



CHILD PROTECTION & SAFEGUARDING POLICY

SCHOOL MISSION

GD Goenka Global School exists to provide an exceptional foundation of international education for all our students, while establishing a secure, challenging, and nurturing environment, which encourages excellence, self-respect, and fosters the belief that all children have the necessary capacity for learning and that they will be successful..

IB MISSION STATEMENT

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

PURPOSE

The health, safety, and welfare of our students are of paramount importance. Every child has the right to be protected from harm, harassment, and abuse, regardless of age, gender, ability, race, or social background. Our purpose is to ensure that children feel safe both in school and in their lives outside school, and that every adult in our community recognizes their duty to safeguard children and act in their best interest.

OBJECTIVES

The objectives of this Child Protection & Safeguarding Policy are to:

- Provide a safe and supportive environment in which all children can learn and grow.
- Respect every child and encourage the development of high self-esteem so that they can achieve their full potential.
- Strive to ensure that all children are enabled to make consistent educational progress in a secure environment.
- Offer opportunities for children to make decisions for themselves through PSPE sessions, Citizenship, and the International Baccalaureate curriculum.
- Help children develop appropriate attitudes towards others and understand normal, positive expectations of social behaviour.

- Teach children how to recognize different types of risks in varied situations and how to respond safely.
- Establish measures the school can take to help ensure children's safety not only in school but also at home.
- Raise awareness among all staff about child protection concerns and define their roles and responsibilities in identifying and reporting possible cases of abuse.
- Ensure effective communication and collaboration between all staff members on child protection issues.
- Make parents and caretakers aware of the school's policy on Child Protection and related procedures, fostering a shared responsibility for child safety.

SCOPE

This policy applies to:

- All students enrolled at GD Goenka Global School
- All staff (teaching, non-teaching, support, security, transport, vendors, and volunteers)
- Parents, guardians, and external stakeholders engaged in school activities

POLICY STATEMENT

GD Goenka Global School is committed to providing a safe and nurturing environment where children can learn, grow, and thrive. Child abuse can take a variety of forms, and all adults in the school share a responsibility to recognize, respond to, and prevent it.

Physical abuse involves hitting, shaking, or any other physical treatment that may cause actual bodily harm or psychological distress. Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware of what is happening, including non-contact abuse such as showing pornography or encouraging inappropriate sexual behaviour. Emotional abuse is the persistent psychological ill-treatment of children, including bullying, frightening, threatening, intimidating, degrading, or making a child feel uncared for or worthless.

All children have a basic right to live free from abuse. Children who suffer any form of abuse may struggle to learn effectively and may be unable to reach their full potential. Children often develop close and trusting relationships with school staff and may confide in them if they are being abused. Staff are uniquely positioned to notice changes in behaviour, injuries, marks, or bruises—for example during PE, games, or swimming—that could indicate abuse. Staff must remain vigilant, responsive, and sensitive when observing or handling such situations.

DEFINITIONS:

To ensure clarity, the policy adopts the following definitions:

- **Child Protection:** Measures taken to safeguard children from all forms of abuse, neglect, exploitation, and harm.
- **Safeguarding:** Actions and practices aimed at promoting the welfare of children and creating safe environments for them to grow and learn.
- **Physical Abuse:** Hitting, shaking, or other physical treatment causing actual bodily harm or psychological distress.
- **Sexual Abuse:** Forcing or enticing a child into sexual activities, whether or not the child is aware; includes non-contact abuse such as showing pornography or encouraging inappropriate sexual behaviour.
- **Emotional Abuse:** Persistent psychological ill-treatment, including bullying, threatening, intimidating, degrading, or making a child feel uncared for or worthless.
- **Neglect:** Failure to provide a child with basic care, supervision, protection, nutrition, or emotional support.
- **Bullying & Cyberbullying:** Repeated harmful behaviour, physical, verbal, emotional, or digital, that intimidates or harms another child.
- **Disclosure:** When a child communicates that they have experienced abuse or when staff observe signs of potential abuse, such as changes in behaviour, marks, or injuries.

ROLES & RESPONSIBILITIES

Head of School (Principal)

The Head of School is ultimately responsible for ensuring a safe and secure environment for all children. Key responsibilities include:

- Implementing, monitoring, and reviewing child protection policies and procedures.
- Allocating resources and time for staff to carry out safeguarding duties effectively.
- Ensuring all staff and adult helpers can raise concerns about vulnerable children or risky practices.
- Appointing a senior staff member as the Designated Child Protection Officer (DCPO).

Designated Child Protection Officer (DCPO)

The DCPO manages day-to-day child protection matters and acts as the main contact for all concerns. Responsibilities include:

- Receiving, documenting, and managing reports of abuse or safeguarding concerns.
- Guiding staff on their roles in identifying and reporting abuse.
- Coordinating with the Head of School, Child Protection Committee, and relevant external agencies.

- Monitoring policy implementation and recommending updates.
- Ensuring confidentiality and sensitivity in all child protection matters.

All Staff

All school staff, teaching and non-teaching, share the responsibility to safeguard children. They are expected to:

- Remain vigilant to signs of abuse or neglect.
- Report any concerns promptly to the DCPO.
- Support children in a safe and caring manner.
- Follow school policies and procedures regarding child protection at all times.

Child Protection Committee (CPC)

Comprised of the Head of School (Chairperson), DCPO/School Counsellor (Member Secretary), two teacher representatives (including one female), a parent representative, and the school nurse/doctor. The CPC oversees policy implementation and ensures accountability. Responsibilities include:

- Reviewing reported cases and coordinating appropriate responses.
- Monitoring the effectiveness of the child protection policy.
- Coordinating with external agencies when required.
- Advising the Head of School and DCPO on policy updates and best practices.

