

# Child Protection Policy



## **ASED HABIGONJ**

### **Association for Socio-Economic Development**

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**Published on:**

August 2018

**Edited by:**

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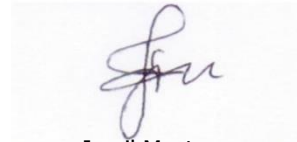
**In cooperation of**

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# Child Protection Policy of ASED HABIGONJ

## 1. Introduction

ASED HABIGONJ is a right based non-govt. development organization. The organization has been working for establishing the rights of the deprived people specially women, children and differently-abled people since its inception in 1991. From this long experience ASED HABIGONJ learnt that, establishment of deprived people's rights is not possible without establishing a just and equal society. Children are the future of the country. Children of today will lead the country and the society tomorrow. Hence, their association with the mainstream of the society is necessary for reaching the desired state in future. Based on this ground, ASED HABIGONJ has prepared the children protection policy to ensure children safety in all activities, strategies and plans of the organization. This policy contains the overall strategy to address violence against children in all activities.

## 2. Definition of Children:

According to both the United Nations Convention on the Rights of the Child (1989) and ILO's C182 - Worst Forms of Child Labour Convention, 1999 (No. 182), all human being below 18 years of age are children. Bangladesh has ratified both the conventions.

## 3. Rationality

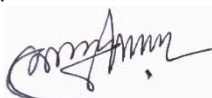
It is undeniable that, like other developing countries of the world, Bangladesh does not have the ability to fulfil all the basic needs of the citizens. As a result, children have been exposed to different types of violence and risks. Their parents also do not have the ability to ensure safe home, company, education, food, clothes and overall security for the children. Especially, children from poor class become victim of mental and physical violence including sexual harassment and rape. Even, the children of well-off families who are considered as advantageous become victim of those. Children are the victim of violence everywhere including family, school, hospital, shelter homes, offices, social institutes etc. Though violence against children is not new, but due to increased awareness regarding child rights, it is being published widely. Ensuring full safety of children is very important and sensitive in an organization engaged in implementation of child rights. Hence, ASED HABIGONJ has realized the necessity of preparing the 'Child Protection Policy' for the safety of children in all of its activities.

## 4. Stand point of ASED HABIGONJ regarding Child Protection Policy

ASED HABIGONJ always rejects all types of violence and discrimination against children and committed to ensure the interest and safety of children to comply and to be reflected in organizational policy, strategy and implementation methods. In this regard the organization expects that behavior of all general members, staff members of all levels, representatives of the organization and people or organization associated with activities of ASED HABIGONJ will be consistent with this policy. Beside organizational level, there are a lot of responsibilities at personal level in implementation of 'Child Protection Policy'. ASED HABIGONJ is committed in the development of child rights through the best use of this policy at organizational and personal level. ASED HABIGONJ and all the organizations associated with it will play effective role in implementation of the policy and will ensure obeying the code of conduct of the policy, by all relevant people and organization. The organization will take effective steps for management of awareness of child safety, recruitment & election process, training and responding to complain described in different chapters of the policy.

### 4.1 Declaration of ASED HABIGONJ regarding Child Protection Policy:

Following this policy has been declared compulsory for all staff members, member organization, Executive Committee members as well as directly or indirectly associated organizations, suppliers, service providers, advisors, volunteers and beneficiaries of ASED HABIGONJ. The primary objective of



the policy is to ensure children welfare. ASED HABIGONJ will set all strategy, plans and implementation methods to ensure interest of children complying with the 'United Nations Convention on the Rights of the Child'. 'Zero tolerance' will be shown to any violence caused by any activities of the organization. Every child has equal rights to safety.

**'Must do' declaration included in the policy:**

- a. ASED HABIGONJ will always try to identify risky situations for children and ways to address.
- b. Will ensure the environment for children so that they can identify unexpected behavior to them and openly discuss on child rights.
- c. Effective initiative will be taken following the policy and organizational rules if there is any incident of violence against children

**5. Goal and Objective of Child Protection Policy**

**5.1 Goal:**

To ensure child safety from types of violence in the activities of ASED HABIGONJ.

