



CHILD PROTECTION & SAFEGUARDING POLICY
AND PROCEDURES

June 2022

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Foreword

Magic Bus commits to respecting and valuing each child, adolescent and young person in our programme irrespective of the person's age, gender, dis/ability, religion, caste, ethnic background, or any other vulnerability. I promise that we will always stand for the rights of children.

As the Managing Trustee of Magic Bus Global, I commit to a safe, engaging learning space that builds an enabling environment for growth and development.

Matthew Spacie
Founder, Magic Bus

1st September 2016



Part 1- Policy

Section 1- Magic Bus commitment to children

Magic Bus is committed to working with children. Magic Bus fully acknowledges the organisation's responsibilities and duty of care and protection for children through our day to day contact with children. Magic Bus further commits that all Magic Bus staff are able to prevent and respond to any form of abuse, violence and exploitation against children.

Magic Bus recognises the important role that parents and guardians play and seeks their consent to children's participation in programmes and activities. The Child Friendly Child Protection Policy is provided for children and parents and guardians of children participating in Magic Bus programmes.

Magic Bus uses a mentoring model and an activity-based curriculum to engage children and ensure that they make the right choices for a constructive journey from childhood towards better and dignified livelihoods as adults.

As a result, children emerge from the programme as adults with more control and choice in their lives and who contribute confidently and constructively to a better society.

Magic Bus Vision

A world where children and youth have the choice and control to be socially and economically empowered.

Section 2- Child Protection and Safeguarding Policy- Principles and Approach

Magic Bus aims to uphold the right of children to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child, in line with the United Nations Convention on the Rights of the Child Articles 1 and 19¹.

Magic Bus includes corporal punishment within its definition of abuse in line with article 19 protection of children from all forms of violence and aims to prevent and protect children from corporal punishment. Magic Bus recognises that the effects of abuse on a child may be long-lasting and will refer children to appropriate support services.

Magic Bus recognises its responsibility to protect all children, regardless 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 (United Nations Convention on the Rights of the Child Article 2²).

Magic Bus is guided by the International Safeguards for Children in Sport³.

Magic Bus recognises cyber-safety of all children in online space, especially after COVID pandemic. The challenges and threat to children from the cyber world vary from privacy, exposure to age-inappropriate content, and child grooming, etc.⁴ These attacks are multiplying every day, and Magic Bus recognises ensuring cyber-safety of children as they actively engage in online learning at school, home, and community now.

Magic Bus works to prevent the harm and abuse of children whilst they are taking part in sessions and in the care of Magic Bus. Furthermore, Magic Bus recognises its responsibility to respond if staff, volunteers, visitors or associates become aware of a child who is experiencing, or at risk of, abuse whether within, or outside, the Magic Bus programmes. At all times, Magic Bus seeks to promote the best interests of children and maintain the trust of children, communities and other professionals. Magic Bus recognises that children have a right to be listened to and to know who to tell if they have any concerns about their participation in Magic Bus sessions.

¹ <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

² <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

³ *International Safeguards for Children in Sport Working Group, International Safeguards for Children in sport, UNICEF, 2014*

⁴ *Children & Cyber Safety- an e-book: https://www.nls.ac.in/wp-content/uploads/2020/11/Children-and-Cyber-Safety_an-Ebook_published-on-14-nov-final-anr.pdf*



Magic Bus recognises that some children are more vulnerable and require extra protective measures such as children with disabilities, girl children etc. The rights of children to privacy is respected.

The Child Protection and Safeguarding Policy should be understood in the context of the wider organisational values and vision.

General framework of safety for Magic Bus sport and outdoor sessions

Magic Bus ensures the safety of children participating in Magic Bus Programmes and protects children from abuse, as well as protecting children from injury and harm. Magic Bus recognises that there is an increased risk of harm and injury for children participating in sport and outdoor sessions. All children, volunteers and staff of Magic Bus are insured against accidents.

All staff and volunteers running programmes must ensure that all children are safe when participating in sport and outdoor sessions.

For more information, see Part 3- Procedures Safety for outdoor sessions Safety for outdoor sessions.

Section 4- Scope and Accountability

This policy applies to all staff, volunteers, visitors and associates⁵ of Magic Bus who are all responsible to read, understand and adhere to the Child Protection and Safeguarding Policy and Child Protection Code of Conduct. The Child Protection Officer has overall responsibility for the Child Protection and Safeguarding Policy.

