

CHILD WELLBEING POLICY 2023-24

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CHILD WELLBEING POLICY

I. Vision & Mission

I.1 Purpose

At Inventure Academy we aim to instill in students the ability and conviction to realise their full potential, be socially responsible citizens and excel anywhere in the world. Our vision is ensure that each student excels both academically and in one chosen co-curricular activity and be fit for life. Our school environment reflects our core values of Nurturing Individuality and Teamwork, Encouraging Sensitivity to each other's cultures, individual needs and differences, and Instilling Integrity whereby we cultivate a sense of fair play, accountability and transparency in everything we do.

To achieve our core purpose and in aligning with our Vision and Core Values, we recognise that it is our responsibility to safeguard and promote the wellbeing and safety of all students. Towards this we endeavour to provide a safe, secure and welcoming environment where students are respected and valued and in turn students learn to respect and value each other and their caregivers. We aim to ensure that prompt and adequate assistance is provided to a child in need of special care and protection. The purpose of the Child Wellbeing Policy is also to define procedures, establish clear guidelines and mechanisms for recognition/addressal of any abuse/neglect situations related to children (including peer-to-peer incidents).

I.2 Policy Principles and Minimum Standards

- The wellbeing and safety of students is paramount.
- All students regardless of age, gender, ability, culture, race, language, religion have equal rights to protection.
- All staff have a responsibility to act on any suspicion or disclosure that may suggest a child is at risk or harm.
- Any complaint related to child safety will be reviewed by the Child Wellbeing Committee using the guidelines provided in this document. Children who are at risk or harm on the school campus will receive support and intervention of the Child Wellbeing Committee.

The governing principles of the Policy are as follows:

a. Principle of Best Interest of the Child: This principle mandates that the best interest of the child must be a primary consideration of all stakeholders while making any decision concerning the child. This principle in particular underpins the rights and duties towards the child by the school management, educators, parents, guardians and all other individuals legally responsible for child protection.

b. Principle of Equality, Universality and Non-discrimination: Under this principle all children shall be given equal opportunity and treatment. There shall be no discrimination against a child on any grounds including that of gender, religion, caste, class, geographic area, disability or any other status. Based on this principle, the policy shall be equally applicable to all persons between the ages of six months to eighteen at Inventure Academy.

c. Principle of Right to Participation: Children have the right to be heard, listened to and participate in all matters that affect them in school. Based on these principles the School explicitly recognizes the obligation to create an environment for others to be able to hear children's views (with due regard to the age and maturity of the child) and to create spaces for communication based on mutual respect between adults and children.

d. Principle of Dignity and Self-worth: All children shall be treated with respect for the child's sense of dignity and worth. The Child Wellbeing Policy is geared towards ensuring that all verbal and nonverbal communication with children is child-sensitive and respectful of the child's self-worth.

e. Principle of Confidentiality: Child protection includes the child's right to privacy and confidentiality, except as prescribed by law. The right to privacy and confidentiality shall be maintained while addressing all forms of abuse. This principle mandates that the confidentiality of the identity of the child involved is strictly protected. Identity of a child includes his or her name, address, photograph, family details, school, neighbourhood, or any other details that may lead to disclosure of identity.

I.3 Objectives:

- To have a Child Wellbeing Policy that aligns with the Inventure core values of Nurturing individuality and teamwork, Inculcating a Passion for Excellence, Encouraging Sensitivity and Instilling Integrity. Our Safety Policy has been based on our Core Values and aims at providing multiple opportunities for our students to develop distinctive identities as well as their individual roles within the group as empowered individuals.
- The school environment needs to be one in which every child can be comfortable, be himself/ herself and is able to realise his/her potential and is ready to face the challenges of the world, today and tomorrow.
- To have a Child wellbeing Policy that demonstrates a commitment to the safety and wellbeing of every student and clearly defines processes and protocols.
- To recognise, respond to and report allegations and suspicions of child abuse and neglect
- To ensure that prompt and adequate assistance is provided to a child in need of special care and/or protection.
- To provide all staff with necessary information through workshops to enable them to meet their child protection responsibilities.
- To ensure consistent good practice for cases that may come up for review by the Child Wellbeing Committee. (CWC)
- To train and educate all teaching and non-teaching staff about child sexual abuse prevention.
- To ensure a nurturing environment in the school that incorporates safe practices by every member of the school community so that there is no negative impact of the individual's behaviour on others.

I.4 Scope:

The Child Wellbeing Policy is part of the framework of policies, rules and regulation that guide Inventure and ensure whole school safety while promoting the Inventure's Core Values and Mission. The scope of work of the CWC includes the following:

- **Physical abuse**

This form of abuse may involve hitting, shaking, throwing, kicking, burning or otherwise causing physical harm to the child. Physical abuse is a non-accidental act on a child that results in physical harm.

- **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the

expectations of adults. It may involve serious bullying (including cyber bullying), causing children to feel frightened or in danger, or the exploitation of children.

- **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts. This may include encouraging children to behave in sexually inappropriate ways, involving children in looking at or in the production of sexual images, watching sexual activities or grooming a child in preparation for abuse. (including via the internet)

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

1. Provide adequate food, clothing and shelter (inclusion exclusion from home and abandonment)
2. Protect a child from physical and emotional harm or danger.
3. Ensure adequate supervision.
4. Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Bullying**

Bullying is a form of child abuse, although often, but not always, the person who is the bully is also a child. Bullying means deliberate, hurtful behaviour towards another person that is usually repeated over a period of time. The outcome will always be painful and distressing for the victim.

