



Child Protection Handbook

2019 --- 2020

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Contents

1. SVKM International School Board Policy for Child Protection
2. 2019--20 Child Protection Committee
3. Commonly Held Myths versus The Realities About Child Abuse and Neglect
4. Definition of Child Abuse and Neglect
5. The Context of Students at SVKM International School
6. Adopted Safe Practices for Interaction Between Students and Teachers
7. How to Respond If a Child Confides in You
8. Procedure for Reporting a Suspected Case of Abuse or Neglect
9. Procedure for Reporting a Cognizable Offence
10. Child Protection Staff Training
11. SVKM Child Protection Teaching Faculty Code of Conduct
12. SVKM Child Protection Non - Teaching Faculty Code of Conduct
13. SVKM Child Protection Non – Teaching Faculty Code of Conduct (Hindi)
14. Staff Recruitment
15. Useful Websites
16. Glossary of Terms
17. Appendix --- Information Regarding the 'Protection of Children from Sexual Offences Act' (PoCSO Act 2012, India)

1. SVKM International School Child Protection Board Policy

The Management believes that child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional and social development. SVKM International School endorses the UN Convention on the Rights of the Child, of which our host country, India, is a signatory. The Governing Council believes that schools fill a special institutional role in society as protectors of children. Schools need to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Educators, having the opportunity to observe and interact with children over time, are in a unique position to identify children in need of help and protection. As such, the Governing Council recognizes that educators have a professional and ethical obligation to identify children who are in need of help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

All staff employed at SVKM International School must report suspected incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect will be reported to the appropriate Authority.

SVKM International School seeks to be a safe environment for students who may be experiencing abuse or neglect in any aspect of their lives. As such, SVKM will make this policy available to all parents through its Handbook. It will provide training for all staff, and will make every effort to implement hiring practices to ensure the safety of children. In the case of a staff member reported as an alleged offender, SVKM International School will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

For detailed information on the Convention on the Rights of Child see the following link:
http://www.unicef.org/crc/index_30160.html

Adopted: October 2015

2. 2019---20 Child Protection Committee

In April 2019 The Educational Leadership Team identified the need to implement and communicate appropriate child protection processes and procedures. A Child Protection Policy was written and adopted by the Governing Council in October 2015. The SVKM Child Protection Committee was formed in November 2015 to develop and implement a Child Protection Handbook to outline comprehensive child protection practices and procedures at SVKM. The child protection committee will review these practices and procedures at least every 6 months.

- **Dr Swaminathan Gurumurthi --- Head of School**
- **Ms Shoma Bhattacharya – Vice Principal**
- **Mr Pravin Yadav – Coordinator – IGCSE section**
- **Ms Sejal Vasarkar - Coordinator – Lower Secondary Section**
- **Ms Archana Nagpal – Coordinator – Primary Section**
- **Ms Heema/Ms Aditi – Coordinators – Pre-primary section**
- **Mr Ajay Bhan – Secondary section – PE teacher**
- **Ms Archana chavan – Primary section – PE teacher**
- **School Counsellor**

The Child Protection Committee is responsible for:

- Ensuring adherence to the child protection policy.
- Annual review of the child Protection Policy and Child Protection Handbook with the school management and staff of the institution.

4. Commonly Held Myths vs The Realities About Child Abuse and Neglect

Myth: Child abuse is carried out by strangers

Data from countries that accurately record child protection statistics indicates that approximately 90% of abuse is from domestic causes and is committed by individuals known to the child.

Myth: Learning about child protection is harmful to your children

Developmentally appropriate education makes children more confident and able to react to dangerous situations. Teaching using a specific population context increases protective behaviour.

Myth: Abuse education is sex education

Research-based programmes prepare students to develop the skills and attitudes to keep themselves safe from perpetrators, and behaviours that include bullying, harassment and other forms of exploitation.

Myth: Abuse is a matter of culture; physical or sexual abuse falls within the norms of some cultures and is acceptable

The reality is that there is no excuse for child abuse. We believe that no culture supports harming children.

