# ANNEXURE - GUIDELINES-PROTOCOLS FOR STAKEHOLDERS

**Annexure 1A** - Parents/Guardians

**Annexure 1B -** Teachers (Teaching Staff) **Source -** Delhi-Govt-Child\_ Safety\_ Policy)

**Annexure 1C -** Non-Teaching/Support Staff **Source -** (Delhi-Govt-Child\_ Safety\_ Policy)

**Annexure 1D -** Students

**Annexure 1E -** Visitors/Vendors

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**Annexure 1A – \***Parents/Guardians

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

**A. General**

1. They must ensure that all private transportation arrangements made/hired by them to take children to and from school comply with rules, regulations, and guidelines.
2. They must ensure that their children drive an automobile to and from school comply with rules, regulations and guidelines as laid down in the latest Motor Vehicles Act.
3. Only they or people duly authorised by them can collect the child from the school, whether directly from the school premises or through school transport.
4. Any grievance, suggestion, or complaint by them against any school staff and related to a child must be submitted to the Complaint cum Suggestion Registration Committee via the complaint/suggestion box or e-mail.
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6. ----------------------------------------------.
7. ----------------------------------------------.
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9. --------------------------------------------.
10. -----------------------------------------.
11. ------------------------------------------.
12. Parents must monitor screen time, content consumed, and be aware of issues like cyberbullying, online predators, and inappropriate messaging apps.
13. Avoid allowing unsupervised access to smartphones, especially for younger children and may install appropriate parental control apps.
14. Monitor exposure to media that glorifies violence, substance abuse, or content that is age inappropriate. (especially on streaming platforms like YouTube, Netflix, etc.).
15. -----------------------------------.
16. Parents or guardians must ensure that any medical condition or diagnosis—physical and/or mental—such as asthma, epilepsy, or dyslexia is disclosed and submitted in writing by the concerned specialist to the class teacher.

**B. Leave Policy**

Parents or guardians must follow the school's leave policy for children or students, as outlined below:

1. Short Leave (1–3 days): A written application must be submitted to the class teacher in advance or on the first day of return. --------------------------
2. Long Leave----------------------------
3. Medical Leave: ------------------------
4. Unplanned Absence: If a student is absent without prior notice, a leave application must be submitted on the day of return. Uninformed absences of more than four consecutive days may lead to follow-up by school authorities.
5. Examination Periods: ---------------------
6. Excessive Absenteeism: ---------------------------
7. Parents or guardians must ensure that their child does not remain absent from school for -----------------------------

**C. Guardianship in a Divorce Case**

It is the responsibility of the parents to bring to the attention of the Principal, School Counsellor, or Wellness Teacher any ongoing court proceedings, interim orders or final verdicts pertaining to divorce.

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**Annexure 1B and 1C –** Teaching and Non-Teaching/Support Staff

A person who joins the school as a staff in any capacity—such as a teacher, headmistress, vice principal, principal, non-teaching staff in administration, in a management role, or in other roles including, but not limited to, sanitation, housekeeping, maintenance, or security—whether appointed on a permanent, contractual, or probationary basis, assumes the obligation to always conduct themselves in accordance with the highest standards of their profession. This commitment is directed towards achieving excellence and quality in both work and conduct, and towards setting an example that commands the respect of students, parents, colleagues, and the school administration.

Moreover, teaching, in its truest sense, is ---------------------.

## Dos:

1. The staff should be affectionate, caring and understanding of the requirements and needs of the children/students.
2. The staff should be responsive if the child's special needs arise, such as health issues and emotional support.
3. --------------------------------.
4. ------------------------------.
5. -----------------------------------.
6. Always maintain appropriate physical boundaries and touch children, when necessary, only in ways that are appropriate, public, and non-sexual.
7. Avoid situations in which you are alone with a child. This includes transporting a child alone in your vehicle. When speaking privately with a child, find a space out of earshot but within sight of others for your conference.
8. ------------------------------------------.
9. Avoid touching areas that are usually covered by swimsuits: breasts, buttocks, and groin.
10. ------------------------------.
11. -------------------------------.
12. -------------------------------------.
13. ------------------------------------------.
14. ----------------------------------------------.
15. Handle disclosures from children with sensitivity and confidentiality.
16. -----------------------------------------------------------.
17. -------------------------------------------.
18. ----------------------------------------------.
19. Ensure all students receive fair assessments and equal participation opportunities, especially those with learning difficulties or from underprivileged backgrounds.

