

PRAKRTIREVA SARANAM FOUNDATION

CHILD SAFEGUARDING & PROTECTION POLICY

Policy Version: 1.0

Effective Date: 26 August 2026

Approved By: Board of Directors

Approval Date: 26 August 2026

Policy Owner: Board of Directors / Designated Safeguarding Lead

Next Review Date: _____

1. PURPOSE

Praktireva Saranam Foundation ("the Foundation") is committed to protecting the safety, dignity and well-being of children and young persons who may come into contact with the Foundation through its programmes and activities.

As the Foundation conducts plantation drives, environmental education, school visits, surveys and related activities in educational institutions, volunteers and representatives may interact with children and students.

This Child Safeguarding & Protection Policy ("Policy") establishes the standards and procedures intended to help prevent harm, abuse, exploitation and inappropriate conduct involving children in connection with Foundation activities.

The purpose of this Policy is to:

- establish clear safeguarding standards for volunteers, directors and other persons acting on behalf of the Foundation;
 - promote a safe environment for children participating in or encountered during Foundation activities;
 - establish appropriate professional boundaries between adults and children;
 - reduce safeguarding risks during school visits, plantation drives, events and other activities;
 - establish appropriate standards for photography, videography and communication involving children;
 - provide a clear mechanism for raising and responding to safeguarding concerns;
 - promote responsible and child-sensitive conduct; and
 - support compliance with applicable child-protection laws and requirements.
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2. SCOPE AND APPLICABILITY

2.1 This Policy applies to all persons associated with the Foundation who may interact with children through Foundation activities.

2.2 This includes, where applicable:

- directors;
- volunteers;
- project leads;
- field volunteers;
- school-visit volunteers;
- plantation-drive volunteers;
- environmental education volunteers;
- content and media volunteers;
- temporary or event-specific volunteers; and
- other persons authorised to participate in Foundation activities.

2.3 This Policy applies during:

- school plantation drives;
- school visits and permission visits;
- site surveys;
- environmental education activities;
- Foundation events;
- workshops and awareness programmes;
- community activities involving children;
- photography and videography activities;
- travel or field activities connected with Foundation programmes; and
- online or digital communication connected with Foundation activities.

2.4 This Policy applies whether the activity takes place at a school, public location, Foundation activity site, online platform or any other location where the person is acting on behalf of or in connection with the Foundation.

3. DEFINITIONS

For the purposes of this Policy:

3.1 Child

A **child** means a person below the age of 18 years, unless applicable law provides otherwise.

3.2 Safeguarding

Safeguarding means the measures taken to protect children from abuse, exploitation, neglect, harassment, inappropriate conduct and other forms of harm.

3.3 Abuse

Abuse may include physical, emotional, psychological or sexual abuse, as well as exploitation, neglect or other conduct that causes or may cause harm to a child.

3.4 Safeguarding Concern

A safeguarding concern is any information, observation, disclosure, allegation, suspicion or circumstance suggesting that a child may have experienced or may be at risk of harm.

4. CORE SAFEGUARDING PRINCIPLES

The Foundation shall seek to uphold the following principles:

4.1 Best Interests of the Child

The safety and well-being of children shall be given appropriate consideration in Foundation activities involving children.

4.2 Zero Tolerance for Abuse and Exploitation

The Foundation does not tolerate abuse, exploitation, harassment or deliberate harm involving children.

4.3 Respect and Dignity

Children shall be treated with respect, patience and dignity.

4.4 Appropriate Professional Boundaries

Adults involved with the Foundation shall maintain appropriate boundaries with children.

4.5 Confidentiality

Safeguarding information shall be handled sensitively and shared only with persons who need the information for an authorised purpose or where disclosure is legally required.

4.6 Prompt Reporting

Safeguarding concerns should be raised promptly rather than ignored or concealed.

4.7 No Retaliation

A person who raises a genuine safeguarding concern in good faith should not be subjected to retaliation merely because they reported the concern.

5. RESPONSIBILITIES

5.1 Board of Directors

The Board of Directors shall have overall responsibility for ensuring that appropriate safeguarding standards are maintained within the Foundation.

The Board may:

- approve and periodically review this Policy;
- ensure that appropriate safeguarding mechanisms are established;
- designate an appropriate person to coordinate safeguarding matters;
- ensure that serious safeguarding concerns receive appropriate attention; and
- take appropriate organisational action where safeguarding standards are breached.

5.2 Designated Safeguarding Lead

The Foundation may designate a person as its **Designated Safeguarding Lead (DSL)** to coordinate safeguarding matters.

The DSL may be responsible for:

- receiving safeguarding concerns;
- maintaining appropriate records;
- coordinating internal responses;
- advising volunteers regarding safeguarding requirements;
- escalating serious concerns to appropriate authorities where required;
- coordinating with schools or authorised representatives where appropriate; and
- supporting safeguarding awareness and training.

