

## **Policy on Child Abuse**

**Implemented by :** Board Members

### **NEED:**

The Elite English School will provide safe a healthy environment where pupils will be looked after carefully.

### **PROCEDURE:**

- ❖ If there is a case of child abuse, the matter is referred to the Principal either by the child, parent, teacher, support staff or an outsider.
- ❖ Whoever receives the report will immediately contact the Principal personally. If it is a holiday the Principal will be informed on phone.
- ❖ The Principal constitutes a committee of Senior Managers which includes the Principal, Headmistress, Supervisor of the Section, Administrative Officer and Counsellor.
- ❖ The constitution of the Committee depends on the gender of the child/class of the child.
- ❖ The Committee meets and first records details of the case from the first report received. Child will be asked to give details and then classmates will be interviewed to get the details of the incidents(If available)
- ❖ The procedure for investigation is as follows:
  - Parents are met by the committee and details noted (it is imperative that the parents are kept calm and assured that action will be taken).
  - The child is questioned in front of the parents and his/her version of the incident is noted.
  - The alleged molester is then questioned.
  - All findings are recorded.
- ❖ The Committee then comes to their conclusion and details of the same are mailed to the Principal for further action and advice.
- ❖ Depending on the severity of the situation the following could be suggested.
  - Written apology sought
  - Suspension as per ministry guidelines
  - Termination as per rules
  - Case referred to police
- ❖ All copies of relevant correspondence are placed in the child's file.
- ❖ An Internal Memorandum will be sent to all staff updating them about the matter and asking them not to talk about it in public or with press.