

# CHILD SAFETY PROGRAM STANDARD OPERATING PROCEDURES



# TABLE OF CONTENTS

About CSA	3
Rationale & Scope	4
Background of the problem	5
Child Safety Program	6
Objectives of the Child Safety Program	6
Intervention Pathways	6
Targeted Outcomes from the Program	6
Process and Implementation	7
Conclusion	8
Abbreviations	9
Annexures	10
Child Safety Curriculum	10
Junior Shakti (JS)	11
Super Smart Shakti (SSS)	12
Asli Champion (AC)	13

## About CSA

Catalysts for Social Action is an Indian NGO that works towards creating and ensuring a brighter future for every child under institutional care. **With a vision to build a nation where children in need of care and protection are nurtured into happy and contributing members of society.** By empowering institutional care channels, we ensure family-like care for our children, and that enhance access to healthy living conditions, good education resulting in the journey of developing young adults living independently with dignity. As of 2019, approximately 3,70,000 live-in Child-Care Institutions across the country need constant care and support.

## Our Programs

### Health & Nutrition



- Health & WaSH (Water, Sanitation & Hygiene)
- Supplementary Nutrition
- Infrastructure
- Day to Day Essentials

### Education & Development



- Education
- Life Skills
- Recreation
- Sports
- Digital Engagement

### Livelihood & Aftercare



- Preparatory program
- Aftercare support
- Higher Education & Skill Training
- Vocation Training

### Capacity Building & Advocacy



- Adoption
- CCI Capacity Building
- Stakeholder Workshops & Trainings

## Rationale & Scope

Standard Operating Procedures (SOPs) have been developed to facilitate joint action by all stakeholders to effectively respond to children in Institutional care. It is intended to assist them in understanding and supporting the rights of children they work with. This will be a guiding document that seeks to identify the step-by-step processes to be set in motion when interventions are made for different categories of children in Institutional care.

CSA has always tried to develop its programs on a child-centric approach, where the child is seen and kept in focus throughout the process of the program especially when establishing and providing services

- It considers critical timeframes from childhood to adolescent stage and customizes interventions according to the developmental needs of the child
- Ensures services offered are appropriate to those developmental needs.
- Provides children with appropriate opportunities to participate in decisions that affect them.
- Promotes a collaborative approach to influencing the child's environment and their interactions in those environments

This SOP neither seeks to advocate a one size-fits-all-approach nor seeks to present a standardized model of intervention with children in Institutional care; since it acknowledges that Children in Institutional care are not a homogenous group. This SOP does not present standardized prescriptions, but processes that should be set in motion once a child becomes part of Institutional care.

Although this guidance is relevant to all children in Institutional care, its application will vary depending on context and on the circumstances and experiences of specific groups of children. It is vital that those using the guidelines adhere to the general principles included, but carefully adapt the detail of the application. The guidelines may be used in a variety of ways including as:

- a reference document for program implementation and impact measurement
- a guideline to support people working with children and young people in Institutional care
- a guideline to ensure quality control measures which are to be applied across different phases of the program
- a resource when developing training materials and evidence of practice

## Background of the problem

Children in India constitute one of the most vulnerable sections of the population. About 370,000 children were lodged in 9,589 childcare institutes across the country, noted a September 2018 report of the Jena Committee, which had been instituted by the government to map childcare institutes in the country. Changing socio-economic dynamics of Indian society like the rapid disintegration of joint family systems, migration, poverty and the loss of livelihood opportunities are the main reasons leading to the weakening of the traditional child protection mechanisms forcing children to become the most vulnerable unit in the family. Safety-related incidents, physical bullying, sexual abuse, and humiliation resulting in emotional and health problems, unsuspecting children getting trafficked for labor, marriage, and sex trade, all these point to an urgent need to work with children and equip them to identify and pre-empt risks and secure their personal safety.

CSA's program is rooted in the need identified from the field and extensive work with CCI's at various locations. CSAs has more than a decade on-ground engagement and field experience, with this foundation they have realized that the existing gap and limitation in making CCI space – A safe and dignified place for living.

