

Child Protection Policy

Vision

To redefine education by nurturing young minds through our GROWTH values, empowering them to thrive and contribute meaningfully to a just and sustainable future.

Mission

To unlock every learner's unique potential and foster a love for lifelong learning by creating a purpose-driven ecosystem built on our pillars of happiness.

Purpose

Every student deserves equal access to education within a safe, protective, and supportive environment conducive to their overall development. Addressing challenges such as gender inequality, discrimination, eve-teasing, sexual abuse etc in school environments necessitates raising awareness of the child protection policies. Collaboration among parents, teachers, and schools is essential to foster and maintain such an environment.

Scope

This policy outlines the responsibilities of:

A. School Personnel: Including management, school authorities, teachers (teaching & non-teaching staff), interns, ancillary staff and visitors in ensuring the safety and protection of children:

1. Within school premises during school hours and non-working days, as applicable.
2. During remedial hours within school premises.
3. In relation to transportation organized by the school or private transport service providers.
4. During events organized by the school management at off-site locations or when students represent the school in external events.
5. At locations such as schools' premises, or institutions of Partner(s)/Partner Organizations.

B. External Associates: Including vendors, partners, sponsors, and suppliers who have direct or indirect interactions with children.

C. Visitors: Any individual visiting the school premises and accessing the premises.

This policy ensures comprehensive coverage of responsibilities towards child safety and protection across various contexts within and outside the school environment.

Guiding Principles

The Child Protection Policy espouses the principles enshrined in the UNCRC and the Constitution of India.

Empyrean School shall:

1. Treat all students with care, respect, and dignity.
2. Embrace inclusiveness at all times, ensuring no child is left out.
3. Recognize that those working for the organisation shall be perceived by children as trusted persons
4. Maintain open, clear, and interactive communication with children, empowering them to express their thoughts.
5. Assess and manage risks to children during activities by implementing preventive measures.

6. Ensure that all communication regarding children, their families, or caregivers reflects dignity and respect.
7. Minimize physical contact with children, except when necessary for training, health, or safety purposes.
8. Promptly and appropriately respond to any allegations raised, initiating a thorough inquiry and disciplinary process.
9. Conduct an annual Child Protection session for all staff members to revisit and discuss the policy.
10. Involve students in decision-making processes when appropriate.
11. Review and update the policy every two years to ensure relevance and effectiveness.
12. Maintain a zero-tolerance policy towards any form of child abuse, whether direct or indirect.

Legal Frameworks

To ensure delivery of the constitutional safeguards and the commitment to the UNCRC, the Government of India has enacted several legislative measures for protection of children in general. While all of them encompass provisions for protection or safeguards from some form of violence or abuse, the key child legislations in the context of protection of children are the following;

1. The Juvenile Justice (Care & Protection) of Children Act 2000 and Amendment Act 2006 (JJA)
2. The Commission for Protection of Child Rights Act 2005
3. The Right to Free and Compulsory Education Act 2009 (RTE)
4. The Protection of Children from Sexual Offences Act 2012 (POCSO)
5. The Criminal Law Amendment Act 2013

Children with disabilities are specially covered under the Persons with Disabilities (Equal Protection of Rights and Full Participation) Act 1995.

Objectives:

1. Establish a physically, mentally, psychologically, and technologically secure environment for the students of Empyrean School.
2. Foster a safe and positive environment across school premises, transportation vehicles, programs, and field projects that support student learning and development.
3. Clearly outline safety and protection aspects for children, detailing the measures implemented to ensure their well-being.
4. Encourage children's participation whenever suitable and feasible.
5. Define roles, responsibilities, and accountability for school authorities and other stakeholders.
6. Educate staff and others to recognize signs of abuse or situations requiring child protection intervention, and empower them to promptly report such concerns to the appropriate authorities.
7. Establish mechanisms for ongoing monitoring and evaluation of child protection standards implementation.
8. Uphold the best interests of children at all times: In cases of conflicts of interest involving stakeholders directly or indirectly associated with children, prioritize safeguarding the children's welfare above all else.

