



**Sreenidhi School**



## **SAFEGUARDING POLICY**

Approved by : Board of Directors  
Date Updated: May,2023  
Date : May,2025

## Table of Contents

I	What is a safeguarding policy? .....	3
II	Safer Recruitment Policy .....	5
III	Oversight of Safeguarding.....	6
IV	Staff conduct and student behaviour .....	7
V	External agencies and support.....	11
VI	Data Protection and Information Security .....	13
VII	Whistle blowing Procedures for Reporting Suspected Non-compliance with Safeguarding Practices .....	14
VIII	Security and Health & Safety Policy .....	15

## **I What is a safeguarding policy?**

Sreenidhi International School is one school. It encompasses two sections - an international school and a CBSE school. Both sections are part of Sreenidhi International School and share facilities, staff, and common term times. All policy documents are shared and used in each section, with some addendums to take into account the nature of sports coaching.

This policy document encompasses policies and procedures implemented to safeguard and protect students. The policies and procedures include: an explanation of how the school encourages students, staff, and parents to share safeguarding, health and safety, and security concerns; clear reporting lines for students, staff, and parents, and ways to escalate their concerns if necessary; and how the school responds to concerns and allegations when they are raised.

The safeguarding policy at Sreenidhi International School is critical to ensuring the safety and well-being of students. It outlines the procedures, guidelines, and responsibilities for protecting students from harm and promoting their welfare. The safeguarding policy covers a range of areas, including child protection, safeguarding against abuse and neglect, online safety, health and safety, and staff training.

Some key elements included in our safeguarding policy:

1. Child protection: clearly outline the procedures for identifying, reporting, and responding to suspected or disclosed cases of child abuse or neglect. This includes information on how to recognize signs of abuse or neglect, the process for reporting concerns to designated safeguarding leads or relevant authorities, and the steps that will be taken to investigate and respond to such reports.
2. Online safety: address online safety and provide guidelines for safe internet and technology use by students. This includes rules for acceptable use of school computers, devices, and networks, guidance on safe online behavior, measures for protecting against cyberbullying, and strategies for dealing with online safety incidents.
3. Staff training and recruitment: detail the requirements for staff training and development related to safeguarding, including mandatory training on child protection, online safety, and other relevant areas. This includes an outline of the procedures for staff recruitment, including background checks and vetting, to ensure that only suitable and safe individuals are employed in the school.
4. Risk assessments and health and safety: address health and safety concerns within the school environment, including conducting risk assessments for field trips in addition to on-campus requirements, maintaining safe premises, and implementing appropriate safety measures. This includes fire safety, first aid, and emergency evacuation procedures.
5. Reporting and record-keeping: outline the process for reporting and recording safeguarding concerns, including how incidents are documented and stored securely in

compliance with data protection laws. This includes maintaining confidentiality and sharing information only with relevant parties on a need-to-know basis.

6. Partnership with parents/carers and external agencies: emphasize the importance of working in partnership with parents/carers and external agencies, such as social services, law enforcement, and other relevant organizations, to ensure the safety and welfare of students. This includes procedures for communicating with parents/carers, involving external agencies in safeguarding cases, and coordinating multi-agency efforts.

7. Review and review: regular review and updating to reflect changes in legislation, best practices, and the school's specific needs. This includes conducting regular audits, seeking feedback from staff, students, and parents, and making necessary revisions to ensure the policy remains effective and up-to-date.

Our safeguarding policy depends on local laws, regulations, and school policies. It is in accordance with relevant guidelines and requirements, and ensures that all staff, students, and parents are aware of and understand the policy to promote a safe and inclusive learning environment for all students.

