



**C B C I Child**  
PROTECTION  
**Policy & Procedures**



Then people brought little children to Jesus for Him to place His hands on them and pray for them. But the disciples rebuked them. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." When He had placed His hands on them and blessed them, He went on from there.

Then He said, "Whoever welcomes this little child in my name welcomes me; and whoever welcomes me welcomes the one who sent me. For it is the one who is least among you all who is the greatest." (Mathew 19: 13 -15; Luke: 9: 48-49)



This is the Child Protection Policy introduced and implemented in:

Name of the Educational Institution : \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Belonging to the Diocese / Province of : \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# **C B C I Child PROTECTION Policy & Procedures**

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**Materials consulted:**

**Child Protection Policy & Procedures, CJM Delhi Province  
Don Bosco Child Protection Policy – India  
Child Protection Policy – 2014, Archdiocesan Board of Education, Mumbai**

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### **A Safe haven for the Young**

Catholic Educational Institutions are gardens where young children flower into honest and upright citizens of character and conviction. Educating them according to the Gospel values and surrounding them with continuous care and concern, we empower them through holistic education focusing on the all round development. As we rightly focus on academic excellence, value education, discipline etc. we ensure that we promote their mental, physical, emotional and spiritual growth and development. To achieve this we create a healthy Catholic school climate where all children are respected, all discriminations based on economic background, caste, creed, language or region are avoided and they enjoy an atmosphere of freedom, spontaneity and unity.

As we pursue the above mentioned objectives and provide a favourable atmosphere to achieve the same, we seek to establish in the institutions a very safe environment. It is not only the physical safety that we are concerned about but also emotional and spiritual safety. For this we need to become very conscious of the rights of children and draw up a policy driven agenda of action plan to protect children from any kind of abuse that may prevent their holistic growth in spontaneity and freedom. Hence the Office for Education and Culture of the Catholic Church in India has drawn up this "CBCI Child Protection Policy and Procedures" to ensure that every child coming to our educational institution is provided a safe haven of spontaneity, freedom and healthy relationships, free from any form of threat or abuse. With the increasing interest and vigilance on matters of children's rights and protection of children as stipulated by the United Nations as well as by Governments, State Assemblies and national and international NGOs, this is an area that we need to look into very carefully and ensure absolute protection for children in all our educational institutions. I invite all heads of educational institutions to use this "CBCI Child Protection Policy and Procedures" and provide every child a safe haven in our campuses.

+ Baselios Cardinal Cleemis  
Major Archbishop - Catholicos of the Syro Malankara Catholic Church &  
President, Catholic Bishops' Conference of India.





## Introduction

Greetings from the Office of Education and Culture, CBCI !

Millions of students grow up and empower themselves academically and receive holistic formation as men and women of character and conviction through thousands of our Catholic educational institutions. We are committed to giving them an education that will enable them to grow up as upright men and women and responsible citizens. Even as they get well groomed to become successful persons ready to take on the challenges of life, through the education they receive in our schools and colleges, it is our concern that we provide in all our institutions an absolutely safe and healthy environment for them. As a follow up of the **“United Nations Convention on the Rights of the Child (UNCRC)”**, the provisions given in the **“Constitution of India”** and the subsequent legislations namely the **“Juvenile Justice (Care and Protection of Children) Act 2000”**, the **“Right to Free and Compulsory Education (RTE) 2009”** and especially the **“Prevention of Children from Sexual Offences (POCSO) 2012”**, the CBCI Education Office has drawn up this **“CBCI Child Protection Policy & Procedures”**, that can be implemented in each of our Catholic Educational Institutions.

This Child Protection Policy handbook has been compiled in such a way that all our institutions can have a ready-to-implement guidelines with policy statement and procedures to be set in place to ensure the safety of every student from any kind of abuse and provide an absolutely safe place to study and empower oneself in a holistic manner. This book of policy and procedures tells you why there is a Child Protection Policy; what is a Child Protection Policy; what are the various types of abuses; what are the guidelines for parents, staff and institutions; how to put in place a Child Protection Committee and what are its responsibilities; what procedures of reporting, enquiry, rehabilitation and code of conduct are to be followed; and what preventive and protective measures are to be taken etc. I am aware that a few Dioceses and Religious Congregations have made their own Child Protection Policy for their own institutions and are implementing the same. But for all the others, I am presenting this **“CBCI Child Protection Policy and Procedures”** which we need to introduce and implement in our institutions with urgency.

I want to thank Fr. Joseph Manipadam, Secretary, Office for Education and Culture, CBCI, who has taken the initiative to compile this for the benefit of all our educational institutions. This Child Protection Policy is being brought out to guarantee the safety of every child from all forms of abuse in all our institutions and to assure everyone concerned that the Catholic Church has zero tolerance in this matter. Persuading you to make the best use of the **“CBCI Child Protection Policy and Procedures”** and extending to you my good wishes and blessings,

+Bishop Joshua Mar Ignathios  
Chairman, CBCI Office for Education and Culture



## ***I. Policy Statement of the Catholic Educational Institutions***

It is of paramount concern to the Catholic Church that in our educational institutions we become for the young signs and bearers of God's love. Therefore it is important that all those who are involved in the work of education, in a Catholic Educational Institution, including the Management, Staff, Volunteers and other Visiting Faculties, support the rights of children to ensure that a safe environment that promotes learning and growth in an atmosphere of spontaneity and freedom, is maintained. As the Catholic school is committed to protecting the rights and dignity of children and young persons, it will always ensure that:

- Every concern or allegation of abuse of children in the campus is examined promptly and verified credibly.
- Compliance is there with civil and ecclesiastical laws in dealing with cases of abuse of children.
- The victim is accompanied with maximum empathy and provided with necessary assistance and counselling.
- A safe environment of child friendly curriculum is planned and preventive and protective systems and process are in place.
- Measures are taken to create awareness in order to sensitise children about acts of abuse and indecent behaviour towards the young and what should be their response to keep themselves safe.
- Efforts are made to create awareness among all stakeholders on issues regarding abuse of children and what precautionary measures are to be taken to foresee and forestall any incidents of abuse.
- Every child receives maximum respect and is treated with dignity as a precious child of God created in God's own image and likeness and allowed to grow and develop his / her full potential as planned by God.
- Every child receives equal opportunity to grow and develop in a holistic manner, without experiencing any type of discrimination based on religion, caste, language or place of origin but instead the differences are accepted and celebrated.
- Every child is provided opportunity not only to pursue academic excellence but also given the opportunity to grow up in an institutional climate of safety, freedom, mutual respect and affection.
- Every genuine concern of the parents / guardians regarding the safety and well being of their child / ward is addressed promptly and sympathetically.



This policy and procedures clearly reflect the Catholic Church's determination and commitment to prevent any type of abuse of children and ensure a safe, happy, serene and protected environment for every child to grow up as persons of character and conviction and as upright citizens. It is the aim of the Catholic Church to reach out with love and concern to every child in need and allow each child to blossom in life through an education imparted with utmost dedication and commitment.

