

1. Safeguarding Policy

“The school is to provide a safe and stimulating environment for the child where they feel valued and respected; keep in mind their best interests and, engage in activities that will help with their social, physical and moral development”

Motto

“Duty And Discipline”

1.1 Aims and Objectives

- a. To provide a positive, caring and all-encompassing environment for the overall growth of the individual student
- b. To create an ambiance where the child feels secured, valued, and respected; where their confidence is boosted and they feel competent to approach a responsible adult in times of difficulties.
- c. To be certain that all staff are trained and aware of the safeguarding norms.
- d. To ensure that the students and their parents are aware of the safeguarding policies, and how it is implemented and operated on a regular basis.

1.2 Key Points

The main agenda of the safeguarding policy is to ensure that the children’s welfare is the paramount concern of the school. The following points sum up the main aspects of the safeguarding policy:

- a. The children should be protected from any kind of maltreatment they are suffering, inside or outside the school through the required course of action
- b. The school is to ensure that no harm is caused to the child’s mental or physical health due to any practice or activity that has taken place inside the school
- c. The school is to ensure a student-friendly environment where each pupil feels confident, respected, valued and heard.
- d. The school is to ensure protection of the children against bullies and take active measures to avoid repetition of such behaviour
- e. The school is to ensure that the child is brought up in conditions that are safe and provide effective care
- f. The school is to provide assistance to the children by making them aware of the legal actions and rights open to them
- g. The school is to ensure that the children are equipped with the skills required to identify potential threats and consequently guard themselves from any harm
- h. The school is to ensure that proper professional psychological assistance is provided to the children so that they feel free to talk about their anxieties and problems

- i. The school is to ensure that all staff are furnished with the safeguarding practices
- j. The staff must be trained to handle delicate information they receive from children and report them to the safeguarding committee without error
- k. The staff must be able to acknowledge any impairment in the behaviour or performance of the children, and help them deal with the situation by talking or providing assistance as required
- l. The parents must be aware of the safeguarding terms and policies and know that their wards are in a safe and nourishing environment
- m. The parents must be encouraged to join hands with the school to ensure overall growth and protection of their wards

1.3 Roles and Responsibilities

This section enumerates the roles and responsibilities of three bodies, namely the Student, the Teacher and the Guardian with regards to the policy in question.

Responsibility of the Teachers

“BE THE FRIEND, PHILOSOPHER AND GUIDE”

Safeguarding the children is the responsibility of the school, thereby every individual working for the school. Teachers are to play an enormous role to make the school a nourishing and healthy environment for the children.

- i. Teachers are to create an excellent relationship with the children to ensure that they (the children) know they are in a safe place where their voice is heard and their opinions matter
- ii. Teachers are to ensure that the child feels worthwhile attending their class
- iii. Teachers are to recognise certain things such as inattentiveness, lack of concentration, learning disorder and other overt behavioural changes
- iv. Teachers are to identify deeper issues like neglect, consistent anxious behaviour, signs of abuse, etc., and help the child through necessary means
- v. Teachers are to encourage the child’s participation in extracurricular and cocurricular activities to boost their personality development
- vi. Teachers are to ensure that NO discrimination based on the child’s family background, religion, place of residence, race, body and appearance is taking place
- vii. Teachers have to build such a relationship with the children where they are given the opportunity to express their opinions, fears, anguish, concerns, etc
- viii. Teachers have to be a good listener, hearing the children without any interruption, sharing and discussing issues the children are facing at school or at home
- ix. The concerned teacher to whom a child opens up is responsible to accurately note what the child is concerned about and update the same on the “record of concern” as well as let it be known to the safeguarding head.
- x. The respective teachers to whom a child opens up are to maintain the privacy and dignity of the child, and therefore, refrain from discussing the concerns of the child with other colleagues.

Responsibility of the students

Safeguarding is a two-way process. The students have as much role in protecting themselves as the school has in making sure that they are safe and secured.

- i. The children must be made aware of the existence and functioning of the safeguarding policies.
- ii. The children must be made aware of how to keep themselves safe. They should learn to take a stand for themselves and for others in difficult situations.
- iii. The school should ensure that the children have proper morality development so that they can learn to differentiate between the right and wrong themselves.
- iv. While the students are given an open platform to express themselves, they should also keep in mind that the disrespect and undermining the authority of any teacher or school staff is a punishable offence.
- v. The students must strictly follow all the disciplinary rules provided by the school, which have been made keeping in mind their utmost safety.
- vi. The children should have a positive and supportive attitude towards each other.
- vii. If any child is aware of their friend facing any kind of trouble, be it at home or in school, they are responsible to report their concern to a trusted teacher or the safeguarding head.
- viii. Children who are facing physical or mental disturbances, maltreatment, and various other problems should open up and talk to a trusted teacher, or visit the counselling officer of the school.

Responsibilities of the Guardian

- i. The guardian must trust the school ensuring that their children are in a safe place where their development is given utmost attention.
- ii. The guardian must be encouraged to join hands with the school to ensure overall growth and protection of their wards

1.4 Procedure

With the help of the procedures, all the staff and volunteers must know how to respond to a pupil who discloses sensitive and personal information. The children and the staff should be familiar with the procedures given below:

If any child comes up to a trusted teacher or faculty member to share sensitive information about incidents they have been through, these procedures must be followed:

- The child should be given the space and environment to talk without any interruption.
- The child should be made to feel comfortable and the must not feel helpless
- No terms such as “promises”, “secrets”, “swears” and the type should be made as the information provided by the child might require legal help
- The teacher or staff present must remain calm and attentive when the child is talking
- The child must be reassured that there are people to help them, and that they are not alone. They must be heard with utmost care.
- The teacher or staff present must understand the gravity of the situation and talk to the child in a sensitive manner.
- Questions should not be asked bluntly as it may scare the child. If necessary, only open questions should be asked to the child without pressurizing them to answer it.

- The teacher or staff present must not try to interpret the child's word. They should avoid putting words in the child's mouth and let the child talk.
- All essential points must be noted correctly and carefully
- The child should be constantly reassured that they were right to share
- Let the child know that their problems have been heard and all necessary actions will be taken to help them.

1.5 Disciplinary Action

Violation of the terms and conditions is a serious offence. Students and staff must read this section carefully and not violate the terms of this policy.

- a. Sensitive information shared under the safeguarding terms by students or teachers is not subject to public disclosure. If anyone discloses the information strict action will be taken against them.
- b. Students are strictly instructed to show empathy to fellow students if they notice any disturbances. Mockery of the situation including making jokes and bullying can even lead to permanent termination
- c. Teachers and staff members are instructed to maintain the dignity of the child. If any child talk to them about their problems they must not disclose it to their colleagues. Any such action should be reported immediately.