



**SAINIK SCHOOL CHANDRAPUR**

MINISTRY OF DEFENCE

ज्ञानाय दानाय च रक्षणाय



**PRINCIPAL'S TEMPORARY MEMORANDUM 02 /26**

**SAFETY/ SECURITY OF CADETS AND  
PREVENTION OF POCSO INCIDENTS**

**Introduction**

1. The complete care of children are handed over to the school authorities when he/ she joins this school as a cadet. Thus the school becomes the legal guardian of all cadets and they to instill their trust in us unconditionally. Safeguarding this trust is the responsibility of the school. The various dimensions of safety in school includes physical, emotional and social aspects. Prevention of sexual abuse and protecting children from being victims involves all three of the aspects.
2. The Protection of Children from Sexual Offences Act (POCSO), 2012 was enacted to provide a robust legal framework for the protection of children from offences of sexual assault, sexual harassment and pornography, while safeguarding the interest of the child at every stage of the judicial process. The framing of the Act seeks to put children first by making it easy to use by including mechanisms for child-friendly reporting, recording of evidence, investigation and speedy trial of offences through designated Special Courts.
3. It is vital that our school enacts a robust framework for ensuring safety/ security of students and curbing any POCSO related issue, and at the same time outlays the necessary action for all staff to address any such issue. To this effect, I am promulgating this temporary memorandum.

**POCSO and Child Welfare Committee**

4. POCSO committee at the school is being constituted to ensure protection to all children (including male and female) from the offences of sexual assault, sexual harassment and pornography. The committee shall ensure healthy





physical, emotional and social development of the child and protect children from offences of sexual assaults and sexual harassment, and for the matters concerning, protection of Children from sexual offences Act, 2012, notified by the Government of India. The committee is to also function as the school Child Welfare Committee that looks after the overall safety and security of cadets. The committee shall be constituted as follows: -

- 4.1. Chairperson - The Principal
- 4.2. Vice Chairperson - Vice Principal/ Admin Officer
- 4.3. Members - Senior Master  
School Counselor  
School Counselor  
One Nominated Male Master  
One Nominated Female Master  
Member from NGO/ Local CWC  
Parents' Representative  
School Head Boy  
School Head Girl

5. In accordance with aid out norms, Vice Principal of School is nominated as the **Child Protection Officer (CPO)** of school with immediate effect. The CPO is to undertake regular monitoring of child safety aspects and recommend measures for improvement to me through school CWC.

#### **Measure Towards Implementation of POCSO Act**

6. The following measures are implemented at the school towards prevention of offences related to POCSO.

##### **6.1. Role of School Staff.**

6.1.1. All school staff especially teachers are to keep a close watch on cadets at all times and take note of any incidents or change in behaviour that can point towards POCSO incident.

6.1.2. Teachers during their class hours and during other interactions are to make effort to casual talk to cadets regarding issues they face and provide generic advice on the menace of sexual harassment.





**6.2. Role of House Masters/ Teachers/ Acad Staff.**

6.2.1. All House Masters/ teachers/ Acad staff to keep strict vigil on cadets for early identification of any POCSO related cases.

6.2.2. Undertake interview of all cadets under their charge at least twice in an academic year (preferably immediately after summer/ winter breaks) or as required and fill the cadet self-disclosure/ referral forms as promulgated vide SOP for Counselling by Sainik Schools Society.

6.2.3. Utilise the services of school counsellor whenever required to ascertain in depth any issues faced by cadets.

6.2.4. Take necessary action to understand any issues faced by cadets irrespective of their nature and level of seriousness.

**6.3. Role of School Counsellors.**

6.3.1. Undertake regular in classroom sessions for cadets regarding the menace of ragging/ bullying.

6.3.2. Undertake regular counselling sessions to identify possible cases related to POCSO and take necessary steps to curb the same, which includes reporting to higher authorities.

6.4. Act as a support structure to House Masters in discharging their duties to full efficiency.

**6.5. Role of Hostel Wardens.**

6.5.1. Monitor behaviour of cadets in hostels at all times.

6.5.2. Inform House Masters and other school authorities regarding any untoward incident noticed.

6.5.3. Take regular rounds during silent hours and ensure cadets are sleeping and are not involved in any unwanted activities.

**6.6. Advisory to Cadets.**

6.6.1. Do not involve in unnecessary hassling of any junior or peer and if done would be constituted as ragging/bullying vide Principal Ty Memo 01/25 dated 20 Jul 25 regarding Cadet Discipline.