**5.2 Objective:**

- A. To ensure a child friendly environment so that all children involved with ASED HABIGONJ directly or indirectly will enjoy full safety from any type violence and deprivation;
- B. To make all policy, strategy and plans of ASED HABIGONJ compliant with 'Child Protection Policy';
- C. To empower children for supporting awareness and voice-raise against child rights violation;

**6. Target Group of Policy Application:**

- a. All staff members of ASED HABIGONJ;
- b. Member organizations;
- c. Executive Committee members of the organization;
- d. Volunteers involved with the organization;
- e. Advisors in contract with the organization;
- f. Researchers, Evaluators, Auditors employed by the organization;
- g. Contractors and other service providers (Person / Organization) in contract with the organization;
- h. Person or organization directly or indirectly associated with the organization;
- i. Visitors, donor representatives, development partners and mass-media personnel;
- j. Interns involved with the organization;

**7. Definition and Guiding Principles**

**7.1 Violence against Children and different types of definition**

**A. Child:**

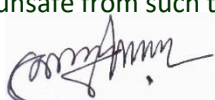
According to the United Nations Convention on the Rights of the Child (1989) all human being below 18 years of age are children.

**B. Violence against Children:**

Violence against children are those process or activities or initiatives and irresponsible behavior which directly or indirectly harm children or affect negatively on safe and proper grow up of children.

**C. Physical Violence:**

Physical violence is attack / hurt children physically or physical assault to children directly or indirectly, such as – physical attack to hurt children, injure children by hurting with anything, keep children unsafe from such things from which they can be injured etc.



#### **D. Mental / Emotional Violence:**

Mental / emotional violence is continuous rude, negative, reprehensible comments or biasness to other children etc. It creates huge obstacle on mental development of children, like – for emotional violence children suffer from inferiority complex and down syndrome.

#### **E. Negligence:**

Failure of family or guardian of the children to fulfil necessary or proper health, education, nutrition, shelter, emotion, safety for child development is negligence to children. It increases the obstacle in health or physical, mental, psychological, ethical, social development of children.

#### **F. Sexual Harassment:**

Sexual harassment is involving children in sexual activities. They do not understand sexual activities. They are not physically and mentally ready to participate or give consent in sexual activities. These are against law and social regulations. Touching body of child with an objective of sexual activities, pornography, indecent gestures etc are also included in sexual harassment.

#### **G. Deprivation:**

For the sake of personal interest children are being deprived at offices and other activities commercially or in other ways. Child labour and child prostitution are example of this. These violence and harassment harm physical, mental, psychological, educational, ethical and social development of children.

### **7.2 Guiding Principles:**

In 'Child Protection Policy' of ASED HABIGONJ, the following clauses and articles of 'The United Nations Convention on the Rights of the Child (1989)' have been considered as basic guiding principles:

- a. **Non-discrimination:** All children should live without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. Children should be inspired to obtain their rights and prevent any scope of causing discrimination;
- b. **Best Interest of Children:** Best interest of children should be prioritized in all activities;
- c. **Participation:** Child participation in all relevant activities and decision making should be ensured;
- d. **Living and Development:** In all activities, living and development of children should be prioritized;

#### **Below mentioned articles of 'The United Nations Convention on the Rights of the Child' have been followed in preparing this policy:**

Article 2: Non-discrimination to children.

Article 3: The best interests of the child.

Article 6: Live, survive and development.

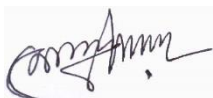
Article 12: Freedom of opinion.

Article 23: Special attention to disabled children.

Article 28: Ensure the right of the child to education.

Article 34: Protect the child from all forms of sexual exploitation and sexual abuse.

Article 35: To prevent the abduction of, the sale of or traffic in children for any purpose or in any form.



Article 36: Protect the child against all other forms of exploitation prejudicial to any aspects of the child's welfare.

Article 37: No child shall be subjected to torture or other cruel, inhuman or degrading treatment or punishment. Neither capital punishment nor life imprisonment

## **8. Code of Conduct:**

To ensure full safety of children in strategy, plans and activities of ASED HABIGONJ, the below mentioned code of conduct have been included. The code of conduct has been made compulsory to be followed by all persons and organizations associated with ASED HABIGONJ.