## ***II. Why a Child Protection Policy ?***

Catholic Church seeks to communicate the love and compassion of Jesus Christ to all people in a variety of ways viz. through education, health care, social service etc. Through our dedicated service in the field of education, following the example of Jesus the Good Shepherd, we commit ourselves to caring for the needs of the young and empower them to achieve their full potential so that they may live life to the full. We believe that each child is a gift from God born with inherent dignity and right to respect. Protecting every young person entrusted to our care is not only our duty and responsibility but also our priority. This Child Protection Policy is our loving commitment to respect the rights of every child and to contribute to the welfare, protection and empowerment of each child. By spelling out these policy matters, we know we are applying, interpreting and implementing in our educational activities and in our institutions, the laws enacted in our country (POCSO 2012) for ensuring protection for children and promotion of their rights. Thus by creating awareness and education, we seek to intervene and prevent any abuse and at the same time make valuable contribution and co-operate with the Government and concerned citizens in extending utmost care and protection of children in our country.

## ***III. What is a Child Protection Policy ?***

A Child Protection Policy spells out an organization's commitment to protect children from abuse, exploitation and neglect. For this certain guidelines and regulations are drawn up as to the way an organization conducts its activities and points out the way its staff are expected to behave. The Child Protection Policy is translated into action through such procedures that provide safe and conducive environment for the children and those working for them through a code of conduct. It also creates awareness of the issues and its long standing effect on the affected child, family and institution. A Child Protection Policy also considers the institutional and legal predicaments of the perpetrator, proposes the necessary guidelines as to what preventive measures to be taken, what infrastructural requirements should be in place, what organizational set up should be established, how and to whom to report suspected or actual abuse cases and what enquiry mechanisms to be followed and what consequential penalty / action to be initiated.



#### **IV. Child Abuse in India**

**Child Abuse** is a Violation of Human Rights. A child is any person below the age of 18. In the Indian context, acceptance of child rights is fairly a recent phenomenon. While certain types of child abuse (such as physical abuse, sexual abuse, emotional and psychological abuse) and neglect issues are found in almost all countries, there are many issues which are prevalent only in certain regions of the world. For instance, in Asia where population density is high, incidents of child labour and child sexual exploitation are very high. The World health organization has estimated that globally 150 million girls and 73 million boys under 18 years experienced forced sexual intercourse or other forms of sexual violence involving physical contact. The 'Study on Child abuse in India 2007' conducted by the Ministry of Women and Child Development acknowledged that the scale of child abuse taking place in schools is alarmingly high. According to this study, two out of every three children have been physically abused; 65% of school-going children reported facing corporal punishment; 53.22 % children reported having faced one or more forms of sexual abuse. Every second child reported facing emotional abuse.

**Steps taken by the Government of India:** Various Acts have been enacted by the Government of India to protect children from various types of abuse. Notable are 'The Child Labour Prohibition and Regulation Act 1886' and 'The Juvenile Justice (Care and Protection of Children) Act 2000 and the same Act amended in 2006. 'The Protection of Children from Sexual Offences Act, 2012, is a landmark legislation, drafted to strengthen the legal provisions for the protection of children from sexual abuse and exploitation. For the first time, a special law has been passed to address the issue of sexual offences against children in India. The Act takes into account sexual assault and sexual harassment and provides for Special Court, Special Public Prosecutor and speedy trial.

#### **V. What is child abuse ?**

Any direct or indirect harm done to children intentionally or unintentionally, that damages the prospects of safe and healthy development of children into adulthood by individuals, institutions or processes through commission or omission would be considered abuse. It is a violation of a person's right to bodily integrity and respect. Child abuse also refers to any act, or word which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being.

According to the World Health Organization, "Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse and sexual exploitation, neglect or negligent treatment, commercial or other exploitation of a child and any action resulting in actual or potential harm to a child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."



## **VI. Types of abuse**

Child abuse can be categorized into different types as defined by the Supreme Court or as referred to in POCSO 2012.

### **1. Physical Abuse**

As defined by the Ministry of Women and Child Welfare, in its study on Child Abuse, physical abuse is "inflicting of physical injury upon a child. This may include slapping, hitting, punching, shaking, kicking, beating or otherwise harming a child in any way physically even when the parent or caretaker may not have intended to hurt the child. It may, even be the result of over disciplining or physical punishment that is inappropriate to the child's age." In fact any type of corporal punishment is physical abuse.

### **2. Emotional Abuse**

Any type of persistent emotional ill-treatment of a person, so as to cause severe and persistent adverse effect on one's emotional development, would be emotional abuse. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. This may be expressed verbally or non-verbally or via electronic or written communication or any other form.

Emotional abuse includes verbal abuse, mental abuse, and psychological maltreatment. This can include parents / caretakers using extreme and/or bizarre forms of punishments, such as confinement in a closet or dark room or being tied to a chair for long periods of time or threatening or terrorizing a child. Less severe acts, but no less damaging, are belittling or refusing treatment, using derogatory terms to describe the child, habitual tendency to blame the child or making him/her a scapegoat.

### **3. Sexual Abuse**

Sexual abuse of a child, according to American Psychological Association, is the dominant position of an adult that allows him or her to force or coerce a child into sexual activity. Child sexual abuse is not solely restricted to physical contact; such abuse could include noncontact abuse, such as exposure, voyeurism, and child pornography.

According to 'Child Abuse: India 2007', Sexual abuse is inappropriate sexual behavior with a child. It includes fondling a child's genitals, making the child fondle the adult's genitals, intercourse, incest, rape, sodomy, exhibitionism and sexual exploitation. To be considered 'child abuse', these acts have to be committed by a person responsible for the care of a child (for example: a baby sitter, a parent, a day care provider, teacher) or related to the child. When these acts are committed by a stranger it is considered as sexual assault.

### **4. Verbal Abuse**

Any kind of irresponsible use of words that hurt or belittle children would be considered verbal abuse. It refers to the use of words by parent or caregiver that can break hearts, devastate, wound, ruin reputation and destroy relationships. Any use of slang or words like stupid, idiot, ugly, fatso, lazy, moron, sissy etc. that leave a lasting emotional wound in a child or hurts the sensitivity of a child would be verbal abuse.



### **5. Neglect**

Neglect is the persistent failure or deliberate denial by a parent or caregiver to provide a child with the necessities for its good health and development. Child Neglect is abandonment of a child by parent, institution or guardian. It is depriving the child of care by not providing appropriate and necessary food, shelter, clothing, medical care and supervision. Child neglect is an act of omission or commission leading to the denial of a child's basic needs. Educational neglect includes failure to provide appropriate schooling or special educational needs. Whereas not providing emotional support and love to a child would be psychological neglect.

### **6. Exploitation**

Child exploitation is using a child unfairly for one's advantage. When someone grooms and controls a child for a sexual purpose, it is exploitation. This involves befriending, gaining their trust, giving them drugs, alcohol or gifts and asking them to perform sexual acts as a favour or in exchange for something. Grooming children online for the purpose of sexually abusing them would also be exploitation. This would involve adults befriending children through online chats, social networks, email, texting etc. to gain their trusts and stalking their online activities in view of sexual involvement or any personal gain or advantage.

