

Code of Protective Behaviour and Undertaking

(All members of the staff must necessarily sign this undertaking as part of continued appointment as member of staff before the head of the institution. The signed undertaking countersigned by the head of the institution has to be kept in the file of the member of staff.)

(i) I hereby state that I shall ensure:

1. the best interests of children and young people by protecting their physical, emotional, intellectual, social, moral and spiritual development which will enable them to become good citizens.
2. that I shall respond to each child or young person as a unique creation of God, who has the right to determine his/her own future.
3. that I will seek to establish a caring, protective and respectful relationship with each child or young person.
4. that I shall be alert to the vulnerability of certain groups of children and young people being isolated, bullied or hurt.
5. that I am open and not secretive about my activities associated with my service in the institute.
6. that I will interact with every child, young and/or vulnerable person in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience.
7. that I will be a model of socially appropriate adult behaviour to children and young people which reflects the capacity of listening to, understanding and being respectful towards others.
8. that I shall respect and treat children as individuals capable of forming and expressing their ideas and opinions.
9. that I shall respect any resistance to involvement from a child or young person, in any activity that is not part of my legitimate service to the institution.
10. that my relationships will be governed by the age and stage of development of children or young persons.
11. that I shall respect children's rights to privacy and confidentiality.
12. that I shall protect and support children against all forms of physical, or mental violence, injury, abuse, neglect, maltreatment or exploitation, including sexual assault and exposure of children to psychological stress through reality shows and competitions, through effective procedures and programmes, as well as assist with identification, reporting, referral investigation and treatment for judicial involvement.
13. that I shall keep the doors open, or have transparent doors, so that there is visual access to the activities inside during interviews, counselling, instruction, tuition etc.
14. that I shall try to avoid any physical touching in response to the need of a child and never resort to any of an inappropriate kind, immaterial of the apparent need.
15. that while being available to a child or young person, I will maintain the professional boundaries of my relationship with them.
16. that my first priority is the care, safety and protection of children or young persons.
17. that I shall only physically restrain a child or young person, when there is a danger to the individual or to other individuals in the area.

18. that I shall announce myself if legitimate business of the institution requires me to enter any area of privacy for children or young people.
19. that I shall maintain confidentiality about information known to me about a child or young person.
20. that I will be vigilant and attentive to any harm towards children and young people and shall immediately report any concern I have of the same, to the Protection Officer, in my institution.
21. that I shall speak out upon any genuine case of abusive behaviour, no matter what.
22. that I shall refer all media queries to the spokesperson designated for the task, and otherwise give no comments.
23. that I shall comply with all the procedures of the Child Protection Policy

(ii) *I hereby state that I shall not:*

1. indulge in any type of indecent touching of the bodies of children or cause to show or touch any part of my body.
2. discriminate against any child on the basis of age, sex, place of birth, disability, race, ethnicity, socio-economic status, caste, cultural practices, work, activity or behaviour.
3. subject any child to any type of physical punishment in public or in private.
4. shout at children nor use any indecent words to address them, nor shall I by gestures; giggling, smirking, or looks demean them in any way.
5. take any child into a closed and secluded area, such as a staff room, library, lab, washroom etc.
6. subject any child to shame or belittle any child.
7. contact children over the telephone or by email. My primary contact will be with the head of the institution or the parents/guardians of the child.
8. in any way provide alcoholic beverages, tobacco, drugs or anything prohibited by law to children.
9. give gifts to children studying in the school except in public on special occasions like birthdays.
10. show or cause to show children pornographic materials through any media whatsoever.
11. take photographs of children while they are nude, partially nude or undressing.
12. undermine any parent's authority by ridiculing the parent's beliefs or allowing children to do things against the wishes of their parents.
13. ask a child to keep any secret from his/her parents or the authorities.
14. as a part of punishment resort to caning, pinching, keeping children standing out, making them run, kneel down, etc.
15. engage in behaviour or use any verbal abuse causing shame or humiliation or causing mental or psychological strain, belittling, and calling bad names.
16. use inappropriate, offensive or discriminatory language when speaking especially with children or young people.

17. swear in the presence of children or young people.
18. do things of a personal nature that a child or young person can do for him/herself, such as assist with toileting or changing clothes.
19. enter any area of privacy for children or young people, unless legitimate business of the institution requires me to do so.
20. take children or young people that I am professionally engaged with, to any own home/hotel, or sleep in the same room or bed with any of them.
21. slap, hit or physically assault a child or young person.
22. develop and/or use disciplinary means, which are physically or emotionally derogatory to a child or young person.
23. engage in any sexual conversations or discuss sexual activities, unless they are part of a legitimate lesson and the discussion has been approved for sex education.
24. indulge in any manner of activities that are, or could be interpreted to be, aimed at sexualisation of any relationship with a child or young person.
25. develop a sexual relationship or one that may be deemed exploitative or abusive, with children or young people.
26. indulge in behaviour with children or young people that leads to close physical contact.
27. show sexually oriented or inappropriately printed or digitalized material, such as magazines, videos, films etc. to children or young people or carry them in the premises of the institution or in my possession when involved in an activity of the institution or outside of it.
28. behave provocatively or inappropriately with a child or young person.
29. expose areas of my body considered private, in an inappropriate manner in the presence of children or young people.
30. condone or participate in the behaviour of children or young people that is illegal, unsafe or abusive.
31. act in a manner that shows unfair and differential treatment of particular children or young people.
32. photograph or video a child or young people, without their consent and that of his/her/their parents or guardians.
33. hold, kiss, cuddle or touch a child or young person in an inappropriate, unnecessary or culturally insensitive way.
34. seek to make contact and spend private time with any child or young person outside legitimate official programme time.
35. interact with children or young people I am professionally involved with, over the internet or on social networking sites.
36. use any officially or individually owned computer, mobile phones, videos or cameras to inappropriately access websites that are illegal or have inappropriate content for the purpose of exploiting or harassing children or young people.

37. transport children or young people, without the permission of their parents or legal guardians, except under the direction of the Principal in the event of an emergency.
38. receive personal gifts/money/services from individuals partaking of the services of the institution as a condition of service.
39. neglect to take action when a child or young person is in real need.
40. let allegations made by a child or young person go unchallenged.
41. seek to avoid any involvement by not speaking up for the rights of any person, especially children and youth who are being abused.
42. make any report that is aimed at 'getting even' or 'fixing' another individual.

I, _____ ,
*have received, read, and understood the provisions and its corresponding implications, hereby, fully agree to abide by the entire contents of the document entitled **Child Protection Policy** of the Catholic Diocese of Lucknow, and affix my signature with my full consent. I acknowledge and consent to being held personally accountable for any breach of this Code of Protective Behaviour and Undertaking in the spirit behind it, ethically and legally, and agree to make my signature below the statement of adherence and a condition for my continued appointment as a member of the staff of the institution.*

Signature

Date: _____

In the presence of: _____,

Signed by the Manager/Principal/Head of the Institution affixing a seal.