### **8.1 Must Do**

- a. All persons and organizations associated with ASED HABIGONJ should be aware about child rights;
- b. Aware children about their rights and responsibilities;
- c. In case of violence and torture against children, we need to aware children and their guardians on duties;
- d. Develop children capacity to identify acceptable and unacceptable behavior;
- e. Develop children capacity to politely protest against unacceptable behavior of others;
- f. Politely inspire undesirable behaving children to be rectified;
- g. To create a child friendly environment so that they can express their opinion without fear;
- h. Facilitate children in decision making and give importance to their opinions;
- i. Make ASED HABIGONJ office child-friendly and identify risky places for interventions;
- j. The materials supplied for children should be healthy and risk-free;
- k. Create a free environment for discussion on any topic;
- l. Ensure full reflection of the 'Child Protection Policy' in Guiding Principles, Strategy, Policies, Guidelines, Activity Methods etc. of ASED HABIGONJ;
- m. Equal, respectful and dignified behavior with children irrespective of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- n. Respect privacy of children;
- o. The activities with children should be open and friendly environment;
- p. The behavior of persons involved with ASED HABIGONJ should be exemplary for children;
- q. If any tour is required for children as a part of any activity, consent letter should be taken from guardian. If there are both boy and girl child male and female staff should be involved as guide;
- r. To be careful in discussing any sensitive issue with children;
- s. In case of any violence against children, inform responsible authority as soon as possible;
- t. If any child tries to hide the issue of violence or torture for lack of awareness or shyness, help the child by creating proper environment;
- u. Constructive and inspiring discussion with children instead of negative criticism;
- v. Priorities necessity and ability of children for children related activities, and any activity against their will should be avoided;
- w. Take consent of authorized guardian for using picture and other information of children for commercial purpose or research or reporting;

### **8.2 Not to Do**

- a) Discriminatory behavior with children irrespective of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- b) To express annoyance or snubbing for unexpected behavior of children
- c) To stay longtime alone with children in personal room
- d) In spite of dislike by children touch body during conversation





- e) Call children in distorted name
- f) Use children for personal works
- g) Snubbing others in presence of children
- h) Making sexual remarks with children even as jokes
- i) Watching pornography in presence of children
- j) Expose children to risky instrument or equipment or materials and do not inform them about the harmful sides of those
- k) Provide false or misleading information to avoid child attraction on any thing
- l) Physical or mental violence or torture to children or create cause of that
- m) To make sexual relationship with children or any behavior which can create sexual feelings in children's mind
- n) Give importance to one or a group child in presence of many
- o) During tours stay in same room with children or bring children to own room or go to children's room
- p) Physically painful or sexually rousing sports for children
- q) Making children participate in any discussion, entertainment or competition against will
- r) Ignore or do not give proper importance to incidents of violence against children
- s) Smoking or drinking alcohol in front of children
- t) Deploy children as worker or laborer

## **9. Implementation of Child Protection Policy**

### **9.1 Strategy:**

ASED HABIGONJ by its nature is committed to child development and safety everywhere. Hence child safety is must in all of its activities. Implementation strategy of child protection policy of ASED HABIGONJ is as below:

- a. As this document has been taken as organizational policy for protecting children from violence, complete implementation and application of it is must at levels of the organization.
- b. In order to implement this policy, ASED Habiganj must ensure that all its plans, policies, strategies and processes, activities, code of conduct, recruitment process and even infrastructure are child friendly.
- c. All parts of this policy must be in line with 'The United Nations Convention on the Rights of the Child', and policies of the Government of Bangladesh and other international organizations.
- d. This policy should be consistent with the nature and type of activities of ASED HABIGONJ. In formulating and implementing it, the views of all levels of staff, member organizations, executive councils and, if possible, outside consultants, volunteers or service providers may be sought.
- e. Observing other policies of the organization (financial policies, procurement policies, staff management policies, etc.), if they conflict with the safety policy, it must be changed through necessary amendments and must be completed before the child protection policy can be implemented.
- f. The Code of Conduct described in the policy will be applicable to all the activities of ASED HABIGONJ such as recruitment of staff, consultants, volunteers and commodity suppliers, procurement, planning and strategy setting, process implementation process etc.
- g. ASED HABIGONJ will provide training for staff to create awareness about child protection policies, monitor policy implementation, conduct investigative activities, and improve reporting skills.
- h. All staff, member organizations, executive councils, contractors, consultants, volunteers and other service providers of ASED HABIGONJ need to ensure that they are aware of all aspects of the policy and the implementation process.






