

STEWART SCHOOLS CHILD RIGHT PROTECTION POLICY

(As amended upto 2024)

1. SHORT TITLE AND COMMENCEMENT:

- a) This policy may be called the Child Right Protection Policy.
- b) This policy shall come into force with effect from the 1st January, 2024, on it being published in the School and Management Website.
- c) This policy shall apply to the Stewart School, Cuttack, Stewart School, Bhubaneswar, New Stewart School, Cuttack, Stewart School, Sukinda, Stewart School, Mohana and other Diocesan Institutions under the management of the Diocese of Cuttack, C.N.I.

2. Definitions: - For the purpose of this Policy,

- I. "Management" means the Diocese of Cuttack, Church of North India, under which the educational institutions are administered.
- II. "Managing Committee" means the Committee constituted by the management for the day-to-day administration of the educational institutions as mentioned in clause-1(c) above.
- III. "Diocesan Board of Education" means the Board constituted by the Management for the purpose of inspection and guidance to all the educational institutions under the management of the Diocese of Cuttack, CNI.
- IV. "Governing Body" means body instituted by the management for day-to-day administration of the Stewart Higher Secondary School & the Stewart Science College.
- V. "CEO" means the Chief Executive Officer of Stewart Schools under the Management of the Diocese of Cuttack, CNI.
- VI. "CPO" means the Child Protection Officer.
- VII. "ACPO" means Assistant Child Protection Officer.
- VIII. "CPTF" means the Child Protection Task Force.
- IX. "CPC" means the Child Protection Committee.
- X. Child Abuse means any type of cruelty inflicted upon a child, including mental abuse, physical abuse or any harm, neglect, sexual abuse or exploitation. It may include any act or failure to act by a teaching or non-teaching Staff of the



institution, parent or other caregiver that results in actual or potential harm to a child and can occur in the institution or school or community the child interacts with.

XI. Law enacted by the Government of India for care and protection of the Child: Various laws have been enacted by the Government of India to promote and protect the rights of children. Among them are the Child Labour [Prohibition and Regulation] Act, 1986, the Juvenile Justice [Care and Protection of Children] Act, 2015 [herein after referred to as the 'JJ Act 2000'], the Right of Children to Free and Compulsory Education Act, 2009 and the Protection of Children from Sexual Offences Act, 2012 [herein after referred to as 'the POCSO Act']. According to The JJ Act 2015, "Whoever, having the actual charge of, or control over, a child, assaults, abandons, abuses, exposes or wilfully neglects the child or causes or procures the child to be assaulted, abandoned, abused, exposed or neglected in a manner likely to cause such child unnecessary mental or physical suffering, shall be punishable with imprisonment for a term which may extend up to three years or with a fine of one lakh rupees or with both" (Section 75).

XII. Protection of Children from Sexual Offence Act, 2012 (POCSO Act): This is a special law that has been enacted to comprehensively deal with the issue of sexual offences against children. It describes different types of sexual offences against children such as penetrative sexual assault, sexual assault and sexual harassment and provides punishment for the same. Sexual offences committed by the Management/Staff of an educational institution are treated more severely and the punishment is enhanced. It also stipulates a child-friendly procedure to be adopted by the Police and Special Court during investigation and trial, respectively. The POCSO Act has introduced the concept of Mandatory Reporting, namely, punishing a person who fails to report to the Police the occurrence of an offence under the POCSO Act despite having knowledge of its commission. Failure of such reporting by a person in-charge of an institution in respect of a subordinate under his control is treated more severely.

XIII. Emotional Abuse: Emotional abuse means when a child is put to the persistent emotional maltreatment that would adversely affect the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only, in so far as they meet the needs of another person. This may be expressed verbally or non-verbally or via electronic or written communication or any other form. Emotional abuse includes verbal abuse, mental abuse or psychological maltreatment. This can include using extreme and/or bizarre forms of punishment such as confinement in a closet or darkroom or being tied to a chair for long periods of time or threatening or terrorizing a child. Less severe acts, but no less damaging, are belittling or rejecting treatment, using derogatory terms to describe the child, the habitual tendency to blame the child or make him/her a scapegoat.



