**INDEX**

**CHAPTER 1**

**1. POLICY INTRODUCTION**

**2. PREVENTION, PROHIBITION AND REDRESSAL MECHANISMS**

**3. FOCUS AREA**

**4. CONCERNING CONVENTION AND LAWS**

**5. CONCERNING ADVISORIES, CIRCULARS, GUIDELINES, ORDERS, AND NOTIFICATIONS**

**6. WHO IS A CHILD**

**7. STATEMENT**

**8. ATTITUDE**

**9. PHILOSOPHY**

**10. APPROACH AND GUIDING PRINCIPLES**

**11. SCOPE AND JURISDICTION (SCHOOL ENVIRONMENT)**

**12. CHALLENGES AND LIMITATIONS**

**13. PROMOTION**

**CHAPTER 2**

**14. SCHOOL CHILD PROTECTION COMMITTEES (SCPCs)**

**15. QUORUM AND APPOINTMENT OF COMMITTEES’ MEMBERS**

**16. DECISION MAKING OF COMMITTEES**

**17. COMMITTEES - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

**18. CHAIRPERSON - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

**19. SCHOOL CHILD PROTECTION OFFICER - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

**20. TEACHING AND NON-TEACHING STAFF COMMITTEE MEMBERS – GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

**21. PARENTS AND STUDENT COMMITTEE MEMBERS - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

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3. In Pursuit of Excellence, A Handbook for Principals **AND**
4. Cyber Safety Manual **AND**
5. Manual on Mental Health and Well-being - A Perspective
6. Promotion of Healthy Snacks, Circular
7. NIPCCD - Handbook on Implementation of POCSO Act for School Management and Staff
8. NCPCR - Manual on Safety and Security of Children in Schools
9. NDMA - National Disaster Management Guidelines – School Safety Policy
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11. POCSO-Rules-Gazette-Notification
12. Ministry of Home Affairs, Govt. of India – A Handbook for Adolescents/ Students on Cyber Safety
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17. FSSAI - Gazette Notification no. F. No. 15(1) on the Food Safety and Standards (Safe food and balanced diets for children in school) Regulations
18. Govt. of NCT of Delhi, Department of Women and Child Development - Child Protection Policy for Child Care Homes/Institutions registered under the JJ Act
19. Dept. of Women and Child Development, Karnataka Govt. - State Child Protection Policy
20. Dept. of School Education, West Bengal Govt. – Guidelines for Child Safety from Sexual Abuse in the School

**CBSE** - Central Board of School Education

**NDMA** - National Disaster Management Authority of India

**NIPCCD** - National Institute of Public Cooperation and Child Development

**FSSAI** - Food Safety and Standards Authority of India

**\***TheMinistry of Education was earlier called the Ministry of Human Resource Development

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**ANNEXURES - PART 1**

**Guidelines/SOP/Checklist/Formats**

1. Corrective Measures
2. Standard Operating Procedure - SOP
3. Guidelines - Protocols for School Authorities
4. Guidelines - Protocols for Stakeholders
5. General Code of Conduct for Staff
6. Safety Checklist
7. Pledge format for school staff on children's safety and well-being
8. Self-Declaration format for School Staff on no criminal history/child abuse

**ANNEXURES - PART 2**

**Committees and Their Members (Lists)**

1. Complaint cum Suggestion Registration Committee Members
2. POCSO Committee Members
3. Student Welfare Committee Members
4. Student Disciplinary, Behaviour and Ethics Committee Members
5. Transport Committee Members
6. Emergency and Disaster Preparedness Committee Members
7. Cyber Safety Committee Members
8. Safety Check List Committee Members

**ANNEXURES - PART 3**

**Summaries by Project CACA for reference**

1. Child Sexual Abuse, A Summary by Project CACA
2. Criminal Justice System, A Summary by Project CACA
3. Government Related Authorities, A Summary by Project CACA
4. JJ Act, *The Juvenile Justice (Care and Protection of Children) Act, 2015-* A Summary by Project CACA
5. POCSO Act, *The Protection of Children from Sexual Offences Act, 2012-* A Summary by Project CACA
6. Other Relevant-Laws, A Summary by Project CACA
7. Bullying, A Summary by Project CACA

**Disclaimer –** Summaries are not a substitute for any clinical, psychological or legal advice

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**Prologue**

Children are the nation’s most precious asset. Recognising this, the Government of India adopted the National Policy for Children (NPC), 2013 as a commitment to ensure that every child grows up in a safe, nurturing, and empowering environment. The policy establishes that the best interest of the child shall be the primary concern in all matters affecting children and reaffirms the rights of children as guaranteed by the Constitution of India and the United Nations Convention on the Rights of the Child (UNCRC).

