

# **CHILD PROTECTION POLICY**

## **DON BOSCO CENTRAL SCHOOL MANJESHWAR**

September 2019

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## **1. INTRODUCTION**

- 1.1 This document is the Child Safeguarding Policy for Don Bosco Central School, Manjeshwar.
- 1.2 This Child Safeguarding Policy is for the management, staff, parents, students, visitors, volunteers, service providers of Don Bosco Central School, Manjeshwar to protect children directly under its purview. The protocols described by this policy are limited to Don Bosco Central School, Manjeshwar.
- 1.3 This Child Safeguarding Policy is a concrete expression of Don Bosco Central School, Manjeshwar's wholehearted commitment to the rights, welfare, protection and empowerment of the children in our care.
- 1.4 (Name of the School) believes that this Child Safeguarding Policy is also a valuable contribution to the many steps the government and concerned citizens are making towards the care and safeguarding of the children in India. Don Bosco Central School, Manjeshwar endeavours to be the voice of every child under its care by promoting awareness, education, recognition, prevention and intervention in child Safeguarding issues.
- 1.5 This document is written in accordance with the child protection policies of the Salesians of Don Bosco, Karnataka State, Government of India and UNICEF. This document is also aligned with POCSO-2012, the Guidelines for the Protection of Children and Vulnerable Persons (26 March 2019) from the Vicariate of Vatican City, and the Provincial Guidelines for the Protection of Minors (Jan-June 2019) (CG27 73.4).

## **2. PREAMBLE**

### **2.1 Vision**

Don Bosco Central School Manjeshwar is a school that imparts holistic education that empowers the child to be the architect of his own life and an ambassador of good, compassionate, just and productive citizenship deeply rooted in the values of St. John Bosco.

### **2.2 Mission**

To provide our students with suitable educative environment with the aim of bringing out the best out of them and molding them to be honest citizens and good religious.

## **3. GUIDING PRINCIPLES OF THE CHILD SAFEGUARDING POLICY**

Don Bosco Central School, Manjeshwar works for the integral formation of children and firmly believes that our education and intervention will enable them to become more balanced and integrated. Therefore, Don Bosco Central School, Manjeshwar:

- Respects the rights and freedom of each individual.
- Undertakes to protect children from all forms of child exploitation and child abuse. The school shall take appropriate measures to prevent any inducement, coercion and exploitation of children.
- Maintains a culture of openness where Salesians, school staff, volunteers, children, parents or guardians feel comfortable to express concerns about child Safeguarding issues and issues of dealing children and vulnerable adults.
- Recognises that children who happen to be victims need to be cared for by professionals and responsible persons who have the skills to provide proper care.
- Maintains strict confidentiality of all records about the children of the school and their families along with information regarding their status.
- Complies with prevailing laws related to child Safeguarding in India.
- Encourages children's participation and works towards the best interests of the child.

#### **4. OBJECTIVES**

As followers of Don Bosco, for whom the dignity and welfare of children and young persons were paramount, Don Bosco Central School, Manjeshwar endeavours to be faithful to his strong principles. With his preventive prescriptions, Don Bosco Central School, Manjeshwar will strive to ensure that children are never abused, exploited or harmed in the school.

The purpose of the child Safeguarding policy is to:

- Follow Jesus the Good Shepherd and Don Bosco the great apostle of the young. Don Bosco Central School, Manjeshwar commits to caring for the needs of the young and helping them to reach their potential so that they may enjoy "life in its fullness".
- Ensure the Safeguarding of children who are under the care of Don Bosco Central School, Manjeshwar. This is not only a duty and responsibility but also priority.
- Defend children and young persons in Don Bosco Central School, Manjeshwar from all possible physical, emotional and spiritual dangers.
- Abide by the 25<sup>th</sup> General Chapter of the Salesians of Don Bosco that directs to "lay down both at Congregational and Provincial levels, norms of behaviour to which all Salesians and their collaborators must conform, so as to prevent the scandals

connected with sexual abuse; in this we take advantage also of opportune legal and scientific advice”.

- Demonstrate commitment to promote and defend human rights; especially those of children in the care of the Salesian Province of Bangalore. Using the preventive system, we will ensure children’s rights to health, education, development, protection and participation; paying particular attention to those at risk.
- Comply with the laws enacted in the country for the Safeguarding and promotion of the rights of children.

## 5. DEFINITIONS

For definitions of terms used in this policy, refer **Appendix 1**.

## 6. FRAMEWORK OF THE POLICY

This Child Safeguarding Policy provides a framework of principles, standards and guidelines adopted by Don Bosco Central School, Manjeshwar, for:

- Recruitment
- Compliance
- Induction and training
- Management Systems
- Reporting and reaction protocols
- Referral protocols
- Behaviour protocols
  - Appropriate behaviour of management, staff and other groups working with children,
  - Appropriate behaviour of visitors/ volunteers
  - Appropriate behaviour of children
- Communication protocols
- Partnerships, services and empowerment
- False allegations

### 6.1. RECRUITMENT

Applicants will be screened for any history regarding child abuse. They need to provide certification by previous employers or a competent authority regarding eligibility to work with children. Every applicant must agree to be compliant with the Child Safeguarding Policy of Don Bosco Central School, Manjeshwar. A sample of the Recruitment Form for applicants is given in **Appendix 2**.

## **6.2 COMPLIANCE**

All the staff must commit to compliance with the Child Safeguarding Policy of Don Bosco Central School, Manjeshwar through a signed statement. They agree to abide by it and understand that disciplinary or penal actions would result in cases where their behaviour is non-compliant. A sample Pledge form to be signed by all staff is given in **Appendix 3**.

Don Bosco Central School, Manjeshwar in accordance with the national and state child Safeguarding legislations, the school child Safeguarding guidelines and the Don Bosco Child Safeguarding Policy; shall initiate appropriate action against staff, including temporary, contract staff, volunteers or anyone who is associated with the children in the institution, if the person:

- Behaves in a way that harms or potentially harms a child
- Commits a criminal offence against a child
- Behaves inappropriately with children
- Purposely avoids disclosure of child sexual abuse

Severe action—which may include filing criminal complaints and severance of employment—will be taken against anyone (staff or volunteer or other persons) suspected of child abuse or inappropriate behaviour.

## **6.3 INDUCTION AND TRAINING**

- *Don Bosco Central School, Manjeshwar* will ensure that the necessary skills and understanding to protect children will be provided for all staff, volunteers and network members through regular update meetings and programmes.
- Regular staff training on child rights, recognising child abuse and organisation protocols to deal with prevention and responding to abuse will be undertaken under the leadership of the Child Safeguarding Officer in the school.

## **6.4. MANAGEMENT SYSTEMS**

A management system will be adopted in order to facilitate the implementation of the Child Safeguarding Policy to ensure:

- Clear and open lines of communication
- Confidentiality of reports and personal information on children and disclosure on a need-to-know basis.

### **6.4.1 At the School Level**

#### **6.4.1.a School Child Safeguarding Committee (CSC):**

The management of Don Bosco Central School, Manjeshwar will appoint three mid-level staff to be the Child Safeguarding Committee of the school. The Child Safeguarding Committee will be appointed for a 3-year term in an honorary capacity. Members can be terminated from membership for non-compliance with this policy. Members of the CSC should include at least one woman and one counsellor or person experienced with childcare and Safeguarding.

**Responsibilities of the CSC:**

- Undertake an annual safety audit of the school and report on the same to the management (Refer **Appendices 7 and 8**).
- Facilitate child safety education through programmes and events
- Proactively identify and respond to child-safety risks
- Respond to issues of abuse in the school within 24 hours
- Implement the child Safeguarding policy
- Ensure staff agreement with the child Safeguarding policy annually (**Appendix 5**)
- Promote children’s participation in child safety

**6.4.1.b School Child Safeguarding Officer (CSO)**

One of the CSC members will be nominated by the Principal as the School Child Safeguarding Officer (CSO), who is responsible for the implementation of child safeguarding systems and programmes at Don Bosco Central School, Manjeshwar.

