

A. Introduction of SEED Organization

1. Society for Environment Education Development (SEED) organization is consistently involved in conducting its various programs for creating justifiable, democratic and good civil societies for the patriot, peace, good governance and human rights. To promote remote areas knowledge, skills and experience along with the mobilization of local resources and proper utilization of it for sustainable development, social advancement and progress is the main concern of SEED organization. This institution (SEED) was established in 2058 B.S under the institution registry ACT 2038. SEED organization has always aimed in maintaining clean environment in human rights and social promotion of socially excluded people and public through institutional development by strengthening the humans and their lifelong learnt processes.

2. We have people living in remote villages who are still lacking resources available from the nation and the government for their living, education, health services etc. because of which they are still laying under the poverty line. So, for the creation of bright future and exercise them and assure the rights of their children and for the orphanage, underprivileged, disables, incapables, and homeless children, this Child Protection Policy will be very beneficial for their overall development by sustainable empowerment from local level to national level.

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3. SEED organization is the social institution that works for the rights, development and responsibilities of the remote communities who are socially, economically, educationally and culturally deprived and back warded. This organization not being affected by politics, religion and tribe thoughts and being unbiased believes in transparency and accountability. This organization has always been actively working for the wellbeing, overall development opportunities, peace and prosperous life of children in its working areas. SEED organization has always kept the child protection issues in its top priority and committed institutionally for child protection. In accordance this Child Protection Policy 2076 is applied being formulated.

4. This Child protection policy controls abuse over children, aware in time and addresses any incidents or issues regarding children if any at institutional level and determines the working procedures, rules and regulations and structures. This Child Protection policy indeed was formulated according to section 57 of Child Protection ACT 2075. Likewise, this Child protection policy follows basis of 1989 principles and provisions, United Nations Child Protection Convention and child protection related national policies, laws and regulations.

5. This Child Protection Policy is applicable to all from the date it passed legally from the SEED organizations board committees.

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B. Child Protection Policy's aim and objective

6. Children who have gone through exploitations and insecure child protection are mostly deprived of their most rights (like Fundamental rights). It brings serious impact on their overall development. So, in order to mitigate and control all kinds of abuses like child labour, child exploitations, sexual harassment etc. that happens over children, it's needful to work at institutional level. SEED organizations officers, employees, staffs and members or individual and agencies associated with SEED institution should always be aware about incidents that have possibilities of child abuse at any time in any form. These members should always be cleared about procedures and processes of helping and protecting affected or victim children and their parents if any incident happens and they should know where and whom to complaint or report and inform about the cases. Likewise, every members of the organization should also be aware and clear about the processes to be taken how to do further process to punish the abuser. The following are the Child Protection Policy guidelines.

7. The following are the targets mentioned by Child Protection Policy

7.1 Conduct and make it happen control works to protect children from all kinds of abuses and harms that may happen and cause to them.

7.2 To control and exercise child abuse behaviours and suspects by being alert and aware asking to follow all child protection policies that may happen to children to all SEED organizations officers, employees, volunteers, counsellors and strangers.

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7.3 If any incident about child abuse happens over children then by following the institutions internal process, to protect the children and facilitating as per the prevailing law process all officers, members, employees of this organization will be made capable to help to punish the offender in a legal way.

7.4 To support and coordinate the affected and child victims from child abuse to increase their access to needed services and facilities.

C. Child Protection Policies circle and targeted children

8. This Child Protection Policy will be applicable to following mentioned individuals and institutions.

8.1. To all officials, employees, volunteers of SEED organization.

8.2. To all counsellors who work in association with SEED organization and also for all strangers, press and researchers who come to observe SEED organizations and its partnership projects/programs.

9. The following groups of children will be taken inside the circle of this Child Protection Policy.

9.1. Children who are under 18 years of old staying in the conducting projects of SEED organizations.

9.2. Children who informed to officers, employees and volunteers of SEED organization of being abused to them.

9.3. Children of those family members who are associated with this organization and for all officers, employees and members of SEED organization.

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9.4. For those children if any individuals, employees, officials and associated members of SEED organization found child being abused on the way of their work, business and personal work and informs to SEED organization and any children being victim of child abuse and has reported to other place informs to SEED organization.

In which situations and conditions may children have Child abuse risk?

