In case of reported sexual offences or incidence, immediate steps are taken to prohibit access to the child by the alleged offender</p>		<p>Immediate and appropriate action against the accused</p>	M
4	<p>The CPC is informed of the abuse/violation and the members are actively involved in the process</p>		<p>Record all cases reported and status update of action taken</p>	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
5	The CPO/Head follows all procedures and informs the Police/SJPU/CWC as required			M
6	<p>In the event of any sexual offence that occur in the school or in relation to the school, the School Authority assists and supports the affected child/children and family in their treatment and rehabilitation. It ensures that the child and the family are treated with respect and sensitivity. Teachers, staff and other students are sensitised to create a favourable atmosphere for the child victim to feel empowered and continue studying in the school.</p> <p>The School Authority also extends similar support in the event of abuse happening outside the school, but school support is sought.</p> <p>Cooperation with competent authorities is also provided to deal with legal requirements.</p>		<p>CPO and Head to have a thorough and upto date knowledge of the procedure and CP mechanisms</p>	<p>M</p> <p>R</p> <p>M</p>
7	In the event of abuse or safety violation that are not cognizable offence, the CPC and School authority determine the course of action and redressal measures including punitive, as provided in the School CPP or prescribed by the State		Record case and action taken	M
8	In case of sexual offence, as per procedure, the accused should be placed under suspension till completion of enquiry by the Court, and if found guilty services terminated.		Record case and action taken	M
9	In the event of abuse by a teaching or non-teaching staff or		Record action	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	anyone related to the school, the school has procedures to counsel other children		taken	
10	The school handles media briefing and updates with caution and sensitivity, avoids sensationalisation, upholding the right to privacy and confidentiality of the child and family.		POCSO Act provides for stringent punitive action against Media that breach child victim's confidentiality  <a href="http://wcd.nic.in/sites/default/files/childprotection31072012.pdf">http://wcd.nic.in/sites/default/files/childprotection31072012.pdf</a>	M
11	All procedures as provided by the Karnataka State CPP for EI is being followed			M

**SECTION IV: PROCEDURES & PROTOCOLS FOR  
PERSONAL, SEXUAL, SOCIAL & EMOTIONAL SAFETY**

**SECTION IV C: OTHER CHILD SAFETY AND PROTECTION MEASURES**

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	The school premise and classrooms are not used for storing construction or other materials and used only for education and other related activities  The school prohibits all anti-social activities such as gambling, drinking within school premises and reports any anti social gathering in or near school premises to the Police.		Information from community/ neighbourhood should also be taken	R  M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
2	The staff actively supervise the students, both inside and outside the classroom			M
3	Secluded corners, corridors and staircases are kept under watch by staff members during break time and at the time of assembly and dispersal.		Children are oriented on avoiding risk taking behaviour	M
4	All class rooms, laboratories, toilets, library, staff room, kitchen, sports room, auditorium and other places are checked daily by school personnel before they are locked for the day.			M
5	The access to school building by outsiders/visitors is controlled and monitored, and visitors' register maintained strictly and diligently by the security personnel /administrative staff		There is a designated waiting place for visitors to the school. Also mandated by the circular issued by Dept. of Public Instruction: <a href="http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf">http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf</a>	M
6	The school ensures that during family emergency or other emergencies such as unexpected bandh, no child is allowed to leave school unless parents/guardian come in person to take the child or letter of authorization is given by the parent or guardian.  This information has been provided to parents/guardians		<i>Further info available in</i> Circular issued by Dept. of Public Instruction Responsibilities of Head of Institution  <a href="http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf">http://www.sc_hooleducation.kar.nic.in/pdffiles/ChildSafetyEng260714.pdf</a>	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
7	<p>The school maintains an updated list of contacts of parents/guardians, change of address and emergency contact numbers for every student of the school.</p> <p>Parents and guardians are connected with messaging system or mobile networking and periodic information are sent to parents on the same</p>			<p>M</p> <p>R</p>
8	<p>Most teachers and non-teaching staff such as driver, security and attendants have been trained on communicating with and handling students with special needs, students using wheelchairs, students with cognitive, visual, speech or hearing impairment</p>		<p>At least 50% of staff should be trained on these aspects</p>	R
9	<p>Students with special needs are accompanied only by an attendant or teacher when using the toilet.</p>			M
10	<p>PT Teachers are sensitive and involve students in sports according to their physical capabilities and health related issues.</p> <p>No Physical Instructor and other coaches are allowed to provide coaching to any girl or boy alone in the sports room or any other secluded place, during or after school hours or on holidays, without permission of the school authority and parents/guardian.</p>		<p>Parents and children have to be informed/orien ted about the same.</p> <p>Parents/ guardians to inform the school of any relevant health issue of the child</p>	M

Sl. No	Indicators	Yes/ No	Remarks	Mandatory/ Recommended
11	School provides opportunity for all students to share their personal issues in confidence.		Number of cases of a personal and confidential nature brought to the notice of the teacher by children  Action taken to resolve the issue	R

