



# ALEVOOR POORNAPRAJNA PUBLIC SCHOOL

CHILD PROTECTION POLICY &  
POCSO COMPLIANCE MANUAL

2026-27



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# 1. Introduction

Alevoor Poornaprajna Public School, Alevoor, Udupi, is committed to creating and maintaining a safe, secure, inclusive, and child-friendly educational environment where every student is respected, protected, and empowered to achieve their fullest potential. The school firmly believes that every child has the fundamental right to learn, grow, and develop in an atmosphere free from fear, abuse, neglect, discrimination, exploitation, harassment, bullying, or any form of physical, emotional, or psychological harm.

Child protection is a shared responsibility involving the school management, teachers, non-teaching staff, parents, students, visitors, and the wider community. As an educational institution dedicated to holistic development, Alevoor Poornaprajna Public School recognizes its duty to safeguard the welfare, dignity, rights, and well-being of all children entrusted to its care. The school is committed to fostering a culture of safety, trust, mutual respect, accountability, and transparency in all educational and co-curricular activities.

This Child Protection Policy and POCSO Compliance Manual has been developed to provide a comprehensive framework for the prevention, identification, reporting, response, and management of child protection concerns. The policy outlines the responsibilities of all stakeholders and establishes clear procedures to ensure that any concern regarding the safety and welfare of a child is addressed promptly, sensitively, confidentially, and effectively.

The school follows the principles enshrined in the Constitution of India, the Right of Children to Free and Compulsory Education Act, 2009, the Juvenile Justice (Care and Protection of Children) Act, 2015, the Protection of Children from Sexual Offences (POCSO) Act, 2012, and other relevant laws, regulations, and guidelines issued by educational and governmental authorities. Compliance with these provisions is essential to maintaining a safe learning environment and protecting the rights of every child.

Alevoor Poornaprajna Public School adopts a zero-tolerance approach towards all forms of child abuse, corporal punishment, bullying, cyberbullying, harassment, discrimination, neglect, exploitation, and inappropriate conduct. Every member of the school community is expected to uphold the highest standards of professional ethics, integrity, and responsibility while interacting with students.

The school strives to raise awareness among students, staff, and parents about child rights, personal safety, responsible behaviour, safe and unsafe touch, digital safety, mental well-being, and reporting mechanisms. Regular awareness programmes, orientation sessions, counselling support, committee meetings, and review processes are conducted to strengthen the school's child protection framework and ensure continuous improvement.

To facilitate effective implementation of child protection measures, the school has constituted a Child Safety and POCSO Committee comprising representatives from school management, teaching staff, parents, legal professionals, law enforcement agencies, and student representatives. The committee is entrusted with monitoring compliance, reviewing safety measures, addressing concerns, conducting awareness programmes, and

recommending improvements to strengthen child protection practices within the institution.

The school encourages students to report any concern related to their safety or well-being without fear of retaliation. Multiple reporting channels, including teachers, counsellors, committee members, and designated authorities, are made available to ensure that students have access to timely support and assistance whenever required. All complaints and concerns are handled with utmost confidentiality, sensitivity, and fairness while ensuring compliance with legal requirements.

This manual serves not only as a policy document but also as a practical guide for promoting a culture of child safety, responsibility, and respect throughout the school community. It reflects the school's unwavering commitment to safeguarding every child and ensuring that Alevoor Poornaprajna Public School remains a place where students can learn, grow, and thrive in a safe, nurturing, and supportive environment.

This policy shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to ensure continued compliance with statutory requirements, emerging best practices, and the evolving needs of students and the school community.

## **2. Vision and Commitment**

Alevoor Poornaprajna Public School firmly believes that every child has the inherent right to grow, learn, and develop in an environment that is safe, secure, nurturing, inclusive, and free from all forms of abuse, neglect, discrimination, exploitation, harassment, and violence. The school recognises that the protection and well-being of children are fundamental prerequisites for effective learning and holistic development. Accordingly, the institution is committed to establishing and maintaining a culture in which the safety, dignity, rights, and welfare of every student are given the highest priority.

### **2.1. Our Vision**

The vision of Alevoor Poornaprajna Public School is to create a child-centric educational environment that promotes academic excellence, moral values, emotional well-being, personal growth, and responsible citizenship while ensuring the highest standards of child protection and safeguarding. The school aspires to be a model institution where students feel respected, valued, protected, and empowered to achieve their fullest potential without fear or insecurity.

The school envisions an educational community in which every stakeholder—including students, parents, teachers, non-teaching staff, management members, visitors, and service providers—shares the responsibility of protecting children and promoting their overall welfare. By fostering a culture of trust, transparency, accountability, and mutual respect, the school seeks to provide a positive learning environment where children can thrive academically, socially, emotionally, and physically.

## **2.2. Commitment to Child Protection**

Alevoor Poornaprajna Public School is committed to implementing effective child protection measures that safeguard students from all forms of physical, emotional, psychological, verbal, sexual, and cyber abuse. The school adopts a zero-tolerance policy towards any act that compromises a child's safety, dignity, or well-being.

The institution is dedicated to:

- Protecting children from all forms of abuse, neglect, exploitation, harassment, discrimination, and bullying.
- Ensuring that every child is treated with dignity, fairness, respect, and compassion.
- Promoting a safe and supportive educational environment where students can express concerns without fear.
- Encouraging positive behaviour and healthy interpersonal relationships among students and staff.
- Providing equal opportunities and protection to all children irrespective of gender, religion, caste, socio-economic background, disability, or personal circumstances.
- Maintaining confidentiality and sensitivity in handling child protection concerns.
- Ensuring prompt action and appropriate intervention whenever a child protection issue is reported or identified.

## **2.3. Commitment to POCSO Compliance**

The school is fully committed to complying with the provisions of the Protection of Children from Sexual Offences (POCSO) Act, 2012, and all related laws, regulations, and government guidelines. The institution recognizes its legal and moral responsibility to prevent, identify, report, and respond to incidents involving child abuse and sexual offences.

To achieve this objective, the school shall:

- Establish and maintain a functional Child Safety and POCSO Committee.
- Conduct regular awareness programmes on child rights and personal safety.
- Provide age-appropriate education regarding safe and unsafe touch.
- Ensure that all staff members are aware of their responsibilities under the POCSO Act.
- Follow mandatory reporting requirements whenever an incident is suspected or disclosed.

- Cooperate with law enforcement agencies and child welfare authorities whenever required.
- Maintain proper documentation and records related to child protection and POCSO compliance.

#### **2.4. Commitment to Student Welfare and Well-being**

The school believes that student welfare extends beyond physical safety and includes emotional, psychological, social, and academic well-being. Every child deserves an environment where they feel supported, encouraged, and valued.

The institution is committed to:

- Promoting mental health awareness and emotional resilience.
- Providing counselling support whenever required.
- Encouraging healthy communication between students, teachers, and parents.
- Creating opportunities for students to voice concerns and seek assistance.
- Supporting children facing academic, emotional, social, or behavioural challenges.
- Promoting inclusiveness and positive peer relationships.
- Encouraging self-confidence, self-esteem, and responsible decision-making.

#### **2.5. Commitment to Safe Reporting Mechanisms**

Alevoor Poornaprajna Public School recognizes that effective child protection requires accessible and reliable reporting systems. Students, parents, staff members, and other stakeholders must feel confident that concerns will be taken seriously and addressed appropriately.

The school therefore commits to:

- Providing multiple channels for reporting concerns.
- Maintaining complaint and suggestion mechanisms.
- Ensuring confidentiality and protection from retaliation.
- Responding promptly to all reported concerns.
- Conducting fair and impartial inquiries whenever necessary.
- Ensuring that students receive appropriate support and guidance during investigations.

The school encourages all members of the community to report concerns immediately so that timely intervention can be provided.

## **2.6. Commitment to Awareness and Prevention**

Prevention is a critical component of child protection. The school is committed to fostering awareness and understanding among all stakeholders regarding child safety and safeguarding practices.

Regular programmes shall include:

- Child protection awareness sessions.
- POCSO awareness programmes.
- Anti-bullying and cyber safety initiatives.
- Personal safety education.
- Parent orientation programmes.
- Staff training and professional development sessions.
- Awareness campaigns related to child rights and responsibilities.

These initiatives are designed to equip students and adults with the knowledge and skills necessary to identify risks, prevent harm, and respond appropriately to concerns.

## **2.7. Commitment to Parent Partnership**

The school recognises parents as essential partners in ensuring children's safety and well-being. Effective collaboration between home and school contributes significantly to child protection and student development.

The institution therefore commits to:

- Maintaining open and transparent communication with parents.
- Conducting regular parent orientation and awareness programmes.
- Encouraging parental involvement in child protection initiatives.
- Providing guidance on digital safety and responsible parenting practices.
- Consulting parents whenever concerns related to student welfare arise.

By working together, parents and educators can create a strong support system that promotes children's overall development and safety.

## **2.8. Commitment to Documentation and Accountability**

Accurate documentation and transparent record-keeping are essential for the effective implementation of child protection measures. The school is committed to maintaining appropriate records of:

- Committee meetings.
- Awareness programmes.
- Complaints and concerns.
- Investigations and interventions.
- Action taken reports.
- Policy reviews and updates.
- Training programmes and participation records.

These records help ensure accountability, compliance, and continuous improvement of safeguarding practices.

## **2.9. Commitment to Continuous Improvement**

Child protection is an ongoing process that requires constant review, evaluation, and enhancement. Alevoor Poornaprajna Public School is committed to continuously strengthening its safeguarding framework by adopting best practices, responding to emerging challenges, and incorporating stakeholder feedback.

The school shall periodically review its policies, procedures, awareness initiatives, and support systems to ensure that they remain effective, relevant, and aligned with legal requirements and educational standards.

## **2.10. Review and Revision**

This chapter, along with the entire Child Protection Policy and POCSO Compliance Manual, shall be reviewed annually by the Child Safety and POCSO Committee. Necessary amendments may be made to reflect changes in legislation, government guidelines, educational policies, school requirements, or emerging child protection concerns.

Through this unwavering commitment to child safety, welfare, and protection, Alevoor Poornaprajna Public School seeks to ensure that every student experiences a secure, caring, and empowering educational journey that supports lifelong learning, personal growth, and responsible citizenship.

### 3. Policy Statement

Alevoor Poornaprajna Public School is firmly committed to ensuring the safety, protection, dignity, welfare, and holistic development of every child entrusted to its care. The school recognizes that every child has the fundamental right to learn, grow, and develop in an environment that is safe, nurturing, inclusive, respectful, and free from all forms of abuse, neglect, exploitation, discrimination, harassment, bullying, intimidation, and violence.

The school acknowledges its moral, social, educational, and legal responsibility to safeguard children and to take all reasonable measures necessary to protect them from harm. Child protection is considered a shared responsibility involving the School Management, Principal, Teachers, Non-Teaching Staff, Parents, Students, Service Providers, Visitors, Volunteers, and all stakeholders associated with the institution.

Alevoor Poornaprajna Public School adopts a **zero-tolerance policy** towards any form of child abuse, corporal punishment, emotional mistreatment, sexual misconduct, bullying, cyberbullying, discrimination, negligence, or inappropriate behaviour that may adversely affect the safety, well-being, dignity, or development of a child.

The school is committed to creating a positive and supportive educational environment in which every student feels valued, respected, protected, and empowered. All interactions within the school community shall be guided by the principles of child rights, mutual respect, fairness, accountability, compassion, confidentiality, and responsible conduct.

#### 3.1. Commitment to Safeguarding Children

The school shall take proactive measures to ensure the safety and protection of all students by establishing effective policies, procedures, monitoring mechanisms, and support systems. Every effort shall be made to identify potential risks, prevent harm, and respond appropriately whenever concerns regarding a child's welfare arise.

The school is committed to:

- Protecting students from physical, emotional, psychological, verbal, sexual, and digital abuse.
- Providing a safe, secure, and child-friendly educational environment.
- Promoting respect for the rights, dignity, and individuality of every child.
- Ensuring equal protection and support for all students without discrimination.
- Creating a culture where children feel comfortable reporting concerns and seeking assistance.
- Taking timely and appropriate action whenever child protection concerns are identified.

### **3.2. Compliance with Legal and Regulatory Requirements**

Alevoor Poornaprajna Public School shall comply with all applicable child protection laws, educational regulations, and government directives including:

- The Constitution of India.
- The Protection of Children from Sexual Offences (POCSO) Act, 2012.
- The Juvenile Justice (Care and Protection of Children) Act, 2015.
- The Right of Children to Free and Compulsory Education Act, 2009.
- CBSE guidelines and directives relating to child safety and student welfare.
- Relevant State Government notifications and educational policies.

The school shall maintain a Child Safety and POCSO Committee to oversee compliance, monitor implementation, and periodically review safeguarding measures.

### **3.3. POCSO Compliance and Mandatory Reporting**

The school recognises its obligations under the Protection of Children from Sexual Offences (POCSO) Act, 2012. Any suspicion, allegation, disclosure, or evidence of sexual abuse, harassment, exploitation, or misconduct involving a child shall be treated with utmost seriousness.

The institution shall:

- Follow mandatory reporting requirements under the POCSO Act.
- Cooperate fully with law enforcement agencies and child welfare authorities.
- Ensure confidentiality and dignity of the child during all proceedings.
- Provide support and guidance to affected students and families.
- Maintain proper documentation and records of reported concerns and actions taken.

Failure to report a known or suspected incident of child abuse may constitute a violation of legal obligations and school policy.

### **3.4. Safe Reporting Mechanisms**

Alevoor Poornaprajna Public School is committed to providing safe, accessible, confidential, and child-friendly reporting mechanisms that encourage students and stakeholders to raise concerns without fear of retaliation or victimization.

Students, parents, staff members, and visitors may report concerns through:

- Teachers and Class Mentors.
- School Principal.
- Child Protection Officer.
- Child Safety and POCSO Committee.
- School Counsellor.
- Complaint and Suggestion Mechanisms established by the school.

All concerns shall be addressed promptly, sensitively, and fairly in accordance with established procedures.

### **3.5. Protection from Corporal Punishment and Harassment**

The school strictly prohibits:

- Corporal punishment.
- Physical assault.
- Emotional abuse.
- Verbal humiliation.
- Threats and intimidation.
- Sexual harassment.
- Bullying and cyberbullying.
- Discriminatory treatment.
- Any form of degrading or humiliating behaviour.

Disciplinary practices shall be constructive, educational, age-appropriate, and consistent with the principles of positive behaviour management.

Any employee found violating these provisions shall be subject to disciplinary action in accordance with school rules and applicable laws.

### **3.6. Child-Centred Educational Environment**

The school believes that every child should be provided opportunities to develop academically, socially, emotionally, physically, and morally in a supportive environment.

Accordingly, the institution shall:

- Promote student participation and self-expression.
- Encourage respectful relationships.
- Support emotional well-being and mental health.
- Provide counselling and guidance services.
- Foster confidence, resilience, and responsible behaviour.
- Encourage safe and ethical use of technology.

The best interests of the child shall remain the primary consideration in all decisions affecting students.

### **3.7. Awareness, Education, and Prevention**

Alevoor Poornaprajna Public School believes that prevention through awareness and education is one of the most effective approaches to child protection.

The school shall regularly organise:

- Child Protection Awareness Programmes.
- POCSO Awareness Sessions.
- Safe and Unsafe Touch Programmes.
- Anti-Bullying Campaigns.
- Cyber Safety Workshops.
- Parent Orientation Programmes.
- Staff Training and Capacity Building Sessions.
- Life Skills and Personal Safety Education Activities.

These initiatives aim to equip students, staff, and parents with the knowledge and skills necessary to recognise risks, prevent harm, and respond appropriately when concerns arise.

### **3.8. Parent and Community Partnership**

The school recognises that effective child protection requires active collaboration between the school, parents, and the community.

The institution shall:

- Maintain open and transparent communication with parents.

- Encourage parental participation in child safety initiatives.
- Share relevant information regarding child protection policies.
- Provide guidance on supporting children’s safety and well-being.
- Work collaboratively with external agencies whenever necessary.

Parents are encouraged to support the implementation of this policy and to promptly communicate any concerns regarding their child’s welfare.

### **3.9. Documentation, Monitoring, and Accountability**

Alevoor Poornaprajna Public School shall maintain accurate records related to:

- Child protection concerns.
- Complaints and investigations.
- Committee meetings.
- Awareness programmes.
- Training sessions.
- Action taken reports.
- Policy reviews and updates.

Proper documentation promotes accountability, transparency, compliance, and continuous improvement in safeguarding practices.

### **3.10. Review and Continuous Improvement**

The school acknowledges that child protection is a dynamic and evolving field that requires ongoing attention and improvement.

This policy shall be reviewed annually by the Child Safety and POCSO Committee and may be revised whenever necessary to:

- Reflect changes in legislation.
- Incorporate government directives.
- Address emerging child protection challenges.
- Strengthen existing safeguarding measures.
- Improve implementation effectiveness.

The school remains committed to continuous improvement and to maintaining the highest standards of child protection and student welfare.

### **3.11. Declaration of Commitment**

Alevoor Poornaprajna Public School unequivocally affirms its commitment to protecting every child from harm and to fostering a safe, respectful, supportive, and inclusive educational environment. Through the implementation of this policy, the school seeks to uphold the rights, dignity, well-being, and best interests of every student and to ensure that all children can learn, grow, and flourish in safety and confidence.

## **4. Objectives**

The Child Protection Policy and POCSO Compliance Framework of Alevoor Poornaprajna Public School has been established with the primary objective of ensuring the safety, security, dignity, well-being, and holistic development of every student. The school recognises that effective child protection requires a proactive, preventive, and collaborative approach involving students, parents, teachers, school management, support staff, and external stakeholders.

These objectives serve as the foundation for all child protection initiatives, safeguarding practices, awareness programmes, reporting mechanisms, counselling services, and compliance measures implemented by the school. The objectives outlined in this chapter align with the provisions of the Protection of Children from Sexual Offences (POCSO) Act, 2012, the Juvenile Justice (Care and Protection of Children) Act, 2015, the CBSE guidelines, and other applicable legal and educational frameworks.

### **4.1. Ensuring the Safety and Protection of Every Child**

The foremost objective of this policy is to ensure that every child studying at Alevoor Poornaprajna Public School is protected from all forms of abuse, neglect, exploitation, harassment, discrimination, bullying, intimidation, violence, and any conduct that may adversely affect their physical, emotional, psychological, social, or educational well-being.

The school aims to provide an environment where students feel safe, respected, valued, and supported at all times, both within and beyond the classroom.

### **4.2. Promoting a Child-Centred School Environment**

The school is committed to creating a child-friendly environment that promotes dignity, equality, inclusion, participation, and mutual respect. Students shall be encouraged to express their views, seek assistance whenever required, and participate actively in matters concerning their safety and well-being.

The institution aims to ensure that every child is treated fairly and without discrimination based on gender, religion, caste, language, social background, disability, or personal circumstances.

### **4.3. Compliance with Child Protection Laws and Regulations**

A key objective of this policy is to ensure full compliance with all applicable child protection laws, educational regulations, and government directives, including:

- Protection of Children from Sexual Offences (POCSO) Act, 2012.
- Juvenile Justice (Care and Protection of Children) Act, 2015.
- Right of Children to Free and Compulsory Education Act, 2009.
- CBSE Safety and Child Protection Guidelines.
- Relevant State Government Rules and Notifications.

The school seeks to establish systems and procedures that facilitate effective implementation and monitoring of legal requirements.

### **4.4. Strengthening POCSO Compliance and Awareness**

The school aims to strengthen awareness and understanding of the POCSO Act among students, staff, parents, and other stakeholders.

Specific objectives include:

- Educating students about personal safety and protection.
- Promoting awareness regarding safe and unsafe touch.
- Encouraging timely reporting of concerns.
- Establishing child-friendly reporting systems.
- Ensuring mandatory reporting obligations are fulfilled.
- Providing appropriate support to affected students.

The school is committed to fostering a culture in which students understand their rights and feel confident in seeking help when needed.

### **4.5. Establishing Effective Reporting Mechanisms**

The school seeks to provide safe, confidential, accessible, and reliable mechanisms for students, parents, teachers, staff members, and visitors to report concerns related to child safety and welfare.

The objectives include:

- Encouraging prompt reporting of concerns.

- Ensuring confidentiality and protection from retaliation.
- Providing multiple reporting channels.
- Facilitating timely intervention and support.
- Ensuring fair and impartial inquiry procedures.

Students must feel assured that their concerns will be taken seriously and addressed appropriately.

#### **4.6. Promoting Awareness and Preventive Education**

Prevention through education is one of the most effective ways to safeguard children. Therefore, the school aims to conduct regular awareness and preventive programmes that equip students, staff, and parents with the knowledge and skills required to identify risks and protect children from harm.

The objectives include:

- Conducting Child Protection Awareness Programmes.
- Organising POCSO Awareness Sessions.
- Providing Cyber Safety Education.
- Conducting Anti-Bullying Campaigns.
- Promoting Responsible Digital Citizenship.
- Enhancing Personal Safety Awareness.

These initiatives aim to cultivate informed, vigilant, and responsible members of the school community.