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**Chairperson - Draft Committee, School Child Protection Policy**

**The School Child Protection Policy - Draft Committee Members  
  
Chairperson**

**Members**

**Acknowledgements**

**CHAPTER 1**

**1. POLICY INTRODUCTION**

The School's Child Protection Policy (SCPP) is constituted under the aegis of the School Management Committee (SMC) and meticulously developed with children's overall safety in mind, ensuring a comprehensive approach to keeping children happy, healthy, and safe. Safety is categorised into the following six areas or domains, ensuring that no aspect of children's protection is overlooked:

**i.** Infrastructure | **ii.** Health *(Mental–Physical)* & Hygiene | **iii.** Transportation | **iv.** Cyber |

**v.** Emergency (Accidents-Disasters) | **vi.** Abuse (*Personal-Social-Emotional-Sexual)*

**Compliances:**

* Manual on safety and security of children in schools Developed by the National Commission for Protection of Child Rights (NCPCR) under the Chairpersonship of Stuti Kacker, Chairperson, NCPCR.
* Guidelines on School Safety and Security, developed by Department of School Education & Literacy, Ministry of Education, Government of India.

**2. PREVENTION, PROHIBITION AND REDRESSAL MECHANISMS**

The Policy prescribes **Prevention by:**

* Making safety and well-being inherent to the school syllabus for children/students.
* Conducting regular sensitisation of **\***parents/guardians, teachers and non–teaching staff on children's safety and well-being through workshops/webinars.

**\***A school staff member may also be a parent/guardian.

**Annexure** - POCSO Rules Gazette Notification, Dated, 09 March, 2020, Sections 3 –

The Policy prescribes **Prohibition by:**

* Laying down clear-cut guidelines, protocols, code of conduct and dos and don'ts for parents, teachers, non-teaching staff, and students.

**Annexure -** Guidelines - Protocols for Stakeholders

**Annexure -** Guidelines - Protocols for School Authorities

**Annexure -** General Code of Conduct for Staff

The Policy prescribes **Redressal by:**

* Creating a complaint and suggestion submission mechanism where anyone, including a child, can register a complaint.
* Formulating scenario-based committee-driven mechanism that relates to the various safety domains and implement corrective measures, that can be supportive and/or punitive.

**3. FOCUS AREA:** *The need of the hour.*

Child sexual abuse (CSA) in India has reached alarming levels, as highlighted by various surveys. However, a conspicuous silence surrounds the issue, primarily due to social stigma and lack of awareness. This Policy addresses the “elephant in the room,” acknowledges the reality of child sexual abuse, and prioritises its prevention, which is urgently needed. For more information.

**Annexure -** Study on Child Abuse: INDIA 2007, Ministry of Women and Child Development, Government of India.

**Annexure** **-** Child Sexual Abuse, A Summary by Project CACA

**4. CONCERNING CONVENTION AND LAWS**

The Policy is aligned with, but not necessarily limited to, the following conventions and laws on child rights:

* *The UN Convention on the Rights of the Child (UNCRC) - 1989:* This international human rights treaty recognises and protects children's civil, political, economic, social, and cultural rights. The UNCRC outlines fundamental rights such as the right to survival, development, protection, and participation. It emphasises safeguarding children from abuse, neglect, and exploitation, ensuring that all children grow up in a safe, nurturing environment.
* *The Juvenile Justice (Care and Protection of Children) Act, 2015 (JJ Act):* This Act provides a framework for the care, protection, reintegration and rehabilitation of children in need and

those in conflict with the law. Furthermore, the JJ defines corporal punishment as a criminal offence. **Annexures** - Criminal Justice System, A SummaryandJJ Act, A Summary

* *The Protection of Children from Sexual Offences (POCSO) Act, 2012:* This comprehensive law protects children from sexual abuse, sexual harassment, and pornography. It includes provisions for child-friendly reporting, recording of evidence, investigation, and speedy trials of offences. **Annexure -** POCSO Act, A Summary
* *The Right of Children to Free and Compulsory Education (RTE) Act, 2009:* This Act guarantees the right of children aged 6 to 14 to free and compulsory education in a neighbourhood school.