## **VII. General Guidelines for Dioceses / Provinces**

1. Each Diocese / Province will diligently supervise and manage their institutions to eliminate and prevent all risks of child abuse and exploitation.
2. All Institutions of the Diocese / Province shall maintain an open culture where staff, children, parents or guardians feel comfortable to express concerns about child protection issues and issues of dealing with children and the concerns will be taken seriously and treated sensitively.
3. Any allegation of child abuse must be reported to the Director / Superior / Principal / Child Protection Officer of the institution / Diocese or Province.
4. The Diocese / Province / Institution will stand by the victims of child abuse and shall respond to the child abuse report immediately and shall monitor internal and external compliance with the child protection policy.
5. As prescribed by law, the institutions of the Diocese / Province will fully cooperate with legal authorities in case of any allegation of child abuse against anyone working in the institutions and will support any ensuing investigation by any recognized authority.
6. When a staff member in the institutions is alleged to have abused children, the Diocese / Province will supervise the individual concerned and may offer remedial care, but in its commitment to protect children, it will set boundaries for that person which may include suspension and separation from children and eventually also termination of services if needed.
7. False allegations could be there, however, if children indicate that they are being abused, or information is obtained that a child is being abused, there is no question of ignoring the matter and the burden of proof falls on the accused.
8. The Diocese / Province / Institution shall take appropriate disciplinary or legal action against anyone who may make false and malicious accusations of child abuse.



9. No Diocese / Province / Institution will stand responsible for any perverse action of any individual employed, accommodated, endorsed or admitted into the Diocese / Institution.
10. A proper balance is to be maintained between protecting children and respecting the needs and rights of those adults caring for the children. However the welfare of the children will take precedence.
11. While dealing especially with sexual abuse of a child, due consideration must be given to the criminal dimension of the abusive action and consequent affirmative action must be taken as it is the statutory duty of the civil authorities, not individuals and organizations to investigate reports of child sexual abuse.
12. The Bishop or his delegate / Provincial along with the Diocesan / Provincial Child Protection Committee has ultimate responsibility for the child protection policy and procedures within the diocese / province. He /She will oversee the drawing up, review and implementation of the "Child Protection Policy" within the diocese / province and organize training, appoint members to the diocesan / provincial Child Protection Committee and ensure the safety of children in the institutions and deal with all allegations of child abuse in conjunction with civil authorities.

#### **VIII. General Guidelines for Institutions**

1. Every institution undertakes to protect children from all forms of abuse and exploitation and to take all appropriate measures to prevent any abuse or exploitation.
2. Institutions will provide a welcoming atmosphere where parents /guardians, students and staff feel comfortable to express concerns about child protection issues.
3. Institutions will take an attitude of zero tolerance towards child abuse and initiate strict action which may include filing criminal complaints and termination of service of anyone suspected of child abuse or inappropriate behavior. In accordance with the guidelines given by POCSO 2012, the institution will initiate appropriate action against any staff who has misbehaved with a child or has been involved in child abuse.
4. All records of the children in the institution and their families along with all information regarding their status and all reports will be maintained by the institution in strict confidentiality.
5. The institution will see that children who are victims are cared for by professionals and by responsible persons who have the ability to give proper care.
6. The institution will ensure that the building and infrastructure is child friendly and all preventive measures are taken through proper supervision, careful selection of staff, putting in place the Child Protection Policy and the Child Protection Committee (Commission for Professional Standards).
7. All categories of staff of the Institution will be recruited only on fulfilling all recruitment processes and after a well conducted interview by a team of interviewers from the Governing Body and after seeking the reference about the character quality of the individual concerned from at least two persons (previous employers) who are named by the candidate in his/ her application.



### **IX. General Guidelines for Staff of the Institutions**

1. All Staff appointed to work in an institution should be properly recruited, appointed, trained, supervised and supported in their working with children. They should receive regular compulsory training on child protection issues and their obligations connected with this policy.
2. If any staff member comes to know about any child abuse issue in the institution, he / she is duty bound to report it to the head of the institution. As it is a mandatory requirement, failure to do so may result in disciplinary action.
3. All staff members will be required to sign a statement that they are aware of the content of the Child Protection Policy of the Institution and would respect and abide by it and understand that disciplinary or penal action would be taken in case their behavior is not in accordance with the policy.
4. Appropriate disciplinary action will be taken against any staff who inflicts corporal punishment on children. Children must not be disciplined through any form of violence.
5. Being aware of the fact that children are coming from a variety of backgrounds, and may use a relationship to obtain special attention, the staff must behave appropriately and be responsible for their interaction with children even in the face of children's provocative behavior. Any staff behaving inappropriately with children, disregarding the Child Protection Policy of the institution will attract disciplinary action including dismissal if necessitated.
6. All Staff members must be concerned about the perception and appearance in their dress, language, action and relationship with children (not using vulgar language, not consuming tobacco, liquor etc).
7. All Staff members should cooperate fully and maintain total confidentiality in any investigation of concerns and allegations or enquiry regarding child abuse.

### **X. General Guidelines for Parents / Guardians**

1. Unannounced visits to children by parents / guardians / others during school hours either to the school or to the boarding is not allowed except for medical or other emergency reasons. Any such visits should be reported to the Principal / the person in charge by the staff on duty, and will be allowed only after rigorous verification.
2. Prior permission is required from authorized persons for parents / guardians / friends for taking photographs or doing video recording of children or events and the use of it for any purpose other than academic purpose by the school.
3. The Parents / guardians/ well wishers of the institution must not disclose information of children and institution or make it available to the media or general public without explicit consent from the head of the institution. Parents / guardians are requested to support the institution in this task.
4. We work for the integral formation of the child and we firmly believe that our education and intervention will enable them to become more balanced and well integrated. The Catholic Schools of India respect the rights and freedom of each individual.



5. Parents / guardians are requested to collaborate by persuading children to be disciplined, respectful, well mannered and moderate in their use of social media and avoid any type of bullying or aggressive behavior.
6. The Catholic schools in India are committed to protecting children from all sorts of abuse and pledge to promote the well being of children and their empowerment by faithful adherence to the Child Protection Policy. Parents / Guardians are expected to co-operate in this regard.
7. Parents / Guardians and family members should seek to be role models for their children through their life of integrity and discipline.

**XI. Child Protection Committee (Commission for Professional Standards)  
In the Institution**

All Catholic Educational Institutions will have a Child Protection Committee (Commission for Professional Standards) to deal with all alleged cases of abuse of children or young persons.

1. The Committee is made up of 3-5 competent persons consisting of a Child Protection Officer (appointed / chosen from the Staff), a psychologist (Student Counsellor), and two or three other members endowed with wisdom and prudence; one of whom should be a woman chosen from the staff or outside. One of the above members will act as the Secretary and another as the Contact person.
2. The members of this committee are appointed for a term of three years renewable at the end of the term.
3. The function of this committee is to ensure proper investigation of child abuse cases, especially those of sexual nature involving children and young persons so as to verify the guilt or innocence, to suggest penalties and provide advice etc. in keeping with the law enacted in our country.
4. This Committee will notify and keep the Diocesan / Provincial Child Protection Committee (Diocesan / Provincial Commission for Professional Standards) informed of the progress of investigation of all alleged child abuse cases and within a period of 90 days refer all findings to the Diocesan / Provincial Child Protection Committee and seek advice and guidance.



**Powers and functions of the Officers of the Child Protection Committee of the Institution:**

**A. Child Protection Officer (Coordinator)**

The Child Protection Officer coordinates the task of protection envisaged by this policy in the institution and works in close collaboration with the Principal / Head of the institution.

**i) Skills :**

He /She should be a good listener

He /She should have the ability to empathize, keep confidence and be objective.

He /She should be generally friendly and approachable.

He / She should be a person of great prudence, wisdom and ability to discern.

**ii) Scope :**

He /She assumes responsibility to ensure that the Child Protection Policy is adhered to.

He /She ensures that any breach of the policy is promptly reported.

He /She looks after the protection and safety of the children and

Young persons.