- i. Initiatives should be taken to liaise, coordinate, exchange information and experience with child rights organizations at the national and international levels on the implementation of child protection policies.

## **9.2 Implementation Process:**

- a) A management committee will be formed to implement the child protection policy. The 3-member committee will be represented by senior officials of ASED Habiganj, executive committee members and member organizations.
- b) The Management Committee will appoint a Focal Person for the overall supervision of the Child Protection Policy. This focal person will be a senior official of ASED HABIGONJ
- c) A help desk will be set up at a designated place at the ASED HABIGONJ head office in due course where complaints about child abuse will be received and complaints will be received. In addition, information about ASED HABIGONJ's child protection policy will be displayed in visible places
- d) All levels of officers, staff, executive committee members, consultants, volunteers, contractors and all persons directly or indirectly involved in ASED HABIGONJ will be made aware of the child protection policy.
- e) All levels of officers, staff, executive committee members, consultants, volunteers, contractors and all persons and organizations directly and indirectly involved in ASED HABIGONJ will sign the code of conduct described in the child protection policy.
- f) All financial requirements and logistical support for the implementation of the policy will be ensured by the company in phases.
- g) If any child is harmed by the person or activity associated with ASED HABIGONJ, appropriate action will be taken subject to investigation based on the complaint received and the safety of the child will be ensured.

## **9.3 Activities:**

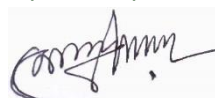
The following activities will be taken for the implementation of ASED Habiganj's child protection policy:

### **9.3.1 Awareness:**

- A. Initiatives will be taken to make all ASED HABIGONJ staff, executive council members, member organizations and other concerned people aware of how child rights can be violated or abused. This will include training, orientation, workshops and various campaign materials such as posters, leaflets, display boards, etc.
- B. Special Orientation will be arranged for the newly recruited officers or staff at ASED HABIGONJ or in case of increase in the level of child abuse (based on the monitoring report), or any change in the policy. Volunteers, contractors, consultants can be briefly oriented

### **9.3.2 Protection:**

- a. Through personal and professional conduct, awareness, etc., it is necessary to ensure that the level of risk for children in the organization is mitigated
- b. It is necessary to ensure that the policy has been followed in the recruitment of staff, service providers and consultants
- c. Ensure strong and effective monitoring process
- d. Probable risk for violence against children in the organization should be assessed annually
- e. Children's pictures, personal information or any information that may endanger their safety may not be published or disseminated.



### 9.3.3 Recruitment and Election Process:

- a) A clear idea about the responsibilities and duties of the advertised position and the level of involvement with the children will be provided so that selection of eligible candidates is possible.
  - b) Specific application forms can be used to verify the sensitivity of the candidate towards child rights where the information filled in, the criminal record will be helpful in selecting the eligible candidate.
- c) Candidates' sensitivity to child rights will be verified through written test, oral interview and reference check.
- d) Other recruiters such as consultants, volunteers, service providers need to verify their past record in selecting individuals or organizations.

### 10. Responding to the issues of violence against children

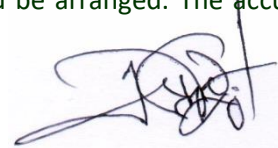
Any incident which is consistent with the definition of crime described in this policy and is found to be in breach of the Code of Conduct described shall be deemed to be contrary to the child protection policy and effective measures shall be taken to remedy and prevent it.

