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F. No.DE.40(20) (180)/EVGB/Pt.1/2026 | 814-822

Date: 19/06/2026

CIRCULAR

Subject: Implementation of the Protection of Children from Sexual Offences (POCSO) Act, 2012 and Protection of Children from Sexual Offences (POCSO) Rules, 2020 in all Government, Government-Aided and Private Unaided Recognized Schools under Directorate of Education, GNCTD.

In the light of recent, deeply concerning incidents of child safety violations reported in schools across Delhi, the Directorate of Education, GNCT of Delhi, reiterates its unwavering commitment to ensuring the safety, security, dignity, and well-being of every child within school premises. Such incidents underscore the critical need for strengthened child protection mechanisms, heightened vigilance, and strict adherence to statutory obligations under the Protection of Children from Sexual Offences (POCSO) Act, 2012.

Building upon the framework established vide Circular No. F.1(678)/CTB/School Safety/2017/901 dated 07.11.2017 and reinforced vide Circular No. DE.23(399)/Sch.Br./2024/119 dated 16.02.2024, the Directorate hereby issues the following directives to further institutionalize comprehensive child safety measures across all schools under its jurisdiction.

In continuation to the above, this circular seeks to establish a robust, accountable, and responsive system for the prevention, identification, reporting, and redressal of child safety concerns, in strict compliance with the POCSO Act, 2012, and related child protection guidelines.

All Government, Government-Aided and Private Unaided Recognized Schools under the Directorate of Education shall accord the highest priority to child safety and shall take immediate steps to implement the measures prescribed herein, in letter and spirit.

Detailed checklist is placed at Annexure I. All HoS of Government, Government-Aided and Private Unaided Recognized Schools under the Directorate of Education are required to submit the Student Safety Checklist duly signed within 15 days to the concerned district DDEs. The steps to be undertaken are as below:

1. Constitution of Child Protection Committee (CPC): -

Every school shall constitute a Child Protection Committee (CPC) in accordance with the guidelines issued by the Delhi Commission for Protection of Child Rights (DCPCR).

S. No.	Member	Designation
1	Head of School	Chairperson
2	Nodal Teacher	Vice-Chairperson
3	Two SMC/PTA/Parent Members	Members
4	EVGC/Counsellor/Senior Teacher	Member
5	Social Worker/Child Rights Expert	Member
6	One Student Representative (for preventive and awareness activities only; not for case-specific deliberations)	Member

At least one member of the Committee shall be female. The Committee shall meet quarterly and minutes of meetings shall be recorded and preserved for inspection.

2. Functions of the Committee: -

1. Promote awareness regarding child protection and POCSO provisions.
2. Monitor implementation of child protection measures and submit compliance reports to the concerned DDEs.
3. Facilitate reporting and referral of complaints and coordinate support services.
4. Review complaints relating to bullying, harassment, cyber abuse, peer victimization and child safety concerns quarterly.
5. Maintain confidential records and conduct periodic review meetings.

3. School Safety Measures. - All schools shall ensure the following:

1. Well-lit corridors, separate bathrooms for boys, girls, transgender/CWSN students, CCTV at appropriate locations (footage must be preserved for a minimum period of 30 days following a reported incident or disclosure and made available to investigating agencies upon demand), functional visitor management systems; restricted access to unauthorized persons.
2. Display child helpline numbers and complaint mechanisms prominently at visible locations within the school. Ensure adequate supervision in corridors, staircases, playgrounds, isolated areas and washroom access zones.
3. Establish a zero-tolerance policy against child (sexual) abuse, bullying, ragging, discrimination and harassment. Conduct periodic child safety audits of school infrastructure and vulnerable areas.
4. All staff members (including outsiders coming in contact with children) should be made aware of the POCSO Act 2012, and its defined procedures for prevention, reporting, and response.
5. Provision of a confidential complaint/ suggestionbox accessible to students away from HoS office, Staff rooms and CCTV cameras, to be opened periodically by designated school authorities.

