

CHILD PROTECTION POLICY

A Child Protection Policy (CPP) is a set of guidelines and procedures designed to ensure the safety and well-being of students in an institution. The primary goal of our school is to create a safe environment for students and promote the holistic development of the students. The school has zero tolerance for any act of violence, bullying, abuse, or harassment against children.

- The acts and offences which are to be reported under the CPP include physical violence, ragging, mental harassment, sexual harassment, cyber-bullying, stalking and penal offences under the POCSO Act (The Protection of Children from Sexual Offences Act, 2012).
- A written complaint by a student and/or parent may be handed over to any teacher, counsellor, Dy. Headmistress or Principal which will be kept confidential to protect the child. No verbal complaint will be accepted.
- A written report of the incident must be signed by the complainant, parent and one of the CPC members. If the complainant and his/her parents refuse to sign the note it must be kept with the record.
- A Child Protection Committee is present in the school comprising of the Dy. Headmistress, 2 seniormost teachers and the counsellor who will investigate the matter reported under CPP.
- The Child Protection Committee (CPC) must have a meeting at the beginning of every academic year, followed by one meeting every quarter.
- Investigation will be done following standard protocol and will be throughout kept confidential. The child will be informed about the outcome once the investigation is completed.
- In case of criminal offense, CPC must conduct a meeting within 1 hour and for non-legal offenses meeting must be held within 24 hours after the complaint has been filed.
- The school will report the offence to the concerned law enforcement agencies as and when required.
- If abuse is reported against any existing student or school staff, then he/she will be suspended for 15 days within which all investigations must be completed.
- Background checks must be done for all the children and staff involved in the incident.
- About any complaint, concerned parents will be informed immediately after discussion with the authority.
- If the reported allegations turn out to be false, then an investigation will be done against the complainant.
- When the matter is closed, the school will keep a post-incident report. A record must be kept using a reference number.
- Amendments will be done in the CPP from time to time by the CPC.
- Awareness programs are organized for students to educate them about child protection issues, Juvenile Justice Act, 2000 and POCSO, 2012.

CODE OF CONDUCT FOR STUDENTS

- Students must refrain themselves from using derogatory remarks for fellow classmates, juniors and seniors in school.
- No physical contact is allowed among students and with other staff members.
- Be respectful about the privacy and dignity of each child.
- Treat all students equally irrespective of their cultural and physical differences.
- Avoid using language that is abusive and hurtful to other children.
- In case of any misconduct, child must report immediately to a teacher, DHM or Principal without any hesitation.
- Student must refrain from sharing personal information about themselves and others that can be used against them.
- In case of any offensive act, students must not conduct their own investigation.
- Bullying and ragging is strictly prohibited in school and must be reported to DHM and Principal.
- Students must not loiter around the school without any reason.

CODE OF CONDUCT FOR TEACHERS

- Teachers must report immediately any suspicious behavior. It is a criminal offense to conceal incidents of child abuse.
- Respect and encourage children's opinions.
- Teachers must be conscious and responsive regarding the changes in the behavior of a child and provide necessary support.
- Teachers must educate children regarding their rights, issues of abuse, neglect and exploitation.
- Teachers must be careful while handing over their laptop to children for use.
- School staff must be empathetic towards the requirement and needs of the child.
- School staff must refrain themselves from any behavior or talk which is inappropriate or sexually proactive.
- School staff must not engage in any communication with a child inside or outside the school duties that may make the child feel uncomfortable.
- School staff must not engage in any form of physical contact with the child violating boundaries.
- A complaint against any school staff will be reported to DHM/Principal and will be investigated by them upon which decision taken by them will be final in all cases.
- Teachers must generate confidence among students to report against any incident of bullying, ragging or abuse.
- All school staff must be provided any ID card which they must carry always.
- Visitors must be allowed only with appointment and must be regulated by Principal.

Date-

Reference No.-

Name of Complainant -

Registration No. of student -

Class-

Section-

Session-

Class Teacher-

Relationship of complainant with student (if any) -

Contact No. –

Suspect- ☐ Student ☐ Staff ☐ Any other

If known, mention name of the suspect-

Date of incident-

Time of incident -

Place of incident-

Brief description of the incident-

Names of witnesses to the incident (if any) -

Do you want to file a complaint under CPP- ☐ YES ☐ NO

Signature of Complainant

Signature of CPC

Signature of Principal