The Child safety program is designed as a precautionary and preparatory measure for the Children and the CCI for any incidence related to abuse, how to avoid, tackle and handle such situations. It is designed to make the CCI's more child-centric and safe. When the children are living in children's home under the supervision and connected to services that make them safe, there may be situations which continue to make them vulnerable like:

- When children engage with other children in the children's home or at school.
- When children engage with other teachers and staff members.
- When children engage with external service providers or step out of the institution.
- When children go back home for vacations
- When children leave the home at the age of 18 and go back to the same circumstances.

CSA strongly believes that the most important key to child safety is prevention. It is widely recognized that organizational awareness and good practice can promote positive staff action or behavior, reduce opportunities for offending, and will enable early detection and response.

## Child Safety Program

Drawing on the experience of working with the child care institutes for a long CSA identified the need of providing child safety sessions for the children and also working towards making the child care institutes safe. CSA in collaboration with Aangan is implementing a child safety curriculum which is an innovative video-based curriculum for adolescent girls and boys. The curriculum for girls is called Super smart Shakti (12 to 18 years and above), Curriculum for boys is called Asli Champion (12 to 18 years and above) and for children in the age group of 8 years to 11 years is called Junior Shakti which is in a form of stories. All these three modules are very participatory as they are followed by activities and worksheets for the children.

### Objectives of the Child Safety Program:

- To facilitate awareness among children on the right of protection and establish a culture of safety and security for all CNCP children
- To ensure that all the stakeholders engaging with the children are prepared, understand, accept and act in the fulfilment of their responsibilities towards Protection and safety for CNCP children.
- To ensure that CSA and CCIs staff have clear procedures for preventing and responding to any form of violence against children, establishing safe and transparent channels to report concerns, suspicions, and incidents concerning Safety, security and positive treatment of children

### Intervention Pathways

- Interactive and activity-based modular sessions designed for engaging with children on different aspects of child protection
- Capacity building programs for CSA and CCI staff on key aspects of POCSO act and JJ Act 2015
- Formation of Functional Child Protection Committee in the CCI and ensuring that they are responsive to abuse and violence and also compliant with POCSO

### Targeted Outcomes from the Program

- The institution ensures that all children, without distinction, are protected against all forms of violence, abuse and have their dignity upheld
- CCI are compliant with all the laws especially POCSO and JJ Act 2015 and all the staff engaging with the children are empowered on procedures and protocols

## Process and Implementation

Drawing on the experience of working with the child care institutes, CSA identified the need of providing child safety sessions for the children and also working towards making the child care institutes safe and secure place for living. CSA in collaboration with Aangan is implementing a child safety curriculum which is an innovative video-based curriculum for adolescent girls and boys. The curriculum for girls is called Super smart Shakti (12 to 18 years and above), Curriculum for boys is called Asli Champion (12 to 18 years and above) and for children in the age group of 8 years to 11 years is called Junior Shakti which is in the form of stories. All these three modules are very participatory as they are followed by activities and worksheets for the children.

	PROCESS	PARAMETERS	STAKEHOLDER
1	Identification of groups in CCI for Junior Shakti, Super Smart Shakti, and Asli Champion.	This will enable the process of creating groups for the facilitation of specific modules	PO and LH
2	Scheduling the sessions based on the groups identified and availability of the Children in the CCI's.	10 sessions are for each module so scheduling will help in the timely delivery of the programs.	PO and LH
3	Orientation CCI staff and trustees on the objectives and importance of child safety programs	This will help us involve the CCI staff and trustees in the process. It will also help in the formation of a child safety committee at the CCI Levels.	PO, CM/ Superintendent & CCI Staff
4	Conducting the Sessions as per the schedule	This will help make children aware of their safety and what measures they need to take in case they have been abused.	CNCP Children
5	POCSO training for the CCI staff and Trustees	To help the CCI staff and trustees to understand the POCSO act. This will help the CCI trustee and staff to take precautionary steps for the child's safety and also the steps that they need to take to tackle the situation.	CCI trustee and CCI staff
6	Formation of the Child Protection Committee safety committee in the CCI	This will help us identify one Child safety Officer and also other committee members, who can be trained specifically for POCSO compliances. Children will be made aware of the same so that they know whom to go and meet in case they feel unsafe.	PO, LH, CCI trustee
7	Making the home POCSO compliant and Safe environment for children at the CCI's	Children will be aware of what is safe and unsafe environment and also who are their trusted adults. CCI staff and trustees will be equipped to make sure child safety and also handling the case properly. Home will be POCSO compliant and we will be able to reduce the chances of children getting abused.	PO, LH, CCI Staff, Trustees, and Children

