

SAFEGUARDING POLICY

St. Aloysius (Deemed to be University) is dedicated to carrying out its safeguarding obligations because it understands how important it is for students and vulnerable adults in its care to be safe. Since it is seen to be the most significant component of human life, safeguarding is included into every facet of the curriculum and university experience. This policy is applicable to all volunteers, staff members, and administrators connected to the institute.

At St. Aloysius (Deemed to be University), each individual is respected for who they are and is worthy of respect because of that. At St. Aloysius, safeguarding refers to the actions taken to create a secure atmosphere for adults who are at risk and students. This includes:

- Promoting the Welfare of Students
- Working actively towards prevention of abuse.
- Seeking justice in handling cases of abuse.
- Challenging those who infringe on others' rights through misuse of power while facilitating their reintegration back into our society safely.
- Non-stigmatizing language shall be strictly adhered to, and the use of adverse or accusatory words shall be prohibited in the process pertaining to the child and the vulnerable adults under these guidelines.
- Attempting reformation through institutional and cultural means within our organization so that recidivism can decrease.

Our way follows this vision which envisages an improved future for mankind by empowering young people through quality education and guiding principle aiming academic prowess

Scope of the Policy

This policy applies to everyone involved with St. Aloysius (Deemed to be University), including staff, management, volunteers, and anyone working on behalf of the university. It covers all activities and interactions within the university environment, including academic, extracurricular, and outreach programs. The broad objective of the policy is to set minimum standards and procedures for creating a safe environment for the protection of the students and vulnerable adults against sexual exploitation, sexual harassment and all forms of maltreatment in our institution. The policy gives high priority to preventive measures as to avoid all forms of abuse and maltreatment.

Clarification of terms

For the purpose of this document the following terms are explained:

1. **Abuse:** Any action that intentionally harms or injures another person physically, emotionally, or psychologically.
2. **Abusive Behaviour:** Actions or language that are intended to harm, control, or intimidate another person.
3. **Delinquent:** The person against whom allegations of misconduct or abuse have been made.
4. **Adult:** Any person aged 18 years or older.
5. **Child:** Any person aged below 18.
6. **Allegations:** Claims or accusations that someone has committed an act of misconduct or abuse, pending investigation.
7. **Complainant:** The individual who raises concerns or makes allegations of abuse or misconduct.
8. **Emotional Abuse:** Non-physical behaviour that demeans, controls, or manipulates another person, leading to psychological harm.
9. **ICC Cell:** The Internal Complaints Committee responsible for addressing grievances related to abuse and harassment. It is constituted under POSH act 2013
10. **Grievance Cell:** A designated group within an organization tasked with handling complaints and concerns raised by individuals.
11. **Students:** Individuals enrolled in educational programs or courses within the institution.
12. **Vulnerable Adults:** Adults who are at a higher risk of abuse or neglect due to age, disability, illness, or dependence on others.

13. **Staff:** Individuals employed by or working under the direction of an organization, including full-time, part-time, and temporary personnel.
14. **Sexual Assault:** Any non-consensual sexual act or behaviour inflicted upon another person.
15. **Sexual Harassment:** “sexual harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—
 - i. physical contact and advances; or
 - ii. a demand or request for sexual favours; or
 - iii. making sexually coloured remarks; or
 - iv. showing pornography; or
 - v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
16. **Designated Safeguarding Officer:** A person appointed to take the lead on safeguarding issues and ensure policies are implemented effectively

Principles of Safeguarding

Our safeguarding practices are guided by the following principles:

1. **Respect and Dignity:** Every individual in our community is valued and treated with respect and dignity, recognizing their inherent worth and uniqueness.
2. **Prevention:** We are dedicated to preventing abuse and harm by fostering a culture of vigilance and awareness, ensuring all members of our community understand their responsibilities.
3. **Protection:** We are committed to protecting students and vulnerable adults by implementing robust procedures for identifying, reporting, and responding to concerns about abuse or neglect.
4. **Accountability:** All staff, governors, and volunteers are responsible for maintaining a safe environment. They are expected to act with integrity, report concerns, and support the well-being of those in their care.

