



Child Protection Policy



We at KRMGS take child safety as our primary concern and hence the Child Protection Policy (**CPC**) lays the foundation for safety in the school. K.R. Mangalam Global School is dedicated to protecting the well-being of the children in its care, ensuring their emotional and physical safety while on school grounds. This policy encompasses all stakeholders involved in the child's development, including the Senior Management Team, educators, parents, students, support staff, and ancillary personnel associated with the school. Its purpose is to provide clear guidelines and procedures for the school community to follow in the event of allegations, suspicions, or occurrences of abuse or neglect involving students. The policy also aims at uniform implementation and establishing common and easy pathways to address safety-related situations if and when they arise throughout the school.

Vision for School & Child Safety at KRMGS

- The institution believes and upholds that no form of child abuse is tolerated in any form or manifestation.
- The institution promises that any and every form of abuse and harassment of children is unlawful and will be subject to penalties in accordance with this policy and applicable law.

Definition of Terms

Child Protection: This encompasses any concerns related to suspected, alleged, self-disclosed, or witnessed abuse of a child, whether by someone within or outside the school community. Such concerns must be thoroughly investigated and appropriate actions taken.

Child Abuse: As defined by the World Health Organization, child abuse includes "all forms of physical and/or emotional maltreatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation, which result in actual or potential harm to a child's health, survival, development, or dignity within the context of a relationship of responsibility, trust, or power."

A person may harm a child either by direct actions or by failing to act to prevent harm. Abuse can occur in various environments, including family settings, institutions (such as schools), or within the broader community. It may be perpetrated by individuals known to the child or, less commonly, by strangers. Often, children may endure multiple types of abuse simultaneously, which further complicates the issue.

Most child abuse is inflicted by someone the child knows, respects, or trusts. In international school communities, unique characteristics must be considered, particularly concerning the individuals who interact with children. School personnel must be aware of the potential reasons children may be unable or unwilling to disclose any victimization they might have experienced.



Guiding Principles for School & Child Safety at KRMGS

Our school endorses the [United Nations Convention of the Rights of the Child](#), of which India, is a signatory. And, **Council of International Schools Core Standard: Domain E: Students Learning and Well-Being**

- E2: The school has documented effective written policies to safeguard and promote the welfare of all enrolled students.
- E3: The school implements policies and procedures in relation to anti-bullying, child protection, complaints, security, safeguarding, behaviour, discipline, sanctions, rewards and restraint, health education and health records.

This policy is guided and inspired by the above-mentioned documents and aims at helping and directing the management as well as the responsible school staff in implementing the policy in letter and spirit.

- **Child-first:** all decisions and policies will be taken keeping the best interest of the child in mind.
- **Prevention focused:** safety must include active promotion of continuous training, advocacy, and good practices for all stakeholders.
- **Promotion of fearless reporting:** simple reporting and response channels. Whistle-blower protection is also provided with respect for the child's right to safety, privacy, and confidentiality.
- **Review and Accountability:** all decisions, incidents as well as this policy is subject to review, and accountability for effective implementation will be monitored.

This policy applies to.

All adults (including teachers, management personnel, and support staff members - permanent or temporary or consultants) working with or on behalf of children have a responsibility to protect all students when interacting with each other. All staff is required to comply with this Policy and accept it as a part of the terms of employment or engagement with us.

Where does the Policy Apply?

The Policy applies to the premises of KRMGS. It also applies to extended premises when the premise is connected with the school because of a specific school-related activity (e.g. external venues, and trips, seminars, competitions). The policy is in force during both synchronous and asynchronous learning opportunities experienced by the child.



When does the Policy Apply?

The Policy applies at all times and is not limited to the official working hours of School. The Policy will apply at all times to all School-related functions, gatherings, trips, social events, Social media interactions, etc. It is also in force when an email or telephonic exchange is seen between stakeholders and also during any formal engagement during virtual teaching days.

