

Protecting children is an important part of our role as an educational institution. Child abuse and neglect are violations of a child's human rights and are obstacles to a child's education as well as their physical, emotional, and spiritual development.

The School Safety and Child Protection Policy at The Heritage School is comprehensive. The School Management actively supervises the Policy's implementation for each level. The Policy is included as an appendix to this Handbook and is also available online at the school's website. Admission to and continued attendance at school are subject to compliance with the safety and protection requirements outlined in the policy, which must be accepted and followed.

PROTECTION FROM ABUSE, NEGLECT AND SEXUAL EXPLOITATION

School protects children from sexual exploitation and abuse. Child Protection Policy of India is based on International Law and on the United Nations Convention on the Rights of the Child. We will undertake a thorough investigation and take any professional or legal action considered necessary to protect the children in the event that a staff member is reported as an alleged perpetrator. Members of the school's Internal Complaints Committee (ICC) and School Safety Committee (SSC) deal with school safety and child protection issues.

The key points of the CHILD PROTECTION POLICY are as follows:

- CHILD PROTECTION

A broad term used to describe philosophies, policies, standards, guidelines, and procedures to protect children from both intentional and unintentional harm. In this document the term "child protection" applies to protection of children in international schools. Please note that this definition also includes harm to self.

- CHILD POLICY

A statement of intent that demonstrates a commitment to protecting students from harm (to self and from others) and makes clear to all what is required in relation to the protection of students. It serves to create a safe and positive environment for children and to demonstrate that the school is taking its duty and responsibility seriously.

- CHILD PROTECTION TEAM

The purpose of this team is to respond to and manage all child protection reports. The team may consist of the following individuals on an as-needed basis:

Head of the School

Head of Safety and Security

School Counselors

Curriculum members

Terms included in Child Protection Policy are:

ABUSE

Child abuse is defined as taking advantage of a position of trust having been invested with power

1. PHYSICAL ABUSE is physical assault on the child. Whilst an assault has some adverse consequence that the victim did not agree to, the victim agrees to the consequences of battery, but the agreement is fraudulent in some way. Physical abuse is also harassment, a physical presence intended to provoke fear.

Signs of Physical Abuse

- Bruises, burns, sprains, dislocations, bites, cuts, etc.
 - Improbable excuses given to explain injuries/refusal to discuss injuries
 - Injuries to the body in places that aren't normally exposed to falls, etc.
 - Withdrawal from physical contact
 - Fear of coming school
2. SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is . The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in the production or viewing of pornographic material or encouraging children to behave in sexually inappropriate ways.

NEGLECTANCE IN SCHOOL

- Physical neglect: Failure to provide appropriate supervision. This includes a failure to provide proper adult guardianship such as leaving children unsupervised in class or school.
- Medical neglect: Failure to provide necessary medical treatment when needed.
- Emotional neglect: a pattern of actions such as inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs, verbal humiliation or abuse, threats of violence, etc. Possible indicators of emotional abuse:
 1. Chronic anxiety; fear of new situations
 2. Diminished self-confidence
 3. Inappropriate emotional development
 4. Recurrent somatic symptoms e.g., headaches, stomach aches, etc.

All staff members of school are mandated to report all cases of suspected abuse, neglect, or self-harm involving students to the HOS soon as they get the information. THE HERITAGE SCHOOL will communicate this policy annually to all parents, applicants and students and will review the policy annually for compliance and effectiveness. We will also make every effort to implement hiring practices to ensure the safety of all children. All staff will stay current with child protection and safety regulations, including annual safeguarding training or refreshers.



STAFF CODE OF CONDUCT

The purpose of this Staff Code is to

- Ensure the health, welfare and safety of our students and other members of our school community.
- Define and clarify the parameters of behavioral expectations and practices
- Regarding our schools.
- Assure our parent and community stakeholders, accreditation agencies, and

others of the accountability of the adults who work at our schools. The following is not an exhaustive list of unacceptable or inappropriate behaviors but is intended to provide guidance and raise awareness of the importance of maintaining professional boundaries between staff and students:

Professional Boundaries

Staff should be aware of their own and other people's vulnerability, especially when working alone with students, and be particularly aware that they are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. Any covert or overt sexual behaviors directed toward students is prohibited.

Physical Contact

Staff must show prudent discretion before touching students, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Physical contact with students can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. Staff are always prohibited from physically disciplining a child.

Use of Technology

Verbal and/or written communication with students is governed by the key safety concept of transparency. The following steps will reduce the risk of inappropriate communications between staff and students

- Email exchanges between staff and students are to be done using a school email address.
- Staff who use any form of online communication (including social media and text messaging) to communicate with students may only do so for activities involving school business.
- Staff should not seek to communicate/make contact or respond to contact with students outside of the purposes of their work.

Confidentiality

When it is necessary to protect and/or advance the welfare of the child,/or to prevent a perceived risk of harm to the child and/or any other person at the School,/or if such confidential information is requested by any governmental agency, court of law, or statutory body from the School, the School may, at times, waive their own confidentiality rights as well as the rights of the child (to the extent they are legally permitted to do so). Staff members of the school and/or outside parties may occasionally need to be made aware of any specific vulnerabilities or conditions the child may have, and the school is entitled to do so if judged essential by the school's competent authorities.

According to current law and the school's online rules, all data is collected and preserved. The school might have to give certain service providers, such as sports affiliates, medical personnel, transportation service



providers, etc., specific information and details that the school maintains. The school ensures the proper confidentiality/information safety agreements with third parties, vendors, agencies, etc. in order to take all necessary safeguards for data security and use of the information provided. However, if any of these agreements are broken by a third party, vendor, or agency, it will not be seen as the school's fault or a breach or default on its part.

The school's Media Policy, which is outlined in the Consent Form for Media Participation, serves as the basis for how the school uses photographic and video pictures of our children. Participation in the media includes internal use for classroom and school communications as well as other school publications, as well as external communications aimed at prospective students and families, including social media platforms, press releases about athletic, academic, and other achievements, brochures, an external school website, advertisements, hoardings, and informational videos about the school. Unless the Principal receives a formal request for exemption from the objecting parent or student, consent for student involvement will be deemed given.

Transportation

Staff should not give a student a ride home without parent consent (except in the case of an emergency).

Gifts

There are occasions when students or parents may wish to pass small tokens of appreciation to staff and this is usually acceptable. However, it is unacceptable for staff to receive gifts on a regular basis or of any significant value without informing their administrator. It is inadvisable for staff to give personal gifts to students or their families. Should staff choose to give gifts to students, they should be of insignificant value, given to all students equally, and with the knowledge of the parents/guardians and their administrator.