4. School Transport Safety. -

All Schools shall ensure compliance with transport safety norms including: -

1. All school vehicles must be painted Golden Yellow and prominently display the name of the school on both sides. The interior and exterior of the vehicle must also display the driver's details, contact details of the Transport Manager, and important police/helpline numbers prominently displayed in both English and Hindi.
2. Every school vehicle must be equipped with a functional GPS system, two ISI-marked 5 kg fire extinguishers (one near the driver's cabin and one near the emergency exit), and horizontal window grills or mesh wire for safety.
3. Use of curtains, films, tinted glass, or any material obstructing visibility inside the vehicle is strictly prohibited. Activities inside the bus must always remain clearly visible from outside.
4. Each school must appoint a designated Transport Manager to oversee transport safety and compliance. Drivers engaged for school transport must possess a commercial driving license issued at least five years prior and must have no traffic and criminal record.
5. Schools shall ensure appropriate safety measures for all students during transportation, including the deployment of female guard /attendant who shall remain present until the last child is dropped home, regardless of the child's gender. This safety measure applies to any outstation school excursions.

5. Staff Recruitment and Verification. -

All Schools shall:

1. Obtain a mandatory signed affidavit from all employees regarding absence of involvement in offences against children or any sexual/violent offences.
2. Conduct thorough background and verify credentials before appointment. If any criminal record relating to offences against children, sexual offences, or violent crimes is detected, the person must be immediately removed from active duty pending an enquiry, as per the procedure established by law.
3. Include child protection obligations in employment terms including outsiders/instructors put in a position of authority over children.

6. Code of Conduct. -

All school personnel shall:

1. Maintain professional boundaries with students.
2. Avoid inappropriate communication or conduct.
3. Avoid isolated one-to-one interactions.
4. Follow ethical practices in physical and digital interactions.
5. Ensure they do not conduct themselves in any manner that is humiliating, insulting, threatening or emotionally intimidating towards students.
6. Always promote respectful and child-friendly communication.

7. Awareness and Capacity Building. -

All Schools shall organize periodic awareness programs for: -

(A) Students: -

1. Include child-friendly, age-appropriate, uniform, and standardized educational awareness training modules on gender and sex education, as well as training to recognize predatory behavior. Inculcate 'safety rules' in children to be alert towards safety of self and others. Any suspicious behavior must be reported immediately.
2. Explain Body Autonomy. My body is mine. Private parts are those covered by a swimsuit-chest, between the legs, bottom. No one may touch them without consent.
3. Safe touch feels comfortable and is wanted. Unsafe touch makes you feel scared, confused, or uncomfortable — and is never the child's fault.
4. Children can refuse any touch that feels wrong, even from a known adult. Teach: 'No, Go, Tell.'
5. A secret that makes you feel bad should always be told to a trusted adult.
6. Identify at least three trusted adults. Keep informing trusted adults until someone takes action.
7. Never share personal information, photographs, or location online. Tell a trusted adult immediately if someone online makes you uncomfortable.
8. Conduct awareness programs on bullying, peer pressure, emotional well-being and mental health. Ensure older students are not harassing younger children.

(B) Teachers and Staff: -

1. The Provisions of POCSO Act, 2012, the JJ act 2015 and allied child protection laws.
2. Identification of warning signs.
3. Mandatory reporting obligations.
4. Child-sensitive and trauma-informed response mechanisms.

(C) Parents: -

1. Awareness on child protection policies, child laws and reporting mechanisms.
2. Identification of signs of abuse.
3. Supportive communication practices.

(D) Identification of Indicators of Distress: -

School personnel should remain alert to signs such as:

1. Sudden behavioral change;
2. Withdrawal or fearfulness;
3. Anxiety or depression;
4. Decline in academic performance;
5. Absenteeism
6. Reluctance towards specific persons or locations;
7. Unexplained injuries;
8. Emotional distress.
9. Sudden social isolation or withdrawal from peers.
10. Persistent sadness, low self-esteem or emotional breakdowns.