<b>SECTION IV: EMERGENCY PREPAREDNESS AND DISASTER MANAGEMENT</b>				
Sl. No	Indicators	Yes/ No	Remarks	Mandatory/ Recommended
1	The School has developed a common vocabulary easily understood by children, and uses it during regular emergency drills to ensure that there will be effective and clear communication in case of an emergency.			R
2	An up-to-date map of the school facility with evacuation plan is displayed in at prominent places in the school building  The staff and students undergo emergency evacuation drill and know the evacuation plan to avoid stampede in case of a disaster, with specific attention to children with disability.  The staff and students are oriented on the 'assembly point' during emergencies/disasters			M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
3	The staff has been trained to respond in case of emergencies such as fire, building or wall collapse, flooding, electrical accident, terror attack etc.,		National Policy on Disaster Management, 2009 – Section 10.2.2 – Disaster Management training at educational institutions to be given due weightage.  <a href="http://www.ndma.gov.in/images/guidelines/national-dm-policy2009.pdf">http://www.ndma.gov.in/images/guidelines/national-dm-policy2009.pdf</a>	M
4	There are adequate, functioning fire-extinguishers as per norms, installed at vantage places and students and staff members know how to use them		Fire extinguishers should be periodically maintained, with the date of last service displayed as per the directives of the Bureau of Indian Standards – Code of Practice of Fire Safety in Educational Institutions:  <a href="https://law.resource.org/pub/in/bis/S03/is.14435.1997.pdf">https://law.resource.org/pub/in/bis/S03/is.14435.1997.pdf</a>	M
5	There is a School Disaster Response Team consisting of members from the administration, teachers and		Schools should follow Guidelines issued by the	R

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
	senior students and they are oriented on evacuation drill.		Ministry for Disaster Management for School Safety  <a href="http://www.ndma.gov.in/images/pdf/SchoolSafety.pdf">http://www.ndma.gov.in/images/pdf/SchoolSafety.pdf</a>	
6	CPR and first-aid classes are organized for staff and students  Emergency numbers - like Police 100, Fire 101, Ambulance 108 are displayed in prominent places  The school staff are trained to handle trauma and post-disaster interventions and are familiar with referrals			M  M  R

<b>SECTION V – CYBER SAFETY</b>				
<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recommended</b>
1	Access to computer rooms and use of electronic and technological devices by students is supervised by teachers or staff at all times		As per the directives of the Ministry of Home Affairs’ Advisory on Preventing & Combating Cyber Crimes against Children –  Parents & Teachers have an active role in combating cyber crimes.	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
			See <a href="http://www.mha.nic.in/sites/upload_files/mha/files/CS-Adv-160112.pdf">http://www.mha.nic.in/sites/upload_files/mha/files/CS-Adv-160112.pdf</a> (Advisory on Preventing & Combating Cyber Crimes against children)	
2	There is Internet Security that restricts access to sites with adult content by students. Social Networking sites are blocked at all times by the school		School has issued a direction to staff prohibiting internet access on mobiles in the school	M
3	Students are regularly educated, in an age appropriate manner, on safe usage of technology and how to be responsible digital citizen – sensible and responsible use of mobiles, SMS, MMS, internet, mail or net chats, harmful effects of pornography and how to avoid unsafe or risky behaviour.  Students are educated on the consequences of cyber misuse, cyber bullying and harassment etc., under the law – IT Act, JJ Act, IPC Sections and POCSO and punitive measures therein to prevent offences by students against other students or adults  -		Experts can be approached for facilitating the initial training. Maintain record of date of training  CBSE Guidelines for Prevention of bullying and ragging in schools, 2015 (Cyber bullying to be considered under bullying)  <a href="http://ptlb.in/ccici/wp-content/uploads/2015/03/CBSE-Guidelines-For-Prevention-">http://ptlb.in/ccici/wp-content/uploads/2015/03/CBSE-Guidelines-For-Prevention-</a>	M

<b>Sl. No</b>	<b>Indicators</b>	<b>Yes/ No</b>	<b>Remarks</b>	<b>Mandatory/ Recom mended</b>
			Of-Bullying-And-Ragging-In-Schools-9th-March-2015-Circular-No.-Acad.-17-2015.pdf	
4	School Authority, teachers and students are oriented on procedures to be followed by the school in the event of cyber abuse or crime		School to contact Cyber Crime department of the Karnataka State Police. (Familiarity with the provision of the IT Act 2000, the IT Act (Amendment) act 2008 and Rules will help with this).	M
5	Parents are informed on the safe usage of technology, internet, measures to avoid risky behaviour by students and measures for redressal		This information can be given as a hand out to be read and signed by parents	R
6	Cyber-crimes including Cyber-bullying or harassment are handled with sensitivity and confidentiality  School maintains a record and report of all such crimes		This is important to reduce trauma for the child, school and family	M
7	There is proper handling of e-waste by the school and teachers and students are trained for the same.		As per the E-Waste Management and Handling Rules, 2011 EIs are bulk consumers of	M

Sl. No	Indicators	Yes/ No	Remarks	Mandatory/ Recommended
			<p>e-waste and responsible for waste disposal, including e-waste. It can seek help from NGOs and other organizations in this regard. Details available at E-Waste Management and Handling Rules, 2011 :</p> <p><a href="http://www.mof.nic.in/downloads/rules-and-regulations/1035e_eng.pdf">http://www.mof.nic.in/downloads/rules-and-regulations/1035e_eng.pdf</a></p>	

For more details on how to deal with online exploitation please refer to the link provided below on

**“Stay Safe From Online Exploitation” (for Children) by ECPAT**  
[http://ecpat.net/sites/default/files/Guide%20to%20protectiononline\\_layout%203\\_home\\_2014OCT31\\_ONLINE.pdf](http://ecpat.net/sites/default/files/Guide%20to%20protectiononline_layout%203_home_2014OCT31_ONLINE.pdf)