There are four main types of bullying:

- a. Physical (e.g. pushing, hitting, kicking, slapping or any use of violence);
- b. Verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages);
- c. Emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group); or,

d. Sexual (e.g. unwanted physical contact or abusive comments).

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyber bullying includes

sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

2. Definition of Terms:

SCHOOL: The Child Protection Policy extends to include children within the school premises, on the buses to and fro from school, on Outbound Trips, Field Visits, Sports Meets and during any inter school event where the child is representing his/her school.

STAFF: refers to all those working for or on behalf of Inventure Academy, full time or part time, consultants, temporary or permanent. This includes the management, educators, administrators, support staff (catering, housekeeping, gardening, third party vendors including security and transport) and finance.

CHILD: For the purposes of this document, a 'child' is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

CHILD ABUSE: According to the World Health Organisation, 'Child abuse' or 'maltreatment' constitutes "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

CHILD PARTICIPATION: Anyone below the age of 18 taking part in a process or playing a role in a process at his/her level, according to their evolving capacities - children and young people thinking for themselves, expressing their views effectively, and interacting in a positive way with other people; involving children in the decisions which affect their lives, the lives of the community and the larger society in which they live.

CHILD PROTECTION: A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current

context, it applies particularly to all staff (teaching and non-teaching staff) on the premises of the school, on the school buses, while accompanying students on field trips, school festivals, Inter school events and excursions. This also applies to external vendors and service providers, guest faculty and consultants, who interact with or are given the responsibility of children within the campus and on Outbound trips.

DIRECT CONTACT WITH CHILDREN: Being in the physical presence of a child or children in the context of the school's work, whether the contact is occasional or regular, short or long term.

INDIRECT CONTACT WITH CHILDREN: Having access to information on children in the context of the school's work, such as children's names, addresses, contact details, photographs and case studies.

CHILD PROTECTION/ CHILD WELL-BEING POLICY: A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the school is taking its duty and responsibility of care seriously.

INFORMED CONSENT: Capacity to freely give consent based on all available information, according to the age and evolving capacities of the child. For example for using a child's photograph for publicity purposes, the parent is informed as to how the photograph will be used and is given the opportunity to refuse.

CHILD RIGHTS FRIENDLY: Means any process and interpretation, attitude and environment, that is humane, considerate, non-discriminatory and in the best interests of the child.

PROTECTIVE ENVIRONMENT: is an environment that ensures protection and security to the child and has the following elements:

- Safety and protection from abuse, neglect, exploitation and any form of violence
- Prevention of risk of harm
- A vulnerability is reduced and addressed
- Children have access to the child well-being committee and support systems

3. ROLES AND RESPONSIBILITIES:

- CWC will meet on quarterly basis and/or when an incident related to breach of child's safety is reported. The quarterly review meeting should have a clearly defined agenda which must include brief report of the incidents taken place. This review must also address measures taken to strengthen the child's wellbeing mechanism in place at school.
- CWC will ensure that all concerns are heard and closed with a maximum period of a month from the date of when the complaint is first reported.
- CWC will maintain all records and documents related to child safety and protection in the school.
- CWC will seek external help as and when required on a case to case basis.
- The tenure of the CWC will be two academic years. Vacancies, if any, should be filled in within a month of the vacancy or start of the academic year, whichever is earlier.
- CWC is bound and directed by the Child Wellbeing Policy of Inventure Academy.

Child Wellbeing Committee: (CWC)

- If a breach of safety occurs, the CWC will be responsible for investigating into the incident as outlined in the CWP.
- The CWC is responsible for maintaining accurate records and documentation of every case that is investigated.
- All cases of breach of child safety will be reported to Chairperson at the first given opportunity.
- The CWC will be responsible for mapping all training required for its stakeholders based on the School's Core Purpose, vision and Values along with Karnataka State Child Protection Policy. Framework.
- The CWC will suggest recommendations and course of action based on evidence gathered for a reported case.
- It is compulsory to have a minimum of three members along with the Chairperson to attend all meetings regarding an incident that is reported to the CWC. Each meeting held by CWC is to be recorded and documented.
- CWC will focus only on complaints/issues pertaining to breach of child safety and not on any administrative issue of Inventure Academy.

- CWC will discuss concerns related to breach of child safety, record the same and give appropriate recommendations to the School Management for further action.
- CWC will maintain all registers, files, folders and documents related to child safety and protection.

Chairperson, Child Well Being Committee:

The Chairperson will be responsible for ensuring that the school's CWC is reflective of and is based on the school's vision, core purpose and values.

- It is the responsibility of the Chairperson of the Child Wellbeing committee to both create and also annually review the working of the Child Well-being Committee.
- The Chairperson will share the policy recommendation annually with the School Management
- Regularly interact with them during their review and provide inputs and make appropriate changes to the Policy if and when required.
- The Chairperson will proactively connect the school with local child service agencies.
- The Chairperson will ensure that all external agencies, vendors, contracted service providers and other parties connected with the school will comply with the school's Child Well Being Policy.
- The Chairperson is responsible for adequate training/workshops for parents, faculty, school support personnel on different aspects of Child Protection and reporting.
- The Chairperson must organise meetings with the entire CWC once a quarter to review the overall functioning of the CWC and to take stock of the cases that have been dealt with.