Myth: Child abuse is a result of poverty and happens in low socioeconomic circumstances

Data from countries that accurately record child protection information indicates that child abuse occurs in all racial, ethnic, socioeconomic, and cultural sectors of society. A common characteristic of an abusive family is isolation.

Myth: International Schools do not have to report abuse to local authorities

International schools are bound by the laws of the host country and, as such, must be knowledgeable and compliant with the child protection laws in their locale. Furthermore, international schools are legally and ethically liable for any violation of existing laws related to reporting of cases of abuse or neglect. There are cases now pending where schools are facing legal action in regard to non-compliance.

Myth: Children are resilient and bounce back from anything.

Children are resilient, but abuse and neglect have lasting and sometimes unidentified consequences. According to the Annie E. Casey Foundation, children who have had to be removed from their homes due to abuse or neglect suffer post-traumatic stress disorder at twice the rate of veterans of the first Gulf War.

Myth: Normal-appearing, well educated, middle-class people don't molest children.

One of the public's most dangerous assumptions is the belief that a person who both appears and acts normal could not be a child molester. Sex offenders are well aware of our

propensity for making assumptions about private behaviour from one's public presentation. In fact, as recent reports of abuse by priests have shown, child molesters rely on our misassumptions to deliberately and carefully plan and gain access to child victims.

Myth: Children who are being abused would immediately tell their parents.

The fact victims often fail to disclose their abuse in a timely fashion is frequently used as evidence that an alleged victim's story should be doubted. Research, however, shows that children who have been sexually assaulted often have considerable difficulty in revealing or discussing their abuse. There are a variety of reasons why children do not speak up, including having feelings of shame and fear. Not only should children be taught how to recognize if they are being abused and what to do about it, but they should also be made to feel safe and secure when reporting abuse.

Myth: Children who are being abused will show physical evidence of abuse.

A lack of physical evidence of sexual assault is often cited as support that an alleged perpetrator must be innocent. However, research shows that abnormal genital findings are rare even in cases where the abuse has been proven. Some acts, like fondling and oral sex, leave no physical traces. Even injuries from penetration heal very quickly in young children and thus abnormal genital findings are not common, especially if the child is examined more than 48 hours after the abuse. In fact, even with proven penetration in up to 95% of cases, genital examinations will be essentially normal.

Myth: If asked about abuse, children tend to exaggerate and are prone to making false accusations.

Contrary to the popular misconception that children are prone to exaggerate sexual abuse, research shows that children often minimize and deny, rather than embellish what has happened to them. In one study, researchers examined 28 cases in which prepubescent children had tested positive for a sexually transmitted disease by forensically accepted procedures. To be included in the study, the children had to have presented for a physical problem with no prior disclosure or suspicion of sexual abuse and were required to have adequate expressive language capabilities. Each of the 28 children was interviewed by a social worker trained in abuse disclosure techniques and use of anatomically correct dolls. Only 12 of the 28 (43%) of the abused children interviewed gave any verbal confirmation of sexual contact (Lawson, & Chaffin, 1992).

5. Definition of Child Abuse and Neglect

Child Abuse --- According to the World Health Organization, child abuse constitutes “all forms of physical and/or emotional ill---treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.”

A person may abuse a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional (e.g. school) or community setting; children may be abused by individuals known to them, or more rarely, by a stranger. Often children may experience multiple forms of abuse simultaneously, further complicating the problem.

Most child abuse is inflicted by someone the child knows, respects or trusts. School personnel should be knowledgeable of the potential reasons why children may not be able to talk about any victimization they might have experienced.

Physical abuse may involve hitting, punching, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing intentional physical harm to a child.