Constitution of committees for child protection

Empyrean school shall appoint a Committee for Child Protection given the responsibility of ensuring implementation of the Child Protection Policy within the organisation. The Committee shall report to the Management of Empyrean School.

Child Protection Committee

Name	Designation	Role	Email
Mr Soumyabrata Mukherjee	Principal	Chairperson	principal@empyreanschool.com
Ms Prajnamita Sen	Female Teacher	Child Protection Officer	coordinator9-12@empyreanschool.com
Ms Bharati Kapoor	School counsellor	Member	counselor@emoyreanschool.com
Ms Vaidehi Chavan	Admin staff	Member	admin_coordinator@empyreanschool.com
Mr Sudhir Kochale	Male teacher	Member	sudhir.kochale@empyreanschool.com
Ms Shriyadita Harale-Grade 12	Female student	Member	
Mr Neil-Grade 11	Male student	Member	

Details of the committee along with contact details shall be displayed prominently on the School Notice Board and conspicuously on the school website for information of all stakeholders.

Role of the Committee

1. Compliances regarding Safety and Checklist
 - a. The committee shall meet quarterly to check whether the safety compliances are being fulfilled and to fill up the Child Safety Checklist as provided in Annexure 1. It is recommended to have one or two parent representatives and one or two student representatives in the said quarterly meeting.
 - b. The quarterly meeting should have on its agenda review of the previous quarter, any threats/risks discovered during that period and additional measures to be taken to strengthen child protection measures in the institution.
 - c. The committee shall maintain all registers, files and folders and documents related to child safety and protection.
2. Complaint Redressal
 - a. The committee shall meet whenever a violation/ offense/ complaint is reported.
 - b. The committee shall convene investigation and conduct meeting of all stakeholders involved. While doing so, the committee shall ensure maintenance of confidentiality and privacy of all concerned.
 - c. In matters requiring doing so under law, the committee shall timely report the matter to the local police/ Special juvenile police unit/ Child helpline 1098/ State commission for protection of child rights as the case may be.
 - d. Minutes of the meeting should be maintained and signed by all members.
 - e. When the matter is closed or withdrawn for any reason whatsoever, the school must prepare a post incident report/ closure report.

3. Sensitization and training
 - a. Sensitization workshops and training on child protection laws must be conducted regularly for all stakeholders -teaching staff, non-teaching staff, management, students and parents. It is recommended that training must be conducted at least once a year.
4. Install suggestion/ complaint box
 - a. It is recommended that suggestion/ complaint boxes are placed at prominent places in the school premises and in school buses.
5. Documentation/ Record keeping
 - a. It is imperative that the school records all interactions/ minutes/ incidents and maintains all relevant documents.

Definitions

1. **Child:** Any person, male or female, below the age of 18, as evidenced by relevant birth certificate or in cases where birth certificate is not available, medically ascertained by competent authorities.
2. **Student:** Any child who is admitted and enrolled with the school.
3. **Special Needs:**
 - a. Children with Special Education Needs (SEN): Children have special education needs if they have learning difficulties or disabilities that make it harder for them to learn, than most children of the same age. These children may need extra or different help from that given to other children of the same age.
 - b. It is important to remember that the term special needs is culturally and socially constructed phenomena. The barriers that children with special needs face may or may not cause limitations and disability depending on how educators approach their needs. These children may require additional provisions to be made for them because of a range of special needs, such as:
 - i. Physical and sensory impairment needs: This can include limb disabilities, blindness or visual impairments, deafness or hearing impairment and epilepsy
 - ii. Neurodevelopmental needs: Learning disabilities, ADHD, autism and down syndrome fall under this category.
 - iii. Social-emotional/behavioural needs: This encompasses behavioural and emotional challenges caused by trauma, poor living conditions or neglect/abuse.
4. **Staff:** Any member, part-time, full-time or consultant who is functioning in full capacity, for a salary, honorarium, remuneration, fees, contract amount, or any other financial consideration. Such members could be the Principal, Teachers, Associate Teachers, Counsellors, Trainers, Support Staff, Bus in charge, drivers.
5. **Intern:** Any person (including non-Indians) who is studying (college/university), extending help to the organization, with an aim to complete an internship and achieve academic grades for the same, with/without any remuneration whatsoever.
6. **Partners:** Organisations or individuals who associate with Empyrean School towards achievement of the common vision/goal, based on a clear MOU or contract, such undersigned by both/ all parties involved.
7. **Resource Person:** Any person who has been hired, to facilitate any educational or other activities for children.
8. **Sponsor:** Any person (individual or representative) supporting the structure, activities or programs of the organization either monetarily or non-monetarily.
9. **Stakeholders:** Refer to all internal and external individuals, agencies, institutions, etc who are directly associated with Empyrean School and impact the services and social change of the