8. Reporting Procedure: -

Upon receipt of any complaint, the school shall:

1. Report the matter immediately to the local Police/SJPU (Special Juvenile Police Unit) as mandated under the POCSO Act, 2012.
2. The School Head/Principal shall immediately inform the Child Protection Committee.
3. Ensure that any in-house enquiry conducted by the institution shall not delay the mandatory reporting of the incident to the Authorities.
4. In case parents are reluctant, the school is still legally bound to report the matter.
5. If a complaint is reported by a child, the language must be simple to understand. If a complaint is recorded in a language not understood by the child, it shall be translated into a language understood by the child, as per Section 19.
6. Maintain incident records, including the date and time of complaint, action taken, and reporting details submitted to authorities. The final decision shall be communicated to parents/representatives of the child in writing. Confidentiality norms shall be adhered to at all times.
7. **The detailed Standard Operating Procedure (SOP) for handling POCSO complaints and ensuring child protection is placed at Annexure II.**

9. **In accordance with Sections 19 and 21 of the POCSO Act, all schools shall ensure that:**

1. **Any information regarding a known or suspected offence under the Act shall be reported immediately to the Police/Special Juvenile Police Unit (SJPU).**
2. **Reporting shall not be delayed on account of any internal inquiry.**
3. **Failure to report shall attract legal consequences as prescribed under the Act. As per Section 21(2), failure to report by the Head or Person In-Charge of an Institution attracts imprisonment of up to one year along with a fine.**

Support to Child Victims: -

All Schools shall ensure:

1. Arrange counseling/psychological support (with referral to specialist support where required) and inform parents/guardians unless they themselves are suspected of abuse.
2. Facilitate medical assistance wherever required. If the child is found pregnant, such child and their parent/guardian/support person should be informed about their lawful options as per the Medical Termination of Pregnancy Act 1971 and the Juvenile Justice (Care and Protection of Children) Act 2015.
3. Ensure the child is not exposed to the accused.
4. Coordinate with Child Welfare Committee (CWC), DCPU and Police.
5. Ensure continuity of education without stigma or discrimination.
6. Facilitate safe participation in school activities during the pendency of proceedings.

10. Confidentiality: -

All Schools shall strictly comply with Section 23 of the POCSO Act, 2012 and ensure:

1. Non-disclosure of the identity of the child.
2. Confidential handling of records. Breach of confidentiality will incur legal liability.
3. No disclosure through social media, websites, newsletters or other public platforms.

11. Digital Safety: -

All Schools shall:

1. Ensure the safe use of social media by students and staff.
2. Prohibit the sharing of student photographs/videos without proper authorization.
3. Monitoring and reporting of cyberbullying, sextortion, and online grooming. Establish mechanisms for reporting cyberbullying and online exploitation.
4. Preserve digital evidence wherever required.
5. Educate students regarding safe internet practices.

12. Monitoring and Compliance: -

1. The Child Protection Committee shall meet at least once every quarter.
2. Annual training shall be conducted for all teaching and non-teaching staff.
3. DDEs shall conduct periodic inspections to verify compliance.
4. Schools shall maintain records of meetings, trainings, complaints and actions taken.

Helplines

Service	Contact Number
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Childline	1098
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DCPCR Helpline	9311551393
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All Heads of Schools shall ensure strict compliance with these directions and disseminate the same among teaching and non-teaching staff.

All Heads of Government, Government-Aided, and Private Unaided Recognized Schools shall undertake a comprehensive review of existing child protection mechanisms and submit a duly certified Compliance Report to the concerned Deputy Director of Education (District) within 15 days of issuance of this Circular. The report shall be accompanied by the completed checklist (Annexure I) and a self-certification by the Head of School confirming that all prescribed child safety and protection measures have been implemented and physically verified in accordance with the provisions of the POCSO Act, 2012, Directorate of Education guidelines, and other applicable laws & instructions.

A dedicated monitoring and inspection team comprising DoE officers and local Police officials shall conduct joint on-ground inspections of schools to verify the actual implementation of child safety measures. The team will assess physical safety arrangements and monitor compliance with the prescribed POCSO checklist and Standard Operating Procedures (SOPs). These inspections shall commence from July 2026 onwards to ensure timely compliance and strengthen child protection mechanisms in schools.