#### **4.7. Supporting Emotional Well-being and Counselling**

Alevoor Poornaprajna Public School recognises that child protection extends beyond physical safety and includes emotional and psychological well-being.

The objectives include:

- Providing counselling support to students.
- Identifying and addressing emotional distress.
- Supporting students facing academic, behavioural, or personal challenges.
- Promoting resilience, self-confidence, and emotional intelligence.

- Encouraging healthy communication and positive relationships.

The school aims to ensure that every child has access to appropriate guidance and support whenever required.

#### **4.8. Preventing Bullying, Harassment, and Discrimination**

The school is committed to maintaining a learning environment free from bullying, harassment, intimidation, discrimination, and peer abuse.

The objectives include:

- Preventing physical, verbal, social, and cyberbullying.
- Promoting respectful and inclusive behaviour.
- Encouraging empathy and responsible conduct.
- Providing support to victims of bullying.
- Addressing incidents promptly and fairly.

The school seeks to foster a culture of kindness, acceptance, and mutual respect.

#### **4.9. Strengthening Parent Engagement and Collaboration**

The school recognizes parents as essential partners in child protection and student welfare.

The objectives include:

- Encouraging active parental involvement.
- Maintaining transparent communication with families.
- Providing awareness programmes for parents.
- Sharing information on child safety practices.
- Supporting parents in addressing child welfare concerns.

Through effective collaboration between school and home, the institution aims to create a stronger support system for every child.

#### **4.10. Enhancing Staff Awareness and Professional Responsibility**

All employees have a critical role in safeguarding children. Therefore, the school seeks to ensure that staff members possess the knowledge, skills, and confidence necessary to fulfil their child protection responsibilities.

The objectives include:

- Conducting regular training programmes.
- Promoting awareness of legal obligations.
- Clarifying reporting responsibilities.
- Encouraging ethical and professional conduct.
- Strengthening accountability and vigilance.

Every staff member is expected to contribute actively to maintaining a safe school environment.

#### **4.11. Maintaining Effective Documentation and Record Keeping**

Proper documentation is essential for accountability, transparency, and compliance.

The objectives include:

- Maintaining records of awareness programmes.
- Documenting complaints and concerns.
- Recording investigations and actions taken.
- Preserving committee meeting records.
- Monitoring implementation of safety measures.
- Maintaining compliance-related documentation.

Accurate records facilitate effective monitoring and continuous improvement.

#### **4.12. Monitoring, Evaluation, and Continuous Improvement**

The school seeks to continuously strengthen its child protection framework through regular monitoring, evaluation, and review.

The objectives include:

- Reviewing policies and procedures annually.
- Assessing effectiveness of awareness programmes.
- Evaluating reporting mechanisms.
- Identifying emerging risks and challenges.

- Implementing corrective and preventive measures.
- Adopting best practices in child protection.

Continuous improvement ensures that safeguarding measures remain relevant, effective, and responsive to the evolving needs of students.

#### **4.13. Building a Culture of Safety and Responsibility**

Ultimately, the school aims to establish a culture where child protection is understood, valued, and practised by all members of the school community.

The institution strives to create an environment where:

- Every child feels safe and respected.
- Every concern is addressed appropriately.
- Every stakeholder understands their responsibilities.
- Every student can learn and grow with confidence.
- Child safety remains a shared and collective commitment.

The objectives outlined in this chapter provide the strategic direction for implementing child protection and POCSO compliance initiatives at Alevoor Poornaprajna Public School. Through these objectives, the school reaffirms its commitment to safeguarding children, promoting student welfare, strengthening awareness, ensuring legal compliance, and fostering a safe, supportive, and nurturing educational environment for all students.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to reflect changes in legislation, educational requirements, or child protection best practices.

## **5. Scope**

The Child Protection Policy and POCSO Compliance Manual of Alevoor Poornaprajna Public School establishes a comprehensive framework for safeguarding children and promoting their safety, welfare, dignity, and well-being. The scope of this policy defines the individuals, activities, locations, situations, and processes to which the policy applies, ensuring that child protection measures are integrated into every aspect of the school's functioning.

This policy applies to all stakeholders associated with the school and covers all school-related activities, whether conducted within or outside the school premises. The policy seeks to ensure that every child receives protection, support, and appropriate intervention whenever concerns regarding safety or welfare arise.

### **5.1. Scope of Application**

This policy applies to all activities, programmes, operations, interactions, and services conducted under the authority or supervision of Alevoor Poornaprajna Public School.

The policy is applicable throughout the academic year and remains in force during:

- Regular school hours.
- Co-curricular and extracurricular activities.
- Educational tours and excursions.
- Sports events and competitions.
- Cultural programmes and celebrations.
- School transportation services.
- Online and digital learning platforms.
- School-sponsored events and activities.
- Parent engagement programmes.
- Any activity conducted under the supervision or authority of the school.

The policy applies regardless of whether activities take place on the school campus or at external venues.

### **5.2. Scope in Relation to Students**

This policy applies to all students enrolled at Alevoor Poornaprajna Public School, irrespective of:

- Age.
- Gender.
- Religion.
- Caste.
- Language.
- Nationality.
- Socio-economic background.

- Physical or mental abilities.
- Academic performance.

Every student is entitled to equal protection and support under this policy.

The school shall ensure that all students are protected from:

- Physical abuse.
- Emotional abuse.
- Psychological abuse.
- Sexual abuse.
- Neglect.
- Exploitation.
- Bullying.
- Cyberbullying.
- Harassment.
- Discrimination.
- Unsafe practices.

The protection of every child remains the primary concern of the institution.

### **5.3. Scope in Relation to School Employees**

This policy applies to all employees of the school, including:

- Principal.
- Vice Principal.
- Teachers.
- Counsellors.
- Administrative staff.
- Clerical staff.
- Support staff.

- Security personnel.
- Housekeeping staff.
- Drivers.
- Conductors.
- Maintenance personnel.
- Contractual employees.

All employees are required to:

- Adhere to the provisions of this policy.
- Maintain professional conduct at all times.
- Report suspected child protection concerns.
- Participate in awareness and training programmes.
- Cooperate with investigations and review processes.
- Uphold the dignity and rights of students.

Failure to comply with the policy may result in disciplinary or legal action.

#### **5.4. Scope in Relation to School Management**

The School Management Committee, Governing Body, and Management Representatives fall within the scope of this policy.

Management responsibilities include:

- Providing leadership and oversight.
- Ensuring implementation of child protection measures.
- Supporting policy compliance.
- Allocating resources for safeguarding initiatives.
- Reviewing child protection practices periodically.
- Monitoring legal and regulatory compliance.

The management shall ensure that child protection remains a priority within all school operations.

### **5.5. Scope in Relation to Parents and Guardians**

Parents and guardians play a critical role in safeguarding children and are therefore included within the scope of this policy.

The policy encourages parents to:

- Support child protection initiatives.
- Participate in awareness programmes.
- Communicate concerns promptly.
- Promote responsible behaviour and digital safety.
- Cooperate with school authorities when child welfare issues arise.

The school recognizes parents as partners in creating a safe and supportive environment for students.

### **5.6. Scope in Relation to Visitors and External Stakeholders**

This policy also applies to individuals who interact with students through school-related activities, including:

- Visitors.
- Volunteers.
- Guest speakers.
- Resource persons.
- Vendors.
- Contractors.
- Service providers.
- Event organizers.
- Coaches and trainers.
- Consultants.

All external stakeholders are expected to comply with child protection requirements while interacting with students.

The school reserves the right to restrict or terminate access to individuals whose conduct is inconsistent with child safety standards.

### **5.7. Scope in Relation to School Transport**

The policy extends to all transportation arrangements provided, managed, or supervised by the school.

This includes:

- School buses.
- Contracted transport services.
- Educational trip transportation.
- Sports and activity transportation.

Students must be protected during travel to and from school and while participating in school-sponsored activities.

Drivers, conductors, attendants, and transport personnel are required to comply with all child protection provisions.

### **5.8. Scope in Relation to Online and Digital Environments**

Recognizing the increasing use of technology in education, this policy applies to all digital and online interactions associated with the school.

This includes:

- Virtual classrooms.
- Online meetings.
- Educational platforms.
- School websites.
- School-managed social media platforms.
- Learning management systems.
- School communication applications.

The policy seeks to protect students from:

- Cyberbullying.

- Online harassment.
- Digital exploitation.
- Inappropriate communication.
- Unauthorized sharing of information.
- Exposure to harmful online content.

All digital interactions involving students must adhere to professional and ethical standards.

### **5.9. Scope in Relation to Child Protection Concerns**

This policy applies to all concerns involving:

- Child abuse.
- Sexual offences.
- Physical violence.
- Emotional mistreatment.
- Verbal abuse.
- Neglect.
- Exploitation.
- Harassment.
- Bullying.
- Cyberbullying.
- Discrimination.
- Unsafe conduct.

The policy applies whether concerns arise:

- Within the school.
- During school activities.
- During transportation.
- Through digital communication.

- Through reports made by students, parents, staff, or external stakeholders.

All concerns shall be addressed in accordance with established procedures.

### **5.10. Scope of Reporting and Investigation**

The policy governs:

- Reporting procedures.
- Documentation requirements.
- Investigation processes.
- Referral mechanisms.
- Support services.
- Follow-up actions.
- Monitoring and review activities.

The school shall ensure that concerns are handled fairly, confidentially, and in accordance with legal requirements.

Where required by law, cases shall be reported to appropriate authorities, including law enforcement agencies and child welfare bodies.

### **5.11. Scope of Awareness, Training, and Capacity Building**

The policy covers all awareness and training initiatives conducted by the school.

These may include:

- Child protection awareness programmes.
- POCSO awareness sessions.
- Staff training workshops.
- Parent orientation programmes.
- Student safety education.
- Cyber safety campaigns.
- Anti-bullying initiatives.
- Mental health and counselling programmes.

Participation in such programmes is considered an important component of the school's safeguarding framework.

### **5.12. Scope of Monitoring and Review**

The Child Safety and POCSO Committee shall oversee implementation of this policy and monitor compliance across all areas of school functioning.

Monitoring activities include:

- Policy implementation reviews.
- Committee meetings.
- Documentation audits.
- Awareness programme evaluations.
- Incident analysis.
- Risk assessments.
- Compliance verification.

Regular monitoring helps ensure the effectiveness of safeguarding measures and supports continuous improvement.

### **5.13. Limitations of Scope**

While the school will take all reasonable steps to protect students and respond to concerns, certain matters occurring entirely outside the school's authority may require involvement of parents, law enforcement agencies, child welfare authorities, or other competent bodies.

In such cases, the school shall provide appropriate support and cooperation while acting within its legal and institutional responsibilities.

The scope of this policy reflects Alevoor Poornaprajna Public School's comprehensive commitment to child protection and student welfare. By clearly defining the individuals, activities, locations, and situations covered under the policy, the school ensures that safeguarding measures remain effective, consistent, and applicable across all aspects of school life.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to reflect changes in legislation, educational requirements, operational practices, or emerging child protection concerns.

## 6. POCSO Compliance Framework

Alevoor Poornaprajna Public School is firmly committed to protecting children from all forms of sexual abuse, harassment, exploitation, and misconduct. The school recognises its legal, ethical, and institutional responsibility to ensure full compliance with the provisions of the **Protection of Children from Sexual Offences (POCSO) Act, 2012**, and all related rules, regulations, government notifications, and educational guidelines issued by competent authorities.

The POCSO Act was enacted by the Government of India to provide comprehensive protection to children against sexual offences and to establish child-friendly procedures for reporting, investigation, and prosecution of offences involving minors. The Act recognises the vulnerability of children and seeks to safeguard their rights, dignity, privacy, and well-being throughout the legal process.

Alevoor Poornaprajna Public School adopts a proactive, preventive approach to child protection and is committed to creating a safe educational environment where every student feels secure, respected, valued, and empowered to seek assistance whenever required.

### 6.1. Purpose of the POCSO Compliance Framework

The purpose of this framework is to:

- Ensure compliance with the provisions of the POCSO Act, 2012.
- Protect students from sexual abuse, harassment, exploitation, and misconduct.
- Establish clear procedures for prevention, reporting, response, and documentation.
- Promote awareness among students, parents, teachers, and staff members.
- Facilitate timely intervention and support for affected children.
- Strengthen accountability and responsibility among all stakeholders.
- Create a child-friendly environment that encourages disclosure and reporting of concerns.

This framework serves as a guide for all stakeholders in understanding their roles and responsibilities regarding child protection and POCSO compliance.

### 6.2. Legal Framework

The POCSO Compliance Framework is based upon the following legal and regulatory provisions:

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

The POCSO Act provides legal protection to children below the age of eighteen years against:

- Sexual assault.
- Aggravated sexual assault.
- Sexual harassment.
- Use of children for pornographic purposes.
- Sexual exploitation and abuse.

The Act establishes child-friendly procedures for reporting, recording evidence, investigating, and conducting trials.

### **Juvenile Justice (Care and Protection of Children) Act, 2015**

The Juvenile Justice Act strengthens the protection and welfare of children and promotes their rehabilitation, care, and support.

### **Right of Children to Free and Compulsory Education Act, 2009**

The Act guarantees every child the right to education in a safe, secure, and child-friendly environment free from fear and abuse.

### **CBSE Safety Guidelines**

The school adheres to all child protection and safety directives issued by the Central Board of Secondary Education (CBSE) relating to student welfare, child protection, and school safety.

## **6.3. Guiding Principles**

The implementation of this framework shall be guided by the following principles:

### **Best Interests of the Child**

The welfare and safety of the child shall always be the primary consideration in all decisions and actions.

### **Dignity and Respect**

Every child shall be treated with dignity, sensitivity, fairness, and respect throughout all processes.

### **Confidentiality**

Information relating to child protection concerns shall be handled confidentially and shared only with authorized individuals as required by law.

### **Non-Discrimination**

All children shall receive equal protection irrespective of gender, religion, caste, language, socio-economic status, disability, or personal circumstances.

### **Child Participation**

Children shall be encouraged to express concerns and participate in decisions affecting their safety whenever appropriate.

## **6.4. School Commitment to POCSO Compliance**

Alevoor Poornaprajna Public School is committed to:

- Maintaining a safe and secure educational environment.
- Preventing all forms of sexual abuse and exploitation.
- Promoting awareness regarding personal safety and child rights.
- Establishing accessible reporting mechanisms.
- Providing timely support and intervention.
- Ensuring compliance with mandatory reporting obligations.
- Cooperating with law enforcement and child welfare authorities.
- Maintaining accurate records and documentation.
- Reviewing and improving child protection measures regularly.

The school adopts a zero-tolerance approach towards any form of sexual misconduct involving children.

## **6.5. POCSO Committee and Child Safety Committee**

To strengthen compliance and monitoring, the school has constituted a Child Safety and POCSO Committee comprising representatives from school administration, teaching staff, legal services, law enforcement, parents, special education, and student leadership. The committee is responsible for overseeing implementation of child protection measures and ensuring compliance with statutory requirements.

The committee shall:

- Monitor implementation of safeguarding practices.

- Review complaints and concerns.
- Conduct awareness activities.
- Recommend corrective measures.
- Ensure policy compliance.
- Review child safety procedures periodically.

## **6.6. Awareness and Preventive Education**

The school believes that prevention through awareness is one of the most effective child protection strategies.

Accordingly, the school shall organize:

### **Student Awareness Programmes**

Students shall be educated regarding:

- Personal safety.
- Safe and unsafe touch.
- Body autonomy.
- Respectful behaviour.
- Reporting mechanisms.
- Online safety and cyber protection.

### **Staff Training Programmes**

Teachers and staff members shall receive training regarding:

- Child protection responsibilities.
- POCSO provisions.
- Mandatory reporting obligations.
- Handling disclosures and complaints.
- Appropriate professional conduct.

### **Parent Awareness Programmes**

Parents shall be informed regarding:

- Child safety concerns.
- Digital safety.
- Emotional well-being.
- Early identification of risks.
- Available support systems.

### **6.7. Reporting Mechanism**

The school shall maintain multiple child-friendly reporting channels.

Students may report concerns to:

- Principal.
- Class Teachers.
- Child Safety Committee Members.
- School Counsellor.
- Designated Child Protection Officer.
- Trusted Staff Members.

Reports may be submitted verbally or in writing.

Students shall never be discouraged from reporting concerns relating to their safety or welfare.

### **6.8. Mandatory Reporting**

Under the POCSO Act, certain offences must be reported to the appropriate authorities.

Accordingly:

- Any suspected or disclosed sexual offence involving a child shall be treated seriously.
- School authorities shall take immediate action.
- Mandatory reporting obligations shall be fulfilled.
- Appropriate authorities shall be informed as required by law.
- Necessary support shall be provided to the affected child.

Failure to report a known offence may attract legal consequences under applicable law.

### **6.9. Response to Complaints and Concerns**

Whenever a concern is reported, the school shall:

1. Ensure the immediate safety of the child.
2. Record the concern appropriately.
3. Maintain confidentiality.
4. Inform designated authorities where required.
5. Provide emotional support and counselling.
6. Cooperate with investigations.
7. Maintain proper documentation.
8. Monitor follow-up actions.

The school shall ensure that the dignity and privacy of the child are protected throughout the process.

### **6.10. Documentation and Record Keeping**

Accurate records are essential for accountability and compliance.

The school shall maintain records relating to:

- Complaints received.
- Actions taken.
- Committee meetings.
- Awareness programmes.
- Training sessions.
- Counselling interventions.
- Compliance reviews.

All records shall be maintained securely and confidentially.

### **6.11. Protection Against Retaliation**

Students who report concerns shall be protected from retaliation, intimidation, victimization, discrimination, or adverse treatment.

The school shall take appropriate action against any individual attempting to discourage reporting or retaliate against a complainant.

### **6.12. Periodic Review and Monitoring**

The Child Safety and POCSO Committee shall periodically review:

- Policy implementation.
- Reporting mechanisms.
- Awareness programmes.
- Training initiatives.
- Safety measures.
- Documentation practices.
- Compliance requirements.

Recommendations for improvement shall be submitted to the School Management for consideration and implementation.

### **6.13. Continuous Improvement**

Alevoor Poornaprajna Public School is committed to strengthening its child protection framework through continuous evaluation, stakeholder feedback, legal updates, training programmes, and adoption of best practices in safeguarding.

The school shall remain vigilant in identifying emerging risks and implementing measures necessary to ensure the safety and welfare of students.

The POCSO Compliance Framework reflects Alevoor Poornaprajna Public School's unwavering commitment to protecting children and maintaining the highest standards of safety, welfare, dignity, and legal compliance. Through awareness, prevention, reporting mechanisms, support systems, monitoring, and accountability, the school strives to create an environment where every child can learn, grow, and thrive without fear.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and revised whenever necessary to reflect changes in legislation, educational requirements, government guidelines, or institutional practices.

## 7. Child Safety Committee

Alevoor Poornaprajna Public School is committed to providing a safe, secure, inclusive, and child-friendly educational environment where every student is protected from abuse, neglect, exploitation, discrimination, bullying, harassment, and any form of physical, emotional, psychological, or sexual harm. In accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, CBSE guidelines, and other applicable child protection regulations, the school has constituted a Child Safety and POCSO Committee to oversee and strengthen child protection measures within the institution.

The Child Safety Committee serves as the primary body responsible for safeguarding students, monitoring policy implementation, promoting awareness, facilitating reporting mechanisms, and ensuring compliance with legal and institutional requirements relating to child protection.

The committee functions as a multidisciplinary body comprising representatives from school administration, education, law enforcement, legal services, parents, special education, and students. This diverse representation enables the committee to address child protection concerns effectively while ensuring transparency, accountability, and sensitivity in decision-making.

### 7.1. Objectives of the Child Safety Committee

The Child Safety Committee has been established with the following objectives:

- To safeguard students against verbal, non-verbal, physical, emotional, psychological, and sexual abuse.
- To ensure implementation of the Child Protection Policy and POCSO Compliance Framework.
- To create a safe and supportive learning environment for all students.
- To promote awareness regarding child rights, personal safety, and responsible behaviour.
- To establish effective complaint reporting and response mechanisms.
- To monitor child protection practices and recommend improvements.
- To coordinate awareness programmes for students, parents, and staff members.
- To ensure compliance with legal and regulatory requirements relating to child protection.
- To provide guidance and support to students facing safety or welfare concerns.

- To periodically review safeguarding measures and recommend corrective actions where necessary.

## 7.2. Constitution of the Child Safety Committee (2026–27)

The Child Safety and POCSO Committee of Alevoor Poornaprajna Public School consists of the following members:

Sl. No.	Name	Designation	Category
1	Mrs. Sandhya V Baljekar	Principal	Presiding Officer
2	Mr. Thimmesh	Sub Inspector, Manipal Circle	Police Representative
3	Mr. Srinivasa Upadhyaya	Advocate, Alevoor, Udupi	Legal Representative
4	Mrs. Savitha	Senior Teacher – Parent Representative	Member
5	Mrs. Suvarna	Senior Teacher	Member
6	Mrs. Shaila Ammanna	Special Educator	Member
7	Mrs. Madhuri	Parent Representative	Member
8	Mrs. Pramila Devadiga	Parent Representative	Member
9	Ms. Adithi	Head Girl	Student Representative
10	Mr. Abhinav	Head Boy	Student Representative

The committee shall function under the leadership of the Presiding Officer and shall meet periodically to review child safety matters, evaluate policy implementation, and recommend measures for strengthening student protection systems.