Child Well Being Officer (CWO)

- The Chairperson will be assisted by a Child Wellbeing Officer who will be selected from amongst the teaching staff of the school.
- The CWO's role is to receive all complaints of a child safety violation, either verbal or written, to ensure confidentiality and maintain a record of the same.
- The CWO is to maintain all case files and records pertaining to the complaint.
- The CWO is to follow mandatory reporting as outlined in the CWC and coordinate with the police and local authorities and ensure that there is no attempt to cover up the incident.

- The CWO has to ensure that there is no attempt to influence a child's parents/ guardian or other authorities.
- The CWO has to follow all procedures when there are allegations of child safety violations even against the chairperson of the CWC.
- The CWO has to coordinate all training related to the CWC.

Coordinators:

- Coordinators across the Primary, Middle and Senior school will be asked to be present for the CWC meetings pertaining to the students of their section, on a case to case basis.

Counsellors:

- The school counsellor/s keeps the Chairperson and the CWC informed regularly of an incident, if any, connected to child safety in the school.
- The school counsellor/s is responsible for developing training/workshop calendar for all stakeholders and external agencies/vendors connected with the school.
- The school counsellor/s identifies and networks with secondary referral agencies in the community.
- The school counsellor/s conducts individual meetings and sessions with students connected with any breach of the Child Wellbeing policy.
- The school counsellor/s will be responsible for conducting training sessions for parents, students and faculty on the Child Wellbeing policy and life skills related to the students well- being.

Teachers:

- All teachers will undergo training/workshops on the CWP at Inventure once a year.

4.PROCESS

4.1 Internal response, reporting and redressal process:

- **Inform the Chairperson or the CWC of the Committee-**
When an incident of abuse or child safety comes to the notice of any staff member at Inventure, he/ she will, without further delay and without questioning the child, inform the Chairperson or any member of the CWC. The management will also be informed immediately if

there is an incident and an update of all cases will be provided on a Quarterly basis.

- **Ensure the child's safety and reassure the child-** The CWC ensures that the child is removed immediately from any danger. In case of child abuse, the child is not further questioned and the chairperson/ CWC/ Counsellor will ensure the child that the problem will be attended to and he/ she is safe.
- **Immediate risk assessment-** CWC shall assess the immediate risk to the child. If the child is at risk or harm, CWO shall inform the Child Wellbeing Committee (CWC)/ Police who will ensure that child is provided care and protection.
- **Medical intervention-** If the child requires any emergency medical attention, the school should ensure to arrange for the child to be taken to the nearest hospital immediately, preferably by the school's medical personnel or the CWO, or a CWC member or a lady teacher with whom the child is comfortable. If it is not an emergency, then parents are informed, asked to come to school to take the child home/ to the hospital.
- **Inform parents/ guardians-** If there is a reported incident in school, the parents/guardians of the child will be informed immediately about the general, mental and physical state of the child. Parents/guardians will be reassured that all possible steps are being taken to provide speedy response to the incident. In case of a sexual offense, the parents/guardians will be apprised of the legal obligation of the school to report the incident to the local Police and concerned authorities.
- **Evidence preservation-** If the incidence of abuse has occurred on the same working day as the complaint, the CWO should ensure that the school premises are secured and that nobody is allowed to enter or leave the campus. Most importantly the specific place where the (alleged) incident occurred should be cordoned off for police investigation and evidences collection. All these measures are to be taken up without alarming other students and in complete confidentiality.
- **Convene CWC Meeting within 24 hours-** The CWO in consultation with the Chairperson shall convene the CWC meeting

within 24 hours of reporting of the incident, to take further action. The Chairperson of CWC shall inform the School Management team and an enquiry will be initiated.

4.2 Inquiry Procedure and Action:

The Child WellBeing Committee meets with the child or adult reporting the incident, and with other adults and children (if necessary) to document facts, observations and opinions of these persons within 3 working days of incident being reported. The CWO prepares a detailed case report for the CWC.

1. **When the alleged abuser is an adult:** When the alleged abuser is a teaching or non-teaching staff, he/she will be placed under suspension or kept away from the premises, till completion of inquiry.
2. **When the alleged abuser is a child:** When the alleged abuser is a child then he/she will be treated as a child in conflict with law and the process of responding and dealing must be as mandated under the Juvenile Justice Act 2000 and the Karnataka Juvenile Justice Rules 2010.

4.3. PREVENTION:

4.3.1

Training:

The school periodically conducts regular training sessions for students, faculty, parents and support staff to create a safe, secure and nurturing environment for its students

Training for Students:

Workshops for students are held annually in the following areas: Life skills based personal safety education which includes cyber safety, substance abuse, peer pressure, generation gap, dealing with difficult relationships, bullying and on other topics as deemed relevant.

Faculty:

Workshops for faculty members are held twice during the academic year in the following areas: POCSO (Prevention of Children against Sexual Offence) and POSH (Prevention of Sexual Harassment) policies, respect at workplace, safety on buses, supporting children during difficult times, safety at Inventure, Child WellBeing Policy and Code of Conduct.

Parents:

Workshops for parents are held annually in the following areas : addiction, effects of social media, making your child independent in the pursuit of preparing them for life, promoting mental health in children and adolescents, understanding emotional intelligence and other relevant topics

Support Staff:

All the support staff members are trained on POCSO (Prevention of Children against Sexual Offence). The sessions are conducted in the vernacular languages to make the content comprehensible and engaging.