Magic Bus commits to ensuring the full participation of children by providing them with safe and joyful learning spaces. It also commits to developing strong and positive relationships between mentors and children. Anyone who exploits this relationship will be investigated.

⁵ *Including partners*



All child protection concerns are reported according to the reporting guidelines in part 3 of this Child Protection and Safeguarding Policy [Reporting](#). The Child Protection Committee leads all child protection investigations. Any breach of the Child Protection and Safeguarding Policy and Child Protection Code of Conduct may result in dismissal and reports to formal authorities.

Section 5- Implementation Strategy

Magic Bus implements the Child Protection and Safeguarding Policy and Child Protection³Code of Conduct through:

Proactive prevention

i. Child protection capacity building

All staff, volunteers, visitors, and associates receive an induction to the Child Protection and Safeguarding Policy and ongoing child protection capacity building.

Children, adolescents and families also receive an orientation to the Child Friendly Child Protection and Safeguarding Policy and Child Protection Code of Conduct to ensure that they understand Magic Bus is responsible to keep children safe within the Magic Bus programmes and how to raise concerns if Magic Bus fails in this duty. Magic Bus will provide children, adolescents and families with details of support services when their right to protection is violated.

Children will be empowered with knowledge and information about their rights and spaces will be provided for them to discuss and express their concerns about things that are affecting their lives in terms of their threat perceptions and other safety issues.

ii. Child protection code of conduct

A Child Protection Code of Conduct outlines the expected behaviours of all staff, volunteers, visitors and associates. They are required to sign to confirm that they have understood the policy prior to accessing information about children within Magic Bus programmes, or visiting Magic Bus programmes. Part 2- Child protection code of conduct.

iii. Recruitment

Child-safe recruitment processes are followed for all staff and volunteer positions. Specific responsibilities for child protection are defined in Job Descriptions and interviews determine



suitability to work with children. Background checks, carried out as required by the norms of the country, are conducted for all staff and volunteer positions. Candidates are only confirmed in post where an interview and background check shows no risks to children.

Induction training on the child protection & safeguarding policy and procedures would be imparted to all existing staff and new recruits.

Visitors and associates who have not undergone these checks do not have unsupervised access to children.

iv. Risk identification and management

Risk assessments and safety checks are conducted as the programmes for children are developed. Risk assessments and safety checks are routinely conducted prior to each session at the venues and on transportation. Corrective action is taken to address any identified risks. Where risks cannot be prevented, sessions may be postponed to ensure the safety of children participating in the session.

Risk management includes ensuring that all information on children is stored confidentially and names and identifying features of children are not disclosed to anyone who is not part of Magic Bus programmes.

Consent forms must be signed by parents or guardians for children who access Magic Bus programmes.

Where programmes are implemented in partnership with other organisations, for example with schools, the partnership agreement determines which organisation is responsible for risk assessments and management. Other organisations with which the Magic Bus partners with will be encouraged to have a Child Protection & Safeguarding Policy and Procedures.

- Staff interacting with children would be trained to identify signs of depression and anxiety among children and in counselling to find out about the stress of the children and take necessary action if there is any violation of the safety of the child.
- Special training would be given to staff interacting with children for providing guidance to children against substance abuse and misuse of electronic gadgets.
- Life skills education would be provided to children in order to make them as their first line of defence to protect themselves from any violation of their safety norms.

v. Raising children's awareness



As part of the initial rapport building and once every year, children participating in Magic Bus Programme are made aware of their right to be protected from any form of harm be it physical, emotional or psychological. Furthermore, children are informed and encouraged to raise safety concerns both within and/or outside Magic Bus Programme. The Magic Bus curriculum provides opportunities for children to develop skills to recognise risks and stay safe from harm. Parent sessions also provide opportunities for parents and guardians to learn about children's right to be safe from harm.

b) Response to child protection concerns

i. Reporting

Any child, adult, staff, volunteer, visitor and associate can report child abuse, knowing that this report will be taken seriously. There does not need to be certainty that a child is at risk or has been harmed, it is enough to raise a concern.

The report must be made to the Youth Mentor/ Life Skills Educator/Academic Educator/ Sports Coach or equivalent or to Training and Monitoring Officer/ Programme coordinator or equivalent responsible for the session as soon as possible and no later than 24 hours after becoming concerned. This will be actively investigated. If the investigation finds that it is likely that a violation of the Child Protection and Safeguarding Policy has taken place, the case may be reported to the police and the person concerned dismissed. Where the investigation finds that it is unlikely that any child abuse has taken place staff will be reinstated.