organization.

10. **Corporal Punishment:** The use of physical force with the intention of causing a child pain for the purpose of correction of behaviour.
11. **Visitor:** Any member visiting, either independently or accompanied by a staff or member associated with the organisation, for purposes of interacting with children, donations, understanding of organisation's work during the working hours.
12. **Direct Contact with Children:** Being with and in the physical presence of a child or children as part of their professional or school related work, be it regular, occasional, temporary or long term
13. **Indirect Contact with Children:** Those whose work does not require them to be in the physical presence of a child but encompasses access to personal details and information, data on children including photographs, case files etc.
14. **Child Right to Protection:** Includes freedom from all forms of exploitation, abused, inhuman or degrading treatment and neglect. The following four will be categorized as child abuse;
 - a. **Emotional Abuse:** Is also known as verbal abuse, mental abuse or psychological maltreatment. It includes acts or failure to act by parents or caregivers that have caused or could cause serious emotional harm, behavioural problems or mental trauma. It also includes – rejection, belittling, labelling children with derogatory terms, and habitually blaming children.
 - b. **Sexual Abuse:** Sexual Abuse as defined under Sections 3,5,7,9 and 11 under the Protection of Children from Sexual Offences Act 2012
 - c. **Physical Abuse:** When someone abuses or neglects children by inflicting harm, or by failing to act to prevent harm on children with disabilities. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to children.
 - d. **Negligence:** Breach of duty of care during the time of working with children, which results in injury or harm to children.
15. **Bullying** at Empyrean School is defined as any disorderly conduct, whether verbal, written, physical, or online, that causes harm or distress to another individual. This includes teasing, ridiculing, or handling a student with rudeness, and any behaviour that can lead to psychological or physical harm. Specifically, bullying encompasses acts that:
 - Cause annoyance, hardship, or psychological harm to another student.
 - Instil fear or apprehension in a fresher or junior student.
 - Compel a student to perform an act that they would not ordinarily do, leading to a sense of shame, embarrassment, or distress.
 - Generate an environment of intimidation, hostility, or offensiveness that adversely affects the mental or physical well-being of the victim.
16. **Stalking** means following a child and contacting or attempting to contact such child to foster personal interaction repeatedly despite a clear indication of disinterest by such child; or monitoring the child by internet, email or any other form of electronic communication.
17. **Technologically safe:** Protecting children from all harm that may be caused due to use of technology – telephone, mobile phones, computers, tables, laptops and internet or any other form of information or communication devices.

