



St. Xavier's High School

BRAHMANJHARILO, RAIPUR, CUTTACK-754001

GOVT.RECOGNISED SCHOOL(NOC-COR-140/2022)

Ref.No. 35/25-26

Date 30/7/25

POCSO COMMITTEE

(PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012)

TO Safeguard the interests of the learners, ST.XAVIER'S HIGH SCHOOL, AT-BRAHMANJHARILO, RAIPUR, CUTTACK set up the POSCO committee (set up under the provision of prevention of children from sexual offence Act).The committee works towards safeguarding the learners from the challenges they face in their formative years at school. The committee takes up age appropriate initiative to create awareness about sexual exploitation and to ensure that all learner are aware of their rights and responsibilities towards themselves .Training sessions are conducted for the faculty and staffs to recognise and report issues of abuse and neglect. Complain boxes are placed strategically and checked regularly by the committee members to address the complains, if any ,though its awareness campaigns and programmes the committee strives to ensure that all learners are treated with dignity and respect at all time, In a series of awareness programmes and special school assembly conducted in the school throughout the year, learner participation is encouraged . Age appropriate videos are shown and self- defence session is also conducted as a part of the awareness programmes.

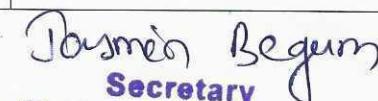
The POCSO committee comprises of the following members:

Term of offices:

LIST OF THE COMMITTEE MEMBERS

SL	NAME	DESIGNATION	E-MAILS
1	Mr.Syed Shehariyar Ali	PRINCIPAL	ssali178692@gmail.com
2	Mrs.Sushree Priyanka Das	Member/Special Educator	daspriyanka1800@gmail.com
3	Mrs.Rashmita Sahoo	Counsellor/Member	rashmita054@gmail.com
4	Mrs.Priyanka Nayak	SMC Member	nayakpriyanka2014@gmail.com
5	Mrs.Nargis Parween	Member/PGT	nargisparween61@gmail.com
6	Mrs.Anita Nayak	Member/TGT	ranuanita12@gmail.com
7	Mrs.Debadarshini Pasayat	Member/TGT	ddpasayat1986@gmail.com


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Secretary
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CCTV camera at the strategic is placed complaint box are easily access to the students .Awareness programmes are conducted every month.

PURPOSE

Having responsibility for children during a large part of everyday. It is our primary responsibility is to safeguard individual children and address concerns regarding their emotional or physical wellbeing. The policies of the child protection committee apply to all staffs. Governors and volunteers working in the school. The guidelines set out in this policy is to safeguard and protect our students by ensuring that every adult whom works in out school teachers .Non-teaching staffs,governors and volunteers – clear guidance on action which is required where abuse of a child is suspected.

DECLARATION BY THE SCHOOL

The issue of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

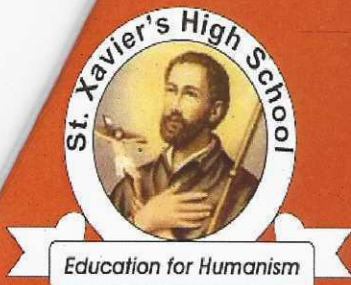
We ensure that the recommended child protection procedures are followed with empathy and professionalism.

OPERATION PROCEDURES

- The child protection policy will remain available to all parents via the school's website and will be reviewed every year.
- Parents will be asked to supply the school with the names of all persons who have 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.
- Parents are asked to brief school about arrangement5s following any separation or divorce.
- Parents will be made aware that the member of staffs is advised not to make unnecessary physical contact with students.
- Parents will be made aware the staff may on occasion have to help change students clothes when administering first aid after toilet accidents for HPE and on other such occasions. In the event of a parents making a complaint about a member of staff, volunteer or students .the schools complains procedure should be followed and the complaint address directly to principal. If the complains procedure should be followed and the complains addressed directly

Basma Begum
Secretary

Principal



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to the principal. If the complains is against the principal, it should be addressed to the chairperson of the management.

- The complains should be documented by the parents complain.
- If a complaint should include and accusation against another child. The accused child's parents will be informed. Discipline must remains solely in the hands of the members of child protection committee(CPC)
- Emphasis will be placed on both early detection and swift intervention. But no members of the school's staff will investigate directly and signs a possible abuse will not be considered by the school as proof.
- Staff will act promptly in referring the concern to be designated CPC member. Together they will discuss the concern and complete the incident report.
- The designated teacher needs with the principal (or chairperson) of the board of governors in the absence of the principal and an appropriate course of action is planned. A written record of decisions should be made.
- The teacher and /or CPC member will talk for the with the child in an attempt to reassure him or her and to clarify and record what has happened.
- The CPC member in consultation with the principal will decide whether in the best interests of the child the matter needs to be referred to a councillor where there are concerns about possible abuse the CPC member and principal will inform the POCSO wing of the police department.
- If a complaint about possible child abuse is made against a member of staff, services the member of staff may be removed from duties involving direct contact with pupils and may be suspended from duty as a precautionary measure pending investigations.