4.3.2 Counselling and Life Skills: Counselling at Inventure is based on the school's core values of Nurturing Individuality and Teamwork and Encouraging Sensitivity. There are three full time school counsellors across Primary, Middle and Senior school. They work with teachers and parents to foster the wellbeing of every child. They conduct one on one individual sessions, group sessions and Circle Time activities across the different Grades. Counselling services are also available for teaching and non-teaching staff.

ELIGIBILITY FOR/TO AVAIL COUNSELLING SERVICES:

- Any student facing any behavioural, emotional, social or academic concerns is encouraged to avail of the counselling services provided by the school.
- A student can approach the Counsellor directly or could also be referred by the Grade Teacher, Mentor, Parent, Subject Teacher, Coordinator, Head of School or another student.

- The Subject teacher/Grade teacher/Coordinator sends an email to the Counsellor regarding the areas of concern for the student they are referring keeping the Head of Primary School, Head of Middle and Senior school and Principal.
- Parents can write directly to the respective Counsellor/ Coordinator/ Head of Primary School, Head of Middle and Senior school and Principal to discuss their need for counselling services for their child.
- If there is a situation where a child needs immediate help (for example during an anger outburst/has a panic attack/talks about committing suicide/does self harm) the teachers need to move the child away from the situation and then call the counselor for help and attend to the child.

PROCESS FOR NEW REFERRALS:

- In case a teacher notices any changes/ behavioral concerns/ mood swings etc. with a student, he/she can approach the Counselor and ask for an observation. The Counselor conducts a couple of observations of the child's behaviour in class, on the PE field, dining hall and different areas of the school. The observation entails noting whether the child is showing disruptive behaviour in class, is attentive and whether
- he/she seems distressed or sad. The counsellor also writes to all the Subject Teachers concerned to fill in the referral form or a document (see Appendix) collating information on the issues of concern based on their interaction with the child in class or outside of it.
- Based on this, the student is called in for an individual counseling session where areas of concerns, areas for improvement, understanding of the child's family, peer group is done. The counseling sessions are held once a week on an average, but depending on the needs of the child 10-12 sessions may be conducted. The parents are informed about the need for counselling for their child and the goals of the counselling session and their consent is taken. Parents are also called in for a meeting with the Head of School and the Coordinator where needed.
- In case there are any academic concerns, the child is referred to the Special Educators in the Learning Lab. Many children who are enrolled with the Learning Lab, meet with the Counselor as well.

PARENTAL SUPPORT:

- Parental consent is mandatory at all levels of support, whether providing counselling services or making external referrals to a Psychologist/ Psychiatrist.
- Regular emails, meetings and follow up are done with the parent to update them regarding the progress of their child.
- The parents will meet with the Counsellor during scheduled parent teachers meetings and at any other time with an appointment, if there is a concern that they would like to discuss.
- Parents will be called in through an email to meet with the Head of School and Counsellor if there are areas of concern that need to be discussed (disciplinary issues, emotional problems, social difficulties) or if a referral needs to be made for assessment/intervention to an external agency.

DOCUMENTATION PROCESS:

- A Counselling Record Form is maintained by the Counsellor for every student who is met and follow up notes are maintained for every session.
- The Counseling Notes help the Counsellor to review progress and set goals for the following sessions.
- Minutes of the meeting with Parents and Teachers are circulated to the Head of School, Coordinator and teachers who need to be informed (on a case to case basis). All cases are treated as confidential and only shared with the above mentioned people.
- Term reports for each student are drafted by the Counsellor to summarize the number of sessions, counselling goals, strategies and intervention plans. These reports are reviewed by the Head of the Counselling team. The term reports are then uploaded into the Counselling Folders created on Google Drive and a soft copy is sent to the Head of Primary School or Head of Middle and Senior school.
- Counselling Audit forms are maintained as to keep a record of every student seen in individual or group session
- Monthly reports are sent by the Counsellors to the respective Head of School and Head of the Counselling team to update them on all the students that they have been seeing, the workshops they have conducted and the parents that they have met.

- All meetings are documented and the minutes of the meeting are sent to the Head of School and Coordinator.

CASE CLOSURES:

- The referred student meets with the Counsellor once a week for 40 minutes. The Grade/ Subject teachers and the Coordinator/ Head of School is kept informed at all stages. A case is closed when the student feels confident of himself/herself and when the Counsellor feels it is appropriate to do so.
- The student is given the assurance that he/she is welcome to come back for counseling at any point that he/she needs support
- Sometimes, in case of the student showing clinical symptoms, the parents are spoken to and student is referred to an external Specialist (Psychiatrist, Clinical Psychologist, Counsellor, Pediatrician). The school Counsellor is in touch with the external

therapist on a regular basis to ensure that they are working with the student on similar goals.

MINDFULNESS:

- Mindfulness is about living in the present, the here and now as a means of dealing with everyday situations, difficulties and challenges.
- There is a Mindfulness Room on campus which uses Mindfulness techniques like making mandalas, colouring books and using water therapy as a means to de-stress.
- All teachers and students can use the Mindfulness Room as and when required.

SECONDARY REFERRAL:

A secondary referral system with Psychiatrists, Psychologists, Speech and Occupational Therapists is in place for students who may require assessment and more intensive support.

ASSISTED ANIMAL THERAPY:

- The concept of assisted animal therapy is incorporated as part of the Counselling and Wellbeing Program at Inventure Academy.
- Four trained golden retrievers assist students to deal with issues related to anxiety and stress.