This policy document will include the following areas:

- definitions;
- [safer recruitment](#);
- staff conduct and student behaviour;
- [child protection policy](#): (reporting, managing and recording child safeguarding concerns and allegations of abuse; roles and responsibilities of staff, leaders and trustees to manage and oversee safeguarding; and the role of the CPO and child protection team; staff training, student education and parental engagement);
- peer-on-peer harassment and abuse (including but not limited to [bullying](#) and sexual harassment);
- [Online safety](#) (including any acceptable use policies);
- safeguarding in remote and blended learning environments;
- data protection and information security;
- whistleblowing procedures for when someone suspects that the school is not following good safeguarding practice;
- security [student](#) and [employee](#) health and safety

### Key definitions

- **Child Abuse**: a form of maltreatment of a child, which can be physical, sexual or emotional in nature. Neglect is a form of abuse and sexual exploitation is a form of sexual abuse. Somebody may abuse a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
- **Child protection**: is a term used to describe the ways in which individuals and institutions prevent and respond to physical, sexual and/or emotional harm and abuse of children by adults or other children.
- **Child Protection Officer (CPO)**: A member of staff appointed to take lead responsibility for safeguarding (including child protection) in school.

- **Child safeguarding:** A broad term used to describe the ways in which individuals and institutions promote the well-being of students and protect them from physical, sexual and/or emotional harm and abuse. This includes but is not limited to child protection.
- **Peer on peer abuse:** the 'physical, sexual, emotional and financial abuse, and coercive control, exercised within young people's relationships, including their intimate relationships, friendships and wider peer associations.'

## II Safer Recruitment Policy

The safer recruitment policy is critical to ensure the safety and well-being of students, as well as to prevent any potential incidents of abuse or misconduct. At Sreenidhi we address safer recruitment through:

1. **Comprehensive Background Checks:** we conduct thorough background checks for all employees, including teachers, administrators, and support staff. This should include verifying their educational qualifications, employment history, criminal record checks, and reference checks from previous employers or colleagues.
2. **Child Protection Training:** All employees, including teaching and non-teaching staff, undergo comprehensive child protection training to raise awareness about child abuse, the signs of abuse, and how to report concerns. This training should be provided regularly and should be a mandatory requirement for all staff. ECIS online training is provided for all staff, plus in-house sessions provided by the CPO to teachers and support staff.
3. [Code of Conduct](#) : we have a written code of conduct that outlines the expected behaviour and professional standards for all staff. This includes guidelines on appropriate boundaries, communication with students, use of technology, and social media usage, as well as consequences for violating the code of conduct. Much of this is addressed via the [Staff Handbook](#).
4. **Stringent Interview Process:** we have a rigorous interview process that includes multiple rounds of interviews, and for leadership positions also includes conducting interviews with students and parents. This can help assess the suitability of candidates and identify any potential red flags.
5. **Reference Checks:** Three professional references are checked for all potential employees to verify their employment history, performance, and conduct in previous roles. This can help identify any past incidents of misconduct or red flags.
6. **Written Safeguarding Policies:** written safeguarding policies in place that clearly outline the procedures for reporting and responding to allegations of abuse or misconduct. This includes the designated reporting channels, the steps for investigating allegations, and the consequences for substantiated findings.
7. **Ongoing Monitoring:** we implement regular monitoring and supervision of staff to ensure compliance with the code of conduct and safeguarding policies. This includes classroom observations, performance evaluations, and periodic reviews of employees' adherence to policies and procedures.

8. Collaborative Partnerships: we have established collaborative partnerships with local law enforcement agencies, child protection organizations, and other relevant stakeholders to ensure effective coordination and response in case of any safeguarding concerns or incidents.

### III Oversight of Safeguarding

Sreenidhi International School has appointed the Executive Director as the Board member responsible for overseeing the safeguarding process, via the Head of School. This governance role has ultimate responsibility for well-being and child safeguarding. The role-holder is aware of the legal, ethical, and cultural expectations and requirements regarding child abuse in India and the state of Telangana.

The Head of School leads the school safeguarding committee which meets monthly. Members of the safeguarding committee include: Head of School; Principal - Academics (Sports School); Pastoral and Wellbeing Coordinator, Counsellor; Nurse; CPO; Senior Manager Operations; Head of HR; Character and Values Coordinator; plus two teachers.

PSG (Parent Support Group) are to be invited to adopt an advisory role in addressing safety and wellbeing, according to individual expertise.

This committee keeps the school risk register updated and addresses issues as and when they arise. A report (described below) is prepared each month and discussed at the monthly Exec Board meetings, reporting directly to the Executive Director and the rest of the Board. Responsibility lies with the Head of School and the Executive Director to address issues and mitigate any concerns with appropriate actions. The Head of School is ultimately responsible for the management of safeguarding in school and the implementation of the safeguarding policies. Although much of the work is delegated to members of the committee like the CPO. The Head of School has oversight of the process and takes steps to satisfy themselves that the process is working.