## 7.3. Roles and Responsibilities of the Committee

The Child Safety Committee shall be responsible for:

### Policy Implementation

- Ensuring effective implementation of the Child Protection Policy.
- Monitoring compliance with child protection laws and regulations.
- Reviewing school procedures relating to student welfare and safety.

### **Prevention and Awareness**

- Conducting awareness programmes on child protection and POCSO.
- Promoting awareness regarding safe and unsafe touch.
- Organising anti-bullying and cyber safety campaigns.
- Encouraging responsible and respectful behaviour among students.

### **Monitoring and Risk Assessment**

- Identifying potential risks affecting student safety.
- Assessing school infrastructure from a child safety perspective.
- Recommending improvements to security arrangements and supervision practices.

### **Complaint Handling**

- Receiving and reviewing child protection concerns.
- Ensuring prompt and confidential handling of complaints.
- Facilitating appropriate interventions and support mechanisms.
- Referring cases to competent authorities when legally required.

### **Student Welfare Support**

- Supporting students experiencing emotional, behavioural, or safety-related concerns.
- Coordinating counselling and guidance services where necessary.
- Promoting a child-friendly environment that encourages help-seeking behaviour.

### **Parent Engagement**

- Involving parents in awareness and prevention initiatives.
- Providing guidance on child safety and digital well-being.
- Encouraging collaborative approaches to safeguarding children.

#### **7.4. Meetings of the Committee**

The Child Safety Committee shall meet regularly to review safeguarding measures, assess concerns, and evaluate the effectiveness of child protection initiatives.

The committee shall:

- Meet periodically during the academic year.
- Maintain records of discussions and decisions.
- Document actions taken and follow-up measures.
- Review complaints and recommendations.
- Monitor implementation of awareness programmes.
- Recommend policy revisions where necessary.

Minutes of meetings shall be recorded and maintained as part of the school's compliance documentation.

#### **7.5. Reporting and Confidentiality**

The committee shall ensure that all reports relating to child protection are handled with:

- Confidentiality.
- Sensitivity.
- Fairness.
- Professionalism.
- Respect for the rights and dignity of the child.

Information shall only be shared with authorized persons and authorities as required under law or school procedures.

#### **7.6. Training and Capacity Building**

Committee members shall participate in periodic training and awareness programmes to strengthen their understanding of:

- Child protection principles.
- POCSO Act requirements.
- Reporting procedures.

- Counselling and support mechanisms.
- Child rights and welfare practices.
- Emerging child safety concerns.

Regular training ensures that committee members remain equipped to perform their responsibilities effectively.

### **7.7. Review and Accountability**

The Child Safety Committee shall periodically evaluate its functioning and review child protection measures implemented by the school.

The committee shall:

- Monitor implementation of recommendations.
- Assess the effectiveness of awareness initiatives.
- Review incidents and corrective actions.
- Strengthen safeguarding practices through continuous improvement.
- Submit recommendations to the school management whenever necessary.

The Child Safety Committee plays a vital role in ensuring that Alevoor Poornaprajna Public School remains a safe, caring, and child-centred educational institution. Through proactive prevention, effective monitoring, awareness programmes, responsive support systems, and compliance with legal requirements, the committee seeks to safeguard the rights, dignity, welfare, and well-being of every student.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever there are changes in the committee's composition, legal requirements, institutional policies, or child protection practices.

This chapter should come immediately after **Scope** and before **Roles & Responsibilities** in your handbook.

## **8. Roles and Responsibilities**

Alevoor Poornaprajna Public School recognises that safeguarding children is a shared responsibility that requires the active participation of every stakeholder associated with the institution. Effective child protection can only be achieved when school management, administrators, teachers, staff members, parents, students, committee members, and external stakeholders work together to create and maintain a safe, secure, respectful, and child-friendly educational environment.

This chapter defines the roles and responsibilities of all individuals and groups involved in implementing the Child Protection Policy and POCSO Compliance Framework. It establishes accountability and ensures that every stakeholder understands their obligations in safeguarding children and promoting their welfare.

### **8.1. Shared Responsibility for Child Protection**

Every person associated with Alevoor Poornaprajna Public School has a duty to:

- Protect students from harm.
- Promote student welfare and well-being.
- Respect children's rights and dignity.
- Report child protection concerns promptly.
- Cooperate with investigations and review processes.
- Support awareness and prevention initiatives.
- Maintain confidentiality and professionalism.
- Contribute to a safe and inclusive school environment.

Child protection is not the responsibility of a single individual but a collective commitment of the entire school community.

### **8.2. Responsibilities of the School Management**

The School Management shall provide leadership, guidance, oversight, and resources necessary for the effective implementation of child protection measures.

The School Management shall:

- Approve and support the Child Protection Policy.
- Ensure compliance with legal and regulatory requirements.
- Constitute and support the Child Safety and POCSO Committee.
- Allocate adequate resources for child protection initiatives.
- Facilitate awareness programmes and training activities.
- Review policy implementation periodically.
- Ensure that child safety remains a priority in school operations.

- Promote a culture of accountability and transparency.

The management shall also ensure that appropriate action is taken whenever safeguarding concerns arise.

### **8.3. Responsibilities of the Principal**

The Principal serves as the Presiding Officer of the Child Safety and POCSO Committee and plays a central role in policy implementation.

The Principal shall:

- Provide overall leadership for child protection initiatives.
- Ensure implementation of the Child Protection Policy.
- Monitor compliance with POCSO and related regulations.
- Receive and review child protection concerns.
- Coordinate committee meetings and review activities.
- Facilitate reporting and referral processes.
- Ensure confidentiality and sensitivity in handling cases.
- Support students and families affected by child protection concerns.
- Coordinate awareness programmes and training initiatives.
- Maintain communication with management and authorities when required.

The Principal shall ensure that all child protection matters receive prompt attention and appropriate intervention.

### **8.4. Responsibilities of the Child Safety and POCSO Committee**

The Child Safety and POCSO Committee is responsible for monitoring and strengthening safeguarding practices throughout the institution.

The Committee shall:

- Monitor implementation of the Child Protection Policy.
- Review child safety measures periodically.
- Promote awareness regarding child rights and personal safety.
- Conduct risk assessments and recommend improvements.

- Review complaints and concerns relating to child welfare.
- Support investigations and response procedures.
- Facilitate counselling and referral services when required.
- Recommend corrective and preventive measures.
- Maintain records of meetings and actions taken.
- Review policy effectiveness annually.

The Committee shall function as the primary oversight body for child protection within the school.

### **8.5. Responsibilities of Teachers**

Teachers play a vital role in safeguarding children because of their daily interaction with students.

Teachers shall:

- Maintain a safe and respectful classroom environment.
- Treat all students with dignity and fairness.
- Promote positive behaviour and mutual respect.
- Observe and identify signs of distress, abuse, neglect, or bullying.
- Report concerns promptly to the Principal or Committee.
- Participate in child protection training programmes.
- Educate students regarding personal safety and responsible behaviour.
- Support students experiencing emotional or behavioural difficulties.
- Maintain professional boundaries in all interactions.
- Avoid any conduct that could compromise student safety or welfare.

Teachers must remain vigilant and responsive to students' needs at all times.

### **8.6. Responsibilities of the Special Educator**

The Special Educator has a unique responsibility in supporting vulnerable students and ensuring that safeguarding measures are inclusive.

The Special Educator shall:

- Support students with special educational needs.
- Identify safeguarding concerns affecting vulnerable children.
- Provide guidance regarding inclusive safety practices.
- Collaborate with teachers, parents, and committee members.
- Participate in case reviews and intervention planning.
- Promote equal access to support services.

### **8.7. Responsibilities of Administrative and Non-Teaching Staff**

Administrative personnel, office staff, support staff, security personnel, housekeeping staff, drivers, and attendants also play an important role in safeguarding students.

Their responsibilities include:

- Treating students respectfully and appropriately.
- Reporting concerns immediately.
- Following school safety procedures.
- Cooperating with investigations.
- Maintaining confidentiality.
- Participating in awareness programmes and training sessions.

No employee shall ignore or dismiss concerns relating to student welfare.

### **8.8. Responsibilities of the Police Representative**

The Police Representative provides professional guidance regarding legal and safety matters and supports the school in strengthening child protection mechanisms.

Responsibilities include:

- Advising on legal compliance and reporting procedures.
- Supporting awareness programmes.
- Assisting during serious child protection cases when required.
- Promoting child safety and crime prevention awareness.

- Strengthening coordination between school and law enforcement agencies.

### **8.9. Responsibilities of the Legal Representative**

The Legal Representative provides guidance regarding legal obligations and procedures under applicable child protection laws.

Responsibilities include:

- Advising the committee on legal matters.
- Supporting compliance with the POCSO Act and related laws.
- Reviewing procedures and documentation where necessary.
- Assisting in understanding legal responsibilities.
- Promoting lawful and ethical handling of complaints.

### **8.10. Responsibilities of Parent Representatives**

Parent Representatives provide valuable perspectives regarding student welfare and family concerns.

Parent Representatives shall:

- Participate actively in committee activities.
- Support awareness initiatives.
- Promote communication between school and families.
- Encourage responsible parenting practices.
- Assist in strengthening community awareness regarding child safety.

### **8.11. Responsibilities of Student Representatives**

Student Representatives help create awareness among peers and promote a positive school culture.

Student Representatives shall:

- Promote respect and responsible behaviour.
- Encourage students to report concerns.
- Participate in awareness programmes.

- Support anti-bullying initiatives.
- Serve as positive role models within the student community.

Student representatives shall not be expected to investigate complaints but may support awareness and communication efforts.

### **8.12. Responsibilities of Parents and Guardians**

Parents and guardians are essential partners in protecting children and promoting their well-being.

Parents shall:

- Support the objectives of the Child Protection Policy.
- Maintain regular communication with the school.
- Report concerns regarding their child's welfare.
- Participate in awareness programmes.
- Monitor children's emotional well-being and online activities.
- Encourage responsible behaviour and safe decision-making.
- Cooperate with school authorities during investigations or interventions.

### **8.13. Responsibilities of Students**

Students also share responsibility for maintaining a safe school environment.

Students are encouraged to:

- Treat others with respect and dignity.
- Follow school rules and expectations.
- Report unsafe situations and concerns.
- Avoid bullying, harassment, or harmful behaviour.
- Participate actively in awareness programmes.
- Support peers who may need assistance.

Students should never hesitate to seek help from trusted adults whenever they feel unsafe or concerned.

#### **8.14. Confidentiality and Ethical Responsibilities**

All stakeholders involved in child protection matters shall:

- Respect confidentiality.
- Avoid unnecessary disclosure of information.
- Protect the dignity and privacy of children.
- Act in the best interests of students.
- Follow established procedures and ethical standards.

Confidentiality shall not prevent reporting where disclosure is legally required for child protection purposes.

#### **8.15. Accountability and Review**

Every stakeholder is accountable for fulfilling their responsibilities under this policy.

The Child Safety and POCSO Committee shall periodically review:

- Implementation of responsibilities.
- Compliance with policy requirements.
- Effectiveness of safeguarding measures.
- Training and awareness activities.
- Areas requiring improvement.

Recommendations shall be submitted to the School Management for appropriate action.

The effective implementation of child protection measures depends upon the active participation and commitment of all stakeholders. Through clearly defined roles and responsibilities, Alevoor Poornaprajna Public School seeks to ensure accountability, promote a culture of safety and respect, and provide every student with a secure environment in which they can learn, grow, and thrive.

## 9. Reporting Mechanism

Alevoor Poornaprajna Public School recognises that an effective child protection system depends upon the availability of safe, accessible, confidential, and child-friendly reporting mechanisms. The school is committed to ensuring that every student, parent, teacher, employee, volunteer, visitor, or stakeholder has the opportunity to report concerns relating to child safety, welfare, abuse, neglect, exploitation, bullying, harassment, discrimination, or any conduct that may place a child at risk.

The school believes that early reporting and timely intervention are essential to preventing harm and protecting children's well-being. Accordingly, the institution has established a structured reporting mechanism that promotes trust, transparency, confidentiality, accountability, and compliance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, and other relevant laws and regulations.

The reporting mechanism seeks to create an environment where students feel comfortable speaking up about concerns and are confident that their reports will be taken seriously, handled sensitively, and addressed appropriately.

### 9.1. Objectives of the Reporting Mechanism

The primary objectives of the reporting mechanism are:

- To provide safe and accessible channels for reporting concerns.
- To encourage early identification of child protection issues.
- To facilitate prompt intervention and support.
- To protect students from abuse, neglect, exploitation, and harm.
- To ensure compliance with legal and regulatory requirements.
- To promote a culture of openness, trust, and accountability.
- To provide protection against retaliation or victimization.
- To maintain confidentiality and respect for the dignity of all individuals involved.

### 9.2. What Should Be Reported

Any concern that affects the safety, welfare, dignity, or well-being of a child should be reported immediately.

Examples include:

### **Physical Abuse**

- Hitting, slapping, kicking, or physical punishment.
- Excessive disciplinary practices.
- Physical intimidation or threats.

### **Emotional and Psychological Abuse**

- Humiliation or verbal abuse.
- Threatening behaviour.
- Repeated insults or ridicule.
- Emotional manipulation.

### **Sexual Abuse and Harassment**

- Inappropriate touching.
- Sexual comments or gestures.
- Sexual harassment.
- Online sexual exploitation.
- Any conduct prohibited under the POCSO Act.

### **Bullying and Cyberbullying**

- Physical bullying.
- Verbal bullying.
- Social exclusion.
- Online harassment.
- Sharing harmful or inappropriate content.

### **Neglect and Safety Concerns**

- Unsafe school conditions.
- Lack of supervision.
- Repeated neglect of a child's welfare.

- Situations that place children at risk.

### **Any Other Concern**

Any situation that causes a student to feel unsafe, threatened, uncomfortable, or distressed should be reported without delay.

### **9.3. Who Can Report a Concern**

The school encourages reporting by any person who becomes aware of a child protection concern.

Reports may be made by:

- Students.
- Parents and guardians.
- Teachers.
- School administrators.
- Non-teaching staff.
- Child Safety Committee members.
- Volunteers.
- Visitors.
- Contractors and service providers.
- Community members.

A report does not need proof or evidence before it is submitted. Genuine concerns should always be reported.

### **9.4. Reporting Channels**

To ensure accessibility and convenience, multiple reporting channels are available.

#### **Students May Report To**

- Class Teacher.
- Subject Teacher.
- Principal.

- Child Safety Committee Member.
- School Counsellor.
- Trusted Adult within the School.

### **Parents May Report To**

- Principal.
- Class Teacher.
- Child Safety Committee.
- School Office.
- Designated Child Protection Officer.

### **Staff Members May Report To**

- Principal.
- Child Safety Committee.
- School Management.
- Appropriate Authorities where legally required.

Multiple reporting options ensure that students and stakeholders can choose the channel with which they feel most comfortable.

## **9.5. Child-Friendly Reporting Environment**

The school is committed to creating an environment where students feel safe and supported when reporting concerns.

Students shall:

- Be listened to respectfully.
- Be treated with dignity and compassion.
- Be allowed to express concerns freely.
- Not to be blamed for reporting.
- Receive appropriate support and reassurance.

School personnel must ensure that children are never discouraged from reporting concerns.

## **9.6. Complaint and Suggestion Box**

The school shall maintain a complaint and suggestion box in an accessible location to encourage confidential reporting of concerns.

The purpose of the complaint box is to:

- Provide an alternative reporting option.
- Encourage students to express concerns.
- Facilitate anonymous reporting where appropriate.
- Strengthen student participation in safeguarding efforts.

The Child Safety Committee shall review submissions periodically and take necessary action.

## **9.7. Immediate Response to Reports**

Upon receiving a report, the school shall:

### **Step 1: Ensure Immediate Safety**

The immediate safety and welfare of the child shall be prioritized.

### **Step 2: Listen Carefully**

The person receiving the report shall:

- Remain calm.
- Listen attentively.
- Avoid judgment or criticism.
- Allow the child to speak freely.

### **Step 3: Record the Concern**

The concern shall be documented accurately, including:

- Date and time.
- Nature of concern.
- Individuals involved.
- Actions taken.

#### **Step 4: Inform Appropriate Authorities**

The concern shall be referred to the Principal and Child Safety Committee for appropriate action.

#### **9.8. Mandatory Reporting Under POCSO**

The school recognizes its obligations under the Protection of Children from Sexual Offences (POCSO) Act, 2012.

Where there is knowledge, suspicion, disclosure, or evidence of a sexual offence involving a child:

- Immediate action shall be taken.
- Mandatory reporting requirements shall be followed.
- Appropriate authorities shall be informed.
- The child's safety shall remain the highest priority.

Failure to report certain offences may result in legal consequences under applicable laws.

#### **9.9. Confidentiality**

All reports and concerns shall be handled confidentially.

Confidentiality shall include:

- Protection of the identity of the child.
- Restricted access to information.
- Secure maintenance of records.
- Respect for privacy and dignity.

Information shall only be shared with individuals who have a legitimate need to know or where disclosure is legally required.

#### **9.10. Protection Against Retaliation**

No student, parent, employee, or stakeholder shall suffer retaliation for reporting a genuine concern in good faith.

The school shall prohibit:

- Intimidation.

- Victimisation.
- Threats.
- Harassment.
- Discrimination.
- Retaliatory actions.

Any attempt to discourage reporting or retaliate against a complainant shall be treated as a serious violation of school policy.

### **9.11. Documentation and Record Keeping**

The school shall maintain proper records of:

- Complaints received.
- Incident reports.
- Actions taken.
- Referrals made.
- Investigations conducted.
- Committee reviews.
- Follow-up actions.

Records shall be maintained securely and confidentially in accordance with legal and institutional requirements.

### **9.12. Follow-Up and Support**

Reporting does not end with the submission of a complaint.

The school shall ensure:

- Timely follow-up.
- Emotional support and counselling.
- Monitoring of student welfare.
- Communication with parents where appropriate.
- Ongoing review of safety measures.

The welfare of the child shall remain the primary concern throughout the process.

### **9.13. Awareness Regarding Reporting Mechanisms**

The school shall regularly educate students, staff, and parents regarding:

- Available reporting channels.
- Child rights.
- Personal safety.
- POCSO provisions.
- Complaint procedures.
- Confidentiality protections.

Awareness programmes help ensure that all stakeholders understand how and when concerns should be reported.

### **9.14. Review of Reporting Procedures**

The Child Safety and POCSO Committee shall periodically review the effectiveness of the reporting mechanism.

The review shall consider:

- Accessibility of reporting channels.
- Number and nature of concerns reported.
- Response times.
- Follow-up effectiveness.
- Stakeholder feedback.
- Compliance with legal requirements.

Necessary improvements shall be implemented to strengthen the system.

An effective reporting mechanism is one of the most important safeguards within any child protection framework. Alevoor Poornaprajna Public School is committed to ensuring that every child, parent, employee, and stakeholder has access to safe, confidential, and reliable reporting channels. Through early reporting, prompt intervention, appropriate support, and continuous monitoring, the school seeks to protect students, uphold their rights, and maintain a secure and nurturing educational environment.

# 10. Action Procedures

Alevoor Poornaprajna Public School is committed to ensuring that every child protection concern, complaint, disclosure, allegation, suspicion, or incident involving student safety is handled promptly, fairly, sensitively, confidentially, and in accordance with applicable laws, school policies, and established safeguarding procedures.

The purpose of this chapter is to establish a clear framework for responding to child protection concerns and ensuring that appropriate action is taken whenever the safety, welfare, dignity, or well-being of a student is at risk. Effective action procedures help ensure timely intervention, protect children from further harm, provide necessary support, and maintain compliance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, and other relevant regulations.

The school recognizes that every child protection concern is unique and requires careful assessment. However, all cases shall be handled according to the guiding principles of child safety, confidentiality, fairness, accountability, and the best interests of the child.

## 10.1. Objectives of the Action Procedures

The objectives of these action procedures are:

- To ensure prompt response to child protection concerns.
- To safeguard children from further harm.
- To establish clear responsibilities for handling complaints.
- To ensure compliance with legal and regulatory requirements.
- To provide appropriate support to affected students.
- To promote consistency and accountability in decision-making.
- To facilitate proper documentation and record keeping.
- To strengthen trust in the school's child protection system.

## 10.2. Guiding Principles

All actions taken under this procedure shall be guided by the following principles:

### Best Interests of the Child

The safety, welfare, dignity, and well-being of the child shall always be the primary consideration.

## **Confidentiality**

Information relating to child protection concerns shall be shared only with authorized individuals and authorities.

## **Fairness and Impartiality**

All concerns shall be addressed objectively and without prejudice.

## **Timeliness**

Appropriate action shall be taken without unnecessary delay.

## **Compliance**

All procedures shall comply with applicable laws, regulations, and school policies.

### **10.3. Receipt of a Complaint or Concern**

A complaint or concern may be received through:

- A student disclosure.
- Parent communication.
- Teacher observation.
- Staff report.
- Complaint or suggestion box.
- Written complaint.
- Anonymous report.
- Online communication.
- Referral by an external authority.