Roles and responsibilities

1. Roles and responsibilities of Principal

- a) Orient all teachers and students at the beginning of the session regarding the school safety plan.
- b) Regular meeting with teachers and members of the School Safety Committee to discuss issues related to school safety and security and decide appropriate actions.
- c) Ensure display of the School Safety and Disaster Evacuation plan at prominent places in the school.
- d) Regular health check-ups to be conducted in school and teachers to be instructed to maintain health cards.
- e) Orienting teachers, parents and students on the purpose and process of conducting Parent Teacher Meetings and its impact on all-round development.
- f) Sensitizing parents and teachers on releasing children's stress and anxiety by focusing on uniqueness, strengths, his/her coping strategies, attitudes and values along with the academic areas of improvement.
- g) In case of a complaint against a teacher or other staff of the school, conduct a discreet enquiry to protect the identity of the victim/complainant.
- h) Equipping the school with basic supplements and medicines.
- i) Daily monitoring of maintenance of sanitation and hygiene particularly in washrooms and drinking water areas, and generally in the entire school premises' including classrooms/canteens/laboratories/libraries/etc.
- j) Identifying students with positive leadership qualities and making them part of the Antibullying Task Force or the School Safety committee to act as peer counsellors and educators to develop a bullying and violence-free school campus.

2. Roles and responsibilities of Teachers

- a) Supporting the Principal in gently orienting students towards the safety and security in general.
- b) Teachers should also help set classroom norms and standards that support child safety and security.
- c) Collaboratively develop (with students) healthy classroom norms and conduct of behaviour which ensures a safe and secure classroom environment.
- d) Encourage the habit of inquiry and sharing through placing of Question box'/ Opinion box' and addressing regularly the curiosity and problems of all children.
- e) Conduct relaxation exercises such as mindful breathing/yoga either in assembly or in between different periods to improve concentration and reduce stress.
- f) Being sensitive in the use of language and refrain from passing judgment on child behaviours to nurture positive attitudes and relationships amongst and with children.
- g) Being vigilant and observant about unusual behaviours and signs of stress or depression in students and informing and holding discussions with parents accordingly.
- h) Highlight the strengths of every child and appreciate efforts more than the scores to reduce the exam-related stress which is increasingly affecting the child and parent psyche.
- i) Engage in inquiry and dialogue in classrooms around challenging stereotypes among students with regards to gender, caste, class, ethnicity, language, etc.

3. Roles and Responsibilities of the Parents

- a) Developing a friendly relationship with the child so as to have hesitation/fear-free dialogues.
- b) Connecting with schools and school related activities so as to develop a symbiotic relationship.
- c) Regularly attending the Parent Teacher Meetings and PTA meetings (in case of membership).
- d) Following guidelines circulated by the school from time to time on child safety and security.

- e) Ensure that their wards leave for schools with masks and sanitizers and are following the safe distance and hygiene norms during school hours.
- f) In incidents involving other's ward, maintaining a sensitive and balanced approach treating other's ward also as one's own ward.

4. Roles and Responsibilities of a Counsellor

- a) Building strong rapport and trust with all students to encourage fear-free interaction and dialogue.
- b) Ensure confidentiality of all personal issues shared by students in confidence.
- c) Being vigilant about unusual behaviours and intervening to give professional help.
- d) Facilitate students to build personal connectivity/bond with each other, understanding their views and helping them to clear their confusions and cope with their challenges by realizing their strengths and building resilience.
- e) To support holistic development of the students by empowering them with psycho-social competencies, instilling responsible behaviour and inculcating skills for help seeking so as to ensure their preventive, curative and developmental needs and a safe and healthy childhood.

5. Roles and Responsibilities of Students

- a) Every student needs to follow the guidelines on the safety and security issued by the school principal and teachers, from time to time.
- b) In case, students observe tobacco/drug/related substances supply activities outside the school premise or inside the premise, they may intimate the school authorities through the Complaint Box.
- c) Senior Students may discuss various issues like bullying and sexual harassment with other younger students under guidance of teachers.
- d) Act as peer support or peer educator for other students, wherever possible.
- e) Stay physically active.
- f) Do not hesitate to seek support from teachers/Counsellors/parents when required.

6. Roles and Responsibilities of Non-teaching Staff

- a) Every staff member is a stakeholder in protection of child rights and safety.
- b) Ensure that they are well informed on all aspects of safety and security of students and comply with all aspects.
- c) Being observant to their Interpersonal relationships, disposition towards students and staff temperament, effective communication, conflict management, risky behaviours, knowledge, and awareness of Child rights and safety etc.
- d) Be vigilant about infrastructure safety.
- e) Inform school head of untoward behaviour by any stakeholder in the system.