Responsibilities

- Staff, Management, and everyone are required to familiarize themselves with this policy and participate in safeguarding training. They must be vigilant and report any concerns regarding the safety or well-being of children and vulnerable adults to the designated safeguarding officers.
- Designated Safeguarding Officer, Safeguarding members oversee safeguarding practices, respond to concerns, and ensure compliance with this policy. They serve as the primary points of contacts for any safeguarding issues within the university.
- Students and Community Members: Students and community members are encouraged to help create a safe environment by respecting others, understanding safeguarding principles, and reporting any concerns.

Safeguarding Procedures

We have established the following procedures to ensure effective safeguarding:

- **Promotion of Welfare:** We actively promote the welfare of students and vulnerable adults through education, awareness campaigns, and integration of safeguarding principles into the curriculum.
- **Preventing Abuse:** The University is committed to preventing abuse by conducting thorough background checks on all staff, volunteers, and external partners. Regular training on recognizing and reporting abuse is also provided.
- **Responding to Abuse:** If there is an allegation or suspicion of abuse, the university will take immediate action to protect the individual at risk. This includes reporting to relevant authorities, providing support to those affected, and conducting internal investigations.
- **Challenging Abuse of Power:** Appropriate measures, including disciplinary action and reporting to external authorities, will be taken against anyone found to be abusing their power.
- **Rehabilitation and Reintegration:** For individuals who have committed offenses, we will work within our institutional and cultural context to provide opportunities for rehabilitation, aiming to reduce re-offending and promote safe reintegration into the community.

Reporting and Record Keeping

- **Reporting Concerns:** Any concerns about the safety or well-being of student or vulnerable adults must be reported immediately to the Designated Safeguarding officer. Reports can be made confidentially, and all concerns will be treated with sensitivity and urgency.
- **Record Keeping:** Accurate records of all safeguarding concerns, actions taken, and outcomes will be securely maintained by the DSO. These records will remain confidential and only be shared with relevant authorities as required.

Monitoring and Review

This policy will be regularly reviewed and updated to ensure it remains effective and aligns with best practices in safeguarding. The review process will involve consultation with stakeholders, including staff, students, and external experts where appropriate.

Commitment to Continuous Improvement

St. Aloysius (Deemed to be University) is committed to continuously improving its safeguarding practices. We will regularly assess the effectiveness of our policies and procedures, seeking feedback from the community, and making necessary adjustments to ensure the safety and well-being of all individuals in our care.

This policy reflects our dedication to creating a safe, respectful, and supportive environment for everyone at St. Aloysius (Deemed to be University). Through these measures, we aim to empower our community to contribute positively to society while ensuring the protection and welfare of its most vulnerable members.

ANNEXURE - 3

I _____
of _____ (Father,/ husband's name) aged about
_____ age resident of _____

(Name of the village/mohalla/road no, district and state) do hereby declare and undertake as follows:

1. I have read and understood the Policy guiding the Institution for Protection of Children and Vulnerable Adults from Sexual abuse and maltreatment. I hereby declare and affirm that I agree to adhere and abide by the said Policy and guidelines. In case of any violations of the said Policy in my direct and indirect interactions with the children and the vulnerable adults, I will be solely responsible and the institution will have no liability for my actions.
2. I have not been accused of offences under POCSO (Prevention of Child Sexual Offences Act, 2012) the Juvenile Justice (Care and Protection of Children) Act, 2015, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and any other sexual and/or violent crimes under any other Act for the time being in force.
3. In case of any violations of the said Policy, the Institution may terminate my employment/ association/ relationship/collaboration/ network and /or take suitable disciplinary and / or legal actions against me as per the applicable laws and rules of the country and the state. In furtherance of my resolve to adhere to the Policy thereof in the performance of my duties, I will:
4. Treat all children and vulnerable adults with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic, or social origin and disability;
5. Will not take children or vulnerable adults to closed and secluded areas, for example: my room, office, centre, class room etc. unless accompanied by other adults or in a group.
6. Ensure that for all trips, rides, vacations, camps, and other such activities, the minors and vulnerable adults have the approval of the parents/ guardians and/or the appropriate institution prior to the activity
7. Ensure that when one - to-one meeting with a child/ vulnerable adult is considered

appropriate; it will take place in a room with the door left open or in a room where there is easy visibility from outside. All efforts shall be made to make the child/vulnerable adult feel secure.