#### Role of the Exec Board

The Sreenidhi International School [Exec Board](#) is ultimately responsible for the way in which we safeguard young people from harm. It oversees and manages the school's strategic safeguarding risks. In order to carry out these responsibilities effectively, the Exec Board:

- has appointed the Executive Director to take leadership responsibility for the school's safeguarding arrangements
- receives and reviews a log setting out quantitative data in relation to the number of child protection related matters we have received.
- oversees the safeguarding [risk register](#) which provides a high-level summary of the different safeguarding risks facing our students; and the risks to the school that may result from its safeguarding work
- receives and reviews a written report from the CPO on at least an annual basis.
- has safeguarding as a standing item on the agenda of every Board meeting.
- ensures that all staff know that safeguarding is everyone's responsibility and that all staff know who the designated safeguarding staff are.

The Executive Director oversees and manages strategic safeguarding risks as they apply to the board's overall responsibility to oversee governance responses, communication and liability of the institution. All Exec Board members receive some child protection/safeguarding training, with more detailed and additional training for the Executive Director. Training is provided online by CIS. New Exec Board members receive child safeguarding training as part of their induction.

### Safeguarding Report to the Board

The monthly safeguarding [report](#) to the Exec Board follows this structure:

- Substantial issues of which the Board need to be aware
- Quantitative data and any commentary
- Safeguarding [risk register](#)
- Commentary highlighting key issues in quantitative data/risk register that the Board should be aware of where necessary
- Policy approval where relevant
- The Head of School is the direct reporting line from the CPO to the Exec Board and this report is completed by the CPO or safeguarding committee and reported on during every Exec Board meeting.

The Exec Board receives and monitors a summary of key safeguarding risks so that they understand what the risks are. The Exec Board maintains the safeguarding [risk register](#) which sets out:

- ❖ key safeguarding risks facing their students - for example, mental health, self-harm, bullying, sexual harassment etc. any review of anonymised concerns segregated thematically feed into this, as would insight from any CPO and counsellors;
- ❖ key strategic, legal, reputational and/or financial risks related to safeguarding - for example, the financial implications of new safer recruitment checks, any legal exposure in not having the right policies, training or insurance in place.

The Child Protection Officer (CPO) is a crucial role that is held by a person with a depth of CIS and other training, and is knowledgeable of local and national legal requirements. The CPO is a middle-level or senior leader in the school so that they have sufficient seniority to affect change. Given the sensitive nature of the role, the CPO is trusted and respected by members of staff, the Exec Board, the parent community and external partners. This position is currently held by the Dean of Students.

## **IV Staff conduct and student behaviour**

Staff conduct and student behaviour is laid out in the [SIS code of conduct](#), [Behaviour Policy](#), [Staff Handbook](#) and the [Student and Parent Handbook](#) to establish clear expectations and standards for both staff and students, promote a positive and safe learning environment, and prevent incidents of misconduct or inappropriate behavior.

1. Code of Conduct for Staff: A written code of conduct outlines the expected behaviour and professional standards for all staff, including teachers, administrators, and support staff. This includes guidelines on professional integrity, confidentiality, communication, relationships with students and colleagues, use of technology, and social media usage.



2. Reporting Procedures ( [Child Protection policy](#) page no 11): Staff are informed about the procedures for reporting any concerns or incidents related to staff conduct or student behavior. This should include clear channels for reporting, such as designated personnel or reporting mechanisms, and the steps for handling and addressing reported concerns or incidents in a timely and appropriate manner.

- Any safeguarding concerns about students must be reported to the CPO.
- Wellbeing concerns about students must be reported to the school counselor
- Any allegations of abuse against adults in school must be reported to the Head of School
- Any low-level concerns about adults in school must be reported to the CPO or Head of School
- Any allegation of abuse against the Head of School must be reported to the Safeguarding Trustee (Executive Director)

3. Child Protection and Safeguarding: Staff are trained on child protection and safeguarding policies, including identifying and reporting signs of abuse or misconduct, maintaining appropriate boundaries with students, and responding to disclosures from students. Staff should also be aware of their legal obligations and responsibilities in relation to child protection and safeguarding. This training includes ECIS online training and in-house sessions with the CPO. CIS workshops are also available.