Where no separate DSL has been formally appointed, safeguarding concerns should be reported to an authorised Director or other person designated by the Foundation.

5.3 Volunteers

All volunteers are responsible for:

- following this Policy;
 - maintaining appropriate boundaries with children;
 - following school safeguarding instructions;
 - behaving responsibly during Foundation activities;
 - reporting safeguarding concerns promptly;
 - respecting children's privacy and dignity; and
 - cooperating with authorised safeguarding processes.
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6. EXPECTED CONDUCT WHEN INTERACTING WITH CHILDREN

Adults associated with the Foundation shall:

- communicate with children respectfully and appropriately;
 - use age-appropriate language;
 - maintain professional boundaries;
 - follow the instructions and safeguarding requirements of the school or activity venue;
 - avoid unnecessary physical contact;
 - avoid humiliating, threatening or intimidating behaviour;
 - ensure interactions remain appropriate and observable where reasonably possible;
 - seek assistance from a school representative or authorised Foundation representative when uncertain about an appropriate course of action; and
 - immediately report serious safeguarding concerns.
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7. PROHIBITED CONDUCT

The following conduct is prohibited in connection with Foundation activities involving children:

- physical abuse or violence;
- sexual abuse or sexualised conduct;
- sexual harassment or inappropriate sexual communication;
- threatening, humiliating or degrading a child;
- bullying or intimidation;
- exploitation of a child;
- deliberately placing a child in an unsafe situation;
- inappropriate physical contact;
- requesting or sharing sexually explicit or inappropriate images involving children;
- communicating with children for inappropriate personal purposes;
- deliberately concealing safeguarding concerns;

- using Foundation activities to establish inappropriate relationships with children; and
 - any other conduct prohibited by applicable law.
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8. ONE-TO-ONE INTERACTIONS AND SUPERVISION

8.1 Volunteers should avoid being alone with a child where reasonably possible, particularly in private or secluded locations.

8.2 Where an individual interaction is necessary for an authorised Foundation activity, it should, where reasonably practicable, occur in an observable or appropriately supervised setting.

8.3 Volunteers should not invite children to private residences or other private locations in connection with Foundation activities.

8.4 Volunteers should not arrange private meetings with children outside authorised Foundation activities.

8.5 Any exceptional situation requiring direct one-to-one assistance should be handled with appropriate transparency and, where practicable, the knowledge of a school representative or authorised Foundation representative.

9. COMMUNICATION WITH CHILDREN

9.1 Communication with children should normally occur through appropriate Foundation or school channels.

9.2 Volunteers should avoid unnecessary private communication with children through personal messaging accounts or personal social-media accounts.

9.3 Volunteers shall not:

- request personal or intimate information from children without a legitimate reason;
- encourage secrecy from parents, guardians, teachers or authorised adults;
- engage in inappropriate conversations;
- send inappropriate images or content;
- request inappropriate photographs from children; or
- use communication with children for personal relationships or personal benefit.

9.4 Where digital communication is necessary for a legitimate Foundation activity, appropriate authorised channels and transparency should be maintained.

10. PHOTOGRAPHY AND VIDEOGRAPHY

10.1 Photography and videography involving children shall be undertaken responsibly and in accordance with applicable consent, school requirements, privacy and safeguarding considerations.

10.2 Volunteers shall follow the instructions of the school and the Foundation regarding photography and recording.

10.3 Volunteers should not:

- photograph children in inappropriate or compromising situations;
- take unnecessary close-up photographs of individual children for personal purposes;
- request children to pose in inappropriate ways;
- use photographs of children for personal commercial purposes;
- share photographs of children through personal social-media accounts without appropriate authorisation; or
- retain or distribute sensitive images without authorisation.

10.4 Media intended for Foundation communication should be handled through the Foundation's authorised process.

11. CONSENT AND PRIVACY

11.1 The Foundation shall seek to respect applicable requirements regarding consent, privacy and use of children's photographs, personal information and other identifying information.

11.2 Volunteers shall not independently assume that they have permission to collect, publish or distribute information concerning a child.

11.3 Where school or guardian consent is required or provided for a specific activity, volunteers shall follow the applicable consent arrangements.

11.4 Sensitive information relating to children shall be handled carefully and disclosed only for legitimate and authorised purposes.

12. SCHOOL AUTHORITY AND BOUNDARIES

12.1 Foundation volunteers shall respect the authority and safeguarding procedures of the school or educational institution where an activity takes place.

