

CIRCULAR**Order No.** CPS/F01/08/2026**Date:** 10th August 2026**Subject: Child Safety, Digital Awareness and Reporting of Concerns**

Dear Parents, Assalamu Alaikum,

At Crescent Public School, the safety, dignity and well-being of every child are our highest priorities. We believe that protecting children is a shared responsibility of the school, parents and students. In today's social and digital environment, children may encounter bullying, harassment, inappropriate communication, harmful online content, threats, peer pressure or other situations that may cause distress. We therefore request parents to remain vigilant, approachable and supportive.

Parents are requested to:

- 1. Communicate openly:** Spend quality time with your child and encourage them to speak freely about their experiences, friendships, concerns and feelings.
- 2. Teach personal safety:** Discuss personal boundaries, privacy, safe and unsafe touch, and the importance of saying "No" and seeking help from a trusted adult.
- 3. Report concerns promptly:** If your child experiences or reports bullying, harassment, inappropriate behaviour, threats, physical, emotional or sexual misconduct, parents or students may approach any member of the School's POCSO Committee at the earliest. The Committee has been duly constituted to address such concerns appropriately.
- 4. Listen without fear or blame:** Never ignore or dismiss a child's concern. Stay calm, listen patiently and make the child feel safe and supported.
- 5. Promote digital safety:** Guide children not to share passwords, OTPs, personal information, private photographs, videos or other sensitive information with strangers or unknown persons.
6. Let children know that mistakes can be corrected: Even when children make mistakes, they should feel safe approaching their parents. Encourage honesty, responsibility, self-correction and better choices. Remind them that God is Most Forgiving and Most Merciful.
- 7. Avoid spreading unverified information:** Concerns should be reported through the appropriate school mechanism rather than circulated through social media or informal groups. This protects the privacy and dignity of all concerned.

Our Commitment

Crescent Public School is committed to providing a safe, respectful and child-friendly environment. The school has a duly constituted POCSO Committee, along with access to psychologists, counsellors and therapists whenever required. Early reporting is an act of protection. We encourage every child to speak up and every parent to listen with patience, understanding and care.

Together, let us ensure that every child feels safe, heard, valued and protected.

With regards,

**Muhammad Abdul Khader**
(Principal)*Encl: Office order on POCSO Committee formation.*

OFFICE ORDER

Order No. CPS/F01/06/2026

Date: 04 August 2026

Subject: Constitution of the School POCSO Committee

In pursuance of the provisions of the **Protection of Children from Sexual Offences (POCSO) Act, 2012**, the **POCSO Rules**, the guidelines issued by the Ministry of Education, Government of India, and the Department of School Education, Government of Jammu & Kashmir, Crescent Public School hereby constitutes the **School POCSO Committee** with immediate effect.

The Committee is established to ensure that every child studying in the school is provided with a safe, secure, respectful, and child-friendly environment that is free from abuse, harassment, exploitation, bullying, intimidation, and all forms of misconduct. The Committee shall serve as the school's primary body for child protection, awareness, prevention, reporting, and coordination in matters related to child safety.

Composition of the Committee

Role	Name	Designation	Contact Number
Chairperson	Muhammad Abdul Khader	Principal	9697 132584
Member	Dr. Ihsan Abdulla	Vice Chairman	
Member	Mr. Junaidul Shabar Khan	Vice Principal	9858 490713
Member	Ms. Syed Nigat Byhaqi	Compartment Coordinator – Middle	
Member	Ms. Razia Fazal	Compartment Coordinator – Upper Primary	
Member	Mr. Haziq Mushtaq	PA to Principal/ PRO	8716 988804
Member	Mr. Badil Showkath	Mental Health Counsellor	7006 909119
Member	Ms. Maariyah Samreen	Psychologist	91496 66929
Member Secretary	Ms. Nusrath Bashir	Administrative Supervisor	9650 945688

Objectives of the Committee

The Committee shall strive to:

1. Ensure a safe, secure and child-friendly school environment.
2. Promote awareness regarding child rights and child protection.
3. Prevent all forms of sexual abuse, harassment, bullying, exploitation and inappropriate behaviour.
4. Encourage timely reporting of any suspected or actual child protection concern.

5. Ensure confidentiality, dignity and sensitivity while dealing with complaints.
6. Coordinate with statutory authorities whenever required under law.
7. Foster a culture of trust, safety and accountability throughout the school community.

Roles and Responsibilities

The Committee shall:

- Develop and periodically review the school's Child Protection Policy.
- Ensure implementation of all provisions relating to child safety under the POCSO Act.
- Conduct orientation programmes for students, teachers, non-teaching staff, transport staff, housekeeping staff and parents on child safety and personal protection.
- Receive information regarding suspected child abuse or misconduct involving any student.
- Conduct preliminary assessment and document facts without causing further trauma to the child.
- Ensure that every complaint is handled with utmost confidentiality.
- Recommend immediate protective measures wherever necessary.
- Report matters to the competent authorities wherever mandatory under the POCSO Act or other applicable laws.
- Maintain confidential records of complaints, actions taken and follow-up.
- Recommend preventive measures to the School Management.
- Coordinate with counsellors, psychologists, medical professionals and law enforcement agencies whenever required.
- Monitor vulnerable areas of the campus and recommend safety improvements.
- Conduct periodic safety audits of classrooms, washrooms, transport facilities, playgrounds, hostels (where applicable), and other student spaces.
- Submit periodic reports to the School Management.

Powers of the Committee

The Committee is authorised to:

- Seek information from any department of the school.
- Interview concerned staff members and students in a child-sensitive manner.
- Recommend immediate interim protective measures.
- Recommend disciplinary action against any employee found violating child protection norms.
- Recommend suspension of duties pending enquiry, wherever necessary.
- Seek assistance from external experts and statutory agencies with the approval of the Chairperson.

Duties of All Employees

Every employee of Crescent Public School shall:

- Immediately report any suspected incident involving child abuse or child safety concerns.
- Cooperate fully with the Committee during the enquiry or investigation.
- Maintain confidentiality at all times.

- Refrain from discussing any complaint with unauthorised persons.
- Participate in mandatory child protection training programmes.

Failure to report or deliberate concealment of incidents shall be viewed seriously and may attract disciplinary action in addition to legal consequences wherever applicable.

Meetings

- The Committee shall ordinarily meet **once every quarter**.
- Emergency meetings may be convened by the Chairperson whenever circumstances demand.
- Minutes of every meeting shall be recorded and maintained in confidence.

Confidentiality

All proceedings, records, complaints, statements and documents relating to child protection shall remain strictly confidential. Unauthorised disclosure of information shall be treated as serious misconduct.

Effective Date

This Office Order shall come into force with immediate effect and shall remain in operation until modified or superseded by subsequent orders.

All staff members are directed to extend their fullest cooperation to the Committee and uphold the highest standards of child protection and professional conduct.



Muhammad Abdul Khader
Principal