



# St. Peter's Senior Secondary School

Affiliated to C.B.S.E. No. 2630043

## Child Protection Policy

Signed:	Geeta Kaushik
Position:	Principal
Date Agreed:	October 2022
Next Review:	September 2024

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Dear Parents,

Nothing is more important than the safety of our children. When they are safe and happy, they learn and thrive.

St Peter's Senior Secondary School, (hereinafter referred to as SPS) in keeping with our core values and vision statements, has a Child Protection Policy and a designated Child Protection Officer to guide our staff and parents in matters related to the health, safety and care of children attending our school. When parents enroll their child at SPS, they agree to work in partnership with the school and abide by the policies adopted by the SPS Board.

The SPS Child Protection Policy defines the standards with an object to the effect that all SPS students should be treated with respect and dignity at all times. It is based on international law and on the United Nations (UN) Convention on the Rights of the Child and in addition SPS is also required to follow the Indian Law. .

There are key UN articles upon which SPS has placed a strong

emphasis:(See Appendix I for relevant extracts thereof)

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused.( See Appendix II)

The policy that the school follows is based on the law regarding Corporal Punishment detailed in the Juvenile Justice (Care and Protection of Children) Act, 2015.

We seek to work in partnership with our school community to ensure the safety and care of our students as they learn and grow within the SPS environment. To achieve our aims in this context, SPS is committed to provide the following;

- Age appropriate lessons to help students understand personal safety, needs, and rights.
- Parent material and information sessions to help everyone better understand our programs and policies.
- Annual review of the policy to ensure that all employees and contracted staff are aware of the guidelines stated in the policy.

At ST Peter's we know that we can work together to ensure that our children are safe and knowledgeable about their rights and responsibilities. We thank everyone for their support. Please contact Child Protection Officer regarding any questions you may have

Yours sincerely,

Chairman

## I INTRODUCTION, PURPOSE & ESSENTIAL COMMUNICATIONS

### ➤ Purpose:

In keeping with the mission and values of SPS, we believe that every child regardless of age, has at all times, and in all situations, a right to feel safe and protected.

We are committed to safeguarding processes which include protecting children from abuse and neglect; preventing risk of harm to children's health or development; and ensuring children grow up with the provision of safe and supportive care.

Underpinned by the United Nations Convention on the Rights of the Child (UNCRC), SPS is committed to promoting the rights of children including their right to be protected from harmful influences, abuse and exploitation. SPS takes active measures to ensure a child's rights are protected.

This Child Protection Policy is SPS's statement of intent that demonstrates our commitment to safeguarding children from harm and makes clear to all in the organization and who come into contact with us what is required in relation to the protection of children, and that child abuse in any form is unacceptable to SPS.

SPS expects all individuals and groups affiliated with the school community to act with integrity and to take responsibility for keeping students safe. Whether you are a staff member, a service or activity partner, a volunteer, intern, contractor, guest, parent or visitor, it is our expectation that you will support our students and act with their well being in mind at all times.

### **At SPS, keeping children safe is everyone's responsibility.**

#### ➤ SPS's Vision for Child Protection:

We aim to create 'child safe' environment, both internally and externally, where children are respected, protected, empowered and active in their own protection, and where staff are skilled, confident, competent and well supported in meeting their protection responsibilities.

#### ➤ Policy Statement:

All staff will safeguard and promote the welfare of the children in our care. Child abuse (including physical abuse, emotional abuse, sexual abuse and neglect) is a violation of children's human rights and is an obstacle to their education and development. All staff have a responsibility and duty of care to protect the rights and dignity of all students and to create a safe, secure and supportive environment. All staff must report suspected incidences, reports or disclosures child abuse to the CPO.

The **Principal** assume responsibility for child protection. In the absence of the above, the matter should be fully discussed with members of the Child Protection Committee.