Magic Bus takes its responsibilities seriously and will respond to complaints in a fair and transparent way, this includes an appeals process.

Any deliberately false child protection reports may result in the person providing false reports being dismissed in line with the Whistle blowing policy.

See the reporting process in Part 3 for more information on how to report Reporting. The reporting form can be found in Part 5 Annexes Child protection report form.

ii. Child Protection Committees

Magic Bus has established a system of Child Protection Committees. There are Child Protection Committees at regional levels. They are responsible to respond to reports of child abuse at regional level.

c) Audit and review of the policy



An annual report is submitted to the Board of Directors by Senior Management of Magic Bus. This is a consolidated report of all the regions, summarising the number and nature of Child Protection and Safeguarding Policy breaches and actions taken.

A review takes place every three years of the Magic Bus Child Protection and Safeguarding Policy which includes, as a minimum, the Code of Conduct, system for reporting concerns, risks management, provision of advice and support, training, recruitment and work with partners. The review includes the participation of children.

Once in each three-year cycle, Magic Bus conducts an audit of the Child Protection and Safeguarding Policy implementation. Information from the audit will inform the future Child Protection and Safeguarding Policy implementation.

d) Child protection and working with partners

Magic Bus works in partnership with a number of different organisations. Partnerships can be of any kind of contracted joint work, including with the media, celebrities, funders, government organisations, civil society organisations etc.

Magic Bus ensures that partners share a joint commitment to child protection and this is outlined in partnership agreements. All partnership agreements must specify which organisation holds overall responsibility for child protection, including investigations and final decisions. Partners must agree to implement this Child Protection and Safeguarding Policy, or have their own policy in place before the partnership with Magic Bus is established.

Children's personal data is not shared with partners to protect their identities and ensure safety. In case of programme implementation partners; a Non -Disclosure Agreement is signed which restricts usage of children's data only for the original purpose for which it was collected in the programme.

Monitoring of Child Protection and Safeguarding Policy implementation also takes place with partners. Contractors / Vendors make a self-declaration stating that children (below 18 years) will not be employed by them for any task.

e) Child protection, media and communications

Before photographing or filming a child for work related purposes, Magic Bus assesses and



complies with local traditions or restrictions on reproducing personal images. At a minimum Magic Bus obtains and documents written consent from the child's parent or guardian and explains how the images will be used. Written consent is obtained with signatures or thumb print. Consent is also recorded on the registration form within the first quarter of the implementation of the programme.

All Magic Bus photographs, films, videos and DVDs present children in a dignified and respectful manner. Children must be adequately clothed and not in poses that could be perceived as sexually suggestive.

Identities and identifying features of children remain confidential.

All unpublished images of children are securely stored: hard copies are kept in locked storage and electronic copies are password protected.

See also the Magic Bus Social Media policy for how to share stories of children engaged with Magic Bus.

f) Support services

Children's safety and well-being is a priority and children who have experienced injury, harm or abuse will be provided with necessary support services. Magic Bus has effective links with organisations which provide support to children who have experienced injury, harm and abuse.

g) Visitors and associates

Visitors and associates are required to read and understand the Child Protection and Safeguarding Policy and Code of Conduct prior to visiting Magic Bus programmes. They are bound by the same responsibilities to protect and safeguard children as Magic Bus staff. They are not allowed to be alone with children or have access to identifying details or confidential information about children.

Visitors and associates include anyone who visits, Magic Bus venues, or is associated in any way with Magic Bus, including but not limited to, board members, consultants, researchers, partners, media and donors.

Part 2- Child protection code of conduct

Magic Bus recognises the important role that staff, volunteers, visitors and associates play in the lives of children. It therefore requires each person to recognise his/ her responsibility



to:

- Ensure the safety and welfare of children is paramount.
- Respect the rights, dignity and worth of every child and treat all children equally regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Act as a good role model and maintain high standards of personal conduct whilst engaged in Magic Bus activities.
- Comply with the Child Protection and Safeguarding Policy and Code of Conduct and avoid actions and behaviours which may be considered unsafe, poor practice or abusive behaviour.

I _____ (insert name) agree that during my association with Magic Bus I will comply with the Child Protection and Safeguarding Policy and the following Code of Conduct.

