

Pt. Uma Dutt Public School, Dholpur

General Guidelines for POCSO Committee

1. Purpose of the POCSO Committee

- To ensure the safety, security, and protection of all students from any form of sexual abuse, harassment, or exploitation.
- To create a safe, supportive, and confidential environment for reporting concerns.
- To ensure strict compliance with the **Protection of Children from Sexual Offences (POCSO) Act, 2012** and related government guidelines.

2. Composition of the Committee

The committee shall consist of:

- **Chairperson – Principal**
- **POCSO Coordinator**
- **Two senior teachers (Male/Female)**
- **Non-Teaching Staff**
- **School Counsellor**
- **Expert Representative**

3. Responsibilities of the POCSO Committee

- Conduct regular sensitization and awareness programs for students, teachers, and parents.
- Ensure safe school protocols, including surveillance, staff verification, and restricted access zones.
- Maintain records of complaints, actions taken, and follow-up reports with confidentiality.
- Provide counselling support to victims.
- Report serious matters to the Police/Child Welfare Committee as per legal requirements.
- Review safety measures and update school policies twice a year.

4. General Safety Rules & Regulations

- No staff member shall engage in physical, verbal, or emotional behaviour that may be considered inappropriate or harmful to a child.
- Students must not be left unattended in classrooms, washrooms, or isolated areas.
- CCTV cameras must remain functional in all designated surveillance areas.
- Verification of all teaching and non-teaching staff (Police Verification) is mandatory.
- Entry of outsiders must be strictly monitored through visitor passes and ID records.
- Separate washrooms for boys, girls, and staff must be ensured at all times.

5. Student-Related Guidelines

- Students should be encouraged to report any discomfort, suspicious behaviour, or incident to a trusted teacher or committee member.
- No form of bullying, ragging, or physical punishment is allowed.
- Personal boundaries must be always respected.
- Students must be educated through Life-Skills and Awareness Sessions about "Safe Touch", "Unsafe Touch", and reporting mechanisms.

6. Complaint Handling Procedure

- Any complaint must be received **confidentially** and without prejudice.
- Complaint may be made **orally, in writing, or through a designated drop box**.
- Committee must conduct an impartial preliminary inquiry within **48 hours**.
- If the matter falls under POCSO, mandatory reporting to Police must be done **within 24 hours** as per Section 19 of POCSO Act.
- Parents must be informed immediately, ensuring emotional and psychological support for the child.
- Detailed documentation must be maintained with utmost confidentiality.

7. Counselling & Support

- The victim must receive psychological counselling and emotional care.
- The identity of the child must be kept strictly confidential.
- School shall ensure non-discrimination, protection from retaliation, and continued academic support to the concerned student.

8. Training & Awareness

- Conduct at least **two annual workshops** on child safety and POCSO guidelines.
- Train all school staff on do's & don'ts, child behaviour norms, and emergency response.
- Display child helpline numbers (1098) and POCSO committee details on notice boards.

9. Documentation & Confidentiality

- All reports, statements, and inquiry documents shall be stored in sealed, confidential records accessible only to the Chairperson.
- No teacher/parent/staff may disclose information or identity of the child involved.

10. Compliance & Review

- The committee shall meet **once every quarter** to review cases, safety audits, and new guidelines.
- Any non-compliance with POCSO rules shall result in disciplinary action as per school HR policy and Indian law.
- Policies are to be updated annually or as per new CBSE/State directives.

पोस्को समिति का गठन

गत सत्रों की तरह इस सत्र 2025-26 में विद्यालय के छात्र एवं छात्राओं के साथ किसी प्रकार का यौन उत्पीड़न एवं दुर्व्यवहार की रोकथाम सुनिश्चित करने हेतु सी.बी.एस.ई. के निर्देशानुसार प्राचार्य पं. उमादत्त पब्लिक स्कूल धौलपुर के आदेश की अनुपालना में उक्त समिति का गठन 20 मार्च 2025 को किया गया। जो निम्नानुसार अंकित है।

क्रमसंख्या - नाम	पद	हस्ताक्षर
1- प्राचार्य-श्री डॉ. पंकज वशिष्ठ	अध्यक्ष	
2- श्री किशोर श्रीवास्तव	संयोजक	
3- श्रीमती निवहा वशिष्ठ	महिला सदस्य	
4- पूजान डेवर	छात्र सदस्य	
5- मोनिका शर्मा	छात्रा सदस्य	
6- श्री जावेद खान	अध्यक्षक सदस्य	
7- एड० श्री गिरीश कुमार गुर्जर	सदस्य	

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