TYPES OF ABUSE EVERY CHILD MUST BE PROTECTED FROM

1.1. Physical Abuse The World Health Organization (WHO) defines physical abuse of a child as the deliberate use of physical force that leads to, or is highly likely to lead to, harm to the child's health, survival, development, or dignity. This can include actions such as hitting, punching, shaking, throwing, poisoning, biting, burning, drowning, suffocating, or other forms of physical harm. These indicators might also suggest self-harm behaviors, such as cutting or suicidal tendencies.

1.2. Emotional/Psychological Abuse WHO describes emotional and psychological abuse as either isolated incidents or a consistent pattern where a caregiver fails to provide a nurturing and supportive environment essential for a child's emotional and social development. This type of abuse can involve making a child feel worthless or unloved, imposing inappropriate expectations, causing fear, or exploiting and corrupting them. Emotional abuse can severely hinder a child's ability to develop fully in a stable and competent manner within their societal context.

1.3. Neglect and Negligent Treatment Neglect, as defined by WHO, includes both singular instances and ongoing patterns of failure by a caregiver to provide for a child's basic needs, such as health, education, emotional development, nutrition, shelter, and safe living conditions. This neglect can occur regardless of the caregiver's financial situation. Neglect involves a failure to recognize or fulfill the child's fundamental needs, including food, shelter, medical care, educational opportunities, and protection and supervision, thus inhibiting the child's ability to reach their full potential.

1.4. Exploitation Child exploitation refers to using a child for work or other activities that benefit others, which includes but is not limited to, child labor and child prostitution. Such exploitation adversely affects the child's physical and mental health, education, and spiritual, moral, or social-emotional development.

1.5. Sexual Abuse According to WHO, child sexual abuse involves engaging a child in sexual activities that they do not fully understand, cannot give informed consent to, or are not developmentally prepared for, and which violate societal laws or taboos.

****1.5.1.** Sexual abuse encompasses acts or behaviors constituting a sexual offense under the Protection of Children from Sexual Offences Act, 2012, as amended. This includes penetrative sexual assault (such as rape), non-penetrative sexual assault (such as inappropriate touching), sexual harassment (including stalking, showing pornography, and coercing a child to exhibit



their body), and using a child for pornographic purposes (including storing child pornography for commercial purposes).

****1.5.2.** Attempting or abetting any sexual offense under the Protection of Children from Sexual Offences Act, 2012, is also punishable. Certain offenses, especially those committed by individuals in positions of trust or authority (such as relatives, educators, police officers, or public servants), are classified as aggravated offenses and carry stricter penalties.

1.6. Abuse in Virtual Spaces Virtual environments have become increasingly popular among children, providing easy and affordable access. However, these spaces also pose risks, such as online sexual abuse. Offenders may exploit communication channels like chat, messengers, video, and audio to engage in virtual sexual abuse (such as virtual rape and pornography) or traditional online sexual abuse (such as exposure to harmful content, creation and distribution of child pornography, and online solicitation leading to crimes like rape, sex tourism, and child trafficking). The lack of geographical boundaries and universally accepted definitions of online child sexual abuse complicates law enforcement efforts. Thus, it is crucial for parents, schools, virtual world operators, and law enforcement to collaborate in discussions and actions to protect children, especially those in child-headed homes without primary parental supervision. (Reddy and Minnaar, 2019)

Professional Confidentiality

Confidentiality must be guided by the principle of the best interest of the child and as per applicable law. Adult professionals are expected to exercise sensitivity, discretion, and prudence when handling these confidential matters and must not promise confidentiality in exchange for information.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a “need to know basis” only.

Any information shared with a member of staff in this way must be held confidentially to themselves.

Consequences of Breach of Confidentiality

The consequences of violation may vary depending on the severity of the breach and may include immediate termination of such teacher, managerial personnel or support staff. If required by law, K.R. Mangalam Global School may also report the incident to the police or other applicable authorities.



THE CHILD PROTECTION COMMITTEE

1. Head Of School

2. Co-ordinators
3. Deputy Co-ordinators
4. Counsellors.

Child Protection Committee Meeting Schedule

- The Child Protection Committee (CPC) will meet at the beginning of a new academic year and subsequently once in three months (JULY/NOV/FEB/MAY) to review the school processes regarding child safety.
- The child protection committee and the school safety team will meet once a month for a general safety review regarding child protection and to foresee if anything alarming is being observed.
- The Child protection committee and the Incident Report Committee will meet once a term for a general review process. It will of course immediately convene in case an incident is reported.

