



CHILD PROTECTION POLICY

Centre for Relief and Rehabilitation



Note from the Board

At the Centre for Relief and Rehabilitation (CRR), we believe every child has the right to grow up in a safe, caring, and respectful environment where they are protected, valued, and heard. Safeguarding children is at the heart of our mission and is a shared responsibility of every trustee, staff member, volunteer, and partner associated with our organisation.

By adopting this Child Protection Policy, the Board of Trustees reaffirms its commitment to preventing all forms of abuse, neglect, exploitation, and violence against children. We are committed to promoting a culture of dignity, accountability, and respect, ensuring that the best interests of every child guide our actions and decisions.

The Board proudly approves this policy and is committed to its effective implementation and regular review to ensure that CRR remains a safe and trusted organisation for every child.

On behalf of the Board of Trustees
Centre for Relief and Rehabilitation (CRR)

Signed by Trustee and Director



CHILD PROTECTION POLICY

The Centre for Relief and Rehabilitation values young people and children as being a vital part of our organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

The name of the child protection officer for the group will be displayed in the minutes dated **01-09-2026**, and a copy of this child protection policy will be kept with the **Abu Taher Sheikh** Chairperson of the Organization

Purposes

The purpose of **Centre for Relief and Rehabilitation** children and young people's programme is to offer the children a safe and welcoming environment with fun activities where the children can grow and learn. Whether this be through activities or through other independent groups working in partnership with our organisation.

Aims

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

Centre for Relief and Rehabilitation

1. Each child and young person should be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session. (see Appendix B)
2. Attendance register: a register should be kept for each session.

For activities for under 8s, which run for more than two hours in any one day, OR if you run a holiday camp for six or more days a year, you must register the activity.

Child Protection Representative

The **CRR Board** has appointed a child protection representative, whose name is displayed in notice board within office campus within the minutes dated (date of the board meeting-01-09-2026)/ (Mijanur Rahman Sk, Managing Trustee Phone: 7002742629 Muzammal Hoque, Trustee 81330 58449, Abu Taher Sheikh



Trustee 78967 99462). If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Policy Review, Compliance Monitoring, Training, Reporting and Dissemination

The Child Protection Policy will be reviewed annually to ensure that it remains effective, relevant and consistent with the child protection needs of the organisation.

1. Responsibility for Policy Review

The annual review of the Child Protection Policy will be conducted by the **Child Protection Policy (CPP) Committee**. The CPP Committee will review the implementation of the policy, identify any gaps or required changes, and recommend amendments where necessary. Any major amendments to the policy will be submitted to the **Board approval**.

2. Compliance Monitoring

Compliance with the Child Protection Policy will be monitored by the **CPP Committee and the Child Protection Representative**. Monitoring will include:

- Checking that staff, volunteers and representatives follow the child protection procedures.
- Reviewing child protection concerns, incident reports and actions taken.
- Checking that child registration, attendance and parent/guardian consent records are properly maintained.
- Monitoring staff and volunteer supervision and safe working practices.
- Maintaining records of child protection training and awareness activities.
- Identifying and addressing any gaps in implementation.

Any serious or repeated non-compliance will be reported to the Management Committee/Board for appropriate action.

3. Staff and Volunteer Training

All new staff and volunteers will receive an orientation on the Child Protection Policy and their safeguarding responsibilities before or at the beginning of their engagement with CRR. **Refresher child protection training will be provided at least once every year**, and additional training will be arranged whenever there are significant changes to the policy, procedures or legal requirements, or when a specific training need is identified.

The CPP Committee will maintain records of all training and orientation sessions.



4. Reporting to the Board

The CPP Committee will provide an **annual child protection implementation report to the Board**. The report will include the status of policy implementation, training conducted, compliance monitoring, concerns or incidents reported, actions taken, and recommendations for improvement.

Any serious child protection concern or incident requiring urgent attention will be reported to the appropriate authority and brought to the attention of the Board/Management Committee without waiting for the annual review.

