

KARBI ANGLONG BAPTIST CONVENTION

CP-001

CHILD PROTECTION POLICY

Version 1.0

Policy Category: Governance Policy

Document Control

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PART I – GOVERNANCE

1. Purpose

The Karbi Anglong Baptist Convention (KABC) is committed to providing a safe, caring, and respectful environment in which every child is protected from abuse, neglect, exploitation, violence, and all forms of harm.

The purpose of this Policy is to:

- establish KABC's commitment to child protection and safeguarding;
- define the responsibilities of persons serving under KABC;
- promote a culture of prevention, accountability, and respect;
- ensure that child protection concerns are managed appropriately and consistently; and
- support compliance with the Constitution of India and applicable child protection laws.

The welfare and best interests of every child shall be a primary consideration in all ministries, programmes, institutions, and activities conducted by or under the authority of KABC.

2. Scope

This Policy applies to every ministry, programme, institution, project, activity, and service conducted by or under the authority of the Karbi Anglong Baptist Convention.

It applies to:

- General Body;
- Executive Committee;
- Governing Body;
- constituent associations;
- affiliated churches;
- educational institutions;
- departments;

- ministries;
- projects;
- employees;
- office bearers;
- volunteers;
- interns;
- consultants;
- contractors;
- visitors; and
- every person acting on behalf of KABC.

This Policy applies whenever children participate in or may reasonably be affected by KABC activities, whether conducted on KABC premises or elsewhere.

3. Definitions

For the purposes of this Policy:

Child means every person below eighteen (18) years of age.

Child protection refers to the measures adopted to prevent and respond to abuse, neglect, exploitation, violence, or any other form of harm against children.

Safeguarding means the policies, systems, practices, and actions taken to promote the safety, dignity, wellbeing, and rights of children.

Personnel includes employees, office bearers, volunteers, interns, consultants, contractors, visitors, and any other person acting on behalf of KABC.

Child Protection Concern means any allegation, suspicion, disclosure, observation, or information indicating that a child may have been harmed or is at risk of harm.

4. Guiding Principles

KABC is guided by the following principles in all matters relating to children.

4.1 Best Interests of the Child

The safety, dignity, wellbeing, and best interests of every child shall be the primary consideration in all decisions affecting children.

4.2 Respect and Dignity

Every child shall be treated with dignity, fairness, compassion, and respect, without discrimination of any kind.

4.3 Zero Tolerance

KABC maintains zero tolerance towards child abuse, neglect, exploitation, harassment, trafficking, or any other form of violence against children.

4.4 Prevention

Creating safe environments is a shared responsibility. Prevention through awareness, education, supervision, and accountability is the most effective means of protecting children.

4.5 Accountability

Every person serving under KABC has a responsibility to safeguard children, comply with this Policy, and report child protection concerns promptly.

4.6 Confidentiality

Information relating to child protection shall be handled with appropriate confidentiality while ensuring that concerns are reported and addressed through proper channels.

4.7 Compliance with Law

KABC shall comply with all applicable child protection legislation in India and cooperate with competent authorities where required.

5. Responsibilities

Safeguarding children is a shared responsibility throughout the Convention.

5.1 General Body

The General Body shall:

- approve the Child Protection Policy;
- demonstrate the Convention's commitment to child protection.

5.2 Executive Committee

The Executive Committee shall:

- provide governance oversight;
- ensure effective implementation of this Policy;
- review reports on child protection implementation.

5.3 General Secretary

The General Secretary shall:

- provide overall administrative leadership;
- ensure implementation of this Policy;
- ensure appropriate reporting and response mechanisms are established.

5.4 Secretary – Justice & Peace

The Secretary shall:

- serve as Policy Owner;
- coordinate awareness programmes;
- support implementation;
- facilitate policy review.

5.5 Child Protection Committee

The Child Protection Committee shall perform the responsibilities assigned under its Terms of Reference.

5.6 Personnel

Every person acting on behalf of KABC shall:

- comply with this Policy;
- promote the safety of children;
- report concerns promptly;
- cooperate with investigations;
- participate in safeguarding training where required.

PART II – SAFEGUARDING COMMITMENT

6. Commitment to Child Protection

KABC affirms that every child has the right to grow and participate in a safe, respectful, and nurturing environment.

The Convention is committed to protecting children from all forms of abuse, neglect, exploitation, violence, harassment, trafficking, discrimination, and any conduct that may compromise their safety, dignity, or wellbeing.

KABC shall promote a culture in which safeguarding children is recognized as a shared responsibility of every person serving under its authority.

No ministry objective, programme activity, organizational interest, or personal relationship shall take precedence over the safety and welfare of a child.

