Child Protection Policy for Volunteers

Renovatio Foundation

Revision dated 11 November 2026

Urgent help. Call 112 if a child is in immediate danger. Report concerns covered by POCSO directly to the Special Juvenile Police Unit or local police. Call Child Helpline 1098 for child protection support.

Contact Renovatio. renovatio.india@gmail.com reaches the Foundation. Use the subject "Safeguarding concern" and ask for the Child Protection Officer. Share only the information needed to arrange safe follow-up in the first email.

1 Introduction

Renovatio Foundation is committed to a safe and supportive environment for all children with whom we work. This policy sets out how volunteers help protect children from abuse, neglect, exploitation and harm. It should be read alongside the Protection of Children from Sexual Offences Act, 2012 (POCSO), the Juvenile Justice (Care and Protection of Children) Act, 2015, and other applicable Indian laws.

2 Scope

This policy applies to all Renovatio volunteers, regardless of role, duration or place of service. It covers interactions with children during Foundation activities, events and programmes in person and online, including work at partner schools and children's homes. Staff and programme leads who supervise volunteers are responsible for applying the relevant safeguards.

3 Definitions

- **Child.** Any person under 18 years of age. Every child has the same right to protection, regardless of background, identity, disability or circumstance.
- **Abuse.** Harmful conduct includes physical abuse such as hitting or shaking, emotional abuse such as threats, humiliation or isolation, and sexual abuse. Sexual abuse includes conduct covered by POCSO, such as sexual assault, sexual harassment and using a child for sexual abuse material. POCSO also addresses attempt and abetment.
- **Neglect and exploitation.** Neglect includes failing to take reasonable steps to protect a child from known or foreseeable harm. Exploitation includes using a child for another person's benefit, such as forced labour, trafficking or involving a child in illegal activities.
- **Volunteer.** A person offering their time or skills to the Foundation without financial compensation, including in teaching, mentoring, administration or fieldwork.
- **Child Protection Officer (CPO).** The designated Foundation role that oversees safeguarding, receives internal concerns, records actions, coordinates support and helps staff and volunteers apply this policy.

4 Principles

Put the child's safety, welfare, dignity and best interests first. Listen to children and treat them fairly. Every volunteer shares responsibility for safe activities and must act with professionalism, integrity and respect.

5 Code of conduct for volunteers

Volunteers must

- Treat children with dignity and fairness. Use age-appropriate, culturally appropriate language and learning materials.
- Conduct activities in safe, observable and supervised settings. Keep any necessary physical contact respectful, appropriate and limited to the activity or the child's immediate safety.
- Use approved communication channels. Keep information about children and families private and secure.
- Share or collect personal contact details only through Foundation-approved arrangements.
- For identifiable photos, videos or recordings, obtain Foundation authorisation, the child's willing agreement and documented parent or legal guardian consent before recording or publication, as applicable to the intended use. Follow the host institution's permission requirements.
- Act promptly on any concern, disclosure or incident. Follow the reporting steps below.

Volunteers must not

- Use corporal punishment, abusive language or gestures, intimidation, threats, manipulation or any conduct that puts a child at risk.
- Share harmful or age-inappropriate material, including sexually explicit content or content encouraging violence, discrimination, self-harm or exploitation.
- Arrange unsupervised private meetings, exchange personal messages or form inappropriate relationships with children.

6 Reporting and response

Immediate safety. Act immediately to help the child reach safety. Call 112 if there is immediate danger or an urgent need for emergency assistance. Child Helpline 1098 can help children in crisis access support.

Mandatory reporting under POCSO. Under Section 19 of POCSO, a person who knows that an offence under the Act has occurred, or apprehends that one is likely to occur, must provide that information to the Special Juvenile Police Unit (SJPU) or local police. Report promptly without waiting for an internal decision, written report or permission. The Foundation's internal reporting route is additional to this statutory duty.

Internal reporting. Notify the CPO through renovatio.india@gmail.com. The Foundation contact listed for this policy is Shraddha Agrawal, Co-Founder. Use the first email to arrange safe follow-up. Record dates, facts, the child's words and any reference from the authorities through the restricted reporting process. Anonymous internal reports are accepted where feasible.

Responding to a disclosure. Listen calmly. Reassure the child that they did the right thing by speaking. Explain that you may need to involve people who can help keep them safe. Leave detailed questioning and investigation to the competent authorities.

Foundation response. The CPO reviews internal reports within 24 hours and acts immediately where urgent. The CPO documents the response, coordinates safety measures and works with authorities and partner safeguarding leads as appropriate. Where needed, the Foundation helps the child access qualified counselling, legal aid or other support.

7 Legal compliance and confidentiality

Follow applicable child protection laws and cooperate with competent authorities. POCSO has duties to report and provisions on failure to report. If the concern involves the CPO or the internal route is unsuitable, use the appropriate statutory reporting or support channel directly.

Keep safeguarding records secure. Share a child's identity or other sensitive information only with people authorised to receive it and where necessary for protection, support or legal compliance. Keep identifying details out of public material. Renovatio prohibits retaliation for good-faith reporting.

8 Volunteer screening

Volunteers submit a safeguarding self-declaration before working with children. The Foundation may request a character certificate from an educational institution or other checks appropriate to the role and host requirements. Supervisors explain the boundaries and arrangements for each placement.

9 Digital safety

Use authorised, supervised digital channels and age-appropriate material. Keep participation records secure. Personal messaging, personal social media contact and unsupervised one-to-one online contact with children in the programme are prohibited. Apply the same permission and privacy requirements to screenshots and recordings.

10 Training and review

Volunteers receive orientation on this policy, reporting duties and conduct before child-facing work. Ask the CPO for guidance if an activity or interaction raises a safeguarding question. The Foundation reviews this policy annually.

11 Volunteer declaration

I have read and understood Renovatio Foundation's Child Protection Policy for Volunteers. I agree to follow the policy and report concerns through the required routes. I understand that breaches may result in removal from the volunteer role or other action under applicable procedures and law.

Name _____ Volunteer ID _____

Signature _____ Date _____

Official references

POCSO Act, 2012, India Code • Child Helpline, Mission Vatsalya