XIV. Physical Abuse: Physical Abuse means inflicting of physical injury upon a child. This may include burning, hitting, slapping, punching, shaking, kicking, beating or otherwise harming a child, even when the caretaker may not have intended to hurt the child. It may even be the result of over disciplining or physical punishment that is inappropriate to the child's age.

XV. Sexual Abuse: Sexual Abuse means sexual offences contained under the POCSO Act and any act of sexual nature contained under any law for the time being in force in India and / or in the State.

XVI. Child Exploitation: Child Exploitation means using a child unfairly for personal advantage or gain, whether monetary or otherwise. This involves befriending or grooming the child through gifts, online chat rooms, social networking websites, email, mobile, telephone messaging, gaining the child's trust, and stalking their online activities. The Constitution directs the taking of measures to ensure that "childhood and youth are protected against exploitation."

XVII. Child-friendly: Child-friendly means any process and interpretation, attitude, environment or treatment, that is humane, considerate and in the best interest of the child.

XVIII. Corporal Punishment: Corporal Punishment means any kind of physical punishment which involves hitting ('smacking', 'slapping', 'spanking') children, with the hand or with an implement - whip, stick, belt, shoe, wooden/Plastic/Metal Scale or duster etc. But it can also involve, for example, kicking, kneeling down, shaking or throwing children, scratching, pinching, biting, pulling the hair or boxing the ears, forcing children to stay in uncomfortable/painful positions, burning, scalding or forced ingestion, making him/her sit like a rooster and make him/her stand on the desk or making a child to stand on one leg etc.

3. DESIGNATION AND DUTIES AND RESPONSIBILITIES OF CHILD PROTECTION OFFICER:

A. Designation: A Child Protection Officer will be appointed in Stewart School, Cuttack as per the decision of the Managing Committee of the school and will handle all the cases of Child Right violation.

B. Duties And Responsibilities:

- a) To ensure implementation of the Child Right Policy of the Management in letter and spirit.



- b) To Counsel the students along with the Counselor/Coordinators in order to ascertain that the school children will feel secure and are encouraged to talk and listen to them if they are worried or are facing any difficulties.
- c) To show Child Right films and discuss them with the children along with Teacher Counsellor/Para Counsellor during the Moral Science Classes or Substitution Classes.
- d) To report to the SJPU or Local Police, CWC or Help Line {1098} in the case of occurrence of any case of Sexual Abuse that may come to the knowledge of CPO in consultation with the Principal/Secretary, as required under Sec-19 of the POCSO Act.
- e) To act as the source of advice/ counselling for the children within the school.
- f) To register a complaint of Child Right violation, with a unique reference number in approved Complaint Format issued by the Management under the Child Right Policy and facilitate urgent medical attention and counselling support to the victim. In case of registering a high-risk Child Right Violation case, the CPO will have to inform the Secretary/CEO/Management and the Ombudsman as well, within 24 hours.
- g) To convene a meeting of the Child Protection Committee (CPC) of the school (as per Annexure 'E'), facilitate the investigations launched within 24 hours as per the process described in the Child Right Policy and will ensure that the investigation is complete as per Part II of Standard Investigation and Reporting Form of the CPC, within 3 weeks.
- h) On behalf of the CPC (Child Protection Committee), the CPO will send the Investigation Report as per the Standard Investigation and Reporting Form duly completed, to the Secretary/CEO/Principal/Management including their recommendations.
- i) To assist the Secretary or other Competent authority to frame the Charge Sheet for the offender.
- j) To keep liaison with the District Child Protection Officer and organize Seminars/Webinars on the protection of Child Rights, focusing on the Rules framed under the POCSO, RTE & JJ Act.
- k) To assist the Principal in verifying the background of all new employees, in order to ascertain whether there is any Criminal/Child Right Violation case or any disciplinary action pending against them or whether they have been convicted or prosecuted for any Criminal/Child Right Violation cases in the past and inform the same to the Principal/Secretary before their Appointment Letters are issued.



l) To maintain top confidentiality and not discuss any matter relating to students with any other person except the Principal/Secretary or competent school authority.

m) To maintain an accurate and up to date record of each individual case. The CPO will maintain all records, pertaining to Child Right matters of the school, including all the proceedings and documents relating to Child Right cases and awareness correspondence.