Emotional abuse is the emotional ill treatment of a child so as to cause severe and adverse effects on a child’s emotional development. It may involve: conveying to children that they are worthless or unloved; that they are inadequate or valued only insofar as they meet the needs of another person; age or developmentally inappropriate expectations being imposed on children; causing children frequently to feel frightened; or the exploitation or corruption of children. This may occur face---to---face or in the case of online cyber bullying. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may also occur alone.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape) or non---penetrative acts. They may include non---contact activities, such as involving children in the production or viewing of pornographic material or encouraging children to behave in sexually inappropriate ways.

Neglect is the failure to meet a child’s basic physical, physiological and medical needs, likely to result in the serious impairment of the child’s health or development, such as, failing to provide adequate food, shelter and clothing; neglect of, or failure to respond to, a child’s basic emotional and medical needs.

6. The Context of Students at SVKM International School

At SVKM International School we have a wide variety of Indian nationals. Students and families may have differing views on how they define child abuse and neglect. However, at SVKM International School we believe that no community supports harming children.

Child protection depends on raising awareness through education, resources and support systems being in place to identify and help a child who is neglected or / and being abused.

Often students are isolated from the resources and support systems that they need if neglect or abuse is evident. In times of need students either reach out to long term friends or family members for support or it is these friends and family members who observe behaviour that is of cause for concern.

Many of the students at SVKM International may also have access to carers outside of the family i.e. drivers and nannies. This awareness is important when considering child protection.

7. Adopted Safe Practices for Interaction Between Students and Teachers

Physical Contact

Physical contact can be used to comfort, reassure a student. The following should be factors in assessing its appropriateness:

- It is acceptable to the student concerned
- It is open and not secretive
- Is it appropriate to the age and developmental stage of the student

Changing for Games/PE and Swimming

Staff should avoid students with anything of a personal nature that the student can do for him/herself. Male staff should only enter boys lounge and Female Staff should only enter girls' lounge.

Overnight Field Trips

Students who participate in overnight field trips will have separate sleeping and showering arrangements.

One---to---One Teaching

It is important that both the Student and the Staff member remain visible during one---to---one teaching situations.

Visitors / Guest Speakers

Students should not be left alone with visitors or/and guest speakers

9. How to Respond If A Child Confides In You

It takes a lot of courage for a child to talk to an adult about their abuse, not least because the child is informing on someone who is more powerful than they are. Children often learn to be very good at covering up the abuse and are able to give believable explanations for what has happened. In talking about the abuse, the child may have to betray someone who is not only close to them but someone they love. They are risking a great deal in the hope that you will believe what they say.

Some helpful responses: ---

- Remain calm, accessible and receptive;
- Listen carefully without interruption;
- Communicate with the child in a way that is appropriate to their age, understanding and preference --- this is especially important for children with communication difficulties and for those whose preferred language is not English;
- Be aware of the non---verbal messages you are giving;
- Make it clear that you are taking them seriously;
- Acknowledge their courage and reassure them that they are right to tell;
- Reassure them that they should not feel guilty and that you are sorry that this has happened to them;
- Let them know that you are going to do everything you can to help them and explain what may happen as a result;
- Make a note of what was said and what was present, using the child's actual words wherever possible.

What to avoid

Do not: ---

- Allow your shock or distaste to show;
- Probe for more information that the child offers;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Make any promises that you cannot keep, e.g. that "everything will be all right";
- Agree to keep the information a secret;
- Delay getting emergency help if needed, e.g. medical help.

10. Procedure for Reporting a Suspected Case of Abuse or Neglect

Step 1

When a child reports abuse or neglect or there is reasonable cause to believe that abuse is occurring, the member of staff will seek advice from one of the **Designated Child Protection Committee Members** by the end of the day.

The Designated Child Protection Member, with the support of the Principal/Head of School, will take initial steps to gather information regarding the reported incident and will form a School--Based Response Team from the Child Protection Committee and any other Staff members as needed to address the report.

In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained. The following procedures will be used:

1. Interview with the child or adult reporting abuse, and with other potential witnesses to document information relative to the case. The facts, reportage, observations and opinions of these persons must be documented and reported within 3 working days of abuse or neglect being reported.
2. Consult with school personnel to review the child's history in the school;
3. Report status of case to the Head of School;
4. Determine the course of follow---up actions.

