

**CHETTINAD VIDYASHRAM**  
**GUIDELINES FOR POCSO COMMITTEE**

**PROCEDURE FOR APPROACHING COMMITTEE**

The Committee deals with issues relating to sexual harassment and child abuse at the “Chettinad Vidyashram” School, Chettinad House, Chennai. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Chairman of the committee. If the complaint is made to any of the Committee members, they may forward it to the Chairman of the Committee against sexual harassment. Here it should be noted that according to the Supreme Court guideline sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually colored remarks
- Allow children to engage in sexually provocative games with each other
- Showing pornography and other unwelcome physical, verbal or non-verbal conduct of a sexual nature
- Showing pornography and other unwelcome physical, verbal or non-verbal conduct by the committee

The following are sexual harassment and is covered by the committee:

- Eve-teasing, Unsavoury remarks, Innuendos and taunts
- Jokes causing or likely to cause awkwardness or embarrassment
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls, WhatsApp, Face book, Instagram, YouTube, website)
- Touching or brushing against any part of the body and the like
- Displaying pornographic or offensive or derogatory pictures, cartoons, or sayings
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy

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**Duty of the members** must be set up to serve as complaints and Redressal body.

- An improved response system and alert administrative machinery is required to take.
- Complaint box in the school premises.
- Ensure the students/Victims/Complainants that their name, identity and other details at cost will not reveal or publish in any form.
- Ensure the students/Victims/Complainants that the complaint and relevant evidences will not reveal to any one even after the enquiry concluded.

## **FUNCTIONS AND ROLE OF THE COMMITTEE**

### **1. WORKSHOPS AND TRAINING MODULES:**

“Chettinad Vidyashram” School will conduct workshops and peer training sessions for students, parents and teachers, twice in a year. The aim of these workshops will be:

What constitutes abuse and exploitation?

- Manner of reporting and complaining  
(how and to whom)
- To address the nature, cause and effect of abuse
- To counter and deal with the consequences constructively
- Self-disclosure and safety guidelines for potential instances ahead

### **2. ROLE OF STUDENT REPRESENTATIVES:**

The committee will elect and appoint 15 student representatives (Senior & Junior School) who will play the following roles:-

- Act as peer complaint mediators, with whom the students can discuss their issues.

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- Participate in peer workshops and work with teachers towards a plan of action.
- Create peer facilitators within their own grades, who keep a track of any cases.
- Report and observe the misbehaviour of any student for possible abuse/issue

### 3. EMPLOYEE AWARENESS ABOUT POCSO AND CHILD PROTECTION RIGHTS:

- An annexure highlighting safety rules will be circulated and signed by each employee which makes them aware of their rights as well as duties.
- The act against any form of abuse will be put up at a visible board for easy access.
- The complaint protocol and manner of reporting will be written alongside and made visible through notice boards and displays.

### 4. ANNUAL REPORTS:

Principal and Vice Principal will maintain an annual record of:

- Cases (reported)
- Time bound actions followed
- Confidentiality and equality ensured for the person in question
- Follow up actions: punishments or otherwise
- Teacher initiatives
- Redressal and resolving of the cases

### 5. MEETINGS AND TIMELY DISCUSSIONS OF THE COMMITTEE:

The Committee will also hold timely meetings, to discuss the plan of actions, potential cases, queries and updates which will be supervised by the Principal. This will ensure the functioning and progress of the implemented ideas within the school.

## **ANNEXURE SECTION I**

### **FUNDAMENTALS OF CHILD PROTECTION**

- What is a Child Protection Policy?

A Child Protection Policy is a statement of intent that demonstrates the commitment to safeguarding children from harm and makes clear to all in an institution and who come into contact with it what is required in relation to the protection of children, and that child abuse in any form is unacceptable.

Though the main purpose of the policy is to protect children from all forms of harm and create an enabling environment, it is also a tool to enhance the commitment of the organization to provide a child friendly environment through sensitizing persons associated and enforcing this policy.

- What is Child Abuse?

Child abuse means any form of maltreatment inflicted on a child including physical, mental abuse, sexual abuse and emotional abuse.

Indicators of Abuse:

Physical, Mental & Sexual Abuse

- Unexplained burns, cuts, bruises or welts in the shape of an object
- Bite marks
- Anti-social, violent and/or abrasive behaviour
- Problems in school
- Exhibiting Porn sites/pornography sent to the students through mobile phone.
- Abuse or torture through mobile phone.
- Abuse during virtual classes/online programs
- WhatsApp, Face Book, Twitter
- Fear of adults
- Drug or alcohol abuse
- Self-destructive or suicidal behaviour
- Depression or poor self-image Emotional Abuse

- Nightmares and bedwetting
- Drastic changes in appetite
- Over compliance or excessive aggression
- Fear of a particular person
- Withdrawal, secretiveness or depression
- Eating disorders

The Committee works towards safeguarding the students from the challenges they face in their formative years at school. The Committee takes up age appropriate initiatives to create awareness about sexual exploitation and to ensure that all learners are aware of their rights and responsibilities towards themselves. Training sessions are conducted for the faculty and staff to recognize and report issues of abuse and neglect. Complaint Boxes are placed strategically and checked regularly by the Committee members to address the complaints, if any.

Through its awareness campaigns and programmes, the Committee strives to ensure that all learners are treated with dignity and respect at all times. Gender Sensitivity Awareness programmes are conducted for all students specifically classes from 5<sup>th</sup> grade and above. In a series of Awareness programmes and Special School Assembly conducted in the School throughout the year, students participation is encouraged. Age appropriate videos are shown and self-defence sessions are also conducted as a part of the Awareness programmes.