**Annexure** - Other-Relevant-Laws, A Summary

**5. CONCERNING ADVISORIES, CIRCULARS, GUIDELINES, ORDERS, AND NOTIFICATIONS**

The Policy incorporates directives such as circulars, guidelines, and notifications issued by the school's respective board, Directorate of Education, and state ministries and departments concerning child safety and well-being, particularly regarding child sexual abuse.

Refer to the policy’s Bibliography

Additionally, the Protection of Children from Sexual Offences (POCSO) Rules, 2020, notified by the Ministry of Women and Child Development, Government of India, emphasise age-appropriate, curriculum-based interventions for children. The school's Child Protection Policy proactively initiates and implements Sections 3 and 4 of this notification.

**Annexure** - POCSO Rules Gazette Notification, Dated, 09 March, 2020, Sections 3

**6. WHO IS A CHILD**

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**7. STATEMENT:** *Being different does not mean being unequal.*

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**8. ATTITUDE:** *A zero-tolerance approach towards child sexual abuse.*

Under this Policy, the school is committed to continuously building its capacity and ensuring compliance with a zero-tolerance approach towards child sexual abuse.

**9. PHILOSOPHY:** *Institutions should not preserve the problems they are a solution to.*

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**10. APPROACH AND GUIDING PRINCIPLES:** *Prevention is better than cure.* The Policy:

* *Adheres to the United Nations Convention on the Rights of the Child (UNCRC)–1989* by following a child-centred approach that prioritises the child's best interest, ensuring protection even when a child is in conflict with the law.
* *Affirms that prevention is better than cure*, ensuring proactive measures are implemented.
* *Integrates children's safety into the school curriculum* through regular and progressive interventions. Teachers educate Children about their safety and rights in the same way as other subjects, focusing on skills and values.
* *Empowers children and creates a safe ecosystem* by involving all stakeholders—children, parents, teachers, and non-teaching staff—through committees, exercises, and resources such as textbooks, videos, training sessions, sensitisation programmes, and capacity-building initiatives.
* *Promotes an inclusive and child-sensitive learning environment* by encouraging effective measures to establish and strengthen prevention, response, redressal mechanisms, and support services.
* *Fosters strategic partnerships* ……………..
* *Ensures collaborative implementation of the Policy* through the collective efforts of children, parents, teachers, non-teaching staff, and management, fostering an environment of collaboration, trust, and shared responsibility rather than one dominated by competition, authority, and accountability.

**11. SCOPE AND JURISDICTION (SCHOOL ENVIRONMENT)**

The Policy is inclusive and applies to all physical and virtual environments to ensure the safety and well-being of the entire school community. The environment includes:

1. ----------------------
2. --------------
3. --------------
4. ---------------
5. ---------------
6. -----------------
7. All interactions, whether real or virtual, involving students.

The scope may also extend to situations beyond the defined ‘school environment’, including but not limited to cases where the child victim is not from the school environment, but the accused is.

**12.** **CHALLENGES AND LIMITATIONS**

Addressing child sexual abuse is ---------------------------------------

This Policy strives to comprehensively address the protection of children from sexual abuse and in various other areas/domains by providing guidelines, protocols, standards, operating procedures, and frameworks. However, it is essential to acknowledge that certain situations may necessitate additional strategies and actions beyond those outlined in this Policy and must be done in good faith.