Every concern shall be treated seriously and handled with sensitivity.

No concern shall be dismissed without appropriate consideration and review.

### **10.4. Immediate Safety Assessment**

Upon receiving a complaint, the first priority shall be the safety of the child.

School authorities shall immediately assess:

- Whether the child is in immediate danger.
- Whether urgent intervention is required.
- Whether medical assistance is necessary.
- Whether the child requires emotional support.
- Whether temporary protective measures are needed.

If a child is at immediate risk, appropriate protective action shall be taken without delay.

### **10.5. Initial Response Procedure**

The person receiving the complaint shall:

#### **Listen Carefully**

- Remain calm and supportive.
- Allow the child to speak freely.
- Avoid interrupting unnecessarily.
- Reassure the child that reporting was the right decision.

#### **Avoid Leading Questions**

The recipient shall not:

- Pressure the child for information.
- Suggest answers.
- Make assumptions.
- Conduct an investigation.

The objective is to gather sufficient information to ensure safety and initiate appropriate procedures.

#### **Provide Reassurance**

Students should be informed that:

- They are being taken seriously.
- They will be supported.

- Appropriate action will be taken.
- Their safety is important.

#### **10.6. Documentation of the Concern**

The concern shall be documented promptly and accurately.

Documentation shall include:

- Date and time of report.
- Name of reporting person.
- Nature of concern.
- Individuals involved.
- Actions taken immediately.
- Names of persons informed.
- Follow-up recommendations.

Where possible, statements should be recorded using the child's own words.

All documentation shall be maintained securely and confidentially.

#### **10.7. Notification to the Principal and Committee**

The Principal and Child Safety and POCSO Committee shall be informed immediately after receiving a report involving child protection concerns.

The committee shall:

- Review the information available.
- Assess the seriousness of the concern.
- Determine immediate protective measures.
- Recommend appropriate interventions.
- Ensure compliance with legal obligations.

The committee shall maintain records of all decisions and actions taken.

## **10.8. Counselling and Student Support**

The school recognizes that child protection concerns may cause emotional distress and anxiety.

Where appropriate, support shall include:

- Counselling sessions.
- Emotional support.
- Guidance and reassurance.
- Academic support where necessary.
- Referral to professional services if required.

The school shall ensure that affected students receive appropriate care and support throughout the process.

## **10.9. 10.9 Communication with Parents or Guardians**

Parents or guardians shall be informed whenever appropriate and legally permissible.

Communication shall be:

- Sensitive.
- Respectful.
- Confidential.
- Timely.
- Focused on student welfare.

The school shall maintain transparency while ensuring that communication does not compromise the safety of the child or any ongoing legal process.

## **10.10. Internal Review Procedure**

The Child Safety and POCSO Committee shall review concerns and determine appropriate action.

Possible actions may include:

- Counselling.
- Behavioural intervention.

- Awareness sessions.
- Mediation where appropriate.
- Monitoring and supervision.
- Corrective measures.
- Referral to external agencies.

Every action shall be based upon the facts of the case and the best interests of the child.

### **10.11. Cases Involving Bullying or Harassment**

Where concerns involve bullying, cyberbullying, harassment, or peer misconduct, the school shall:

- Investigate the matter promptly.
- Provide support to affected students.
- Counsel involved parties.
- Inform parents where necessary.
- Implement corrective measures.
- Monitor future interactions.

Repeated violations may result in disciplinary action according to school regulations.

### **10.12. Cases Involving Staff Misconduct**

Where allegations involve school employees:

- The matter shall be reported immediately to the Principal and Management.
- Appropriate precautionary measures shall be considered.
- A fair review shall be conducted.
- Legal obligations shall be fulfilled where applicable.
- Confidentiality shall be maintained throughout the process.

The school shall ensure that investigations are conducted fairly and professionally.

### **10.13. Cases Covered Under the POCSO Act**

Where a complaint involves sexual abuse, sexual harassment, exploitation, or conduct covered by the POCSO Act:

- Immediate protective measures shall be implemented.
- Mandatory reporting requirements shall be followed.
- Appropriate authorities shall be informed.
- The child shall receive necessary support and protection.
- Full cooperation shall be provided to investigating agencies.

The school shall strictly comply with all legal obligations under the POCSO Act.

### **10.14. Emergency Situations**

In emergency situations involving immediate risk to a child, the school may:

- Contact emergency services.
- Seek medical assistance.
- Notify parents or guardians.
- Inform appropriate authorities.
- Implement emergency protection measures.

Emergency action shall always prioritize the safety of the child.

### **10.15. Corrective and Preventive Measures**

Following review of any incident, the school shall identify measures necessary to prevent recurrence.

Such measures may include:

- Additional supervision.
- Policy revisions.
- Awareness programmes.
- Staff training.
- Student counselling.

- Infrastructure improvements.
- Enhanced monitoring procedures.

The objective is not only to respond to concerns but also to strengthen prevention efforts.

#### **10.16. Record Keeping and Confidential Files**

All records relating to child protection concerns shall be:

- Maintained securely.
- Accessed only by authorized persons.
- Protected from unauthorized disclosure.
- Retained in accordance with legal and institutional requirements.

Confidential files shall be stored separately from general student records whenever appropriate.

#### **10.17. Monitoring and Follow-Up**

Action procedures do not conclude with the initial response.

The school shall:

- Monitor student welfare.
- Review effectiveness of interventions.
- Maintain communication with relevant stakeholders.
- Evaluate outcomes.
- Implement additional support where necessary.

Follow-up activities help ensure that students remain safe and supported.

#### **10.18. Review of Action Procedures**

The Child Safety and POCSO Committee shall periodically review:

- Response timelines.
- Documentation practices.
- Support mechanisms.

- Corrective actions.
- Compliance requirements.
- Effectiveness of interventions.

Recommendations for improvement shall be submitted to the School Management for implementation.

The Action Procedures outlined in this chapter provide a structured and child-centred approach for responding to child protection concerns at Alevoor Poornaprajna Public School. Through timely intervention, appropriate support, careful documentation, legal compliance, and continuous monitoring, the school seeks to ensure that every child receives the protection, care, and support necessary to thrive in a safe educational environment.

These procedures reinforce the school's commitment to safeguarding children, promoting accountability, and maintaining the highest standards of child protection and student welfare.

## **11.Prevention of Corporal Punishment**

Alevoor Poornaprajna Public School firmly believes that every child has the right to be treated with dignity, respect, care, and compassion. The school is committed to providing a safe, nurturing, supportive, and child-friendly educational environment that promotes learning, personal growth, emotional well-being, and positive behaviour without the use of corporal punishment or any form of degrading treatment.

The institution recognises that corporal punishment is harmful to the physical, emotional, psychological, and educational development of children. It undermines self-esteem, damages trust, creates fear, and negatively impacts the learning environment. Therefore, the school adopts a **Zero Tolerance Policy** towards corporal punishment and all forms of physical, verbal, emotional, or psychological abuse.

This chapter establishes the school's commitment to preventing corporal punishment and outlines the responsibilities of all stakeholders in promoting positive discipline practices and child-friendly behaviour management strategies.

### **11.1. Policy Statement on Corporal Punishment**

Alevoor Poornaprajna Public School strictly prohibits:

- Corporal punishment.
- Physical punishment.

- Verbal abuse.
- Emotional abuse.
- Humiliation.
- Harassment.
- Intimidation.
- Degrading treatment.
- Public ridicule.
- Threatening behaviour.
- Psychological punishment.
- Any action that may harm a student's dignity or well-being.

No employee, volunteer, visitor, contractor, or person associated with the school shall engage in any form of corporal punishment under any circumstances.

The school shall take immediate and appropriate action against any person found violating this policy.

## **11.2. Definition of Corporal Punishment**

For the purpose of this policy, corporal punishment refers to any action intended to cause physical discomfort, pain, fear, humiliation, or emotional distress as a means of discipline or behaviour correction.

Examples include:

### **Physical Punishment**

- Hitting.
- Slapping.
- Kicking.
- Pushing.
- Pinching.
- Twisting ears.
- Pulling hair.

- Striking with an object.
- Forcing uncomfortable physical positions.
- Excessive physical exercises as punishment.

### **Emotional and Psychological Punishment**

- Public humiliation.
- Name-calling.
- Insulting remarks.
- Threats.
- Ridicule.
- Intimidation.
- Isolation.
- Discrimination.
- Repeated criticism intended to demean a child.

### **Verbal Abuse**

- Shouting aggressively.
- Use of offensive language.
- Mocking students.
- Making derogatory comments.
- Humiliating students in front of peers.

Such practices are unacceptable and contrary to the values and principles of the school.

### **11.3. Legal Framework**

The prevention of corporal punishment is supported by:

- The Constitution of India.
- The Right of Children to Free and Compulsory Education Act, 2009.
- The Juvenile Justice (Care and Protection of Children) Act, 2015.

- The Protection of Children from Sexual Offences (POCSO) Act, 2012.
- CBSE Affiliation Bye-Laws and Safety Guidelines.
- National Commission for Protection of Child Rights (NCPCR) Guidelines.
- State Government Regulations relating to child welfare and education.

The school is committed to complying fully with all applicable laws and regulations concerning child protection and student welfare.

#### **11.4. Objectives of the Policy**

The objectives of this chapter are:

- To eliminate corporal punishment from the school environment.
- To protect students from physical and emotional harm.
- To promote positive discipline practices.
- To strengthen respectful teacher-student relationships.
- To encourage constructive behaviour management.
- To create a supportive learning atmosphere.
- To promote child rights and dignity.
- To ensure legal compliance and accountability.

#### **11.5. Positive Discipline Approach**

Alevoor Poornaprajna Public School believes that discipline should be educational, constructive, and supportive rather than punitive.

Positive discipline focuses on:

- Respectful communication.
- Guidance and mentoring.
- Encouragement and motivation.
- Behavioural counselling.
- Conflict resolution.
- Restorative practices.

- Development of self-discipline.
- Recognition of positive behaviour.

The objective is to help students understand the consequences of their actions and develop responsible behaviour.

### **11.6. Acceptable Behaviour Management Strategies**

Teachers and staff members are encouraged to use positive and child-friendly approaches, including:

#### **Classroom Management Techniques**

- Establishing clear expectations.
- Encouraging participation.
- Maintaining consistency in rules.
- Providing constructive feedback.
- Reinforcing positive behaviour.

#### **Guidance and Counselling**

- Individual discussions.
- Behavioural counselling.
- Emotional support.
- Goal setting.
- Problem-solving guidance.

#### **Restorative Practices**

- Reflection activities.
- Apology and reconciliation processes.
- Peer mediation where appropriate.
- Community-building exercises.

#### **Parent Involvement**

- Parent-teacher meetings.

- Collaborative behaviour improvement plans.
- Regular communication regarding student welfare.

### **11.7. Responsibilities of Teachers**

Teachers play a critical role in preventing corporal punishment.

Teachers shall:

- Treat students with dignity and respect.
- Maintain professional conduct at all times.
- Use positive discipline strategies.
- Avoid any form of physical or emotional punishment.
- Promote a safe classroom environment.
- Report incidents involving student mistreatment.
- Participate in child protection and behaviour management training.

Teachers are expected to serve as positive role models and demonstrate patience, empathy, and professionalism.

### **11.8. Responsibilities of School Management**

The School Management shall:

- Promote awareness regarding the prohibition of corporal punishment.
- Ensure implementation of this policy.
- Support positive discipline initiatives.
- Provide staff training and professional development.
- Monitor compliance through periodic reviews.
- Take appropriate action in cases of policy violations.

Management shall foster a culture where respect, safety, and student welfare are prioritized.

### **11.9. Responsibilities of Parents**

Parents are important partners in promoting positive discipline.

Parents are encouraged to:

- Support child-friendly behaviour management approaches.
- Maintain communication with teachers.
- Encourage responsible behaviour at home.
- Participate in awareness programmes.
- Report concerns regarding student welfare.

The school and parents shall work together to support the holistic development of children.

### **11.10. Awareness and Capacity Building**

The school shall organize regular programmes relating to:

- Child rights.
- Positive discipline.
- Child protection.
- Behaviour management.
- Mental health and well-being.
- POCSO awareness.
- Safe and respectful communication.

Training programmes shall be conducted for teachers, staff members, parents, and students as appropriate.

### **11.11. Reporting Incidents of Corporal Punishment**

Any student, parent, teacher, staff member, or stakeholder who becomes aware of corporal punishment or inappropriate disciplinary practices shall report the matter immediately.

Reports may be made through:

- Principal.
- Child Safety and POCSO Committee.
- School Management.
- Complaint and Suggestion Box.

- Designated Reporting Channels.

All reports shall be investigated promptly and confidentially.

### **11.12. Action Against Violations**

Any employee found engaging in corporal punishment or related misconduct may be subject to:

- Counselling.
- Written warning.
- Mandatory training.
- Suspension.
- Disciplinary action.
- Termination of service.
- Legal action where applicable.

The nature of action shall depend upon the seriousness of the violation and applicable legal requirements.

The school's employee undertaking specifically emphasizes non-involvement in corporal punishment, prohibition of verbal abuse, professional conduct, and accountability for violations.

### **11.13. Student Support and Rehabilitation**

Where a student has experienced corporal punishment or mistreatment, the school shall:

- Ensure immediate safety.
- Provide emotional support.
- Facilitate counselling services.
- Communicate with parents appropriately.
- Monitor student well-being.
- Take corrective measures to prevent recurrence.

The welfare and recovery of the child shall remain the primary consideration.

#### 11.14. Monitoring and Review

The Child Safety and POCSO Committee shall periodically review:

- Behaviour management practices.
- Complaints relating to corporal punishment.
- Awareness initiatives.
- Training programmes.
- Compliance with legal requirements.

Recommendations for improvement shall be submitted to the School Management for implementation.

Alevoor Poornaprajna Public School is committed to maintaining an educational environment where discipline is based on respect, understanding, guidance, and positive reinforcement rather than fear or punishment. Through the prevention of corporal punishment and the promotion of child-friendly practices, the school seeks to protect the dignity, rights, and well-being of every student while fostering a culture of safety, trust, and mutual respect.

The school reaffirms its commitment to ensuring that every child experiences a secure, supportive, and nurturing environment conducive to learning and personal development.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to reflect changes in legal requirements, educational policies, safeguarding standards, or institutional practices.

This chapter is particularly strong because it directly aligns with the **Juvenile Justice / No Corporal Punishment Undertaking** signed by staff members, which prohibits corporal punishment, verbal abuse, and inappropriate conduct and makes employees personally accountable for violations.

# 12. Anti-Bullying and Cyber Safety

Alevoor Poornaprajna Public School is committed to providing a safe, inclusive, respectful, and supportive learning environment where every student is treated with dignity and protected from bullying, cyberbullying, harassment, intimidation, discrimination, and any form of behaviour that may adversely affect their physical, emotional, psychological, social, or educational well-being.

The school recognises that bullying and cyberbullying can have serious consequences on a student's mental health, self-esteem, academic performance, and overall development. Therefore, the institution adopts a **Zero Tolerance Policy** towards bullying, cyberbullying, harassment, intimidation, victimisation, and any conduct that threatens the safety or well-being of students.

This chapter establishes the school's commitment to preventing bullying and cyber-related risks through awareness, education, early intervention, reporting mechanisms, counselling support, parental involvement, and appropriate corrective action.

## 12.1. Purpose of the Policy

The purpose of this chapter is to:

- Prevent bullying and cyberbullying in all forms.
- Promote a culture of respect, empathy, and inclusion.
- Protect students from emotional, psychological, and social harm.
- Create awareness regarding responsible digital behaviour.
- Establish effective reporting and response mechanisms.
- Provide support to affected students.
- Encourage positive peer relationships.
- Promote safe and responsible use of technology.
- Strengthen collaboration among students, parents, teachers, and school authorities.

## 12.2. Definition of Bullying

Bullying refers to intentional behaviour that causes physical, emotional, psychological, or social harm to another person. It may occur repeatedly or involve a significant imbalance of power between individuals.

Bullying may be direct or indirect and may occur in person or through digital platforms.

Examples of bullying include:

- Physical aggression.
- Verbal abuse.
- Teasing and mockery.
- Threatening behaviour.
- Exclusion from groups.
- Spreading rumours.
- Intimidation.
- Social humiliation.
- Harassment based on personal characteristics.

Bullying is unacceptable under all circumstances.

### **12.3. Types of Bullying**

#### **Physical Bullying**

Physical bullying involves causing or threatening physical harm.

Examples include:

- Hitting.
- Kicking.
- Pushing.
- Tripping.
- Damaging personal belongings.
- Physical intimidation.

#### **Verbal Bullying**

Verbal bullying includes spoken or written words intended to hurt, embarrass, or intimidate.

Examples include:

- Name-calling.
- Insults.
- Mocking.
- Humiliating comments.
- Threats.
- Offensive remarks.

### **Social or Relational Bullying**

Social bullying aims to damage relationships or social standing.

Examples include:

- Excluding someone from activities.
- Spreading rumours.
- Public embarrassment.
- Encouraging others to isolate a student.
- Manipulating friendships.

### **Emotional and Psychological Bullying**

This form of bullying affects emotional well-being and self-confidence.

Examples include:

- Repeated criticism.
- Intimidation.
- Humiliation.
- Fear-inducing behaviour.
- Emotional manipulation.

#### **12.4. Definition of Cyberbullying**

Cyberbullying refers to bullying that occurs through digital technologies, electronic communication platforms, social media, messaging services, online games, websites, or other internet-based systems.

Cyberbullying may occur inside or outside school but can significantly affect students' well-being and school life.

Examples include:

- Sending abusive messages.
- Posting offensive comments.
- Sharing embarrassing photographs or videos.
- Creating fake profiles.
- Online impersonation.
- Exclusion from online groups.
- Spreading rumours through digital platforms.
- Threatening or intimidating messages.
- Sharing private information without consent.

The school considers cyberbullying a serious form of misconduct.

#### **12.5. Cyber Safety Principles**

Alevoor Poornaprajna Public School promotes responsible and safe use of digital technology.

Students are encouraged to:

- Use technology responsibly.
- Respect others online.
- Protect personal information.
- Avoid sharing passwords.
- Report suspicious online activity.
- Think carefully before posting content.

- Follow school rules regarding digital devices.

Technology should be used to support learning, communication, and positive social interaction.

### **12.6. School Expectations for Students**

Students are expected to:

- Treat others respectfully.
- Refrain from bullying or harassment.
- Use appropriate language online and offline.
- Respect privacy and personal boundaries.
- Report concerns regarding bullying or cyber safety.
- Support peers who may be experiencing difficulties.
- Follow school policies regarding digital behaviour.

Students shall not:

- Harass or threaten others.
- Share inappropriate content.
- Spread rumours.
- Create fake accounts.
- Engage in online abuse.
- Record or photograph individuals without permission.

### **12.7. Responsibilities of Teachers**

Teachers play an important role in preventing and addressing bullying and cyber safety concerns.

Teachers shall:

- Promote respectful behaviour in classrooms.
- Monitor student interactions.
- Identify signs of bullying or distress.

- Encourage positive peer relationships.
- Educate students regarding cyber safety.
- Report concerns promptly.
- Participate in awareness programmes.
- Support affected students.

Teachers shall foster a classroom culture based on respect, empathy, and inclusion.

### **12.8. Responsibilities of Parents**

Parents are essential partners in promoting cyber safety and preventing bullying.

Parents are encouraged to:

- Monitor their children's online activities.
- Maintain open communication with children.
- Educate children about responsible technology use.
- Encourage respectful behaviour.
- Report concerns to the school promptly.
- Participate in awareness programmes and workshops.

Parents should remain aware of emerging digital risks and support safe online practices at home.

### **12.9. Responsibilities of Students**

Students are expected to actively contribute to a safe and respectful school environment.

Students shall:

- Demonstrate kindness and empathy.
- Report bullying incidents.
- Support peers who may be affected.
- Follow cyber safety guidelines.
- Avoid participating in harmful online activities.

- Respect diversity and inclusion.

Students should never remain silent when they witness bullying or harassment.

### **12.10. Reporting Bullying and Cyber Safety Concerns**

Students, parents, staff members, and stakeholders may report concerns through:

- Class Teachers.
- Principal.
- Child Safety and POCSO Committee.
- School Counsellor.
- Complaint and Suggestion Box.
- Designated reporting channels established by the school.

Reports may be submitted verbally or in writing.

The school encourages prompt reporting and assures confidentiality and support.

### **12.11. Response to Bullying Incidents**

Upon receiving a report, the school shall:

#### **Step 1: Ensure Student Safety**

Immediate steps shall be taken to protect affected students.

#### **Step 2: Gather Information**

Relevant information shall be collected respectfully and confidentially.

#### **Step 3: Assess the Situation**

The seriousness and nature of the incident shall be evaluated.

#### **Step 4: Implement Appropriate Measures**

Possible interventions may include:

- Counselling.
- Mediation.
- Behavioural guidance.

- Parent meetings.
- Monitoring and supervision.
- Corrective action.

### **Step 5: Follow-Up**

The school shall monitor student welfare and evaluate the effectiveness of interventions.