7. Safe Organizational Practices

KABC shall promote safe organizational practices by:

- integrating child protection considerations into ministries, programmes, educational institutions, and activities involving children;
- promoting environments that are safe, inclusive, respectful, and free from abuse or exploitation;
- ensuring appropriate supervision of activities involving children;
- providing awareness and safeguarding education appropriate to responsibilities;
- promoting ethical conduct and accountability among personnel; and
- encouraging children and families to raise concerns without fear of retaliation.

Operational procedures for implementing these practices shall be established in the Child Protection Procedures Manual.

8. Code of Conduct

Every person acting on behalf of KABC shall uphold the highest standards of integrity and conduct when interacting with children.

Personnel shall:

- treat every child with dignity and respect;
- promote the wellbeing and safety of children;
- maintain appropriate professional boundaries;
- avoid behaviour that may place children or themselves at unnecessary risk;
- report child protection concerns promptly; and
- comply with the Child Protection Code of Conduct adopted by KABC.

The detailed standards of behaviour shall be prescribed in the **Child Protection Code of Conduct (CP-004)**.

9. Communication, Photography, and Digital Media

KABC recognizes that photographs, videos, publications, electronic communications, and digital platforms must be used responsibly when children are involved.

The Convention is committed to protecting the dignity, privacy, identity, and safety of children in all forms of communication.

Accordingly, KABC shall:

- respect the privacy and dignity of children in all publications and communications;
 - promote responsible use of photographs, video recordings, and digital media;
 - protect confidential information relating to children;
 - discourage any inappropriate electronic or social media communication with children; and
 - establish operational procedures governing communication and media involving children.
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PART III – REPORTING AND ACCOUNTABILITY

10. Reporting Child Protection Concerns

Every person acting on behalf of KABC has a responsibility to report any reasonable concern regarding the safety or wellbeing of a child.

Reports shall be made promptly through the reporting mechanisms established by KABC.

No person shall suffer retaliation, intimidation, discrimination, or disadvantage for making a report in good faith.

Knowingly making false or malicious allegations constitutes misconduct and may result in disciplinary action.

Detailed reporting procedures shall be prescribed in the Child Protection Procedures Manual.

11. Child Protection Committee

KABC shall establish a Child Protection Committee to oversee the implementation of this Policy.

The Committee shall:

- promote implementation of the Child Protection Policy;
- advise on safeguarding matters;
- receive and review reports referred under established procedures;
- monitor policy implementation;
- make recommendations to the General Secretary and Executive Committee; and
- promote continuous improvement in child safeguarding.

The composition, appointment, authority, meetings, and operating procedures of the Committee shall be prescribed in the **Child Protection Committee Terms of Reference (CP-003)**.

12. Investigation and Response

All reports of suspected child protection concerns shall be handled promptly, fairly, confidentially, and in accordance with applicable law.

KABC is committed to:

- protecting children from further harm;
- ensuring procedural fairness;
- maintaining appropriate confidentiality;
- cooperating with competent authorities where required; and
- taking appropriate corrective and disciplinary action where necessary.

Operational investigation procedures shall be prescribed in the Child Protection Procedures Manual.

13. Disciplinary Action

Any person found to have violated this Policy or the Child Protection Code of Conduct shall be subject to appropriate disciplinary action.

Depending on the nature and seriousness of the violation, disciplinary action may include:

- counselling or corrective measures;
- written warning;
- suspension;
- removal from duties;
- termination of employment or engagement;
- referral to appropriate civil or criminal authorities; or
- any other lawful action considered appropriate by the competent authority.

Disciplinary procedures shall comply with applicable laws and the Constitution of KABC.

PART IV – IMPLEMENTATION

14. Training and Awareness

KABC shall promote awareness of child protection and provide appropriate safeguarding education to personnel according to their responsibilities.

Training programmes shall support:

- understanding of this Policy;
 - recognition of child protection concerns;
 - appropriate reporting;
 - ethical conduct; and
 - the creation of safe environments for children.
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15. Monitoring and Review

The Executive Committee shall monitor the implementation of this Policy through reports submitted by the General Secretary and the Child Protection Committee.

The effectiveness of this Policy shall be reviewed periodically to ensure that it remains consistent with organizational needs, applicable laws, and recognized safeguarding practices.

16. Policy Amendment

This Policy may be amended by the General Body upon recommendation of the Executive Committee.

Minor administrative amendments that do not alter the intent or substance of this Policy may be approved by the Executive Committee and recorded in the document revision history.

Document Revision History

Version	Date	Description	Approved By
1.0	_____	Initial Issue	General Body