- a. Children who are far away from their family protection and home.
- b. Orphanage
- c. Children from insecure and least aware families.
- d. Children who are in helpless condition in the public places and on the journey.
- e. Children who are under others protection and staying in orphanages.
- f. Children who work in the entertainment areas.
- g. Children from disable and infected from serious diseases families because of which they are lacking proper family protection.
- h. Children from bondages and prisoners.
- i. Children addicted to drugs, smoking and alcohol.
- j. Children who are physically and mentally in serious problem and lagging appropriate protection.
- k. Children from conflict victims and wars.
- l. Children from *Dalits*, deprived and marginalised communities.
- m. Disable children

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D. Measures to be taken to safeguard the children from being abused:

10. This organization will take following principles to safeguard the children from being abused:

10.1. Ultimate wellbeing to children:

Get the news, information and complaints about child protection and facilitate judicial process. While doing child rehabilitation works and have it done, also maximum wellbeing of child protection will be of top priority.

10.2. Zero Tolerance principle:

In this organization any kinds of activities regarding child abuse will not be acceptable in any situations and if found, such crimes/activities will be taken under the punishment circle.

10.3. Risk mapping and caution:

On the way of SEED organizations project work, programs will be managed as per the periodic risk mapping with caution against the child abuse.

10.4. Cooperation with child protection work:

In order to control quick address and rehabilitate child victims and their parents from child abuse, coordination work will be done with concerned governmental agencies, law implementation agencies, judicial agencies, service departments, NGO's and their

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associates working in the field of Children, private sectors, and individuals with capacities, specialities and commercial skills.

11. SEED Organization will implement following mentioned practical ways to safeguard children from being abused:

11.1. Increase the awareness: It will be applicable to all officials, employees and associates with organization.

- a. Conduct orientation and make it done continuously to all officials, employees and associates about the steps to be taken to protect children less than 18 years of old from being abused.
- b. Implementation of Child Protection ACT 2075 and its policies in the working communities of SEED organization by increasing awareness inside SEED organization and its working areas.
- c. All the counsellors, associates and strangers who are providing services in agreement with SEED organization are ought to follow Child Protection Policy by signing it after well learnt, understood and read. In such agreements this policy will be considered as integral organ of it. If anybody founded violating the policy then agreement made with them will be cancelled on the spot and will be preceded for necessary action.

11.2. Capacity Building:

- a. Increase the capacity in institutional form by increasing awareness in the working areas of SEED organizations groups, communities, NGO's and governmental mechanisms to control the child abuse.

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- b. Conduct a discussion about Child Protection Policy in a regular basis to communities REFLECTs, monitoring groups, Child club schools and community. For this, we will coordinate with local police, organizations working in the field of children, networks, groups and local governance.
- c. Lobbyist to implement Child Protection Policy in school and public places by making it (child protection policy).

11.3. Support and coordination in the process of child protection work and complaints:

- a. Assist the officials or staff of this organization or other persons, organizations and bodies to bring out the cases of child abuse and encourage them to bring out the cases.
- b. Regular monitoring and observation of the organizations working areas where the child is at risk of abuse and take initiative to address any suspicion of child abuse.
- c. Necessary coordination and cooperation with governmental agencies, law enforcement agencies, judicial bodies, service providers, NGOs and their networks working in the field of children, the private sectors and specialists to provide necessary assistance to the child or the victim or their families affected by the incident.
- d. Counseling, referral to treatment centers and brought to the respective care providers or agencies for treatment of children affected or victimized by child abuse.
- e. To help children who are at risk, abused victims or affected to develop their abilities and skills.

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- f. To assist in the work of organization in rescuing children who are at risk from child abuses as much as possible. For this, we will do coordination with organizations working in the field of child rights and make it done.

E. The Code of Conduct of the Officers, Staff and Volunteers of this Organization:

- 12.** Any employee of this organization or organization itself while doing any sort of business work shall comply with the prevailing Nepal law and the professional ethics and code of conducts prescribed (or rendered) by a recognized national or international organization.