Step 2

Based on acquired information, a plan of action will be developed by the School---Based Response Team to assist the child and family. Actions that may take place are:

1. Discussions between the child and Guidance Counsellor in order to gain more information;
2. In---class observations of the child by the teacher, Guidance Counsellor or Principal;
3. Meeting (s) with the family to present the School's concerns;
4. Referral of the student and family to professional counselling.

Step 3

Subsequent to a reported and /or substantiated case of child abuse or neglect:

1. The counsellor will maintain contact with the child and family to provide support and guidance as appropriate.
2. The counsellor will provide the child's teacher (s) and Principal with ongoing support.

3. The counsellor will provide resource materials and strategies for teacher use.

4. The counsellor will maintain close contact with outside therapists and multidisciplinary teams to update the progress of the child in school.

All documentation of the investigation will be kept confidentially. Most cases of suspected abuse or neglect will be handled by the school Counsellor, such as those involving:

- Student relationships with peers
- Parenting skills related to disciplining children at home
- Student--parent relationships
- Mental health issues such as mild depressions, low self---esteem and grieving

Some cases will be referred to outside resources, for example:

- Mental health issues such as depression and suicide ideation cases reported for investigation and outside resources
- Severe and ongoing abuse or neglect

In extreme cases when families do not stop the abuse or concerns remain about the safety of the child, reports will be made to one or more of the following:

- The Special Juvenile Police Unit
- The Employer

11. Procedure for Reporting a Cognizable Offence

The Child Protection Committee must inform the parents/guardian of the child on the same day and if the allegation of abuse constitutes a cognizable offence (offences wherein police officer has the authority to make an arrest without a warrant) and support the parents in lodging a complaint with the nearest Police Station. The first information report (FIR) should be registered specifically by the Special Juvenile Police Unit (SJPU). The SJPUs have been set up under the Juvenile Justice Act, 2000 and amendment 2006. The SJPU's mandate is to respond to and prevent any form of violence against children.

In these cases, the following procedure will be followed:

1. The child who has complained of the child abuse will be first taken to a safe place and for counselling.
2. First aid will be administered if needed.
3. The school will ensure confidentiality so that the child is not subjected to further trauma.
4. The available members of Child Protection Committee and Head of School will convene for an emergency meeting to ensure that all procedures are followed correctly thus ensuring the safety and well-being of the child.
5. The Head of School will inform the parents/guardians of the child. The parents must provide their consent before the authorities are informed.
6. A Doctor (registered medical practitioner in pediatrics) will take the child to the nearest hospital for tests/investigative procedure, preferably after the parents arrive. In cases of medical emergency, the medical assistance/treatment could start before the parents arrive.
7. The School Counsellor will counsel and reassure the child until the child's parents arrive and take custody of the child.
8. The parents of the child will be reassured that all possible steps are being taken to provide speedy conclusion to the problem/bring the perpetrators to book.
9. School personnel who suspect a child safety violation must report to the Child Protection Committee (CPC) immediately and definitely before the end of the school day. The school authorities in any case will not attempt to resolve the matter themselves.

The CPC shall keep the case report confidential in the school office. The case report shall be kept open for a period of at least 6 months.

Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential file for the child. SVKM International School will make every attempt to share information to protect a child.

12. Child Protection Staff Training

The SVKM Child Protection Committee Members will be trained in the following areas

- Child Protection Awareness in Education
- Child Neglect
- Child Sexual Abuse and Safer Recruitment
- Child Exploitation and Online Safety

The designated Child Protection Committee members will be expected to maintain current knowledge and understanding by participating in regular safeguarding and child protection professional development. We shall endeavour to utilize any additional training that is provided locally.

The following Child Protection Committee Training has taken place recently:

January 2017 and February 2018

The schools have conducted seminars for staff on child protection and safety in Association with the International Schools Task Force on Child Protection.