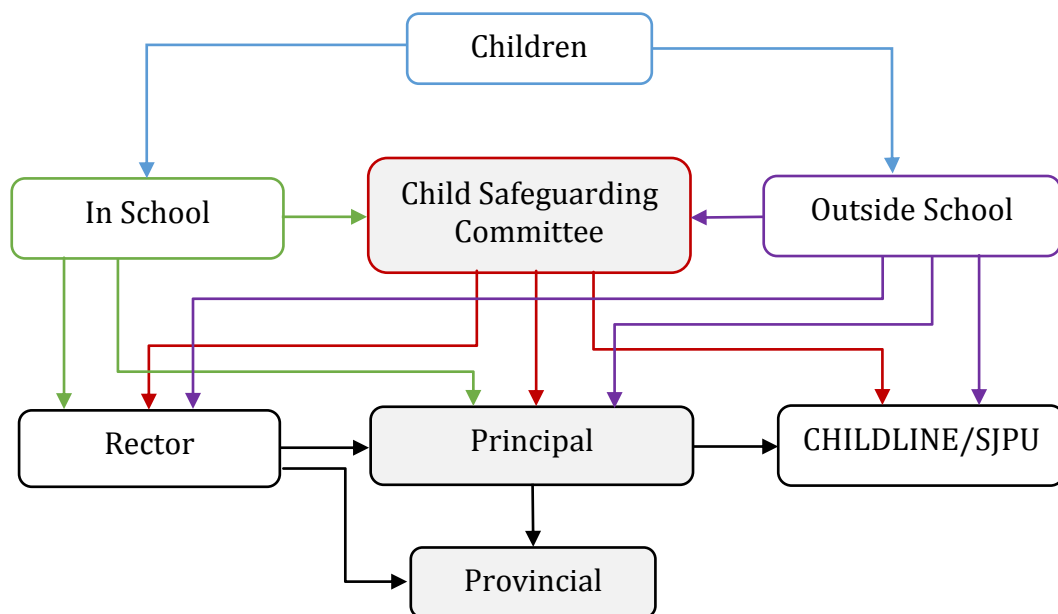
The Child Safeguarding Officer is the first point of contact for any matter related to the child Safeguarding programming, complaints and networking for the School. The CSO is responsible to ensure completion of records and documentation, and to assign tasks of child Safeguarding policy implementation to the child Safeguarding committee members. The CSO is in charge of building the child Safeguarding committee into a cohesive team focussed on the Don Bosco vision of ensuring a child-safe school for each child to grow to their full potential.

The term for the CSO will be 3 years on an honorary basis. The CSO will suggest modes of procedure in conformity with Indian laws, to the Rector, Directors, Principal and the child Safeguarding committee in (Name of the School), . The CSO will support the management of (Name of the School), to examine alleged cases of child sexual abuse, follow procedures laid down in this policy and network with the district child protection departments.

**6.4.2 At the Salesian House level**



The Rector is responsible for surprise checks and implementation of this policy; its annual review and changes if necessary. The Rector in consultation with the Directors and Principals will appoint a Child Safeguarding Officer (CSO) at Don Bosco Central School, Manjeshwar. The Rector together with the Child Safeguarding Officer has the responsibility for the child safeguarding policies at Don Bosco Central School, Manjeshwar. The following flowchart shows possible channels for reporting child abuse Don Bosco Central School, Manjeshwar).



### 6.4.3 At Province level

Don Bosco Central School, Manjeshwar (the Rector and/or the CSO as the case may be) reports to the Provincial of Bangalore who together with the Provincial Commission for Professional Standards (PCPS) has the ultimate responsibility for the Child Safeguarding Policy and procedures in the province.

Don Bosco Central School, Manjeshwar will confer with the PCPS for required advice and guidance. Don Bosco Central School, Manjeshwar (the Rector and/or the CSO) will report allegations of child abuse involving a Salesian to the Provincial within 24 hours.

Every professed Salesian of the province is required to sign an undertaking to abide by the Child Safeguarding Policies of the province and the organisation to which he is assigned (**Appendix 4**).

## **6.5 BEHAVIOURAL PROTOCOLS**

These protocols will ensure that all staff, volunteers and members of Don Bosco Central School, Manjeshwar, understand and abide by behaviour that promotes a child-safe environment where children are physically safe and mental integrity/space/privacy are respected. Don Bosco Central School, Manjeshwar, will follow the proactive child safety protocols.

Further, Don Bosco Central School, Manjeshwar will facilitate staff, volunteers, children and visitors to comply with these behaviours to protect children.

- Behaviour protocols for staff, volunteers
- Behaviour protocols for visitors
- Behaviour protocols for children

### **6.5.1 Appropriate behaviour of staff towards children**

Staff, volunteers and members of Don Bosco Central School, Manjeshwar, will pledge the following:

#### **Do**

- Respect each child.
- Appreciate and accept the uniqueness of each child as Don Bosco did.
- Observe attitudes and behaviours of children with patience and from their local and developmental contexts.
- Be watchful of red flags that could indicate that a child is undergoing abuse (**Appendix 11**).
- Be empathetic rather than sympathetic towards children.
- Listen and value views of children with objectivity.
- Encourage children to express their feelings and to participate in decisions which affect their safety.
- Ensure confidentiality.
- Work with children within the sight of others.
- Give children the choice of working with staff based on gender preference in activities of counselling or health check-ups.
- Follow government child protection guidelines.
- Obtain assent from children and consent from guardian/parents for taking any images of children or using their stories as case studies.
- Maintain anonymity of children by changing names or not using any personal identifying information when using their story as case studies.

#### **Don't**

- Stigmatize or humiliate children.
- Use corporal punishment.
- Discriminate against a child or a group of children
- Ask a child to keep a secret
- Develop sexual relationships with any child.
- Behave in a manner which is inappropriate or sexually provocative.
- Sleep alone with an individual child.
- Use slang words or abusive language in the presence of children.
- Provoke children towards any malpractice or addiction.
- Reveal the identity of child in case studies or reports.

### **6.5.2 Appropriate behaviour of visitors/volunteers**

These behavior protocols will be shared with all visitors and volunteers of Don Bosco Central School, Manjeshwar and their compliance will be sought in writing:

#### **Do**

- Obtain written permission from the concerned authority, regarding purpose of visit before interacting with children.
- Empathize with the child rather than sympathize.
- Ensure any physical contact with children is appropriate to the age and circumstance. Ensure any physical contact is initiated by the child rather than by the adult and in the presence of relevant staff.
- Obtain assent of children and consent of the concerned authority before taking any photographs.
- Interact with children at their convenience.
- Wear clothes appropriate to the local context.

#### **Don't**

- Discriminate against a child or a group of children (includes gifts)
- Use offensive or slang language in front of children.
- Visit private areas of children's homes, unless in the best interests of the child.

### **6.5.3 Appropriate behaviour of children**

Don Bosco Central School, Manjeshwar, will support students/children directly to participate in child safety. Don Bosco Central School, Manjeshwar will promote children to pledge to the following appropriate behaviours for child safeguarding:

#### **Do**

- Respect all staff, teachers, parents, and outsiders.
- Report any known child safety risks and incidences to the concerned staff.

- Share information and learning about child safety with other children.
- Stop bullying.
- Role-model child safe behaviours.

**Don't**

- Physically assault or sexually abuse a child.
- Tease a child or use nicknames.
- Threaten a child.
- Spread rumours about a child/ adult.
- Bully a child. Watch and enjoy a child being bullied.
- Use slang or abusive language.
- Use internet without permission from the authorities.
- Encourage a child to harm body or life.
- Keep quiet about known child abuse or child safety risks.

**6.6. COMMUNICATION PROTOCOLS**

These are protocols at *Don Bosco Central School, Manjeshwar*, to control confidential information regarding children and to prevent the publication of degrading images of children.

**Do**

- Ensure only the Child Safeguarding Officer in consultation with the Principal interacts with the media.
- Protect confidentiality of the child unless it poses harm to child and others.
- Obtain the assent of children and consent of the parent or concerned authority (by giving details about purpose and use) before taking their photographs (**Appendices 9 and 10**).
- Follow POCSO 2019 Guidelines for dealing with cases of sexual offences.