In all cases it will be explained to the child about whom there is concern that it may be necessary to pass information on to the CPC and perhaps other agencies. No promise of confidently can be given. Detailed records will be kept of all concerns and action relating to suspicions of abuse. All notices will be written objectively without speculation and immediately following any incident that they record.

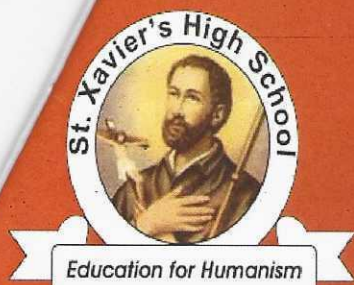
HOW A PARENT CAN RAISE A CHILD PROTECTION CONCERN

If a parent has a child protection concern they can follow the steps below:

1. Talk to the class teacher
2. If parent is still concerned, they can talk to the principal or can talk to the designated member of CPC

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Secretary
St. Xavier High School
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Principal
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THE CHILD PROTECTION COMMITTEE

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time. They may give rise to concern but are not in themselves proof that abuse has occurred.

ROLE OF THE DESIGNATED CPC MEMBER

The designated CPC member will:


- Promote a child protection ethos in the school .
- Develop and update the school's child protection policy regularly.
- Ensure parents receive a copy of the child protection policy every two years.
- Providing training to all school staffs including support staffs regarding child protection and awareness of "stranger danger":an understanding of how to respond to perceived threats ;care I regard to e-safety; and the development of standards of behaviour that are appropriate.
- Be responsible for record keeping of all child protection concerns and maintain all records and secure location.
- Make referrals to the schools designated counsellor.
- Research information regarding child protection.

DEFINITION: WHAT IS CHILD ABUSE?

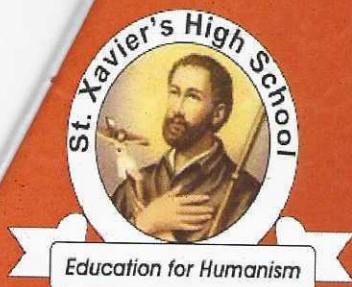
1. Neglect

Actual or likely persistent or significant neglect of a child including poor hygiene constant hunger in adequate /inappropriate clothing, constant tiredness, lack of adequate supervision, untreated illness, lack of peer relationships or compulsive stealing.

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2. PHYSICAL ABUSE

Actual or likely deliberately physical injury to a child or wistful or neglectful failure to prevent physical injury or suffering to a child.

Possible signs or symptoms of physical abuse include:

- Unexplained bruises (in places difficult to mark)
- Untreated injuries.
- Self destructive tendencies and fear of going home.

3. SEXUAL ABUSE

4. EMOTIONAL ABUSE


Possible signs of symptoms of emotional abuse include.

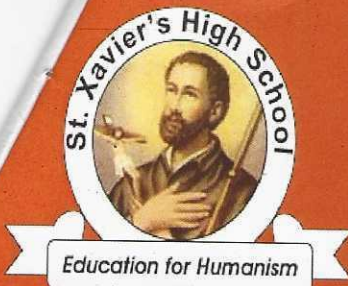
- Bullying of others.
- Change in personality from outgoing to withdrawn.
- Difficulty in forming /maintaining relationships with others.

OBJECTIVES OF THE COMMITTEE ARE:

- Prevent discrimination and sexual harassment against women. By promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women aiming and ensuring support and services to the victimize and termination of the harassment: Recommend appropriate punitive action against the guilty party to the procedure for approaching committee. It is applicable to all students, staffs and faculty members.
- A complaint of discrimination or sexual harassment may be lodged by the victim or a child party. A written complaint may be addressed to the head of the committee.
- The committee member on receiving a complaint will intimate the committee head.
- The committee head would arrange a meeting within a week or received of the complaint for discussing the complaint raised complaints must be brought within 30 working days of the incidents of sexual harassment complaints brought after that time period will not be pursued absent extraordinary circumstances.
- If it is determined that harassment has occurred prompt remedial action will be taken by the committee.


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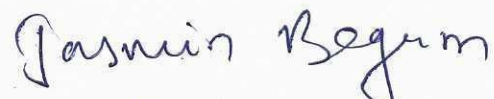
This may include some or all of the following.

- i. Restore any lost terms conditions or benefits of employment to the complainant.
- ii. Committee will take appropriate disciplinary actions up to including: termination against the accused.
- iii. This discipline can include demotion, suspension and termination.
- iv. The disciplinary action will be carried out by the concerned department such disciplinary action may include transfer, demotion or termination .All related documents will be maintained ensuring confidentiality. Policy implementation and review the policy will be implemented and reviewed by the committee. The school reserves the right to modify rescind/reinstate the entire policy or all at any time.

MEETING & TIMELY DISCUSSION WITH COMMITTEE

The committee will also hold timely meeting to discuss the plain of actions potential case queries and updates which will be supervised by the school principal time to time. This will ensure the function and progress of the implemented ideas of the school.


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