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| | Prepared By: Muneeza Mir | Eff. Date: 01.03.2020 | Issue: 02 | Revision Authority: College Council | Approval Authority: Principal |
| Title: | The Child Protection Policy of Modernage - Updated on 04, Sep. 2025 | | | | |

1. **Introduction:** Being a child friendly and conscientious organization, Modernage recognizes its responsibility for child protection. The staff as well as the systems of the whole organization are committed to the welfare of Modernites. We believe that it is the right of all children to be protected from all forms of abuse, neglect, exploitation and violence and all the teachers, administrators and support staff at Modernage are duty bound to take all measures that serve the best interest of children. Safe and secure environment maximizes the achievement levels of children enabling them to reach their full potential.

2. **Scope:** This policy applies to all the teachers, administrators, other staff members, volunteers and extended service providers working at Modernage. Being in close contact with the children, the teachers and school staff are in a position to recognize the outward signs of abuse, changes in behaviour or failure to develop. The school will therefore:
 - i. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
 - ii. Ensure that the students know there are adults in the school whom they can approach if they are worried.
 - iii. Provide opportunities for children to develop the skills they need to recognise and stay safe from abuse.

3. **Objectives:** There are five major objectives of this policy:
 - i. Ensuring we practice safe recruitment in checking the suitability of teachers and other staff working with children.
 - ii. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
 - iii. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
 - iv. Supporting pupils who have been abused.
 - v. Establishing a safe environment in which children can learn and develop.

4. **Commitment of Modernage:** All staff members of Modernage are committed to follow and be aware of the following elements of the Child Protection Policy:
 - i. **Child Protection Policy:** The written Child Protection Policy is an easily accessible document available in all campuses of Modernage. The policy is implemented in letter and spirit.
 - ii. **Staff Training:** The school administration ensures that all the staff receive training in child protection.
 - iii. **Awareness:** The staff, children and parents are made aware of the school child protection policy. The policy is made common knowledge. Further, the children are made aware of their rights and where to seek help.

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- iv. **Recognition of Abuse:** It is ensured that all staff and volunteers understand their responsibility in being alert to the signs of abuse and referring any concerns to the designated authorities.
- v. **Responsibility:** It is ensured that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.

- 5. Child Protection Officers:** Two persons, who have a clear understanding of their role and responsibilities and are aware of all the procedures and policies and the local law framework are designated as Child Protection Officers in each campus of Modernage. These are:
- i. The Discipline In Charge who is the head of the Proctorial Board as well.
 - ii. The Vice Principal who is the deputy head of academic and other staff.

It is ensured that every student, staff member and administrator knows the name and role of the Child Protection Officers responsible for child protection.

6. Reporting Procedure:

- i. All abuse relating incidents are reported to the Child Protection Officers by students, teachers and staff members. The routes for reporting are well publicized.
- ii. The school officials keep track of uninformed attendance, including that in school events.
- iii. The Child Protection Officers keep written records of concerns about children, even where there is no need to refer the matter immediately.
- iv. The Child Protection Officers also ensure all records are kept securely, separate from the student's personal files, and under lock and key.

- 7. Safe Recruitment Practices:** The HR Department of Modernage through the Campus Heads ensures that safe recruitment practices are always followed. All new staff are assessed for their suitability to work with children using police and reference checks if possible.

- 8. Student Support:** Modernage recognizes that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. Hence the school endeavours to support the pupils through:

- i. The content of the curriculum.
- ii. The school culture which promotes a positive, supportive and secure environment and gives the students a sense of being valued.
- iii. Ensuring that all the students know which behaviour they should consider as inappropriate and unacceptable.
- iv. Recognizing that all students are valued and not to be blamed for any abuse which has been inflicted on them.

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9. Responsibilities of the Child Protection Officer: The Child Protection Officer ensures that:

- i. The school has the child protection policy and procedures in place.
- ii. The school operates safe recruitment procedures and ensures appropriate checks are carried out on all new staff and volunteers.
- iii. The teaching and other staff receive appropriate refresher training every year.
- iv. Temporary staff and volunteers are made aware of the school's procedures.
- v. Recommendations are made to the HR Department regarding planning of training and reviewing of the Child Protection Policy.
- vi. The cases in which allegations are made against one of the heads are promptly reported to the College Council.
- vii. An annual report on the implementation of the Child Protection Policy is presented to the College Council. The annual review indicates any actions regarding:
 - Policy and procedure in school.
 - Training of staff involved in implementation of this policy.
 - Number of cases causing concern (anonymously).
 - Number of meetings held and any recommended actions taken as a result.

10. Flow Chart: The following flowchart describes the procedure to be adopted in case a child protection issue is discovered or suspected. On discovery or suspicion of child abuse or any child protection issue