13. SVKM International School Child Protection - Faculty Code of Conduct

SVKM International School is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees and volunteers who represent the school and who interact with students in both a direct and/or unsupervised capacity.

The public and private conduct of faculty, staff, employees and volunteers acting on behalf of SVKM International School can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working alone with students and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviours with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for all students.

We must show prudent discretion before touching another person, especially students, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.

SVKM International School personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it. It should only occur when appropriate and never in private. One-on-one meetings with students are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that students are being abused in any way. Suspected abuse or neglect must be reported to a designated Child Protection Committee member by the end of the day when it is suspected as described in the SVKM International School Child Protection Handbook.

Faculty, staff, employees, and volunteers should promote student health and, in so doing, should not expose students to the use of drugs, alcohol or tobacco products. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to students. Great care should be taken when engaged in private activities where SVKM students may be exposed to behaviours that we would not condone in a professional setting. Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between SVKM International School parents, administration, teachers, personnel, volunteers, and minors:

- Communication between SVKM International School (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher,

coach, host, etc.) is prohibited.

- Digital communication between persons acting on behalf of the school and minors are to only be made using approved school email addresses or accounts.
- Electronic communication that takes place over a school network or platform may be subject to monitoring.

I agree to strictly follow the rules and guidelines in this Code of Conduct as a condition of my employment at SVKM International School.

I understand that as a person working with and/or providing services to students under the auspices of SVKM International School, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with students I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from SVKM International School.

Name: _____

Signature: _____

Date: _____

14. SVKM Child Protection Non-Teaching Faculty Code of Conduct

This Code of Conduct applies to all faculty, staff, employees and volunteers who represent the school and who interact with students in both a direct and/or unsupervised capacity. SVKM International School is committed to the safety and protection of children. All employees have a responsibility to ensure the safety and protection of children at our school.

We should all be aware of our own and other persons' vulnerability, especially when working in a school and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions.

Unnecessary physical contact with children should not occur unless it is an appropriate expression of greeting, care or concern. Physical contact should only occur in public areas and never in private. SVKM International School personnel and volunteers are prohibited at all times from physically disciplining a child.

We must avoid all sexual behaviors. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that students are being abused in any way. Suspected abuse or neglect must be reported to a designated SVKM Child Protection Officer by the end of the day when it is suspected.

Faculty, staff, employees, and volunteers should promote student health and, in so doing, should not expose students to the use of drugs, alcohol or tobacco products. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to students.

Digital Communication between students and employees outside the role of the work environment relationship is prohibited without the knowledge of their parents or guardians.

I agree to strictly follow the rules and guidelines in this Code of Conduct as a condition of my employment at SVKM International School.

I understand that as a person working with and/or providing services to students under the auspices of SVKM International School, I am subject to a criminal history background check.

My signature confirms that I have read this Code of Conduct and that as a person working with students I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by his Code of Conduct may result in disciplinary action up to and including removal from SVKM International School.

Name: _____

Signature/Date: _____

15. SVKM Child Protection Non-Teaching Faculty Code of Conduct(Hindi)

बाल संरक्षण

गैर संकाय के लिए आचार संहिता

यह आचार संहिता उन सभी कर्मचारियों के लिए लागू होती है, जो विद्यालय का प्रतिनिधित्व करते हैं और जो विद्यार्थियों के साथ सीधे या परोक्ष रूप से बातचीत करने की क्षमता रखते हैं। स्टोनहिल इंटरनेशनल विद्यालय विद्यार्थियों के संरक्षण और सुरक्षा के लिए प्रतिबद्ध है। हमारे विद्यालय में विद्यार्थियों की सुरक्षा और संरक्षण सुनिश्चित करना सभी कर्मचारियों की जिम्मेदारी है।