**13. PROMOTION**

The School Child Protection Policy (SCPP) and its portions are disseminated in both digital and printed formats to ensure accessibility for all stakeholders. They are made available through multiple channels like:

* Published on the school’s official website.
* Available as physical copies at the school reception and library.
* Included in brochures and admission forms.
* Printed in students’ diaries.
* Shared during Parent-Teacher Meetings (PTMs).
* Incorporated into staff recruitment materials and contractual documents.
* Embedded as a QR code in various school documents for ease of access.

The Policy is provided in English. Additionally --------------------

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**CHAPTER 2**

**14. SCHOOL CHILD PROTECTION COMMITTEES (SCPCs)**

Multiple School Child Protection Committees (SCPCs), maintaining gender balance, have been established in alignment with the School Child Protection Policy, which relates directly or indirectly to the six safety domains. ------------------

The Principal or School Head shall serve as a member of each committee and act as its Chairperson. The Chairperson shall appoint all members to all committees for a tenure of one year, including one experienced teacher as the School Child Protection Officer (SCPO). ----------------

The following committees have been constituted:

1. **Complaint cum Suggestion Registration Committee** Compliance Directives:
2. **POCSO Committee** (CH-PL + SCPO **+ Boy-Student + Girl-Student** + Parent + experienced teacher/wellness teacher/counsellor/special educator + Non-Teaching Staff + X-Members + External Members - Refer to **Annexure ?** for its members and **Annexure -** Standard Operating Procedures (SOP):

Deals with all complaints, cases and suggestions that fall under criminal scenarios 1 to 6 of the **Annexure** - Standard Operating Procedure, including those under the POCSO Act and the **\***JJ Act.

**\***The Act covers corporal punishment.

Compliance Directives:

1. **Student Welfare Committee -----------------**

Compliance Directives:

1. **Student Disciplinary, Behaviour and Ethics Committee** --------------------

**\***While applying punitive actions for such scenarios the committee must consider the social, economic background of the child/student -----------------

Compliance Directives:

1. **Transport Committee** ------------------------

Compliance Directives:

1. **Emergency and Disaster Preparedness Committee** ---------------------

Compliance Directives:

1. **Cyber Safety Committee** -----------------------

Compliance Directives:

1. **Safety Check List Committee -** Refer to **Annexure ?** for its members and **Annexure -** Safety Checklist:

Focuses on periodic inspections—quarterly/half-yearly—of the safety checklist to ensure compliance with all safety norms, identify gaps, and initiate corrective actions as necessary. It also ensures monitoring and supervision of critical areas through CCTV surveillance.

Compliance Directives:

**15. QUORUM AND APPOINTMENT OF COMMITTEES’ MEMBERS**

1. The Chairperson shall appoint the School Child Protection Officer and the remaining committee members for a one-year term, with the option to extend their tenure or appoint replacements if a position becomes vacant.
2. In the absence of the Chairperson, ---------------------
3. At least half of each Committee members must be female.
4. General meetings of the committees shall be held half yearly. A meeting quorum requires the presence of at least half of the committee members, including the Chairperson and/or the School Child Protection Officer.
5. Meetings to address specific complaints by a committee shall be convened by the Chairperson and/or the School Child Protection Officer as required, depending on the severity of the scenario, incident, complaint/suggestion, or issue. A quorum for such meetings requires the presence of at least half of the committee members, including the Chairperson and/or the School Child Protection Officer.
6. The Committees recognises that either virtual or physical presence of its members shall fulfil quorum requirements.

**16. DECISION MAKING OF COMMITTEES**

1. *Voting Procedures:* Decisions shall be made through voting. In the event of a tie, the Committee’s Chairperson shall cast the deciding vote.
2. *Governance by Law and School Rules: --------------------*

**Annexure -** Guidelines - Protocols for Stakeholders

**Annexure -** Guidelines - Protocols for School Authorities

**Annexure -** General Code of Conduct for Staff

**17. COMMITTEES - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

1. *Minimising Risks:*Identify and mitigate potential risks within the school environment, including unsupervised areas, overcrowded events, or inappropriate interactions between adults and children, or among children themselves. --------------------
2. *Safety Curriculum:* Promote student empowerment by integrating a safety-focused curriculum centred on children's protection and well-being. Ensure regular sensitisation and training for teachers, parents, and staff on child safety and welfare.
3. *Monitoring and Evaluation:* ------------------
4. *Investigation/Enquiry:* Oversee or conduct investigation/enquiry into reported incidents.
5. *Policy Implementation:* -----------------
6. *Code of Conduct/ Guidelines/ Protocols/ Rules/Dos & Don’ts Enforcement:* Enforce all established behavioural, attitudinal, and operational protocols applicable to students, staff, and other stakeholders within the school environment.