4. COMPOSITION AND FUNCTION OF THE CHILD PROTECTION TASK FORCE (CPTF)

A. On-site Child Protection Task Force (CPTF): A Child Protection Task Force, consisting of three members, one from each category of officials as mentioned below will be formed and designated by the CEO of the Management for the Stewart Schools /Diocesan Institutions /Sunday School under the DOC CNI. The members of the Child Protection Task Force for all Schools/ Hostels/Sunday Schools/Day Care Centres will discharge their duties independently, as per the responsibilities given to him/her from time to time by the Management.

i. Child Protection Officer / Assistant Child Protection Officer – Ex-Officio Convenor

ii. School Coordinator/Project Coordinator/Senior Coordinator/Vice Principal- Ex-Officio Member – To be appointed by Managing Committee

iii. Administrative Bursar/Office Superintendent/Office Manager/Accountant – Ex-Officio Member - To be appointed by Managing Committee

B. Function: Any member of the CPTF from amongst the Officials mentioned above shall act/function independently to do preliminary investigation to ascertain the genuineness of any complaint of Child Right Violation and forward the same to the CPC. The members of the CPTF shall provide all required support to the victim, including First Aid/Counselling, if required. They shall submit the Preliminary Investigation Report, as per the approved Format, as early as possible, maximum within a week from the date of receipt of complaint and submit the same to the Principal/ Secretary of the School for necessary action and copy to CEO of the DBE for information.

C. Duties and Responsibilities of Child Protection Task Force (CPTF):

i. To receive complaints from any source, including the opening of the Complaint Box every week.

ii. To receive data of the Child Right Violation from the CCTV footage.



iii. To Suo Motto register complaints in the approved Format, on the basis of CCTV footage and on receipt of complaint from the child or the parents.

iv. To carry out validation of complaint as per the approved Format.

v. After register of complaint and after asserting the genuineness of a complaint, shall inform Principal/Secretary and CEO, by phone and in writing for necessary action.

5. STEPS TO BE INITIATED BY THE SECRETARY OF THE SCHOOL AFTER RECEIPT OF THE REPORT OF CPTF:

As soon as a complaint is received by the Secretary from the CPTF, he shall forward the same to the CPC Cum Enquiry Committee within 24 hours so as to investigate into the matter as an Inquiry Committee by placing the delinquent employee under suspension, if necessary. Thereafter he shall frame a Charge Sheet as per Stewart School Service Rules and communicate the same to the delinquent employee and to the CPC-Cum-Enquiry Committee for trial of charges, as per Stewart School Service Rules/ Stewart Science College Service Rule.

6. DUTIES AND RESPONSIBILITIES OF COUNSELLOR/PARA COUNSELLOR :

- I. The Secretary shall nominate at least two teacher Counsellors & two Para Counsellor from amongst the staff who have been trained in certified course in Counselling.
- II. The nominated panel of Counsellor/Para Counsellor shall receive referral slip from CPO/CPTF.
- III. He/she shall fill up standard counseling form and find out the reason for his/her traumatic/abnormal behavior.
- IV. He/she shall counsel everyday between 1:30pm to 2:00pm.
- V. He/she shall refer for therapy or to clinical Psychologist if it is necessary.
- VI. He/she shall call the Parents/Guardians to follow up for further counseling.

7. COMPOSITION OF THE CHILD PROTECTION COMMITTEE (CPC):

The CPC of three members each will be operational for each programme or institution run by the Management. The Child Protection Committee will comprise of three members:

- I. Convenor of CPC to be appointed by the Managing Committee.
- II. One member of CPC to be nominated by the Secretary of the Institution.
- III. One member of CPC to be nominated by DBE/CEO.

The Management can replace any member of the CPC at its discretion, in the event a CPC member allegedly being an offender for carrying out a child protection violation.

Term: The tenure of the CPC will be for a period of 3years and may be extended further by the Management.



8. Duties and Responsibilities of Child Protection Committee (CPC):

(i) The CPC will facilitate awareness programmes on Child Right Awareness for the teachers periodically through the Management.

(ii) The CPC will train the CPTF and update the Management of any new changes that will be required for amending the Child Right Policy.

(iii) The CPC will liaison with the Child Welfare Committee (CWC) of the District to ensure the Child Protection Programme in the institution through the Management, as and when necessary.