SUGGESTION BOXES:

- Eight Suggestion Boxes have been placed across designated areas of the school campus to collect student feedback regarding any concerns; be it safety, well-being, academic or personal.
- Two students from the Student Council have been nominated to open the boxes once a month- all the suggestions are handed over to the Counsellor /Coordinator in the Primary School and the Counsellor in Middle and Senior school.
- The box should be opened and contents read in the presence of both the student representative and the Counsellor/ Coordinator. The CWC should respond to the issues reported/ raised. In case of any child safety breaches, the CWC will follow the process outlined in the CWP.

4.3. Infrastructure and Security:

4.3.1 Cyber Safety:

Cybersafety is the safe and responsible use of information and communication technology. It is about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette).

As part of our Cyber Safety policy, we have put in place the following processes:

- a. Access to any computer on the school campus is supervised by a teacher, be it during a class or during any project work assigned to a student.
- b. Only Grade 10, 11, 12 students are allowed to bring their mobile phones or laptops to school – phones must be deposited with the Security Supervisor in the morning and collected at the end of the day. The school, however, will not be responsible for the loss of such electronic devices. Laptops may be used only for research and academic purposes – all rules regarding social networking, gaming and watching movies/music videos apply to laptops as well.

- c. Reliable firewall software has been installed on all school computer systems including both desktops and laptops, which allows access to websites that are student friendly. This is regularly monitored by the IT department.
- d. Students are regularly educated on safe usage of technology and responsible digital citizenship through workshops conducted on Cyber Safety.
- e. Parent workshops on Cyber Safety are conducted once a year in the academic year.
- f. The Cyber Policy is clearly stated in the school diary. Students are oriented on the policy at the start of each academic year.
- g. Students may not access social networking or gaming sites on the school premises /school property. Pen/travel/ USB drives may not be plugged into school computers unless explicitly permitted by a faculty member.
- h. Faculty and Staff are not allowed to be on Facebook with students actively. They can be a friend who does not post messages.
- i. Students may not take photographs with personal cameras/ phones in school without permission from the School Office.
- j. The school computers will not be used for gaming or unauthorized surfing under any circumstances.

4.3.2 Bus Transport

1. The operation of the bus transport system is outsourced to the agency 'Baghirathi School Fleet Management Private Ltd'. The operations are closely monitored and the school does not compromise on the safety norms at any point.
2. Regular checks are made for the functioning of the GPS system and RFID machines that are installed in every vehicle. Statutory compliances are followed and buses are checked for validity of insurance, fitness certificates, speed governors, GPS, remittance of road taxes as per the RTO norms. Surprise checks (once a month) are carried out for the compliance of safety standards and to ensure the maintenance of vehicles in a safe and proper condition.
3. *Identification of the buses:* The school name with the contact details and the route numbers are prominently displayed on all vehicles.
4. *Movement of buses within the school:* The school buses are parked in a designated area, which is away from the Academic Block. Designated school staff members have

been assigned with the responsibility to monitor the parking and the movement of vehicles within the campus during arrival and dispersal times.

5. *Separate toilets for drivers and support staff:* The drivers and support staff have a separate waiting room with access to reading material and a TV and a toilet in the parking area away from the learning spaces used by children during the course of the school day. Random breathalyzer tests are conducted by designated school staff/ Baghirathi Travels for all the bus drivers.
6. *Bus safety rules:* All buses have a Code of Conduct displayed stating expected behaviour from students. Every student is required to carry their ID card and swipe in and out when getting in and getting off the buses.
7. *Emergency contact numbers:* The phone numbers of the Transport Manager of Baghirathi Travels, and of relevant school staff members to be contacted in case of emergency are displayed in every bus. Also displayed is the Emergency contact list of Hospitals on specific routes taken by each school bus. Police Station and Fire Station numbers are also in the display list.
8. *Lady Caretaker in every bus:* All vehicles have been assigned a lady caretaker who is in the bus from the time school gets over at 2.40 pm, till the last drop off point for a student of that bus. She is responsible for taking attendance and assisting students while they are boarding and getting off the bus. The lady caretaker ensures that there is a parent/guardian to pick up Kindergarten and Primary school students from the bus stop when they alight from the bus. If a child is picked up at the bus stop by a person other than one who regularly does so, he/she must carry the Parent ID card and show it to the lady attendant on the bus.
9. *Safety measures in the bus:* every vehicle has a first-aid box, fire extinguisher, CCTV camera with backup facility, a spare wheel and a tool box. The tool-box contains a jack, rod and spanner.
10. *Background checks for drivers:* Baghirathi Travels does a routine background check with references provided and also submits the Police Verification Certificate to the school annually.
11. *Uniform for bus drivers and lady attendants:* Every driver and lady caretaker is in the prescribed uniform and also displays the ID card issued by Baghirathi Travels. Drivers

- and lady caretakers are not permitted within the school campus without the correct uniform or ID card.
12. Monthly training sessions are conducted on campus by Baghirathi staff and third party experts in relevant areas for drivers and lady caretakers such as:
- i. First Aid
 - ii. Escalation of issues in case of emergencies
 - iii. Operation of the emergency door
 - iv. Traffic Rules and Safety concerns training is conducted by the Traffic Warden from the Whitefield Police Station.
 - v. A designated member of the school staff is present at all training sessions.
13. We try to ensure that at least one faculty member is on each bus, but this is not always possible. However, all vehicles have been assigned a lady caretaker who is in the bus from the time school gets over at 2.40pm, till the last drop off point for a student of that bus.
14. The after-school buses depart from school at 4:30pm every day. Students from Grades 3 to 12 who participate in any after school activities and classes avail this bus facility after school. Every bus has a lady caretaker who takes attendance. The after-school buses drop children at common drop off points from where they are picked up by their parents/caretakers.
15. Only students who are enrolled on the school transport plan can avail of the after-school bus facility.
16. Field trips / inter and intra school events: Children usually travel on school buses for these events. However, in certain cases extra buses may be hired from Baghirathi

Travels based on the requirements of a particular field trip. Children are allowed on the transport only if they wear the correct uniform and their ID card. Faculty members / lady caretakers accompany the students in every bus.