### **12.12. Cyber Safety Awareness Programmes**

The school shall conduct regular programmes on:

- Safe internet use.
- Digital citizenship.
- Online privacy.
- Responsible social media behaviour.
- Cyberbullying prevention.
- Digital etiquette.
- Online security practices.

These programmes shall be conducted for students, parents, and staff members.

### **12.13. Support for Affected Students**

Students affected by bullying or cyberbullying shall receive:

- Emotional support.
- Counselling services.
- Guidance and reassurance.
- Appropriate intervention measures.
- Monitoring and follow-up support.

The school shall ensure that affected students feel safe, valued, and supported.

### **12.14. Corrective and Disciplinary Measures**

Where bullying or cyberbullying is confirmed, appropriate corrective action may include:

- Verbal counselling.
- Written warning.
- Behaviour improvement plans.
- Parent meetings.
- Restricted privileges.
- Suspension in serious cases.
- Referral to authorities where legally required.

Corrective measures shall focus on accountability, education, and behaviour improvement while ensuring student welfare.

### **12.15. Awareness and Prevention Initiatives**

The school shall regularly organize:

- Anti-Bullying Awareness Week.
- Cyber Safety Campaigns.
- Student Leadership Programmes.
- Peer Support Activities.
- Parent Orientation Sessions.
- Teacher Training Workshops.

These initiatives help strengthen a culture of respect, responsibility, and digital safety.

### **12.16. Monitoring and Review**

The Child Safety and POCSO Committee shall periodically review:

- Bullying incidents.
- Cyber safety concerns.
- Awareness programmes.
- Student feedback.
- Reporting effectiveness.

- Emerging risks and trends.

Recommendations shall be implemented to strengthen preventive measures and improve student safety.

Alevoor Poornaprajna Public School is committed to ensuring that every student learns in an environment free from bullying, cyberbullying, intimidation, harassment, and discrimination. Through awareness, prevention, early intervention, counselling support, parental involvement, and responsible digital practices, the school seeks to foster a culture of respect, kindness, inclusion, and safety.

By promoting responsible behaviour both offline and online, the school aims to prepare students to become ethical, compassionate, and digitally responsible citizens capable of contributing positively to society.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to reflect technological developments, emerging cyber risks, educational requirements, or changes in child protection regulations.

# 13. Awareness Programmes

Alevoor Poornaprajna Public School firmly believes that awareness, education, and preventive intervention are the most effective tools for ensuring child safety and promoting a culture of protection, respect, responsibility, and well-being. While policies, procedures, and reporting mechanisms provide the framework for safeguarding children, awareness programmes empower students, parents, teachers, and staff members with the knowledge and skills necessary to recognize risks, prevent harm, respond appropriately, and contribute actively to a safe educational environment.

The school is committed to conducting regular awareness programmes as an integral component of its Child Protection Policy and POCSO Compliance Framework. These programmes are designed to strengthen understanding of child rights, personal safety, emotional well-being, digital responsibility, anti-bullying practices, mental health, and legal protections available to children.

Awareness initiatives also help create a culture where students feel confident in seeking assistance, reporting concerns, and participating in safeguarding efforts.

## 13.1. Objectives of Awareness Programmes

The primary objectives of awareness programmes are:

- To promote awareness regarding child rights and child protection.
- To educate students about personal safety and responsible behaviour.
- To strengthen understanding of the Protection of Children from Sexual Offences (POCSO) Act.
- To prevent abuse, neglect, bullying, discrimination, and exploitation.
- To promote emotional well-being and mental health.
- To encourage early reporting of concerns.
- To foster safe and responsible use of technology.
- To strengthen collaboration among students, parents, teachers, and school authorities.
- To create a safe, supportive, and child-friendly educational environment.

### **13.2. Importance of Awareness Programmes**

Awareness programmes play a vital role in prevention and early intervention. They help students understand:

- Their rights and responsibilities.
- Safe and unsafe situations.
- How to seek help when required.
- The importance of respecting others.
- The consequences of inappropriate behaviour.
- The significance of personal safety and digital safety.

Regular awareness activities strengthen the overall safeguarding framework of the school and promote a culture of vigilance and responsibility.

### **13.3. Student Awareness Programmes**

The school shall organize age-appropriate awareness programmes for students throughout the academic year.

These programmes may include:

#### **Child Rights Awareness**

Students shall be educated about:

- Fundamental child rights.
- Right to education.
- Right to protection.
- Right to participation.
- Right to dignity and respect.

#### **Personal Safety Education**

Students shall learn:

- Personal boundaries.
- Safe and unsafe touch.

- Understanding consent in an age-appropriate manner.
- Trusted adults and support systems.
- Strategies for responding to uncomfortable situations.

### **POCSO Awareness**

The school shall conduct awareness sessions to help students understand:

- Their legal rights.
- Protection available under the POCSO Act.
- Reporting mechanisms.
- Available support systems.

### **Emotional Well-being Programmes**

Students shall be encouraged to:

- Express emotions positively.
- Develop resilience and self-confidence.
- Seek support when experiencing difficulties.
- Build healthy relationships.

### **Life Skills Education**

Awareness initiatives may include:

- Decision-making skills.
- Problem-solving abilities.
- Communication skills.
- Conflict resolution.
- Stress management.
- Self-awareness.

### **13.4. Safe and Unsafe Touch Awareness**

The school shall regularly conduct programmes to educate students regarding:

- Safe touch.
- Unsafe touch.
- Confusing touch.
- Personal body safety.
- Appropriate responses to unsafe situations.
- Seeking help from trusted adults.

These sessions shall be conducted in an age-appropriate, sensitive, and child-friendly manner.

### **13.5. Anti-Bullying Awareness Programmes**

To promote a respectful and inclusive school culture, the institution shall organize anti-bullying awareness activities focusing on:

- Understanding bullying behaviours.
- Impact of bullying on students.
- Peer respect and empathy.
- Reporting bullying incidents.
- Promoting kindness and inclusion.
- Building positive peer relationships.

Students shall be encouraged to become active participants in creating a bullying-free environment.

### **13.6. Cyber Safety Awareness Programmes**

Recognizing the increasing use of digital technology among students, the school shall conduct cyber safety programmes covering:

- Safe internet practices.
- Responsible social media usage.
- Cyberbullying prevention.
- Online privacy protection.
- Digital citizenship.

- Password security.
- Responsible sharing of information.
- Safe online communication.

Students shall be educated regarding the opportunities and risks associated with technology and digital platforms.

### **13.7. Mental Health and Emotional Wellness Programmes**

The school recognizes the importance of mental health in overall child development.

Awareness initiatives shall address:

- Emotional well-being.
- Stress management.
- Anxiety and emotional challenges.
- Self-esteem and confidence building.
- Positive coping strategies.
- Seeking help and support.

These programmes aim to create a supportive environment where students feel valued and understood.

### **13.8. Teacher Training and Awareness Programmes**

Teachers play a central role in safeguarding students and promoting awareness.

The school shall conduct regular training programmes for teachers on:

- Child protection principles.
- POCSO compliance.
- Reporting responsibilities.
- Classroom safety.
- Positive discipline.
- Prevention of corporal punishment.
- Identification of child protection concerns.

- Cyber safety and emerging risks.

Continuous professional development helps teachers respond effectively to safeguarding challenges.

### **13.9. Awareness Programmes for Non-Teaching Staff**

Administrative personnel, support staff, drivers, attendants, security personnel, and housekeeping staff shall also receive awareness training regarding:

- Child protection responsibilities.
- Appropriate conduct around students.
- Reporting procedures.
- Safety and supervision requirements.
- Prevention of abuse and neglect.

All employees shall understand their role in maintaining a safe school environment.

### **13.10. Parent Awareness Programmes**

The school recognizes parents as important partners in child protection.

Parent awareness programmes may include:

#### **Child Safety Awareness**

- Child rights and welfare.
- Child protection practices.
- Recognizing warning signs of abuse.

#### **Digital Parenting**

- Safe technology use.
- Monitoring online activities.
- Social media awareness.
- Cyber safety practices.

#### **Emotional Well-being**

- Supporting children's mental health.

- Effective communication with children.
- Managing behavioural challenges.

### **School Safety Policies**

- Reporting mechanisms.
- Child Protection Policy.
- Parent responsibilities in safeguarding.

Parent engagement strengthens collaboration between home and school and contributes significantly to child welfare.

### **13.11. Community Awareness Initiatives**

Where appropriate, the school may collaborate with:

- Law enforcement agencies.
- Legal professionals.
- Health professionals.
- Child welfare organizations.
- Educational experts.

Such collaborations enhance awareness and strengthen child protection efforts within the broader community.

### **13.12. Awareness Days and Special Events**

The school may organize special observances and activities such as:

- Child Protection Awareness Week.
- POCSO Awareness Programmes.
- Anti-Bullying Campaigns.
- Cyber Safety Week.
- Mental Health Awareness Activities.
- International Children's Day Programmes.
- National Child Rights Awareness Events.

These events provide opportunities for broader engagement and participation.

### **13.13. Methods of Conducting Awareness Programmes**

Awareness activities may be conducted through:

- Workshops.
- Seminars.
- Guest lectures.
- Interactive sessions.
- Role plays.
- Group discussions.
- Posters and displays.
- Audio-visual presentations.
- Competitions and campaigns.
- School assemblies.
- Parent orientation programmes.

Interactive and participatory methods help improve understanding and retention of information.

### **13.14. Documentation of Awareness Programmes**

The school shall maintain records relating to:

- Programme schedules.
- Attendance records.
- Resource persons.
- Training materials.
- Feedback reports.
- Photographs and activity reports.
- Outcomes and recommendations.

Proper documentation supports accountability, evaluation, and compliance requirements.

### **13.15. Evaluation and Continuous Improvement**

The Child Safety and POCSO Committee shall periodically evaluate awareness programmes to assess:

- Participation levels.
- Learning outcomes.
- Effectiveness of content.
- Stakeholder feedback.
- Emerging awareness needs.

The findings shall be used to improve future programmes and strengthen the overall safeguarding framework.

### **13.16. Annual Awareness Calendar**

The school shall endeavour to prepare an annual awareness calendar covering child protection, POCSO compliance, cyber safety, anti-bullying initiatives, mental health awareness, life skills education, and parent engagement activities.

The calendar shall help ensure systematic implementation and regular reinforcement of key safeguarding messages throughout the academic year.

Awareness programmes are a critical component of Alevoor Poornaprajna Public School's commitment to child protection, student welfare, and holistic development. Through continuous education, training, engagement, and preventive initiatives, the school seeks to empower students, parents, teachers, and staff members with the knowledge, skills, and confidence necessary to create and sustain a safe, respectful, and supportive educational environment.

By promoting awareness and fostering a culture of vigilance, empathy, responsibility, and mutual respect, the school strengthens its commitment to safeguarding every child and ensuring that all students can learn, grow, and thrive in safety and dignity.

# 14. Measures Taken by School

Alevoor Poornaprajna Public School is committed to ensuring the safety, security, dignity, welfare, and holistic development of every student. The school recognizes that effective child protection requires not only policies and procedures but also practical implementation through preventive measures, awareness initiatives, monitoring systems, and continuous review.

In accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, CBSE guidelines, and the recommendations of the Child Safety and POCSO Committee, the school has implemented a range of measures to create a safe, secure, child-friendly, and inclusive educational environment.

These measures focus on prevention, awareness, supervision, reporting, intervention, counselling, and continuous monitoring to ensure that every child receives appropriate protection and support.

## 14.1. Constitution of Child Safety and POCSO Committee

The school has constituted a Child Safety and POCSO Committee comprising representatives from:

- School Administration.
- Teaching Staff.
- Parent Representatives.
- Student Representatives.
- Legal Professionals.
- Police Department.
- Special Educator.

The committee regularly reviews child safety measures, conducts meetings, evaluates concerns, and recommends improvements in safeguarding practices.

## 14.2. Establishment of Reporting Mechanisms

To encourage reporting of concerns and provide accessible support systems, the school has established multiple reporting channels.

These include:

- Direct reporting to the Principal.
- Reporting through Class Teachers.
- Access to Child Safety Committee Members.
- Parent communication channels.
- School office reporting procedures.
- Complaint and Suggestion Boxes.

These mechanisms enable students, parents, and staff members to raise concerns safely and confidentially.

### **14.3. Complaint and Suggestion Box System**

The school has installed Complaint and Suggestion Boxes at accessible locations within the campus.

The objective is to:

- Encourage students to express concerns.
- Facilitate confidential reporting.
- Provide an alternative communication channel.
- Promote student participation in safeguarding efforts.

The Child Safety Committee periodically reviews submissions and initiates necessary action.

### **14.4. Safe and Unsafe Touch Awareness Programmes**

The school regularly conducts awareness programmes to educate students regarding:

- Personal safety.
- Safe touch.
- Unsafe touch.
- Body safety awareness.
- Seeking help from trusted adults.
- Reporting inappropriate behaviour.

These programmes are conducted in an age-appropriate and child-friendly manner to ensure effective understanding and participation.

#### **14.5. POCSO Awareness Initiatives**

The school organizes awareness sessions regarding the Protection of Children from Sexual Offences (POCSO) Act to educate students, staff members, and parents about:

- Child rights.
- Personal safety.
- Reporting procedures.
- Legal protections available to children.
- Responsibilities of stakeholders.

These programmes help strengthen understanding of child protection laws and promote early reporting of concerns.

#### **14.6. Student Counselling and Emotional Support**

Recognizing the importance of emotional well-being, the school provides counselling support and guidance to students whenever required.

Counselling initiatives focus on:

- Emotional well-being.
- Confidence building.
- Behavioural support.
- Academic stress management.
- Conflict resolution.
- Personal safety concerns.

The school encourages students to seek support whenever they face emotional or personal challenges.

#### **14.7. Teacher Awareness and Training**

Teachers and staff members are regularly sensitized regarding:

- Child protection responsibilities.

- POCSO compliance.
- Reporting procedures.
- Prevention of corporal punishment.
- Positive discipline practices.
- Student welfare and safeguarding.

Staff members are expected to maintain professional conduct and uphold the highest standards of child protection.

#### **14.8. Prevention of Corporal Punishment**

The school strictly prohibits corporal punishment, verbal abuse, emotional harassment, and any degrading treatment of students.

To reinforce this commitment:

- Staff members provide written undertakings.
- Awareness programmes are conducted regularly.
- Positive discipline practices are promoted.
- Violations are addressed promptly and appropriately.

The school maintains a zero-tolerance approach towards corporal punishment.

#### **14.9. Student Supervision and Monitoring**

The school ensures appropriate supervision of students throughout the school day.

Measures include:

- Teacher supervision during instructional hours.
- Monitoring during assemblies and school functions.
- Supervision during co-curricular activities.
- Monitoring during dispersal and transportation arrangements.
- Vigilance in common areas and school premises.

These measures help minimise risks and promote student safety.

#### **14.10. Safe School Environment**

The school continuously works to maintain a safe physical environment for students.

Safety measures include:

- Controlled access to school premises.
- Visitor monitoring procedures.
- Emergency preparedness measures.
- Fire safety awareness.
- Safe infrastructure maintenance.
- Regular inspection of school facilities.

The school strives to ensure that the campus remains secure and child-friendly at all times.

#### **14.11. Anti-Bullying and Cyber Safety Measures**

The institution promotes respectful behaviour and responsible digital citizenship through:

- Anti-bullying awareness programmes.
- Cyber safety education.
- Student counselling.
- Monitoring and intervention.
- Parent awareness initiatives.

Students are encouraged to report bullying, harassment, or cyber-related concerns immediately.

#### **14.12. Parent Awareness and Participation**

The school actively involves parents in child protection initiatives through:

- Parent orientation programmes.
- Awareness sessions.
- Parent-teacher meetings.
- Communication regarding safety policies.
- Collaboration in addressing student welfare concerns.

Parental involvement strengthens the overall safeguarding framework of the school.

### **14.13. Documentation and Record Maintenance**

The school maintains records relating to:

- Committee meetings.
- Awareness programmes.
- Complaints received.
- Actions taken.
- Counselling sessions.
- Safety initiatives.
- Compliance reviews.

Proper documentation promotes accountability, transparency, and compliance with regulatory requirements.

### **14.14. Periodic Committee Meetings**

The Child Safety and POCSO Committee conducts periodic meetings to:

- Review safety measures.
- Evaluate implementation of policies.
- Assess complaints and concerns.
- Monitor awareness initiatives.
- Recommend improvements.
- Review action taken reports.

Meeting minutes are maintained as part of the school's compliance records.

### **14.15. Continuous Review and Improvement**

The school recognizes that child protection is an ongoing responsibility requiring regular review and improvement.

The institution continuously evaluates:

- Existing safeguarding practices.
- Awareness programme effectiveness.

- Reporting mechanisms.
- Student welfare initiatives.
- Compliance requirements.

Recommendations arising from committee meetings and stakeholder feedback are incorporated into future planning and implementation.

#### **14.16. Key Outcomes of Measures Implemented**

As a result of the measures undertaken by the school:

- Awareness regarding child safety has increased.
- Reporting mechanisms have become more accessible.
- Students are better informed about personal safety.
- Staff awareness regarding safeguarding responsibilities has improved.
- Parent participation in child protection initiatives has strengthened.
- The school's child protection framework has become more systematic and effective.

These outcomes contribute significantly to creating a safe and supportive educational environment.

Alevoor Poornaprajna Public School remains committed to implementing comprehensive and proactive measures to safeguard every child. Through awareness programmes, reporting systems, counselling support, committee oversight, parent engagement, staff training, and continuous monitoring, the school strives to ensure that all students can learn, grow, and thrive in a secure, respectful, and nurturing environment.

The measures described in this chapter reflect the institution's ongoing commitment to child protection, student welfare, and continuous improvement in safeguarding practices.

This chapter shall be reviewed annually by the Child Safety and POCSO Committee and updated whenever necessary to reflect changes in legislation, educational requirements, institutional practices, or emerging child protection concerns.

## **15. Minutes and Review**

Alevoor Poornaprajna Public School recognizes that effective child protection requires continuous monitoring, evaluation, documentation, and improvement. The Child Safety and POCSO Committee serves as the primary body responsible for reviewing safeguarding measures, assessing emerging concerns, evaluating the effectiveness of implemented

initiatives, and recommending improvements to strengthen the school's child protection framework.

Regular committee meetings and systematic review processes ensure that child protection remains an active and ongoing responsibility rather than a one-time compliance requirement. Proper maintenance of meeting records and periodic review of policies, procedures, awareness programmes, and safety measures promote accountability, transparency, institutional learning, and continuous improvement.

This chapter outlines the procedures for conducting meetings, recording minutes, reviewing safeguarding practices, monitoring implementation, and evaluating the effectiveness of child protection measures within the school.

### **15.1. Purpose of Meetings and Reviews**

The purpose of Child Safety and POCSO Committee meetings is to:

- Review implementation of child protection measures.
- Assess student safety and welfare concerns.
- Evaluate awareness programmes and training initiatives.
- Monitor compliance with legal and regulatory requirements.
- Review complaints, concerns, and action taken reports.
- Strengthen reporting and response mechanisms.
- Identify risks and areas requiring improvement.
- Recommend preventive and corrective measures.
- Ensure continuous enhancement of safeguarding practices.

Meetings provide a structured platform for discussion, planning, monitoring, and decision-making relating to child protection and student welfare.

### **15.2. Objectives of the Review Process**

The review process aims to:

- Evaluate the effectiveness of safeguarding measures.
- Monitor implementation of policy provisions.
- Identify emerging child protection concerns.
- Assess the impact of awareness programmes.
- Strengthen compliance with the POCSO Act and related regulations.
- Improve reporting and response procedures.
- Ensure accountability among stakeholders.
- Promote continuous institutional improvement.

Regular reviews help ensure that child protection practices remain relevant, effective, and responsive to changing needs.

### **15.3. Frequency of Meetings**

The Child Safety and POCSO Committee shall meet periodically during the academic year.

Meetings may be conducted:

- At the beginning of the academic year.
- During each academic term.
- Before major school events where necessary.
- Following significant child protection concerns.
- Whenever required by the Principal or Committee.
- During annual policy review exercises.

Additional meetings may be convened to address urgent safeguarding issues or legal compliance requirements.

### **15.4. Composition of the Meeting**

Meetings shall be conducted under the leadership of the Presiding Officer and attended by members of the Child Safety and POCSO Committee.

Participants may include:

- Principal.
- Teacher Representatives.
- Parent Representatives.
- Legal Representative.
- Police Representative.
- Special Educator.
- Student Representatives.
- Other invited resource persons where necessary.

The participation of diverse stakeholders ensures a comprehensive review and informed decision-making.

### **15.5. Agenda for Meetings**

The agenda for committee meetings may include:

#### **Child Protection Review**

- Student welfare concerns.
- Child safety observations.
- Emerging safeguarding issues.

#### **Policy Implementation**

- Status of policy implementation.