7. Roles and Responsibility of School Nurse

- a) Monitoring and Supervision through regular visits in the school.
- b) Provide education on important health issues such as sanitation, hygiene including menstrual hygiene, substance misuse, mental health and healthy nutrition (alternatives to junk food, importance of a balanced diet etc.) to the canteen supervisors, students and stakeholders.
- c) Promote Yoga and practice of Meditation.
- d) Promote FIT India Campaign by organizing intra class activities.
- e) Participate in annual health check-ups of 100% students and maintain the records of past medical history for all students and staff.

Code of Conduct

All staff members, external personnel and visitors shall follow the prescribed Code of Conduct to safeguard the child from any incidence of abuse. In the event, a legislation or subordinate legislation prescribes any code of conduct for school staff, the school shall abide by the same in addition to the code provided below.

1. Code of Conduct for the Staff

- a) Be conscious of and respect the privacy and dignity of each and every child.
- b) Be visible and not in a secluded place, while in contact with children at the workplace.
- c) Respect and encourage children's voice and views.
- d) Educate children about their rights, issues of abuse, neglect and exploitation.
- e) Be affectionate, caring and understanding to the requirements and needs of the children.
- f) Be responsive in case any special need of the child arises such as health issues or emotional support.
- g) Have a sense of accountability, in order to deter any poor practice or potentially abusive behaviour.
- h) Immediately report any suspicious behaviour/suspected occurrence of abuse. It is a criminal offence to conceal or abet incidents of child abuse, and is mandatory to report such offences.
- i) Treat children with respect regardless of race, colour, gender, language, religion, nationality, ethnicity, disability or other status.
- j) Comply with all relevant Indian and State legislation, including all child related laws.

It is NOT appropriate for staff to

- a) Spend excessive time alone with children away from others.
- b) Physically assault or physically abuse the child.
- c) Use language that is discriminatory, abusive or hurtful to the child.
- d) Develop relationships with the child that could in any way be deemed exploitative or abusive.
- e) Store obscene / pornographic material (photographs, video clips) on their mobile phones and showing to children.
- f) Browse, publish or transmit material in any form which depicts children engaged in sexually explicit act or conduct.
- g) Create text or digital images and/or collects, seeks, browses, downloads, advertises, promotes, exchanges or distributes material in any electronic form depicting children in obscene or indecent or sexually explicit manner.
- h) Show or talk of content that is sexual in nature or take photographs of children.
- i) Behave physically in a manner which is inappropriate or sexually provocative.
- j) Condone and/or participate in behaviour of children which is illegal, unsafe or abusive.
- k) Use physical punishment on children.
- l) Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment towards, or favour particular children to the exclusion of others.
- m) Stigmatize or humiliate a child.
- n) Act in a manner that puts the child at risk.
- o) Engage in any sort of physical contact with a child that may make the child or an observer feel uncomfortable, or that may be seen by an observer to be violating boundaries.
- p) Engage in any communication with a child within or outside of school duties, that may make the child uncomfortable or that may be seen by an observer to be violating boundaries.
- q) Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is an employee's duty to report the matter to his/her Principals/Child protection officer.

It is important to note that whether or not a particular behaviour or action constitutes inappropriate behaviour will be a matter determined by the organization having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

Every complaint regarding inappropriate behaviour or communication with a child, shall be taken cognizance of by the management of the school. However, whether or not a particular behaviour or action constitutes inappropriate conduct, or is in contravention of the aforesaid Code of Conduct or this Child protection policy, will be a matter determined by the management of the school, having regard to the relevant facts and circumstances. The findings and decision of the management of the school shall be final.