**iii) Responsibilities :**

1. He /She Reports any breach of the code of protective behaviour put in place in the institution.
2. He /She is personally available and maintains a climate that encourages individuals in disclosing / reporting any allegation of abusive behavior especially of a sexual nature.
3. He /She writes a report according to the format given in "Procedure of Registration of the Offence" (nos. 1-7 on page 17)
4. He /She ensures the protection, immediate care and attention needed for all such individuals involved in the reporting or witnessing of abusive behaviour.
5. He /She maintains confidentiality of all sensitive reports of concern or allegations of abusive behaviour.
6. He /She ensures the confidential and safe custody of all original handwritten notes signed and dated along with all typed / printed reports.
7. After the initiation of the enquiry by the Diocesan / Provincial Child Protection Committee, when a child has to be interviewed, he / she (the coordinator) will get someone professionally skilled to interview children, if such a person is not available in the Child Protection Committee. Special care is to be taken while interviewing children with intellectual or psychiatric disability.
8. He / She (the coordinator) has the discretion to close the matter if there is no cooperation from the complainant or there is no sufficient reliable information and notify the same to the Diocesan / Provincial Child Protection Committee.



However it is to be carefully noted that the post of the Child Protection Officer (Coordinator) does not empower him / her to report to legal authorities or to initiate any investigation in the name of the Diocesan / Province level Child Protection Committee on his own without authorisation by the Diocesan / Provincial level Child Protection Committee.

**B. Secretary**

A Secretary is appointed from among the members of the Child Protection Committee of the Institution and shall record the minutes of the meetings, its deliberations and decisions as well as other relevant matters or actions of the Committee.

**C. Contact Person**

One person is to be appointed as a Contact Person who on being informed of the complaint, will get in touch with and assure the complainant that the matter will be taken seriously and investigated in accordance with the procedures mentioned in the Child Protection Policy.

**D. Duties of the Child Protection Committee of the Institution and Recording Procedures**

1. The Child Protection Committee maintains a file on every case or matter it considers / investigates. Each file shall contain a written report of investigation conducted, conclusions reached with stated reasons and a final written summary to be forwarded to the Diocesan / Provincial level Child Protection Committee (Commission for Professional Standards).
2. It ensures the safe keeping of all files and the availability of the same in future when required.
3. It treats as confidential all records, documents, information received from or reported by the members.
4. It directs the contact person to meet with the alleged victim for the purpose of filling in details required, providing information and inviting statements.
5. It ensures that the final directives from the Diocesan / Provincial Child Protection Committee is followed up and implemented.

**XII. Diocesan / Province level Child Protection Committee  
(Commission for Professional Standards)**

The Bishop / Provincial will constitute a Diocesan / Province level Child Protection Committee (Commission for Professional Standards) that will supervise, direct and coordinate all child protection efforts of all the institutions under its jurisdiction.

1. The Diocese / Province level Committee will consist of 5-7 members and is appointed for a term of 3 years and may be renewed at the end of the term.



2. One of the members of the Diocesan / Province level Committee is the designated Secretary of the Committee.
3. Another member is the designated Media Spokesperson.
4. One member who is appointed by the Bishop / Provincial is the Child Protection Officer (Coordinator) of the Diocesan / Province level Child Protection Committee and he / she has the power to act in the name of the Bishop / Provincial, if so delegated.

**Functions of the Diocesan / Province level Child Protection Committee (Commission for Professional Standards) are :**

1. To Prevent abuse and through the Child Protection Officers and Committees of all institutions in the Diocese / Province initiate and sustain any enquiry and all interventions aimed at protection of children from abuse by educating and maintaining a continued awareness of all matters relating to abusive behavior.
2. To ensure that the Principal / Head of every institution formally assesses on a regular basis all initiatives and activities in his/her institution to prevent risks and protect children from any type of abuse.
3. To see that all staff in every institution consent to upholding the code of protective behaviour drawn up for implementation.
4. To ensure that no one who has allegedly been abused is in any manner exposed to further victimization rather he / she is protected from the alleged perpetrator and steps are taken to restore emotional well being.
5. To ensure that all Child Protection Officers (Coordinators) and all Child Protection Committees of all institutions in the Diocese / Province are answerable to the Diocesan / Province level Child Protection Committee.
6. On receiving any communication regarding child abuse from any of the Child Protection Committees of any institution of the Diocese/ Province, to call for a meeting of the Diocesan / Province level Committee to discuss the facts and gravity of the offence and suggest to the Bishop / Provincial to initiate enquiry or not by the local (institutional) Child Protection Committee. The Bishop / Provincial will do the needful.
7. To meet and assess the enquiry report and related materials received from the local (institutional) Child Protection Committee, and propose action to be taken to the Bishop / Provincial who will do the needful to direct the institution concerned regarding action to be taken.
8. To make known the findings of the Diocesan / Province level Child Protection Committee as and when required, to the complainant and the accused through the Child Protection Officer / spokesperson of this Committee or through the Principal or the Contact person of the Child Protection Committee of the institution.
9. To maintain a file of all cases brought before it and treat as confidential all documents and reports.
10. To maintain contact and network with the parallel Child Protection committees of other Dioceses / Provinces if such Committees exist.



11. To keep everyone concerned updated on contemporary thought and research on all issues and developments on abusive behaviour.

### **Reporting abusive behaviour**

A disclosure of abusive behaviour may arise from any of the possible ways :

1. The primary victim himself / herself discloses to the Child Protection Officer / Committee of the institute.
2. The primary victim discloses to another person e.g. parent/ guardian/ staff member who then discloses to the Child Protection Officer / Committee of the institute.
3. An Individual directly discloses abusive behaviour on having witnessed or observed.

Under no circumstances shall there be any attempt to intimidate a complainant or to dissuade a complainant from proceeding with a complaint.

### **When to report ?**

Abuse cases are to be reported immediately and not as an afterthought after weeks or months.

### **How to report ?**

Disclosure about abusive behaviour may be done through a written letter, email, phone call, audio-video recording, photograph or verbal reporting.

### **Procedure of Registration of the offence**

The complainant alleging a sexual abuse should clearly state the name and address of the victim, together with the name and address of the offender.

1. The complaint should be made giving the date of the offence and if possible the date of birth of the victim to determine the age of the victim at the time of the offence.
2. The complaint should carry a brief account of the offence, its frequency, place, time and circumstances and it should be signed by the petitioner.
3. If the complaint is made by a third party, it should be someone who has a locus standi : such as parent, guardian or a family member.
4. If the petition is signed by someone other than those mentioned above, an authorization from the victim or from a legal representative of the victim is required.
5. If the complaint does not have the above mentioned details, the petition will be sent back for clarification and details. It is to be clearly understood that the Committee will accept only written and not verbal complaints.



