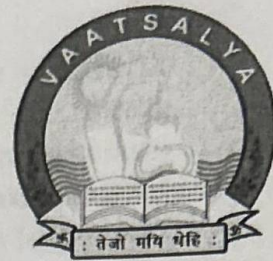




VAATSALYA SCHOOL

Kakrakhadi, Boriya Talav-Lodha Faliya Road
Village-Magarwada, Moti Daman-396220.
Affiliated to Central Board of Secondary
Education Affiliation No.3130004

Email- vaatsalyaoffice@gmail.com Mob:7874110765



U-DISE 25020102613

No. VS/Office Order/1-2026-27/002

02.04.2026

OFFICE ORDER

Consequent upon the policy decision of the School Management, the following **Anti Sexual Harassment Committee** is hereby constituted for the academic session **2026-27**.

The Committee shall perform its assigned duties and responsibilities with utmost diligence for the smooth functioning and overall development of the school and the welfare of its students.

The Committee shall remain in force for the academic session **2026-27**. The Principal/School Management reserves the right to make changes in its composition, including addition or replacement of members, as and when required.

The roles and responsibilities of the Committee and its members are annexed herewith.

LIST OF ANTI SEXUAL HARASSMENT COMMITTEE

Sr. No.	Committee Member	Designation	Roll
1.	Mr. A. Subba Rao	In-charge Principal	Chair Person
2.	Mrs. Monika Mehta	Academic Co-ordinator	Teacher Representative
3.	Mr. Govindas Yogi	Teacher	Teacher Representative
4.	Mrs. Jeba Nadar	Teacher	Teacher Representative
5.	Ms. Drashti Gosavi	School Counsellor	Counsellor
6.	Mrs. Dipexa Pardikar	Admin	Non-Teaching Staff
7.	Mr. Shaun Sebastian	Head Boy	Senior Male Student Representative
8.	Ms. Prapti Ammananda	Head Girl	Senior Female Student Representative

The Committee shall perform the following functions:

1. Child Protection

Ensure that every child has a **safe, protective and child-friendly environment** in the school.

2. Awareness & Sensitisation

Conduct regular awareness programmes for:

- Students
- Teachers
- Non-teaching staff
- Parents
- Security and support staff

The programmes shall cover **good touch/bad touch, personal safety, safe and unsafe situations, reporting mechanisms, online safety and prevention of sexual abuse**.

CBSE has specifically advised schools to make teachers, management and employees aware of their duties under the POCSO Act and to conduct in-house sensitisation/induction programmes.

3. Complaint/Reporting Mechanism

The school shall provide a clear mechanism through which a child, parent, teacher or staff member can report a concern.

4. Immediate Action on a Report

On receiving information regarding a suspected POCSO offence, the school shall:

- Take the information seriously.
- Ensure the immediate safety of the child.
- Inform the Principal/Nodal Officer without unnecessary delay.
- Follow the **mandatory reporting requirements under Section 19 of the POCSO Act.**
- Cooperate with the police/competent authorities.
- Arrange appropriate medical/counselling support where required.
- Maintain confidentiality and protect the child's privacy.
- Avoid conducting an informal investigation/interrogation of the child.

The school/Committee should **not attempt to settle a suspected POCSO offence internally** or suppress the matter. The statutory reporting requirements under the Act must be followed.

5. Protection of the Child

The Committee shall ensure that:

- The child is treated with dignity and sensitivity.
- The child is not blamed or intimidated.
- The child's identity and personal information are protected.
- Unnecessary questioning of the child is avoided.
- The child is protected from further contact with an alleged offender as appropriate and lawful.
- Appropriate counselling and support are facilitated.

6. Staff Awareness

All teaching and non-teaching staff shall be sensitised regarding:

- POCSO Act, 2012
- Child protection
- Recognising signs of abuse
- Mandatory reporting
- Appropriate professional boundaries
- Safe interaction with children
- Online/digital safety

7. School Premises Safety

The Committee shall periodically review child-safety arrangements in:

- Classrooms
- Corridors
- Staircases
- Laboratories
- Library
- Playground
- Entry and exit points
- Other common areas

8. Record Keeping

The Nodal Officer/Member Secretary shall maintain confidential records of:

- Committee constitution/order
- Meetings
- Awareness programmes
- Staff sensitisation/training
- Student awareness activities
- Complaints/reports received
- Action taken
- Referrals and follow-up, where applicable

9. Review Meetings

The Committee shall meet at least once every quarter and additionally whenever required.

The Committee shall review:

- Child-safety arrangements
- Awareness activities
- Staff sensitisation
- Reporting mechanism
- Safety concerns
- Implementation of corrective measures

10. Display of Information

The school shall prominently display the Anti Sexual Harassment Committee members and contact details on the school notice board and school website, as required by CBSE directions.



Principal
Vaatsalya School
Daman.

Copy to:

1. Chairperson/Management
2. All Anti Sexual Harassment Committee Members
3. All Teaching Staff
4. All Non-Teaching Staff
5. School Notice Board
6. School Website
7. School Office/Anti Sexual Harassment Committee Record File

Principal
Vaatsalya School
Daman.

Manager,
Vaatsalya School,
Daman