## Conclusion

This SOP is thus aimed at providing step-by-step process that can help in ensuring a protective environment and raising awareness of children on safety and violations and also help Child care institutes provide a safe and secured space for children.

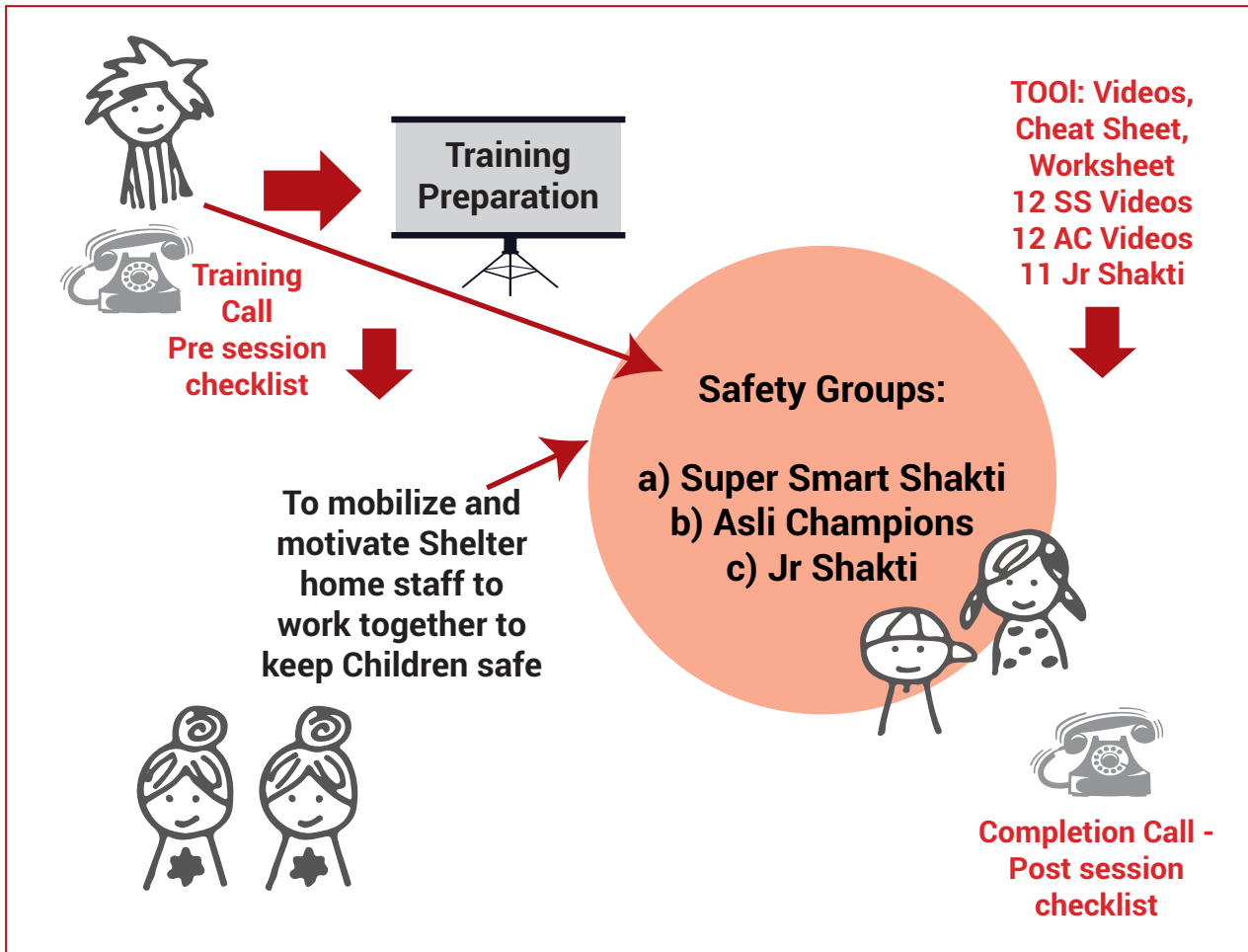
- All staff are inducted on child protection and preventive measures as it is essential that all staff are aware of their own responsibilities, as well as organisational policy and practice.
- Coordinate the drafting of an Action plan and redressal mechanism around Child safety, security. Ensuring involvement of all relevant staff and ensure effective implementation and monitoring of the Action Plan and Redressal Procedure.
- Ensure that all staff are aware of key child protection resources required to plan and deliver child safe activities, and create a protective environment
- The child safety sessions designed for children are a way of empowering them and problem-solve unsafe situations. These sessions are designed in a very interactive manner and thus it's very important on the part of the facilitator to facilitate these sessions in such a way that children are more involved and also their understanding develops on the matter of Child abuse (focusing on sexual abuse) . It also becomes important on the part of the facilitator to pay attention during sessions towards children's responses as that will also help us identify cases of abuse and we will be able to provide the support needed for the child.