4. Professionalism and Ethical Behavior: Staff are expected to demonstrate professionalism and ethical behavior at all times, including maintaining appropriate relationships with students, adhering to school policies and procedures, and upholding the values and ethos of the school.

5. Student Behaviour Expectations: Student behavior policies outline the expected behavior for students, including rules and regulations related to conduct, respect for others, attendance, punctuality, use of school facilities and resources, and consequences for violating the behavior expectations. This is all laid out in the Student and Parent Handbook.

6. Disciplinary Procedures: The Student and Parent Handbook outlines the procedures for addressing and managing incidents of student misconduct, including the consequences for violating the behavior expectations, such as warnings, coloured reports, sanctions, or disciplinary actions.

7. Bullying and Harassment Prevention: The pastoral and homeroom programmes address the prevention of, and addressing of bullying, harassment, discrimination, and other forms of inappropriate behavior among students, as well as the procedures for reporting and investigating such incidents. Additionally the Student and Parent Handbook clarifies expectations.

8. Consistent Enforcement: Teachers understand the need for consistent enforcement of staff conduct and student behavior expectations, with clear consequences for violations, and should ensure that all staff members are held accountable for their conduct and behavior.

9. Multicultural Sensitivity: We emphasize the importance of cultural sensitivity and respect for diversity in staff conduct, considering the diverse backgrounds and cultures of students and staff in our context.



## Peer-on-Peer Harassment and Abuse - Bullying and Sexual Abuse

Sreenidhi International School is committed to providing a safe and inclusive learning environment where all students are treated with respect and dignity. We recognize that peer-on-peer harassment and abuse, including bullying and sexual abuse, can have a detrimental impact on the well-being, mental health, and academic performance of students. Therefore, our policy document outlines the school's approach to preventing, addressing, and responding to incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse, in accordance with local laws and regulations, and international best practices.

For the purpose of this policy, the following definitions apply:

1. **Bullying**:: Bullying is defined as the repetitive and intentional use of power or aggression, whether verbal, physical, or psychological, to harm, intimidate, or isolate an individual or group. It can occur in various forms, including physical, verbal, social, and cyberbullying.
2. **Sexual Abuse**: Sexual abuse is defined as any sexual act or behaviour, whether physical or verbal, that is not acceptable, inappropriate, or harmful, and can include sexual harassment, assault, exploitation, or coercion.

Sreenidhi International School Policy Statement:

1. **Prevention**: We are committed to creating a positive and inclusive school culture that promotes respectful relationships, empathy, and understanding among students. We will implement preventive measures, including education and awareness programs, to promote mutual respect, tolerance, and understanding, and to prevent incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse.
2. **Reporting Procedures**: Students, staff, and parents are encouraged to report any incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse, to designated school personnel or through established reporting mechanisms. Reports will be treated with confidentiality, and no student or staff member will be retaliated against for reporting in good faith.
3. **Investigation and Response**: We will promptly investigate all reported incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse, in a fair, impartial, and thorough manner. Appropriate disciplinary action will be taken against the perpetrator(s) in accordance with school policies and local laws, and support will be provided to the victim(s) and affected parties.
4. **Support for Victims**: We are committed to providing support to victims of peer-on-peer harassment and abuse, including bullying and sexual abuse. This includes access to counseling, medical support, and other necessary services. The school will take steps to protect the privacy and confidentiality of victims and will work with relevant authorities, as appropriate, to ensure the safety and well-being of the victim(s).
5. **Education and Awareness**: We provide education and awareness programmes for students, staff, and parents/guardians on the prevention of peer-on-peer harassment and abuse, including bullying and sexual abuse. This includes teaching students about respectful

relationships, self-advocacy, and reporting procedures, as well as providing training for staff on identifying and addressing incidents of peer-on-peer harassment and abuse.

6. Collaboration with Stakeholders: We work in collaboration with parents, students, staff, and relevant stakeholders, including local authorities and community organizations, to prevent and address incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse. This may include regular reviews of the policy and its implementation, and the involvement of relevant stakeholders in the development of preventive measures and response strategies.