12.2 Volunteers shall not independently:

- make commitments to students;
- arrange activities involving students outside the approved programme;
- collect personal information from students without authorisation;
- contact parents or guardians on behalf of the Foundation without appropriate authority; or
- make promises concerning scholarships, employment, financial assistance or other benefits.

12.3 Concerns involving a student should be raised through the appropriate Foundation and/or school channel rather than being handled privately by an individual volunteer.

13. RECOGNISING SAFEGUARDING CONCERNS

A safeguarding concern may arise from:

- a child's disclosure;
- a volunteer's direct observation;
- information received from a teacher or school representative;
- information received from a parent or guardian;
- concerning behaviour by an adult;
- inappropriate communication or digital content;
- unexplained injuries or signs of distress;
- suspected exploitation or abuse; or
- any other information suggesting that a child may be at risk.

Volunteers do not need to personally determine whether abuse has occurred before reporting a genuine concern.

14. RESPONDING TO A CHILD'S DISCLOSURE

If a child communicates a safeguarding concern to a volunteer, the volunteer should:

- remain calm;
- listen carefully;
- take the child seriously;
- avoid blaming or judging the child;
- avoid making promises of absolute secrecy;
- avoid conducting their own investigation;
- avoid repeatedly questioning the child;
- record relevant information as accurately as reasonably possible; and
- promptly report the concern through the appropriate safeguarding channel.

A volunteer should not confront an alleged perpetrator or attempt to resolve a serious safeguarding concern personally.

15. REPORTING SAFEGUARDING CONCERNS

15.1 Any volunteer who becomes aware of a genuine safeguarding concern should report it promptly.

15.2 Reports may be made to:

Designated Safeguarding Lead: _____

Email: _____

Phone: _____

Where a Designated Safeguarding Lead has not yet been appointed, the concern should be reported to an authorised Director of the Foundation.

15.3 Where the situation involves an immediate threat to a child's safety, the matter should be escalated to the appropriate emergency services or competent authorities without unnecessary delay.

15.4 Volunteers should not delay reporting while attempting to gather additional evidence themselves.

16. HANDLING SAFEGUARDING REPORTS

16.1 The Foundation shall seek to handle safeguarding reports promptly, sensitively and responsibly.

16.2 The Foundation may:

- assess the immediate safety needs of the child;
- document the concern;
- consult appropriate professionals or authorities;
- coordinate with the relevant school or institution where appropriate;
- restrict a person's participation in Foundation activities where necessary;
- refer the matter to competent authorities where required; and
- take appropriate organisational action.

16.3 The Foundation shall not conduct an internal investigation where doing so could interfere with a statutory investigation or where referral to competent authorities is appropriate.

17. CONFIDENTIALITY

17.1 Safeguarding information shall be treated as sensitive.

17.2 Information should only be shared with persons who have a legitimate need to know, or where disclosure is required or permitted by law.

17.3 Volunteers shall not discuss safeguarding complaints or allegations casually with other volunteers, students, friends, family members or on social media.

17.4 Confidentiality shall not be interpreted as preventing the reporting or escalation of a safeguarding concern.

18. RETALIATION AND VICTIMISATION

The Foundation does not tolerate retaliation against a person who, in good faith:

- raises a safeguarding concern;
- reports suspected abuse or inappropriate conduct;
- provides relevant information;

- supports a child; or
- participates in an authorised safeguarding process.

Any concern regarding retaliation should itself be reported promptly.

19. SAFEGUARDING AND POSH

19.1 Safeguarding concerns involving sexual harassment of adults shall be addressed in accordance with the Foundation's **POSH & Safe Workplace Policy** and applicable law.

19.2 Conduct involving sexual abuse, exploitation or inappropriate sexual behaviour towards a child shall be treated as a child-safeguarding matter and escalated through the appropriate child-protection and legal mechanisms.

19.3 The Foundation's Volunteer Code of Conduct also establishes standards relating to professional boundaries, respectful conduct and prohibited behaviour.

20. SAFEGUARDING DURING PLANTATION DRIVES

Because plantation drives may take place on school premises and involve children, volunteers shall:

- follow the instructions of school authorities;
- ensure tools and equipment are handled safely;
- avoid allowing children to use equipment that is unsuitable or unsafe;
- maintain appropriate supervision;
- avoid unnecessary physical contact;
- keep children away from unsafe areas;
- report accidents or injuries immediately;
- avoid leaving children unattended during Foundation-led activities where supervision is required; and
- follow any site-specific safeguarding instructions.

The designated project lead should coordinate with the school regarding student participation and activity arrangements.

21. VOLUNTEER SCREENING AND ONBOARDING

21.1 The Foundation may collect appropriate information during volunteer onboarding to assess suitability for roles involving interaction with children.

21.2 Volunteers shall provide truthful information during registration and onboarding.

21.3 Where the Foundation requires declarations, identity information, references, background information or other checks for a particular role, volunteers are expected to cooperate with the applicable process.

