



HVB GLOBAL ACADEMY
SAFE SCHOOL FRAMEWORK
Child Protection, Safeguarding & POSH Manual

GET SET FOR LIFE®
Humanity • Versatility • Brilliance
"Preparing Learners for Life, Not Just Examinations"

Academic Year 2025–2026

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School Code: IN793

Established: 1963

APPROVAL PAGE

Approved By:
School Committee & Management

Policy Owner:
Principal & CEO

MESSAGE FROM THE PRINCIPAL & CEO

HVB Global Academy, we believe that education extends far beyond academic achievement. The true purpose of education is to nurture individuals who are confident, compassionate, responsible and prepared to contribute meaningfully to society.

Every child entrusted to our care has the right to learn in an environment that is safe, respectful, inclusive and nurturing. Equally, every employee has the right to work in an environment characterised by dignity, professionalism, mutual respect and fairness. Safety and wellbeing are therefore not merely compliance requirements; they are fundamental values that shape our culture, our decisions and our daily interactions.

Our philosophy of "Preparing Learners for Life, Not Just Examinations" recognises that meaningful learning can only flourish when learners feel secure, valued and supported. Academic success, emotional wellbeing, digital responsibility, social awareness and ethical conduct are interconnected and together contribute to the holistic development of every learner.

At HVB Global Academy, safeguarding is not the responsibility of a single individual or committee. It is a shared responsibility that rests with every member of our community—management, educators, administrators, support staff, parents, volunteers and learners alike. Every interaction, every decision and every action must reflect our collective commitment to learner welfare and human dignity.

This Safe School Framework brings together our Child Protection, Safeguarding and Prevention of Sexual Harassment (POSH) policies into a single governance document. It establishes clear expectations, responsibilities, reporting procedures and accountability mechanisms to ensure that the wellbeing of learners and employees remains central to all that we do.

The Framework also reflects our commitment to fostering a culture of trust, transparency, empathy and respect. It encourages individuals to speak up when concerns arise, assures them that concerns will be treated seriously and confidentially, and reinforces the principle that every voice deserves to be heard.

As educators, we are not only responsible for imparting knowledge but also for creating conditions in which children and adults can thrive safely and confidently. Through this Framework, we reaffirm our commitment to maintaining the highest standards of safeguarding, professional conduct and workplace dignity.

I encourage every member of the HVBGA community to read this document carefully, understand its provisions and actively contribute to its implementation. Together, let us continue to build a school culture where safety, wellbeing, happiness and respect form the foundation upon which learning and growth flourish.

At HVB Global Academy, safeguarding is not a policy alone—it is a promise.

A promise to protect.
A promise to listen.
A promise to care.
A promise to act.

Because every child matters.
Every voice matters.
Every concern matters.

Warm Regards,

Dr. (Ms.) Chandrakanta R. Pathak
CEO & Principal
HVB Global Academy

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INSTITUTIONAL COMMITMENT & CONTINUITY

HVB Global Academy has maintained a Women's Harassment Committee and grievance redressal mechanism since at least 2018.

This Safe School Framework formalises and strengthens the School's commitment towards:

- Child Protection
- Safeguarding
- Prevention of Sexual Harassment (POSH)
- Learner Wellbeing
- Employee Welfare
- Responsible Digital Citizenship

MOTTO

Nurturing Imagination, Inspiring Excellence, Cultivating Lifelong Success.

VISION

To cultivate curious, confident and compassionate global citizens who lead with purpose, innovate with imagination and contribute meaningfully to a changing world while remaining deeply rooted in traditions and values.

MISSION

To provide a meaningful, inclusive and globally connected education that empowers every learner to explore their potential, develop their emotional, social, digital, creative and intellectual quotients and become self-directed, future-ready individuals.

HVBGA SAFE SCHOOL PHILOSOPHY

Safeguarding is not a standalone policy.

It is an integral part of our philosophy of preparing learners for life.

Every learner has the right to:

- Feel safe
- Be heard
- Be respected
- Learn in a supportive environment

Every employee has the right to:

- Dignity
- Respect
- Fair treatment
- Professional support

Safeguarding is everyone's responsibility.

HAPPINESS QUOTIENT (HQ) & SAFEGUARDING

At HVB Global Academy learner wellbeing is viewed through:

- IQ – Intellectual Quotient
- EQ – Emotional Quotient
- DQ – Digital Quotient
- SQ – Social Quotient
- CQ – Creative / Consciousness Quotient

Safeguarding supports the healthy development of each of these dimensions.