- A. The affected child will report the incident orally or in writing to the focal person himself or with the help of a parent or others or an eyewitness (may also be an employee of the organization). Specific forms can also be used in this case.
- B. After receiving the complaint orally or in writing, the Focal Person will verify the veracity through preliminary inquiry and if the veracity of the complaint is confirmed, inform the management committee and form a speedy investigation team and take action subject to committee approval.
- C. In the case of a severely abused child, immediate treatment is required. In addition, his legal assistance must be ensured.
- D. Ensure the safety and assistance of affected children, eyewitnesses or helpers in filing complaints.
- E. Ased Habiganj will ensure the safety of the affected child, his parents and family. Even after taking action against such accused persons, their safety will be monitored regularly.
- F. The focal person will inform the abused child and his family of the steps taken. They need to know what kind of remedy they expect and try to meet their expected remedy as per the rules and regulations of Ased Habiganj.
- G. The accused will be given a temporary exemption from duty from the time of confirmation of the veracity of the allegation until final action is taken.
- H. Subject to receipt of the investigation report, the management committee will hold a hearing on the complaint where the statements of the abused child, eyewitnesses, focal persons, investigation team and the accused will be taken.
- I. The management committee will take appropriate action on the complaint on the basis of appropriate evidence.
- J. If the type of child abuse is equivalent to a criminal offense, court assistance will be sought under state law.

### 10.1 Investigation:

Remedial action will be taken in the event of a full investigation into any violation of ASED HABIGONJ's Child Protection Policy. The investigation process of ASED HABIGONJ will be conducted following the following procedure.

- a. An investigation team will be formed in the light of each allegation of child protection violation. The investigation team will consist of 3 members and will be headed by a focal person. The other two members will be senior officials of the organization or representatives of the member organizations.
- b. In case of a fatal incident, the investigation should be started within 6 (six) hours of receiving the complaint. If the abused child needs medical help, it should be arranged. The accused



will not be able to leave the place during the investigation. If the allegation is found to be true, the accused will be handed over to law enforcement.

- c. If the level of torture is not serious, the investigation should be completed within 3 (three) days after receiving the complaint.
- b) The abused child should not be questioned in a way that makes the child feel embarrassed. The amount of information that can be used to prove the torture can only be questioned for that amount of information. An environment should be created before the interrogation so that the child can feel comfortable and help to provide information on his own.
- a. During the interrogation, reassure the child that the information he or she is using will be useful to him or her and explain how it will work. Information cannot be taken from him in return for such assurance that the information will be kept secret. Assure the child that the information he or she gives will not be passed on to anyone other than the person in charge.
- b. No information can be disclosed during the investigation.
- c. All the staff, concerned persons, organizations and member organizations of ASED HABIGONJ will be obliged to cooperate fully in any investigation.
- d. A report with appropriate documentation must be submitted to the Management Committee within a maximum of three days of the completion of the investigation. In case of serious complaint, report should be submitted as soon as possible.

### **10.2 Management:**

A management committee will be formed to implement the child protection policy of ASED HABIGONJ. The 3 (three) member committee will be represented by the chief executive, senior officers and members of the organization. Gender balance policy will be followed in forming the committee. This committee will work for the overall implementation of the Child Protection Policy. This committee will appoint the focal person and on the basis of its advice will form an inquiry committee, a monitoring committee and will hold hearings and decisions to resolve the grievances. The activities and scope of the committee are as below:

- a. This committee will be responsible for the overall implementation of ASED HABIGONJ's child protection policy. All activities related to child protection policy will be approved through this committee. This committee will be accountable to the executive council for their activities.
- b. This committee will review all investigative and monitoring reports on violations of child protection policies and take necessary action.
- c. The management committee will meet to review the progress of policy implementation or its impact on the basis of the monitoring report. An emergency meeting may be called in case of any emergency.
- d. Forms, formats, materials used in all activities including reporting, monitoring, awareness raising activities, recruitment process will be approved through the Management Committee.
- e. The management committee will approve all financial activities and budgets related to child protection policies.
- f. The committee will ensure that the policy is properly followed in all areas of planning, strategy, recruitment, procurement, infrastructure development, etc.
- g. This committee will be able to take any decision in the interest of full implementation of the policy.

