

**ABSTRACT**

*circuler*

006518

School Education COVID-19 Pandemic - Guidelines for students safety and protection during online classes - orders issued.

School Education (ERT) Department

G.O.(1D) No.83

Dated: 17.06.2021

திருவள்ளூர் ஆண்டு-2052  
பிலவ வருடம், ஆனி - 3,

Read:-

1. G.O.(1D) No.71, School Education (ERT) Department, dated 31.05.2021.
2. From the Commissioner of School Education, Chennai-6, letter Na.Ka.No.00229/M/E1/2021, dated 12.06.2021.

ORDER:

In the Government Order first read above, based on the announcement of Hon'ble Chief Minister on 26.05.2021, orders were issued granting permission to the Commissioner of School Education to form a committee for issuing guidelines regarding online classes during the pandemic situation, with the following members:

1.	ஆணையர், பள்ளிக் கல்வித்துறை	-	குழுத் தலைவர்
2.	இயக்குநர், கல்லூரி கல்வித்துறை	-	உறுப்பினர்
3.	கணினி குற்றத் தடுப்புப் பிரிவு (Cyber Crime)	-	காவல் துறை அலுவலர் உறுப்பினர்
4.	பெண்கள் மற்றும் குழந்தைகளுக்கு எதிரான குற்றங்கள் தொடர்புடைய பிரிவு	-	காவல் துறை அலுவலர் உறுப்பினர்
5.	இரு கல்வியாளர்கள்	-	உறுப்பினர்கள்
6.	இரு உளவியல் நிபுணர்கள் / குழந்தைகளிடையே பாலியல் தொந்தரவு குறித்து விழிப்புணர்வு ஏற்படுத்தும் பணியில் இருப்போர்/ தன்னார்வலர்	-	உறுப்பினர்கள்

2. In the letter 2<sup>nd</sup> read above, the Commissioner of School Education has stated that meetings were conducted with all the members of the committee on 31.05.2021 and 01.06.2021 (besides many online discussions with experts on the committee) to deliberate on the aspects of students safety and protection from sexual violence including during online classes. Based on the decisions and views of the committee members, a draft guidance were prepared and sent by the Commissioner of School Education to Government for approval.



812800  
3. The Government after careful examination of the proposal sent by the Commissioner of School Education accept the same and issue the guidelines for students safety and protection as Annexed to this order.

(By Order of the Governor)

Kakarla Usha  
Principal Secretary to Government

To

The Commissioner of School Education, Chennai-6.

The Director,

State Council of Educational Research and Training,  
Chennai-6.

The Director of Elementary Education, Chennai-6.

The Director of Matriculation Schools, Chennai-6.

The Director General of Police, Chennai-04.

The Director,

Collegiate Education, Chennai-06.

Copy to

The Hon'ble Chief Minister's Office,  
Chennai-9.

The Personal Assistant to Hon'ble Minister for School Education,  
Chennai-9.

The Senior Private Secretary to Additional Chief Secretary to Government,  
Home Department,  
Chennai-9.

The Senior Private Secretary to Principal Secretary to Government,  
School Education / Higher Education Departments, Chennai-9.

SC&SF

//Forwarded by order//

Section Officer  
12.6.2021  
12/6/2021



**Annexure to G.O.(1D) No.83,**  
**School Education (ERT) Department, Dated 17.06.2021**

**Guidance for Schools in Tamil Nadu on**  
**Student Safety and Protection from Sexual**  
**Violence**

The Protection Of Children from Sexual Offences(POCSO) Act, 2012 and accompanying rules comprehensively address sexual offences against children through the criminal justice system. However, further specific guidance is essential for prevention and management of response to sexual offences associated with schools. This guidance aims to bridge that gap, taking into account the unique contexts, roles and responsibilities of schools and the different stakeholders involved in ensuring that all complaints are reported to police as per POCSO. Notable is the liability of schools if the authorities do not fulfill their obligation to the Act by omitting to report a complaint or concern.

All schools in Tamil Nadu, irrespective of the educational Board which oversees their functioning should follow these guidelines. The guidelines cover everyone associated with the school, including but not limited to students, parents, teaching, non-teaching staff, contractual staff, personnel engaged for an extra curricular activity, management, volunteers, NGOs associated with the school, etc..

**Student Safeguarding Advisory Committee:**

Creating a conducive environment where students are safe and enabled to report sexual misconduct by any member of the school body is very important. Every school should constitute a Committee that will continually review, monitor and recommend measures at the institutional level on all aspects of student safety.

● The school level committee should comprise of:

- Principal
- Teachers - 2 (preferably from different levels)
- PTA/ Parent members - 2
- Management representative - 1
- Non-teaching staff - 1
- External member (optional) - 1



The principal will be a permanent member; 50% of members in the committee should be replaced annually and no member should continue beyond 2 years.

### **Compliance obligations**

- All members of the teaching and non-teaching staff and management have to mandatorily complete an annual orientation on sexual offences defined under POCSO Act 2012 and a compliance report sent to the School Education Department. A model guide for this orientation, which will advance an understanding of issues specific to child sexual abuse such as the dynamics, recognising concerning behaviours of students and adults, understanding disclosure of abuse as well as the relevant legal mechanisms and protocol of response to follow, will be developed and made available by the School Education Department.
- A standard safety self audit tool (check list) will be developed by the Department of School Education. This audit will have to be completed mandatorily by School management along with the administration annually and a compliance report sent to the Department.
- All online classes should be recorded and a random audit by a quorum of the Student Safeguarding Advisory Committee should be periodically undertaken. During online classes, both faculty and students should observe dress code suitable for classroom settings.
- "Safety Boxes " to receive complaints and feedback will be strategically placed around the school. The feedback will be reviewed periodically by the Student Safeguarding Advisory Committee for suitable action as per the protocol.
- A register will be maintained by the Student Safeguarding Advisory Committee to document all complaints and concerns of sexual misconduct received by the School Management or Administration (including those complaints routed from the Central Complaint Centre (CCC)) through whichever modes of communication, including oral communication.
- It is mandatory for all schools to observe a Child Abuse Prevention Week (November 15 - November 22) annually through awareness programs for all members of the school body. A compliance report with supporting documentation should be sent to the School Education Department.
- All compliances to the School Education Department will be enabled through the EMIS system.




### Central Complaint Centre (CCC)

- The School Education Department will set up a state level CCC with a hotline facility as well as and a dedicated e-mail.id to enable receipt of all school based complaints of sexual abuse against students, from anyone.
- With regards to complaints received at school, the Student Safeguarding Advisory Committee, upon receipt or knowledge of a sexual abuse will immediately inform CCC.
- A trained multidisciplinary team drawn from different fields will guide callers/ complainants with clarifications/queries regarding the protocol to be followed on receipt of an allegation. All interaction between CCC and callers will be documented and kept strictly confidential.
- The purpose of the CCC is to offer an alternate complaint mechanism and provide guidance on the protocol to be observed so all complaints received are addressed appropriately.

Kakarla Usha  
Principal Secretary to Government

//Forwarded by order//

  
Section Officer

17/6/2021