

CODIFICATION OF 'NO-TOLERANCE POLICY' ON PHYSICAL ABUSE

The **Standard Operating Procedure** (SOP) reads as follows:

- Step I : Incident observed by any member of the School community.
- Step II : Immediate communication / report to the Deputy Head (Educational Administration) by the observer or complainant / pupil assaulted.
- Step III : Led by the Deputy Head, Housemaster / Housemistress and Tutor of pupil assaulted to visit the scene of the incident immediately to verify incident
- Step IV : If not already transferred to the School Infirmary, the pupil assaulted will be taken by the tutor to the School Infirmary immediately for medical examination by the Resident Medical Officer (RMO).
- The Tutor to phone parents of pupil assaulted from the School Infirmary to convey details of the incident.
- RMO to file written report with the Deputy Head, citing nature of impact injury; RMO then to convey the medical details telephonically to the parents of the pupil assaulted.
- Step V : In the Deputy Head's Office and in the presence of two witnesses, one of whom must be the Tutor of the pupil who initiated the physical abuse, a written statement is to be secured from the pupil concerned.
- This statement is to be signed and dated by the pupil who engaged in the physical abuse and countersigned by the Deputy Head, Tutor and third adult witness, preferably the concerned Housemaster / Housemistress.
- The time and date should be noted by each individual below their signature on the said document.
- Step VI : Thereafter, the Deputy Head's written report with recommendations for action to be taken in the matter to be forwarded to the Headmaster.
- Step VII : The Deputy Head is concomitantly to phone the parents of the pupil who indulged in physical abuse to travel down to the School as soon as possible, but no later than 24 hours after the call is made to the said parent.
- Step VIII : Under direction from the Headmaster, the School's Manager (Administration) will file a First Information Report (FIR) at the Charduar Police Station, Asom. Section 355 and / or Section 341 of the Indian Penal Code may be invoked during the School's report to the Asom Police.
- Step IX : The pupil who has engaged in physical abuse to be transferred to the special single-seater room in the School Infirmary and placed under special adult supervision.

The Deputy Head will oversee this transfer and billeting in the School Infirmary and may direct the Manager (Administration) to position

additional security around the Infirmary premises during the duration of the pupil's stay in the Infirmary.

Concomitantly, the House Staff are to collect all the personal belongings of the said pupil and pack all materials in readiness for departure the moment the parents arrive at the School.

Step X : **Formal written expulsion orders to be served on the parents by the Headmaster on their arrival at the School.**

The Executive Officer to the Headmaster will ensure that the said parent signs / *'receives'* the expulsion letter in the peon-book and that another copy signed by the Headmaster is sent by Courier / Registered A/D to the parent's permanent residential address as per the School's KYC Records.

It is to be understood that no exceptions can be made for any pupil in the School, irrespective of their age, gender or the fact that they may be studying in a Board Examination Class.

The procedures outlined above are also applicable to verbal and substance abuse and violation of the co-educational dynamic of the School.