The officers and employees of this organization should never do any of the following:

- a. Discriminate against anyone on the basis of their gender, race, language and creed or any other,
- b. Child beating or physically assaulting,
- c. Scold, bully, or intimidate children, and abuse them in any order ways intellectually, emotionally and with feelings,
- d. To lure or threat children or own family members into any future benefits or harm to fulfill their own personal desire,
- e. To do inappropriate or sexually provocative acts of physical behavior or gesture,
- f. To engage in any behavior or activity that may offend, embarrass, discourage, demean, or any other emotional abuse of a child, and make it done,

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- g. To display impious images, photos or videos to children, or shoot videos, pictures of children which seduces child for lust or store videos, pictures in own cell phones, camera and computers that reflects the child pornography,
- h. To use children as workers in their household or office (such vendors will not be dealt with if the person or business entity providing services for this organization uses child labor),
- i. Promote or encourage children for any illegal, unsafe or abusive acts, or do any sort of activities and behaviors that discourages them, and make it done,
- j. Do physical, mental, emotional, social and moral violence along with abuse children,
- k. Do smoking and take alcohols in front of children and ask children to sell or buy such things,
- l. Do and ask for child marriage,
- m. Send children to take part in programs without informing their parents,
- n. Take photos without the permission of children,
- o. Do any activities that violate child rights.

13. All officers, staffs and associates of this organization who are in contact with children need to follow following mentioned works and behaviors:

- a. Be aware of the riskiest situations and manage such risks with high professionalism,
- b. By mapping out risks to children at their work and in the workplace, planning will be done to minimize them and manage for its implementation,

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- c. Ensure accountability in employees and make it done so that challenges can be given to potentially abusive behaviors, words you speak and works,
- d. Provide information to stakeholders and right holders about child protection and child right policies,
- e. Provide information to relevant bodies when child labor is exploited,
- f. Support children without parents and households by taking them to the concerned agencies,
- g. Work for the rights and wellbeing of children,
- h. Inspire children for doing positive works,
- i. Do hearing of children voice,
- j. Provide information to children by demonstrating awareness videos, posters and templates about them,
- k. Support children to reach up to law implementing agencies in cases when children are abused.
- l. Provide information about children if they are attending programs (inside and outside districts) like where they are being taken and for what purpose etc.,
- m. Respect child rights and always treat them honestly and with respect,
- n. Conduct programs with a view to inspire children for their overall development, their participation right and practice behaviors related to it.

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F. Process for child hearing about child abuse incidents,

14. If any information about the incident of child abuse and complaint filed is received then the following internal procedure will be followed.

14.1. Child Protection Structure:

A three-member Child Protection Committee will be formed under the coordination of the Executive Director of SEED for the protection of children. The committee will have the program coordinator of the organization and the designated social mobilizer member while the executive role will be of the program coordinator.

14.2. Internal Process:

If any issues arise in relation to the child rights abuse and children to child protection committee, this committee will take its complaint and take action based on internal process. In the event of any complaint against the child or any activity against the child protection standard, the program coordinator or executive member of the committee will be informed through the social mobilizer. Then after knowing the facts of the activity if matter is resolved by your own then we have to address it ourselves. If there is a serious incident of complaint nature to be complained in the concerned body, the coordinator of the committee will be informed and the matter will be discussed in the meeting of the child protection committee and the process will be decided. If the accused person is an official or employee affiliated with the organization, he / she will be interrogated orally as per the internal procedure of the organization. And, if found guilty, the problem will be addressed by proceeding. Any action taken in accordance with these criteria will be recorded and documented in written form.

In addition, the following procedure will be followed in the following cases:

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- a. In case of allegation of child abuse by the employees working in the organization, the child protection committee should be informed immediately in writing or orally or both. The Executive Director has to be informed immediately of such allegations of misbehavior. If any employee or volunteer is accused of child abuse, the Child Protection Committee will seek an explanation from itself. If the employee, volunteer found sufficient evidences to appear guilty during the investigation, he will be suspended from the post immediately. If the incident is proved, he will be dismissed from the post. In addition, legal proceedings will be initiated in coordination with the concerned body for doing proven felonious works of nature of abuse as per prevailing law.
- b. If the members of the Child Protection Committee are accused of child abuse, the Central Working Committee will suspend its member from the committee and take the internal process forward.
- c. If there is any allegation of child abuse by the officials of the working committee of the organization, the executive director should inform the chairperson. And, the chairperson will have to convene a special general meeting of the organization to discuss and take a decision. In addition, the Child Protection Committee will collect preliminary information on such allegations and submit it to the Central Executive Committee through the Chairman. The Central Working Committee will seek clarification from the concerned officials considering the nature and seriousness of the incident and aware it. In case of any misconduct in accordance with the prevailing law, he/she will be suspended from the post and membership of the

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organization and the process will be forwarded in writing to the concerned body for legal action.