4.3.3 School Security:

- I. Inventure utilises the services of a total of 10 Security personnel over the course of the day, (including a gunman during the night shift). These guards are posted at all entrances and exits of the school. All visitors are required to register their vehicle number at the main school entrance gate. The Security Desk at the Reception

2. registers the entry of parents, support personnel, visitors and vendors. The Security personnel ensure that every person (parents, visitors including vendors) displays an ID card as long as they are on the campus.
3. The main gate is closed at all times and Security has been issued strict orders to ensure that visitors be issued a Visitor's pass. Security Guards are posted at all exits.
4. The school has 129 CCTV cameras installed across the school campus. The footage is monitored by the Security, IT Department and the Infrastructure Manager and the recording is kept for 60 days mandated by the Government.
5. RFID cards have been issued to all staff members, students and parents.
6. Boom barriers have been installed at two strategic locations (at the main gate and before the entrance to the main school building) to check the vehicles entering the school. There is a designated area for Visitors' Parking.
7. All sumps, bore wells, overhead tanks and sewage drains are closed with chamber covers. Regular cleaning and maintenance is carried out by the school maintenance team.
8. As many as 25 lady caretakers (from our buses) double up as Floor Vigilance Officers for the most part of our school days.
9. Additional security guards are deployed during school events like Sports Day, Graduation Day and the Annual School Production.
10. Every effort is made by the security, faculty and classroom helpers in the Primary School, to ensure that there is constant supervision of students whether in the playground, swimming pool or any of the classes/labs.
11. The security staff ensures that no student is allowed to exit from the school's main gates during school hours without prior written communication from the parent to the Grade Teacher/ Coordinator and approval by the Head of School for Primary or Middle and Senior School. The child is allowed to leave the school only when the

person picking up, including the parent, displays the ID card along with a duly filled in early exit slip signed by Section Coordinator/Head of School.

12. The school has one elevator in the Middle School block which is used by faculty and students with injuries/medical conditions/ motor skills deficiency. This is regularly checked for the fitness and maintenance through an Annual Maintenance Contract with Schneider India Pvt. Ltd.
13. Fire drills will be conducted twice a year. There are 66 fire extinguishers across the school buildings along with the Emergencies Alarm Bell. They are regularly checked for their validity.

14. A qualified Nurse is available at the School Clinic at all times when students are present and also during events like Sports Day, the Annual School Production, and Swim Meet.
15. In case of a medical emergency, the concerned parents are contacted immediately and First Aid is provided by the Nurse. In case of a serious injury, the child is accompanied by the Nurse, and a staff member if required, and taken to the nearest hospital/ hospital of the parents' choice with parental consent. Inventure Academy has a tie up with Columbia Asia hospitals.
16. Adults are not permitted to enter the toilets designated for students. Toilets in the Middle School - ground floor, are exclusively for use by parents, visitors and, vendors.
17. Sign boards stating this have been put outside the toilets on the ground floor; lady caretakers are stationed outside each of the toilets.
18. Any courier/delivery person is required to register at the main gate security. Their entry is restricted to the Reception security only, where they deliver the consignment.

4.3.4 Construction:

1. All construction areas have been cordoned off. The academic blocks are out of bounds for construction workers during the regular school working hours. Workers are permitted to work at the construction sites only after school hours and during weekends. Urgent repair and maintenance work in any of the school buildings, if required during school hours is done under supervision.
2. The construction of a multipurpose pavilion (adjacent to the tennis courts) which also includes performing and visual arts studios, design and technology studio and a new allocation for Maker Space, is in progress. The construction area is cordoned off and security personnel are stationed at the site to ensure there is no movement of workers beyond the cordoned area.
3. The construction workers are permitted to work at the construction sites only after school hours and during weekends. Urgent repair and maintenance work in any of the school buildings, if required during school hours is done under supervision.
4. The vendor provides relevant documents for every construction worker. Post the furnishing of documents, the worker is issued an ID card from the school with a validity date, along with other required personal details. The worker will not be allowed to enter the campus without an ID card.

4.3.5 Health:

We comply with all aspects of health safety as listed in the Safety Checklist, including:

1. We have an in-house nurse available through the school day as well as for the duration of after-school activities on all school days. Wheelchair and stretcher facilities are also available at school, if required. First aid kit with required supplies for emergencies is kept in the school clinic. Inventure has a tie-up with Columbia Asia in Whitefield, which is the local hospital in close proximity to the school campus.
2. Updated contact details of nearest available doctors, hospitals and ambulance are prominently displayed in the Clinic and on notice boards around school.
3. The school database has student information regarding blood groups, allergies, required medication and any health concerns. This information is sourced through parents every year. Parents are required to inform the school about any new health conditions or changes to an existing one.
4. We have a valid food license from appropriate authorities for the school cafeteria.
5. We conduct regular student workshops/sessions on health issues such as importance of a balanced diet, eating nutritious food, regular eating habits, personal hygiene, etc.