(iv) The CPC will also liaison with the Voluntary Organisations and District Administration like the Commissionerate of Police to organise campaigns on Child Rights protection as well as well impart education to prevent misuse of electronic gadgets and Social Media by the child.

(v) The CPC shall be accountable in the best interests of fair play and justice to ensure impartiality and neutrality during enquiry of complaints.

(vi) The CPC will function as Enquiry Committee in case of allegations of Child Right Violation and submit it's Report to the Managing Committee through the Secretary of the School, recommending action as per the penalties provided under the Stewart School Service Rules and statutes applicable for Child Right Violation.

(vii) That apart, the CPC will fill up the result of the investigation in form- Part-II and submit the same separately to the CEO of the Stewart Schools.

(viii) Provide training to all the School Staff, including the Support Staff regarding Child Right Protection including "STRANGER DANGER" an awareness programme providing an understanding of how to respond to perceived threats, care in regard to e-safety and the development of standards of behaviour that are appropriate.

9. RESPONSIBILITY OF THE SECRETARY OF THE SCHOOL AFTER RECEIPT OF THE REPORT OF CPC:

After receiving the Enquiry Report and recommendations of the CPC, the Secretary shall call a meeting of the Managing Committee, in the case of a major penalty being recommended by the CPC-cum-Enquiry Committee. In case of a minor penalty, the Secretary of the School, being the disciplinary authority, if he/she thinks it proper and justified, may impose the same and get a Post Facto approval of the same in the subsequent meeting of the Managing Committee.

10. STANDARD OPERATING PROCEDURES (SOP) :



- a) The Child Protection Policy will remain available to all parents via the School's Website and will be reviewed every three years.
- b) Parents will be asked to supply the School with the names of all persons who have the permission to collect their child from School (or to confirm that their child may leave the grounds unaccompanied). They will also be asked to inform the School of any change in this routine.
- c) Parents are required to brief School about the arrangements adopted, following any separation or divorce, if asked by School Authority for the purpose of counselling of their child.
- d) Parents will be made aware that members of Staff are advised not to make unnecessary physical contact with students.
- e) Parents will be made aware that the Staff may on occasions have to help change student's clothes when administering First Aid or Physical Examination after toilet accidents and on other such occasions.
- f) All the cases that occur in the School hours, within the School premises where there is an involvement of any student of the School, the concerned Class Teacher is first to be informed and then it is the duty of the concerned Class Teacher to inform the CPO about the incident through Referral Slip or in person. In such case, the and the Class Teacher And other concerned Teachers are required to help in finding out a solution.
- g) In the event of a parent making a complaint about a member of the Staff, Volunteer or student, the school's Complaint Procedure should be followed and the complaint addressed directly to the Principal. If the complaint is against the Principal, it should be addressed to the Secretary of the Management after which the concerned authority will inform the same to the CPO.
- h) *Emphasis will be placed on both early detection and swift intervention, but no member of the School's Staff will investigate directly.*
- i) The Staff will act promptly to refer the matter to the designated CPO with the referral slip. Together they will discuss the matter and complete the preliminary Incident Report.
- j) The Teacher and/or the CPO will talk further with the child in an attempt to reassure him/her and to clarify and record what had happened in a separate register.
- k) If a complaint include an allegation against another child, then after receipt of the complaint by the CPO, the parents of the child against whom allegation has been made will be informed by his/her Class Teacher. Discipline must remain solely in the hands of the members of CPC.



- l) After receiving the complaint by the CPO, he/she will forward the same to CPTF and CPTF will investigate the matter within a period of maximum 1 week.
- m) The CPO, in consultation with the CPTF, will decide whether, in the best interests of the child, the matter needs to be referred to a Counsellor.
- n) Where there are concerns about possible sexual abuse by a child to a child in any form, then the CPO and Principal will inform the same to the SJPU/CWC/DCPO of the Police Department.
- o) This means that after verifying the report of the CPTF, the Principal will forward the same to the Counsellor or the concerned Police Authority or the CPC, as required, according to the severity of the case.
- p) The parents of the victim/accused child will be informed of all the particulars of the incident, only by their concerned Class Teachers.
- q) If a complaint about possible child abuse is made against a member of the Staff, the services the member of Staff may be removed from any duty involving his/her direct contact with the pupil and he/she may be suspended from duty as a precautionary measure pending investigations by the Secretary.
- r) *In all cases, it will be explained to the victim/accused so that it may be necessary to pass information on to the CPO. Confidentiality to be maintained. Detailed records of all concerned and actions relating to suspicions of abuse will be kept. All notes will be written objectively.*

11. STUDENT DISCIPLINARY MEASURES :

If a student become indisciplined, assault another student, damage property of the school or of any student or staff, it needs to be investigated by the CPO. If the allegation is proved then following disciplinary measures will be taken.