14.3. Maintaining confidentiality and keeping records:

The principle of the most wellbeing of the child will be paramount when working on child protection, investigating allegations of child abuse, and deciding internal procedures and actions under this child protection policy.

14.4. Establishment of Child Protection Fund:

A Child Protection Fund can be set up in accordance with the working committee's decision to implement this child protection standard. In the mentioned fund, when the seed organization proposes the project with the partner donor organizations, it will be demanded that 3 to 5 percent of the total amount be allocated for the Child Protection Fund. The amount of stated fund will be spent as per the need by making a decision by the management committee on the basis of child protection criteria in the area of all-round development of the children. The expenditure details of the mentioned fund should be kept in written and transparent form.

In case of not able to spend Child Protection Fund due to work or work process, the fund will not be returned to the partner organization. The fund will be reserved in Child Protection Fund. And as per need accordance to discussion and decision of management committee again based on consultation and coordination with partnership organizations, stated fund will be used for the overall development of

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children. The amount so spent on child welfare will be submitted to the development partners in written progress report by the SEED organization on time.

14.5. Will be according to the prevailing law:

If the child abuse mentioned in this Child Protection Policy is defined as a crime by the prevailing law, the person accused of the abuse will be sent to the concerned body for action as per the prevailing law. Nothing in this Child Protection Policy mentioned shall be deemed to be an impediment to proceeding actions in accordance with the prevailing law.

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Annex-1: Code of Conduct to be followed by SEED officials and employees

(Note: a) The present Code of Conduct is a part of the Child Protection Policy of SEED, 2076.

b) SEED organization's Officers, employees by reading and understanding this child protection policy should sign this code of conduct with commitment that they will follow it in their personal and professional life. Such signing should be done under the supervision of another person (official, employee) of the organization and one copy should be given to the organization and the other one should be kept with itself.)

- 1.** Any officers, employees of this organization or organization itself while doing any sort of business work, shall comply with the prevailing Nepal law and the professional ethics and code of conducts prescribed (or rendered) by a recognized national or international organization.
- 2. The officers and employees of this organization should never do any of the following:**
 - a. Discriminate against anyone on the basis of their gender, race, language and creed or any other,
 - b. Child beating or physically assaulting,
 - c. Scold, bully, or intimidate children, and abuse them in any order ways intellectually, emotionally and with feelings,
 - d. To lure or threat children or own family members into any future benefits or harm to fulfill their own personal desire,

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- e. To do inappropriate or sexually provocative acts of physical behavior or gesture,
- f. To engage in any behavior or activity that may offend, embarrass, discourage, demean, or any other emotional abuse of a child, and make it done,
- g. To display pornographic images, photos or videos to children, or shoot videos, pictures of children which seduces child pornography or store videos, pictures in own cell phones, camera and computers that reflects the child pornography,
- h. To use children as workers in their household or office (such vendors will not be dealt with if the person or business entity providing services for this organization uses child labor)
- i. Promote or encourage children for any illegal, unsafe or abusive acts, or do any sort of activities and behaviors that discourages them, and make it done,
- j. Do physical, mental, emotional, social and moral violence along with abuse children,
- k. Do smoking and take alcohols in front of children and ask children to sell or buy such things,
- l. Do and ask for child marriage,
- m. Send children to take part in programs without informing their parents,
- n. Take photos without the permission of children,
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 - b. By mapping out risks to children at their work and in the workplace, planning will be done to minimize them and manage for its implementation,
 - c. Ensure accountability in employees and make it done so that challenges can be given to potentially abusive behaviors, words you speak and works,
 - d. Provide information to stakeholders and right holders about child protection and child right policies,
 - e. Provide information to relevant bodies when child labor is exploited,
 - f. Support children without parents and households by taking them to the concerned agencies,
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- n. Conduct programs with a view to inspire children for their overall development, their participation rights and practice behaviors related to it.

Officers/Employees to sign this code of conduct: Full Name: Position: Signature: Date:	Officers/Employees sign on supervision: Full Name: Position: Signature: Date:
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Thank You.

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