SECTION I

CHILD PROTECTION & SAFEGUARDING

Policy Statement

The welfare of the child shall always be the paramount consideration.

The School adopts a zero-tolerance approach towards:

- Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect
 - Bullying
 - Cyberbullying
 - Grooming
 - Exploitation
 - Harassment
 - Discrimination
-

Child Protection & Safeguarding Committee

Composition

Principal & CEO – Chairperson

Child Protection Officer – Member Secretary

School Counsellor

EY Representative

Primary Representative

Secondary Representative

Cambridge Representative

Administrative Representative

External Child Protection Expert

Functions

- Oversee safeguarding implementation
 - Review concerns
 - Monitor compliance
 - Recommend actions
 - Conduct awareness programmes
-

Child Protection Officer

Responsibilities:

- Receive safeguarding concerns
 - Maintain records
 - Coordinate investigations
 - Liaise with authorities
 - Arrange learner support
 - Conduct training
-

Responsibilities of Staff

Every employee shall:

- Maintain professional boundaries
 - Promote learner wellbeing
 - Report concerns immediately
 - Cooperate with investigations
-

Responsibilities of Parents

Parents shall:

- Support learner wellbeing
 - Communicate concerns responsibly
 - Cooperate with the School
-

Responsibilities of Learners

Learners shall:

- Demonstrate respect
 - Report concerns
 - Support a safe school environment
-

Professional Boundaries

Relationships shall remain educational, professional and age-appropriate at all times.

Digital Safety

Technology shall be used safely, ethically and responsibly.

Artificial Intelligence

AI shall be used responsibly and in accordance with academic integrity and safeguarding principles.

Bullying & Cyberbullying

Zero tolerance approach.

Peer-on-Peer Misconduct

Handled fairly, sensitively and proportionately.

School Transport Safety

All transport personnel shall comply with safeguarding requirements.

Educational Visits

Risk assessments and supervision arrangements shall be implemented.

Reporting Concerns

Any concern shall be reported immediately.

Investigation

All concerns shall be investigated fairly and confidentially.

Mandatory Reporting

The School shall comply with POCSO and all applicable legal obligations.

Confidentiality

Information shall be shared strictly on a need-to-know basis.

SECTION II

POSH

Policy Statement

The School is committed to a workplace characterised by dignity, professionalism and mutual respect.

Internal Committee

Composition

Presiding Officer (Senior Woman Employee)

Academic Representative

Administrative Representative

Employee Welfare Representative

External Member

Functions

- Receive complaints
 - Conduct inquiries
 - Maintain confidentiality
 - Recommend actions
-

Complaint Procedure

Complaints shall be handled fairly and confidentially.

Inquiry Procedure

The Committee shall conduct impartial inquiries.

Protection Against Retaliation

No individual shall be victimised for reporting concerns.

Disciplinary Action

Appropriate action shall be taken where allegations are substantiated.

SECTION III

CODE OF CONDUCT

Staff Code of Conduct

Professionalism, integrity and accountability.

Visitor & Volunteer Code

Compliance with safeguarding requirements.

Training & Awareness

Annual training mandatory.

Record Keeping

Secure and confidential records.

Monitoring & Review

Annual review.

FINAL DECLARATION

Every Child Matters.

Every Voice Matters.

Every Concern Matters.

Safeguarding is Everyone's Responsibility.

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PART 2

ANNEXURES

This should begin after a separate divider page:

SECTION IV – ANNEXURES & OPERATIONAL FORMS

Then include:

ANNEXURE A

Child Protection Concern Reporting Form

ANNEXURE B

Child Disclosure Record Form

ANNEXURE C

Child Protection Investigation Record

ANNEXURE D

Mandatory Reporting Checklist

ANNEXURE E

Staff Professional Conduct Declaration

ANNEXURE F

Visitor Declaration Form

ANNEXURE G

Volunteer / Guest Speaker Declaration

ANNEXURE H

Social Media & Digital Communication Guidelines

ANNEXURE I

Professional Boundaries Guidelines

ANNEXURE J

Bullying & Cyberbullying Incident Report

ANNEXURE K

POSH Complaint Form

ANNEXURE L

Internal Committee Proceedings Record

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Confidentiality Undertaking

ANNEXURE N

Annual POSH Report

ANNEXURE O

Annual Child Protection & Safeguarding Report

ANNEXURE P

Annual Constitution of Committees

ANNEXURE Q

Child Protection Officer Role Description

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Staff Induction & Compliance Checklist