8. Avoid being over involved or spending a great deal of time with any one child /vulnerable adult;
9. Will not provide children/vulnerable adult with alcoholic beverages, tobacco, drugs or anything that is prohibited by law;
10. Will not give gifts to children studying in the school and vulnerable adults working in the institutions and centres except on special occasions like marriage, birthday, anniversary, etc;
11. Will not contact children and vulnerable adults by phone or email or social media unless necessary. My primary contact will be with the parents/ guardians of the children/vulnerable adults;
12. Not discuss such topics with children and vulnerable adults or use vocabulary, recordings films, games or computer software or any other form of personal interaction or entertainment that is not used comfortably in the presence of the parents/adults;
13. Never show sexually explicit or pornographic materials to children and vulnerable adults;
14. Not make comments of a sexual nature even as jokes with the children and vulnerable adults
15. Never shame or belittle a child or vulnerable adults in front of others
16. Will not engage in any physical punishment of any child in public or private;
17. Will avoid showing favouritism;
18. Use touch only as appropriate or as the culture of the place permits;
19. Never do for a child or vulnerable adult s/he can do for himself or herself;
20. Will not undermine the parent's authority by ridiculing parent's beliefs or allowing children to do anything against the wishes of their parents;
21. Will never ask the children to keep secret from his or her parents;
22. Will not make any sexual advance and any type of inappropriate physical contact and any from of sexual harassment;
23. Will not make any request to children and vulnerable adults for sexual favours in return for some benefit;

24. Will not use language that will mentally or emotionally abuse the child or the vulnerable adults.
25. Will not act in such a way that tends to embarrass, shame, humiliate or degrade a child or vulnerable adult
26. Will not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way;
27. Will not take photographs of children and vulnerable adults while they are nude, partially nude or undressing.
28. Will not suggest inappropriate behaviour or relationship of any kind with a child or vulnerable adult;
29. Will not engage in any sexual conversation or discussion about sexual activities unless part of a legitimate lesson and discussion approved for teaching sexuality issues;
30. Will not expose areas of my body considered private, in an inappropriate manner in the presence of children and vulnerable adults
31. Will not enter any area of privacy for children and vulnerable adults, unless legitimate work of the institute/ programme requires to.

I understand that in the discharge of my duties the responsibility is on me, as a staff member of _____
(Institute name) to use common sense and avoid actions or behaviours that could be construed as sexual abuse or maltreatment of a child or vulnerable adult.

Signed _____ Date _____
Name _____

Signature of the Head of the Centre of Activity & seal

ANNEXURE- 4

COMPLAINT FORM

1. Name of the Complainant:
 2. Department:
 3. Phone Number:
 4. E-mail:
 5. Today's Date:
 6. Subject:
-

7. Name of the Delinquent:
8. Department:
9. Relationship of the Delinquent to the Complainant (supervisor, co-worker, etc.):
10. Phone Number:
11. E-mail:
12. Date of Incident:

(If more than one event, please report each event on a separate form.)

13. Where did the specific event occur?

14. Please explain the events that occurred.

15. How did you react to the situation? Did you take any action to stop perceived inappropriate behaviour?

16. Describe the harm you have suffered as a result of the event.

17. Were there any witnesses to this specific event? (If yes, please provide their names.)

18. Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

19. What is your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence deems relevant.

Signature Date:

**** The details about the complainant will be kept strictly confidential and will not be disclosed or published in any form.**

Rev Dr Praveen Martis, SJ

Vice Chancellor