It is important and mandatory to maintain a record in every institution wherein all the important information with regard to incidents are recorded as per the format given below:

1. Date and category of the reporter
2. Date and category of the victim
3. Date and category of the abuser
4. Date / time / place of accident /incident of abuse ( accident and incident to be specified)
5. Type of abuse
6. Person/s, category of person/s involved in the abuse
7. Mode / means of abuse

**XIII. *Modus Operandi* of the Local (Institutional) Child Protection Committee / Diocesan or Province Level Child Protection Committee**

1. On receiving a written complaint, the Principal / Head of the Institution and the Child Protection Committee members in an institution, verify the authenticity of the complaint and inform the Diocesan /Province Level Child Protection Committee which studies and verifies the matter and refers the same to the Bishop / Provincial who initiates the enquiry if needed normally with the local (institutional) Child Protection Committee or with the diocesan / province level Child Protection Committee itself. Here it is important to remember once again that while dealing especially with sexual abuse of a child, due consideration must be given to the criminal dimension of the abusive action and consequent affirmative action must be taken as it is the statutory duty of the civil authorities, not individuals and organizations to investigate reports of child sexual abuse.
2. The local (institutional) Child Protection Committee then does the preliminary enquiry. During the enquiry, all attempts are to be made to protect the identity of the accused and the victim and undue revelation of the enquiry, statements, progress etc. to the public is to be avoided. Hence, in order to prevent any miscarriage of justice and to protect the reputation of both the parties, both the preliminary enquiry and the subsequent processes are to be conducted respecting the privacy of the individuals concerned.
3. In the ensuing enquiry by the Child Protection Committee, the complainant and the alleged offender are to be heard. The alleged offender has the right to know the accusation and the conclusion of the Preliminary Enquiry by the Committee. Witnesses presented by the complainant and alleged offender are to be heard too. Utmost patience is to be displayed by the committee while listening and no biased conclusions should be arrived at, keeping in mind that every accused has the right to be heard and the guilt has to be established with proof. The committee may examine witnesses, documentary evidences such as letters, e-mails, audio-video recordings, photographs etc. The alleged offender as well as the victim will be offered the possibility of choosing a support person, if needed, at the time of enquiry from a list of support persons (not a legal practitioner) indicated by the Committee. The Child Protection Committee may also seek the opinion of legal experts or such persons who are experienced in dealing with child protection matters.



4. All statements are to be recorded and signed by the committee, witnesses, the alleged offender and the victim or his / her representative in the presence of both the alleged offender and the complainant with date and time.
5. During the process of enquiry, it may be necessary on the recommendation from the local Child Protection Committee to ask the alleged offender to stand aside from all official duty in the institution till the matter is disposed off.
6. The final report and findings along with recommendations are to be submitted to the Diocesan /Province Level Child Protection Committee within ninety days. The Child Protection Committee may request for an extension of this period for specially stated reasons.
7. After further study of the final report and findings of the local (institutional) Child Protection Committee, the conclusions of the Child Protection Committee are to be communicated to the petitioner and the alleged offender by the Bishop /Provincial /Coordinator of the Diocesan / Province Level Child Protection Committee or by the Coordinator /Contact person of the local (institutional) Child Protection Committee with the clear understanding that the conclusions are purely findings of the committee and the same are not binding in the civil law of the country.
8. If the Diocesan /Province Level Child Protection Committee accepts the conclusion of the local Child Protection Committee that the offender is guilty or the alleged offender does not contest guilt and poses a potential threat to the minors of the institution, he/she is to be immediately suspended from all offices / services and dismissal procedures are to be initiated without prejudice to existing State / Labour laws. If need be, legal proceedings too are to be resorted to in which the law of the land would take its due course.
9. If the complainant and/or the victim decide not to cooperate with the process of enquiry and if there is no reasonable possibility of getting reliable information from other sources, the Coordinator of the local (institutional) Child Protection Committee may suggest closure of the case to the Bishop / Provincial or Coordinator of the Diocesan / Provincial level Committee. If the such a proposal is accepted or if the Child Protection Committee decides to reject the complaint itself, the same may be communicated to the complainant providing reasons for the closure of the case or rejection by Coordinator of the Diocesan / Province Level Child Protection Committee or by the Coordinator /Contact person of the local (institutional) Child Protection Committee.
10. It is to be noted that if any person makes a false complaint in connection with Child Abuse or provides false information solely with the intention of tarnishing the image, humiliate, extort, threaten or defame another person or institution, he / she is liable to be punished with imprisonment extending up to six months or fine or with both, as per the law (POCSO 2012 :ch.5 :22). The adult who makes a false complaint or provides false information regarding a child, knowing it to be false, thereby victimizing such child is also liable to be punished under the act with imprisonment extending to a year or fine or with both.



11. On the other hand, if a false complaint is made or false information has been provided by a child being less than sixteen years, no punishment shall be imposed on such child as such, but remedial, advisory or disciplinary measures may be initiated by the Child Protection Committee.
12. At any given stage, the victim cannot claim any compensation, monetary or otherwise from the Institution where the offender was discharging his/her duties, as it is understood that the institution hires only the service of the employees for a remuneration agreed upon, and is not responsible for his/her behaviour, character, personal interests, private life and traits. It is also to be noted that for the civil / criminal act committed and the legal consequences that arise from it, the offender alone is responsible and he /she is exhorted to own his / her responsibility and to cooperate fully with any investigation that may follow.

#### **XIV. Post abuse rehabilitation and remedial facilitation**

Considering the fact that such victims are young and the trauma experienced can be long lasting and demoralizing to the victim and the family and can hamper the mental and physical well-being, certain remedial measures may be suggested to be initiated and extended by the Child Protection Committee /s.

1. Counselling / therapy for the victim at the expense of the institution, if required.
2. Contacting and facilitating such expert agencies.
3. Extension of counselling / therapy to the victim's family.
4. Keeping regular contact with the victim and family.
5. Extension of medical facilities if needed.
6. Transfer of the victim to any other sister institution if desirable and acceptable.
7. Offering all moral support to the victim and family.

#### **Preventive Measures**

Prevention of any incident of abuse is the most desirable thing to do. Therefore every institution should try to create an atmosphere that promotes safety and protection of those entrusted to its care, so that they can gradually assume responsibility for their own growth as human beings and grow up emotionally sound and become persons of conviction and character. In this regard, the institutional responsibility also includes the creation of such an environment, that protects every person from any abusive incident, viz:

1. Ensuring that buildings are child friendly with adequate space, lighting, ventilation and structural design that facilitates healthy and effective supervision. As and when required surveillance equipments may be installed.
2. Ensuring that sufficient space is provided for the children to give vent to their energy, develop their talents and learn the basics of social living and spiritual and holistic well being through prayer, sports, music, dance, drama, academics, religious and moral instruction, etc.



3. Ensuring that the students are always supervised through the continuous and friendly educative presence of the educator.
4. Avoiding discrimination of any kind, based on age, gender, religion, status, caste, social background and sexual orientation.
5. Establishing such code of conduct and practice in the areas of safety, discipline and peer respect etc. which are aimed at creating a healthy environment and preventing harmful behaviour of any kind.
6. Providing information about the rights and duties of every individual in promoting the dignity of persons and space for privacy.
7. Developing printed / display material on the nature of abusive behaviour and ensuring that the information is disseminated appropriately to all.
8. Keeping instructional material in public spaces of the Institution / teaching the students so as to disseminate information about the procedures for reporting known or suspected cases of abuse.
9. Appointing a Child Protection Committee in every Institution with clearly defined role and responsibility for protecting children and encouraging an atmosphere of openness.
10. Establishing and ensuring that procedures for responding to alleged abuse are in place and acted upon.
11. Ensuring that the Child Protection Committee examines carefully every case of alleged abuse and evaluates all reports of abusive behaviour thus fulfilling its task responsibly.
12. Appointing staff only after proper selection procedures that will include interview by a proper team of persons from the Governing Body of the institution and after seeking reference from at least two past employers or heads of educational institutions where he/she did higher education or functioned as faculty member.
13. Appointing staff members during recess or recreation time for floor/ staircase duty, playground supervision etc.
14. Surveillance equipments may be installed at the entrance to the school, parking spaces, corridors, out of sight areas in the compound and other places as required.
15. Senior students or class leaders can be made to assist in maintaining discipline and guide the other students to move in an orderly fashion so as to avoid accidents as well as indiscipline.
16. All class rooms, laboratories, library, Offices, Staff Rooms etc. should have windows and doors with transparent glass, in order to promote supervision.
17. Teaching children to respect every human being for the genuine worth of the person to promote an attitude of reverence and appreciation of persons.