हम सभी को अपनी और दूसरे लोगों की भेद्यता को समझना चाहिए। खासकर जब हम एक विद्यालय में काम करते हैं तो हम सभी को विशेष रूप से इस बारे में जागरूक रहना चाहिए कि ऐसी स्थितियों या वार्तालापों में हम स्वयं ही शारीरिक, भावनात्मक और यौन सीमाओं को बनाए रखने के लिए जिम्मेदार हैं।

विद्यार्थियों के साथ तब तक अनावश्यक शारीरिक संपर्क घटित नहीं होना चाहिए जब तक कि यह उपयुक्त शुभकामना, देखभाल या चिंता की अभिव्यक्ति न हो। शारीरिक संपर्क केवल सार्वजनिक क्षेत्रों में ही होना चाहिए एकांत में कभी नहीं। स्टोन हिल इंटरनेशनल विद्यालय कर्मियों और स्वयंसेवकों को शारीरिक रूप से एक विद्यार्थी को अनुशासित करने की आज्ञा नहीं देता है।

हमें सभी यौन व्यवहारों से बचना चाहिए। इसमें मोहक भाषण या बातचीत, इशारे या हरकतें और किसी भी प्रकार का शारीरिक संपर्क शामिल है जो विद्यार्थियों को अपमानित या उत्पीड़ित करता है।

हमें वहाँ हस्तक्षेप करने का पूरा अधिकार है जहां इस बात का सबूत या संदेह करने के लिए उचित कारण है कि छात्रों को किसी भी तरह से उत्पीड़ित किया जा रहा है। संदिग्ध उत्पीड़न या उपेक्षा के बारे में दिन के अंत तक एक नामित स्टोनहिल बाल संरक्षण अधिकारी को सूचित किया जाना चाहिए।

शिक्षकों, कर्मचारियों और स्वयंसेवकों को विद्यार्थी स्वास्थ्य को प्रोत्साहित करना चाहिए और ऐसा करने के लिए ड्रग्स, शराब या तंबाकू उत्पादों के उपयोग के लिए छात्रों को उजागर नहीं करना चाहिए। वयस्कों को शराब, ड्रग्स, सिगरेट, वीडियो या पठन सामग्री जो किसी भी प्रकार से अनुचित है नहीं खरीदनी चाहिए और विद्यार्थियों को नहीं देनी चाहिए।

काम के माहौल के रिश्ते की भूमिका के बाहर विद्यार्थियों और कर्मचारियों के बीच डिजिटल कम्युनिकेशन या वार्तालाप उनके माता-पिता या अभिभावक के ज्ञान के बिना निषिद्ध है।

मैं सख्ती से स्टोनहिल इंटरनेशनल स्कूल में मेरे रोजगार की शर्त के रूप में इस आचार संहिता में दिए गए नियमों और दिशा निर्देशों का पालन करने के लिए सहमत हूँ।

मैं समझता हूँ कि विद्यार्थियों के साथ काम कर रहे और/या विद्यार्थियों को सेवाएं प्रदान करने के रूप में स्टोनहिल इंटरनेशनल स्कूल के तत्वावधान में, मैं एक आपराधिक इतिहास की पृष्ठभूमि की जांच के अधीन हूँ।

मेरे हस्ताक्षर पुष्टि करते हैं कि मैंने इस आचार संहिता को पढ़ा है और उस व्यक्ति जो विद्यार्थियों के साथ काम करता है के रूप में मैं इन मानकों का पालन करने के लिए सहमत हूँ। मैं समझता हूँ कि मेरे द्वारा किया गया कोई भी कार्य जो इस आचार संहिता के परस्पर विरोधी है या इस आचार संहिता द्वारा अनिवार्य कार्रवाई करने में असफल है तो उस स्थिति में मुझ पर अनुशासनात्मक कार्रवाई या स्टोन हिल इंटरनेशनल विद्यालय से हटाने जैसे परिणाम लागू हो सकते हैं।

नाम:

हस्ताक्षर:

17. Staff Recruitment --- Child Protection

The following measures are in place to ensure safe recruiting: ---

Staff Employed by External Agencies

- Housekeeping Staff are screened by SATGURU
- Security Staff are screened by Super Security services
- All Staff are required to read and sign the SVKM-Faculty Code of Conduct (this has been translated into Hindi)

