



VASISHTHA GENESIS SCHOOL

CBSE Aff. No. 430307

Managed by Jay Khodiyar Education & Charitable Trust

At & Po. Baben, Ta. Bardoli, Dist. Surat - 394601 Phone No. 91575 44555, 02622-225542/43
E-mail : vgsbardoli@gmail.com, Website : www.vasishthagenesisschool.ac.in

VASISHTHA GENESIS SCHOOL

CHILD PROTECTION AND POCSO COMMITTEE

Draft Policy and Terms of Reference

School: Vasishtha Genesis School (VGS)

Established: 2015

Student Strength: Over 1,700

Applicable Law: Protection of Children from Sexual Offences (POCSO) Act, 2012, and POCSO Rules, 2020

1. INTRODUCTION

Vasishtha Genesis School is committed to providing a safe, secure, inclusive, and child-friendly environment in which every student can learn, grow, and develop with dignity and confidence.

In accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, and the applicable rules and guidelines, the school shall establish a **Child Protection and POCSO Committee** to strengthen preventive measures, promote awareness of child safety, facilitate timely reporting of suspected offences, and support the protection and well-being of children.

The POCSO Act protects every child below the age of 18 years from sexual offences, irrespective of gender. The school adopts a zero-tolerance approach towards child sexual abuse, exploitation, grooming, and any conduct that compromises a child's safety or dignity.

The Committee shall function as a school-level child protection and coordination body. It shall not replace the police, Special Juvenile Police Unit (SJPU), Child Welfare Committee (CWC), or other statutory authorities. All suspected or disclosed offences shall be reported to the appropriate authorities in accordance with the law.

2. OBJECTIVES

The objectives of the Committee shall be:

1. **Prevention:** To establish and maintain a safe school environment that minimises risks of abuse, exploitation, harassment, and other threats to children's safety.
2. **Awareness:** To sensitise students, teachers, non-teaching staff, management, parents, transport personnel, and other stakeholders regarding child protection and the provisions



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3. **Early Identification:** To recognise warning signs, risk factors, and disclosures that may indicate possible abuse or exploitation.
4. **Mandatory Reporting:** To ensure that suspected or known offences covered by the POCSO Act are reported promptly to the appropriate authorities in accordance with Section 19 and other applicable provisions.
5. **Child-Friendly Support:** To ensure that children who disclose abuse are listened to respectfully, treated with dignity, and protected from intimidation, blame, or further harm.
6. **Confidentiality and Privacy:** To protect children's identities and sensitive information in accordance with applicable law.
7. **Safe School Practices:** To review safety arrangements relating to classrooms, laboratories, washrooms, playgrounds, school transport, events, online interactions, and other school activities.
8. **Staff Accountability:** To promote appropriate staff conduct, police verification and background checks as required, and periodic child-protection training.
9. **Coordination:** To coordinate with parents or guardians where appropriate and with the police, SJPU, CWC, medical professionals, and other authorised agencies as required.
10. **Monitoring and Review:** To periodically review child protection measures and recommend improvements to school management.

3. COMPOSITION OF THE COMMITTEE

The following composition is proposed for approval by the school management.

SN	Designation /Name	Contact	Role in Committee
1	Mr. Shakti Singh Rathore (Principal)	8476030985	Chairperson
2	Ms. Manjari Deshpande, (Headmistress)	8149175428	Co-Chairperson
3	Ms. Preeti (PGT)	9106014677	Member
4	Ms. Khushboo Maheria (TGT)	7623887102	Member
5	Mr. Lokesh Shah (TGT)	9913299979	Member
6	Mr. Vikas Jain (PGT)	6354404387	Member
7	Ms. Mamta (School Nurse)	6353097029	Member



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4. KEY RESPONSIBILITIES OF THE COMMITTEE

A. Prevention

1. Develop, implement, and periodically review the school's Child Protection Policy.
2. Organise age-appropriate personal safety and awareness sessions for students.
3. Train all teaching, non-teaching, contractual, transport, security, and other relevant personnel on child protection and reporting obligations.
4. Ensure that staff recruitment and engagement procedures include the required police verification and background checks.
5. Review supervision arrangements in classrooms, corridors, playgrounds, laboratories, washrooms, activity areas, school transport, excursions, and events.
6. Promote safe and professional boundaries in interactions between adults and students.
7. Establish clear rules for photography, videography, digital communication, online classes, social media, and the sharing of student information.
8. Encourage students to identify trusted adults and report unsafe situations without fear.

B. Prohibition

The school strictly prohibits all forms of sexual abuse, exploitation, and conduct that violates a child's safety or dignity, including:

1. Sexual assault, sexual harassment, or sexual exploitation of a child.
2. Grooming, coercion, intimidation, or attempts to manipulate a child for sexual purposes.
3. Unwanted or inappropriate touching and other violations of personal boundaries.
4. Showing, producing, possessing, or sharing sexually explicit material involving children, as covered by applicable law.
5. Inappropriate digital communication, requests for sexual images, or online exploitation.
6. Threats, blackmail, inducement, or retaliation intended to silence a child or prevent reporting.
7. Any attempt by a staff member or other person to conceal suspected abuse or obstruct lawful reporting.

These examples are illustrative and do not limit the scope of offences covered by applicable law.