- Compliance monitoring.
- Action taken on previous recommendations.
- Awareness Programmes
- Review of awareness activities conducted.
- Participation levels.
- Feedback received.
- Future programme planning.
- Reporting and Complaints
- Number of complaints received.
- Nature of concerns reported.
- Action taken.
- Follow-up measures implemented.
- Infrastructure and Safety
- Physical safety measures.
- Campus security.
- Emergency preparedness.
- Risk assessment findings.
- Recommendations
- Preventive measures.
- Corrective actions.
- Training requirements.
- Policy improvements.
- Preparation of Minutes
- Minutes shall be prepared for every committee meeting.
- Minutes shall include:
- Date of meeting.
- Time and venue.
- Names of participants.
- Agenda items discussed.
- Key observations.
- Decisions taken.
- Recommendations made.
- Responsibilities assigned.
- Action points.
- Follow-up timelines.

Minutes provide an official record of discussions and decisions and serve as evidence of compliance and review activities.

### **15.6. Maintenance of Records**

The school shall maintain proper records relating to:

- Meeting notices.
- Attendance records.
- Minutes of meetings.
- Action taken reports.
- Review reports.
- Policy revision records.
- Awareness programme reports.
- Compliance documentation.

Records shall be stored securely and maintained in accordance with school procedures and legal requirements.

### **15.7. Action Taken Reports**

Every meeting shall review the status of actions recommended during previous meetings.

- Action Taken Reports shall include:
  - Recommendations implemented.
  - Activities completed.
  - Pending actions.
  - Challenges encountered.
  - Corrective measures adopted.
  - Outcomes achieved.

The review of action taken reports ensures accountability and continuity in implementation.

### **15.8. Review of Awareness Programmes**

The committee shall periodically review:

- Child Protection Awareness Programmes.
- POCSO Awareness Sessions.
- Anti-Bullying Initiatives.
- Cyber Safety Campaigns.
- Parent Orientation Programmes.
- Teacher Training Activities.
- The review shall assess:
  - Participation.
  - Effectiveness.
  - Learning outcomes.
  - Areas requiring enhancement.

### **15.9. Review of Reporting Mechanisms**

The committee shall evaluate the effectiveness of:

- Complaint and Suggestion Boxes.
- Reporting channels.
- Student accessibility.
- Confidentiality procedures.
- Response timelines.
- Follow-up actions.

Recommendations shall be made to strengthen reporting systems and encourage student participation.

### **15.10. Review of Child Protection Concerns**

Without compromising confidentiality, the committee may review:

- Types of concerns reported.
- Trends and recurring issues.
- Response effectiveness.
- Support provided to students.
- Preventive measures required.

The objective is to identify patterns and improve safeguarding practices rather than focus on individual cases.

### **15.11. Annual Policy Review**

The Child Protection Policy and POCSO Compliance Manual shall be reviewed annually.

- The annual review shall consider:
- Changes in legislation.
- Government guidelines.
- CBSE directives.
- Committee recommendations.
- Stakeholder feedback.
- Emerging child protection concerns.
- Technological developments and cyber safety issues.
- Necessary amendments shall be incorporated to ensure continued relevance and effectiveness.

### **15.12. Stakeholder Feedback**

The review process may include feedback from:

- Students.
- Parents.
- Teachers.
- Staff members.
- Committee members.

- School Management.

Stakeholder feedback helps identify strengths, gaps, and opportunities for improvement.

### **15.13. Continuous Improvement Framework**

The school believes that safeguarding is an evolving responsibility requiring ongoing improvement.

- Review outcomes shall be used to:
- Strengthen policies.
- Improve awareness programmes.
- Enhance reporting systems.
- Improve training initiatives.
- Address identified risks.
- Promote best practices in child protection.

The objective is to create a culture of continuous learning and proactive safeguarding.

### **15.14. Accountability and Transparency**

- Regular meetings and documented review processes ensure:
- Institutional accountability.
- Transparency in decision-making.
- Compliance with statutory requirements.
- Evidence-based planning.
- Effective monitoring of safeguarding measures.

The committee shall ensure that recommendations are implemented and periodically reviewed for effectiveness.

### **15.15. Expected Outcomes of the Review Process**

Effective review mechanisms contribute to:

- Improved student safety.
- Enhanced awareness among stakeholders.
- Stronger reporting culture.
- Better policy implementation.
- Increased parent participation.
- Improved compliance with legal requirements.
- Continuous strengthening of safeguarding measures.

These outcomes support the school's mission of providing a safe and nurturing educational environment.

The Minutes and Review process is an essential component of Alevor Poornaprajna Public School's Child Protection and POCSO Compliance Framework. Through regular meetings, systematic documentation, action taken reviews, policy evaluation, and stakeholder engagement, the school ensures that child protection remains an active, accountable, and continuously improving process.

The school remains committed to maintaining comprehensive records, conducting meaningful reviews, implementing recommendations, and strengthening safeguarding practices to protect the welfare, dignity, and rights of every student.

## **16. Purpose of Meetings and Reviews**

The purpose of Child Safety and POCSO Committee meetings is to:

- Review implementation of child protection measures.
- Assess student safety and welfare concerns.
- Evaluate awareness programmes and training initiatives.
- Monitor compliance with legal and regulatory requirements.
- Review complaints, concerns, and action taken reports.
- Strengthen reporting and response mechanisms.
- Identify risks and areas requiring improvement.
- Recommend preventive and corrective measures.
- Ensure continuous enhancement of safeguarding practices.

Meetings provide a structured platform for discussion, planning, monitoring, and decision-making relating to child protection and student welfare.

### **16.1. Objectives of the Review Process**

- The review process aims to:
- Evaluate the effectiveness of safeguarding measures.
- Monitor implementation of policy provisions.
- Identify emerging child protection concerns.
- Assess the impact of awareness programmes.
- Strengthen compliance with the POCSO Act and related regulations.
- Improve reporting and response procedures.
- Ensure accountability among stakeholders.
- Promote continuous institutional improvement.

Regular reviews help ensure that child protection practices remain relevant, effective, and responsive to changing needs.

## **16.2. Frequency of Meetings**

The Child Safety and POCSO Committee shall meet periodically during the academic year.

- Meetings may be conducted:
- At the beginning of the academic year.
- During each academic term.
- Before major school events where necessary.
- Following significant child protection concerns.
- Whenever required by the Principal or Committee.
- During annual policy review exercises.

Additional meetings may be convened to address urgent safeguarding issues or legal compliance requirements.

## **16.3. Composition of the Meeting**

Meetings shall be conducted under the leadership of the Presiding Officer and attended by members of the Child Safety and POCSO Committee.

Participants may include:

- Principal.
- Teacher Representatives.
- Parent Representatives.
- Legal Representative.
- Police Representative.
- Special Educator.
- Student Representatives.
- Other invited resource persons where necessary.

The participation of diverse stakeholders ensures a comprehensive review and informed decision-making.

## **16.4. Agenda for Meetings**

The agenda for committee meetings may include:

### **Child Protection Review**

- Student welfare concerns.
- Child safety observations.
- Emerging safeguarding issues.

## **Policy Implementation**

- Status of policy implementation.
- Compliance monitoring.
- Action taken on previous recommendations.

## **Awareness Programmes**

- Review of awareness activities conducted.
- Participation levels.
- Feedback received.
- Future programme planning.

## **Reporting and Complaints**

- Number of complaints received.
- Nature of concerns reported.
- Action taken.
- Follow-up measures implemented.

## **Infrastructure and Safety**

- Physical safety measures.
- Campus security.
- Emergency preparedness.
- Risk assessment findings.

## **Recommendations**

- Preventive measures.
- Corrective actions.
- Training requirements.
- Policy improvements.

## **16.5. Preparation of Minutes**

Minutes shall be prepared for every committee meeting.

Minutes shall include:

- Date of meeting.
- Time and venue.
- Names of participants.
- Agenda items discussed.
- Key observations.
- Decisions taken.

- Recommendations made.
- Responsibilities assigned.
- Action points.
- Follow-up timelines.

Minutes provide an official record of discussions and decisions and serve as evidence of compliance and review activities.

### **16.6. Maintenance of Records**

The school shall maintain proper records relating to:

- Meeting notices.
- Attendance records.
- Minutes of meetings.
- Action taken reports.
- Review reports.
- Policy revision records.
- Awareness programme reports.
- Compliance documentation.

Records shall be stored securely and maintained in accordance with school procedures and legal requirements.

### **16.7. Action Taken Reports**

Every meeting shall review the status of actions recommended during previous meetings.

Action Taken Reports shall include:

- Recommendations implemented.
- Activities completed.
- Pending actions.
- Challenges encountered.
- Corrective measures adopted.
- Outcomes achieved.

The review of action taken reports ensures accountability and continuity in implementation.

### **16.8. Review of Awareness Programmes**

The committee shall periodically review:

- Child Protection Awareness Programmes.
- POCSO Awareness Sessions.

- Anti-Bullying Initiatives.
- Cyber Safety Campaigns.
- Parent Orientation Programmes.
- Teacher Training Activities.

The review shall assess:

- Participation.
- Effectiveness.
- Learning outcomes.
- Areas requiring enhancement.

### **16.9. Review of Reporting Mechanisms**

The committee shall evaluate the effectiveness of:

- Complaint and Suggestion Boxes.
- Reporting channels.
- Student accessibility.
- Confidentiality procedures.
- Response timelines.
- Follow-up actions.

Recommendations shall be made to strengthen reporting systems and encourage student participation.

### **16.10. Review of Child Protection Concerns**

Without compromising confidentiality, the committee may review:

- Types of concerns reported.
- Trends and recurring issues.
- Response effectiveness.
- Support provided to students.
- Preventive measures required.

The objective is to identify patterns and improve safeguarding practices rather than focus on individual cases.

### **16.11. 15.12 Annual Policy Review**

The Child Protection Policy and POCSO Compliance Manual shall be reviewed annually.

The annual review shall consider:

- Changes in legislation.

- Government guidelines.
- CBSE directives.
- Committee recommendations.
- Stakeholder feedback.
- Emerging child protection concerns.
- Technological developments and cyber safety issues.

Necessary amendments shall be incorporated to ensure continued relevance and effectiveness.

### **16.12. Stakeholder Feedback**

The review process may include feedback from:

- Students.
- Parents.
- Teachers.
- Staff members.
- Committee members.
- School Management.

Stakeholder feedback helps identify strengths, gaps, and opportunities for improvement.

### **16.13. Continuous Improvement Framework**

The school believes that safeguarding is an evolving responsibility requiring ongoing improvement.

Review outcomes shall be used to:

- Strengthen policies.
- Improve awareness programmes.
- Enhance reporting systems.
- Improve training initiatives.
- Address identified risks.
- Promote best practices in child protection.

The objective is to create a culture of continuous learning and proactive safeguarding.

### **16.14. Accountability and Transparency**

Regular meetings and documented review processes ensure:

- Institutional accountability.
- Transparency in decision-making.
- Compliance with statutory requirements.

- Evidence-based planning.
- Effective monitoring of safeguarding measures.

The committee shall ensure that recommendations are implemented and periodically reviewed for effectiveness.

### **16.15. Expected Outcomes of the Review Process**

Effective review mechanisms contribute to:

- Improved student safety.
- Enhanced awareness among stakeholders.
- Stronger reporting culture.
- Better policy implementation.
- Increased parent participation.
- Improved compliance with legal requirements.
- Continuous strengthening of safeguarding measures.

These outcomes support the school's mission of providing a safe and nurturing educational environment.

The Minutes and Review process is an essential component of Alevoor Poornaprajna Public School's Child Protection and POCSO Compliance Framework. Through regular meetings, systematic documentation, action taken reviews, policy evaluation, and stakeholder engagement, the school ensures that child protection remains an active, accountable, and continuously improving process.

The school remains committed to maintaining comprehensive records, conducting meaningful reviews, implementing recommendations, and strengthening safeguarding practices to protect the welfare, dignity, and rights of every student.

## **17. Outcomes**

Alevoor Poornaprajna Public School continuously strives to create a safe, supportive, inclusive, and child-friendly educational environment where every student feels protected, respected, valued, and empowered. Through the implementation of the Child Protection Policy, POCSO Compliance Framework, Child Safety Committee initiatives, awareness programmes, counselling services, reporting mechanisms, and stakeholder engagement activities, the school has achieved significant progress in strengthening its child protection and student welfare systems.

The outcomes described in this chapter reflect the positive impact of the school's measures and demonstrate its commitment to safeguarding children and promoting their holistic development.

### **17.1. Strengthened Child Protection Framework**

One of the most significant outcomes has been the establishment of a structured and systematic child protection framework within the school.

The institution has successfully:

- Constituted a Child Safety and POCSO Committee.
- Defined clear roles and responsibilities.
- Established reporting and review mechanisms.
- Developed structured procedures for addressing concerns.
- Strengthened compliance with legal and regulatory requirements.

This framework provides a strong foundation for safeguarding students and promoting accountability throughout the institution.

### **17.2. Increased Awareness Among Students**

Regular awareness programmes have significantly enhanced student understanding of:

- Child rights.
- Personal safety.
- Safe and unsafe touch.
- POCSO provisions.
- Responsible behaviour.
- Cyber safety.
- Reporting mechanisms.

Students are increasingly aware of their rights and responsibilities and demonstrate greater confidence in seeking help when required.

The school has observed improved participation and engagement during awareness sessions and child safety activities.

### **17.3. Improved Reporting Culture**

The establishment of accessible reporting mechanisms has encouraged greater openness and trust among students and stakeholders.

Positive outcomes include:

- Increased awareness of reporting channels.
- Greater willingness to communicate concerns.
- Improved confidence in school support systems.
- Enhanced responsiveness to student welfare issues.
- Better accessibility of complaint and suggestion mechanisms.

Students are now more aware that concerns can be reported safely and confidentially without fear of retaliation.

#### **17.4. Enhanced POCSO Compliance**

The school has strengthened compliance with the Protection of Children from Sexual Offences (POCSO) Act through:

- Awareness programmes.
- Committee monitoring.
- Staff sensitization.
- Documentation practices.
- Reporting procedures.
- Policy implementation initiatives.

As a result, stakeholders have developed a better understanding of legal responsibilities and child protection obligations.

#### **17.5. Improved Student Confidence and Well-Being**

Through counselling support, awareness initiatives, and positive engagement practices, students have demonstrated:

- Greater self-confidence.
- Improved communication skills.
- Enhanced emotional awareness.
- Better understanding of personal safety.
- Increased willingness to seek support.

The school has observed that students are becoming more comfortable approaching teachers and trusted adults when concerns arise.

### **17.6. Strengthened Teacher Awareness and Accountability**

Teachers and staff members have benefited from awareness programmes and child protection initiatives.

Outcomes include:

- Increased understanding of safeguarding responsibilities.
- Improved awareness of reporting procedures.
- Better implementation of positive discipline practices.
- Enhanced sensitivity towards student welfare concerns.
- Greater compliance with child protection requirements.

Staff members are now better equipped to identify, prevent, and respond to safeguarding concerns.

### **17.7. Reduction in Risk Factors**

Preventive measures implemented by the school have contributed to the reduction of potential risks affecting student safety.

These measures include:

- Enhanced supervision.
- Complaint and suggestion systems.
- Awareness programmes.
- Parent engagement.
- Committee monitoring.
- Regular review processes.

The proactive approach adopted by the school has strengthened its ability to identify and address concerns at an early stage.

### **17.8. Positive School Climate**

A notable outcome of the school's safeguarding efforts has been the development of a more positive and supportive school culture.

Students increasingly experience:

- Respectful interactions.
- Inclusive participation.
- Positive peer relationships.
- Greater emotional security.
- Stronger sense of belonging.

The school community has become more aware of the importance of empathy, respect, and responsible behaviour.

### **17.9. Strengthened Parent Participation**

Parent engagement initiatives have resulted in:

- Improved communication between school and families.
- Greater parental awareness of child safety issues.
- Increased participation in awareness programmes.
- Enhanced collaboration in addressing student welfare concerns.
- Stronger partnerships supporting child development.

Parents have become active stakeholders in the school's safeguarding efforts and contribute significantly to the success of child protection initiatives.

### **17.10. Improved Documentation and Record Keeping**

The school has strengthened its documentation practices through:

- Maintenance of committee records.
- Documentation of awareness activities.
- Recording of action taken reports.
- Preservation of meeting minutes.

- Monitoring of policy implementation.

These improvements have enhanced accountability, transparency, and compliance with regulatory requirements.

### **17.11. Effective Committee Functioning**

The Child Safety and POCSO Committee has played an important role in achieving positive outcomes through:

- Regular meetings.
- Monitoring activities.
- Awareness programmes.
- Policy reviews.
- Risk assessments.
- Recommendations for improvement.

The committee has provided leadership and oversight necessary for strengthening the school's safeguarding framework.

### **17.12. Improved Awareness Regarding Cyber Safety**

Cyber safety initiatives have resulted in:

- Better understanding of online risks.
- Increased awareness of cyberbullying.
- Improved digital citizenship.
- More responsible use of technology.
- Greater awareness of online privacy and security.

Students are increasingly aware of safe online behaviour and responsible digital practices.

### **17.13. Promotion of Child Rights and Dignity**

Through continuous awareness and education, the school has strengthened understanding of:

- Child rights.
- Equality and inclusion.

- Respect for diversity.
- Personal dignity.
- Responsible citizenship.

Students are encouraged to respect themselves and others while contributing positively to the school community.

#### **17.14. Continuous Improvement in Safeguarding Practices**

The school's review and monitoring processes have enabled continuous improvement in:

- Policy implementation.
- Awareness programmes.
- Reporting mechanisms.
- Staff training.
- Student support systems.
- Parent engagement initiatives.

The institution remains committed to strengthening its safeguarding practices and adapting to emerging challenges.

#### **17.15. Long-Term Impact**

The long-term outcomes anticipated from the school's child protection initiatives include:

- Safer learning environments.
- Increased student confidence and resilience.
- Stronger stakeholder awareness.
- Enhanced legal compliance.
- Improved emotional well-being.
- Responsible digital citizenship.
- Greater trust in school systems.
- Sustainable safeguarding culture.

These outcomes contribute to the overall mission of nurturing responsible, confident, ethical, and well-protected learners.

### **17.16. Future Goals**

While significant progress has been achieved, the school remains committed to further strengthening child protection measures through:

- Expanded awareness programmes.
- Enhanced parent engagement.
- Continuous staff development.
- Improved reporting systems.
- Stronger monitoring and review processes.
- Adoption of emerging best practices in child protection.

The school will continue to evaluate its initiatives and implement improvements whenever necessary.

The outcomes achieved through the Child Protection Policy and POCSO Compliance Framework demonstrate Alevoor Poornaprajna Public School's commitment to safeguarding students and promoting their welfare. Through awareness, prevention, reporting, counselling, monitoring, and stakeholder collaboration, the school has strengthened its child protection systems and fostered a culture of safety, dignity, respect, and responsibility.

The school remains dedicated to continuous improvement and to ensuring that every child receives the protection, support, and opportunities necessary for healthy growth and development in a safe educational environment.

## **18. Parent Partnership**

Alevoor Poornaprajna Public School firmly believes that parents and guardians are the first and most important educators in a child's life. The school recognises that the safety, welfare, development, and protection of children can be most effectively achieved through a strong partnership between the school and parents. Child protection is a shared responsibility that requires mutual trust, open communication, active collaboration, and collective commitment from both home and school.

The institution is committed to fostering meaningful parent engagement and encouraging parents to actively participate in initiatives relating to child safety, student welfare,

emotional well-being, academic progress, character development, and overall growth. Through constructive collaboration, the school and parents can create a supportive environment that promotes the best interests of every child.

This chapter outlines parents' role in supporting child protection efforts and describes the school's commitment to maintaining a strong, effective partnership with families.

### **18.1. Purpose of Parent Partnership**

The purpose of parent partnership is to:

- Strengthen collaboration between school and families.
- Promote the safety and well-being of children.
- Enhance communication regarding student welfare.
- Support effective implementation of child protection measures.
- Encourage parental involvement in awareness programmes.
- Facilitate early identification of concerns affecting children.
- Promote responsible parenting practices.
- Foster a culture of trust, transparency, and shared responsibility.

The school believes that meaningful parent engagement contributes significantly to the success of child protection initiatives and the holistic development of students.

### **18.2. Importance of Parent Involvement**

Parents possess valuable knowledge regarding their child's personality, behaviour, emotional needs, strengths, challenges, and developmental progress.

Active parent involvement helps:

- Improve student well-being.
- Strengthen emotional support systems.
- Enhance academic performance.
- Promote positive behaviour.
- Improve communication between home and school.
- Facilitate timely intervention when concerns arise.

- Strengthen safeguarding and child protection efforts.

The school values the unique contributions that parents bring to the educational and developmental journey of every child.

### **18.3. School's Commitment to Parents**

Alevoor Poornaprajna Public School is committed to maintaining a respectful, supportive, and collaborative relationship with parents.

The school shall:

- Provide timely and transparent communication.
- Inform parents about child protection policies and procedures.
- Share information regarding student welfare concerns.
- Conduct parent orientation and awareness programmes.
- Encourage parental participation in school activities.
- Listen to parental feedback and suggestions.
- Respect the views and concerns of families.
- Maintain confidentiality and professionalism.

The school seeks to build long-term relationships based on mutual respect, trust, and shared commitment to student welfare.

### **18.4. Parent Responsibilities in Child Protection**

Parents play a vital role in safeguarding children and promoting their well-being.

Parents are encouraged to:

- Maintain open communication with their children.
- Listen carefully to children's concerns.
- Educate children regarding personal safety.
- Encourage children to seek help whenever necessary.
- Reinforce positive values and responsible behaviour.
- Monitor emotional and behavioural changes.

