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Charitable Trust

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CHILD PROTECTION POLICY

This policy shall be called the "Child Protection Policy against Sexual Abuse", hereinafter referred to as "Policy". The Policy reiterates the commitment of R N Malhotra and Anna R Malhotra Charitable Trust, hereinafter referred to as the '**Trust**' to create and maintain a community in which students, teachers and staff can function together in an environment free from all forms of sexual or other abuse.

We value every child/ student studying or otherwise associated with the R N Malhotra & Anna R Malhotra Charitable Trust and are committed to protecting the dignity and respect of every child/ student. We have zero-tolerance for sexual or other forms of abuse, and any such act will invite serious disciplinary action.

OBJECTIVE

We have set out this policy ("**Policy**") to proactively address any possible reports of sexual abuse against students and children. This policy has been formulated keeping in view the provisions under the Protection of Children from Sexual Offences Act 2012, hereinafter referred to as "**POCSO Act**" and Protection of Child from Sexual Offences Rules 2012 ("**POCSO Rules**"). The Policy defines the guidelines and the process to be followed to provide protection against sexual harassment of students at the Trust and for the prevention and redressal of complaints of child abuse in addition to the matters connected therewith or incidental thereto. Should there be any doubt or further clarification, reference is to be made to the POCSO Act and POCSO Rules.

1. APPLICABILITY

This Policy applies to all personnel and persons related to the Trust and those who come in direct or indirect contact with students and children.

2. PROHIBITED ACTS

The following acts are prohibited under this Policy:

- 2.1 Inappropriate contact or communication with students, whether in person or through digital or social media, unless strictly related to schoolwork and with parent/guardian/teacher oversight.
- 2.2 Coercing, threatening, or exposing students/children to unlawful or harmful activities, including inappropriate depictions or public humiliation.
- 2.3 Any actions or interactions with students/children that involve sexual intent or exploitation in any form.
- 2.4 Lack of professionalism in all interactions and acts that impinge on students' dignity, privacy, and safety at all times.

3. REPORTING MECHANISM

3.1 Child Protection Committee

- 3.1.1 A committee has been constituted by the Management to consider and redress complaints of student abuse. The Committee will be made up of two female teachers of the Trust, one of the trustees, and an external member.
- 3.1.2 The Committee shall appoint one representative who will be responsible for communication and reaching out to the community, police (if required) and school management where remedial classes are being held and at any other place of work.

3.2 Filing a Complaint

- 3.2.1 The complaint can be made to the Child Protection Committee by the aggrieved student verbally or by any other person in writing, with the consent of the aggrieved student.

3.3 Procedure to be followed post receipt of Complaint

- 3.3.1 The Child Protection Committee (CPC) will document and date any disclosed information and report the matter promptly to the local police, if it can't be resolved at the Trust's level.
- 3.3.2 The CPC will conduct a detailed inquiry while ensuring a relaxed and supportive environment for the student.
- 3.3.3 During the inquiry, the CPC will gather details such as descriptions of events, identities of the perpetrator(s), witnesses, timeline, location, and any prior disclosures by the student.
- 3.3.4 After completing the inquiry, the CPC will submit its findings and recommendations for penalties to the Management, in addition to facilitating any criminal proceedings through the police or Special Juvenile Police Unit (SJPU).

4. PUNISHMENTS AND PENALTIES

- 4.1 Any academic or non-teaching staff found guilty of abuse will face disciplinary action in addition to any legal proceedings, as per the rules governing employee conduct.
- 4.2 Disciplinary actions may include removal or debarment from administrative roles, suspension, compulsory retirement, or dismissal from service.
- 4.3 Penalties will be documented in the individual's record, and the right to an official character certificate may be withdrawn if applicable.

5. OBLIGATIONS OF THE COMMITTEE

- 5.1 Ensure a safe environment for children, protecting them from any potential harm or inappropriate interactions.
- 5.2 Conduct regular meetings and workshops to engage parents, train staff, and orient Child Protection Committee members on child safety measures and their responsibilities.
- 5.3 Display clear information about child abuse consequences and the Child Protection Committee's role prominently in the premises.
- 5.4 Provide necessary resources and support for the committee to manage complaints, conduct inquiries, and ensure timely reporting.
- 5.5 Ensure affected children receive prompt medical assistance when needed.

6. CONFIDENTIALITY

- 6.1 An interview with the aggrieved student could result in sharing of confidential information. Hence, it is to be conducted in a place and manner whereby the student is assured of privacy.
- 6.2 We understand that the release of information about an aggrieved student, in particular in the media, may endanger the student's safety, result in humiliation, discourage him/her from telling what happened and cause him/her severe emotional harm. Therefore, to protect the privacy of student victims, appropriate information relating to the student is to be kept confidential and not disclosed to media or any other person.

**For R N MALHOTRA & ANNA
R MALHOTRA CHARITABLE TRUST**

Proposed and adopted by the Trust on:



S. N. Malik
Life Trustee



Divya Malik Lahiri
Managing Trustee