7. Confidentiality and Privacy: We ensure that all reported incidents of peer-on-peer harassment and abuse, including bullying and sexual abuse, are treated with confidentiality and privacy, in accordance with applicable laws and regulations. Information related to such incidents will be shared on a need-to-know basis and will be treated with confidentiality.

### **Non-discrimination policy**

At Sreenidhi International School, we are committed to creating a safe, welcoming, and inclusive environment for all students, regardless of their race, ethnicity, gender identity, sexual orientation, religion, nationality, or any other characteristic. Discrimination in any form is not tolerated, and we have a zero-tolerance policy for any discriminatory behavior.

A diverse student body is an essential component of experiential education. Students are most able to understand, appreciate, and respect differences in a setting that includes these differences. Sreenidhi International School seeks a diverse community in order to fulfill its mission to provide a strong, humanistic education for all students in order for them to become caring individuals who contribute to the world in meaningful ways.

Sreenidhi International School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Our school policy includes the following guidelines:

1. All students, staff, and faculty are expected to treat each other with respect and dignity at all times. Discrimination, harassment, or bullying of any kind will not be tolerated.
2. All school activities and programs will be designed and implemented in a way that is inclusive of all students, regardless of their backgrounds. We will strive to provide equal opportunities for all students to participate and excel in academic, athletic, and artistic pursuits.
3. We will provide support and resources to any student who has experienced discrimination, harassment, or bullying, and will take swift and appropriate action to address any incidents of discrimination that are reported to us.

4. Our curriculum will be designed to be culturally responsive, and will include diverse perspectives and experiences from around the world. We will provide opportunities for students to learn about and appreciate different cultures, religions, and languages.
5. We will actively recruit and retain a diverse staff and faculty, and will provide professional development opportunities to support their cultural competency and ability to work with students from diverse backgrounds.

We believe that creating an inclusive and welcoming environment is not only the right thing to do, but it is also essential for the success of our students. We are committed to working towards this goal every day, and we invite all members of our community to join us in this effort.

## V External agencies and support

Sreenidhi International School refers cases to external agencies when either expertise or resources at school are insufficient to meet the needs of the child or adult in question. Relationships have been developed over time with hospitals, psychologists, cyber-police, police, therapists and more. Each is called upon as and when needed, or families advised to arrange a meeting. They also deliver talks at school to students, teachers and parents. A non-exhaustive list of agencies is below:

Type of service	Name of provider or agency	Contact details
Medical	<a href="#">Click here for hospital names</a>	<a href="#">Click here for hospital names</a>
Cyber Police-Helpline		1930( Tollfree number) <a href="https://cybercrime.gov.in/">https://cybercrime.gov.in/</a>  Complain portal <a href="https://cybercrime.gov.in/webform/crmcondi.aspx">https://cybercrime.gov.in/webform/crmcondi.aspx</a>
Organization for child support	Right Side Story	<a href="https://rightsidestory.com/">https://rightsidestory.com/</a>

### Online Safety and Acceptable Use of technology policy

Sreenidhi International School recognizes the importance of online safety in the digital age and is committed to providing a safe and responsible online learning environment for all students, staff, and stakeholders. This policy outlines the school's approach to online safety and acceptable use of technology, including computers, networks, and the internet, in accordance with local laws and regulations, and international best practices.

Policy Statement:

1. Online Safety Education: We provide age-appropriate education and training programmes to students, staff, and parents on online safety, including responsible and safe use of

technology, digital citizenship, and online privacy. This includes information on cyberbullying, online predators, phishing, plagiarism, and other potential risks and responsibilities associated with online activities.

2. Acceptable Use Policy: We have established an [Acceptable Use of technology policy](#) (AUP) that outlines the rules and guidelines for the use of technology and the internet in the school premises and for school-related activities. This AUP will be communicated to all students, staff, and parents/guardians, and will include provisions related to appropriate online behavior, responsible use of personal devices, protection of personal information, and consequences for violations of the AUP.