### **Code of Protective Behaviour (For the members of the staff)**

As a staff member working in a Catholic institution which is committed to the protection of children from all forms of abuse, I agree to abide by the following rules and regulations drawn up by the institution in this regard.

Accordingly I state that,

#### **(i) I Shall always Ensure that :**

1. I am open and not secretive about my activities associated with my service in the Institution.
2. I will interact with every child / young person in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience.
3. I will always adopt socially appropriate adult behaviour towards children and young persons, which reflects the capacity to listen, understand and be respectful towards others.
4. There will be other professional adults to supervise me, whenever there is a sleep over or a stay in a hotel/hostel during excursions or educational travels.
5. The doors of the room that I am using are always open or visual access is always maintained, when I am alone with a child or young person.
6. While being available to children in discharging my duty in the institution, I will maintain the professional boundaries of relationship with them.
7. Any physical touch will be in response to the need of a child and never of an inappropriate kind whatever be the apparent need.
8. I will respect any resistance to involvement from a child or young person, in any activity that is not part of the legitimate service of the institution.
9. My relationship with children will be prudently governed respecting the age and developmental stage of a child or young person.
10. I will never touch a child's or young person's buttocks, genitals or breasts, unless I am a certified medical practitioner and only for performing a legitimate and necessary medical action.
11. I will respond to each child or young person as a unique creation of God, who has the right to determine his/her own future.
12. I will seek to establish a caring, protective and respectful relationship with each child or young person.
13. I will be alert about the vulnerability of certain groups of children and young persons to being isolated, bullied or hurt.



14. I will give priority to extend care, safety and protection to every child or young person, through proper supervision while on duty or when necessary.
15. I will physically restrain a child or young person only when there exists a danger to the individual or to other individuals in the area.
16. I will announce myself if legitimate business of the Institution, requires me to enter any area of privacy for children or young persons, before entering.
17. I will maintain conditional confidentiality about information known to me about a child or young person.
18. I will interact with a child or young person, professionally in my official capacity, on the internet and social networking sites or while phoning or texting.
19. I will comply with the principles and standards of Indian and international child protection policies, labour laws and conventions.
20. I will be vigilant and attentive to any harm towards children and young people and shall immediately report any concern I have of the same to the Child Protection Officer, of my Institution.
21. However, sometimes when it may be necessary to conduct physical checks of the students in the institution for cell phones and other contraband material, I will do it only when asked for or with permission and following all norms of touching (avoiding those areas of the body restricted to touch).
22. I will comply with all the procedures of the 'CBCI Child Protection Policy and Procedures' implemented in the institution.
23. I will refer all media queries to the spokesperson designated for the task, and give no other comments.
24. I will speak up on any genuine case of abusive behaviour to the proper persons concerned viz. to the Head of the Institution / Child Protection Officer of the Institution (Coordinator) no matter what, but without gossip mongering.
25. I will comply with the dress code prescribed in the institution while on duty and if there is no specified dress code, I will always come modestly and neatly dressed.

**(ii) I Shall always Avoid:**

1. Engaging in behaviour that is intended to shame, humiliate, belittle or degrade especially children and young persons and the institution.
2. Using inappropriate, offensive, discriminatory, vulgar or abusive language when speaking especially with children or young people.
3. Swearing in the presence of children or young persons to prove my point of view.



4. Doing things of a personal nature that a child or young person can do by himself/herself, such as assistance at the toilet or changing clothes.
5. Entering any area of privacy for children or young people, unless legitimate business of the Institution or any accident requires me to.
6. Taking children or young people that I am professionally engaged with, to my own home/hotel, or sleeping in the same room or bed with any of them.
7. Slapping, hitting or physically assaulting a child or young person.
8. Having recourse to or using disciplinary means, which are physically or emotionally derogatory to a child or young person.
9. Engaging in any sexual conversation or discussing sexual activities, unless part of a legitimate lesson and discussion approved for teaching sexuality or biology related issues.
10. Indulging in any manner of activities that are, or could be interpreted to be, aimed at any type of sexual relationship with a child or young person.
11. Developing a sexual relationship or one that may be deemed exploitative or abusive in nature with children or young people.
12. Indulging in behaviour with children or young people, that leads to close physical contact, unless it is an unavoidable part of a structured sports activity or outdoor games.
13. Performing medical/physical examinations of children or young persons, unless it is my legitimate professional duty or a medical emergency.
14. Showing sexually oriented or inappropriate printed or digitalized material, such as magazines, videos, films, MMS etc. to children or young people or having them on the premises of the Institution or in my possession when involved in an activity in the Institution or outside of it.
15. Behaving provocatively or inappropriately with a child or young person.
16. Exposing areas of my body considered private, in an inappropriate manner in the presence of children or young people.
17. Condoning or participating in behaviour of children or young persons that is illegal, unsafe or abusive.
18. Acting in a manner that shows unfair and differential treatment of particular children or young persons.
19. Taking photograph or video recording of children or young persons, without their consent and that of their parents or guardians.
20. Holding, kissing, cuddling or touching a child or young person in an inappropriate, unnecessary or culturally insensitive way.
21. Seeking to make contact and spend private time with any child or young person even for teaching / coaching etc outside the legitimate time allotted for that purpose, except with express consent of the head of the institution and the parents.



22. Interacting with children or young persons I am professionally involved with, over the internet or on the social media on a regular basis.
23. Using any officially or individually owned computer, mobile phone, video or still camera inappropriately, or accessing of websites that are illegal or have inappropriate content for the purpose of exploiting or harassing children or young persons.
24. Hiring minors as domestic labour or cooperating with others to hire minors as domestic labour.
25. Transporting children or young persons, without the permission of their parent or legal guardian, except when directed by the head of the institution or his/her delegate in the event of an emergency or academic or sports related activity with proper accompanying documentation.
26. Using, possessing or being under the influence of illegal drugs or alcohol or tobacco products when in the presence of or while supervising children or young persons.
27. Supplying alcohol or illegal drugs or tobacco products to children or young persons.
28. Discriminating against a child or young person on the basis of their race, colour, gender, sexual orientation, language, status, ethnicity, nationality, cast, religion etc.
29. Receiving personal gifts/money/services from individuals partaking of the services of /for or connected with the Institution, or as a condition for any service asked for because of any connection with the institution.
30. Using negative enforcement strategies with children or young people, such as physical punishment, derogatory or offensive comments, labelling, belittling, teasing, social exclusion, unequal competition or unequal comparisons or setting them up in situations to cause conflict among children.
31. Any act that can be construed to be a form of what is commonly referred to as 'ragging' or nagging behaviour towards children.
32. Neglecting to take action when a child or young person is in real need.
33. Letting false allegations made by a child or young person or about a child or young person, go unchallenged.
34. Being negligent by not speaking up for the rights of any person, especially children and youth who are being abused in any way.
35. Making any report that is aimed at 'getting even' or 'fixing' another individual and which can be termed as frivolous or vexatious in nature.