- A. Oral warning and Counselling.
- B. Written warning and Counselling.
- C. Issue of (i) Yellow, (ii) Orange or (iii) Red Cards.
- D. Suspension for a period upto 7 days. (However the child will come everyday to school for counselling)
- E. Action in accordance with rules, policies, statutes



On committing an offence, the said student will be counselled with the intention to bring about a change in his/her behavior. However after the said counselling, if there is no improvement, the said child will be issued the cards as mentioned below.

On the occasions of repeated offences, the student will be issued a Yellow Card, followed by an Orange Card for subsequent lapses and a Red Card and suspension if unacceptable behaviour persists. The issue of 3 Cards to a student will lead to suspension. These cards will further be communicated electronically to the concerned parents. However, the Principal retains the right to suspend or grant TC to any student if the offence is of a very serious nature. The Principal will have the right to withhold the conduct Certificate of any student whose conduct is not in keeping with the Rules laid down by the school.

Yellow Card: A student will be issued a Yellow Card for repeatedly being involved in activities like missing or reporting late to class, constantly interrupting the teaching process and indulging in rude and unacceptable behaviour in the Class.

Orange Card: A student will be issued an Orange Card for repeatedly involving himself/herself in such activities as assaulting, beating, damaging property of the School or of any student, using slangs or foul language, bringing prohibited articles (objectionable books, periodicals, pictures, newspapers, any reading matter, electronic gadgets such as mobile phones, tabs, I-pads, I-pods etc.) to School, smoking (cigarettes, e-cigarettes, hookah etc.) inside/outside the school premises, stealing etc.

- I. (The CPO is authorized to confiscate any of the above prohibited articles and is required to fill up the Zimanama at the time of the confiscation. On confiscating the prohibited article, the signature of the child and the class/subject teacher are to be necessarily obtained.
- II. Further, the CPO is required to inform the parents as well as the Principal about it and keep the said article with him/her till disposal of the said matter.
- III. In the event of the parents putting forward an application for recovery of the confiscated article, the same will be handed over to the parents after submission of a special undertaking prepared for the purpose.)

Red Card: A student will be issued a Red Card for any heinous offence like bursting crackers or other explosives inside/outside the School, showing vulgarity in any means, causing sexual abuse/sexual assault, using tobacco or creating a nuisance in the School repeatedly.

A Red Card holder will not be allowed to avail any privileges in the school during the period stipulated on the card. The student will not be allowed to participate in any programme, picnics or outings etc.

In the case of repeated violation of School Rules by a student and when he/she has been issued Cards of all colours but his/her continuously committing the same mistake, will attract suspension from his/her Class, as decided by the Principal.



1. If a student comes repeatedly late to the school he/she will be verbally warned. IF the said student continues coming late to the school, he/she will be given written warning, the electronic version of which will be forwarded to the Parents. In the event of no improvement after the above mentioned steps, the parents of the child will be levied Rs-100/- for the first time and for subsequent lapses Rs- 500/- will be implemented. The Parents will be required to make payment of the said amounts in the school account through NEFT/RTGS/e-pay and submit the transaction details to the Accounts Bursar/Section.
2. Every student of Stewart School needs to respect school property. No school property should be scribbled upon, broken, scratched or damaged by any students. Damage to school property is not acceptable and warrants Damage Compensation Fee which will be decided by the Competent Committee of the school. The parents of a student will be levied Damage Compensation Fee, if their ward is involved in damage of school property. The amount of the Damage Compensation Fee will be the actual cost of repair or replacement of the damage property of the School

12. ALLEGATION AGAINST STAFF FOR VIOLATING CHILD RIGHT :

If any allegation is brought, by a child, Parent, Guardian, Staff etc. against any teaching / non-teaching staff of the institutions (Stewart Schools) or if the child right violation is noticed by the Principal/CPO, then the complaint will be initially investigated by the CPO and he/she shall submit the documentary evidence (if any) and the CCTV footage (if any) to the Secretary of the school marking a copy to the Principal for further necessary action. The Secretary of the school, if satisfied with prima facie case, then he/she shall institute an Enquiry Committee in accordance with the service rule as applicable. During pendency of the inquiry, the Secretary may suspend the concerned staff till disposal of the inquiry.