## Abbreviations

PO	Program Officer
LH	Location Head
CM	Child care institute manger
CCI	Child care Institute
CNCP	Children in need of care and protection
CCI staff	Child care institute staff
CCI trustees	Child care institute Trustees
POCSO	Protection of children from sexual offences Act
SSS	Super Smart Shakti
JS	Junior Shakti
AC	Asli Champion

## Annexures

### Child Safety Curriculum



A very interactive curriculum based on videos for adolescents and storytelling for the children. Each session is followed by a worksheet and some activity related to the main objective of the sessions, which gives very positive reinforcement to the participants.

Each session is planned in such a way that it takes around an hour to 1 hour 15 min to complete the session. Ideally, it will be good if the sessions are kept regularly, preferably 1 session weekly for each group. It takes 12 sessions to complete the program with children.



## Junior Shakti (JS)

**Age Group:** 8 to 11 years

**Gender:** Boys and Girls

**Mode of Session:** Storytelling followed by worksheets and activities

NO	TOPIC	OBJECTIVE
1 A	Story: It's ok to be different	Children Identify unique and positive qualities in themselves that build their self-esteem and confidence.
1 B	Worksheet: You are special and unique	
2 A	Story: Ruru Raag	Children recognize how stereotypes can affect them.
2 B	Worksheet: Breaking stereotypes and building self-esteem	
3 A	Story: Ruby Bridges	Children can articulate their dreams and aspirations and share these with their elders. Children begin to think about how they can fulfil these aspirations and who can support them.
3 B	Worksheet: Aspirations	
4 A	Story: The Rooster and the sun	Children make educational plans and identify support people to implement these plans.
4 B	Worksheet: Making your plan	
5 A	Story: Why girl	Children see value in voicing their opinion, asking questions and building knowledge, and using this knowledge for their safety and development.
5 B	Worksheet: Asking questions	
6 A	Story: Saying No	Children identify unsafe situations and the importance of saying NO in such situations.
6 B	Worksheet: Saying No	
7 A	Story: One night in the Sundarbans	Children can do problems solving and negotiate in risky and unsafe situations to keep themselves safe.
7 B	Worksheet: Negotiations	
8 A	Video: Child sexual abuse	Children know what constitutes child sexual abuse and have a safety plan for themselves. Children will identify unsafe people, spaces, situations, and times and know the SMART way of staying away from harm.
8 B	Activity: Safety planning	
9 A	Story: Tulir	Children will identify people in their life who will support them in unsafe situations.
9 B	Worksheet: Tulir	
10 A	Story: Fakruddin ka fridge	Children get together to identify issues in their community and can problem-solve strategize ways to address these using formal and informal support.
10 B	Worksheet: Discussing a community project.	