2. Code of Conduct for Visitors

Visitors to Empyrean School must adhere to the following guidelines:

- a) Visitors must notify in advance of their visits, and any visits involving organizational or partner representatives require prior consent from appropriate authorities, such as family members or institutional authorities. Empyrean School staff must accompany donors or visitors during their visit.
- b) Interaction with children or discussions about them must occur only at designated locations chosen either at the organization's premises or at the child's home, with explicit consent obtained from the institution, caretakers, or family members. Locations such as hotel rooms, visitor offices, or donor offices are not permitted.
- c) Visitors must demonstrate behaviour consistent with the organization's core values in terms of language, actions, dress, and demeanour.
- d) Respectful listening and consideration of children's opinions are essential during interactions.
- e) Visitors must respect local cultural and religious differences among students. No verbal or non-verbal promises of monetary or non-monetary commitments to students, families, or caretakers should be made without the knowledge and permission of the organization's management.
- f) Any use of data, photographs, videos, testimonials, or other materials involving children, family members, caretakers, or organizational staff in internal or external communications in any format requires prior consent from Empyrean School's management.
- g) Images and content from the organization's website may not be used without prior notification to and permission from the management of Empyrean School.

3. Code of Conduct for Partner Organizations

Partner organizations collaborating with Empyrean School are expected to adhere to the following guidelines:

- a) Empyrean School will incorporate a clause regarding child protection in all interactions with partner organizations, particularly within written agreements.
- b) At the onset of their partnership, Empyrean School will share its Child Protection Policy with partner organizations and encourage them to develop their own policies for safeguarding their beneficiaries. If needed, Empyrean School will offer support to assist partner organizations in formulating their child protection policies.

Recruitment and Orientation of Staff

- a) **New Recruitments:** Every new member joining the organization will receive a copy of the Child Protection Policy manual and undergo orientation upon confirming their commitment to adhere to these policies.
- b) **Background Checks:** Individuals with any prior record of child-related or other offenses will be prohibited from working in any capacity, either directly or indirectly, with or for Empyrean School.
- c) **Ongoing Staff Training:** Current staff members will undergo regular training on Child Protection policies to ensure effective organizational operation.
- d) **Monitoring and Reporting:** Coordinators and supervisors are responsible for observing the

behaviour and attitude of their team members towards children.

- e) **Feedback Mechanism:** Feedback will be actively sought from children regarding staff interactions, and their opinions will be considered in staff performance evaluations.

Complaint of an Offense

1. A complaint in writing by a student and/ or parent(s) of such student complaining of any act that constitutes a penal offense under the law may be handed over to either of the following persons: -

- a) any teacher
- b) Counsellor
- c) School Principal/Vice Principal
- d) Child Protection Officer

2. In the event the complaint constitutes an offence under POCSO Act (The Protection of Children from Sexual Offences Act, 2012), the same shall be forwarded to the Committee and the procedures as established by Committee shall be followed.

3. With respect to offenses under POCSO, the School is duty bound to report the offense to the concerned law enforcement agencies in terms of Section 19 and Section 21 of the Act.

4. Where the complaining student and/ or parent(s) of such student, is of the view that the complaint constitutes a penal offense and should be forwarded to the concerned law enforcement agency, the school shall forward the same to the concerned law enforcement agency.

5. The school will cooperate with the concerned law enforcement agencies inquiring into and/ or investigating complaints of penal offense(s).

6. In the event the complaint does not fall within sub-clause 2 and 4 above, the complaint shall be dealt with by the Disciplinary committee and procedures as established by the Disciplinary Committee shall be followed.

7. Reporting of the incident will be as per the prescribed Incident Report format. Please note that this format is not specific to a POCSO complaint but can be used for a complaint of any nature. It is advised that this report should be filed by the Chairperson /Concerned authority (Annexure IV)

Complaint Redressal Mechanism for Child Sexual Abuse Cases:

1. If a person has knowledge that an offense has been committed or belief or apprehension that an offense is likely to be committed must report to any member of the Committee or any senior member of the school.

2. Such persons as stated above should not conduct their own investigation or look into the matter. There should not be any delay in reporting the matter to the Committee or any senior member of the school.

3. The Committee must hold a meeting and immediately report the matter to the local police/ Special juvenile police unit/ Child helpline 1098/ State commission for protection of child rights.