- Support school child protection initiatives.
- Report concerns affecting student welfare promptly.

Parents are important partners in identifying risks and ensuring early intervention when concerns arise.

### **18.5. Communication Between Home and School**

Effective communication is essential for maintaining student safety and well-being.

The school encourages regular communication through:

- Parent-Teacher Meetings.
- School circulars and notices.
- Telephone communication.
- Email correspondence.
- School management applications and portals.
- Meetings with school authorities.
- Counselling sessions where required.

Open communication helps ensure that concerns are identified and addressed in a timely manner.

### **18.6. Parent Participation in Awareness Programmes**

Parents shall be encouraged to participate in awareness programmes organized by the school.

Topics may include:

- Child protection.
- POCSO awareness.
- Personal safety education.
- Safe and unsafe touch.
- Cyber safety and digital parenting.
- Mental health awareness.

- Positive parenting practices.
- Prevention of bullying and harassment.

Parent participation strengthens the effectiveness of these programmes and supports consistent messaging between home and school.

### **18.7. Supporting Children's Emotional Well-Being**

The emotional health of children is an important aspect of child protection.

Parents are encouraged to:

- Spend quality time with their children.
- Encourage healthy communication.
- Support emotional expression.
- Recognize signs of stress or anxiety.
- Seek professional support when required.
- Collaborate with school counsellors and teachers.

The school shall support parents by providing guidance and resources relating to student well-being and mental health.

### **18.8. Digital Parenting and Cyber Safety**

With increasing use of technology, parents play a critical role in ensuring safe and responsible digital behaviour.

Parents are encouraged to:

- Monitor online activities appropriately.
- Educate children about internet safety.
- Discuss responsible social media use.
- Encourage respectful online behaviour.
- Protect children's privacy and personal information.
- Report cyberbullying or online safety concerns.

The school shall support parents through cyber safety awareness programmes and educational resources.

### **18.9. Parent Involvement in Reporting Concerns**

Parents are encouraged to promptly report concerns relating to:

- Child safety.
- Bullying.
- Cyberbullying.
- Emotional distress.
- Behavioural changes.
- Harassment.
- Discrimination.
- Any situation affecting student welfare.

Reports may be made through:

- Class Teachers.
- Principal.
- Child Safety and POCSO Committee.
- School Counsellor.
- School Office.

The school values parental observations and recognizes their importance in safeguarding children.

### **18.10. Participation in Child Safety Initiatives**

Parents may contribute to child protection efforts through:

- Participation in awareness programmes.
- Engagement in school safety discussions.
- Supporting preventive initiatives.
- Sharing suggestions and feedback.
- Encouraging positive student behaviour.

Such participation strengthens the overall safeguarding culture of the institution.

### **18.11. Confidentiality and Mutual Respect**

Successful partnerships require trust and mutual respect.

The school and parents shall:

- Respect confidentiality.
- Communicate respectfully.
- Work collaboratively in the best interests of students.
- Address concerns constructively.
- Promote positive relationships within the school community.

The welfare of the child shall remain the primary consideration in all interactions and decisions.

### **18.12. Parent Feedback and Suggestions**

The school values feedback from parents and encourages constructive suggestions relating to:

- Child protection measures.
- Student welfare initiatives.
- Awareness programmes.
- School safety practices.
- Communication systems.
- Counselling services.

Parent feedback helps the school continuously improve its safeguarding practices and support systems.

### **18.13. Parent Support During Child Protection Concerns**

When child protection concerns arise, the school shall work closely with parents whenever appropriate and legally permissible.

Support may include:

- Information sharing.

- Guidance and counselling.
- Referral to support services.
- Participation in intervention planning.
- Follow-up meetings and reviews.

The school aims to ensure that families receive appropriate support during challenging situations.

#### **17.14 Building a Collaborative School Community**

The school believes that a strong school community is built upon cooperation, trust, and shared responsibility.

Through active parent engagement, the institution seeks to:

- Promote student welfare.
- Strengthen child protection efforts.
- Encourage positive values.
- Foster responsible citizenship.
- Support holistic development.

The partnership between school and parents serves as a foundation for the success and well-being of every child.

#### **18.14. Future Directions**

Alevoor Poornaprajna Public School remains committed to strengthening parent partnership through:

- Enhanced communication systems.
- Expanded awareness programmes.
- Increased opportunities for parental participation.
- Improved support services.
- Ongoing engagement and collaboration.

The school shall continue to seek innovative ways to involve parents in safeguarding and supporting students.

Parent partnership is an essential component of Alevoor Poornaprajna Public School's Child Protection and POCSO Compliance Framework. Through open communication, active collaboration, shared responsibility, and mutual respect, parents and the school work together to create a safe, supportive, and nurturing environment in which every child can learn, grow, and thrive.

The school acknowledges the invaluable role played by parents in safeguarding children and remains committed to fostering strong partnerships that contribute to the welfare, dignity, safety, and holistic development of every student.

## **19. Complaint Handling**

Alevoor Poornaprajna Public School is committed to maintaining a safe, supportive, transparent, and child-friendly environment where students, parents, staff members, and other stakeholders feel confident in raising concerns regarding child protection, student welfare, safety, dignity, and well-being. The school recognises that an effective complaint handling system is an essential component of its Child Protection Policy and POCSO Compliance Framework.

The purpose of the complaint handling process is to ensure that all complaints, concerns, grievances, allegations, or reports relating to child safety and welfare are addressed promptly, fairly, confidentially, and in accordance with applicable laws, school policies, and safeguarding principles. The school encourages early reporting of concerns and seeks to resolve issues through timely intervention, appropriate support, and continuous monitoring.

This chapter establishes the procedures for receiving, recording, assessing, investigating, resolving, and reviewing complaints while ensuring that the rights, dignity, privacy, and welfare of all individuals involved are protected.

### **19.1. Purpose of Complaint Handling**

The complaint handling process aims to:

- Provide a safe and accessible mechanism for raising concerns.
- Protect students from harm, abuse, neglect, bullying, harassment, and discrimination.
- Ensure fair, timely, and transparent resolution of complaints.
- Promote accountability among all stakeholders.
- Strengthen trust in school systems and procedures.

- Facilitate early intervention and support.
- Ensure compliance with child protection and legal requirements.
- Support continuous improvement of safeguarding practices.

The school believes that every complaint should be treated as an opportunity to strengthen student welfare and institutional effectiveness.

## **18.2 Guiding Principles**

The complaint handling process shall be guided by the following principles:

### **Child-Centred Approach**

The best interests, safety, welfare, and dignity of the child shall always be the primary consideration.

### **Confidentiality**

Information relating to complaints shall be treated confidentially and shared only with authorised individuals.

### **Fairness**

All complaints shall be handled objectively, impartially, and without prejudice.

### **Timeliness**

Complaints shall be addressed promptly and without unnecessary delay.

### **Respect and Sensitivity**

All parties shall be treated with dignity, respect, and professionalism throughout the process.

### **Accountability**

Appropriate records shall be maintained and actions taken shall be documented.

## **19.2. Who May Submit a Complaint**

Complaints may be submitted by:

- Students.
- Parents or guardians.
- Teachers.

- School employees.
- Child Safety Committee Members.
- Visitors.
- Volunteers.
- Service providers.
- Community members.
- Any person concerned about the welfare of a student.

The school encourages all stakeholders to report concerns whenever they believe a child's safety or well-being may be at risk.

### **19.3. Matters That May Be Reported**

Complaints may relate to:

#### **Child Protection Concerns**

- Physical abuse.
- Emotional abuse.
- Psychological abuse.
- Sexual abuse.
- Neglect.
- Exploitation.

#### **Student Welfare Concerns**

- Unsafe conditions.
- Inadequate supervision.
- Emotional distress.
- Mental health concerns.

#### **Bullying and Harassment**

- Physical bullying.

- Verbal bullying.
- Social exclusion.
- Cyberbullying.
- Harassment.

### **Staff Conduct**

- Inappropriate behaviour.
- Professional misconduct.
- Violation of school policies.
- Breach of safeguarding responsibilities.

### **Other Safety Concerns**

- Infrastructure hazards.
- Security concerns.
- Transportation-related issues.
- Health and hygiene concerns.

Any matter affecting student safety, dignity, or welfare may be reported through the complaint handling system.

### **19.4. Channels for Submitting Complaints**

The school provides multiple channels through which complaints may be submitted.

Complaints may be reported to:

- Principal.
- Child Safety and POCSO Committee.
- Class Teacher.
- School Counsellor.
- School Office.
- Parent Representatives on the Committee.

- Designated Child Protection Officer.

Complaints may also be submitted through:

- Complaint and Suggestion Boxes.
- Written applications.
- Email communication.
- Parent meetings.
- Scheduled grievance sessions.

The availability of multiple channels ensures accessibility and convenience for all stakeholders.

### **19.5. Receiving a Complaint**

The person receiving a complaint shall:

- Listen respectfully.
- Remain calm and supportive.
- Avoid making judgments.
- Record the information accurately.
- Reassure the complainant.
- Explain the next steps in the process.

Students reporting concerns shall be treated with sensitivity and care.

No complaint shall be ignored, dismissed, or discouraged.

### **19.6. Registration and Documentation of Complaints**

Every complaint shall be documented appropriately.

Records may include:

- Date of complaint.
- Name of complainant (where applicable).
- Nature of concern.

- Individuals involved.
- Initial actions taken.
- Persons notified.
- Follow-up actions.
- Final resolution.

Where anonymous complaints are received, the school shall assess the information available and determine appropriate action.

All records shall be maintained securely and confidentially.

### **19.7. Preliminary Assessment**

Upon receiving a complaint, the Principal and Child Safety Committee shall conduct a preliminary assessment to determine:

- The nature and seriousness of the concern.
- Whether immediate action is required.
- Potential risks to student safety.
- Appropriate response procedures.
- Whether external authorities need to be informed.

The objective of the assessment is to ensure timely and appropriate intervention.

### **19.8. Immediate Protective Measures**

Where a complaint indicates that a student may be at risk, immediate protective measures shall be considered.

Such measures may include:

- Increased supervision.
- Temporary separation of involved individuals.
- Counselling support.
- Parent notification where appropriate.
- Referral to relevant authorities.

The safety and welfare of the child shall remain the highest priority.

### **19.9. Investigation and Review**

Where necessary, complaints shall be reviewed by the Principal and Child Safety and POCSO Committee.

The review process may involve:

- Interviews with relevant individuals.
- Examination of available information.
- Review of documentation.
- Consultation with specialists or authorities where required.

The process shall be conducted fairly, respectfully, and confidentially.

The objective is to establish facts and determine appropriate action rather than assign blame prematurely.

### **19.10. Complaints Involving Students**

Where complaints involve student behaviour, the school may consider:

- Counselling.
- Behavioural interventions.
- Parent meetings.
- Restorative practices.
- Awareness programmes.
- Monitoring and follow-up.

The focus shall be on education, correction, support, and prevention while ensuring accountability.

### **19.11. Complaints Involving Employees**

Where complaints involve school employees:

- The matter shall be reported to the Principal and Management.
- Appropriate precautionary measures shall be implemented where necessary.

- The complaint shall be reviewed impartially.
- Legal obligations shall be fulfilled where applicable.
- Confidentiality shall be maintained throughout the process.

Appropriate disciplinary action may be taken depending on the nature and severity of the concern.

### **19.12. Complaints Covered Under POCSO**

Complaints involving allegations of sexual abuse, harassment, exploitation, or offences covered under the Protection of Children from Sexual Offences (POCSO) Act shall receive immediate attention.

In such cases:

- Student safety shall be prioritized.
- Mandatory reporting requirements shall be followed.
- Appropriate authorities shall be informed.
- The child shall receive necessary support and protection.
- Documentation shall be maintained in accordance with legal requirements.

The school shall fully cooperate with investigating agencies and child welfare authorities.

### **19.13. Resolution of Complaints**

Where possible, complaints shall be resolved through:

- Clarification and communication.
- Counselling and guidance.
- Behavioural interventions.
- Corrective actions.
- Policy improvements.
- Preventive measures.

The resolution process shall aim to address concerns effectively while promoting student welfare and positive relationships.

#### **19.14. Communication of Outcomes**

Appropriate communication shall be provided to relevant parties regarding:

- Actions taken.
- Support measures implemented.
- Resolution status.
- Follow-up arrangements.

Communication shall respect confidentiality and legal obligations.

#### **19.15. Protection Against Victimization**

The school strictly prohibits retaliation against individuals who report concerns in good faith.

Students, parents, employees, or stakeholders who submit complaints shall be protected from:

- Intimidation.
- Threats.
- Harassment.
- Discrimination.
- Victimization.

Any retaliatory behaviour shall be treated as a serious violation of school policy.

#### **19.16. 18.17 Follow-Up and Monitoring**

Complaint resolution does not conclude with initial action.

The school shall:

- Monitor student welfare.
- Evaluate effectiveness of interventions.
- Review recurring concerns.
- Provide additional support where required.
- Implement preventive measures.

Follow-up ensures that concerns are resolved effectively and sustainably.

### **19.17. Record Keeping and Confidentiality**

The school shall maintain confidential records relating to:

- Complaints received.
- Investigations conducted.
- Actions taken.
- Support provided.
- Outcomes achieved.
- Follow-up reviews.

Access to records shall be restricted to authorized personnel.

Documentation shall be retained in accordance with legal and institutional requirements.

### **19.18. Review of the Complaint Handling System**

The Child Safety and POCSO Committee shall periodically review:

- Number and nature of complaints.
- Response timelines.
- Resolution effectiveness.
- Stakeholder feedback.
- Emerging concerns.
- Compliance requirements.

Recommendations shall be implemented to strengthen the effectiveness of the complaint handling process.

### **19.19. 18.20 Continuous Improvement**

Alevoor Poornaprajna Public School is committed to continuously improving its complaint handling system through:

- Regular review.
- Stakeholder consultation.

- Staff training.
- Awareness initiatives.
- Policy enhancements.
- Adoption of best practices in safeguarding.

The school shall strive to ensure that the complaint handling process remains accessible, effective, fair, and child-centred.

An effective complaint handling system is essential for safeguarding children and promoting trust within the school community. Through accessible reporting channels, timely intervention, fair review procedures, counselling support, confidentiality, and continuous monitoring, Alevoor Poornaprajna Public School seeks to ensure that every concern is addressed appropriately and that every child receives the protection, support, and care they deserve.

The school remains committed to maintaining a transparent, accountable, and responsive system that strengthens student welfare and supports the highest standards of child protection.

# 20. Emergency Response

For your Child Protection & POCSO Compliance Handbook, Chapter 19 should cover emergency situations that may affect student safety, including medical emergencies, accidents, fire incidents, natural disasters, missing children, security threats, and urgent child protection concerns. This is a key chapter often reviewed during CBSE inspections and safety audits.

## CHAPTER 19

### EMERGENCY RESPONSE

Alevoor Poornaprajna Public School is committed to ensuring the safety, security, welfare, and well-being of every student, staff member, and visitor. While preventive measures and safeguarding systems significantly reduce risks, emergency situations may arise that require immediate and coordinated action. The school therefore maintains emergency response procedures designed to protect life, minimize harm, ensure timely intervention, and restore normal functioning as quickly as possible.

The Emergency Response Framework forms an integral part of the school's Child Protection Policy and POCSO Compliance Framework. It establishes clear procedures for responding to emergencies, defines responsibilities, and promotes preparedness among all stakeholders.

The school recognizes that effective emergency response depends upon preparedness, awareness, communication, coordination, and regular review of procedures.

#### 20.1. Purpose of the Emergency Response Framework

The objectives of this framework are:

- To protect students, staff members, and visitors during emergencies.
- To ensure prompt and coordinated response to incidents.
- To minimize injury, distress, and disruption.
- To establish clear roles and responsibilities.
- To facilitate communication during emergencies.
- To ensure compliance with safety regulations and CBSE guidelines.
- To support recovery and continuity following emergencies.
- To strengthen preparedness through awareness and drills.

## **20.2. Scope of Emergency Response**

The emergency response procedures apply to situations including:

- Medical emergencies.
- Student injuries and accidents.
- Fire incidents.
- Natural disasters.
- Severe weather conditions.
- Missing student situations.
- Security threats.
- Child protection emergencies.
- Transport-related emergencies.
- Electrical and infrastructure hazards.
- Public health emergencies.
- Any situation posing immediate risk to students or staff.

## **20.3. Emergency Response Team**

The school shall maintain an Emergency Response Team comprising:

- Principal.
- Administrative Representatives.
- Child Safety and POCSO Committee Members.
- Teachers.
- First Aid Coordinators.
- Transport Coordinators.
- Support Staff Representatives.

The team shall coordinate preparedness activities and emergency response actions.

## **20.4. General Emergency Response Principles**

During any emergency:

- Student safety shall be the highest priority.
- Staff members shall remain calm and act responsibly.
- Immediate risks shall be addressed without delay.
- Emergency services shall be contacted when required.
- Accurate information shall be communicated promptly.
- Proper records shall be maintained.
- Recovery measures shall be implemented following the incident.

## **20.5. Medical Emergencies**

Medical emergencies may include:

- Serious illness.
- Injury.
- Allergic reactions.
- Breathing difficulties.
- Seizures.
- Loss of consciousness.
- Heat-related illnesses.

In such situations:

1. Provide immediate first aid where appropriate.
2. Inform the Principal or designated authority.
3. Contact emergency medical services if required.
4. Notify parents or guardians immediately.
5. Maintain supervision of the student.
6. Document the incident and actions taken.

Only trained personnel shall administer first aid within the limits of their competence.

### **20.6. Student Accident Response**

When an accident occurs:

- Ensure immediate safety.
- Assess the severity of injuries.
- Provide first aid.
- Inform school authorities.
- Notify parents or guardians.
- Arrange medical assistance where necessary.
- Document the incident.

Accident reports shall be maintained for review and preventive planning.

### **20.7. Fire Emergency Procedures**

In the event of a fire:

1. Activate the alarm system immediately.
2. Evacuate the affected area calmly and quickly.
3. Follow designated evacuation routes.
4. Assemble at the designated safe assembly point.
5. Conduct attendance verification.
6. Contact emergency services.
7. Do not re-enter buildings until authorized.

Regular fire drills shall be conducted to ensure preparedness.

### **20.8. Natural Disaster Response**

Natural disasters may include:

- Floods.
- Cyclones.

- Severe storms.
- Earthquakes.
- Lightning events.

During such situations:

- Follow official safety instructions.
- Move students to designated safe areas.
- Maintain supervision and attendance.
- Communicate with parents appropriately.
- Coordinate with local authorities where necessary.

The school shall periodically review disaster preparedness procedures.

### **20.9. Missing Student Procedure**

If a student cannot be located:

1. Inform the Principal immediately.
2. Conduct a systematic search of the campus.
3. Verify attendance and movement records.
4. Inform parents or guardians promptly.
5. Notify law enforcement authorities if necessary.
6. Maintain accurate records of actions taken.

Student safety shall remain the highest priority throughout the process.

### **20.10. Child Protection Emergencies**

Certain child protection concerns require immediate action.

Examples include:

- Allegations of abuse.
- Immediate threats to student safety.
- Sexual misconduct concerns.

- Serious bullying incidents.
- Severe emotional distress.
- Self-harm risks.

In such cases:

- Ensure immediate safety of the child.
- Inform the Principal and Child Safety Committee.
- Provide emotional support.
- Follow reporting requirements.
- Contact appropriate authorities where legally required.
- Maintain confidentiality.

The school shall strictly comply with the POCSO Act and child protection laws.

### **20.11. Security Threats**

Security-related emergencies may include:

- Unauthorised intruders.
- Threatening behaviour.
- Violence or aggression.
- Suspicious objects.
- Security breaches.

In such situations:

- Secure students and staff.
- Inform authorities immediately.
- Restrict access where necessary.
- Follow instructions from law enforcement agencies.
- Maintain calm and order.

## **20.12. School Transport Emergencies**

Transport-related emergencies may involve:

- Vehicle accidents.
- Mechanical failures.
- Severe weather disruptions.
- Student illness during transit.

Response measures include:

- Ensuring student safety.
- Contacting emergency services where required.
- Informing school authorities.
- Communicating with parents.
- Maintaining supervision until assistance arrives.

## **20.13. Communication During Emergencies**

Effective communication is essential during emergencies.

The school shall:

- Inform parents promptly.
- Provide accurate information.
- Avoid unnecessary panic.
- Coordinate with emergency services.
- Maintain communication records.

Only authorised personnel shall issue official communications regarding emergencies.

## **20.14. Emergency Contact Information**

The school shall maintain updated emergency contact information for:

- Students.
- Parents and guardians.

- Emergency medical services.
- Fire services.
- Police authorities.
- Child welfare agencies.

Emergency contact records shall be reviewed and updated periodically.

### **20.15. 19.15 Emergency Drills and Preparedness**

The school shall conduct regular:

- Fire drills.
- Evacuation exercises.
- Disaster preparedness activities.
- Safety awareness programmes.

The objectives are to:

- Improve preparedness.
- Familiarize students and staff with procedures.
- Identify areas for improvement.
- Strengthen response capabilities.