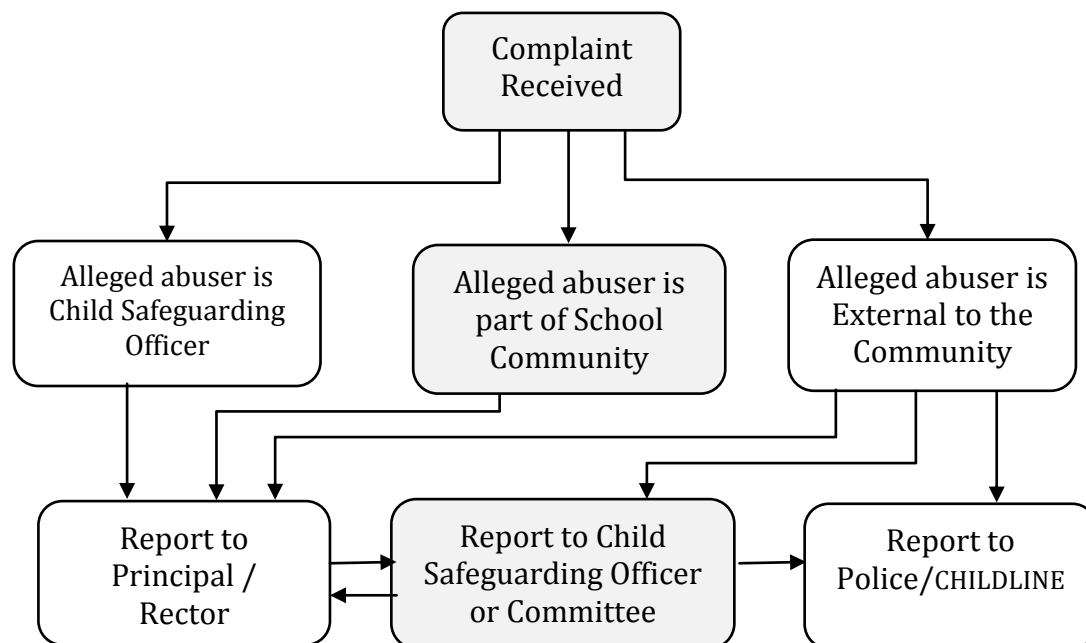
**Don't**

- Use degrading photographs of children on the Don Bosco Central School, Manjeshwar, website and social media.
- Say anything to suggest disbelief of a report of child sexual abuse.
- Interview a child about any sexual offence during the night (even in a police station).

**6.7 REPORTING AND REACTION PROTOCOLS**

Don Bosco Central School, Manjeshwar will abide with the Child Safeguarding Policy and system when they encounter or hear of a complaint about an alleged abuse in the church jurisdiction, by making a complaint within 24 hours to their respective Child Safeguarding Officer. In the case of an allegation by a named individual from a verifiable source, the

alleged accused individual will be placed in work where there is no contact with children (on full pay, if relevant) pending outcome of an investigation by the Child Safeguarding Committee. The following flowchart shows a suggested process for handling a report of child abuse in Don Bosco Central School, Manjeshwar.



Protocol to be followed if a child directly brings a complaint of child sexual abuse:

- Don't show shock and disbelief.
- Let the child know that the abuse is not their fault.
- Appreciate the child for their courage in reporting the abuse.
- Explain that while it will not be possible to keep it confidential, only those people involved in the child's safety will be told.
- Don't ask the child to repeat his or her account of events to anyone.
- Report any allegation of abuse to the Child Safeguarding Officer/Child Safeguarding Committee immediately or within 24 hours.

- If the complaint is against the Child Safeguarding Officer report to the Principal directly or through the Complaint/Safeguarding Box mentioning the accused by name.
- If the alleged accused is the Principal, report to the Rector/ Provincial of the Salesians of Don Bosco, Bangalore Province.
- If the accused is another child, ensure the accused child also has access to counselling while following the POCSO guidelines. Refrain from extreme reactions to the accused child.
- Use the reporting format (**Appendix 6**), to record the exact words of the child as far as possible.
- Do not allow the accused to come in direct contact with children in case of an allegation by a named individual from a very reliable source.
- If within 72 hours of the incident, try not to lose evidence of the abuse by
  - Bathing the child
  - Washing the clothes of the child survivor
- The Principal on receiving the complaint will support the Child Safeguarding Committee to undertake an investigation. The child will be referred (accompanied by their trusted parent/s) for medical examination and to a trained counsellor / child Safeguarding committee member. Other assistance including psychological and legal aid can be offered through other support services.
- Do not penalise the complainant (for acting in good faith) or treat the person in any way that could be construed as disapproving or threatening.

If the allegation is found to have merit, the Parish Priest will:

- Report allegations of child sexual abuse to the Special Juvenile Police Unit using the exact words the child used according to POCSO guidelines, 2019.
- Institute disciplinary action as determined by the policies of Don Bosco Central School, Manjeshwar. Dismiss the accused individual if the allegation is proved and proceed for appropriate legal action with support of parents/guardians or the state.

All instances of child sexual abuse, corporal punishment and anything that puts a child in dire harm (e.g. child marriage, child labour, child trafficking etc.) will immediately be reported to the Police (Special Juvenile Police Unit of that jurisdiction) with help of partner organisations (CHILDLINE), if needed, after an emergency meeting of the Child Safeguarding Committee and Principal. Adverse determination from an investigation is open to challenge through an appeals process.

### **6.8 APPEALS PROCESS**

The aggrieved on receiving the communication about the alleged abuse can rebut the accusation with evidence (without mentioning the name of the complainant and child).

However, the directive of not being in touch with children during this process is maintained. Any contact could be through the CSO/Child Safeguarding Committee, if the children are to answer questions that refute the claim of the complainant.

### **6.9 REFERRAL PROCESS**

A referral is the process of sending the child to a designated expert for counselling, advice or care in their best interest. A referral involves reporting to the local Child Protection Unit (CHILDLINE-1098) about concerns regarding a child being abused or injured or maltreated by an external individual or family or community member so that appropriate agencies can make enquiries and take necessary action.

The Child Safeguarding Committee will maintain a register of referrals.

Don Bosco Central School, Manjeshwar will be prepared to give as much of the following information as possible (in emergency situations, all of this information may not be available). However, unavailability of some information will not prevent a referral.

#### **During the referral process, the following information is to be recorded:**

- Date, name of the person making the referral, designation, telephone number, name of the institution.
- Name, designation and address of the person or organisation to which the child is referred.
- Details about the child: Full name, date of birth/age, sex, address, contact details of the family, information about siblings, ethnicity, first language, any special needs.

#### **Post Referral Action**

Don Bosco Central School, Manjeshwar will follow the advice of the experts on referrals and provide the child/children with care to build resilience and promote their safety.

### **6.10 FALSE ALLEGATIONS**

Don Bosco Central School, Manjeshwar will institute disciplinary action against any staff who falsely implicates or causes grievous injury to another staff/person regarding child sexual abuse, in accordance with the existing disciplinary procedures in the appointment letter of the staff. The Principal has the authority to make this decision. If the falsely accused is the Principal himself, the Board will exercise disciplinary action.

If the false allegation is made by a child, the CSO/CSC will refer the child for counselling and support the falsely accused person in any way possible. That the right to protection comes with responsibilities will be included in all education programmes for children.

#### **PROACTIVE SAFETY PROTOCOLS**

The school management is responsible for taking proactive action in ensuring child-safety on its premises in locations such as playgrounds, laboratories, terraces etc., following the NCPCR criteria for child-safe schools, where applicable and possible (**Appendix 7**).

### **7.1 SUPERVISION**

- All children should always be monitored.
- Any adult/ staff member assisting a teenager should always be supervised.
- CCTV cameras should be installed around the campus especially infrequently used spaces. CCTV monitoring is done by a lady security. Working condition checks and backups are scheduled and monitored.

### **7.2 SAFE ACCESS**

- A documented and controlled key management system is followed.
- Access is controlled to sensitive areas such as electrical room, server room, labs, terraces and utility areas.
- Toilets used by children are externally monitored.
- Toilets are separate for boys and girls.
- A lady helper assists younger students (3 yrs to 6 yrs) in the toilets.

### **7.3. MANAGEMENT**

- Child Safeguarding Officer is kept informed by all committees planning children's activities. The role of these representatives is to ensure that all planning takes into account child safety from both intentional and unintentional harm.
- Anti-bullying policy is annually disseminated, and children educated on the same. Action is taken as when an act of bullying is reported or observed.
- No form of corporal punishment is tolerated in the school. All teaching and non-teaching staff are informed of the same at the time of joining and annually at the beginning of every year.
- Child safety education will be planned. Sexuality education is conducted annually for children of different ages.
- Cyber safety sessions are conducted for children students and awareness about cyber bullying is created.
- Computers used by students have access to limited websites as required for endorsed programmes
- All members of the school interacting with children are made aware of proper conduct and handling of children.



#### **7.4 CHILD PARTICIPATION**

- A 'Protection' box is kept for children or others to unobtrusively report issues if any faced by them. Reports and analysis of issues that come in are regularly monitored by the Child Safeguarding Committee in the presence of the Principal or his designate.
- Suggestion/complaint boxes kept in the school can be used by any stakeholder to drop in complaints. The boxes are only opened by the Principal with the Child Safeguarding Officer.
- The school will begin a child safety club or have child safety officers nominated by the management and/or children.