The allegations include as follows -

- A. Any kind of physical punishment which involves hitting ('smacking', 'slapping', 'spanking') children, with the hand or with an implement – whip, stick, belt, shoe, wooden/Plastic/Metal Scale or duster etc. But it can also involve, for example, kicking, kneeling down, shaking or throwing children, scratching, pinching, beating, pulling the hair or boxing the ears, forcing children to stay in uncomfortable/painful positions, burning, scalding or forced ingestion, making him/her sit like a rooster and make him/her stand on the desk or making a child to stand on one leg etc.
- B. Emotional abuse to a child at school, which can have an impact on the child's mental health. Harsh criticism, belittling, labeling, teasing about child's mental capabilities or physical appearance, threatening, neglecting to a child, failing to respond to question /grievance of child and unable to respond to the needs of the children especially in clearing doubt in academic matters .



- C. Sexually abuse to a child/student at school:
- D. With the bad intention touches the private parts of a child (Be it a male or a female child) or makes the child to do so or does any act with a sexual intent which involves physical contact inappropriately, which will amount to sexual assault.
- E. Utters a word or makes any sound or gesture or displays or exposes any part of the body, with a sexual intent with an intention that the child would hear the sound or sees the part of the body is said to commit the offence of Sexual Harassment.
- F. Shows any porn film to a child at work place, at home or in another place.

13. PROTECTION OF STUDENT FROM OTHER INSTITUTION :

Protection of children /students from other schools who will be permitted by the Principal to participate in different games/sports activities in the Stewart School/Stewart Higher Secondary School premises, is as follows –

- A. If any student request to join in any sports activities like hockey/badminton/skating etc., their parent needs to apply in writing to the Principal and submit their NOC for allowing their ward to play or participate in Tournament in Stewart Schools for particular period and timings.
- B. The respective school Principal/ Head Master shall forward the names of students of their school with Aadhar Card who will participate in Sports activities like hockey/badminton/skating etc. at least 24 hours before to the Principal for issuing necessary security pass.
- C. The PET of the respective school must be accompanied with the students during the period of training/tournament in the premises of Stewart Schools/Stewart Higher secondary schools.
- D. The coaches will be issued a security pass for entering to the School premises.
- E. During the training/tournament the Stewart School PET needs to be present in person.
- F. During the training/tournament one of the nurse shall be present in the field with the first aid box during the entire training/tournament.
- G. The CPO/ACPO or any other staff appointed on their behalf by the Principal must be present in the field to ensure safety of the children as per Stewart School Child Protection Policy.

14. Disclosure of the data information about any student of the Stewart Schools and Stewart Science Higher Secendory School

The Management approves the sharing of data to the following offices/ agencies



A.

1. To the education department of the Government of Odisha/ concerned District Education Officer where the school is situated
2. If the information is required by order of any Court
3. If the information is required by Child Welfare Committee/ District Child Protection Office in writing
4. If the information sort by the Odisha State Child Right Commission

B

The following data can be shared by the school with any agency with with the consent of the parents and approval by the competent authority of the management. If it is sought in the prescribed format.

C.

As required for the Olympiad, Scholastic, Inter School Competition by NGO, s / Private organisation, District Sports Authority/State Sports Authority for specific purpose which can be supplied to them with the consent of parents and approval of competent authority through Office note.

Note:

No staff of the school/Any other authority of School shall disclose any information about a child to any agencies as aforementioned will deem to be a misconduct within the meaning of the Stewart Schools Service Rule.

15. REPEAL: The existing Child Right Policy and rules are hereby repealed.



SECRETARY

DIOCESE OF CUTTACK, CNI

SECRETARY
DIOCESE OF CUTTACK
CHURCH OF NORTH INDIA



PRESIDENT

DIOCESE OF CUTTACK, CNI

Bishop
Diocese of Cuttack
Church of North India