4. Minutes of the meeting should be maintained and signed by all members.

5. When the matter is closed or withdrawn for any reason whatsoever, the school must prepare a post incident report/ closure report.

General Confidentiality for Media and Photographs

Empyrean School emphasizes strict confidentiality concerning the use of children's data and photographs for external communication, outlined by the following rules:

All communication and publication materials in any format featuring children, including pictures and captions, must be decent, dignified, and respectful as per Empyrean School's standards.

- 1) No images (printed or scanned), testimonials, or videos of children shall be captured or used without prior permission from their family, caregivers, or management, and proper acknowledgments must be provided accordingly.
- 2) The management, staff, interns, and visitors are obligated to secure all records and documents

related to children within their projects or workspaces, maintaining strict confidentiality.

- 3) Stakeholders are prohibited from using photos, data, or videos of Empyrean School's beneficiaries on personal blogs, social media pages, etc., without prior approval from Empyrean School's management.

Continuous Assessment and Monitoring of Child protection policy

- 1) This child protection policy shall be comprehensively assessed annually so as to improve the same in line with contemporaneous society.
- 2) An audit called "Child Safety Checklist" (<https://ficciarise.org/wp-content/uploads/2022/12/School-Safety-Checklist-Printable-Artwork.pdf>) shall be conducted annually by a committee constituted by School Management. The audit shall be a critical analysis and evaluation of the safety and security of children at large studying in the school. An audit report shall be prepared and published annually.
- 3) The various actions required to be taken under this child protection policy, such as forwarding the complaint of a penal offense to the law enforcement agency, becoming a co-complainant, seeking legal opinion, taking disciplinary action against the wrongdoers and all other acts in connection with this Child protection policy, shall be done by a committee or committees or Senior Staff Members who may be appointed for this purpose by the Management of the School.
- 4) The school has presently allocated responsibilities of protection of its students to the members of the Committee.
- 5) This child protection policy may be revised or amended from time to time, by the Management of the School or by a committee appointed for this purpose.

Dissemination of this child protection policy

A copy of this child protection policy is given to all staff members and they shall acknowledge that they have received, read, understood and will abide by the child protection policy.

Review and monitoring

- **Regular Policy Reviews:** The Child Protection Policy will be reviewed annually and monitored periodically to ensure that it remains effective, relevant, and in alignment with best practices.

Name, Signature and stamp of Principal

Soumyabrata Mukherjee

Principal
Empyrean School
Plot No.2, Sector -35G,
Near Tata Cancer Hospital,
Kharghar, Navi Mumbai - 410210

School stamp



ANNEXURE 1- COMPLAINT

REPORTING FORM (CHILD PROTECTION)

Every instance of violation of a child's Right to Protection must be registered in writing and brought to the attention of the Child Protection Committee within the organisation.

To file a formal complaint, please fill out this form completely in writing and submit it to the Child Protection Committee. If you may need help in completing the form, or want to discuss the issue before completion of the form, you can approach any person in the Committee or any person you trust within or outside the organisation.

PART I

PERSON(S) SUBMITTING THE COMPLAINT

- A. Name of the Person completing the form _____
- B. Tick the appropriate option below;
 - a. I am the child making the complaint
 - b. I am the child's parent/guardian
 - c. I am the staff Emphyrean school making the complaint
 - d. Others
- C. Address of the complainant:
- D. Contact number of the complainant:
- E. If you would like to have the parent(s), guardian (s), or another person attend a meeting with the committee please provide the following information:
 - a. Name of the person(s):
 - b. Address:
 - c. Contact:
 - d. Relationship with the child

PART II

COMPLAINT

- A. Please describe the situation that has caused you to complain
- B. Date/ Time Period of the incident
- C. Location of the incident
- D. Description of the incident
- E. Person/s who witnessed the incident
- F. Please share with us how this incident has affected you so that we can know best how we can be of help
- G. Please describe any efforts you have made personally to resolve the issue informally, and the results of your efforts. Provide details of the date and location for the same.
- H. With whom did you share your experience?
- I. Describe the outcome or remedy you seek for this complaint. (OPTIONAL)