## Don’ts:

1. Spend excessive time alone with children away from others.
2. Physically assault or physically abuse children.
3. Use language that is discriminatory, abusive or hurtful to the child.
4. Engage children in any work that impedes their physical and mental development.
5. Develop relationships with children that could in any way be deemed exploitative or abusive.
6. Possess, create, store, browse, download, advertise, promote, exchange, publish, or transmit any material—whether in print or digital form—that depicts children in an obscene, indecent, or sexually explicit manner.
7. -----------------------------
8. ------------------------------
9. ----------------------------------.
10. -----------------------------------
11. --------------------------------
12. Condone, or participate in, the behaviour of children which is illegal, unsafe or abusive.
13. -------------------------------------.
14. Accept gifts from or give gifts to children without the knowledge of their parents or guardians.
15. ------------------------------------.
16. Apply corporal punishment in any form.
17. --------------------------------------------.

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**Annexure 1D –** Students

1. **Forbidden Practices:**

No student is to indulge in any of the following:

1. Disfiguring/damaging any School property.
2. Smoking
3. Consuming liquor or any other substance that falls under substance abuse.
4. -----------------------------------------.
5. Carrying or using digital/digital devices, including, but not limited to mobile/smartphones.
6. Use of drugs or intoxicants, except on the prescription of a registered medical practitioner.
7. -------------------------------------.
8. -----------------------------------------.
9. --------------------------------------------.
10. -----------------------------------------------.
11. ----------------------------------------------------------.
12. -----------------------------------------.
13. --------------------------------------.
14. No student will be involved in ragging. Ragging is an act wherein senior students use the fact of being seniors to ill-treat their juniors and put them through an unacceptable level of discomfort and disturbance. --------------------------------------
15. Any other act or misconduct defined as an offence by the law of the land.
16. Exam Cheating --------------------------------.

## Discipline:

Do’s:

1. Arrive at school and classes on time and be prepared with the necessary materials.
2. Follow school rules, schedules, and teacher instructions diligently.
3. Maintain cleanliness and order in classrooms, corridors, and school premises.
4. -----------------------------------.
5. --------------------------------------------.
6. --------------------------------.

**Don’ts:**

1. Do not litter, vandalise, or damage school property.
2. ------------------------------.
3. Avoid cheating or plagiarism in any form.
4. --------------------------.
5. -------------------------------------------.

## Conduct & Behaviour

**Do’s:**

1. Be polite and respectful towards teachers, staff, classmates, and school visitors.
2. ------------------------------.
3. Take responsibility for your actions and accept constructive feedback.
4. Listen attentively to others and respect different opinions.
5. ----------------------------------.
6. ---------------------------------------.
7. -------------------------------.
8. ------------------------------------.

## Don’ts:

1. Interrupt, argue disrespectfully, or use offensive language.
2. Shout, misbehave, or act in a way that disrupts the learning environment.
3. ----------------------------------.
4. ---------------------------------------.
5. -------------------------------.
6. ------------------------------------.
7. Do not engage in dishonesty, including stealing or damaging others’ belongings.

## Bullying (online/offline) Prevention

**Do’s**

1. Treat everyone with kindness and respect—stand up for others if you witness bullying.
2. Report any form of bullying (verbal, physical, emotional, or cyberbullying) to a teacher, counsellor, or trusted adult.
3. Support peers who may be feeling isolated, bullied, or struggling emotionally.
4. ----------------------------------.
5. ---------------------------------------.
6. -------------------------------.
7. ------------------------------------.
8. ------------------------.

## Don’ts

1. Do not harass, tease, or intimidate students in person or online.
2. ------------------.
3. --------------------------------------.
4. ---------------------------------.
5. Never share or post harmful, insulting, or embarrassing content about anyone on social media.
6. Don’t be a bystander.
7. --------------------------------------.
8. Do not take videos or pictures of others without their permission.
9. **Cyber**

**Do’s**

**Don’ts**

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**Annexure 1E –** Visitors/Vendors

1. Shall visit the school only with prior permission from the receptionist.
2. Shall not give gifts to students.
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