



NARAYAN SEVA SANSTHAN
Our Religion is Humanity

Policy on POCSO (Protection of Children from Sexual Offences)

GUIDELINES 2025-26

1. Objective

The purpose of this policy is to ensure that all employees, volunteers, and stakeholders of the sansthan are aware of and comply with the Protection of Children from Sexual Offences (POCSO) Act, 2012. It aims to create a safe, protective, and responsive environment for children and to prevent any form of sexual exploitation or abuse.

2. Scope

This policy applies to all:

- Full-time and part-time employees
 - Volunteers and interns
 - Contractors and consultants
 - Visitors and partners who interact with children through the sansthan
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3. Definitions

- **Child:** Any person below the age of 18 years.
 - **Sexual Offence:** Any act as defined under the POCSO Act, including but not limited to sexual harassment, sexual assault, and use of a child for pornography.
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4. Policy Statement

Our sansthan has **zero tolerance** for any form of child sexual abuse. All allegations will be taken seriously and acted upon promptly, in accordance with the law.

5. Key Provisions

5.1 Preventive Measures

- All employees must undergo mandatory POCSO sensitization training.
- Background verification of staff working directly with children is mandatory.
- A **Child Protection Officer (CPO)** shall be appointed to handle POCSO-related matters.

5.2 Code of Conduct

- No employee or volunteer shall be alone with a child in a closed or private setting.
- Respect children's personal space and boundaries.
- Any physical contact must be appropriate and necessary.
- Do not share personal contact details or interact with children on social media.

5.3 Mandatory Reporting

- Any suspicion, disclosure, or observation of sexual misconduct **must** be reported to the Child Protection Officer immediately.
 - The sansthan is legally obligated to report any such incident to the **Special Juvenile Police Unit (SJPU)** or **Child Welfare Committee (CWC)** as per Section 19 of the POCSO Act.
 - Failure to report can result in penalties under the Act.
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6. Reporting Mechanism

- Complaints can be submitted verbally, in writing, or via email to the CPO.
 - Anonymous complaints will be taken seriously, though further action may depend on the information provided.
 - The identity of the complainant and the victim will be kept confidential.
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7. Disciplinary Action

If an allegation is found to be true after internal review or as per legal procedures:

- The accused may be suspended pending investigation.
 - Disciplinary action including termination, legal action, and blacklisting will follow as appropriate.
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8. Training and Awareness

- Annual training programs for all staff on POCSO, child rights, and child protection.
 - Children will also be educated in age-appropriate ways about their rights and how to report abuse.
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9. Policy Review

This policy will be reviewed annually or in response to any changes in the law or sansthan activities.

Version	Prepared By	Approved By
1.0	HR Department	President NSS