4.3.6 Faculty Recruitment Process: Process, Background checks, ID Cards & Biometric Attendance:

The following processes have been incorporated during the recruitment of a new joiner:

1. *Reference Checks:* two checks from referees who occupy senior roles in the previous workplace is a mandatory requirement for each new staff and non-teaching staff.
2. *Background checks:* The HR department in school carries out reference checks on identity, education, residence, work experience and history of court cases for all employees.
3. *Police verification:* Police verification process for all employees is conducted annually to validate the home address and check for any previous record of criminal offence.
4. *ID card:* School ID card is issued to every new joiner on the first day of joining. This is to be worn at all times while on campus, on school buses and during school duties of accompanying students on field trips, inter school events, outbound trips etc. The ID card for both teaching and non-teaching staff is in a different colour from ID cards for visitors, for easy identification.
5. *Biometric Attendance:* Attendance is captured through fingerprint scan for all staff (teaching and non-teaching).

4.3.6 Support Staff and Third Party Service Providers:

The support staff include the following: Security, Catering, Housekeeping and Gardening personnel. These services are outsourced to reliable and experienced agencies. All staff provided by them are contractually required to follow the recruitment and verification process we follow.

1. The concerned outsourced agency conducts the background verification and also provides the school with the police verification certificate obtained by the agency. A list of staff (including substitutes or temporary replacements), with their government ID details is provided to the school annually, along with a certification from the agency confirming compliance with the required background checks and regular training in child safety.
2. The same criteria apply for all third-party organizations/people providing teaching/non-teaching services such as TAAQademy, Enfold, Zeeshan Ali Tennis Academy etc.
3. All personnel who are recruited into Inventure as support staff are expected to submit an application form, photo ID and address proof to the school.
4. All support personnel are provided with a uniform and an ID card issued by the respective agencies. No one is permitted into the school campus without the uniform or ID card.
5. Bi-annual workshops (in vernacular language) are conducted for support personnel on safety measures and POCSO. These are conducted by the NGO, Enfold, within the school premises. It is compulsory for all personnel to attend the training sessions.
6. The support personnel are provided with a separate toilet at a distance from the school building. As of September 2017, no adults are permitted to use student toilets.
7. We allow only female security personnel into the Kindergarten Block and Swimming Pool area of the school.
8. All support personnel are actively monitored by their respective supervisors (housekeeping, gardening, canteen and security).

4.3.7 Parent Responsibility:

1. All parents have been provided with the Inventure car stickers which are to be prominently displayed on the upper left hand side of front windshield. The cars are allowed into the school campus by the Security at the main gate after they have noted

the number of the car sticker. The car sticker number is mapped to individual parents and details of the same are maintained by the IT Department.

2. Parents have also been provided with RFID enabled identity cards. This is scanned at the main gate during their entry and exit. Another RFID scanner is also installed at the designated parking area during dispersal of children using their own transport.
3. Parents who do not have or carry an ID card are required to register at the Security Desk.
4. Parents are not allowed to go beyond the point of the Reception area (on a regular school day) unless they are accompanied by the school staff/ teacher. After the meeting, the teacher/ school staff, who has met with the parent, signs the Visitor's Pass and accompanies the parent back to the Reception. This slip is submitted at the Security desk during exit.
5. Parents are required to produce the parent ID card to pick up their children. During examinations, parents are required to send an email to the Grade teacher and Coordinator, informing them who will pick their child up after the examination. If a child is being picked up by a driver, or is carpooling with another student, the parent /driver with whom the child is leaving must carry their parent ID. This needs to be shown to the concerned personnel at the dispersal point, along with the Parent ID card. This will be considered as a consent / authorization from the parent.
6. Parental workshops are conducted by Enfold on a regular basis to help equip parents on dealing with different issues like parenting, cyber safety and screen addiction.

4.3.8 Visitors/Vendors:

1. All visitors are required to register their vehicle number at the main school entrance gate. Thereafter, at the security desk in the Reception area of the main school building, they are issued a visitor's pass and a temporary ID card after they furnish a government issued ID, stating the purpose of their visit and the person that they intend to meet.
2. Front office staff will facilitate the meeting. Visitors are not allowed to move beyond the Reception area or enter any part of the school premises unaccompanied by the school staff. On completion of their visit, the visitor's pass has to be signed by the school staff with whom they have met. The same needs to be handed back to Security along with temporary ID card.
3. Vendors are not allowed into the school campus during school hours unless they have a prior appointment. All vendors/visitors are met with at the Reception area.

4. In case of Admission Enquiries, the above procedure is followed and visitors are connected with the Community Relations Team, who briefs them about the school and admission procedure. A member of the Community Relations team accompanies the parents on a school tour.

4.4 RESPONSE

RESPONSE PROCESS IN CASE OF CASE BEING REPORTED FOR SEXUAL ABUSE

In case of a child sexual abuse being reported or child safety violated or complaint being raised, immediately to be reported to the Principal as Chairperson of the CWC and the Child Wellbeing Officer.



Ensure the child's safety and reassure the child - The CWO ensures that the child is removed immediately from any danger. In case of child abuse, the child is not further questioned and the Chairperson/ CWO/ Counsellor will ensure the child that the problem will be attended to and he/ she is safe.



CWO shall assess the immediate risk to the child. If the child is at risk or harm, CWO shall inform the Child Well Being Committee (CWC) / who will ensure that child is provided with immediate care and protection.