## II KEY SAFEGUARDING PERSONNEL – CHILD PROTECTION COMMITTEE

Role	E mail
School Principal	<a href="mailto:principal@stpeterchd.com">principal@stpeterchd.com</a>
Administration	<a href="mailto:admin@stpeterchd.com">admin@stpeterchd.com</a>
Child Protection Officer	
Teacher Representative	<a href="mailto:administrator@stpeterchd.com">administrator@stpeterchd.com</a>
Counselor	Based on the requirement
SPS Chairman	Based on the requirement

## III CORRESPONDING POLICIES AND PROCEDURES:

### ➤ Child Protection Policy

SPS will distribute this policy annually to all staff, students and parents. **SPS is committed to review the policy annually and ensuring safe recruitment practices.**

Child abuse and neglect are of growing concern in schools throughout the world. Child abuse and neglect are violations of a child's human rights, and are obstacles to the child's education as well as their physical, emotional, and spiritual development.

### ➤ Purpose of the Policy:

Our policy applies to all staff, **St Peter's Senior Secondary School (SPS)**, and **ST Peter's Sports Academy (SPSA)** working in the school. The five main priorities in our policy are to:

- Ensure we practice safe recruitment by checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip students with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting suspected cases of abuse.
- Support students who have been abused in accordance with the agreed child protection plan.
- Establish a safe environment in which students have the opportunity to learn and develop.

## As a School, we will follow procedures to:

- Ensure every member of SPS staff (including temporary and supply staff and volunteers) and the Governing Body knows the name of the designated person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences.
- **Keep written records of concerns about students. Ensure all records are kept securely; separate from the main student file, and in locked locations.**
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

### ➤ **Scope of the Child Protection Policy:**

The Child Protection Policy applies to everyone working for or associated with SPS. It encompasses the whole of SPS and includes without limitation.

- Staff at all levels – Academic, Admin, SPSA, Support Staff
- SPS Visitors – (parents, visitors, vendors, researchers, media, guests, celebrities etc) who may come into contact with children through SPS are also bound by this policy.

### ➤ **Responsibilities under the Child Protection Policy**

SPS staff and visitors must:

- Never abuse and / or exploit a student or act / behave in any way that places a child at risk of harm.
- Report any suspected child abuse and protection concerns to the designated person / committee. This is mandatory requirement for staff. Failure to do so may result in disciplinary action.
- Respond to a child who may have been abused or exploited.
- Cooperate in any investigation of concerns and allegations.
- Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.
- Be aware that where concerns exist about the conduct of Staff or Visitors in relation to child protection and / or where there has been breach of the Child Protection Policy, this will be investigated under this policy either: by consideration of referral to statutory authorities for criminal investigation under local laws in India and / or by SPS with disciplinary procedures. This may result in disciplinary sanctions and / or dismissal of staff.

- **If a legitimate concern about suspected child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the complainant.**

### **SPS Staff must not:**

Disclose information that identifies families or students or make it available to the general public unless that disclosure is in accordance with standard SPS policies and procedures.

#### **➤ School Procedure for Staff:**

In the instances detailed below, a member of staff must report to the Child Protection Officer by completing an incident/concern report form (which is signed and dated by a member of staff) and submitted to the CPO. Completed forms should not be left unattended.

- There is suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play, or when the explanation given appears inconsistent with the injury.
- Behavior and actions are noted, which give rise to suspicions that a child may have suffered abuse.
- There is a concern that a child may be suffering from lack of care, ill treatment, or emotional maltreatment.
- There is a concern that a child is presenting signs or symptoms consistent with suspicion of child abuse or neglect.
- Significant changes are noted in a child's presentation which are otherwise unexplained,
- A staff member receives hints or a disclosure of abuse from the child, another pupil, parent or member of the public.