I will:

- Be warm, friendly and caring towards the children and treat all children with dignity and respect.
- Be sensitive to children who may be vulnerable and provide the additional support they may require to enable their equal participation in sessions.
- Recognise the development needs and capacities of the children and avoid excessive training or competition.
- Be aware of situations which may have risks of harm, injury or abuse.
- Plan and organise the work and workplace to prevent and manage risks.
- As far as possible be visible in working with children and work with children in the presence of other people.
- Work in an open way, willing to listen and act so that any issues or concerns can be raised.
- Challenge and respond to any poor or unsafe work practices.
- Talk to children and encourage them to raise any concerns.
- Empower children, discuss with them their rights, what is acceptable, unacceptable and what they can do if there is a problem.
- Be aware that children are watching and learning from me- I am role model and children may copy what I do.



I will not:

- Hit or otherwise physically assault or physical abuse children, including use of corporal punishment.
- Engage in sexual activities with children or behave in a way that is sexually provocative, including use of sexually suggestive comments, both in physical and online space.
- Engage children in exploitative activities, including child labour.
- Use language to degrade or humiliate a child, both in physical and online space.
- Act in ways intended to bully, shame, humiliate, belittle or degrade children or otherwise emotionally abuse children, both in physical and online space.
- Sleep in the same bed or room with a child with whom I am working without the approval of my manager.
- Have a child/ children with whom I work stay overnight at my house.
- Do things of a personal nature that a child can do for themselves (e.g. changing clothes, taking a shower or using the toilet).
- Condone, or participate in behaviour with children which is illegal, unsafe or abusive.
- Discriminate against, or show differential treatment, or favour particular children.
- Drink alcohol, smoke or use illegal substances when working with children.
- Take photographs of children involved in Magic Bus programmes without the child's parent or guardian's written consent.
- Give my personal contact details (address, phone number, social media contacts) to children or families or use personal contact details of children for private communication. The contact point for all communication is Magic Bus.
- Access pornography whilst working for Magic Bus, or use any Magic Bus internet devices or connections to access pornography or sites whilst contradict the organisation's vision.

Date

Position

Signature



Part 3- Procedures

a) Safety for sessions

Prior to the delivery of the session, the programme delivery team (Children's Youth Leader, Youth Mentor/ Life Skills Educator/ Academic Educator/ Sports Coach or Equivalent and Training and Monitoring Officer/ Project coordinator or equivalent) inspects the venue and marks the areas that are physically safe and unsafe. Everyone, especially children, are made aware of any unsafe areas to ensure that children remain physically safe during the session.

It is mandatory that sufficient water, shelter and a First Aid Box is available at each session. The First Aid box is checked and refilled prior to each session.

Each location must have the contact details of the nearest medical services in case of any accident or incident.

In the event of an accident or incident resulting in harm or injury of a child participating in Magic Bus sessions, the following processes should be followed:

Immediately

- The child must be given appropriate first aid.
- If the accident is of a nature that requires further medical support, the child's guardian or parent must immediately be informed, and the child taken to nearby medical services.
- The relevant District Programme Manager, or Project Officer-Cluster must immediately be informed about the incident/ accident. They must provide advice to the programme team on what to do next.
- Where possible a staff member of the same sex as the injured child provides the first aid. In line with the Child Protection and Safeguarding Policy Code of Conduct any treatment should be done with others present. If it is not possible for a staff member of the same sex to provide first aid this must be communicated to the District Programme Manager or Project Officer-Cluster when informing them about the incident.

After the incident/ accident

- The relevant session in-charge (Community Youth Leader, Youth Mentor/ Life Skills Educators/ Academic Educators/ Sports Coach or equivalent or Training and Monitoring Officer/Project Coordinator or equivalent) must complete the



accident/incident form (Annex 1 Incident/ accident report form). This must be submitted to the District Programme Manager, Project Officer- Cluster, or relevant Unit Head within three days of the event.

- In case of insurance claims, the staff member responsible for the session liaises with the same with the District Programme Manager or Administration Manager.
 - All incident/accident forms must be submitted to the administration manager within a fortnight of the incident/accident, duly signed by relevant parties.
 - The Administration Manager oversees the insurance process and maintains a file of all documentation.
-
- The relevant Administration Manager is responsible to maintain a copy of all these records on behalf of the District Programme Manager, Project Officer-Cluster/ Manager or relevant Unit Head.

b) Recruitment and capacity building

All interviews include child protection questions to ensure that the candidate has child rights perspective. Recruitment involves both the Human Resource department and the line manager of the position.