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C. Reporting and Redressal

1. Provide clear and accessible channels through which students, parents, employees, and other stakeholders can raise child-safety concerns.
2. Ensure that any disclosure or reasonable suspicion of a POCSO offence is reported to the appropriate authority in accordance with the law.
3. Immediately take reasonable steps within the school's authority to protect the child from further contact with the alleged offender, without obstructing the investigation.
4. Ensure that the child is treated respectfully and is not blamed, threatened, pressured, or repeatedly questioned by school personnel.
5. Arrange appropriate medical, psychological, counselling, and other support through qualified professionals and authorised services, as needed.
6. Maintain a secure record of actions taken, disclosures received, and reports made, with access restricted to authorised persons.
7. Cooperate with law-enforcement and child-protection authorities and preserve relevant records or evidence without conducting an unauthorised investigation.
8. Review any institutional safety gaps identified after an incident and recommend corrective measures.

5. PROCEDURE FOR REPORTING A CHILD-SAFETY CONCERN

Step 1: Receiving a Disclosure or Concern

A student, parent, employee, visitor, or other person may bring a child-safety concern to the Principal or a designated member of the Committee.

If a child discloses abuse:

- Listen calmly and take the child seriously.
- Reassure the child that they have done the right thing by speaking up.
- Do not blame the child or promise absolute secrecy.
- Do not conduct repeated or leading questioning.
- Record the child's words as accurately as possible, along with the date, time, and circumstances, without adding assumptions.

Step 2: Immediate Safety

The school shall assess immediate safety needs and take reasonable steps to prevent further harm. Emergency medical assistance or police intervention shall be sought where necessary.

The school shall not delay statutory reporting while attempting an internal inquiry, mediation,



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Step 3: Mandatory Reporting

Under Section 19 of the POCSO Act, information about an offence or reasonable apprehension of an offence covered by the Act must be reported to the Special Juvenile Police Unit or local police, as prescribed by law.

School personnel shall not attempt to resolve a suspected sexual offence solely through internal disciplinary procedures. Failure to report as required by law may attract legal consequences.

Step 4: Informing Parents or Guardians

Parents or guardians shall be informed where appropriate and safe for the child. Where a parent or guardian may be implicated in the suspected abuse, or informing them may place the child at risk or compromise protection, the school shall seek guidance from the appropriate authorities before taking that step.

Step 5: Support and Cooperation

The school shall cooperate with authorised agencies and facilitate appropriate support for the child. Any statement-taking, medical examination, or investigation shall be handled by the competent authorities in accordance with child-friendly legal procedures.

Step 6: Confidential Records

The school shall maintain secure records of the concern, reporting action, and support provided. The child's identity and case details shall not be disclosed to unauthorised persons, the media, or through school communications.

6. CODE OF CONDUCT FOR STAFF AND ASSOCIATES

All employees, contractual staff, volunteers, transport personnel, coaches, visitors, and other persons who interact with students are expected to:

1. Maintain professional boundaries and respectful conduct.
2. Avoid inappropriate physical contact, private or secretive interactions, and communications that breach safeguarding standards.
3. Follow school procedures for student supervision, transport, excursions, photographs, and digital communication.



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5. Report concerns immediately through the designated channels and comply with statutory reporting requirements.
6. Cooperate with lawful investigations and safeguarding procedures.
7. Refrain from retaliation, intimidation, victim-blaming, or attempts to influence a child or witness.

7. AWARENESS AND TRAINING

The Committee shall coordinate the following activities:

- Age-appropriate personal safety sessions for students.
- Orientation and refresher training for employees and relevant school personnel.
- Parent awareness sessions on child safety, online safety, and reporting concerns.
- Display of child-protection information and reporting contacts at appropriate locations.
- Periodic review of school transport, visitor management, supervision, and emergency response arrangements.
- Awareness of appropriate government resources and child helplines.

8. MEETINGS AND REVIEW

1. The Committee shall meet at least once every term and additionally whenever a child-safety concern or urgent review requires it.
2. Meeting minutes shall record preventive measures, responsibilities, and follow-up actions without unnecessarily identifying children or disclosing sensitive case details.
3. The Committee shall periodically review the implementation of the Child Protection Policy and recommend corrective measures to the Principal and school management.
4. Case-specific information shall be shared only with authorised persons who need it for safeguarding or legal compliance.
5. The Committee shall not conduct a parallel criminal investigation or delay reporting while waiting for a Committee meeting.

9. DISCIPLINARY ACTION

Where misconduct by an employee or other person associated with the school is established, the



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conditions, and law. Such action may include warning, suspension, removal from duties involving contact with children, termination of employment, or other lawful measures.

Where a student is alleged to have harmed another child, the school shall prioritise immediate safety, age-appropriate support, fairness, and applicable child-protection requirements. Any disciplinary response shall be proportionate and consistent with education rules and law. School disciplinary action shall not replace mandatory reporting or the legal process.

10. EMERGENCY AND REPORTING CONTACTS

The school shall verify and display current contact details for the relevant local authorities.

- **Police/Emergency:** 112, where available
- **Child Helpline:** 1098
- **Local Police Station:** [Insert verified contact details]
- **Special Juvenile Police Unit (SJPU):** [Insert verified contact details]
- **Child Welfare Committee (CWC):** [Insert verified contact details]
- **School Principal:** [Insert official contact details]
- **Designated Child Protection Contact:** [Insert name and official contact details]

11. CONCLUSION

Vasishtha Genesis School recognises that child protection is a shared responsibility and an essential part of quality education. The school is committed to maintaining a safe, caring, and child-friendly environment in which every child is protected from abuse, exploitation, intimidation, and harm.

The Child Protection and POCSO Committee shall support the implementation of preventive measures, awareness initiatives, timely statutory reporting, and appropriate child-centred support. The school shall review this policy periodically and update it in accordance with applicable laws and official guidelines.

Principal: Mr. Shakti Singh Rathore

Date of Approval: 1.4.2026

Review Date: 1.4.2027




Principal
Vasishtha Genesis School
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