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**Signature**

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**Name of the Teacher**

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**Name of the School**

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**Date**



## **XV. A note on Responsible use of Cyber Technology**

Cyber technology has provided access to vast resources of information and entertainment and the opportunity to communicate with people on a global level. Social networking sites such as MySpace, Facebook, WhatsApp, Twitter, Online Chat Rooms and Instant Messaging (IM) allow individuals to connect with other users from around the world. The students use the internet facility on campus under the direct supervision of the teaching faculty.

However when children and young persons and adults do not feel connected and experience isolation and loneliness, their vulnerability may be heightened and they may be at risk of finding on-line contacts ready to exploit their loneliness and vulnerability. Social networking can become in such cases substitute for healthy social interaction.

We need to recognize that cyber technology, useful as it is, has its share of dangers and risks. Cyber Technology is being used increasingly to disseminate both adult and child pornography. Images transmitted across the internet, once downloaded/ uploaded can be subsequently misused beyond one's knowledge or control. Misuse of electronic media can cause considerable harm and may indeed constitute a criminal offence.

Those persons working with children and young people have the responsibility to protect children and young people conscious of their educative role in the context of any cyber communication with children and young persons.

All personnel in our Institutions are expected to use cyber communication responsibly. Internet child pornography is not a victimless offense. A person who views child pornography is tacitly supporting the sexual exploitation of children and is involved in criminal activity. To safeguard integrity and to preserve clarity of professional boundaries, all personnel are to use electronic and print media responsibly.

## **XVII. A Note on Bullying:**

**What is Bullying?** It is any wilful, conscious behaviour intended to hurt another person, either physically or emotionally through words or deeds. If the bullying tendency or attitude is not checked in time, it will develop into an interest towards ragging later on.

**Bullying may take many forms and can include:**

1. Picking on others, gossiping, defaming
2. Making hurtful and racist comments.
3. Any form of physical violence such as hitting, pushing or spitting.
4. Making suggestive comments / gestures or other forms of sexual overtones.
5. Forcing others to act against their will.
6. Verbal threats of aggression against the person, property or possessions.
7. Using words or actions that put-down or belittle others' abilities and achievements.
8. Using offensive names, teasing or spreading rumours about others or their families.
9. Act of vandalism or violence.
10. Bragging about self while belittling others.



### **Bullying is a serious issue**

Bullying is not acceptable. Do not tolerate bullying. It must be reported. A tradition of silence is a barrier to be broken down. As a student of a Catholic School, it is not only your right, but your responsibility to report bullying, whether it happens to you or to someone else.

### **Who are the Bullies?**

Anyone can be a bully. We all have the capacity and, occasionally, the inclination to hurt others. Any person who aims in some way to hurt someone else by causing either physical or emotional pain is a bully. Some bullies do the hurting themselves, some are ringleaders and some are members of a group. Others unintentionally encourage bullies by being passive onlookers when bullying occurs – they fail to intervene or report instances of bullying. Often bullies justify their behaviour by saying they were only teasing another or having fun. If the person being teased does not like it, or want it, and yet others persist with it, then it is a clear case of bullying. It is cruel and unfair behaviour.

### **Why Bullying cannot be tolerated**

As caring and concerned members of the family, institution and society we:

1. Expect discipline and high standard of behaviour at all times.
2. Are committed to striving to provide a safe and caring environment for everyone, where the right of every person to be free from all forms of bullying is respected.
3. Encourage and positively reinforce behaviour which is courteous and considerate.
4. Have a policy for detecting, preventing and dealing with bullying.
5. Educate our students about issues related to bullying behaviour.
6. Offer support to all students through our compassionate attitude and caring outlook as educators and enable the students to grow up the same way.

### **What can you do if you are a witness to Bullying?**

There is a risk that you can become the victim, or be labelled, but we need to work together if we are to be effective.

1. You should be first of all caring enough to want to do something.
2. If possible, you could intervene as bullying occurs by simply persuading him/her to stop it. This is very much possible if you have some influence over the bully. e.g. you are older, a friend, a prefect, or team captain etc.
3. If you cannot act immediately, it is helpful to report the incident to your Supervisor / teacher in charge or head of the institution as soon as you can. You may need to establish that you want privacy and confidentiality. Alternatively you may wish to make an anonymous report of the incident of bullying in order to prevent it for the future.
4. You can offer support and be a friend to the victim. Encourage the victim to get help through staff, family, school prefect or school authorities.



### **What can you do if you are bullied?**

As the victim, you are the one who should take action most strongly but carefully.

1. Try not to retaliate by becoming a physical or verbal bully yourself.
2. Try to ignore the bullying. If you show that you are not upset, the bully may stop.
3. Tell the bully politely to stop it.
4. Laugh it off, use humour.
5. Don't be afraid to talk about it with your friends or family or school authorities.
6. Leave the area and go directly to a responsible adult.
7. Talk to some of the other students at school or the student prefect. They may help you decide how to handle the situation.
8. Establish a friendship network.
9. Be smart about avoiding high risk places and times.

There are many adults at school who want to help you too; perhaps you could talk to your teacher, the Counsellor, Supervisor or the Principal. They can help you decide how to handle the situation and they can take action.

### **Consequences**

There must be clear consequences for bullying and, if a student is found to be bullying, then he/she could expect some of the following responses or sanctions"

1. Written records being kept in the student's file
2. Stern warnings accompanied by a formal letter to the student and parents
3. Legal action as per the requirements of law and court directives
4. Consultation with parents
5. Reparations for any damages caused
6. Detentions and community service
7. Referral to the Deputy Head teacher and /or the Head of the Institution
8. Counselling and behaviour modification programmes
9. Exclusion from privileges
10. Suspension from school, resuming only on the condition that a formal contract is signed undertaking to cease all bullying behaviour
11. Expulsion when repeated corrective measures prove to be futile.

Those who bully or harass others are themselves in need of help. It is in fact a cry for attention and help. Help could be given by way of assistance with behaviour modification strategies, counselling and by providing clear directions and demarcating definite and clear boundaries.

### **XVIII. A Note on the role of Parents**

As parents you are the most influential models for your children. Through your own life and example teach your children to acquire the qualities of the heart like gentleness, kindness and compassion.

#### **Show interest:**

- In what your child does at school.
- In your child's academic, social, sporting and cultural life.



- In outdoor sports and active games rather than just watching Television or playing electronic games or cell phone based activities.

**Build a welcoming and tolerant home environment:**

- Encourage your child to bring friends home.
- Accept and appreciate differences in others.
- Speak well of others in front of your children.
- Avoid negative talks about relatives, school and people in general.
- Talk positively about people of other religions, cultures and countries

**Enhance your children's self esteem:**

- Value your children for who they are
- Promote the sense of God and ensure some moments of prayer at home
- Be positive in the things you say and do
- Nurture your child's positive qualities
- Show appreciation for even small achievements
- Teach and practice rules of social etiquette
- Treat and talk to each other with utmost respect
- Promote mental hygiene, cleanliness and order and respect for the things of others

**Discuss social, community and relationship issues openly:**

- Discuss the School's expectations about behaviour
- Discuss about personalities who have lived exemplary lives
- Discuss how your child could best respond if bullied
- Discuss what your child could do as a witness to bullying
- Avoid / prevent any instances of quarrel, use of abusive language or violence

**Be observant, Look out for tell-tale signs such as:**

- Unwillingness to attend school
- Declining academic performance
- Loss of self confidence
- Loss of interest in social events
- Increased use of cell phone, internet, social net work etc.
- Becoming more and more secretive about things
- Reduced communication with parents
- Spends a lot of time alone in his / her room not necessarily for studying
- Just sitting in front of the same page of the book – day dreaming
- Leaving home frequently without informing the parents
- Reduced interest and lack of involvement in family matters

Your child may be reluctant to talk over such matters with parents because he/she fears that the parents may not understand them. So befriend your children, take them into confidence and spend quality time with them.