Non---Teaching Faculty

- All employees are interviewed in person
- Two written references must be obtained before employment
- A least one reference must be contacted by telephone
- Criminal history background or police check will be obtained
- All staff to sign a SVKM International School Child Protection Code of Conduct

Faculty

- All employees are interviewed in person
- Three written references must be obtained before employment
- A least one reference must be contacted by telephone
- Criminal history background or police check will be obtained
- All faculty to sign a SVKM International School Child Protection Code of Conduct;

The school will reserve the right to conduct background screening, and make this explicitly clear to employees, at any time after employment has begun– and will do so periodically. It should also be made clear to all applicants that any misrepresentation, falsification, or material omissions in the information provided by the applicant, whenever discovered, may result in disqualification from, or termination of, employment within the school.

18. Useful Websites

- UN Convention on the Rights of the Child

http://www.unicef.org/crc/index_30160.html

- National Commission for Protection of Child Rights (Government of India)

<http://ncpcr.gov.in/index1.php?lang=1&level=0&linkid=12&lid=44>

- Protection of Children from Sexual Offences Act (POCSO Act), 2012

<http://ncpcr.gov.in/showfile.php?lang=1&level=1&&sublinkid=425&lid=86>

- Indian Law Relating to Children (NCPCR --- Government of India)

<http://ncpcr.gov.in/index1.php?lang=1&level=0&linkid=18&lid=588>

- Child Protection Online Training --- UK
focus <http://www.educare.co.uk/>

19. Glossary of Key Terms

Child Protection: A broad term used to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In this document the term “child protection” applies to protection of children in international schools.

Child Protection Policy: A statement of intent that demonstrates a commitment to protecting students from harm and makes clear to all what is required in relation to the protection of students. It serves to create a safe and positive environment for children and to demonstrate that the school is taking its duty and responsibility seriously.

Child protection concerns: These include suspected, alleged, self---disclosed, or witnessed abuse of a child by anyone associated within or outside the school that must be investigated and followed by appropriate action.

Code of conduct: The school’s guidelines and rules for educators that establish the limits of personal behavior and appropriate interactions with children.

Cognizable Offence: Cognizable offence and non---cognizable offence are classifications of crime used in the legal system of India. Generally, cognizable offence means a police officer has the authority to make an arrest without a warrant. The police are also allowed to start an investigation with or without the permission of a court. By contrast, in the case of a non---cognizable offence, a police officer does not have the authority to make an arrest without a warrant and an investigation cannot be initiated without a court order. The police can file a First Information Report (FIR) only in cases of cognizable offences. Normally, serious offences are defined as cognizable; these usually carry a sentence of 3 years or more. In India, crimes like rape, murder, theft etc. are considered cognizable, and crimes like public nuisance, simple hurt, mischief etc. are considered non--- cognizable.

Designated Child Protection Committee Member: A child protection committee member acts upon any reported concerns and ensures that all staff are familiar with, and adhering, to the Child Protection Policy.

Safeguarding: Safeguarding means the action we take to promote the welfare of children and protect them from harm --- is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.

Sexual misconduct: Any act of sexual abuse, exploitation, harassment, or molestation of a child committed by an adult or older adolescent. Staff are legally obliged to report allegations of sexual misconduct to the Authorities.

20. Appendix --- Information Regarding the 'Protection of Children from Sexual Offences Act' (India).

The Protection of Children from Sexual Offences (PoCSO) Act, 2012 defines a child as any person below the age of 18 years and provides protection to all children under the age of 18 years from the offences of sexual assault, sexual harassment and pornography. These offences have been clearly defined for the first time in law. The Act provides for stringent punishments, which have been graded as per the gravity of the offence. The punishments range from simple to rigorous imprisonment of varying periods. There is also provision for fine, which is to be decided by the Court.

