



## OFFICE ORDER

B. K. BIRLA CENTRE  
FOR EDUCATION

From	The Principal	To	All Staff
Sub:	POCSO ACT COMMITTEE	Date	September 05, 2023
Ref:	Office Order – 009	Copy	HR Department

### Implementation of POCSO Act, 2012 for School Management and Staff

1. A school's Child Protection Policy is a statement that defines the school's commitment to safeguard children from harm and sexual abuse. It specifies the staff and others' responsibilities and roles in the protection of children.
2. The following staff members are nominated as members of POCSO Committee :-
  - (a) Dr Rajeev Kumar Chauhan – President
  - (b) Mrs. Kamakshi M. - Member
  - (c) Mrs. Deepika Saluja - Member
  - (d) Mrs. Sarita Mehta - Member
  - (e) Mrs. Lochan Bundela - Member
  - (f) Mr. Ashwani Kumar Lath - Member
3. **Aim & Responsibilities** - To protect children from sexual abuses by keeping safe environment for their studies. The committee have to go through the guidelines provided in POCSO Act – 2012 for School Management and Staff. Any complaint regarding safety of children primarily is to be investigated by committee and to be reported to the Local Police Station and School Management. The Committee shall, within a period of twenty four hours, intimate the emergency contact person, a responsible family member or guardian of the child. Schools must conduct background check & police verification for all staff members including contract employees. All employees to sign a copy of the terms and conditions related to child protection after they join the school. They must be provided with ID cards. Ensure children leave school only with parents or authorized personnel. Committee must keep an eye on internal vigilance with the help of immediate supervisors to the children.
4. A strict action is to taken against defaulters by the Committee as per the rules & guidelines of POCSO Act – 2012.
5. All incidents are to be reported to the Principal irrespective of their severity.

Dr. Rajeev Kumar Chauhan **B. K. BIRLA CENTRE FOR EDUCATION**  
Principal (SARALA BIRLA GROUP OF SCHOOLS)

Senior Secondary Residential School, Affiliated to Central Board of Secondary Education

(Affiliation No. 1130051, School Code. 30029, UDISE No. 27250917404)

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