

**STANDING OPERATING PROCEDURE (SOP) ON PREVENTION OF UNTOWARD INCIDENT IN  
ARMY PUBLIC SCHOOL, SAUGOR**

**General**

1. Untoward incidents pertaining to sexual abuse, cruelty, abduction and death of students due to negligence in schools are frequently reported by media and grab national attention. It is the prime responsibility of the school management to ensure safety and wellbeing of all students in school premises. Therefore, there is a need for school management to remain vigilant and sensitize the entire teaching and administrative staff on this issue along with enhancing awareness of the students and parents to prevent occurrence of such incidents.

**Aim**

2. Aim of this SOP is to lay down guidelines incorporating instructions / regulations for safety and wellbeing of all students in school premises. However, these are the guidelines, every untoward incident is different and action should be taken by all concerned keeping in mind the specifics of each situation, keeping in mind these general guidelines.

**Layout**

3. The SOP has been formalized as under:-
- (a) Types of untoward incidents/ abuse pertaining to students
  - (b) Preventive Measures
  - (c) Redressal Mechanisms
  - (d) Complaints Mechanism

**Types of untoward incidents**

4. Various types of untoward incidents pertaining to sexual abuse, cruelty, abduction and death of students have been analyzed. They can be classified in three broad heads for ease of response:-

- (a) Physical abuse
- (b) Emotional abuse
- (c) Sexual abuse

### Preventive Measures

5. A safe school environment makes children's rights a reality, restores hope, eliminates bias, upholds dignity in the child's life and creates an enabling environment that supports a child's positive personality development. To ensure safety of students in the school premises the following Preventive Measures will be adopted:-

- (a) Access Control within school premises - Records of all visitors will be maintained in registers at entry gate of the school. Entry Pass will be issued to all visitors.
- (b) Right Person at a Right Place- No parent/ outsider will be allowed to visit school campus / classes. All visitors are required to report in the Principal's Office. For the better safety of children, public contact restrictions have to be enabled in the school.
- (c) Non-teaching staff are not allowed to visit academic areas of the school. Moreover, they are not allowed to interact with students. No vendor / outsider should have access to the children.
- (d) Separate Toilet of Staff - Teaching and Non-teaching staff of the school will not use student toilets. In no condition student toilets will be used by staff members.
- (e) Monitoring of Civil School Buses- The school will keep record of civil buses and issue Bus-Pass for transportation of students.
- (f) The school will keep personal records of drivers and conductors of school buses, which includes mandatory Police Verification also.
- (g) Police Verification of Group 'D' Staff - The background and personal conduct of the staff should be checked periodically. Police Verification of all Group 'D' employees need to be done on yearly basis.
- (h) Mental Health checkup of school staff should be conducted on yearly basis.
- (j) Suggestion of parents regarding safety of students must be implemented.
- (k) Monitoring of CCTV Recording - CCTV recording of school campus should be monitored continuously, if any unusual incident noticed, should be responded immediately.
- (l) Junior students to go to the toilet in group. Teachers to sensitize the students about use of toilets. No junior student will visit the toilet alone.
- (m) Security arrangement near student toilets should be beefed-up.
- (n) No student will roam alone in lonely places of the school. No child should be left alone in the classroom,
- (o) To Sensitize about Bad Touch- Teachers will sensitize the students about 'Bad Touch' and educate them how to respond it.
- (p) Implementation of VASHAKHA guidelines
- (q) Regular lectures by police personnel for students

(r) Child Protection Training - All teaching and non-teaching staff should be imparted 'Child Protection Training' during yearly in-service training. The in-service training includes the following modules:-

- (i) Knowledge and skills to recognize signs of abuse, neglect or inappropriate behavior of students and break the silence of children.
  - (ii) Awareness of Child Protection and POCSO Acts .
  - (iii) Child's refusal to go to school, or a sudden loss of interest in studies accompanied by erratic behavior.
- (s) Parents should be educated about child protection during Parent Teacher Meet.
- (t) 'Anti- abuse team' similar to the club will be initiated in the school incorporating both the teachers and the students.

### Redressal Mechanisms

6. Child Protection Committee (CPC): A Child Protection Committees comprising the teachers have been formed to redress students grievance:-

(a) Committee for Redressal of students grievance

Ser No	Name of Teacher	Designation	Mobile Number
(i)	Mrs Rajni Garg	PRT	9425437122
(ii)	Mrs Prabha Bajpai	PRT	7869560953
(iii)	Mrs Bhawna Verma	PRT	9406519243
(iv)	Mr Bharat Shrivastava	Music Teacher	9425726142
(v)	Mrs Sonal Jaishekhar	Counsellor	9406966004

(b) Internal Complaint Committee on sexual harassment

Ser No	Name of Teacher	Designation	Mobile Number
(i)	Mrs Sonal Jaishekhar	Counsellor	9406966004
(ii)	Mrs Neha Gautam	PRT	9424424050
(iii)	Mrs Sneha Majumdar	PRT	7415822526
(iv)	Mrs Deepti Choubey	TGT	7869741989
(v)	Dr Ravikant Khare	Yoga Teacher	8055804848

(c) Committee for protection of children against sexual harassment

Ser No	Name of Teacher	Designation	Mobile Number
(i)	Mrs Sonal Jaishekhar	Counsellor	9406966004
(ii)	Mrs Rajni Garg	PRT	9425437122
(iii)	Mrs Nidhi Jain	PRT	9302347688
(iv)	Miss Jeevni	TGT	9406520183
(v)	Mr Dharmesh Bhai Patel	PGT	9977883646

### **COMPLAINTS MECHANISM**

7. A complaint box will be established in the school. Every month complaint box will be checked by the Child Protection Committee of the school. All verbal / written complaints made by students/parents alleging abuse need to be taken seriously and to be settled immediately.
8. It is mandatory for the school staff to report immediately about abuse on children. Strict actions will be taken against the staff if not reported the same.
9. The following procedures to be followed by the Child Protection Committee in the event of complaint:-

Ser No	Complaint	Redressal
(a)	When a child goes Missing	Lodge FIR with the jurisdictional Police station at the earliest
(b)	When there is Abuse(Physical, Emotional, Verbal) of a child	Lodge an FIR where required. Ensure medical examination is done at the earliest and evidences to be preserved
(c)	When there is Sexual Abuse of a child	Lodge FIR with the jurisdictional Police station at the earliest. Ensure medical examination is done at the earliest and evidences to be preserved.

### **Conclusion**

10. Creating a safe learning environment, identifying pupils who are suffering or at risk of harm and then taking suitable action, and making sure that children are safe at home and at school, is the prime responsibility of the school authorities. Child protection must therefore be a priority for every school and must be at the core of all of its activities.

File No 4707/APS /SOP/  
Army Public School  
Saugor Cantt

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Principal

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