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CADET COLLEGE HASANABDAL UNIFIED CHILD PROTECTION AND SAFEGUARDING POLICY

1. **Introduction.** The policy has been designed ensuring the international standards of child protection are secured, including developing clear protocols, safer recruitments, valuing student voices by encouraging active participation in safe guarding practices.
2. **Purpose.** This policy serves to protect the safety, dignity, and well-being of all students and to provide clear guidance for staff and students on identifying, reporting, and responding to child abuse, sexual misconduct, and harassment. It acts both as an educational tool and a procedural guideline for the college community.
3. **Aims and Objectives:-**
 - a. Ensure a safe, respectful, and supportive environment for all students.
 - b. Raise awareness among staff and students about child protection, boundaries, and abuse.
 - c. Provide a systematic response to suspected or reported cases of abuse, harassment, or misconduct.
 - d. Ensure **zero tolerance** towards any form of sexual abuse, harassment, neglect, or exploitation.
 - e. Maintain confidentiality and safeguard the rights and dignity of both the accuser and accused
4. **Scope.** This policy applies to:
 - a. All enrolled students.
 - b. All staff (teaching, administrative, hostel, and support).
 - c. All physical and digital environments under college jurisdiction.
5. **Definitions.** Child Abuse includes:
 - a. **Physical Abuse:** Hitting, shaking, burning, poisoning, etc.
 - b. **Emotional Abuse:** Bullying, intimidation, ridicule and isolation
 - c. **Neglect:** Failure to provide basic physical or emotional care.
 - d. **Sexual Abuse:** Any sexual activity with a child, including inappropriate touching, exposure, or coercion.
 - e. **Sexual Misconduct and Harassment:-**
 - (1) **Sexual Misconduct.** Any sexual advances, gestures, touching, or behavior involving power imbalance.
 - (2) **Sexual Harassment.** Verbal, non-verbal, or physical acts of a sexual nature that make others feel uncomfortable, threatened, or humiliated.

6. **Prevention and Education:-**
- a. **Digital Safeguarding.** All students and staff must use digital platforms responsibly, avoid sharing or accessing inappropriate content, protect personal data and privacy, and immediately report any cyber bullying, harassment, or suspicious online activity.
 - b. **Training & Awareness:** Regular workshops and orientations on protection, boundaries, and respectful behavior.
 - c. **Do and Don'ts for Staff:-**
 - (1) Maintain professional boundaries.
 - (2) Avoid being alone with students unnecessarily.
 - (3) Handle information sensitively and respectfully.
 - (4) Play your role in early detection by noting signs of concern.
 - (5) Keep HM in the loop right from the start.
 - (6) Report concerns without delay.
 - b. **Do and Don'ts for students:-**
 - (1) No bullying, physical or verbal abuse.
 - (2) No inappropriate touching, harassment, or sharing of sexual content.
 - (3) Respect personal space, privacy, and the dignity of others.
 - (4) Protect yourself and your peers physically, and emotionally at all times.
 - (5) Inform your WC, HM or another responsible person immediately.
 - (6) No unauthorized room entry, bed-sharing, or exposure of bodies sexually suggestive talk or actions.
 - (7) Play your role in early detection by noting signs of concern.
 - c. **Sign of concern may include:-**
 - (1) Changes in behavior or emotional state.
 - (2) Fear of certain individuals or settings.
 - (3) Physical injuries without explanation.
 - (4) Unexplained discomfort, distress, Isolation, depression, or inappropriate interaction and curiosity about sexual matters.
7. **Reporting and Response Procedure (5Rs):-**
- a. **Recognize:** Any sign of discomfort, secrecy, distress, or inappropriate interaction is taken seriously.
 - b. **Respond:** Staff remains calm, listen without judgment, and offer reassurance to the students.
 - c. **Report:** Immediate escalation to the **Designated Safeguarding Lead (DSL)** or Principal; mandatory for staff.
 - d. **Record:** Factual, dated, and confidential notes maintained securely.
 - e. **Refer:** Serious cases may involve medical, psychological support.
8. **Reporting and Response Structure:-**
- a. Any cadet or staff who becomes aware of any misconduct must inform the HM who is then responsible for taking the matter to the administration for investigation and/or disciplinary action. If for some reason HM cannot be informed, any responsible and reachable person including the WC, House

Staff and any teacher or wellbeing counselor, may be informed who will now be responsible for taking the matter to the administration while confidentiality and providing protection to all concern parties as described in related para below.

- b. Parental Involvement: After the initial inquiry, and once relevant facts have been established, concerns and potential challenges may be communicated to the parents/guardians. This will be done with utmost sensitivity and in strict adherence to ethical protocols, ensuring that the rights, dignity, and confidentiality of all parties involved are preserved.

9. **Investigation and Disciplinary Action:-**

- a. Protective steps (e.g., supervision, separation) may be taken during the investigation.
- b. Investigations follow due process with fairness and care.
- a. **Disciplinary actions may include:-**
 - (1) Counseling or behavioral interventions.
 - (2) Formal warnings or apologies
 - (3) Suspension or expulsion.

10. **Support for Victims:-**

- a. Access to trained wellbeing counselors for emotional and psychological support.
- b. Medical care as needed.
- c. Ongoing support and monitoring to help the students reintegrate safely into school and hostel life.

11. **Confidentiality and Documentation:-**

- a. All disclosures and investigations are documented factually and securely.
- b. Information is only shared with those directly involved in the resolution process.
- c. Anonymity of whistleblowers and protection of all involved parties is strictly upheld.

12. **Regular Trainings.** To raise awareness to ensure safe environment for all students, trainings will be held for all students and staff member.

13. **Monitoring and Review:-**

- a. This policy is reviewed annually or after any significant incident.
- b. Feedback from staff and students will be used to refine practices.

14. **Conclusion.** Every adult in Cadet College Hasanabdal has a duty to ensure the safety, dignity, and protection of all students. By fostering a culture of awareness, trust, and accountability, we uphold the values of integrity and compassion at the heart of our institution.

This SOP has been revised and approved by the Principal vide OAS MS CCH25100002340, hence does not require signatures.