Staff Orientation

- All academic staff will be briefed about the Child Protection and Safeguarding policy during every new academic year INSET and the policy will be shared.
- The School administrator will work with his team regularly to orient them with safety and security practices at school.
- The policy shall be shared with and as a part of the staff handbook to appraise the staff about the Do's and Don'ts at K.R Mangalam Global School and nuances of child safety.
- Counselling team to interview and assess the new admin applicants at the school as a general hiring process.



Roles and Responsibilities of Child Protection Committee (CPC)

Meet regularly to review compliance of the school with the Policy (including ensuring that recruitment procedures, workshops, parent participation initiatives, and staff code of conduct are followed).

- Meets as per the schedule mentioned above.
- During the meeting, the committee will assess and review the previous month/two work and assess any threats/ risks discovered during that period and identify additional measures to be taken for further strengthening of the Policy.
- Seek external help as and when required.
- Ensure that the concerns raised are addressed and closed within a reasonable time frame.
- Provide recommendations on the concerns raised by the management/employees/students/parents etc.
- Maintain all files and records and documents as per law and this Policy.
- Conduct an impact assessment and lessons learned analysis after every case to assess and address the impact of the incident on other children and the institution.
- Understand the factors that contributed to the incident and make recommendations and changes as required.
- Conduct an annual review of the Policy and its implementation and update the Policy when required.
- Ensure calendaring of events for the training of all teachers, management, staff, parents, and children where applicable (giving due regard to their age and maturity) on the Policy and its importance.
- Conduct induction programme for new employees, teachers, and staff in regular cycles.
- Be responsible for awareness/ training for all staff members and children to identify signs of sexual abuse, child protection, and create awareness on bullying and ragging, discrimination, name-calling, and its consequences.

Incident Report Committee - Role and Responsibilities

- Meet immediately when convened, either in-person or online through video conferencing or any other manner as may be notified while convening the meeting.
- Develop a framework and time schedule to conduct an inquiry or address the issue.
- Review and assess mandatory reporting obligations of the school on every case-to-case basis.
- Conduct the inquiry impartially and thoroughly, adhering to the highest levels of integrity and confidentiality at all times.
- Ensure that the inquiry report/Minutes of the Meeting is submitted to the person incharge within two days of such reporting.
- Ensure mandatory reporting in case of a child safety violation, including child abuse wherever legally mandated, and coordinate with the police and the local authorities, and



further ensure that there is no attempt to cover up the incident, or influence the child's parents/ guardian or other authorities.

- Co-operate with the police, judiciary, and local administrations in the investigation of the reported incident, to the extent applicable by law, while keeping in mind the safety, security, right to privacy, confidentiality, and the best interest of the child.
- In case there is a child safety violation, one person will be designated by the Chief security officer who will be responsible for handling media briefing and in no case shall reveal the name of the student.
- Receive complaints (verbal or written) and ensure confidentiality and record the complaints.
- In the event of a safety incident, ensure that the chief safety officer is immediately informed, and the Incident Response Committee is convened no later than 48 hours of such occurrence.
- Immediately respond as per safety protocols and maintain records.
- Provide a detailed report after inquiry and the same to be tabled in front of the chief safety officer, the legal team and internal complaints committee if needed.
- The committee will also ensure that all investigative meetings are minuted and recorded for legal safeguards.