#### **7.5 SCHOOL TRANSPORT**

- Buses are deployed with lady support staff.
- Daily briefing is carried out for drivers.
- Orientation for new drivers and lady support staff is provided.
- Self-drop authorisation is taken from parents.
- Buses are equipped with CCTV cameras and GPS systems.
- Safety tracking arrangements is provided for monitoring pick-ups and drops to the authorised person. Parents are alerted when their children are dropped off.
- Daily alcohol check is conducted on drivers.
- Police verification is done for all drivers.
- All drivers have to be instructed on the limits of their role with respect to physical handling of children.

#### **7.6 SCHOOL TRIPS/ OUTINGS**

- When organising a trip/outing, the school will make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- Under normal circumstances, staff may only give a child a lift to their home if the parents of the child have specifically asked for them to do so. In the case of trips or outings, it should be made clear if staff cars will be used and where the children or young people will be dropped.
- If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (18 or over) in each vehicle. All vehicles should be tracked.

- Children and adolescents are informed or guided to participate in developing rules for their protection and encouraged to ensure child safety.

### **7.7 PREVENTION OF INJURIES**

In addition, staff, children and parental support and participation will be sought for the following:

- An annual fire drill with all students and staff.
- Barricades/ railings will be checked to prevent falls.
- Care of children with special physical needs is ensured. (Ramps, railings, toilets, etc.)
- Regular building maintenance to prevent electrical injuries, falls and accidents.
- All dangerous areas (e.g. building construction) will be barricaded and off-limits to children.
- The First Aid Kit is replenished regularly. Staff are taught to administer First Aid.
- Written instruction from parents should be taken regarding their children's accompaniment/ transport to and from school or special events.

## **7. MAINTENANCE OF RECORDS AND DOCUMENTATION**

The Child Safeguarding Officer shall ensure that a case record is maintained for every complaint. Each file shall contain a written description of the complaint presented to the Principal, a written report of the investigation and decision arrived at, including reporting to the Police if required.

The Principal is to draw conclusions based on all original materials, evidence and reports scrutinised, and take the lead in reporting to the police, if needed. The matter can be also handled by the disciplinary process of Don Bosco Central School, Manjeshwar, where the Principal in consultation with the Rector takes decisions keeping the child's best interest in mind.

Records of proactive Child Safety Actions, including training and education for promoting child safety, resources and networking for child safety will be maintained. The names of Child Safeguarding Committee members and child safety resources will be displayed on the notice boards of Don Bosco Central School, Manjeshwar and on the website. The website and other promotional materials will include promotion of child safety through child Safeguarding policy implementation.

## **8. PARTNERSHIPS, SERVICES AND EMPOWERMENT**

### **9.1 PARTNERSHIPS**

Don Bosco Central School, Manjeshwar will network with the government Child Protection Unit locally, viz., CHILDLINE 1098; District Child Protection Officer. Collaborations with

parents and other resource organisations and consultants will be engineered for enhancing a child-safe environment in Don Bosco Central School, Manjeshwar.

### **9.2 SERVICES**

Don Bosco Central School, Manjeshwar will use its reach to educate parents on positive discipline and promote child safety in the locality. Being a school, (Name of the School) could offer its premises for the promotion of child rights and child safeguarding through trainings, events, workshops, tuition programmes, etc.

### **9.3 EMPOWERMENT ACTIVITIES**

In all programmes, Don Bosco Central School, Manjeshwar will include the need for child safety, health and wellbeing. Resilience building, support and counseling would be paramount to harness the vision – A school where all children enjoy spiritual nurturing, care and Safeguarding happily.

This will be achieved through:

- Mobilisation of resources and networks for effectively supporting vulnerable orphaned and abandoned children or in response to abuse, violence and threat to life of any child.
- Building capacity of boys and girls and others and all age groups on how to prevent, recognize and respond to any form of abuse.
- Creation of special age-appropriate materials for promoting child safety.
- Using Restorative Circles as a process for promoting justice to the child.

All children and adults complying with this policy should know:

- The location of the phone and First Aid kit
- The person responsible for First Aid and how to record accidents or injuries in the incident book
- What to do in response to a fire or other emergency
- Whom to contact if a child undergoes/reports abuse
- Where the complaint/protection box is placed
- The rules for transportation to and from the school

## **9. ADOPTION AND REVIEW**

The Principal of Don Bosco Central School, Manjeshwar will ensure that a committee be formed for operationalising the Don Bosco Central School, Manjeshwar Child Safeguarding Policy.

**The Child Safeguarding Committee of Don Bosco Central School, Manjeshwar  
for the term 2020 to 2023**

<b>Designation</b>	<b>Name</b>	<b>Contact Details</b>
<b>1. CSO</b>	MRS. CLARA VEENA	<b>9964003784</b>
<b>2. Member</b>	MRS. VEENA P	<b>9846141544</b>
<b>3. Member</b>	MRS. DEEPIKA C	<b>8138892315</b>
<b>4. Member</b>	MRS. SELESTINE D'SOUZA	<b>8606046101</b>
<b>5. Principal</b>	FR. AUGUSTY T.A	<b>9481875016</b>
<b>6. Member</b>	SR. ASHA P	<b>8217621933</b>

**This policy is adopted by the Don Bosco Central School Manjeshwar, Kasargod on:  
06/06/2020**

### **10.1 ADAPTATIONS**

The above Policy is subject to adaption in a participatory manner. The policy will be reviewed annually. It was last reviewed by the Management Committee on: 02/06.2020

## **10. REFERENCES**

- [Address Of Pope Francis at the Meeting for the Protection of Minors in the Church](#)
- [Apostolic letter by Pope Francis, "Vos estis lux mundi" \(You are the light of the world\) dated 7 May 2019](#)

- [Approved State Policy for Child 2016- Govt. of Kerala](#)
- [Child abuse - Symptoms and causes - Mayo Clinic](#)
- Don Bosco Child Policy-India
- [Don Bosco Child Protection Policy- India](#)
- [Don Bosco YaR Child Policy and Essential Protocols](#)
- [Guidelines for the Protection of Children and Vulnerable Persons by the Vicariate of Vatican City \(26 March 2019\)](#)
- [Karnataka State Child Protection Policy– 2016](#)
- [Letter of His Holiness Pope Francis to the People of God](#)
- [Manual on Safety and Security of Children in Schools - NCSCR](#)
- [Model Guidelines of The Protection of Children from Sexual Offences Act, 2012](#)
- [National Child Protection Policy- 2018](#)
- Provincial Guidelines for the Protection of Minors (Jan-June 2019) (CG27 73.4)
- [Sexual Behaviours Traffic Light Tool](#)
- [UNICEF’s Policy on Conduct Promoting the Protection and Safeguarding of Children](#)

## 11. APPENDICES

- Appendix 1- **Definitions**
- Appendix 2- **Application Form**
- Appendix 3- **Pledge Form**
- Appendix 4- **Undertaking by all Salesians**
- Appendix 5- **Staff Agreement to Abide by the Child Protection Policy**
- Appendix 6- **Reporting Form**
- Appendix 7- **NCPCR Criteria for Child Safe Schools**
- Appendix 8- **Review of Standards for Child Protection**
- Appendix 9- **Consent Form for Beneficiaries (above 18)**
- Appendix 10- **Consent Form for Minor Children (under 18)**
- Appendix 11- **Indicators of Possible Abuse**

## Appendix 1- Definitions

Definition of terms used in this policy:

- **Child:** Per the Protection of Children from Sexual Offences Act (POCSO) of 2012, the child is “any person below the age of 18”.
- **Vulnerable person:** A vulnerable person is defined as any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence [Guidelines for the Protection of Children and Vulnerable Persons by the Vicariate of Vatican City].
- **Minor:** According to church law, anyone below the age of eighteen; vulnerable persons; those of any biological age who do not have use of reason.
- **Alleged Accused:** a person against whom a complaint of child abuse is lodged.
- **Allegation:** An allegation is defined as an accusation made by a person or a group of people in a legal setting, which then needs to be proven through an investigation.
- **Abandoned child:** a child deserted by his biological or adoptive parents or guardians [The Guardian and Wards Act, 1890, The Hindu Minority and Guardianship Act, 1956, The Hindu Adoption and Maintenance Act, 1956, The Juvenile Justice (Care and Protection of Children) Act, 2015].
- **Begging child:** A child,
  - soliciting or receiving alms in a public place or entering into any private premises for the purpose of soliciting or receiving alms, under any pretence.
  - exposing or exhibiting with the object of obtaining or extorting alms, any sore, wound, injury, deformity or disease, whether of himself or of any other person or of an animal. [The Juvenile Justice (Care and Protection of Children) Act 2015].