All Magic Bus staff and volunteers receive ongoing capacity development through an induction to the Child Protection and Safeguarding Policy. The programme operations staff gets the induction within the first month and the programme support function staff gets it within 3 months of joining the organisation. All staff and volunteers also receive a minimum of one formal child protection training a year, which includes a review of the Child Protection and Safeguarding Policy.

Recognising that different staff have different responsibilities for child protection, capacity building opportunities are linked to job roles. Staff working directly with children and those responsible for the Child Protection and Safeguarding Policy require a higher level of capacity development.

c) Reporting

Magic Bus has a duty of care towards children attending the programmes. Where staff have neglected in their duty to fully implement this policy, have harmed or abused a child this



must be reported. Where there is a concern that a child is at risk of, or is suffering, harm or abuse these concerns must also be reported. Where Magic Bus becomes aware, it must also respond to concerns about risks to children outside the programme. All reports must be made as soon as possible and within 24 hours of becoming concerned. The reporting structure below must be followed.

Formal reports are made using the child protection report form in Annex 2 Child Protection report form. Help to complete the form can be provided by Youth Mentor/ Life Skills Educator/ Academic Educator/ Sports Coach or equivalent, Training and Monitoring Officer/project coordinator or equivalent or member of a Child Protection Committee.

Where children have experienced minor injuries or accidents these are reported using the incident/ accident reporting form Incident/ accident report form.

Child protection reporting structure

What to report?

- Any concern that a child is being abused, has suffered harm or is at risk of abuse or harm (in both physical or online space).

Who can report?

- Anyone- child, adult, staff, volunteer, visitor or associate.

How to report?

- If a child/volunteer or any person external to Magic Bus needs to report child abuse concern then they have to inform the concern to the immediate Magic Bus staff (Youth mentor/Life skills Educator/ Academic Educator or equivalent or Training & Monitoring Officer/ Project coordinator or equivalent)
- Any concern that reaches or is observed by Magic Bus staff will have to be reported by filling and submitting Child Protection Report Form on **Magic Bus Academy (MBA)**. This form will directly reach the Regional Child Protection Committee.
- Reporting of any child protection concern has to be done as soon as possible or within 24 hours of becoming concerned.

What will happen next?

- A detailed investigation will take place, this will include:
- Suspension of the staff, volunteer, visitor or associate whilst the investigation is taking place
- Talking to the person who wrote the report.
- Talking to the child and their parents.
- Talking to other witnesses (children, staff, volunteers).
- A decision will be made within one week about whether the concern is upheld.

Possible outcomes

- If abuse or injury is found to have taken place:
- Dismissal of the staff, volunteer
- Appropriate support will be provided to the child
- If abuse or injury is not found to have taken place:
- Staff or volunteer will be reinstated.
- Report to police.

d) Investigations

All Child Protection investigations are carried out by the regional Child Protection Committee.

Confidentiality is of vital importance and information is only shared on a 'need to know basis'. Children must be told if Magic Bus needs to inform other organisations who will help the child. Child are supported to tell their own story as far as possible.

It is important that the best interests of the child remain paramount and children are central to the reporting and investigation process. All children must be interviewed in an atmosphere that is warm and friendly.

Parents or guardians must be informed of the child protection investigation and asked to participate in the investigation where possible to support their child. If the allegations are against the parents/ guardians, then they may not be informed of the investigation until later in the process, when the child's safety can be assured.

Witnesses and the alleged perpetrator(s) will also be interviewed.

The decision resulting from the investigation will be made known by the relevant Child Protection Committee within one week. The decision should include:

- A decision on the likelihood that the incident took place.
- Recommended support to the child.
- Actions to be taken against the perpetrator(s) which may include dismissal from Magic Bus, or a review of a partnership agreement.
- Where crimes are believed to have taken place, the incident should be reported to the police.
- The state or regional Child Protection Committee will review the recommendations and approve or change the recommendations. Where cases are deemed to be particularly serious the case will be reported by the Child Protection Committee to the national level for review, prior to approval of recommendations.