5. Policy Dissemination

A current copy of the Child Protection Policy will be made available to all trustees, staff, volunteers, consultants and other persons working with children on behalf of CRR. The policy will be:

- Provided during staff and volunteer induction.
- Kept at the CRR office and made available for reference.
- Displayed or made accessible through the office notice board and other appropriate communication channels.
- Shared electronically where appropriate.
- Explained to relevant staff and volunteers so that they understand their responsibilities.
- Communicated to partners and programme personnel who are involved in activities with children.

The Child Protection Representative will ensure that all relevant persons are aware of the policy and know where to access it.

The policy will be reviewed annually by the CPP Committee and the date of each review will be recorded. Any approved revision will be communicated to all relevant staff, volunteers, trustees and programme partners.

Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.



Child Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
2. Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice
4. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.
5. If private cars are used for an outing, the drivers details must be noted and senior person should approve and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

New Workers

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management Committee.



Training

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should *not* do

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'

- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises



Appendix A

Emergency Contact Directory

The following emergency contact details are provided to ensure the immediate safety and well-being of children participating in Centre for Relief and Rehabilitation (CRR) programmes and activities. In the event of any child protection concern, medical emergency, accident, abuse, neglect, or any situation that may place a child at risk, staff, volunteers, and other authorised persons should promptly contact the appropriate authority or service listed below.

1. Childline (24x7 National Emergency Helpline for Children)

Helpline Number: 1098

2. Community Health Centre (CHC), Dawaguri

Address: Srirampur–Maktaigaon Road, Gossaigaon, Kokrajhar District, Assam

Community Health Officer (CHO): Mr. Loko Das

Contact Number: 7002593982

3. Primary Health Centre (PHC), Jaraguri

Location: Gokulkata II, Kokrajhar District, Assam

Medical Officer: Dr. Monirul Islam

Contact Number: 7002282768

4. R.N.B. Civil Hospital, Gossaigaon

Address: Gossaigaon, Kokrajhar District, Assam

Medical Officer: Dr. Hafijur Rahman

Contact Number: 8638324506

5. Child Development Project Officer (CDPO), Kokrajhar

Officer: Brahma Chaolao

District: Kokrajhar, Assam

Contact Number: 9401811231

Note: These contact details are intended for use only in emergencies involving children, including child protection concerns, medical emergencies, abuse, neglect, exploitation, or any situation requiring immediate intervention. Staff, volunteers, and trustees must follow the reporting procedures outlined in this Child Protection Policy while maintaining confidentiality and acting in the best interests of the child.

**B.1 CHILD PROTECTION & SAFEGUARDING (CPP) COMMITTEE LIST****Committee Details**

Sl. No.	Name of Member	Designation	CPP Committee Role	Contact Number
1	Abu Taher Sheikh	Board Members	Chairperson	7896799462
2	Dhansri Narzary	Senior Staff	Secretary	8133992535
3	Tazmin Nehar	External Person from NGO	Member	9101312541
4	Hussain Ali Mollah	Field Staff	Member	9957935284
5	Asahaque Hussain	Compliance Manager	Member	9678502677

Key Responsibilities of the CPP Committee

- Ensure implementation of CRR's Child Protection and Safeguarding Policy.
- Receive and appropriately respond to safeguarding concerns and complaints.
- Maintain confidentiality of sensitive information.
- Ensure that incidents are documented and reported through the appropriate organisational mechanism.
- Support referral to appropriate authorities/services whenever required.
- Ensure that staff, volunteers and other relevant persons understand their safeguarding responsibilities.
- Review safeguarding concerns periodically and recommend corrective or preventive measures.
- Ensure that children and community members are treated with dignity, respect and confidentiality.

Committee Formation/Approval Date: _____

Approved By: _____

Designation: _____

Signature: _____

Date: _____

Dedicated Complaint Phone Number: 7002742629

Dedicated Complaint Email: CrrChildProtection@gmail.com

B.2 INCIDENT REPORT FORM



Confidential – For Official Use Only

1. Basic Information

Incident Report No.: _____

Date of Report: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Reported By: _____

Designation/Relationship with CRR: _____

2. Person(s) Involved

Name of Child/Person Affected: _____

Age: _____

Gender: _____

Programme/Project: _____

Name(s) of Other Person(s) Involved:

3. Type of Incident/Concern

Please tick the applicable category:

- ☐ Physical harm
- ☐ Emotional/psychological harm
- ☐ Sexual abuse or inappropriate behaviour
- ☐ Neglect
- ☐ Exploitation



- Bullying/harassment
- Discrimination
- Online/digital safety concern
- Missing/lost child
- Unsafe environment
- Breach of confidentiality
- Other: _____

4. Description of Incident

Provide factual information about what happened. Do not include assumptions or personal opinions.