All DDEs are directed to collect and maintain the duly completed Student Safety Checklists and Compliance Certificates as per the directions above.

Non-compliance shall be viewed seriously and dealt with, in accordance with law.

Encl: - Annexure I (Student Safety Checklist)
Annexure II (Detailed SOP for schools)


(Veditha Reddy, IAS)
Director (Education)

F. No.DE.40(20) (180)/EVGB/Pt.1/2026/814-822

Date: 19/06/2026

Copy to:

1. Secretary to Hon'ble CM, GNCT of Delhi
2. Secretary to Hon'ble Minister of Education, GNCT of Delhi
3. Secretary, NDMC and Director (Education), MCD – for information and necessary compliance
4. PA to Secretary (Education), Directorate of Education, GNCTD
5. PPS to Director (Education), Directorate of Education, GNCTD
6. PPS to Addl. Director (Admn/EVGB), Directorate of Education, GNCTD
7. All RDEs/DDEs (District/Zones), Directorate of Education, GNCTD
8. All HoS (Government /Government Aided/Private Unaided Recognized Schools) for compliance
9. MIS In-charge to upload on DoE website
10. Guard File


(Veditha Reddy, IAS)
Director (Education)

ANNEXURE I

Student Safety Checklist

All Heads of Government, Government-Aided and Private Unaided Recognized Schools are hereby directed to ensure strict compliance with the provisions relating to child safety, protection and prevention of child abuse, in accordance with the guidelines of the Directorate of Education, the provisions of the POCSO Act, 2012, and other applicable laws and instructions issued from time to time.

This checklist duly completed and signed by the Head of School, to be submitted along with the Compliance Report within 15 days of issuance of the circular.

Student Safety Checklist

School Name: _____

School ID: _____

District: _____

Management Type: _____

Head of School: _____

Date of Review: _____

S.No.	Provision to be Verified	Status	Remarks / Action Planned
A. CHILD PROTECTION COMMITTEE & COMPLAINT BOX			
1	A Child Protection Committee is constituted with representation of teachers, parents, student, one independent external member (Social Worker/Child Rights Expert) and at least one female member in compliance with DCPCR guidelines.	Yes/No	
2	The committee meets at least once every quarter and proceedings are documented and signed while maintaining confidentiality.	Yes/No	
3	A complaint/suggestion box is installed in a prominent, accessible location — away from the HoS office and staff rooms, and CCTV cameras.	Yes/No	
4	Clear, written timelines and protocols exist for opening the complaint box, reviewing contents, taking action, and recording outcomes in a dedicated register.	Yes/No	
5	Students are informed about the complaint box and where it is placed.	Yes/No	
B. STAFF RECRUITMENT AND VERIFICATION			
6	Police verification has been completed for all teaching, non-teaching, and contractual staff, including security personnel,	Yes/No	

	bus attendants, and housekeeping staff. (as per DCPCR guidelines).		
7	Provisions of the POCSO Act, 2012 and roles and responsibilities of the above-mentioned Committees have been shared with all new recruits and their acknowledgement has been recorded in writing.	Yes/No	
C. STAFF SENSITIZATION AND TRAINING			
8	All teaching and non-teaching staff have been sensitized regarding the provisions of the POCSO Act, 2012, the JJ Act, 2015 and allied child protection laws.	Yes/No	
9	All staff are professionally trained to recognize signs and indicators of physical, sexual, emotional, and cyber abuse in children.	Yes/No	
10	All staff are aware of the mandatory reporting obligation under Section 21 of the POCSO Act, 2012 — pertinently highlighting that failure to report is a punishable offence.	Yes/No	
11	At least one training session per year has been conducted for staff and, where possible, in collaboration with the local police.	Yes/No	
12	Records of all staff sensitization and training sessions are maintained, including dates, attendance, and topics covered.	Yes/No	
D. STUDENT AND PARENT AWARENESS			
13	Students are regularly made aware of body autonomy, their right to say 'No', distinction between safe and unsafe touch, how to identify and report unsafe situations — at least once per quarter.	Yes/No	
14	Students are made aware of available helplines: Childline (1098), DCPCR helpline 9311551393 and the local police station number.	Yes/No	
15	Age-appropriate awareness programs are conducted on substance abuse, peer respect, gender sensitivity, social responsibility, and the consequences of actions under the POCSO Act, 2012 and JJ Act, 2015.	Yes/No	
16	Parents and guardians are sensitized on child protection policies, child laws, signs of abuse, and reporting mechanisms.	Yes/No	
17	A Prahari Club, or similar student-led platform exists where students can discuss safety, protection, and their rights with teachers and school authorities.	Yes/No	