### **10.3 Monitoring:**

Regular monitoring will be done to ensure proper implementation of ASED HABIGONJ's child protection policy. For this purpose, a monitoring team of 3 (three) members will be formed with the senior officers of ASED HABIGONJ and the representatives of the member organizations. The focal person will coordinate the monitoring team. The Child Protection Policy Management Committee



will oversee the Monitoring Committee. Monitoring activities will be conducted in two phases. Thematic monitoring and regular monitoring. Thematic monitoring is the monitoring of whether any new plans, activities or policies are in conflict with child protection policies. Regular monitoring is to check whether the child protection policy of ASED HABIGONJ is being implemented properly or what kind of qualitative changes have taken place in the behavior and culture of the organization. Regular monitoring will be done every six months.

#### **10.4 Reporting**


Reporting will be considered as an important indicator in understanding the proper implementation of ASED HABIGONJ's Child Protection Policy. The monitoring team will submit regular reports to the management committee on the implementation of the child protection policy. Monitoring report will be discussed as agenda in monthly coordination meeting, executive council meeting. Initiatives should be taken to expedite and inform the policy if any change or modification is required on the basis of the monitoring report.

#### **10.5 Privacy and Confidentiality**

All information and documents relating to abused children must be stored with the utmost confidentiality. In the interest of a fair and impartial investigation, no more information can be disclosed than is required. In addition, in order to protect children from potential abuse, information on any abuse may be used for limited purposes only as an example. In that case, the identity of the abused child cannot be revealed. In case of breach of privacy, maximum action will be taken against the person involved as per the rules of the organization.

#### **11. Revise and Amendment**

On the basis of the monitoring report on the implementation of the child protection policy, the management committee will take initiative to make necessary amendments and refinements. In this regard, once every 2 (two) years, a monitoring meeting on child protection policy should be organized. Where the focal person, management committee, executive council members and representatives of member organizations will participate. Initiatives should be taken to send and implement the revised policy to all the individuals and organizations associated with ASED HABIGONJ in a short period of time after making necessary amendments and refinements.



## 12. Pledge

Employees of the organization and others will read the child protection policy and sign a pledge. The pledge is given below-

### Pledge

Towards child protection policies

----- read and understood the standards and guidelines set out in the Child Protection Policy. I agree with the principles set forth in the policy and take the implementation of child protection policies and practices seriously when working with the organization.

Signature: -----

Name: -----

Designation: -----

Date: -----



## Permission for the child to participate in any program

----- - (Name of guardian of the child) Under the Child Protection Policy of ASED HABIGONJ ----- (Child Name) Who -----  
----- Consent to participate in the program. I am legally entitled to this consent.  
I further guarantee that ----- (Child's name) is not included in any court order.

Parent's signature: -----  
Date: -----

----- (Child Name) I agree to participate in the program under the ASED HABIGONJ Child Protection Policy.

Child Signature: -----  
Date: -----



## Consent to take and use pictures of the child

----- (Name of guardian of the child) Under the child protection policy of ASED Habiganj -----

-----  
I further guarantee that ----- (Child's name) is not included in any court order.

Parent's signature: -----

Date: -----

----- (Child Name) I agree to take my picture and use it under the ASED Habiganj Child Protection Policy.

Child Signature: -----

Date: -----





## Event Reporting Form

Child Name: ----- Age: -----  
Parent Name: -----  
Home Address: -----  
-----  
Telephone / Mobile Number: -----

Have you complained to anyone involved? Mention the details of the testimony.

-----  
-----  
-----  
-----.

Detailed information of the person concerned: (Date, time, location etc. of the incident)

-----  
-----  
-----  
-----.

Any physical patterns? Behavioral change?

-----  
-----  
-----  
-----.

Have you talked to the affected child? If so, what did the child say?

-----  
-----  
-----  
-----.

Have you talked to the child's guardian? If so, what did the child's guardian say?

-----  
-----  
-----  
-----.

Has anyone else complained against the complainant? If so, what is the child's relationship with the person?

-----  
-----



-----  
-----.

Your Name: -----

Designation: -----

With whom to report and the date of submission of report? Provide contact information for future communication.

-----  
-----  
-----  
-----.

Signature: ----- Date: -----

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