**Annexure -** Guidelines - Protocols for Stakeholders

**Annexure -** Guidelines - Protocols for School Authorities

**Annexure -** General Code of Conduct for Staff

**Annexure -** Safety Checklist

1. *Protecting the Complainant:* -----------------
2. *Implementing Corrective Measures:* -------------------
3. *Conflict of Interest:* ---------------------
4. *Student members restriction:* -------------------

**18. CHAIRPERSON - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

1. *Creation of New Committees:* Initiates the formation of **new committees** and formulates related protocols, guidelines, and code of conduct for stakeholders, in accordance with evolving statutory or regulatory requirements issued by appropriate authorities from time to time.
2. *Lead and Guide:* Provide leadership to the Committee in all decisions related to child protection and safety.
3. Replacement of a committee member: -------------------
4. *Policy Implementation:* Ensure effective alignment between the School Child Protection Policy and its day-to-day implementation within the school.
5. *Infrastructure and Resources Oversight:* Ensure the school’s infrastructure, learning resources, safety practices, and curriculum comply with the Child Protection Policy.
6. *Safe Recruitment Practices/Background Checks:*

ComplianceDirective**:**

**Annexure - Self-Declaration** - for School Staff on no criminal history/child abuse

**Annexure - Pledge** - by school staff on children's safety and well-being

1. *External Coordination:* Liaise with external authorities, agencies, or organisations when required, especially in cases involving legal, medical, or rehabilitative support.
2. *Student members restriction:* ------------------------
3. *Annual Safety Audit:* Commission an annual internal or external third-party audit to assess the implementation and effectiveness of the school’s safety and child protection measures.
4. *Reporting to the School Management Committee (SMC):* ------------------

**19. SCHOOL CHILD PROTECTION OFFICER - GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

1. *Primary Contact Point:* -----------
2. *Policy Oversight:* Oversees the day-to-day implementation and adherence to the School Child Protection Policy.
3. *Training Coordination:* --------------
4. *Documentation Maintenance:* ------------
5. *Compliance Assurance:* --------------
6. *Student members restriction: - ------------------*
7. *Capacity Building:* Enhances the Committee’s capacity by establishing linkages with relevant government authorities and fostering strategic partnerships. These may include:
   * 1. District Child Protection Unit (DCPU)
     2. District Legal Services Authorities (DLSA)
     3. Child Welfare Committees
     4. Special Juvenile Protection Unit (SJPU)

**20. TEACHING AND NON-TEACHING STAFF COMMITTEE MEMBERS – GENERAL ROLES, RESPONSIBILITIES AND DUTIES**

1. *Participate in Training:* ---------------------
2. *Observe and Identify:* ---------------

**Annexure -** ChildSexual Abuse, A Summary by Project CACA

**Annexure -** Bullying, A Summary by Project CACA

1. *Foster a Safe Environment:* Build positive relationships with students and actively contribute to creating a safe, inclusive, and trusting school environment that encourages children to speak up without fear.
2. *Promotion and Advocacy:* Promote awareness of the School Child Protection Policy during parent-teacher meetings and other forums, ensuring parents are well-informed and actively involved.

**21. PARENTS AND STUDENT COMMITTEE MEMBERS - GENERAL ROLES, RESPONSIBILITIES, AND**

**DUTIES**

1. *Facilitate Training:* -------------
2. *Observe and Identify:* Remain alert to signs of abuse, neglect, or bullying, emotional distress among students and report concerns appropriately.

**Annexure -** ChildSexual Abuse, A Summary by Project CACA

**Annexure -** Bullying, A Summary by Project CACA

1. *Provide Feedback:* ------------------
2. *Represent Children's Voices:* --------------
3. *Promotion and Advocacy:* --------------

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