- **Street child:** According to the UNICEF, street children fall under two categories: on the street and of the street. "Children of the street" are homeless children who live and sleep on the streets in urban areas. They are on their own and do not have any parental supervision or care, though some do live with other homeless adults. "Children on the street", earn a livelihood on the streets such as the street urchins and beggars. They return home at night and have contact with their families. The distinction is an important one because children of the street lack emotional and psychological support of a family [The Juvenile Justice (care and Protection) Act 2015, The Child Labour (Prohibition & Regulation) Act, 1986].
- **Terminally ill child:** The child who is affected or infected by any of the diseases that has reduced their life expectancy; and is considered incurable in the medical field, such as cancer, HIV/ AIDS, polio and so on.
- **Child in conflict with law:** Child in conflict with law means a child who is alleged or found to have committed an offence and who has not completed eighteen years of age on the date of commission of such offence. [The Juvenile Justice (Care and Protection) Act 2015].
- **Mentally and/or physically handicapped child:** Children with an impairment that may be physical, cognitive, intellectual, mental, sensory, developmental, or some combination of these that results in restrictions on their ability to participate in everyday activity.
- **Disaster-affected child:** Child affected in any calamitous event, especially one occurring suddenly and causing great loss of life, damage or hardship such as a flood/other natural disaster.
- **School drop-out:** Children who discontinue their studies in school for any reason before graduation or completion of a program of studies without transferring to another elementary or secondary school.
- **Child labourer:** A child working in contravention of labour laws. (The Child Labour (Prohibition & Regulation) Act, 1986; The Factories Act, 1948; The Mines Act, 1952; The Motor Transport Workers Act, 1961; The Beedi and Cigar Workers (Conditions of Employment) Act, 1967).

- **Missing child/ Runaway:** A child whose whereabouts are not known to the parents, legal guardians or any other person who may be legally entrusted with the whereabouts/well-being of the child, whatever may be the circumstances/causes of disappearance.
- **Child trafficked:** There is a close link between child labour and child trafficking. Trafficking is the process of recruiting, contracting, procuring or hiring a person either for commercial sexual exploitation or for labour.
- **Child contracting marriage:** Child at imminent risk of marriage before attaining the age of marriage, and whose parents, family members, guardians and any other persons are likely to be responsible for the solemnisation of such marriage.
- **Unaccompanied child:** Any child under the age of 18 who is separated from both parents and is not being cared for by an adult, who by law or custom has the responsibility to do so; and the child does not know his/her whereabouts and his/her parents are searching for the child.
- **Abused child:** Child abuse is the physical or psychological ill-treatment of a child and can be broadly classified into 4 major categories of abuses: (i) physical abuse, (ii) emotional abuse, (iii) neglect and (iv) sexual abuse.
  - **Physical abuse:** Actual or likely physical injury to a child, or failure to prevent physical injury, or suffering to a child, including deliberate or non-accidental hitting, beating, shaking, throwing, burning, drowning, suffocating, poisoning, drugging or any form of corporal punishment.
  - **Mental/emotional abuse:** Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. It may involve conveying to the child that they are worthless, unloved or inadequate and cause children to feel frightened, in danger, and corrupted.

Physical and emotional abuse may occur even when a parent or caretaker may not have intended to hurt the child. It may however have been the result of physical or emotional over-discipline or punishment which is inappropriate to the age of the child.

- **Neglect:** The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including severe weather

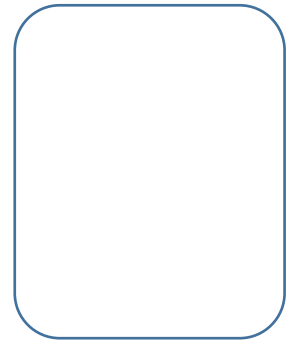


conditions and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive. Neglect is physical, educational, or emotional.

- Physical neglect can include not providing adequate food or clothing, appropriate medical care, supervision, or proper weather protection (heat or cold). It may include abandonment.
  - Educational neglect includes failure to provide appropriate schooling or special educational needs, allowing excessive truancies.
  - Psychological neglect includes the lack of any emotional support and love, never attending to the child, spousal abuse, and drug and alcohol abuse, including allowing the child to participate in drug and alcohol use.
- **Sexual Abuse:** Any physical contact and advances of a sexual nature such as but not limited to, touching a child's genitals, forcing a child to watch or take part in pornography or coercing the child to have sex, sexually coloured remarks, a demand or request for sexual favours, sexual contact , using online media, displaying sexual parts to child or making child display the sexual parts, photographing child showing sexual parts, both homosexual and heterosexual act as explained in POCSO, 2019 . It is considered abuse whether it is with or without the child's consent. Sexual exploitation is the exchanging of money or other economic favours in return for sex.

**Appendix 2- Application Form**  
(Application form for employment/volunteering)

**APPLICATION FOR THE POST OF .....**



**GENERAL INFORMATION:**

Name of the Institution: .....

Name: ..... Surname: .....

Male/Female/Other: .....

Date of Birth: .....

Home address: .....

.....

.....

.....

.....

Email address: .....

Telephone: .....

Details of persons to be contacted in an emergency: .....

Address: .....

.....

.....

.....

Telephone numbers: .....

**Details of previous work experience with children and youth now aged 18 years and below:**

.....

.....

**Details of qualifications/training in children's work:**

.....

.....  
 .....

**Character references:**

Please give the names and addresses of two persons who can provide information on your suitability to work with children and young people:

1. ....

2. ....

Have you any record of sexual abuse of children (persons below 18 years of age)?

**Other residential addresses:**

List other addresses where you lived over the last five years. Please include dates. Write 'none' if this section does not apply to you.

S.NO	FROM DATE	UPTIL DATE	NAME OF OWNER	ADDRESS	PHONE NUMBER
1					
2					
3					

**WORK HISTORY:** List the details of earlier employments.

S.NO	FROM DATE	UNTIL DATE	NAME OF DIRECTOR	NAME AND ADDRESS OF ORGANISATION	PHONE NUMBER
1					
2					

3					

**PREVIOUS CONVICTIONS, IF ANY:**

Serial number: Conviction Date: Court offense: Sentence:

**PERSONAL DECLARATION BY VOLUNTEER/STAFF:**

I have no history of abuse of children and no record of convictions relating to offenses against children, or for violent crimes and consider myself suitable to work in this institution/project.

I understand that in case a history/incidence of past sexual abuse or convictions is discovered, I alone will be held responsible and my services will be terminated, entertaining no claims whatsoever towards any benefits or compensation.

I will understand and abide by the child safeguarding policy of this institution.

I declare that the above information is correct to the best of my knowledge and that I agree to verification of these particulars by the police or other competent agencies.

Signature (Volunteer/staff): .....

Signature (Director/Project leader for Salesians of Don Bosco):

.....

Date:

Place:

### **Appendix 3- Pledge to Abide by the Child Safeguarding Policy**

(To be signed by all persons associated or employed with the institution)

I declare that:

- I have read and understood the Child Safeguarding Policy of the organisation.
- I will abide by the codes of conduct laid out in the child safeguarding policy.
- I understand that if a complaint is brought against me regarding abuse of children while working with the organisation, I will co-operate with the appropriate authorities during the investigation.
- If I am proved guilty of child abuse, I am solely responsible for it and for its legal consequences.
- I will not hire children for domestic or other labour that is inappropriate to their age or developmental stage, or that impacts their education or recreational activities, or that places them at risk.
- I will comply with all relevant Indian legislation, including labour, and all child-related laws.
- I will immediately report concerns or allegations of child exploitation and abuse, and policy non-compliance in accordance with appropriate procedures.
- I will disclose all charges, convictions and other outcomes of offences related to child exploitation or abuse, which occurred concerning me before or during my association with the organisation.

NAME : \_\_\_\_\_

JOB TITLE/POSITION : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

## **Appendix 4 - Undertaking by all Salesians**

(To be signed by all the Salesians of the Province of Bangalore)

I,.....a member of the Society of St. Francis de Sales, Bangalore province, have read and understood the Province Child Safeguarding Policy for the safety of children from abuse, injury and exploitation.

I hereby affirm that I will adhere by the said policy. In case of any violations of the said policy in my direct and indirect interactions with children, I will be solely responsible and the Society of St. Francis de Sales, Bangalore Province, will have no liability for my actions.

In case of any violations of the said policy, the Society of St. Francis de Sales, Bangalore Province may take appropriate action according to its policies, the Law of the Catholic Church and its procedural norms promulgated by the ecclesiastical authorities in India (CBCI and CCBI) and Holy See, for dealing with such violations. I will also be liable for suitable disciplinary and /or legal action as per the laws of India and the laws of Catholic Church, including dismissal from the Society of St. Francis de Sales and/or the clerical state.