Role of the School

- **Policy Accessibility:** Ensure the Child Protection Policy is readily available to all parents via the school's website.
- **Staff Recruitment:** Hire well-qualified, competent, and reliable faculty and support staff to implement the school's programs, services, and activities, thereby guaranteeing student safety and well-being.
- **Staff Training:** Educate all school personnel on recognizing signs of abuse and neglect, equipping them to identify children who may require assistance or protection.
- **Community Awareness:** Inform parents, students, teaching staff, non-teaching staff, and ancillary staff about the Child Protection Policy followed by the school.
- **Information Dissemination:** Educate stakeholders on the nature and consequences of abuse, and the proper procedures for reporting suspected or confirmed abuse with evidence.
- **Physical Contact Guidelines:** Advise staff members to avoid unnecessary physical contact with students, except in essential situations such as administering first aid, after accidents, or for physical education.
- **Complaint Handling:** Direct any child abuse complaints to the Head of School. If the complaint involves the Head of School, it should be addressed to the Chairperson of the Management Committee. All complaints must be documented by the committee.
- **Handling Peer Incidents:** Inform the parents of a child accused of abuse within the school premises. Discipline will be managed exclusively by the Child Protection Committee (CPC).
- **Swift Action:** Commit to taking prompt action against any incidents of abuse.



- **Investigation Protocol:** Prohibit school staff from investigating abuse allegations without consulting the CPC.
- **Law Enforcement Notification:** The Head of School will inform the POCSO wing of the Police Department about any suspected abuse. No other individual is permitted to disclose the matter to third parties or the media without the CPC's authorization.
- **Policy Review:** Review the Child Protection Policy every two years to ensure its continued effectiveness.
- **POCSO Training:** Provide comprehensive POCSO training to all staff members.
- **Child Helpline Awareness:** Inform students about the Child Helpline 1098 for reporting abuse.
- **Legal Consequences:** Notify stakeholders that failing to report known physical abuse of a child to the CPC is punishable by up to six months imprisonment or a fine under the law. False complaints to the CPC are also punishable.
- **Cyber Safety Education:** Conduct sessions on Cyber Safety for parents and students, covering appropriate virtual behavior and the consequences of virtual abuse.
- **Communication Restrictions:** Staff should only email or call students for school-related matters. Contact through social media between staff and students or parents is prohibited.
- **CCTV Monitoring:** Monitor CCTV cameras in classrooms and throughout the school premises.
- **Photography and Technology Boundaries:** Establish safe boundaries around photographing children, using images, internet, and technology within the school.
- **Personal Safety Sessions:** Arrange regular personal safety sessions for all children.
- **Complaint Committee:** Establish a committee consisting of the Principal, one male teacher, one female teacher, one female student, one male student, and one non-teaching staff member to handle complaints and redressal.
- **Virtual Classroom Monitoring:** Allow coordinators access to virtual classrooms to monitor lessons. Participants exhibiting inappropriate behavior should receive reminders and then be placed in the waiting room. For severe cases such as abusive language or sharing inappropriate content, facilitators should remove the student and inform their coordinators.
- **Professional Conduct:** Staff must adhere to dress codes and use appropriate language when interacting with students, strictly avoiding derogatory or demeaning remarks.

Role of the Parents

- **Authorized Persons:** Provide the school with the names of individuals authorized to collect their child and notify the school of any changes.
- **Family Arrangements:** Inform the school about arrangements following separation or divorce.
- **Life Changes:** Notify the school about major life events affecting the student emotionally or psychologically.
- **Incident Reporting:** Report any possible or confirmed incidents of child abuse occurring within the school premises to the school rather than handling the issue independently.



- **Child Helpline Awareness:** Ensure children are aware of the Child Helpline 1098 for reporting abuse.
- **Legal Consequences:** Understand that failing to report known physical abuse of a child is punishable by up to six months imprisonment or a fine under the law. False complaints are also punishable.
- **Virtual Behavior Monitoring:** Monitor their child's online activities to protect them from potential virtual abuse.

Role of the Students

- **Incident Reporting:** Inform teachers or counselors about any abuse they have experienced or witnessed, either physically or virtually, to ensure it is reported to the CPC.
- **Child Helpline Awareness:** Be aware that they can report abuse via the Child Helpline 1098.
- **Legal Consequences:** Understand that withholding information about abuse is a punishable offense.
- **Appropriate Behavior:** Follow school norms, be mindful of their actions, and engage in appropriate behavior at all times to safeguard themselves.

