

Amara Jyothi Public School

“Learning beyond Boundaries”

STANDARD OPERATING PROCEDURE (SOP) PROTECTION OF CHILDREN FROM SEXUAL OFFENCES (POCSO)



OBJECTIVE:

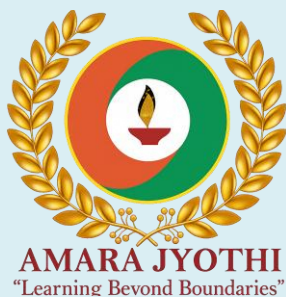
Child protection/ safety is about protecting children from or against perceived or real dangers or risks in their life, their personhood and childhood. It is about reducing their vulnerability to any kind of harm and ensuring that they live a happy and secure life.

PURPOSE:

To provide a safe, secure, and child-friendly environment for all students and ensure compliance with the POCSO Act, 2012.

SCOPE :

Applies to teaching, non-teaching, administrative, contract, transport, security, housekeeping staff, vendors and volunteers.



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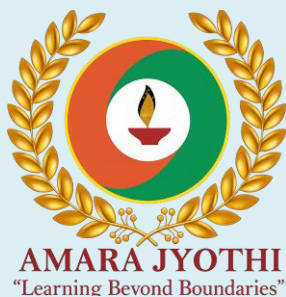
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COMMITTEE MEMBERS: INTERNAL COMPLAIN COMMITTEE

- 1) Ms. Latha Nair
- 2) Ms. Mary Margret Mellrose
- 3) Ms. Subha shree
- 4) Ms. Minu / Ms. Uma
- 5) Ms. Mary Sushma
- 6) Ms. Kavitha

A PROACTIVE CHECKLIST OF WHAT WE NEED TO TRACK ACROSS GRADES:

- ✓ Police and background verification for all staff.
- ✓ All employees sign Child Protection Policy and Code of Conduct.
- ✓ Adequate supervision of students at all times.
- ✓ CCTV in common areas (excluding washrooms/changing rooms).
- ✓ Visitor management with authorization
- ✓ Regular awareness sessions for students, staff and parents.



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CODE OF CONDUCT:

- Maintain professional boundaries.
- Treat every child with dignity.
- Avoid isolated one-to-one situations where possible
- Do not engage in inappropriate physical contact or communication.
- Do not photograph students without authorization.

REPORTING PROCEDURE:

- Any staff member who witnesses, suspects or receives information shall immediately inform the Child Protection Committee.
- Record the complaint confidentially.
- Inform parents/guardians sensitively
- Report the matter to the Police/SJPU as required under the POCSO Act.
- Cooperate with investigating authorities.

IMMEDIATE RESPONSE:

Listen calmly, believe the child, avoid leading questions, reassure the child, ensure safety, maintain confidentiality and do not investigate independently.



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CONFIDENTIALITY:

Protect the child's identity and share information strictly on a need-to-know basis.

SCHOOL RESPONSIBILITIES:

Provide a safe environment, counselling support where required, maintain records and prevent victimization.

TRANSPORT SAFETY:

Ensure supervision, appropriate staff behavior and immediate reporting of concerns.

DIGITAL SAFETY:

Use only approved communication platforms and report online exploitation.

DOCUMENTATION:

- ✓ Maintain incident reports
- ✓ Confidential case files
- ✓ Training records
- ✓ Visitor register
- ✓ Police verification records.



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POCSO Internal Review and Monitoring Meetings

Sl. No.	Meeting Type	Frequency	Participants	Agenda
1	Child Protection Committee (CPC) Meeting	Monthly	Principal, Child Protection Officer, Coordinator, Counsellor, Representative Teachers	Review child safety concerns, preventive measures, awareness activities, and action taken reports.
2	Staff Awareness Meeting	Quarterly	All Teaching and Non-Teaching Staff	Reinforce POCSO guidelines, reporting procedures, staff responsibilities, and case studies.
3	Transport Safety Review Meeting	Quarterly	Principal, Transport Incharge, Bus Staff	Review transport safety concerns, student supervision, and complaints if any.
4	Student Safety Monitoring Meeting	Monthly	Principal, Coordinators, Counsellor	Discuss student welfare concerns, behavioral observations, and preventive interventions.
5	Parent Awareness Session	Twice a Year	Parents, Principal, Counsellor	Create awareness about child safety, online safety, and reporting mechanisms.
6	Emergency Review Meeting	As and When Required	Principal, Child Protection Committee	Review any reported incident and ensure timely action and compliance with POCSO guidelines.
7	Annual POCSO Compliance Review	Once a Year	Management, Principal, Child Protection Committee	Review policy implementation, training records, documentation, and recommend improvements.



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MEETING DOCUMENTATION

Document	Responsibility	Timeline
Attendance Record	Meeting Coordinator	On the day of the meeting
Minutes of Meeting (MOM)	In charge	Within 3 working days
Action Taken Report (ATR)	Concerned Department	Within 15 days
Annual Compliance Report	Principal	End of Academic Year

CONCLUSION:

The school is committed to ensuring a safe, secure, and child-friendly environment for all students. All staff members shall adhere to the provisions of the POCSO Act, 2012, and work together to promote child safety, timely reporting, confidentiality, and the overall well-being of every child.