In furtherance of my resolve to follow Don Bosco’s edicts, in the performance of my duties, I will follow the standards put forth in the child protection policies of the province as well as the institution to which I am assigned.

SIGN:

NAME:

DATE:

PLACE:



## Appendix 6 - Reporting Form

(To be used by the CSO/ CSC in reporting an instance of child abuse)

NAME OF THE  
COMPLAINANT.....AGE.....SEX.....

NATIONALITY.....

ADDRESS/CONTACT DETAILS

TELEPHONE/MOBILE

NAME OF THE CHILD (IF DIFFERENT FROM THE COMPLAINANT)

.....AGE.....SEX.....

HAS THE CHILD/GUARDIAN GIVEN CONSENT TO COMPLETION OF THIS FORM YES/NO

DATE OF INCIDENT.....TIME.....

PLACE.....

PHYSICAL STATE OF CHILD

EMOTIONAL STATE OF CHILD

NAMES OF WITNESSES AND CONTACT INFORMATION

S.NO	NAME	AGE	SEX	JOB TITLE	LOCATION (ORGANISATION DETAILS)	PHONE NUMBER




**BRIEF DESCRIPTION OF THE INCIDENT/S (ATTACH ADDITIONAL PAGES IF NEEDED)**

**DETAILS OF PERSON/S ACCUSED**

S.NO	NAME	AGE	SEX	JOB TITLE	LOCATION (ORGANISATION DETAILS)	PHONE NUMBER

Has the child/guardian contacted the police? Yes/no

If Yes, what happened:

Reported submitted to .....On..... FIR#.....

If No, does the child/guardian want police support:

Has the child /guardian been informed of the following:

- The need to inform police. YES/NO
- The need for medical care? YES/NO
- The need for counselling? YES/NO
- ANY OTHER.....

CHILD PROTECTION COMMITTEE MEMBERS PRESENT FOR FOLLOW UP ACTION:

....., ....., .....

Has a referral been made? YES /NO (If yes, to whom) NAME ..... PH# .....

Has the Police been called? (If yes) NAME.....DESIGNATION.....FIR#

Is this incident reported to Director.....Provincial .....

FOLLOW UP ACTION PLAN FOR ENHANCING CHILD SAFETY:

NAME OF REPORTER:

DATE:

*(All information must be held securely and handled strictly in line with applicable reporting and investigation procedures laid out in this child safeguarding policy)*

## **Appendix 7 - NCPCR Criteria for Child Safe Schools**

(Though schools are mentioned, the Child Safeguarding Committee can use the referenced NCPCR child safety standards as applicable, to assess the institution annually and recommend practices for enhancing child safety.)

### **10.1 Section I - Physical safety**

#### **10.1.1 School Building**

1. Is the School building as per the norms under the National Building Code of India 2005?
2. Does the school maintain the standards and norms of a school as specified in Section 19 of the RTE Act?
3. Has the building been certified as safe for housing the students by the local authorities?
4. Are the school building and premises free from inflammable and toxic materials?
5. Are there ramps at the entry to the school, classrooms, toilets, playground, library, canteen and auditorium for children with disabilities?
6. Is an alarm system/Centralised Public Announcement system installed in the school?
7. Is the CCTV monitoring system monitored regularly?
8. Are the electrical fittings in the classrooms and corridor working properly and secured properly?
9. Are switch board/main switches working properly? Is the switch board covered and cautioned?
10. Do water coolers and other electrical gadgets cause electrical shock? If yes, have remedial measures been taken?
11. Has there been any case of electric shock or problem of any type reported by the staff/student?
12. Have any sparks or short circuits occurred in the past one week?
13. Are the corridors and staircases clear of obstruction?
14. Are Classroom doors and emergency doors clear of obstruction?
15. Make sure floor evacuation plan is displayed properly.
16. Make sure fire extinguishers are in place.
17. Any high voltage wires / cables / towers in the school premises? If yes, is access restricted properly?
18. Are water filter / purifier / RO systems functional?
19. Does the school have separate toilets as prescribed, for girls and boys?
20. Are there separate toilets for children with disabilities?
21. Are there separate toilet blocks for children for 3 to 6 years of age?
22. Are there attendants for children in age group for 3-6 years to assist children?
23. Is there running water facility in all the toilets?

24. Are toilets are cleaned and maintained regularly?
25. Do toilets have arrangements for disposing waste material, especially for girls? Are these functional?
26. Are ceiling tiles or plaster hanging from the wall/roof?
27. Is there any dampness in the wall?
28. Is cross ventilation in classrooms and library maintained?
29. Are rooms properly illuminated?
30. Are there any problems in chemical labs? Are chemicals placed properly, ventilated and an exhaust fan working?
31. Is a lightning conductor in place and working properly? (Specially prior to and during the rainy season)
32. Is a First Aid kit in place?
33. Are there any suggestions from students/staff for upgrading floor safety?
34. Are the school premises disabled-friendly?
35. Is the lift in the school capable of serving the needs of children with disabilities?
36. Do open wells/ponds (if existing) in the school campus have protective walls and iron grills covering the wells/ponds?
37. Is movement of students towards wells/ponds/river/canals/tanks (if exists) restricted?
38. Does the school have a swimming pool?
39. Are the (Sports Authority of India) SAI guidelines for swimming pools followed?

#### **10.1.2 Fire Safety Management**

1. Does the school have a fire safety certificate?
2. Is the fire safety certificate of school updated and renewed periodically?
3. Does the school have adequate firefighting systems in place to meet any emergency?
4. Is the school in touch with local firefighting agencies for mock drill training to a crisis management group?
5. Are emergency steps in place in the school for fire safety management?
6. Is there a trained management team available in the school for initial fire hazard management?
7. Is the school in touch with the local fire safety authorities for training and retraining the people?
8. Has the school obtained NOC from the Fire and Rescue Services Department?
9. Are there any cracks in the school structures and are steps being taken to repair them?
10. Is the school situated in or around old or dilapidated buildings?
11. If so, has it been brought to the notice of the local authorities or management so that adequate steps are taken for relocating the school?
12. Is there a trained disaster management group available in school for initial response?
13. Is the school in touch with the local disaster management authorities for training and retraining them?
14. Is the school located near any railway track? If yes, is the impact of such locations being examined by the local authorities for the safety of the students?

#### **10.1.3 Earthquake Management**

1. Is the school situated in the earthquake risk zone?

2. How safe is the school building to face a natural disaster of this kind?
3. Are there any emergency steps in place for disaster preparedness at schools?
4. Are periodic earthquake drills conducted as per the guidelines of NDMA?
5. Have necessary steps been taken during construction of the building for earthquake safety for the building?
6. Are the staff of the school trained/ oriented for initial response to any disaster?
7. Is the school in touch with the local disaster management authorities for training and retraining them?

#### **10.1.4 Flood/Cyclone/Landslide Management**

1. Is the school situated near the seashore or a river? If so, are adequate measures taken to avoid easy access by children?
2. Is there any contingency plan prepared by the school in dealing with natural disasters such as floods/flash floods, cyclones, cloud bursts and heavy rains?
3. Is there a transport mechanism in place for emergency transport of students?
4. Is the school situated on hilltops or where there is a possibility of landslide? If so, are adequate measures in place to evacuate children, if required?
5. Is the school located near an industry or a chemical factory producing toxic chemical products? If so, are adequate measures in place to evacuate children or carry out first aid, if required?

#### **10.1.5 Electrical Safety**

1. How safe are the electrical systems in the school? Are they being checked periodically?
2. Has the school ensured limited access to the area of electrical installation only to those who are required?
3. Are there any uncovered live wires?
4. Are warning signs displayed near electric poles?

#### **10.1.6 Safety from Constructional Hazards**

1. Does the school have any ongoing construction? Has permission from local authorities for construction / repair been taken?
2. Has the school put barricades and signboards in the construction area prohibiting the movement of students?
3. Are water storage sources for any construction covered to prevent small children from any possible mishap?

#### **10.1.7 Safety in the Playground and Sports Activities**

1. Is the school following guidelines and norms and standards laid down by Sports Authority of India (SAI)?
2. Has the school obtained NOC from the competent authority before starting sports facilities?
3. Has the school conducted police verification of the staff employed for sports activities in the school?
4. Are the employed coaches in the school qualified or trained?
5. Sports-specific standard safety equipment like helmets, lifeguard jackets, safety guards etc. are made available for the players?