5. Immediate Action Taken

6. Referral/Reporting

Was the matter referred to the CPP Committee?

- Yes
- No

If yes, Date of Referral: _____

Was external referral required?

- Police/Legal Authority
- Child Protection Authority
- Health Service
- Counselling/Psychosocial Support
- Other: _____

- Not Required

Details of Referral/Action:

7. Follow-up Action

Current Status: _____

Further Action Required: _____

8. Confidentiality Declaration

This incident report contains confidential information and shall be accessed only by authorised persons. Information shall not be shared with unauthorised individuals.

Prepared By: _____

Signature: _____

Date: _____

Reviewed By (CPP Committee): _____

Signature: _____

Date: _____

B.3 CHILD/PARENT/GUARDIAN CONSENT FORM

Centre for Relief and Rehabilitation (CRR)

CONSENT FORM FOR PARTICIPATION IN CRR PROGRAMMES/ACTIVITIES

Name of Child/Participant: _____

Age: _____

Gender: _____

Village/Community: _____

Programme/Activity: _____

Date: _____





Consent

I, _____, parent/guardian of the above-mentioned child/participant, have been informed about the purpose and nature of the CRR programme/activity.

I understand that participation is voluntary and that the child/participant will be treated with dignity, respect and care.

I understand that:

- Participation in the programme/activity is voluntary.
- The child/participant has the right to withdraw from participation where appropriate.
- Personal information will be kept confidential and used only for legitimate programme purposes.
- CRR will take reasonable measures to ensure the safety and protection of children and participants.
- Photographs/videos will not be used publicly without the required consent.

Photography/Video Consent

Please tick one:

- I give consent for photographs/videos of the child/participant to be used for CRR's programme documentation, reports and communication materials.
- I do **not** give consent for photographs/videos to be used publicly.

Declaration

I confirm that the information provided above is correct and that I have understood the purpose of this consent form.

Name of Parent/Guardian: _____

Relationship with Child: _____

Signature/Thumb Impression: _____

Contact Number: _____

Date: _____

Name of CRR Staff/Witness: _____

Signature: _____

Date: _____

Abu Taher Shukur

Trustee
Centre for Relief and Rehabilitation
Date: _____



B.4 CONSENT RECORD REGISTER

Sl. No.	Date	Name of Child/Participant	Age	Parent/Guardian Name	Programme /Activity	Consent Received	Photo/Vi deo Consent	Staff Name	Signature
1						Yes/No	Yes/No		
2						Yes/No	Yes/No		
3						Yes/No	Yes/No		
4						Yes/No	Yes/No		
5						Yes/No	Yes/No		

This policy was adopted by the **Centre for Relief and Rehabilitation (CRR) Bord** on 01/09/2026

Signed on behalf of the Management Committee by:

Signature.....

Name in Capitals..... **MUZAMMAL HOQUE**

The policy has been reviewed by the Management Committee on:

Date.....


Managing Trustee
Centre for Relief and Rehabilitation

CENTRE FOR RELIEF AND REHABILITATION (CRR)

MINUTES OF THE BOARD MEETING

Date: 01 September 2026

Time: 3:00 PM

Venue: CRR Head Office

1. Attendance

The following Board Members were present at the meeting:

S. No.	Name	Designation
1	Mijanur Rahman Sk	Managing Trustee
2	Abu Taher Sheikh	Trustee
3	Muzammal Hoque	Trustee

Leave of Absence

Leave of absence was granted to Taniya Sultana Laskar.

2. Welcome and Confirmation of Quorum

The Chairperson welcomed all the members present at the meeting. The quorum was confirmed to be present in accordance with the governing rules and regulations of the organisation.