An offence is treated as "aggravated" when committed by a person in a position of trust or authority of child such as a member of security forces, police officer, public servant, etc.

- Punishments for Offences covered in the Act are:
- Penetrative Sexual Assault (Section 3) --- Not less than seven years which may extend to imprisonment for life, and fine (Section 4)
- Aggravated Penetrative Sexual Assault (Section 5) --- Not less than ten years which may extend to imprisonment for life, and fine (Section 6)
- Sexual Assault (Section 7) --- Not less than three years which may extend to five years, and fine (Section 8)
- Aggravated Sexual Assault (Section 9) --- Not less than five years which may extend to seven years, and fine (Section 10)
- Sexual Harassment of the Child (Section 11)--- Three years and fine (Section 12)
- Use of Child for Pornographic Purposes (Section 13)--- Five years and fine and in the event of subsequent conviction, seven years and fine (Section 14 (1))

The Act provides for the establishment of Special Courts for trial of offences under the Act, keeping the best interest of the child as of paramount importance at every stage of the judicial process. The Act incorporates child friendly procedures for reporting, recording of evidence, investigation and trial of offences. These include:

- Recording the statement of the child at the residence of the child or at the place of his choice, preferably by a woman police officer not below the rank of sub---inspector
- No child to be detained in the police station in the night for any reason.
- Police officer to not be in uniform while recording the statement of the child
- The statement of the child to be recorded as spoken by the child
- Assistance of an interpreter or translator or an expert as per the need of the child
- Assistance of special educator or any person familiar with the manner of communication of the child in case child is disabled
- Medical examination of the child to be conducted in the presence of the parent of the child or any other person in whom the child has trust or confidence.
- In case the victim is a girl child, the medical examination shall be conducted by a woman doctor.
- Frequent breaks for the child during trial
- Child not to be called repeatedly to testify
- No aggressive questioning or character assassination of the child
- In---camera trial of cases

The Act recognizes that the intent to commit an offence, even when unsuccessful for whatever reason, needs to be penalized. The attempt to commit an offence under the Act has been made liable for punishment for up to half the punishment prescribed for the commission of the offence. The Act also provides for punishment for abetment of the offence, which is the same as for the commission of the offence. This would cover trafficking of children for sexual purposes.

For the more heinous offences of Penetrative Sexual Assault, Aggravated Penetrative Sexual Assault, Sexual Assault and Aggravated Sexual Assault, the burden of proof is shifted on the accused. This provision has been made keeping in view the greater vulnerability and innocence of children. At the same time, to prevent misuse of the law, punishment has been provided for making false complaint or proving false information with malicious intent. Such punishment has been kept relatively light (six months) to encourage reporting. If false complaint is made against a child, punishment is higher (one year).

The media has been barred from disclosing the identity of the child without the permission of the Special Court. The punishment for breaching this provision by media may be from six months to one year. For speedy trial, the Act provides for the evidence of the child to be recorded within a period of 30 days. Also, the Special Court is to complete the trial within a period of one year, as far as possible.

To provide for relief and rehabilitation of the child, as soon as the complaint is made to the Special Juvenile Police Unit (SJPU) or local police, these will make immediate arrangements to give the child, care and protection such as admitting the child into shelter home or to the nearest hospital within twenty-four hours of the report. The SJPU or the local police are also required to report the matter to the Child Welfare Committee within 24 hours of recording the complaint, for long term rehabilitation of the child.

The Act casts a duty on the Central and State Governments to spread awareness through media including the television, radio and the print media at regular intervals to make the general public, children as well as their parents and guardians aware of the provisions of this Act. The National Commission for the Protection of Child Rights (NCPCR) and State Commissions for the Protection of Child Rights (SCPCRs) have been made the designated authority to monitor the implementation of the Act.

Links:

[The Protection of Children from Sexual Offences Act 2012](#)

[Model Guidelines for POCSO Act by MWCD](#)

Source: Press Information Bureau, GOI (www.pib.nic.in)