Role of the Non-Teaching and Ancillary Staff

- **POCSO Awareness:** Familiarize themselves with POCSO rules and maintain appropriate behavior and distance during student interactions.
- **Incident Reporting:** Report any witnessed abuse incidents to the senior-most administrative staff member (CPC Team member).
- **Legal Consequences:** Understand that withholding information about abuse is punishable by up to six months imprisonment or a fine under the law. False complaints are also punishable.

Complaint Mechanism Process

- Any Staff or student who receives a complaint, has to bring it to the Child Protection Committee's notice
- Child protection committee to activate Incident Response Committee to start the inquiry and reach out to the child and ensure safety
- Provide medical or counselling support depending on the case
- Assess the risk and inform the parent or legal authority as may be the case
- Restrict access to the area and to the alleged accused
- Appeals and representations to be recorded and report tabled to the Chief Security officer
- Conclusion- action is taken to be communicated to parent and other concerned authorities.



Responding to the Accused

When the alleged abuser is a child

When the alleged abuser is a child, then he/she must be treated as a child in conflict with law and the process of responding will be as per the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2015 (JJ Act).

When the offense is cognizable (where police can arrest without warrant and start an investigation without the permission of the court and file an FIR), school will follow the following procedure.

- The Chief Safety Officer shall inform the parent/ guardian of the child who has committed the offense and call them over and follow the mandated reporting obligations as per law.
- KR Mangalam Global School shall ensure that the alleged child is not intimidated in any manner or subjected to repeated questioning and interrogation.
- The alleged child may be restricted access to the centre until the inquiry process is completed by the police and Juvenile Justice Board.

When the offense is non-cognizable (police cannot investigate, or file an FIR or arrest without a court order), school will follow the following procedure: -

- Chief Safety Officer shall talk to the child to understand what happened and why the child behaved in that particular way.
- The school shall ensure that all measures are taken not to intimidate the child.
- The parents/ guardians shall be informed, called for a meeting and the matter shall be discussed with them.
- KR Mangalam School shall refer such a child for counselling to facilitate the reformatory process.
- Under no circumstances shall a child be subjected to corporal punishment.
- The school may choose to follow its disciplinary action protocol (issue of cards) as mentioned in the student code of conduct.

When the Alleged Abuser Is an Adult (KR Mangalam Global School Staff Member)

Teaching or non-teaching staff of KRMGS or associated with KRMGS who is deemed to have indulged in child abuse shall be placed under suspension till completion of inquiry by the Child Protection Committee. If the alleged abuser is convicted and sentenced by the court, KRMGS shall formally terminate his/ her employment. For alleged abusers who are not employed by school, the procedure, and protocols to address safety incidents or child abuse shall be applied and all reporting obligations shall be followed.



Key Areas for Prevention

- Recruitment and Selection Guidelines: **Screening; Police Verification; Acceptance of Code of Conduct & Child Protection Policy; Records; and for consultants and third-party vendors or service providers**: Where a school is outsourcing personnel; it shall ensure that the agency providing the personnel has recruitment guidelines that encompass the above.
- Conducting regular workshops on maintaining safety in school.
- Parent Participation and awareness workshops are conducted, and they are updated about this policy document.
- Staff Code of Conduct is formally discussed every 6 months and attendance is signed by all as evidence that they understand the policy and agree to the same.
- All new recruits are updated by HR and they sign the policy document as a part of their recruitment process.

Safe Recruitment Practices

KR Mangalam Global School will engage in Child Safeguarding practices in its recruitments such as

1. Child Safeguarding commitment in 'Current Openings' page on our school website
2. Direct Child safeguarding questions during interview process
3. Comprehensive reference check
4. Social Media check
5. Background check
6. The applicant must read, commit to and sign the Staff Handbook and Student Code of Conduct Handbook once a contract has been offered.

Drafted – Oct 2022

First Review – July 2023

Second Review – July 2024

Review- The KR Mangalam Child Protection Policy and Procedures will be reviewed annually in order to refine and update policies in line with best practices.