3. Filtering and Monitoring: We implement appropriate filtering and monitoring measures to ensure that access to online content is restricted to age-appropriate and educational resources, and to prevent access to harmful or inappropriate content. Monitoring of online activities may be conducted to ensure compliance with the AUP and to detect and prevent potential online safety risks. The school provides chromebooks to students and this helps us to safeguard them with respect to content outside the school campus as well.

4. Privacy and Data Protection: We ensure that students' personal information, including online activities and communications, are protected in accordance with applicable privacy laws and regulations. The school takes appropriate measures to safeguard students' personal information and will educate students, staff, and parents/guardians on the importance of protecting personal information online. The policy on data protection is based on the PDP( Personal data protection) Bill of India.

5. Reporting and Response: Students, staff, and parents/guardians are encouraged to report any incidents of online safety concerns, including cyberbullying, inappropriate content, or online harassment, to designated school personnel or through established reporting mechanisms. The school will promptly investigate and respond to such reports in a fair, impartial, and thorough manner, and appropriate actions will be taken, including disciplinary action, as necessary.

6. Digital Citizenship: We promote responsible digital citizenship among students, staff, and parents/guardians. This includes fostering a culture of respect, tolerance, and empathy online, and teaching students about their rights and responsibilities in the digital world, including ethical use of technology, digital footprints, and online communication.

7. Professional Development: We provide regular professional development opportunities for staff to enhance their knowledge and skills related to online safety, digital citizenship, and responsible use of technology. Staff are trained on identifying and addressing online safety concerns, and will serve as role models in promoting responsible online behavior among students.

8. Partnerships with Parents: We work in partnership with parents to promote online safety and responsible use of technology. This includes regular communication and collaboration with parents on online safety education, reporting mechanisms, and strategies for promoting responsible online behavior at home and in the school community.

## **VI     Data Protection and Information Security**

Sreenidhi International School recognizes the importance of protecting the privacy and security of personal information in accordance with applicable laws and regulations, including data protection and privacy laws. This policy outlines the school's approach to data protection and information security, and provides guidelines for the collection, use, storage, and disclosure of personal information in the school's operations and activities.

### **Policy Statement:**

1. **Data Collection and Use:** We collect and use personal information of students, staff, parents/guardians, and other stakeholders only for legitimate and lawful purposes, and in accordance with applicable laws and regulations. Personal information will be collected only with consent, and will be used only for the purposes for which it was collected, such as for educational, administrative, and communication purposes.

2. **Data Storage and Security:** We implement appropriate technical, organizational, and physical security measures to protect personal information from unauthorized access, use, disclosure, alteration, and destruction. Personal information will be stored securely and will be accessible only to authorized personnel who have a legitimate need for accessing such information for the performance of their duties.

3. **Data Sharing and Disclosure:** We do not disclose personal information to third parties, except as required by law or with consent, or as necessary for the legitimate purposes for which the information was collected, such as for educational or administrative purposes. We ensure that any third-party service providers or partners who handle personal information on behalf of the school comply with applicable data protection and privacy laws.

4. **Data Retention and Disposal:** We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Personal information that is no longer needed or relevant will be securely disposed of in accordance with applicable laws and regulations.

5. **Data Subject Rights:** We respect the rights of data subjects, including the rights to access, rectify, delete, and restrict the processing of their personal information, as provided by applicable data protection and privacy laws. Data subjects may exercise their rights by contacting the designated data protection officer or school personnel.

6. **Data Breach Response:** We implement procedures for detecting, responding to, and mitigating data breaches or security incidents involving personal information. In the event of a data breach or security incident, we promptly assess the situation, take appropriate steps to contain the breach or incident, and notify affected individuals and authorities, as required by applicable laws and regulations.

7. **Data Protection Officer:** We designate a Data Protection Officer (DPO) who is responsible for overseeing and ensuring compliance with this data protection and information security policy, as well as applicable laws and regulations. The DPO serves as the primary point of contact for data subjects, staff, and authorities regarding data protection and privacy matters.

8. Data Protection Education: We provide education and training programmes to staff, students, and parents on data protection and information security, including the importance of protecting personal information, understanding data subject rights, and identifying and responding to data breaches or security incidents.