Where the investigation finds that a child protection incident did not take place, Magic Bus staff and volunteers will be reinstated. Visitors, associated or other individuals against whom the complaint was made will also be informed.

e) Child Protection Committees

Child Protection Committees are responsible for the implementation and review of Child Protection and Safeguarding Policy. They are also responsible for grievance redressal under this policy. Responsibilities of the committees are defined including responsibility for reporting and approvals.

Senior Management

- ✚ Chief Executive Officer (CEO), Magic Bus India Foundation.
- ✚ Chief of Programme Operations (CPO), Magic Bus India Foundation.
- ✚ Chief Human Resource Officer (CHRO), Magic Bus India Foundation.



Quarterly reporting of child protection cases and action undertaken.

Regional Child Protection Committee			
East Region	South Region	West Region	North Region
<ul style="list-style-type: none"> Director- Adolescent Program Operations. Associate Director- Training, Programme Development. 			
<ul style="list-style-type: none"> Regional Director- East Region. Human Resource Representative - East Region. 	<ul style="list-style-type: none"> Regional Director- South Region. Human Resource Representative- South Region. 	<ul style="list-style-type: none"> Regional Director- West Region Human Resource Representative- West Region 	<ul style="list-style-type: none"> Regional Director- North Region. Human Resource Representative - North Region.

i. Regional Child Protection Committee

Duties of the regional Child Protection Committee include:

- Implementation of the Child Protection and Safeguarding Policy at regional level;
- Investigation of child protection reports, recommend actions for the child/ren and perpetrator(s) involved and implement approved recommendations.
- Regular review of Child Protection and Safeguarding Policy implementation, at a



minimum every three years.

- Ensuring induction and training in Child Protection and Safeguarding Policy of all stakeholders at regional level and submission of reports to senior management.
- Developing and maintaining child protection service directory at state or regional level.
- Submitting quarterly report on the Child Protection and Safeguarding Policy implementation to the Senior Management (CEO, CPO & CHRO).
- Seeking expert advice when required.

Membership of the Regional Child Protection Committee includes Director- Adolescent Program Operations, Regional Director- Adolescent Programme (all 4; participate and represent the respective region, needs basis), Head- Training and Regional representative of Human Resource function.

ii. Senior Leadership:

Duties of the Senior Leadership (CEO, CPO and CHRO) include:

- Quarterly reviewing investigations at regional level, approve recommendations and/or make additional recommendations, support implementation of recommendations.
- Conducting the national level review and audit of the Child Protection and Safeguarding Policy implementation every three years.
- Submitting an annual report on Child Protection and Safeguarding Policy implementation for the Board of Directors.
- Seeking expert advice when required.

Part 4- References

a) Internal References

The Child Protection and Safeguarding Policy should be understood in conjunction with the following policies:

- Whistle blowing policy
- Physical intervention policy
- Social media policy and guidelines
- Gender inclusion
- Employee handbook

b) External References

- United Nations Convention on the Rights of the Child- <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>
- World Health Organisation- http://www.who.int/topics/child_abuse/en/
- *International Safeguards for Children in Sport Working Group*, International Safeguards for Children in Sport, UNICEF, 2014, <http://sportanddev.org/en/learnmore/safeguarding/>
- www.keepingchildrensafe.org.uk
- www.magicbusuk.org
- www.magicbus.org

Part 5- Annexes

a) Incident/ accident report form

Name and role of person completing the form			
Date form completed			
Name of injured person			
Tick as appropriate: Is this person	<ul style="list-style-type: none"> • Staff • Volunteer • Child • Visitor or associate 		
Date of accident/ incident			
Time of accident/ incident			
Location of accident/ incident			
Age	Sex	Group Code	Project
Name of Magic Bus Trainer/ Mentor		Name of Magic Bus Coordinator/ Teacher	
Accident details Provide brief summary of the accident			
Body part(s) injured			
Details of any first aid provided			

If the person required medical treatment:	
Name of the hospital or clinic	
Address and phone number of the hospital or clinic	
Name of doctor	
Diagnosis of doctor	
Treatment provided	
Recommended further treatment	
Expenses: NOTE attach the copies of medical prescription and medical bills	
Transport	
Medical consultation	
Medicines	
Signature of person completing the form	
Manager name and signature	
Administration Manager name and Signature	



Head/ Director name and signature	
--------------------------------------	--



b) Child protection report form

Must be completed to report a concern that a child is at risk, or has experienced harm, abuse. One form should be used for one child only.