Appendix 1



INCIDENT REPORT FORM

Name of the student: - _____ Grade: - _____ Age: - _____

Date of Incident: - _____ Time of Incident: - _____

Location of Incident: - _____

Others Involved: - _____

Reported by:- _____

Any other:



Result in injury? YES / NO

Reported to School Nurse/ Hospital? YES / NO

Evidence(s) if any, please attach and mention here

Actions Taken/ Follow up:

Parent Contacted



Name: - _____

Date _____

Time _____

Incident Reported by _____

Signatures _____

Appendix 2



Impact Assessment report template

Department:	
Case Details:	Date:
1. Policy or Practice Assessed:	
2. Approach - Methods used, people involved, and sources of data/evidence used in inquiry.	
3. Conclusion report for the case:	
4. Impact identified- Potential or negative impact(s) from the case outcome.	
5. Impact identified- Positive impact(s) from the case outcome.	



6. Proposed changes in policy and suggested actions

7. List of attached documents and evidence

8. Names and signatures of all present at this reflection meeting

Appendix 3



I will:

- Treat all students with respect, patience, integrity, courtesy, dignity, and consideration.
- Be aware of my own and other persons' vulnerability, especially when working alone with others and be particularly aware that I am responsible for maintaining physical, emotional, and sexual boundaries in such interactions.
- Avoid any covert or overt sexual behaviours with those with students and this includes seductive speech or gestures as well as physical contact that exploits, abuses or harasses.
- Use positive reinforcement rather than criticism, competition, or comparison when working with students
- Ensure that any one-on-one meeting with a student, is held in a public area; in a room where the interaction can be (or is being) observed, or in a room with the door left open, and another staff member is notified about the meeting.



- Ensure that any email exchanges between a student are to be made using a school email address.
- Be aware that electronic communication may be subject to periodic monitoring.
- Show prudent discretion before touching another person, especially students and be aware of how physical touch may be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.
- Intervene when there is evidence of, or there is reasonable cause to suspect, that a student is being abused in any way and report any suspected abuse or neglect or breach of this Code of Conduct to the Chief Safety Officer.
- Be aware of school expectations and guidelines relating to trips/annual camps.

I will not:

- Be alone with a child in a location that is not visible to others
- Inflict any sexual, physical or emotional abuse on student/s.
- Smoke or use tobacco or e-cigarette products, or possess, or be under the influence of alcohol or illegal drugs at any time on the school campus or off site during field trips/ camps
- Buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to students.
- Give a child, who is not my own, a ride home alone, unless the parent has requested the same and it has been approved by the Principal.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business.
- Use profanity in the presence of students at any time.



- Take and/or use data, photographs, video, testimonials of children, family members, school staff etc. in your internal and external communication material and/or in the media (social or otherwise) without the knowledge and consent of school management and the other respective authorities.
- Store photos of students on personal electronic devices including mobile phones for any personal use.
- Buy gifts/ eats for students in individual capacity unless specifically called upon to do so by the principal/head of school.

Expectations of Visitors:

Visiting Adults will:

- Provide identification proof and/or other identity related documents at the gate
- Sign in at the gate and wear their Visitor's Pass at all times when on campus
- Not be allowed to bring along any other person not authorized for a scheduled meeting with prior appointment.
- Treat all students with respect and provide safe and supportive interactions that foster students' social, emotional, physical and academic development
- Ensure there is always a member of staff or school representative present during interaction with students.
- Report any unacceptable and / or concerning behaviour from a student or adult
- Only use designated adult washrooms.

Visiting Adults will not:

- Take photos or videos of students



- Provide students with any personal contact information
- Accept or ask for personal contact information from students
- Make any contact with our students outside of sanctioned school activities
- Give out any promotional literature without prior approval from the head of school
- Act in a way that can be perceived as threatening or intrusive
- Initiate any physical contact with a student
- Respond to any physical contact from students. If this does occur, immediately report it to a member of the school staff
- Make inappropriate promises to students, particularly in relation to confidentiality
- Make any sarcastic, insensitive, derogatory, racial or sexually suggestive comments or gestures to students or others in front of students, parents, staff or others
- Engage in any form of harassment, bullying or inappropriate discipline
- Accept any form of physical, verbal or emotional abuse from a student. If this does occur, immediately report it to a member of the school staff