21.4 The Foundation may restrict a volunteer from child-facing activities where there are legitimate safeguarding concerns, subject to applicable law and fair organisational procedures.

22. TRAINING AND AWARENESS

The Foundation may provide safeguarding orientation or training to volunteers whose roles involve interaction with children.

Training may cover:

- child safeguarding principles;
- professional boundaries;
- appropriate communication;
- photography and privacy;
- recognising safeguarding concerns;
- responding to disclosures;
- reporting procedures;
- school-specific safeguarding requirements; and
- relevant legal obligations.

Volunteers may be required to acknowledge that they have received and understood applicable safeguarding guidance.

23. RECORD KEEPING

23.1 The Foundation shall maintain appropriate records relating to safeguarding concerns, actions taken and relevant decisions.

23.2 Records shall be maintained securely and accessed only by authorised persons.

23.3 Safeguarding records shall not be unnecessarily retained or distributed.

23.4 Records should be maintained in accordance with applicable legal, privacy and organisational requirements.

24. BREACHES OF THIS POLICY

24.1 A violation of this Policy may result in appropriate corrective or organisational action.

24.2 Depending on the circumstances, action may include:

- counselling or guidance;
- additional safeguarding training;
- removal from a particular activity;
- restriction of access to child-facing activities;
- suspension of volunteer responsibilities;
- termination of volunteer engagement; or
- referral to an appropriate authority where required.

24.3 Serious safeguarding concerns may be referred to competent authorities in accordance with applicable law.

25. FALSE OR MALICIOUS REPORTS

25.1 The Foundation encourages genuine reporting of safeguarding concerns.

25.2 A person should not be penalised merely because a concern they reported could not ultimately be substantiated, provided the concern was raised honestly and in good faith.

25.3 Knowingly making a false allegation or deliberately providing fabricated information may result in appropriate organisational action.

26. EMERGENCY SAFEGUARDING RESPONSE

Where a child appears to face an immediate and serious risk of harm, the priority shall be the child's immediate safety.

Volunteers should:

1. seek immediate assistance from the responsible school representative or authorised adult where appropriate;
 2. contact emergency or competent authorities where necessary;
 3. notify the Foundation's designated safeguarding contact as soon as reasonably possible; and
 4. avoid taking unnecessary risks or attempting to personally confront a potentially dangerous person.
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27. POLICY RELATIONSHIP WITH OTHER FOUNDATION POLICIES

This Policy shall be read together with other applicable Foundation policies, including:

- Volunteer Code of Conduct;
- POSH & Safe Workplace Policy;
- Volunteer Reimbursement Policy;
- Volunteer Registration and Onboarding requirements; and
- other safeguarding, privacy, safety or operational procedures introduced by the Foundation.

Where applicable law imposes a higher or different requirement, the applicable law shall prevail.

28. POLICY REVIEW AND ADMINISTRATION

28.1 This Policy shall be maintained under the Foundation's document-control system.

28.2 The Foundation may review this Policy periodically and whenever significant changes occur in its activities, legal requirements or safeguarding practices.

28.3 Amendments shall be made through the Foundation's authorised approval process.

28.4 The latest approved version shall be maintained as the official version.

28.5 Previous versions shall be appropriately archived and shall not be represented as the current Policy.

29. VOLUNTEER ACKNOWLEDGEMENT

I acknowledge that I have been provided access to the **Praktireva Saranam Foundation Child Safeguarding & Protection Policy** and have had an opportunity to read and understand its requirements.

I understand that when participating in Foundation activities involving children, I am expected to:

- maintain appropriate professional boundaries;
- treat children with dignity and respect;
- follow safeguarding requirements;
- protect children's privacy;
- follow appropriate photography and communication practices;
- report safeguarding concerns promptly;
- maintain confidentiality; and
- cooperate with authorised safeguarding processes.

I understand that violation of this Policy may result in appropriate organisational action and, where applicable, referral to competent authorities.

Volunteer Name: _____

Volunteer ID (if applicable): _____

Signature: _____

Date: _____

30. DOCUMENT CONTROL

Policy Name: Child Safeguarding & Protection Policy

Organisation: Praktireva Saranam Foundation

Policy Version: 1.0

Effective Date: 26 August 2026

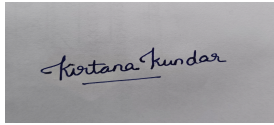
Approval Date: 26 August 2026

Approved By: Board of Directors

Policy Owner: Board of Directors / Designated Safeguarding Lead

Next Review Date: _____

Authorised Signature:

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Kirtana Kunder" written in a cursive style.

Name & Designation:
Kirtana Kunder – Director