PART 1- PERSON MAKING THE REPORT	
Name of person completing the form	
Tick any of the following	<p>I am the child making the complaint []</p> <p>I am the child's parent or guarding []</p> <p>I am Magic Bus staff, volunteer []</p> <p>State position and programme</p> <p>I am Magic Bus visitor or associate [] State position and programme</p> <p>Other [] State professional position or relationship to the child</p>
Telephone number	
PART 2- DETAILS OF CHILD WHO IS AT RISK OR EXPERIENCED HARM OR ABUSE	
Name	
Address	
Telephone number	
Date of birth	
Magic Bus programme child participates in	
Parent/ guardian Name Address Telephone number	

Would the child like to have someone to attend a meeting to discuss the complaint?	Yes/ No If yes, please provide: Name: Address: Telephone number: Relationship to the child:
PART 3- CHILD PROTECTION REPORT OR COMPLAINT	
Date of incident	
Time of incident	
Location of incident	
Brief description of the incident- what is the concern?	
Describe any injuries, behaviour and emotional state of the child	
Have police been informed?	Yes/ No If yes: <ul style="list-style-type: none"> • Date of report: • Details of officer, the report was made to:
Referrals made to provide support to the child- including medical and	<ul style="list-style-type: none"> • Name of organisation: • Date of referral:

psychological services	<ul style="list-style-type: none"> • Name of organisation: • Date of referral:
	<ul style="list-style-type: none"> • Name of organisation: • Date of referral:
Names and contact details of witnesses	<ul style="list-style-type: none"> • Name: • Address: • Telephone number:
	<ul style="list-style-type: none"> • Name: • Address: • Telephone number:
	<ul style="list-style-type: none"> • Name: • Address: • Telephone number:
PART 4- PERSON AGAINST WHOM COMPLAINT IS MADE	
Name of person	
If Magic Bus staff or volunteer:	<ul style="list-style-type: none"> • Position: • Place of work:
How did person come into contact with child?	
Signature of person making the report	
Date of submitting report	



Child Protection	<ul style="list-style-type: none"> Name
Committee member	<ul style="list-style-type: none"> Signature
Date of receiving report	
Recommended action	

c) National laws and support services

National laws which protect Children

Protection of Children from Sexual Offences Act, 2012:

https://legislative.gov.in/sites/default/files/The%20Protection%20of%20Children%20from%20Sexual%20Offences%20Act%2C%202012_0.pdf

Prohibition of Child Marriage Act, 2006:

<https://legislative.gov.in/sites/default/files/A2007-06.pdf>

Child Labour (Prohibition and Regulation) Act 1986:

<https://ncpcr.gov.in/showfile.php?lang=1&level=1&sublinkid=261&lid=699>

Right of Children to Free and Compulsory Education Act, 2009:

https://www.education.gov.in/sites/upload_files/mhrd/files/document-reports/RTEAct.pdf

https://www.education.gov.in/en/sites/upload_files/mhrd/files/upload_document/RTE_Section_wise_rationale_rev_0.pdf

Information Technology Act, 2000:

<https://www.meity.gov.in/writereaddata/files/itbill2000.pdf>

Juvenile Justice Act, 2015:

<https://www.childlineindia.org/pdf/j-j-act.PDF>

The Immoral Traffic (Prevention) Act, 1987:

<https://www.womenwelfare.org/laws%20and%20acts/Immortal%20Traffic%20Act,%201956.pdf>



Local Services:

(At each district level below table has to be filled with block/district level resources available. This list of resources has to be displayed on the notice board of the MB offices, along with encouraging schools to display it for awareness purposes especially where Magic bus is working and any other public place which can facilitate usage of these services.)

Type of service	Name of organization	Telephone number	Address	Opening hours
Medical				
Local authorities				
Police				
Counselling				
Legal				
Child rights				



Other				



Legal Services to report cyber-crime:

(This list of legal information has to be displayed on the notice board of the MB offices, along with encouraging schools to display it for awareness purposes especially where Magic bus is working and any other public place which can facilitate usage of these services.

Additional information in the form of posters to be circulated to all MB Offices by the HR Department.)