### **Other policies pertaining to Child Protection – The school has policies around:**

- **Anti-Bullying**
- **Taking images and videos – IT Policy**
- **Student Code of Conduct- School Rules & Reulations**
- **HR Policy- Staff Handbook**

#### IV CHILD PROTECTION OFFICER:

**SPS has a designated Child Protection Officer. The role and responsibilities of the Child Protection Officer are detailed below.**

The person in this role is responsible for:-

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child Protection Policy.
- Ensuring the policy is implemented and promoted.
- Acting as a first point of contact for SPS on issues of Child protection, both internally and for members of the public and other external contacts.
- Representing the key link to statutory agencies. (Social care or Police) during following formal investigations.
- Maintaining and updating the policy.
- Keeping an up-to date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the Child Protection Committee.
- Providing guidance on relevant matters to the Child Protection Committee and to the other members of staff, as appropriate.
- Advocating the importance of Child Protection to partners and customers.

#### V IMPORTANT POLICY TERMS, DEFINITIONS, INDICATORS:

**SPS defines** child abuse as any form of maltreatment inflicted on a student including physical abuse, sexual abuse and emotional abuse.

**Abuse is:**

- Inflicting physical injury on a child by other than accidental means, causing skin bruising, burns, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function, death.
- Creating a substantial risk of physical harm to a child's bodily functioning.
- Committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering.
- Assaulting or criminally mistreating a child as defined by either the criminal code or school policy.
- Failing to take reasonable steps to prevent the occurrence of any of the above.

##### ➤ Possible Indicators of Physical Abuse:

- Unexplained bruises and welts on any part of the body.
- Bruises of different ages (various colors).
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle, hand).
- Injuries that regularly appear after absence or vacation.
- Unexplained burns, especially to soles, palms, back, or buttocks.



- Burns with a pattern from an electric burner, iron, or cigarette.
- Rope burns on arms, legs, neck, or torso.
- Injuries inconsistent with information offered by the child.
- Immersion burns with a distinct boundary line

**Neglect** is failure to provide for a child’s basic needs within their own environment.

Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision— this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time).
- Medical (e.g., failure to provide necessary medical or mental health treatment).
- Emotional (e.g., a pattern of actions, such as: inattention to a child’s emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs. Specific examples may include verbal humiliation, refusing to acknowledge presence of child, invasion of privacy for no specific reason, violent threats, etc.).

➤ **Possible indicators of neglect:**

- Child is unwashed or hungry.
- Parents are uninterested in child’s academic performance.
- Parents do not respond to repeated communications from the school.
- Child does not want to go home.
- Parents cannot be reached in the case of emergency.

## **SEXUAL ABUSE**

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production or, pornographic material watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Sexual abuse has some different characteristics of child abuse that warrant special attention. While physical abuse is often the result of immediate stress and not usually planned, sexual abuse requires planning with results that are more insidious. Sexual abuse requires far more secrecy than other forms of child abuse, so is more difficult to report.
- Many victims, through the process of grooming, are taught that the sex is a form of love, so tend to love their offender and often present as happy and well-adjusted children with no negative symptoms because of their perception of being loved.
- Working with the sexual offender cannot be done by school counselors.

➤ **Possible indicators of sexual abuse:**

- Sexual knowledge, behavior or use of language not appropriate to age level.
- Unusual interpersonal relationship patterns.
- Venereal disease in a child of any age.
- Evidence of physical trauma or bleeding in the oral, genital, or anal areas.
- Difficulty in walking or sitting.
- Refusing to change into PE clothes, fear of bathrooms.
- Child running away from home and not giving any specific complaint.
- Not wanting to be alone with an individual.
- Pregnancy, especially at a young age.
- Extremely protective parenting.