**List of things Parents need to be alert about in order to prevent abuse:**

1. Warn your child (especially girl child) never to allow anyone to make him / her sit on anyone's lap other than may be his / her own parents.
2. Avoid getting dressed in front of your child once he /she is 2 years old or above. Learn to excuse yourself to go into another room and get dressed privately.
3. Never allow any adult refer to your child as 'my wife' or 'my husband'.
4. Whenever your child goes out to play with friends, make sure you look for a way to find out what kind of play they do, because some young people do sexually abuse themselves.
5. Never force your child to visit any adult he / she is not comfortable with. The child's unwillingness or hesitation could be a tell tale sign.
6. Be observant if your child is suddenly becoming too fond of a particular adult or a particular adult is suddenly becoming too fond of your child.
7. Once a lively child suddenly becomes withdrawn or reticent, you may need to patiently ask lot of questions to persuade the child to narrate facts.
8. Carefully educate your growing up adolescent kids about the right values of sex. If you don't, his / her peers or neighbourhood friends may teach them the wrong things.
9. It is always advisable that you go through any new materials like cartoons, books, CDs, etc. you just bought for them, before they start seeing it themselves.
10. Ensure that you activate parental controls on your cable networks and advise your friends especially those your child(ren) visit(s) often, to do the same.
11. Teach your three year olds how to wash the private parts of their body properly and warn them never to allow anyone including the family members touch those areas.
12. Blacklist some materials / associates you think could be a threat to the moral values of your child (this includes music, movies, friends, families).
13. Let your child understand the value of standing out of the crowd when required and not just get peer pressured and succumb to do anything and everything that others prompt him / her.
14. Once your child complains about a particular person, don't keep quiet about it or ignore it. Take up the case and show them that you can defend them.

It may be true that we never used to be so meticulously bothered about the safety and integrity of children many years ago. But today experiencing / witnessing the type of dangers that are there, we need to be more aware and alert about things and take the necessary precautions in order to prevent whatever could go wrong, so that in no way we compromise on parental responsibility but do everything we can to ensure that our children grow up emotionally healthy receiving holistic education and become upright and honest men / women of character.



## Appendix 1 : Application form for all staff members:

[All staff members must complete and sign this form]

Name of the Institution: \_\_\_\_\_

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Male:  Female:  Date of Birth: \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Details of previous work experience: \_\_\_\_\_  
\_\_\_\_\_

Details of qualifications : \_\_\_\_\_  
\_\_\_\_\_

### References:

Please give the names and addresses of two persons who can provide information on your suitability to work with children:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

### Personal statement by staff:

I have no history of abuse of children and no record of convictions relating to offences against children or of violent crimes, and consider myself suitable to work in this institution. I will read and acquaint myself with the Child Protection Policy of the Institution and abide by it.

Signature of the staff member: \_\_\_\_\_ Name \_\_\_\_\_

Signature of the HM/ Manager: \_\_\_\_\_ Name \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

N.B. If the management becomes aware / comes to know the history/incidence of past sexual abuse or conviction, the candidate alone will be held responsible and his/ her services will be terminated, and he / she will have no claims whatsoever towards any benefits or compensation.



## Appendix 2: Health Form

[All staff members must complete and sign this form. Even for students this type of an information sheet is to be maintained.]

Name \_\_\_\_\_ Middle Name if any \_\_\_\_\_

Surname \_\_\_\_\_

Staff Category / Class and Sec. for Students \_\_\_\_\_

Male / Female \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Family Doctor's details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile \_\_\_\_\_

### Details of persons to be contacted in case of an emergency:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile \_\_\_\_\_



### Appendix 3: Personal Medical Details

[All staff members must complete and sign this form. Even for students this type of an information sheet signed by PARENTS is to be maintained.]

Tick off what is appropriate:

CONDITION / COMPNAINT	YES	NO
1. Asthma or bronchitis		
2. Heart related problems		
3. Fits / Fainting / Blackouts		
4. Severe Headaches		
5. Diabetes		
6. Allergy to any drugs / food		
7. Blood Pressure		
8. HIV / AIDS		
9. Travel related sickness		
10. Any other illness or disability		

OTHER QUESTIONS	YES	NO
Have you received vaccination against Tetanus in the last 5 years?		
Are you receiving medical or surgical treatment of any kind?		
Have you been given specific medical advice to follow in emergencies?		
Are you taking any medication at all at present?		

(If the answer to any of these is YES please give details below.)

**STATEMENT:**

I am in good health and I consider myself capable of taking part in the normal programmes of the institution. In the event of illness or accident, I consent to any necessary treatment which might include the use of anesthetic.

Signature:

Name:

date:



## Definitions and Abbreviations

1. **Accused** is a person alleged to have committed an abuse or indulged in abusive behaviour provided that the allegation is in the form of a signed statement.
2. **Allegation** is any disclosure of an act of inappropriate behaviour of an abusive or immodest and offensive nature.
3. **Child or Young person** is a minor who has not completed eighteen years of age.
4. **Complainant** is an individual (parent/ guardian / family member) who formally reports abusive behaviour.
5. **Contact person** is the one who receives the signed statement of abuse from the complainant and who will pass on any communication regarding the same to the complainant from / on behalf of the Child Protection Committee.
6. **Child Protection Committee (Commission for professional standards)** is the team of persons selected / appointed to carry out all duties assigned to them regarding the protection of children from abuse at the institutional level or at the diocesan / province level.
7. **Child Protection Officer (Coordinator)** is the one who plays the leadership role of the Child Protection Committee at the Diocesan/ Province or Institutional level.
8. **Diocese** is a region or administrative unit with many institutions of the Catholic Church that comes under the jurisdiction or administration of a Bishop who is the administrative and juridical head.
9. **Disclosure** is the revelation of any information in whatever form to any personnel of the institution.
10. **Institution** is a school, college, training centre that fall under the administration of personnel appointed and belonging to a diocese / province and owned and managed by a Bishop / Provincial singularly or collectively in collaboration with his /her Council.
11. **Perpetrator** is an individual who has committed an abuse or indulged in any form of abusive behaviour.
12. **Personnel / Staff** are adults working in an institution.
13. **Province** is a region or administrative block with many institutions of a Religious Congregation of the Catholic Church administered and owned by a Provincial Superior (who is the administrative and juridical head) and his /her Council.
14. **Victim** is an individual (minor) against whom an abuse has been committed or abusive behaviour has been directed.
15. **Volunteer** is any person who gives freely (or on the basis of an honorarium) of his /her time and experience to participate in the educative / training activities of the institution.



With best compliments from:

Rajesh Chirimar

Secretary : Siddhartha Shankar Ray Foundation

Remember when you  
were a kid and were  
happy for no reason?

Be that again.



Jesus called a little child to Him, placed the child among them and said: "Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever takes the lowly position of this child is the greatest in the kingdom of heaven. (Mat: 18:2-5)