3. Confirmation of Previous Meeting Minutes

The minutes of the previous Board Meeting were placed before the Board for consideration.

After discussion, the Board members confirmed and approved the minutes of the previous meeting.

Resolution Passed:

Resolved that the minutes of the previous Board Meeting be and are hereby confirmed and approved.

4. Agenda Items and Resolutions

4.1 Goonj Cloth for Work (CFW) Programme and Tree Plantation

The Board discussed the ongoing work under the Goonj Cloth for Work (CFW) Programme.

The Board members suggested undertaking tree plantation activities as part of the programme. It was further discussed that CRR and the participating community members should take responsibility for the care, protection, and maintenance of the planted trees.

The Board agreed that the Cloth for Work support may be linked with the tree plantation activity and the responsibility of maintaining the plantation.

Resolution Passed:

Resolved that CRR will undertake tree plantation activities under the Goonj Cloth for Work Programme, with appropriate responsibility and follow-up arrangements for the protection and maintenance of the plantations.

4.2 Upcoming Education Project

The Board discussed the proposed upcoming education project, which is planned to support 10 government schools.

The Board discussed the proposed staffing and support requirements for the project. It was agreed that candidates for relevant project positions should have appropriate experience in providing educational assistance and should preferably possess a minimum three-month computer diploma or equivalent computer knowledge, where required for the position.

Resolution Passed:

Resolved that the proposed education project covering 10 government schools be taken forward in accordance with the project plan and approved implementation requirements.

4.3 Approval of Board Meeting Calendar

The proposed Board Members' Meeting Calendar was presented before the Board.

After discussion, the Board approved the proposed calendar for Board meetings.

Resolution Passed:

Resolved that the Board Meeting Calendar presented before the Board be and is hereby approved.

4.4 Approval of Governance Documents and Policies

The Board reviewed and discussed the following governance documents and policies:

1. Governance Manual and distribution acknowledgement.

2. External Audit arrangements/approval
3. Child Protection Policy
4. Child Protection Policy Committee
5. Three-Year Plan and Budget
6. Conflict of Interest Policy

After discussion, the Board approved the above documents, policies, plans, and arrangements.

Resolution Passed:

Resolved that the Governance Manual, External Audit arrangements, **Child Protection Policy**, Child Protection Policy Committee, Three-Year Plan and Budget, and Conflict of Interest Policy be and are hereby approved.

4.5 Field Visits and Programme Monitoring

The Board discussed the importance of regular field monitoring and direct engagement with CRR programmes and projects.

It was agreed that Board Members should conduct field visits to CRR programmes and projects at least once every three months, wherever feasible.

Resolution Passed:

Resolved that field visits to CRR programmes and projects be undertaken by Board Members every three months to support monitoring, governance, and programme oversight.

4.6 Appointment of Point Person for Fundraising

The Board discussed the need for a designated point person to coordinate and support fundraising activities for CRR.

The Board approved the appointment of a responsible point person for fundraising coordination and donor engagement.

Resolution Passed:

Resolved that a designated point person be appointed to coordinate and support the fundraising activities of CRR.

5. Any Other Business

No other matter was raised for discussion.

6. Vote of Thanks and Closure

There being no further business to discuss, the meeting concluded with a vote of thanks to the Chairperson and all Board Members for their participation and valuable contributions.

The meeting was formally closed.

Prepared By

Name: Mijanur Rahman Sk

Designation: Managing Trustee

Signature: [Signature]

Date: 01/09/2026

Approved By

Name: Mijanur Rahman Sk

Designation: Chairperson / Managing Trustee

Signature: [Signature]

Date: 01/09/2026

Mijanur Rahman Sk
Managing Trustee
Centre for Relief and Rehabilitation
Date: 01/09/2026

Signatures of Board Members

S. No.	Name	Designation	Signature
1	Mijanur Rahman Sk	Managing Trustee	<u>[Signature]</u> 01/09/26
2	Abu Taher Sheikh	Trustee	<u>[Signature]</u> 01/09/26
3	Muzammal Hoque	Trustee	<u>[Signature]</u> 01/09/26
4	Taniya Sultana Laskar	Trustee	Absent with Leave