## Super Smart Shakti (SSS)

**Age Group:** 12 to 18 and above

**Gender:** Girls

**Mode of Session:** Videos, followed by discussion then worksheets and activities.

NO	TOPIC	OBJECTIVE
1	S For Sapne	Girls can articulate their dreams and aspirations. Girls begin to think about how they can fulfil these aspirations.
2	U se Uttam	Girls will be prepared to recognize signs of potential harm and unsafe situations like trafficking, child marriage, and child labor, abuse in life outside children's home, and also able to identify trusted adults.
3	P se Parakhna	Girls can assess good and bad touch as well as communication/behavior that are risky and unsafe. Girls know strategies to respond to such situations.
4	E se Eeeyah	Girls are aware of the laws as well as govt. protection agencies that can support them and can be accessed to access to protect themselves from the situation of harm.
5	R se Rishtey	Girls have identified people in their lives who can support them in different situations in different ways in children's homes and outside and rehears ways to communicate with them to gain their support.
6	S se Samvaad	Girls can problem solve and negotiate in risky and unsafe situations to keep themselves safe.
7	M se Maarg	Girls have a safety plan for themselves. Girls have identified safe and unsafe people, situations, and times in the children's home, in their life generally, and know SMART ways of staying away from harm.
8	A se Abhiyaan	Girls have identified safe and unsafe people, situations, times, and spaces in the children's home, on the way to school, and in the school.
9	R se Roshni	Girls get support from local officials to take action that ensures safety for girls in the community.
10	T se Tadbeer	Girls envision a safe future by thinking about career options for themselves and creating their educational plans.
11	T se Tadbeer	Girls reflect on their strengths, weaknesses/blocks, opportunities, and threats in the context of reaching their goals.
12	Reflection and celebration	Girls feel empowered being part of a larger safety network.

## Asli Champion (AC)

**Age Group:** 12 to 18 and above

**Gender:** Boys

**Mode of Session:** Videos, followed by discussion then worksheets and activities.

NO	TOPIC	OBJECTIVE
1	A se Asal mein	Boys begin to challenge societal norms regarding gender roles.
2	S se sahanshilata	Boys identify the forms of violence that they perpetrate or that are committed against them.
3	L se Lagaam	Boys can link violence to 'male honor'. Boys think of alternatives other than violence to deal with situations when they feel insulted.
4	I se Ishara	Boys will prepare themselves to recognize signs of potential harm, unsafe situations like trafficking, migration, labor, abuse outside children's homes.
5	CH se chaahat	Boys are aware of laws as well as govt protection agencies that can support them and can be accessed to protect themselves from situations and harm.
6	A se Apne	Boys will identify people in their lives inside the children's home and at home who can support them in different situations. Boys rehearse ways to ask for support.
7	M se Mr.Hero	Boys know of the risk that they are exposed to because of peer pressure and tests of courage and masculinity to gain acceptance.
8	P se Parakhna	Boys will be able to explain what sexual violence is, what conditions foster it and how we can reduce it or prevent it.
9	I Dekhbhal	Boys can define caregiving and how they deal with it in their daily life. They can see themselves as caring people.
10	Y se Yaraana	Boys are aware of substance use and drug dependency and behaviors associated with these.
11	N se Nischay	Boys articulate career goals and create plans towards financial independence.
12	Atmanirbhar	Boys reflect on their strengths, weaknesses/blocks opportunities, and threats in the context of reaching their life goals.



*A family for every child*

---

711 & 712, Bhaveshwar Arcade Annex, Nityanand  
Nagar, Opp Shreyas Cinema, LBS Marg, Ghatkopar  
(W), Mumbai 400086, Maharashtra, India.

☎ 8291890505 ✉ [info@csa.org.in](mailto:info@csa.org.in) 🌐 [www.csa.org.in](http://www.csa.org.in)

