



**YOUTH for seva**<sup>®</sup>  
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# **POLICIES & PROCEDURES**

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**HUMAN RESOURCES &  
ADMINISTRATION**

(Released on March 2023)

## **PART 4 CHILD PROTECTION POLICY**

**Youth for Seva**

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Jnanagiri, 75/76, 4th Cross, 2nd Main, Soudamini Layout,  
Konanakunte, Bengaluru – 560062

[www.youthforseva.org](http://www.youthforseva.org)

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First Edition - March 2023



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## FOREWORD

Through constant communication and dialogue with the Organization, the employees working for Youth for Seva, [YFS] strive to build and share the fundamental values. YFS, endeavors to improve its societal achievements, so that YFS can continue to engage volunteers & Full timers in a fair and stable working conditions.

Stakeholders, form an integral part of our operations, and ensuring our actions, are supporting the core interest of the stakeholder, works in the best interest of YFS, and promotes "Mutual Trust".

Simultaneously, YFS promotes a work environment in which each of us can work in harmonious and dynamic manner. In return, each of the Employee at YFS, is requested to adhere to and implement the 'Code of Conduct', "Human Resources Policies & Procedures" and fulfil his/ her duties with utmost integrity, which will go a long way to build the Organization as an admirable Non-Governmental Organization, and enhance the scaling prospects of YFS and ultimately the prospects for Community, Society at large.

YFS aims to become the most valued, respected, and trusted Organization by its stakeholders and Society. It is therefore essential that each of one of us act, as articulated over the years, in a "steadfast, sure-footed and thorough" way and in accordance with common sense and good judgment. I therefore expect that each one at YFS, to carefully read this "Code of Conduct" & the other Policies and Procedures, and implement the spirit within.



**Jagadeesh Maiya**  
President

## PART 4 - CHILD PROTECTION POLICY



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Ver No.	Date	Prepared by	Reviewed by	Purpose
1.0	1st March 2019	Srisha Keshava H. S	Venkatesh Murthy, Keerthi Shankar	First approved document
2.0	25th Nov 2022	Vishwanath	National Executive Team	Consolidation and roll out

Authorized Signatory	Authorized Signature
Attur Krishna Vishwanath	

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## **Child Protection Policy Statement**

Youth for Seva ([www.youthforseva.org](http://www.youthforseva.org)), is a Non-Governmental Organization aimed at nation building, through harnessing the enormous youth power that our nation is bestowed with.

Youth for Seva (YFS), founded in April 2007, is a nation-wide volunteering movement that inspires youth to volunteer and provides them with meaningful opportunities to serve the community. YFS aims to create positive change agents in the society through the culture of volunteering. YFS, with its presence across the country, has attracted thousands of volunteers and partners with many Corporates to implement their CSR projects & for corporate volunteering. YFS also closely works with many like-minded NGOs and Educational Institutions to carry out its developmental projects.

A significant share of activities at YFS are aimed at improving the learning abilities of school children. All these activities are carried out with active involvement of its staff and dedicated volunteers.

YFS, accordingly, commits to protect its children from exploitation, neglect, sexual and physical abuse and therefore has formulated a Child Protection Policy translating its commitment into practicality. It is intended to keep children safe from possible abuse and exploitation within the organization (Staff members, Resource Persons), and Volunteers they come in contact with during different activities. The policy also is to serve as advocacy to create / increase awareness on child protection in the community and in the family.

### **DEFINITIONS**

- (i) A Child is defined as any person under the age of 18 Years.
- (ii) Child Abuse is defined as all forms of physical abuse, emotional ill treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing in action to prevent harm.
- (iii) Child protection entails safeguarding children from any harm deliberate or otherwise and Policy enunciates responsibilities, measures and activities proposed to be undertaken.

## **THE KEY PRINCIPLES UNDERPINNING THIS POLICY ARE:**

1. YFS shall ensure that pictures/captions in all literature, documents and any materials on children are not offensive, commercializing poverty and miseries.
2. It is committed to keep information about children confidential. Child abuse incidents to be kept as confidential and handled with care and concern. Ensure Information about any such incident is shared with people only if it is deemed necessary by Child Protection Committee and ensure names and identities are not disclosed outside or to the media.
3. YFS shall make its staff and volunteers aware of its Child Protection Policy and make them agree to adhere to it (also ref to our Volunteering Guidelines).

## **COMPLAINTS /ALLEGATIONS HANDLING:**

Any complaint regarding incident of 'Child abuse' in any YFS implemented program shall be reported, in writing, to the YFS Child Protection Committee or email to [info@youthforseva.org](mailto:info@youthforseva.org) with 'YFS Child Protection Committee' as the subject, within 7 days to enable the organization take necessary actions.

The committee would include representatives from Middle Management (one female & one male), HR dept, Executive Director & President of the Trust.

Constituent of "YFS Child Protection Committee"

- a. Vidya Udipi – 73492 46271
- b. Sanjay R – 96060 77024
- c. Suma TS – 73492 46279
- d. Bhaskar Keshavamurthy – 96064 62319
- e. Jagadeesh Maiya – President – 98453 04408

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