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Student Safeguarding Concern Form

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Parent Safeguarding Concern Form

ANNEXURE U

Educational Visit Risk Assessment Form

ANNEXURE V

School Transport Incident Report

ANNEXURE W

Digital Safety Incident Report

ANNEXURE X

Staff–Student Communication Approval Register

ANNEXURE Y

Visitor Compliance Checklist

ANNEXURE Z

ANNEXURE A

CHILD PROTECTION CONCERN REPORTING FORM

Case Reference No.: _____

Date of Report: _____

A. REPORTING PERSON DETAILS

Name: _____

Designation: _____

Department: _____

Contact No.: _____

Email: _____

B. LEARNER DETAILS

Learner Name: _____

Grade/Division: _____

Date of Birth: _____

Age: _____

C. NATURE OF CONCERN

- Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect
 - Bullying
 - Cyberbullying
 - Self-Harm Concern
 - Peer-on-Peer Misconduct
 - Online Safety Concern
 - Other
-

D. INCIDENT DETAILS

Date of Incident: _____

Time: _____

Location: _____

Detailed Description:

E. IMMEDIATE ACTION TAKEN

F. REPORTING

Reported To:

- Child Protection Officer
- Principal & CEO
- School Counsellor

Date: _____

Time: _____

Signature of Reporting Person:

Received By:

Date:

ANNEXURE B

CHILD DISCLOSURE RECORD FORM

Date: _____

Time: _____

Location: _____

Learner Name: _____

Grade: _____

Staff Receiving Disclosure:

EXACT WORDS USED BY THE LEARNER

(Do not paraphrase)

QUESTIONS ASKED (IF ANY)

STAFF RESPONSE

IMMEDIATE ACTION TAKEN

REFERRED TO

- Child Protection Officer
- Principal & CEO
- Counsellor

Date: _____

Time: _____

Staff Signature:

Date:

ANNEXURE C

CHILD PROTECTION INVESTIGATION RECORD

Case Number: _____

Date Opened: _____

Investigating Officer: _____

SOURCE OF CONCERN

- Staff
 - Parent
 - Learner
 - Anonymous
 - Other
-

PERSONS INTERVIEWED

1.

2.

3.

4.

DOCUMENTS REVIEWED

- Written Statement
- Email
- Message
- Photograph
- Medical Report
- Other

SUMMARY OF FINDINGS

RECOMMENDATIONS

CASE STATUS

- Open
- Under Review
- Referred
- Closed

Date Closed:

Signature:

ANNEXURE D

MANDATORY REPORTING CHECKLIST

Case Reference No.: _____

Learner Name: _____

Grade: _____

Date of Concern: _____

IMMEDIATE SAFETY ASSESSMENT

- Learner is safe
 - Medical assistance required
 - Counselling support required
 - Parent/Guardian informed
 - Immediate risk remains
-

REPORTING ACTIONS

- Child Protection Officer informed

Date: _____ Time: _____

- Principal & CEO informed

Date: _____ Time: _____

- Counsellor informed

Date: _____ Time: _____

EXTERNAL REPORTING (IF APPLICABLE)

- Police
- Child Welfare Committee
- Medical Authority
- Other

Details:

DOCUMENTATION

- Incident Form Completed
- Disclosure Form Completed
- Investigation Record Opened
- Follow-up Plan Created

Officer Signature:

Date:

ANNEXURE E

STAFF PROFESSIONAL CONDUCT DECLARATION

Academic Year: _____

Name of Employee:

Designation:

Department:

I hereby declare that:

- I have read the HVB Global Academy Safe School Framework.
- I have read the Child Protection & Safeguarding Policy.
- I have read the POSH Policy.
- I understand my responsibility to safeguard learners.
- I shall maintain professional boundaries.
- I shall immediately report safeguarding concerns.
- I shall comply with all school policies and procedures.

Declaration

I understand that failure to comply with these requirements may result in disciplinary action.