## **VII Whistle blowing Procedures for Reporting Suspected Non-compliance with Safeguarding Practices**

1. Reporting Channel: We encourage all staff, students, parents, and stakeholders to report any suspected non-compliance with safeguarding practices through an established and confidential reporting channel. In this case the channel is through the email: [safeguarding@sis.edu.in](mailto:safeguarding@sis.edu.in) This reporting channel is communicated to all stakeholders and shown on the school's website. The recipients of this email are: HoS, CPO, Counsellor and Pastoral & Wellbeing Coordinator.

2. Confidentiality: We ensure that all reports of suspected non-compliance with safeguarding practices are treated with confidentiality and will protect the identity of the whistleblower to the extent possible, unless required by law or necessary for the investigation and resolution of the reported concern.

3. Non-Retaliation: We prohibit any form of retaliation or adverse action against whistleblowers who report suspected non-compliance with safeguarding practices in good faith. Any act of retaliation against a whistleblower will be considered a serious violation of school policy and may result in disciplinary action, up to and including termination of employment.

4. Investigation and Resolution: We promptly investigate and take appropriate action upon receiving reports of suspected non-compliance with safeguarding practices. The investigation is conducted in a fair, impartial, and objective manner, and involves interviewing relevant parties, gathering evidence, and seeking external expert advice, as necessary. The outcome of the investigation and any subsequent actions taken will be communicated to the whistleblower, to the extent possible and permitted by law.

5. Escalation: If a whistleblower is not satisfied with the outcome or resolution of their reported concern, they may request further escalation to a higher level of management, the board of directors (Executive Director), or an external regulatory authority, as applicable. We provide guidance and support to whistleblowers who wish to escalate their concerns, and will ensure that no whistleblower is retaliated against for seeking further escalation.

6. Protection of Children: We take immediate and appropriate action to protect the safety and well-being of children involved in any reported concern or investigation, including notifying relevant authorities and taking steps to prevent further harm or risk to children.

7. Record Keeping: We maintain records of all reported concerns, investigations, and actions taken in accordance with applicable laws and regulations, and ensure that such records are securely stored and accessible only to authorized personnel.

## VIII Security and Health & Safety Policy

1. General Statement: Sreenidhi International School is committed to providing a safe and secure environment for all staff, students, parents, and visitors. The school recognizes the importance of maintaining high standards of security and health & safety to protect the well-being of its community.

2. Risk Assessment: We conduct regular risk assessments to identify potential security and health & safety risks in and around school premises, including buildings, grounds, facilities, transportation, and other areas. Risk assessments may be conducted by trained personnel or external experts, and the findings will be documented and used to implement appropriate measures to mitigate identified risks.

3. Security Measures: We implement security measures, which may include but are not limited to:

- Access control measures, such as controlled entry points, visitor management systems, and ID card systems.
- Intruder response - the school acts quickly to protect students according to the [policy](#) when an intruder evades security, barriers or fences.
- CCTV surveillance in appropriate areas for monitoring and recording purposes.
- Regular security patrols and checks to ensure the safety and security of school premises and facilities.
- Emergency preparedness and response plans, including drills and training for staff and students.
- Collaboration with local law enforcement and other relevant authorities to enhance security measures.

4. Health & Safety Measures: We implement health & safety measures, which may include but are not limited to:

- Compliance with local health & safety regulations and guidelines.
- Regular inspections of school premises, facilities, equipment, and transportation to identify and address any potential health & safety hazards.
- Implementation of health & safety policies and procedures, including emergency evacuation plans, first aid protocols, and risk assessments for school activities and events.
- Provision of appropriate training and resources to staff, students, and parents/guardians to promote health & safety awareness and practices.
- Collaboration with local health authorities and other relevant organizations to ensure compliance with health & safety requirements.

5. Incident Reporting and Response: We have established clear procedures for reporting and responding to security and health & safety incidents. Staff, students, parents, and visitors are encouraged to report any security or health & safety concerns promptly to designated personnel. The school responds to reported incidents in a timely and appropriate manner, including conducting investigations, implementing corrective measures, and providing support to affected individuals.



6. Communication and Education: We communicate security and health & safety policies, procedures, and guidelines to all staff, students, parents/guardians, and visitors. Training programs, workshops, and educational materials may be provided to promote awareness and understanding of security and health & safety practices. Regular reminders and updates on security and health & safety matters are shared through email, website, and social media.