The Principal meets parents/guardians at the earliest and assures them of school's cooperation, assistance and support. The parents/guardians of the child will be informed immediately about the general, mental and physical state of the child. Parents/guardians will be reassured that all possible steps are being taken to provide speedy response to the incident. In case of a sexual offense, the parents/guardians will be apprised of the legal obligation of the school to report the incident to the Police and concerned authorities.



If the child requires any emergency medical attention, the school should ensure to arrange for the child to be taken to the nearest hospital immediately, after taking consent from the parents. The child needs to be accompanied preferably by the school's medical personnel or

the CWO, or a CWC member whom the child is comfortable. If it is not informed, asked to come to school to take



or a lady teacher with an emergency, then parents are the child home/ to the hospital.

If the incidence of abuse has occurred on the same working day as the complaint, the CWO will ensure that the school premises are secured and that nobody is allowed to enter or leave the campus. Most importantly the specific place where the (alleged) incident occurred should be cordoned off for police investigation and evidences collection. All these measures are to be taken up without alarming other students and in complete confidentiality.



The CWO in consultation with the Chairperson shall convene the CWC meeting within 24 - 48 hours of reporting of the incident, to take further action. The Chairperson of CWC shall inform the School Management team and an enquiry will be initiated.



CWO meets with the child or the adult reporting the incident, and with other children and adults (if required) to document facts, reportage and observations within 3 working days of the incident being reported. The Principal shall relieve all those engaged in the inquiry from regular work/class and arrange for their substitution.



CWO prepares a detailed case report for the CPC. Non-cognizable offenses are inquired & investigated by the CWC.



When the alleged abuser is an adult: When the alleged abuser is a teaching or non-teaching staff of the educational institute or associated with the Educational Institution, he/she must be placed under suspension or kept away from the premises, till completion of inquiry. When the alleged abuser is convicted by Court for the offence committed and sentenced accordingly, the school must formally terminate the person.



When the alleged abuser is a child: When the alleged abuser is a child then he/she must be treated as a child in conflict with law and the process of responding and dealing must be as mandated under the Juvenile Justice Act 2000 and the Karnataka JJ Rules 2010.



In addition, the Principal shall take the following steps when the **offence is cognizable**:

- i. The CWO/Principal must inform the parent/guardian of the child who committed the offence and call them over to the educational institute or police station.
 - ii. The Principal must report/file a complaint with the jurisdictional police station.
 - iii. The Principal shall ensure that the alleged child is not intimidated in any manner or subjected to repeated questioning/interrogation.
- b. The alleged child shall be placed under suspension by the School until the enquiry process is completed by the Police and Juvenile Justice Board.



In the event of any abuse or safety violation that is an **non- cognizable offence** under law such as bullying, truancy etc. then the following steps shall be followed:

- i. The CWO/Chairperson shall talk to the child to understand what happened and why the child behaved the particular way.
- ii. The Principal shall ensure that all measures are taken not to intimidate the child in any way.
- iii. The parents/guardians shall be informed, called to the school and the matter discussed, counseled and guided to seek help if necessary, keeping the best interest of the children.
- iv. If the child so chooses, he /she should be allowed/assisted to have a person of choice who advocates on his/her behalf during discussions and inquiries.
- v. The school shall refer the child/ children for counselling, to facilitate the reformative process.
- vi. Disciplinary action proportionate to the offence shall be initiated.



Closure of the Case: The Principal shall make a report to the BEO including status update of the case in 15 days.



A Case file of a non-cognizable offense shall be closed within 6 months.



A Case file for a cognizable child safety violation or child sexual offense is kept open until case is disposed of by the court of jurisdiction.

LIST OF REFERENCES:

1. AISA, Child Protection Handbook for teachers, Administrators and Board Members, 2016
2. Committed to Safeguarding Student Wellbeing: International School of Paris Child Protection Policy and Procedures, 2015-16.
3. BCA Safeguarding and Child Protection Policy, Staff Handbook, April 2016
4. Karnataka State Child Protection Policy, 2016

CHILD WELLBEING COMMITTEE MEMBERS 2023-24

Chairperson	Meenakshi Myer
Child Wellbeing Officer	Preet Benjamin Aarons
Head of Finance & Infrastructure	Varsha Saxena
Head of Primary School Asst. Head of Primary School	Meera Mudbidri Malathi Anantha

Head of Middle and Secondary School Asst. Head of Middle and Secondary School	Mousumi Haldar Ekta Bhasin
Core Team	Aaron Joseph, Sanaaz R Doust, Sneha Binoy Jacob
Primary : Section Coordinator (Grade 1-3) Primary : Section Coordinator (Grade 4-5)	Priya Ram Mohan Poonam Rungta
Middle : Section Coordinator	Ayesha Massey
Senior: Section Coordinator (Grade 9 & 10)	Aprajita Verma
Senior: Section Coordinator (Grade 11&12)	Sudeshna Biswas
Wellbeing Counsellors	Smriti Khurana, Niveadha N, Architha Raj, Sneha Binoy Jacob
Head - Community Relations	Ruma Srivastava
Child Protection Expert	Divya Balagopal
Parent Representative	Sumedha Rao
Infrastructure Manager	Sandeep Bandi

Conditions:

- *It is compulsory to have a quorum of 2 members to attend any meeting involving CWC concerns.*
- *Coordinators are required to be present ONLY pertaining to the learners of their particular grade on a case to case basis.*

Mrs. Meenakshi Myer
Chairperson