Employee Signature:

Date:

Principal / Authorised Signatory:

ANNEXURE F

VISITOR DECLARATION FORM

Date of Visit: _____

Visitor Name:

Organisation:

Purpose of Visit:

Contact Number:

I undertake that I shall:

- Follow all school safeguarding requirements.
- Wear visitor identification at all times.
- Remain only in authorised areas.
- Not photograph or record learners without permission.
- Not interact with learners without authorisation.
- Follow instructions of school staff.

Signature of Visitor:

Approved By:

Date:

ANNEXURE G

VOLUNTEER / GUEST SPEAKER DECLARATION

Date: _____

Name:

Organisation:

Programme / Activity:

I understand that:

- Learner safety is the highest priority.
- I must comply with school safeguarding procedures.
- I shall maintain appropriate professional conduct.
- I shall not share learner information.
- I shall not establish unauthorised communication with learners.

Declaration

I agree to comply with the HVB Global Academy Safe School Framework.

Signature:

School Representative:

Date:

ANNEXURE H

SOCIAL MEDIA & DIGITAL COMMUNICATION GUIDELINES

ACCEPTABLE

- ✓ School-approved communication channels
 - ✓ Academic communication
 - ✓ Official school social media content
 - ✓ Approved photographs and videos
 - ✓ Professional communication
-

UNACCEPTABLE

- ✗ Personal social media interaction with learners
 - ✗ Sharing confidential learner information
 - ✗ Posting learner photographs without approval
 - ✗ Private messaging of learners
 - ✗ Inappropriate online content
-

DIGITAL SAFETY PRINCIPLES

- Respect privacy.
- Protect learner identity.
- Maintain professionalism.
- Use technology ethically.
- Report concerns immediately.

Employee Signature:

Date:

ANNEXURE I

PROFESSIONAL BOUNDARIES GUIDELINES

ACCEPTABLE CONDUCT

- ✓ Academic guidance
 - ✓ Classroom interactions
 - ✓ School-approved communication
 - ✓ Group supervision
 - ✓ Educational support
 - ✓ Professional encouragement
-

UNACCEPTABLE CONDUCT

- X Secret communication
 - X Personal social media relationships
 - X Favouritism
 - X Inappropriate gifts
 - X Private meetings without approval
 - X Sharing personal information unnecessarily
 - X Any conduct that compromises learner wellbeing
-

Declaration

I understand and agree to maintain professional boundaries at all times.

Signature:

Date:

ANNEXURE J

BULLYING & CYBERBULLYING INCIDENT REPORT

Case Number: _____

Date: _____

LEARNER DETAILS

Learner Reporting Concern:

Grade:

Learner(s) Involved:

TYPE OF INCIDENT

- Physical Bullying
 - Verbal Bullying
 - Social Bullying
 - Cyberbullying
 - Harassment
 - Exclusion
 - Other
-

INCIDENT DETAILS

Date:

Location:

Description:

WITNESSES

1.

2.

3.

ACTION TAKEN

- Learner counselled
 - Parent informed
 - Coordinator informed
 - Counsellor referral
 - Disciplinary action
 - Monitoring initiated
-

FOLLOW-UP REQUIRED

Reporting Staff:

Date:

ANNEXURE K

POSH COMPLAINT FORM

Complaint No.: _____

Date: _____

Complainant Details

Particulars	Details
--------------------	----------------

Name

Designation

Department

Contact Number

Email

Respondent Details

Particulars	Details
--------------------	----------------

Name

Designation

Department

Incident Details

Date(s): _____

Location(s): _____

Description:

Witnesses

1. _____

2. _____

3. _____

Supporting Documents

- Email
- Message
- Photograph
- Witness Statement
- Other

Relief Sought

Declaration:

I certify that the above information is true to the best of my knowledge.

Signature: _____

Date: _____

ANNEXURE L

INTERNAL COMMITTEE PROCEEDINGS RECORD

Case Number: _____

Date of Hearing: _____

Members Present:

Parties Present:

Summary of Proceedings

Findings

Recommendations

Presiding Officer Signature:

Date: _____

ANNEXURE M

CONFIDENTIALITY UNDERTAKING

I hereby undertake to maintain complete confidentiality regarding:

- Safeguarding investigations
- POSH complaints
- Witness statements
- Committee proceedings
- Learner information

I understand that unauthorised disclosure may result in disciplinary action.