REPORTING AND RESPONSE

The welfare of the child is always the **top priority**, in line with current enforcement practices, including POCSO. Confidentiality should be maintained wherever possible.

Role of the DCPO:

- The DCPO is fully conversant with procedures determined by the Head of School and ensures the school supports any child at risk.
- The DCPO ensures that all staff, teaching and non-teaching, are aware of their responsibilities regarding child protection.
- The DCPO works closely with the Head of School, the Child Protection Committee, and local agencies when investigating allegations of abuse.
- All actions taken are sensitive to the child's needs and prioritize their safety and welfare.
- Written concerns are maintained confidentially in a secure, locked cabinet, accessible only to the DCPO and Head of School.

Responsibility of All Staff:

- All adults in the school share responsibility for child safety.
- Any concern about a child's safety must be reported promptly to the DCPO.

- Staff should **never attempt to investigate abuse themselves**, but support the child in a safe and caring manner.
- Abuse may be physical, sexual, emotional, or result from neglect.

Procedure if a Child Discloses Abuse:

You should:

- Be available and approachable.
- Listen carefully, at the child's pace.
- Take the child seriously.
- Inform the child that you must pass on the information.
- Record carefully in writing, verbatim.
- Avoid asking too many questions.

You should never:

- Take photographs or examine the child.
- Investigate the disclosure yourself.
- Make promises to the child.
- Speculate or accuse anyone.
- Fail to record what was told.
- Fail to report to the DCPO.

Allegations Against Staff:

- Allegations against staff or volunteers are investigated by the Head of School.
- Suspension may be applied as a neutral measure while investigations are ongoing; it does not imply guilt.
- The school seeks legal advice and follows national and locally agreed guidance to balance the interests of staff and children's safety.

STAFF TRAINING

- All school staff receive **regular annual training** to raise awareness of child protection and abuse and improve understanding of the procedures.
- Training covers identifying abuse, reporting concerns, managing disclosures, and confidentiality.
- **Refresher training** must occur at least once every two years.
- New staff receive **comprehensive induction training**, including an explanation of the child protection policy and procedures.

PREVENTIVE MEASURES, CYBER SAFETY, AND SUPPORT FOR CHILDREN

Preventive Measures

- The school maintains a safe physical and emotional environment for all children.
- Risk assessments are conducted for school activities, excursions, and any environment where children are present.
- Staff and volunteers are thoroughly vetted, including background checks, before being allowed to work with children.
- Awareness programs for students are conducted to teach them about personal safety, identifying risks, and seeking help.
- Children are educated about appropriate boundaries, consent, and respectful interactions.

Cyber Safety

- Students use school devices and digital platforms under supervision.
- Staff and students are trained on safe and responsible internet use.
- Private communication between staff and students outside school-approved platforms is prohibited.
- Cyberbullying is taken seriously, with clear reporting procedures and support systems in place.
- Regular workshops and awareness sessions are conducted to educate students and parents about online safety.

Support for Children

- Children identified as at risk or who have experienced abuse receive immediate emotional, psychological, and medical support.
- Counselling services are provided within the school, and external agencies are involved if needed.
- Academic adjustments and flexible learning plans are provided to ensure the child's educational progress is not hindered.
- Confidential support is available to children, and trusted adults are designated for students to approach with concerns.

CONFIDENTIALITY

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only. We comply with the requirements of POCSO Regulations and Legislation. The Head of School ensures that the DCPO's are fully cognizant with these requirements particularly, with regard to confidentiality. Information from third parties will not be disclosed without their prior

consent. Working notes are not subject to disclosure but will be summarized and then kept on file.

LEGISLATION AND GUIDELINES

This policy aligns with:

- Protection of Children from Sexual Offences (POCSO) Act, 2012
- Local child protection and welfare regulations
- Guidelines issued by relevant education authorities and the International Baccalaureate (IB) safeguarding recommendations

All staff are reminded regularly of their legal and ethical responsibilities to protect children, even if concerns prove unfounded upon investigation.

Emergency Contacts

- Childline: **1098**
- Emergency & Police Control Room: **112**
- Control Room: **0124-2300100 / 0124-2221601 / 0124-2316100**

POLICY REVIEW & MONITORING

This policy will be reviewed **at the beginning of every academic year** by the Child Protection Committee (CPC). Feedback from staff, students, and parents will be considered during the review process to ensure the policy remains relevant and effective. Staff induction and student orientations will reinforce awareness of the policy.

COMMUNICATION

The policy is included in staff and parent handbooks, posted on the school website, and highlighted with age-appropriate child-friendly materials. Students are made aware of safe spaces and trusted adults to approach in case of concern.

Annexure A – CPC Members (2026–27)

- **Chairperson (Head of School/Principal):** Ms. Navina Chadha
- **Member Secretary (DCPO):** Ms. Mandeep Khaira & Ms. Rini Chhabra
- **Teacher Representative:** Ms. Palak Gupta
- **Teacher Representative:** Ms. Anuja
- **Parent Representative:** Ms. Rachna Minhas
- **School Nurse/Doctor:** Ms. Damarise Aby

Review Process

This policy is reviewed regularly to ensure its effectiveness and relevance. Feedback from students, staff, and parents is considered.

- **Most Recent Review Date:** April 2026
- **Next Scheduled Review:** April 2027

The purpose of the review process is to evaluate the effectiveness of current practices, revise as needed, and ensure clear communication to staff, parents, and students.

Approved by: The GD Goenka Global School Board.