A. Information Technology (IT) Act, 2000:

1. Section 66E: According to this section, publication or transmission of image of a private area of a person without consent of such person is made punishable, if such images are captured under circumstances violating privacy.
2. Section 66C: This section deals explicitly with identity theft cybercrimes. This section prescribes punishment for any individual who fraudulently or dishonestly uses personal information like password, e-sign of other people.
3. Section 66D: This provision imposes punishment on a person who commits cheating by impersonating another.
4. Section 43A: Though this provision imposes civil liability in form of 'compensation' it requires individuals and institutions handling personal data and sensitive information of people to take care of such information as against illegal use and exposure. This provision is wide enough to cover personal data and sensitive personal information of children.
5. Further, sections 354A and 354D of Indian Penal Code provide punishment for cyber bullying and cyber stalking against women.

B. Modes of Registration of Complaints:

1. FIR with local police or Cyber Crime Police Station: Under Section 154 of Criminal Procedure Code, 1973.
2. Private Criminal Complaint with Judicial Magistrate: Under Section 200, Criminal Procedure Code, 1973.
3. Online Cyber Crime Reporting Portal Launched by MEA: www.cybercrime.gov.in is the online reporting portal in which children and women can report cybercrimes against them. Cyber-crimes related to Child pornography, Sexual abuse, Identity theft are to be reported here. Note that even anonymous complaints can be filed on this portal.

d) Definitions

Associate	Any person associated in any way with Magic Bus, including but not limited to, board members, consultants, researchers, partners, media and donors.
Child	Any person under the age of 18, in line with the United Nations Convention on the Rights of the Child.
Child abuse	Acts of commission or omission that lead to a child experiencing harm. ⁶
Child protection	Preventing and responding to violence, exploitation and abuse against children - including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation/cutting and child marriage. ⁷
Cyber crime	Cyber-crimes are offences that may be committed against individuals, companies, or institutions by using computers, internet, or mobile technology. Cyber-criminals use platforms such as social networking sites, emails, chatrooms, pirated software, website, etc. to attack victims. ⁸
Cyber Safety	Cyber safety is the safe and responsible use of information and communication technology. It is about keeping information safe and secure, but also about being responsible with that information, being respectful to other people online, and using good Internet etiquette.
Cyber Bullying	A form of harassment or bullying inflicted through the use of electronic or communication devices such as computer, mobile phone, laptop, etc.
Cyber Grooming	It is a threat in which an individual attempts to develop an emotional connection with a child, through cyber means. The individuals practice this through various cyber means like social media, online gaming websites etc. The individual pretends to be a



child and this leads to the children trusting them eventually. After some period of time, the person takes advantage of the child and commits an offence.

Stalking/ Cyber Stalking	Any man who follows a woman and contacts, or attempts to contact such woman to foster personal interaction repeatedly despite a clear indication of disinterest by such woman; or monitors the use by a woman on the internet, email or any other form of electronic communication, commits the offence of stalking. ⁹
Employer	Magic Bus International is the employer of staff and is responsible for overall implementation of the Child Protection and Safeguarding Policy.
Harm	Negative impact or consequences upon the child of abuse. ¹⁰
Incident/ accident	An event that occurs during a Magic Bus session in which the child is injured (whether intentionally or unintentionally) and that exceeds the capacity of the available resources (first aider) within the programme team.
Injury	Damage to someone's body caused by an accident or abuse.
Partner	Any organisation with whom, Magic Bus, has formed a partnership agreement.
Session	The time during which children are the responsibility of Magic Bus, from the time they are taken to the venue for Magic Bus activities to the time they return to their place of origin.
Staff	Any person employed by Magic Bus.
Violence	Includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity. Within this broad definition, five subtypes can be distinguished - physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation. ¹¹



Visitor Any person who visits Magic Bus venues, including but not limited to, board members, consultants, researchers, partners, media and donors.

⁶ Definition taken from International Safeguards for Children in Sport Working Group, *International Safeguards for Children in Sport*, UNICEF, 2014

⁷ Definition taken from UNICEF-

http://www.unicef.org/protection/files/What_is_Child_Protection.pdf

⁸ Definition of Cyber crime, Cyber safety, Cyber bullying, and Cyber grooming taken from A Handbook for Adolescents/ Students on Cyber Safety-

https://www.mha.gov.in/sites/default/files/CyberSafety_English_Web_03122018_0.pdf

⁹ Definition taken from India Code, Digital Repository of Laws- <https://www.indiacode.nic.in/>

¹⁰ Definition taken from International Safeguards for Children in Sport Working Group, *International Safeguards for Children in Sport*, UNICEF, 20

¹¹ Definition taken from World Health Organisation- http://www.who.int/topics/child_abuse/en/