6.6.2. Cadets to stay in their respective dormitories post NRC and prepare for sleep thereafter.

6.6.3. No cadet to venture into other dormitories for any purpose





after NRC.

#### 6.7. Other Measures.

- 6.7.1. POCSO e-Boxes in Academic block and mess area.
- 6.7.2. POCSO Posters in Academic Block and Mess Hostels.
- 6.7.3. Regular lectures on POCSO Act 2012 for Staff and Cadets
- 6.7.4. All cases of ragging/ bullying, even suspected cases, are to be immediately brought to the notice of Principal/ Vice-Principal, irrespective of the person identifying such cases.

### **Corporal Punishment**

7. The UN Committee on the Rights of the Child, in its General Comment No. 8 (2006), defines corporal or physical punishment as "any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light". According to the Committee, this mostly involves hitting ("smacking", "slapping", "spanking") children with the hand or with an implement (a whip, stick, belt, shoe, wooden spoon, or similar) but it can also involve, for example, kicking, shaking or throwing children, scratching, pinching, biting, pulling hair or boxing ears, forcing children to stay in uncomfortable positions, burning, scalding or forced ingestion (for example, washing children's mouths out with soap or forcing them to swallow hot spices). Non-physical forms of punishment that are cruel and degrading and thus incompatible with the Convention include, for example, punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

8. Corporal punishment violates children's right to respect for their human dignity and physical integrity, as well as their rights to health, development, education and freedom from torture and other cruel, inhuman or degrading treatment or punishment. States are obliged under international human rights law to prohibit corporal punishment in all settings, including the home. **Accordingly, all forms of Corporal Punishments, irrespective of being carried out by staff or student, are banned in this school.**

### **Action in case of POCSO Complaint**

9. Reporting of Incident. Section 21(1) of the POCSO Act, 2012 requires mandatory reporting of cases of child sexual abuse to the law enforcement





authorities, and applies to everyone including parents, doctors and school personnel. Failure to report a suspicion of child abuse is an offence under the Act. The legislation makes it clear that the reporting obligation exists whether the information was acquired through the discharge of professional duties or within a confidential relationship. Any private person who fails to report suspected child abuse, having acquired the information in the discharge of his or her professional responsibilities, commits a summary conviction offence. The POCSO Act, 2012 provides under Section 21(1) that any person, who fails to report the commission of an offence or who fails to record such offence shall be punished with imprisonment of either description which may extend to six months or with fine or with both. So I urge all staff members to be vigilant and exercise the provision in the act to take action for prompt reporting of all cases.

10. Immediate Notification. Towards reporting of incident, as first step notify the Principal and Vice-Principal of school immediately. File an immediate report with the local police station as mandated by the POCSO Act. Notify the local Child Welfare Committee (CWC) through their representative and facilitate necessary action, in accordance with their guidance and directive. **Admin Officer and Senior master to undertake necessary action to this end.**

11. Immediate Response. The POCSO committee of the school needs to undertake an immediate response as outlined below. **The school counselor to actively guide in this regard for appropriate action.**

11.1. Provide a safe and private environment for the child to speak. Listen without interrupting or showing disbelief.

11.2. Reassure the child that they did the right thing by speaking up and that they are not to blame.

11.3. Ensure the child is in a safe environment away from the alleged perpetrator. Document the child's account as accurately as possible.

11.4. Note the date, time, and location of the disclosure, and the names of any witnesses. Inform parent or local legal guardian.





12. Medical Examination. Undertake medical examination at Government Medical College, Chandrapur or nearest government medical facility in accordance with laid down laws, after obtaining consent from Parent or local legal guardian. **Admin officer and Nursing Assistant/ Female nursing staff to take necessary action.**

13. Internal Review and Action. If the accused is a staff member, place them on suspension pending outcome of the case. All concerned individuals are to cooperate fully with the police and other authorities during their investigation. Requisite documents or information to be supplied with prior approval of Principal. **POCSO committee to undertake an internal investigation**, while maintaining confidentiality and impartiality, in order to ascertain underlying issues. The committee to further recommend corrective measures to obviate future occurrences.

14. Effective Handling of Case. All concerned and involved personnel are to ensure that all information related to the case is kept confidential to protect the identity and dignity of the victim. Further, it emphasized to handle all interactions with the child and their family with sensitivity and respect.



(Ashwin Anupdev)

Captain (IN)

Principal

Case File No : SSCN/1015/ADM25-26

Dated : 07 Jan 26

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