Name: _____

Designation: _____

Signature: _____

Date: _____

ANNEXURE N

ANNUAL POSH REPORT

Academic Year: _____

Complaints

Particulars Number

Received

Resolved

Pending

Awareness Programmes Conducted

Recommendations

Prepared By:

Date:

ANNEXURE O

ANNUAL CHILD PROTECTION & SAFEGUARDING REPORT

Academic Year: _____

Cases Reported

Category **Number**

Safeguarding Concerns

Bullying

Cyberbullying

Welfare Concerns

Awareness Programmes Conducted

Staff Training Conducted

Parent Programmes Conducted

Prepared By:

Date:

ANNEXURE P

ANNUAL CONSTITUTION OF COMMITTEES

INTERNAL COMMITTEE (POSH)

Sr No	Name	School Designation	Committee Role
1			Presiding Officer
2			Member
3			Member
4			Member

Sr No	Name	School Designation	Committee Role
5			External Member

CHILD PROTECTION & SAFEGUARDING COMMITTEE

Sr No	Name	School Designation	Committee Role
1			Chairperson
2			Child Protection Officer
3			Member
4			Member
5			Member
6			Member
7			Member
8			Member
9			External Expert

Principal & CEO

ANNEXURE Q

CHILD PROTECTION OFFICER ROLE DESCRIPTION

The Child Protection Officer shall:

- Receive safeguarding concerns
- Maintain safeguarding records
- Coordinate investigations
- Liaise with authorities
- Coordinate counselling support
- Conduct awareness programmes
- Assist in policy implementation
- Submit annual safeguarding reports

Signature of CPO:

Date:

ANNEXURE R

STAFF INDUCTION & COMPLIANCE CHECKLIST

Employee Name:

Designation:

Checklist

- Appointment Letter Issued
- Staff Handbook Issued
- Safe School Framework Issued
- POSH Orientation Completed
- Child Protection Orientation Completed
- Emergency Procedures Explained
- Declaration Signed
- ID Card Issued

Completed By:

Date:

ANNEXURE S

STUDENT SAFEGUARDING CONCERN FORM

Name (Optional): _____

Grade: _____

Date: _____

I wish to report:

- Bullying
- Cyberbullying
- Safety Concern
- Emotional Concern
- Behaviour Concern
- Other

Details:

Signature:

ANNEXURE T

PARENT SAFEGUARDING CONCERN FORM

Parent Name:

Learner Name:

Grade:

Nature of Concern:

Action Requested:

Signature:

Date:

ANNEXURE U
EDUCATIONAL VISIT RISK ASSESSMENT FORM

Visit:

Date:

Venue:

Teacher In Charge:

Risk Assessment

Risk Identified Probability Impact Control Measures

Approved By:

ANNEXURE V

SCHOOL TRANSPORT INCIDENT REPORT

Date:

Bus Route:

Vehicle Number:

Persons Involved:

Description:

Action Taken:

Reported By:

ANNEXURE W

DIGITAL SAFETY INCIDENT REPORT

Date:

Learner(s) Involved:

Nature of Concern:

- Cyberbullying
- Fake Account
- Inappropriate Content
- Online Harassment
- AI Misuse
- Other

Details:

Action Taken:

Signature:

ANNEXURE X

STAFF-STUDENT COMMUNICATION APPROVAL REGISTER

Date Learner Purpose Staff Member Approved By

ANNEXURE Y

VISITOR COMPLIANCE CHECKLIST

Date: _____

Visitor Name:

- Visitor Pass Issued
- Identity Verified
- Purpose Recorded
- Escorted
- Sign In Completed
- Sign Out Completed

Staff Signature:

ANNEXURE Z

ANNUAL SAFEGUARDING AUDIT CHECKLIST

Governance

- Committees Constituted
- Meetings Conducted
- Reports Submitted

Training

- Staff Training Completed
- Parent Awareness Conducted
- Learner Awareness Conducted

Documentation

- Forms Available
- Records Maintained
- Confidential Files Secured

Compliance

- POSH Compliance Verified
- POCSO Compliance Verified
- Visitor Controls Implemented
- Transport Compliance Verified

Audit Conducted By:

Date:

END OF MANUAL STATEMENT

At HVB Global Academy, safeguarding is not the responsibility of a committee alone. It is the responsibility of every member of the School community.

Every Child Matters.

Every Voice Matters.

Every Concern Matters.

Safeguarding is Everyone's Responsibility.

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These annexures complete the operational side of the manual and make it audit-ready, inspection-ready, and immediately usable by coordinators, counsellors, HR, administration, and committee members.