

Standard Operating Procedure (SOP)
Child Protection Committee (CPC)

1. Objective

In compliance with the *Protection of Children from Sexual Offences (POCSO) Act, 2012*, and in alignment with the *CBSE Child Protection Guidelines*, this SOP outlines the structure and functioning of the **Child Protection Committee (CPC)** at The Deens Academy.

The purpose of the CPC is to ensure the safety, security, and overall well-being of all students within the school premises.

2. Composition of the Committee

Sl. No.	Name	Designation
1	Mrs. Shanthi Menon	Principal
2	Mrs. Sita Nanduri	Vice Principal
3	Mrs. Niranjana Devanathan	Deputy Vice Principal
4	Ms. Sama Adil	School Counsellor

3. Operating Process

a. Reporting

- Any **student, parent, or staff member** may report incidents or concerns related to abuse, harassment, or any unsafe conditions.
- Reports can be made:
 - Via email** to the designated CPC email ID
 - In person** to any CPC member
 - Through the confidential reporting box** located on the school campus

b. Review and Action

- The CPC reviews every complaint **within 48 hours** of receipt.
- All cases are handled with **strict confidentiality** and sensitivity.
- Appropriate **action is taken** in accordance with school policies and relevant legal frameworks.

c. Support and Follow-Up

- The **School Counsellor** provides emotional and psychological support to the affected student.
- The committee ensures **continuous monitoring and follow-up** until the matter is satisfactorily resolved.

4. Commitment

The Deens Academy is committed to fostering a **safe, secure, and nurturing environment** for all students. The school pledges to uphold the principles of child protection and ensure that every child feels respected, protected, and valued.

We hereby submit the above details for your kind records and assurance.


Mrs. Shanthi Menon
Principal
The Deens Academy