## **VI REPORTING OF INCIDENTS, SUSPICION AND FOLLOW UP**

### **What happens when a teacher has reasonable cause to believe?**

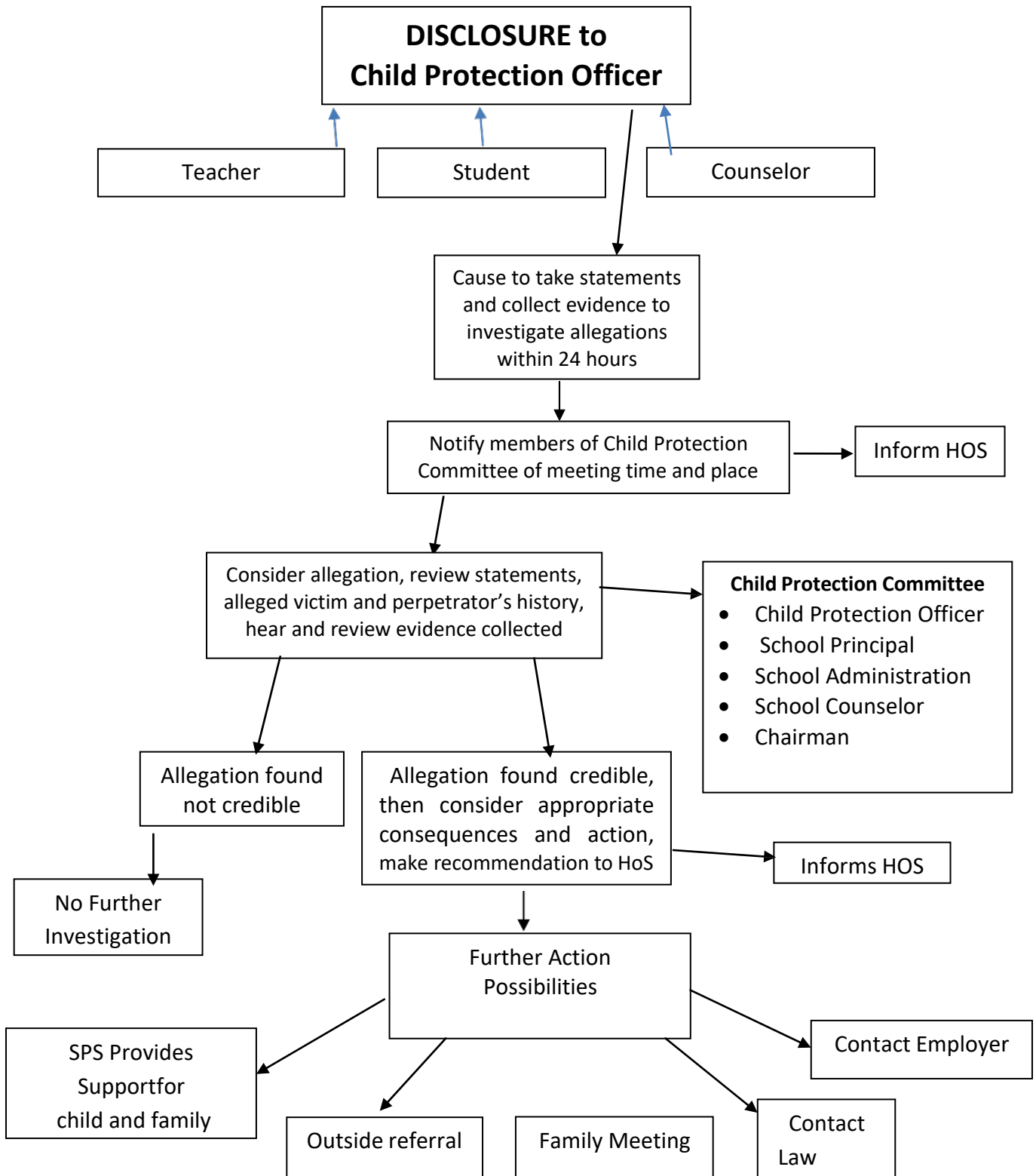
- These indicators of abuse and neglect should be used by the staff member as a guideline for reporting to the counselor, who will determine if the case needs further attention.
- A report must be made when a staff member has reasonable cause to believe that a child has suffered abuse or neglect.

### **What happens after suspected abuse or neglect is reported?**

- Where there is cause to suspect child abuse or neglect, it is the responsibility of the staff member to report his or her suspicions to the counselor, or to the CPO.
- In all cases, the Principal will be notified as needed. It is the responsibility of the Principal and the CPO to inform the Head of school of the suspected case of child abuse or neglect.
- All reports of abuse and neglect must be made to the CPO immediately for response in 24 hours.