E. REPORTING, ESCALATION AND RESPONSE

18	A clearly defined and documented reporting protocol, specifying actions to be taken and authorities to be contacted (including, HoS, EVGC, police/SJPU, CWC, and hospitals) in cases of suspected or disclosed abuse or emergencies, is in place and communicated to all staff (refer DCPCR guidelines)	Yes/No	
19	Counselling support is made available to the child following a disclosure or incident, with referral to specialist support where required.	Yes/No	
20	Confidentiality of the child's identity and the details of any complaint or incident is strictly maintained.	Yes/No	

F. PHYSICAL INFRASTRUCTURE AND SAFETY

21	Separate, well-maintained bathrooms exist for boys, girls, CWSN and transgender students. Corridors, stairwells, and common areas are well-lit. There are no dead-end hallways or staircase hideaways.	Yes/No	
22	CCTV cameras are installed and functional at appropriate locations within the school premises. Footage is preserved (for minimum 30 days) and accessible for review.	Yes/No	
23	All school gates are manned by security personnel. Visitors are registered and issued a pass before entering. A phone call to the parent/guardian is made before any child is permitted to leave the school with a visitor other than a parent.	Yes/No	
24	The Child Safety Posters, 9311551393 DCPCR Helpline and Childline (1098) are displayed prominently in the school and on the school buses.	Yes/No	
25	At least one female guard/attendant is present on the school bus until the last child is safely dropped home, regardless of the child's gender.	Yes/No	
26	For school trips and outdoor activities, written parental consent is obtained in advance. At least one female teacher accompanies the group on all outings. For outstation travel, safety precautions and helpline numbers are communicated to all students at least three days prior.	Yes/No	

G. COUNSELLING AND ONLINE SAFETY

27	Counselling support is available to students through an EVGC, visiting counsellor, or formal linkage with the District Counsellor-in-Charge. Students are informed about the availability and process for accessing counselling services.	Yes/No	
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28	Internet safety protocols are established and communicated to students and staff. Staff do not communicate with students through personal social media or unofficial channels. All emails to students are copied to parents.	Yes/No	
29	A periodic safety audit of the school premises is conducted, with attention to vulnerable areas, and findings along with corrective actions taken are documented.	Yes/No	

*** This checklist does not substitute or override the statutory obligations mandated by the POCSO Act & Rules, JJ Act, DCPCR Guidelines, or related regulations. Its objective is solely to support and augment compliances within these frameworks.**

CERTIFICATION BY THE HEAD OF SCHOOL

(Applicable to Government Schools, Government-Aided Schools, and Private Unaided Recognized Schools)

I, (Name), serving as the Head of (School Name and ID), do hereby solemnly certify that:

- 1. The above checklist has been personally and thoroughly reviewed by me.**
- 2. All provisions marked as complied with, have been physically verified on the school premises.**
- 3. The information furnished herein is true, complete, and accurate to the best of my knowledge and understanding.**

I understand that any false, misleading, or incomplete information provided in this certification shall render me liable for appropriate disciplinary and/or legal action under the applicable rules and laws.

Date: _____

Place: _____

**Signature of the Head of School
(With School Seal)**

ANNEXURE II

STANDARD OPERATING PROCEDURES

In accordance with Guidelines of the National Commission for Protection of Child Rights (NCPCR) and Directorate of Education / DCPCR SOP

This SOP is intended to guide Heads of Schools, teachers, counsellors, Child Protection Committees, and other school functionaries in responding appropriately, sensitively, and legally to incidents, disclosures, or complaints related to offences under the Protection of Children from Sexual Offences (POCSO) Act, 2012.