### **20.16. Documentation and Incident Reporting**

All emergencies shall be documented appropriately.

Records shall include:

- Nature of incident.
- Date and time.
- Individuals involved.
- Actions taken.
- Emergency services contacted.
- Follow-up measures.

- Recommendations for improvement.

Documentation supports accountability and future planning.

### **20.17. Post-Incident Review**

Following any significant emergency, the school shall conduct a review to assess:

- Effectiveness of the response.
- Communication procedures.
- Safety measures implemented.
- Lessons learned.
- Areas requiring improvement.

Recommendations shall be incorporated into future planning and preparedness activities.

### **20.18. Recovery and Support**

Following an emergency, the school shall provide:

- Counselling support where required.
- Emotional assistance to affected students.
- Guidance for families.
- Academic support if necessary.
- Follow-up monitoring.

Recovery efforts shall focus on restoring normalcy while supporting the well-being of students and staff.

Alevoor Poornaprajna Public School is committed to maintaining a safe and prepared educational environment capable of responding effectively to emergencies. Through preparedness, awareness, training, communication, and coordinated action, the school seeks to minimize risks and protect the safety, welfare, and dignity of every student.

The Emergency Response Framework reflects the institution's commitment to proactive planning, responsible leadership, and continuous improvement in safety and risk management practices.

## **21. Annexures**

The following annexures form an integral part of the Child Protection Policy and POCSO Compliance Handbook of Alevoor Poornaprajna Public School. These annexures provide operational guidance, reporting formats, undertakings, committee records, documentation templates, and supporting materials required for effective implementation of the Child Protection Policy and POCSO Compliance Framework.

All annexures shall be reviewed periodically and updated whenever necessary to reflect changes in legal requirements, institutional practices, or safeguarding procedures.

ANNEXURE – I  
Child Safety and POCSO Committee (2026–27)

Dise Code : 2916020161

Mobile : 8277308581

## NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society (R))  
ALEVOOR – 574 118

Ref.

Date..15/04/2026

### POCSO / CHILD SAFETY COMMITTEE 2026-27

Sl No.	Name	Designation	Category	Contact Number
1	Mrs. Sandhya V Baljekar	Principal	Presiding Officer	9731044005
2	Mr. Thimmesh	Sub Inspector-Manipal Circle	Police Representative	8762930074
3	Mr. Srinivasa Upadhyaya	Advocate Alevoor , Udupi	Legal Representative	9880349799
4	Mrs. Savitha	Senior Teacher -Parent	Member	9902081638
5	Mrs. Suvarna	Senior Teacher	Member	9900831223
6	Mrs. Shaila Ammanna	Special Educator	Member	7406920806
7	Mrs. Madhuri	Parent	Member	8970171689
8	Mrs. Pramila Devadiga	Parent	Member	7892507118
9	Ms. Adhithi	Head Girl	Student-Representative	8971058057
10	Mr. Abhinav	Head Boy	Student-Representative	9164514592



NEHRU ENGLISH MEDIUM SCHOOL

  
President / Secretary / Treasurer

**ANNEXURE – II**  
**Child Safety and POCSO Committee Meeting Minutes**

Dise Code : 29160201612

Mobile : 8277308581

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society (R))  
ALEVOOR – 574 118

Ref.

Date..08/05/2026

**POCSO/CHILD SAFETY COMMITTEE FOR THE YEAR 2026-27**

The following are the minutes of the meeting held on 08/05/26 at school auditorium.  
The following members were present:

	Name of the members	Signature
1	Mrs.Sandhya V.B.	<i>Sandhya V.B</i>
2	Mr. A. P Kodancha	<i>Kodancha</i>
3	Mrs. Suvarna	<i>Suvarna</i>
4	Mrs. Arpitha B.C	<i>Arp.</i>
5	Mrs. Savitha	<i>Savo</i>
6	Mrs. Veena H.	<i>Veena</i>
7	Mrs. Shaila Ammannna	<i>Shaila</i>
8	Mr. Revanth	<i>R+</i>

**Key points:**

- A. Aims and objectives of the committee.
- B. Selection of members.
- C. Installation of complaint/suggestion box.
- D. Awareness programme.

**Actions taken:**

- A. Introduction of the POCSO Act & duties of the committee.
- B. Appointment of members.
- C. Orientation on POCSO Act for Committee Members.
- D. Awareness plans for students, parents, and staff.
- E. Create and Display POCSO Committee Details on Notice Boards.
- F. Setting up a child-friendly complaint box.
- G. Emergency response protocol.

*Sandhya V.B*  
PRINCIPAL  
(Sandhya. V. B)



NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

# NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society (R))

ALEVOOR – 574 118

Ref.

Date.....

## Outcomes:

- A. **Formation of POCSO Committee:** Committee officially constituted with designated roles.
- B. **Members understand their roles,** reporting procedures, and legal obligations.
- C. **Safe and accessible system** in place for children to report concerns.
- D. **Awareness sessions** planned to educate students, parents, and staff about child safety and rights.
- E. **Increased visibility** and accessibility of support systems to students.
- F. **Maintain a Confidential Register for Complaints**—A secure and confidential system in place to record any incidents.

## Signature of members

1. *Sandhya V.B.*
2. *Kodancha*
3. *Suvarna*
4. *Amr.*
5. *Savo*
6. *Seena*
7. *Shaila*
8. *R+*

*Sandhya V.B.*  
PRINCIPAL  
(Sandhya. V. B)



NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

**ANNEXURE – III**  
**Objectives and Measures Taken Report**

Dise Code : 29160201612

Mobile : 8277308581

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society (R))

ALEVOOR – 574 118

Ref.

Date...8-5-26

**POCSO / CHILD SAFETY COMMITTEE FOR THE YEAR 2025-26**

**OBJECTIVES:**

- To safeguard the children against verbal, non verbal, physical and mental harassment.
- To meet every month to console, counsel and convince the students who have behavioural issues.

**MEASURES TAKEN BY SCHOOL**

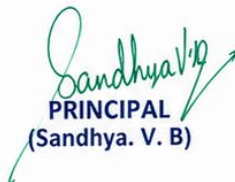
- Strong compound wall and secured gate
- Security personal at Entry and Exit point
- Putting up child safety number (1098) at various places in school
- CCTV installed at all common places
- Staff and student's orientation done on a regular basis
- Periodic meeting with staff, parents and students at regular interval
- Fire Extinguisher and Fire Drill and other measures taken at school
- Students can approach the counsellor whenever required
- Strict disciplinary action against the defaulters
- No form of bullying is accepted in school either physical/ mental or cyber bullying.
- Immediate reporting of any such incident to the concerned person

**POINT OF CONTACT:**

SL.No	Name	Contact number
1	Mr. A.P. Kodancha	9483441475
2	Mrs. Sandhya V.B	9731044005

Date : 02/01/2026

Place: Alevoor

  
PRINCIPAL  
(Sandhya. V. B)



NEHRU ENGLISH MEDIUM SCHOOL

  
President / Secretary / Treasurer

**ANNEXURE – IV**  
**Employee Declaration and Undertaking**

DISE CODE: 29160201612

Mobile: 8277308581

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref.No.....

Date: 14/5/2026

Name of the Employee : ARPITHA BC

Designation : TGT

BNG Number :

Subject : Hindi

Contact no : 8277406355, 9743902056

Address : W/o Kishan S, Sri Krishna 5 107 NI, near Kalakiran Club,  
TG Badagabettu Bailoor, Udipi. PO: Udipi.

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Arpitha BC, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
- 3. Sole Responsibility of Teachers:** I accept that as a teacher, I am individually responsible for maintaining a positive and respectful atmosphere within the classroom. I will adhere to ethical standards and ensure the well-being of the students entrusted to my care.
- 4. No Verbal Abuse:** I commit to refraining from any form of verbal abuse, humiliation, or derogatory language towards students. I understand the potential harm such behaviour can cause and pledge to communicate with students respectfully.
- 5. Management Action:** I acknowledge that if any violation of the aforementioned points occurs, the school/management reserves the right to take appropriate disciplinary action, which may include suspension, termination, or legal consequences depending on the severity of the misconduct.
- 6. Abstinence from any Physical exposure:** I, hereby declare my commitment to strictly adhere to protocols outlined in POCSO Act. I assure that there will be no physical exposure with students. Our priority is to maintain a safe and professional learning environment.

By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



*Arpitha BC*  
14/5

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*[Signature]*  
PRINCIPAL  
(Sandhya. V. B)

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref.No.....

Date: 11/5/2026

Name of the Employee : VILASINIDesignation : Teacher

BNG Number :

Subject : KindergartenContact no : 897147060Address : Hithshrya 2nd Floor Alevoor Guddiangadi Udipi**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Vilasini H. Shetty, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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- 6. Abstinence from any Physical exposure:** I, hereby declare my commitment to strictly adhere to protocols outlined in POCSO Act. I assure that there will be no physical exposure with students. Our priority is to maintain a safe and professional learning environment.

By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



NEHRU ENGLISH MEDIUM SCHOOL


  
President / Secretary / Treasurer
Vilasini

  
PRINCIPAL  
(Sandhya. V. B)

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14-05-2026

Name of the Employee : SUMITHRA  
 Designation : Attender  
 BNG Number :  
 Subject : -  
 Contact no : 9901290287  
 Address : Nehru Nagar 1<sup>st</sup> Cross, Alevoor

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, SUMITHRA, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
  - 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
  - 3. Sole Responsibility of Teachers:** I accept that as a teacher, I am individually responsible for maintaining a positive and respectful atmosphere within the classroom. I will adhere to ethical standards and ensure the well-being of the students entrusted to my care.
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  - 6. Abstinence from any Physical exposure:** I, hereby declare my commitment to strictly adhere to protocols outlined in POCSO Act. I assure that there will be no physical exposure with students. Our priority is to maintain a safe and professional learning environment.
- By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



*Sandhya V. B.*  
 PRINCIPAL  
 (Sandhya. V. B)

*Sumithra*

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
 President / Secretary / Treasurer

DISE CODE: 29160201612

Mobile: 8277308581

# NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/05/2026

Name of the Employee : VIDYA VENKATESH SHET

Designation : Office Assistant

BNG Number :

Subject : Office Assistant

Contact no : 8971653403

Address : Vimaleshwara Krupa near Dwaga Parameshwara Temple  
Padu Alevoor Udupi

## Juvenile Justice Agreement

- 1. Non-Involvement in Corporal Punishment:** I, VIDYA VENKATESH SHET, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



NEHRU ENGLISH MEDIUM SCHOOL

President / Secretary / Treasurer

Vidya

Sandhya V B  
PRINCIPAL  
(Sandhya. V. B)

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: Thu, May 14<sup>th</sup>

Name of the Employee : SANDHYA V. BALJEKAR  
 Designation : PRINCIPAL  
 BNG Number : \_\_\_\_\_  
 Subject : SCIENCE  
 Contact no : 9731044005  
 Address : "ARCHANA", SUDHEENDRA THIRTH MARG, KUNJEBETTU  
UDUPI - 576102

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, SANDHYA V. B, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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NEHRU ENGLISH MEDIUM SCHOOL

  
 President / Secretary / Treasurer

  
 PRINCIPAL  
 (Sandhya. V. B)

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref .No.....

Date: 14-05-2026

Name of the Employee : N SAI MADHURIKA  
 Designation : Computer Instructor  
 BNG Number :  
 Subject : Computer  
 Contact no : 9964821567  
 Address : H.NO: 5-2, Arunodaya, Rampusia Udipi

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, N. SAI MADHURIKA, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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NEHRU ENGLISH MEDIUM SCHOOL

President / Secretary / Treasurer

PRINCIPAL  
(Sandhya. V. B)

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref.No.....

Date: 14/05/2024

Name of the Employee : Deepa  
 Designation : T&T  
 BNG Number :  
 Subject : Mathematics , Science  
 Contact no : 7259824501  
 Address : ABC KinfraTech, Gunddeangadi, Alevoor

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Deepa, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



*Sandhya V B*  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
 President / Secretary / Treasurer

*[Signature]*  
 14/05/2024

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref .No.....

Date: ...14/05/2026

Name of the Employee : Savitha Naik  
 Designation : — TGT  
 BNG Number : —  
 Subject : — Kannada  
 Contact no : — 9902735536, 9902081638  
 Address : — Near BVT, Ganapathi temple Road, Moodu perampalli.

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Savitha Naik, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



Sandhya V. B.  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

[Signature]  
 President / Secretary / Treasurer

[Signature]  
 14/05/26

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/05/2026.

Name of the Employee : ANITHA  
 Designation : TEACHER  
 BNG Number :  
 Subject : KANNADA, SOCIAL  
 Contact no : 9535532372  
 Address : SHREE SHASTHA NEAR , S.D.M COLLEGE  
 KUTHPADY

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, ANITHA, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



*Sandhya V. B.*  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
 President / Secretary / Treasurer

*[Signature]*  
 14/5/2026.

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14<sup>th</sup> May 2026.

Name of the Employee :

Suvarna

Designation : TGT

BNG Number :

Subject : Social Science

Contact no : 9900831223

Address : Samagaha Nilaya, Nadu Alevoor, Alevoor Udupi.

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Suvarna, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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*Sandhya V. B.*  
PRINCIPAL  
(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*Suvarna*

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/5/2026

Name of the Employee : Chethana

Designation : TGT

BNG Number :

Subject : Science

Contact no : 7019825760

Address : Milagres Arcade  
Ambagilu, Udupi**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Chethana, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
- 3. Sole Responsibility of Teachers:** I accept that as a teacher, I am individually responsible for maintaining a positive and respectful atmosphere within the classroom. I will adhere to ethical standards and ensure the well-being of the students entrusted to my care.
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- 6. Abstinence from any Physical exposure:** I, hereby declare my commitment to strictly adhere to protocols outlined in POCSO Act. I assure that there will be no physical exposure with students. Our priority is to maintain a safe and professional learning environment.

By signing below, I affirm my commitment to these principles and my understanding of the consequences should I fail to adhere to them.



*Sandhya V B*  
PRINCIPAL  
(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*Chethana*

DISE CODE: 29160201612

Mobile: 8277308581

# NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14<sup>th</sup> May 2026.

Name of the Employee : VEENA

Designation : TEACHER

BNG Number :

Subject : MATHS AND SOCIAL

Contact no : 9148743495

Address : 6-61 KANARADI

MANIPURA - 576120

## Juvenile Justice Agreement

- 1. Non-Involvement in Corporal Punishment:** I, VEENA, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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*Sandhya V. B.*  
PRINCIPAL  
(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*Veena*

DISE CODE: 29160201612

Mobile: 8277308581

# NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/05/2026

Name of the Employee : ASHWINI V.

Designation : TEACHER.

BNG Number :

Subject : SOCIAL, Maths

Contact no : 7353291962

Address : 3-121/36 "SRI KRISHNA" SAMRUDDHI NAGARA  
LAYOUT DENDOORKATTE UDUPI - 576120

## Juvenile Justice Agreement

- 1. Non-Involvement in Corporal Punishment:** I, ASHWINI V, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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*Sandhya V. B.*  
PRINCIPAL  
(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*[Signature]*

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref .No.....

Date: 14/5/24

Name of the Employee : PREMA.S  
 Designation : TEET  
 BNG Number :  
 Subject : English, E.V.S  
 Contact no : 814 7217221  
 Address : Shivapawathi  
Morpalli  
Udipi

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Prema.S, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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Sandhya V. B.  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

Prema.S  
 President / Secretary / Treasurer

Prema.S

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref .No.....

Date: 14<sup>th</sup> May 2026.

Name of the Employee : VEENA  
 Designation : TEACHER  
 BNG Number :  
 Subject : MATHS AND SOCIAL  
 Contact no : 9148743495  
 Address : 6-61 KANARADI  
 MANIPURA - 576120

**Juvenile Justice Agreement**

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*Sandhya V. B.*  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*Ant*  
 President / Secretary / Treasurer.

*Veena*

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/05/2026

Name of the Employee : ASHWINI V.

Designation : TEACHER.

BNG Number :

Subject : SOCIAL, Maths

Contact no : 7353291962

Address : 3-121/36 "SRI KRISHNA" SAMRUDDHI NAGARA  
LAYOUT DENDDOORKATTE UDUPI - 576120**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, ASHWINI V, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*[Signature]*  
President / Secretary / Treasurer

*[Signature]*

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14/5/21

Name of the Employee : PREMA.S  
 Designation : TOTT  
 BNG Number :  
 Subject : English, E.V.S  
 Contact no : 814 7217221  
 Address : Shivapawathi  
Marpalli  
Udupi

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Prema.S, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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Sandhya  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

Prema.S  
 President / Secretary / Treasurer

Prema.S

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref.No.....

Date: 14/5/26

Name of the Employee : Dayavathi Dayananda  
 Designation : TGT  
 BNG Number :  
 Subject : English  
 Contact no : 7626809323  
 Address : Near Mahavishnumoorthy Temple  
Korangrapadi , Udupi , - 574118

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Dayavathi Dayananda solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
- 2. Management Non-Responsibility:** I acknowledge that the school/management will not bear responsibility for any actions involving corporal punishment or misconduct on my part. I am solely accountable for my behaviour and adherence to professional conduct.
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Sandhya V B  
**PRINCIPAL**  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

[Signature]  
 President / Secretary / Treasurer

[Signature]  
 14/5/26

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: .....

Name of the Employee : Vijayalakshmi

Designation : Teacher

BNG Number :

Subject : Kindergarten

Contact no : 9964263682

Address : W/o H.K. Ramachandra, Ashvitha-6-57, near Udayastore  
16 Badagubette Bailoor, Udupi. Po : Udupi  
**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Vijayalakshmi, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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*Sandhya V B*  
PRINCIPAL  
(Sandhya. V. B)

*Vijay S*  
NEHRU ENGLISH MEDIUM SCHOOL

*Vijay S*  
President / Secretary / Treasurer

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14-05-2026

Name of the Employee : Kamalesh. Rao.  
 Designation : Lab - Attender  
 BNG Number :  
 Subject :  
 Contact no : 9482905371  
 Address : H-no: 7-1-100 A3 (25) 'C' wing 208  
 Sai Radha Kokuldhara Bailakere, Udupi

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Kamalesh. Rao, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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*Sandhya V B*  
 PRINCIPAL  
 (Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

*Kamalesh Rao*  
 President / Secretary / Treasurer

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref.No.....

Date: 14-05-2026

Name of the Employee : AMANNA N SHAILA  
 Designation : Special educator  
 BNG Number :  
 Subject : Special educator  
 Contact no : 74069 20806  
 Address : Amanna compound, Konangrapady, udupi.

**Juvenile Justice Agreement**

- 1. Non-Involvement in Corporal Punishment:** I, Amanna N. Shaila, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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PRINCIPAL  
(Sandhya. V. B)

Amanna Shaila

NEHRU ENGLISH MEDIUM SCHOOL

[Signature]  
President / Secretary / Treasurer

DISE CODE: 29160201612

Mobile: 8277308581

## NEHRU ENGLISH MEDIUM SCHOOL

(A Unit of Alevoor Education Society ®)

Alevoor, Udupi — 574118

Ref .No.....

Date: 14-05-2026

Name of the Employee : VEENA  
Designation : PRT- Teacher  
BNG Number :  
Subject :  
Contact no : 9900940048  
Address : Mission compound, udupi

### Juvenile Justice Agreement

- 1. Non-Involvement in Corporal Punishment:** I, VEENA solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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PRINCIPAL  
(Sandhya. V. B)

NEHRU ENGLISH MEDIUM SCHOOL

President / Secretary / Treasurer

**NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society ®)

Alevoor, Udipi — 574118

Ref.No.....

Date: 14-05-2026

Name of the Employee : MAMATHA NAIK

Designation : Attender

BNG Number :

Subject : -

Contact no : 9686709629

Address : H.NO: 1-189(1) Anugraha, Alevoor Kodi, Alevoor Udipi

**Juvenile Justice Agreement**


- 1. Non-Involvement in Corporal Punishment:** I, MAMATHA NAIK, solemnly agree not to engage in any form of corporal punishment, physical harm, or abuse towards students under any circumstances. I understand the importance of fostering a safe and nurturing learning environment.
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NEHRU ENGLISH MEDIUM SCHOOL

  
PRINCIPAL  
(Sandhya. V. B)



  
President / Secretary / Treasurer  
Mamatha

**ANNEXURE V**  
**Action Taken Report**

Dise Code : 29160201612

Mobile : 8277308581

## **NEHRU ENGLISH MEDIUM SCHOOL**

(A Unit of Alevoor Education Society (R))  
ALEVOOR - 574 118

Ref.

Date...08-05-2026

### **ACTION PROCEDURES**

The committee will follow the action procedure to resolve any grievance coming to the committee

- ❖ Warning and reminder about the school and the state rules.
- ❖ Counselling by the school counsellor and the Principal.
- ❖ Written consent of not repeating the behaviour.
- ❖ Suspension or termination of the services or admission in case of serious offence.
- ❖ Written affirmation from the students and parents.
- ❖ Legal support whenever required.

  
**PRINCIPAL**  
(Sandhya. V. B)



NEHRU ENGLISH MEDIUM SCHOOL

  
President / Secretary / Treasurer