6. Is the school playground safe for the students to play games?

#### **10.1.8 Water Safety**

1. Is the safety certificate for drinking water obtained? Is the water source well protected?
2. Is the water provided to the students tested by the local authorities periodically?
3. Does the school ensure safe potable water always?
4. Does the school have a water management system in the event of a fire? Is there access to such sources?

#### **10.1.9 Laboratory Safety**

1. Are the laboratories in the school positioned as per rules?
2. Is there space for free mobility for students in case of an emergency?
3. Are the chemicals and instruments kept safely beyond the access of others?
4. Is there a first aid box available in the laboratory?
5. Are there proper ventilation and exhaust air facilities in the laboratory?
6. Has the school displayed the first aid procedures for the students in the laboratory?
7. Is the school team trained to meet any emergency in the laboratory?

#### **10.1.10 Transport Management and Safety**

1. Does the school own/run buses on lease for students?
2. Has the school complied with the rules and regulations stipulated by the local transport authorities and guidelines by Ministry of Road Transport and Highways?
3. Are the teachers delegated responsibilities for transport management?
4. Are the school bus drivers trained and possess a regular license?
5. Is police verification of bus staff, mainly drivers done before appointing them?
6. Has the school obtained a signed affidavit from all its employees that they have not been accused of offenses under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015?
7. Does the school ensure that the students are cautioned to keep a safe distance before starting the bus?
8. Are the students trained by the school in maintaining orderliness in buses?
9. Have the children been exposed to traffic rules?
10. Are there fire extinguishers in the school bus? Details please.
11. Are seats for children with locomotors, disability reserved in the bus?
12. Is there a first aid box in the school bus?
13. Is there a student feedback system with regard to transport facility, driver/conductor etc.?
14. Does the teacher or attendant escort the children to their stop after deboarding the bus?

### **10.2 Section II - Emotional and Personal Safety**

#### **10.2.1 Trauma Management**

1. Does the school have a trauma management team to help them during any accident or disaster?
2. Does the school have the contacts available for trauma management?

3. Are the senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near the school?

#### **10.2.2 Safety of the children with disabilities**

1. Are the school and premises disabled friendly?
2. Are there any designated officials in the school who is entrusted with the exclusive responsibility of their needs in any emergency?
3. Whether differently abled students are accompanied by a teacher or attendant when using toilets?
4. Teachers and students are educated and sensitive to fellow students who are differently abled?

#### **10.2.3 Health**

1. Does the school keep the medical records of students with special health problems?
2. Is there is a doctor-on-call for emergency, in school?
3. Does the school hold regular health check-ups as prescribed by the Department of Education (DoE)?
4. Is the Individual Child Health Card/File maintained and updated periodically?
5. Do parents communicate their child's health issues to school authorities?
6. Does the school have an understanding with the nearest hospital?
7. Is the medical room equipped to handle medical emergencies?
8. Is a basic medicine kit/first- aid box available in the school?
9. Are the First-Aid protocols for common injuries displayed at prominent places in school?
10. Make sure contact numbers of Doctors, Hospital, Ambulance, including private service, for emergency medical care are displayed in a prominent location.
11. Teachers and key staff have to be trained in first aid and CPR. Whether they have basic training in counselling, identification of disabilities, learning difficulties etc?
12. Is Health Education with topics on health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene etc. provided to students?
13. Is there a dietician/meal planner for mid-day meals?
14. Is there a separate kitchen with store facility for the mid-day meal program?
15. Is the kitchen kept clean, hygienic, rodent and pest free?
16. Are all food products always covered and stored hygienically?
17. Are Gas stoves with ISI mark, kept in a safe place, maintained and checked regularly?
18. Children are not allowed to use the gas stove.
19. Are teachers present when students have their meals to observe their eating habits?

#### **10.2.4 Sanitation and Hygiene**

1. Are there separate toilets for boys and girls?
2. Are there toilets for children with special needs?
3. Do the toilets doors have child-friendly latches?
4. Does the school regularly conduct hand washing sessions for children?
5. Are regular inspections of water and sanitation facilities conducted?
6. Are hygiene messages integrated into the textbook curriculum or through supplementary reading material?

### **10.2.5 Safety of Children against Sexual Abuse**

1. Does the school have a grievance committee for Child Sexual Abuse (CSA)?
2. Are all teaching, non-teaching, contractual and other staff sensitised on the CSA committee and child laws?
3. Are the teaching and non-teaching staff specifically trained to be alert to signs and indicators of child abuse?
4. Are parents and students sensitised from time to time on the Child Protection Policy/Guidelines/child laws and reporting Mechanisms?
5. Is there a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children?
6. Is there a clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed, in the event of a child abused by teaching or non-teaching staff or anyone else connected with the school?
7. Does the school undertake on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues?
8. Is the Child Safety poster on display in prominent locations of the school?
9. Are there books/reading materials on child safety and protection available in the school library and accessed by students and Teachers?
10. Does the school have a qualified Child Counsellor/Psychologist – part time or full time or an on-call consultant available requirement related to mental health related emergencies? Are children regularly oriented towards good touch and bad touch?
11. Are children educated about preventive steps to be taken w.r.t Child Sexual Abuse?
12. Does the school conduct awareness programs to sensitise students on the harm caused by substance abuse, mutual and peer respect, gender sensitivity, social responsibility and consequences of behaviour or action, including penalisation under law such as JJ Act, 2015 and POCSO Act, 2012?
13. Does the school have Children’s Forums or Clubs that promote children’s participation and provides platforms for them to discuss and share with the teachers and those in authority, about safety, protection and other relevant issues?

### **10.3 Section III - Social and Emotional Safety**

1. Are children given guidance and trained on adequate age appropriate social skills to manage emotions and build healthy peer relationships?
2. Is there an Anti-Bullying Committee in school?
3. Are children aware of the anti-bullying committee (ABC)?
4. Through sessions on life skills, are students taught coping skills to manage fear, anger and stress and prevent abuse of self or others to build self-esteem and confidence among students?
5. Are all types of bullying discouraged and prohibited in the school premises? Are students asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping?



#### **10.4 Section IV - Cyber Safety**

1. Is access to computer rooms and use of electronic and technological devices by students supervised by teachers? Are social networking sites blocked on the school computers?
2. Are students regularly educated on the safe use of technology and how to be a responsible digital citizen – sensible use of mobiles, SMS, MMS, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour?
3. Are students educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc?
4. In the event of cyber abuse or crime, are the school authorities and children oriented on procedures to be followed and steps prescribed within the legal framework, legal recourse and information about the Cyber Crime Department in the Police?
5. Are cyber-crimes handled with sensitivity and confidentiality?

#### **10.5 First Aid Kit in School**

**All schools should be equipped with a First Aid Kit containing a:**

- Thermometer
- Roller Bandage
- Gauze Pad
- Lotion Chlorhexidine (Savlon)
- Lotion Povidone-Iodine (BETADINE)
- Framycetin Sulphate (SOFRAMYCIN)
- Splints
- Tourniquets
- Kidney tray
- Cotton
- Eye pads
- Adhesive tape
- Band aids
- Scissors
- Box Bag Sample
- Hot Water Bottle

**Appendix 8- Review of Standards for Child Safeguarding**

(Checklist to be maintained by the Child Safeguarding Committee about the institution)

**ORGANISATION:**

	Standards	In place	Partially	Not in place yet
1.	A written CSP about which all staff and children are knowledgeable			
2.	An active, committed Child Safeguarding Committee and designated officers			
3.	Signatures of staff agreeing to comply with CSP			
4.	Assessment of child safety in the organisation using standard tools (NCPCR)			
5.	Compliance with behaviour protocols when working with children (staff, volunteers etc.)			
6.	Publicising and implementation of equal rights of all children to safeguarding			
7.	Enhancing child participation in child safety			
8.	Regular education and training in child safety			
9.	Access to advice and support in child-related issues			
10.	Increased partnerships for enhancing child safeguarding			

Child Safeguarding Officer’s sign:

DATE:

BRIEF REPORT:

## Appendix 9- Consent Form for Use of Personal Information/Images of Adult Beneficiaries (above 18)

I, \_\_\_\_\_, (name of the beneficiary)

do hereby grant permission to \_\_\_\_\_ (name of the institution) and its employees or representatives, to take and use my: photographs, video and/or digital images for use in promotional or educational materials pertinent to the \_\_\_\_\_ (name of the institution) program as follows:

- In printed publications or materials
- In electronic publications or presentations
- On the \_\_\_\_\_ (name of the institution) website  
(\_\_\_\_\_ (name of the website))
- On \_\_\_\_\_ (name of the institution) related social media sites (Facebook, Twitter, LinkedIn, Instagram, YouTube)
- On the Don Bosco network websites

I agree that my identity (please select an option):  may be revealed  
 may not be revealed  
in descriptive text or commentary in connection with the image(s).