The objective is to ensure:

- Immediate safety and protection of the child,
- Mandatory legal compliance,
- Timely reporting and coordination with authorities,
- Provision of psychological and emotional support, and
- Maintenance of confidentiality and dignity of the child.

POCSO Complaint Handling and Child Protection SOP

A. Receipt of Complaint / Disclosure

1. Receive the complaint calmly and sensitively.
2. Ensure the child is heard in a safe and private environment.
3. Reassure the child and avoid blaming, threatening, or judgmental language.
4. Allow the child to speak in their own words without interruption.
5. Avoid asking leading, suggestive, or investigative questions.
6. Avoid repeated questioning or forcing the child to narrate details multiple times.
7. Record the basic facts disclosed by the child accurately.
8. Maintain strict confidentiality regarding the identity and details of the child.

B. Immediate Safety and Protection Measures

1. Ensure immediate physical and emotional safety of the child.
2. Remove the child from any unsafe environment if required.
3. Ensure the child is not left alone in distress.
4. Prevent any contact between the child and the alleged offender within the institution.
5. Ensure that no intimidation, retaliation, or victimization of the child occurs.

C. Mandatory Reporting under POCSO Act, 2012

1. Report the matter immediately to the local Police or Special Juvenile Police Unit (SJPU).
2. Ensure that reporting is done immediately, after receiving the information.
3. Inform the Head of School or Competent Authority immediately.
4. Maintain written documentation of reporting details.
5. Cooperate fully with law enforcement authorities during the investigation.

D. Support to Child and Parents/Guardians

1. Arrange counselling support for the child.
2. Inform parents or guardians in a sensitive, supportive manner immediately, except in cases where a parent or guardian is the alleged offender or suspect. In such cases, the matter must be escalated directly to the Child Welfare Committee (CWC) and Police without parental notification.
3. Guide parents or guardians regarding available legal and counselling support.
4. In case of an immediate medical emergency or physical injury, medical aid must be sought concurrently alongside reporting to the police, ensuring no delay in treatment.
5. Ensure the child continues to receive educational support without discrimination.

E. Documentation and Record Management

1. Record the date, time, and mode of receipt of the complaint.
2. Maintain confidential case records in secure custody.
3. Preserve relevant evidence such as written complaints, screenshots, emails, messages, and other physical or digital records.
4. Ensure access to records is restricted to authorized personnel only.
5. Maintain a chronology of all actions taken.

F. Confidentiality and Child Rights

1. Ensure confidentiality of the identity of the child at all stages.
2. Refrain from discussing the matter publicly, informally, or with unauthorized persons.
3. Ensure no disclosure on social media or public platforms.
4. Protect the dignity, privacy, and emotional well-being of the child.
5. Follow child-friendly procedures in all interactions.

G. Coordination with Child Protection Authorities

1. Coordinate with the Child Welfare Committee (CWC), wherever required.
2. Coordinate with the District Child Protection Unit (DCPU), if support is required.
3. Provide required assistance to investigating authorities.
4. Attend meetings or proceedings as directed by competent authorities.

H. Cyber Safety, Online Offences and Digital Evidence Management

1. Preserve digital evidence including relevant CCTV footage (minimum of 30 days following a reported incident or disclosure) chats, screenshots, emails, and social media content.
2. Report cyber-related offences immediately to the Police or Cyber Crime Cell.
3. Counsel the child regarding safe online practices.
4. Take steps to prevent further online exploitation or contact.

I. Institutional Follow-Up

1. Conduct periodic follow-up regarding the child's safety and well-being.
2. Review institutional safety protocols and identify gaps.
3. Conduct awareness and sensitization programs for students and staff.
4. Ensure compliance with child protection policies and code of conduct.
5. Strengthen reporting and counselling mechanisms within the institution.

NOTE

All school authorities, teachers, counsellors, and staff members are legally obligated to report any instance or apprehension of child sexual abuse under the POCSO Act, 2012. Failure to report such incidents shall attract legal consequences.