## Steps followed after disclosure:

### Reporting Procedures



## VII EXISTING CONSTITUTION & LEGAL FRAMEWORK

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused.

Rights of the children: The United Nations Convention on the Rights of the Child (CRC), defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

The following rights of the child are of utmost importance to SPS:

- *Non discrimination( Article 2, CRC )*
- *Best interests of the child ( Article 3, CRC )*
- *Parental guidance ( Article 5, CRC )*
- *Respect for the views of the child (Article 12, CRC )*
- *Freedom of expression ( Article 13, CRC )*
- *Freedom of thought, conscience and religion ( Article 14, CRC )*
- *Freedom of association (Article 15, CRC)*
- *Right to privacy ( Article 16, CRC ) or*
- *Access to information (Article 17, CRC )*
- **Protection from abuse and neglect ( Article 19, CRC )**

The State shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse and the treatment of victims.

**The school has the following procedures in place to prevent children from being hurt and mistreated:**

- *Ensures adult supervision at all times including breaks.*
- *Has zero tolerance for corporal punishment.*
- *Has a child protection policy and designated Child Protection Officers who attended CIS Child Protection Workshops.*
- *Has a child health and safety policy.*
- *The student code of conduct deals at length with the issue of bullying. The school conducted anti bullying workshop consecutively in the last two years. These sessions are meant to train and educate teachers, parents and counselors on how to handle bullying.*
- *Children with disabilities (Article 23, CRC).*
- *Health and health services (Article 24, CRC).*
- *Leisure, play and culture (Article 31, CRC).*
- *Drug abuse (Article 33, CRC).*

- (a) **Sexual exploitation (Article 34, CRC)** – Governments should protect children from all forms of sexual exploitation and abuse. This provision in the Convention is augmented by the Optional Protocol on the sale of children, child prostitution and child pornography.

The school has the following procedures to prevent sexual exploitation of children:

- (1) Child Protection Policy and designated Child Protection Officers.
- (2) Background checks – The school is in the process of establishing a system for background checks for all employees.
- (3) A few members of the staff attended Child Protection Workshop by CIS.

- (b) **Detention and punishment ( Article 37, CRC )**

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

### **Section 82. Corporal punishment.**

- Any person in-charge of or employed in a child care institution, who subjects a child to corporal punishment with the aim of disciplining the child, shall be liable, on the first conviction, to a fine of ten thousand rupees and for every subsequent offence, shall be liable for imprisonment which may extend to three months or fine or with both.
- If a person employed in an institution referred to in sub-section (1), is convicted of an offence under that sub-section, such person shall also be liable for dismissal from service, and shall also be debarred from working directly with children thereafter.
- In case, where any corporal punishment is reported in an institution referred to in sub-section (1) and the management of such institution does not cooperate with any inquiry or comply with the orders of the Committee or the Board or court or State Government, the person in-charge of the management of the institution shall be liable for punishment with imprisonment for a term not less than three years and shall also be liable to fine which may extend to one lakh rupees.

**Mandate of Section 82** – Now under Section 82 of the 2015 Act, whosoever subjects a child to corporal punishment causing hurt and emotional distress for the child, shall be liable, on the first conviction, for imprisonment which can extend to six months or fine or both and for every subsequent offence the person shall be liable for imprisonment which may extend to three years and fine or both. However, if a person employed in an institution providing services to children, is convicted of an offence under this section on more than one occasion, such person shall also be dismissed from service. In case, the corporal punishment has caused grievous hurt or severe mental trauma for the child, the person having committed the offence shall be liable, for rigorous imprisonment of three years and fine of rupees fifty thousand and for subsequent conviction, imprisonment which may extend to five years and shall also be liable to fine of rupees or both.