I authorise the use of these images indefinitely without compensation to me. All negatives, positives, prints, digital reproductions and video shall be the property of \_\_\_\_\_ (name of the institution).

\_\_\_\_\_  
Name of beneficiary

\_\_\_\_\_  
Signature of the beneficiary

Date:

Address:

## Appendix 10- Consent Form for Use of Personal Information/Images of Children Beneficiaries (under 18)

I, \_\_\_\_\_, (parent or guardian name) parent or legal guardian of \_\_\_\_\_ (child's name)

Do hereby grant permission to \_\_\_\_\_ (name of the institution) and its employees or representatives, to take and use: photographs, video and/or digital images of my child for use in promotional or educational materials pertinent to the \_\_\_\_\_ (name of the institution) program as follows:

- In printed publications or materials
- In electronic publications or presentations
- On the \_\_\_\_\_ (name of the institution) website ( \_\_\_\_\_ (name of the website)
- On \_\_\_\_\_ (name of the institution) related social media sites (Facebook, Twitter, LinkedIn, Instagram, YouTube)
- On the Don Bosco network websites

I agree that my child's identity (please select an option): \_\_\_\_\_ may be revealed  
\_\_\_\_\_ may not be revealed

in descriptive text or commentary in connection with the image(s).

I authorise the use of these images indefinitely without compensation to me. All negatives, positives, prints, digital reproductions and video shall be the property of \_\_\_\_\_ (name of the institution).

\_\_\_\_\_  
Name of parent/ legal guardian

\_\_\_\_\_  
Signature of parent/ legal guardian

Date:

Address:

## **Appendix 11- Indicators of Possible Abuse**

A child who's being abused may feel guilty, ashamed or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behaviour — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences from school
- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behaviour
- Self-harm or attempts at suicide

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

### ***Physical abuse signs and symptoms***

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation

### ***Sexual abuse signs and symptoms***

- Sexual behaviour or knowledge that's inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Blood in the child's underwear
- Statements that he or she was sexually abused
- Inappropriate sexual contact with other children

### ***Emotional abuse signs and symptoms***

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- A decrease in school performance or loss of interest in school
- Loss of previously acquired developmental skills

### ***Neglect signs and symptoms***

- Poor growth or weight gain or being overweight
- Poor hygiene
- Lack of clothing or supplies to meet physical needs

- Taking food or money without permission
- Hiding food to eat later
- Poor record of school attendance
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care

### ***Parental behaviour***

Sometimes a parent's demeanour or behaviour sends red flags about child abuse. Warning signs include a parent who:

- Shows little concern for the child
- Appears unable to recognise physical or emotional distress in the child
- Blames the child for the problems
- Consistently belittles or berates the child, and describes the child with negative terms, such as "worthless" or "evil"
- Expects the child to provide him or her with attention and care and seems jealous of other family members getting attention from the child
- Uses harsh physical discipline
- Demands an inappropriate level of physical or academic performance
- Severely limits the child's contact with others
- Offers conflicting or unconvincing explanations for a child's injuries or no explanation at all

Child health experts condemn the use of violence in any form, but some people still use corporal punishment, such as spanking, as a way to discipline their children. Any corporal punishment may leave emotional scars. Parental behaviours that cause pain, physical injury or emotional trauma — even when done in the name of discipline — could be child abuse.

### ***Risk factors***

Factors that may increase a person's risk of becoming abusive include:

- A history of being abused or neglected as a child
- Physical or mental illness, such as depression or post-traumatic stress disorder (PTSD)
- Family crisis or stress, including domestic violence and other marital conflicts, or single parenting
- A child in the family who is developmentally or physically disabled
- Financial stress, unemployment or poverty
- Social or extended family isolation
- Poor understanding of child development and parenting skills
- Alcohol, drugs or other substance abuse

### ***Possible Complications Arising from Child Abuse***

Some children overcome the physical and psychological effects of child abuse, particularly those with strong social support and resiliency skills who can adapt and cope with bad

experiences. For many others, however, child abuse may result in physical, behavioural, emotional or mental health issues — even years later. Below are some examples.

### **Physical issues**

- Premature death
- Physical disabilities
- Learning disabilities
- Substance abuse
- Health problems, such as heart disease, immune disorders, chronic lung disease and cancer

### **Behavioural issues**

- Delinquent or violent behaviour
- Abuse of others
- Withdrawal
- Suicide attempts or self-injury
- High-risk sexual behaviours or teen pregnancy
- Problems in school or not finishing high school
- Limited social and relationship skills
- Problems with work or staying employed

### **Emotional issues**

- Low self-esteem
- Difficulty establishing or maintaining relationships
- Challenges with intimacy and trust
- An unhealthy view of parenthood
- Inability to cope with stress and frustrations
- An acceptance that violence is a normal part of relationships

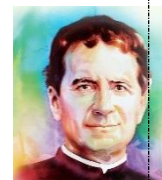
### **Mental health disorders**

- Eating disorders
- Personality disorders
- Behaviour disorders
- Depression
- Anxiety disorders
- Post-traumatic stress disorder (PTSD)
- Sleep disturbances
- Attachment disorders



**Sacred Heart Province of Bangalore (INK)**

## **Guidelines for a Safe Virtual Environment**



- 1. Definition of virtual spaces:** Online environments where people interact. For example,
  - a. Virtual/Online meetings: Skype, Google Hangouts, Zoom, FaceTime, GMeet etc.
  - b. Messenger applications: iMessage, Google Voice, WhatsApp, Slack, etc.
  - c. Telephone: cellular phone or landline
- 2. Parental Permission:** Similar to a physical gathering, parental consent must be obtained and documented. The requested permission should specify the date and time of the virtual gathering, and the digital medium that will be used to conduct it.
- 3. Contact Information:** In addition to parental consent, when communicating with children, parents must have the contact information of the person contacting, specifically: the telephone number, email ID or account to be used. In the case of a virtual/online meeting, the parents should receive the link.
- 4. Messaging/Chats:** Avoid messaging a minor directly unless required for educational purposes. Communicate with children and families between 8.30 am - 4 pm, where possible.
- 5. Online Gatherings:** Management supervision of online live sessions is required and an additional adult presence during sessions is encouraged. Only admit participants to video conferences from recognised and validated email addresses or usernames. Preferably generate a new meeting ID and password for each Zoom meeting conducted.
- 6. Appropriate Settings/ Behaviour:** Live online gatherings should be hosted from appropriate spaces (not places that look like bedrooms or bathrooms). Participants should also be instructed to choose an appropriate space. Both the children and the person conducting the session should be properly dressed. Set clear guidelines on what is acceptable or not to share on the online platforms in use. Report any concerns regarding online behaviour or interactions to the management.
- 7. Recording:** Meetings may be recorded only if appropriate and with prior notification to both parents and as well as participants.
- 8. Familiarity with Apps:** Staff members/ adults should try to become familiar with apps before using them with children. Check whether they are age-appropriate. Understand the privacy settings of the apps.





Increased online and mobile presence might be unfamiliar to some of our children and families. Some safety tips are also included that could be shared with parents and children if required.

### Online Safety Guidelines for Children

1. Don't post any personal information online– your address, email address or mobile number.
2. Think carefully before posting pictures or videos of yourself online. It's very hard to remove it later. Check with your parents or a trusted adult first.
3. Never tell others your passwords.
4. Don't make friends online with people you don't know.
5. Don't meet up with people you've met online. If anyone asks you to meet, first speak to your parent or a trusted adult about it.
6. Remember that some people online are NOT who they say they are.
7. If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.
8. Think carefully before posting something online. It could hurt others, or be misunderstood and hurt you.
9. Respect other people's views. You don't need to agree with someone else's views and you don't need to be rude about it.
10. Keep your privacy settings as high as possible.

### Mobile Safety Guidelines for Children

1. Don't give your mobile number to someone you don't know.
2. Don't send photographs to someone you don't know.
3. Don't reply to any nasty messages you receive.
4. Don't reply to a text from someone you don't know.
5. If you receive any unsafe or nasty messages, show them to a trusted adult. Make note of the time and date of the messages or calls you receive.
6. Don't answer calls from blank IDs or numbers you don't recognise.
7. Block numbers from people who are sending you nasty messages.
8. If you are being bullied, remember it isn't your fault and there is nothing so bad that you can't speak to someone about it. Talk to a trusted adult at home or at school.
9. If the problem is consistent, you can change your number or report it to CHILDLINE or the police.