PART III

Name and Signature of person submitting the complaint:

Name and Signature of member of Child Protection Committee:

Date:

ANNEXURE II

IMPORTANT CONTACT NAMES AND EMAIL OF COMMITTEE MEMBERS:

Name	Designation	Role	Email
Mr Soumyabrata Mukherjee	Principal	Chairperson	principal@empyreanschool.com
Ms Prajnamita Sen	Female Teacher	Child Protection Officer	coordinator9-12@empyreanschhol.com
Ms Bharati Kapoor	School counsellor	Member	counselor@emoyreanschool.com
Ms Vaidehi Chavan	Admin staff	Member	admin_coordinator@empyreanschhol.com
Mr Sudhir Kochale	Male teacher	Member	sudhir.kochale@empyreanschol.com
Ms Shriyadita Harale- Grade 12	Female student	Member	
Mr Neil- Grade 11	Male student	Member	

ANNEXURE III- DECLARATION OF ACCEPTANCE

(To be filled by staff)

This form is to be completed and returned to the Management and will be stored in the official files for future reference. Kindly tick the relevant items below.

	I confirm that I have:	Please Tick
1	Received written briefing materials informing about the Child Protection Policy	
2	Received a face-to-face briefing on the Child Protection Policy	
3	Had the opportunity to raise any queries, concerns regarding the policy	
4	Had all queries answered satisfactorily	
	I also confirm that:	
1	I understand the main principles, purpose and intentions of the policy	
2	I am clear on the responsibilities the policy places, to be aware and to protect children from abuse	
3	I am clear that there is a mandatory requirement to report any concerns I may have about possible child abuse or risks to children	
4	I am clear that I must adhere at all times to the Child Protection Policy's Code of Conduct	
5	If working in a management capacity, I understand I must ensure that the policy is operating effectively and responding positively to any concerns raised.	
6	I understand that any breach or failure to comply with the policy may result in disciplinary action	

I have discussed the contents of the policy in detail with my senior management/ Child Protection Committee and I agree to be bound by them.

Name:

Designation:

Signature:

Date:

ANNEXURE IV-INCIDENT REPORT FORM (CHILD PROTECTION)

A. Details of the Complainant

1. Name:
2. Phone number:
3. Gender:
4. Age:
5. Residential Address:
6. Email ID:
7. Designation:
8. Place of work:
9. Class/ Grade:
10. Nature of the Complainant's association or relationship with the alleged victim:

B. Details of the alleged victim(s) and accused

1. Name:
2. Phone number:
3. Gender:
4. Age:
5. Residential Address:
6. Email ID:
7. Class/Grade:
8. Names of the parents/guardians of the alleged victim:
9. Address of the parents/guardians of the alleged victim:
10. Phone numbers of the parents/guardians of the alleged victim

C. Details of the Incident/ offense

1. Nature/ description of the Incident/ offense:
2. Date of the Incident/ offense:
3. Frequency of the Incident/ offense:
4. Time of the Incident/ offense:
5. Location of the Incident/ offense:
6. Name of the alleged offender:
7. Names of the witnesses to the Incident:
8. The Complainant's response to the Incident/ offense:
9. Details of CCTV recording of the incident/ offense:
10. Who was alerted first?

D. Investigation conducted

1. Steps taken in investigation:
2. Facts discovered:
3. Evidence recorded:
4. Any medical examination conducted:
5. Nurse/ doctor report:
6. Statements of concerned people:
7. No. of days investigation conducted:
8. Has the incident/ offense been reported to any external authority?

E. Conclusion/ Closure/ Steps taken/ Action taken

1. Whether complaint lodged with concerned authorities: Yes/ No
2. If Yes, please furnish details
3. If No, please specify reason
4. Remedial measures adopted by the school
5. Counsellor report/ statement
6. Concluding comments of students and adults involved in the incident
7. Concluding comments of parents of the students involved in the incident