However, if a person employed in an institution providing services to children, is convicted of an offence under this sub – section such person shall also be dismissed from service, and debarred from working directly with children thereafter. In case, where corporal punishment is reported in an institution and the management of such institution, does not cooperate with any inquiry or comply with the orders of competent authority or Court or State Government, the person in-charge of the management of the institution shall be liable for punishment with imprisonment for a term not less than three years and shall also be liable to a fine which extends to one lakh rupees.

The Protection of Children from Sexual Offences Act (POCSO Act) 2012 was formulated in order to effectively address sexual abuse and sexual exploitation of children. The Protection of Children from Sexual Offences Act, 2012 received the President's assent on 19th June 2012 and was notified in the Gazette of India on 20th June, 2012.

## **VIII a) ACKNOWLEDGMENT:**

### **References:**

1. The UN Convention on the Rights of the Child.
2. Juvenile Justice Laws in India.
3. Student Code of Conduct.
4. Safeguarding and Child Protection Policy – Sarum St Paul's Church of England Primary School.
  - Child Protection Policy – Lakeside Primary school
  - Child Protection Policy – Shanghai American school
  - Delhi Commission for protection of Child Right, Government of NCT of Delhi
  - Child Protection Policy – Sreenidhi International School, Hyderabad India

**IX b) UNDERTAKING**

I have read and understood the Child Protection Policy of St Peter's Senior Secondary School.

I hereby declare and affirm that I agree to adhere and abide by the said policy and guidelines. In case of any violations of the said policy in my direct and indirect interactions with the children, the institution may terminate the employment/association and / or suitable disciplinary and legal actions as per the applicable laws and rules.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Principal and Seal

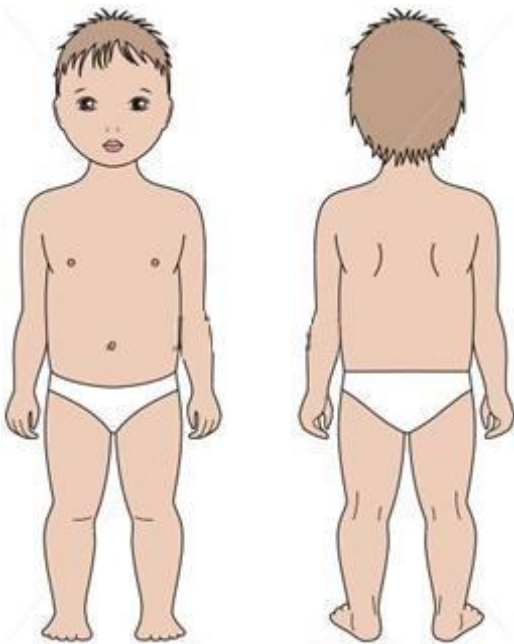
\_\_\_\_\_

**X CONCERN FORM****a) Concern Form – Part A**

Complete this form (Part A) every time you have a concern about a pupil.  
The Designated person will complete PART B

Child's name Gender / Grade / Section Parent / Guardian's name Parent / Guardian's Contact	
Name of member of staff reporting the concern	
Date and Time of allegation	

Concern – Use the body map below to show any marks or injuries ( Picture of body map)



Did the child require first aid? Provide details if 'yes'

Who administered this? (Name and title)

Did the child require further immediate asSPStance?



**b) Concern Form – Part B**

To be completed by the School's designated person

Name of the Designated person reviewing the concern - CPO	
Reporting Internally:	
Provide details of your discussion with Child Protection Committee	
Time	Date
Names	
Discussion Outcome:	
Details of the incident – Disclosure or suspicion	

**c) Concern Form – Part C**

<b>Actions Taken</b>
If contacting parent / guardian, provide the following details:
Name of the staff member making the call –
Name of the parent / guardian receiving the call –
Discussion Outcome:

**d) Concern Form – Part D**

<b>Planning Actions</b>
Include details on what follow up actions have occurred to support the student (For eg: referral to Counselors and other specialized services).
Follow up Actions:

Copyright 2022-23 lies with:



**St. Peter's Senior Secondary School**

Affiliated to C.B.S.E. No. 2630043