



COMMUNITY CHARTER & CODE OF CONDUCT

1. PURPOSE

Mount Dev International School is committed to providing every student with a safe, secure, respectful, inclusive, supportive and child-friendly learning environment.

This Community Charter & Code of Conduct establishes clear standards of behaviour for all members of the school community and supports the implementation of the School's Child Protection Policy, POCSO Policy, Anti-Bullying Policy, Student Safety Policy and Staff Code of Conduct.

This Code applies to:

- School Management
- Principal
- Teachers
- Administrative staff
- Non-teaching staff
- Contractual employees
- Transport staff and drivers
- Security personnel
- Housekeeping staff
- School Nurse/medical personnel
- Counsellors
- Coaches and activity instructors
- Volunteers
- Parents/Guardians
- Students
- Visitors and contractors

The safety, dignity, wellbeing and best interests of every child shall remain the highest priority of Mount Dev International School.

2. OUR COMMUNITY VALUES

Mount Dev International School shall promote the following core values:

Respect: Every person shall be treated with dignity, courtesy and respect.

Safety: Every student has the right to study and participate in school activities in a safe environment.

Equality and Inclusion: Every child shall be treated fairly and without discrimination.

Responsibility: Every member of the school community is responsible for maintaining a safe and positive environment.

Integrity: All members shall act honestly, ethically and professionally.

Compassion: Children shall be treated with patience, understanding and

Compassion: Children shall be treated with patience, understanding and sensitivity.

Accountability: Any inappropriate conduct or safeguarding concern must be addressed and reported through the appropriate channel.

3. CHILD PROTECTION COMMITMENT

Mount Dev International School follows a zero-tolerance approach towards child abuse and exploitation.

The school shall take seriously all concerns relating to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Bullying
- Cyberbullying
- Harassment
- Discrimination
- Grooming
- Exploitation
- Peer-on-peer abuse
- Online abuse
- Self-harm or threats to self-harm
- Any other behaviour that places a child at risk

A concern may arise from a disclosure, allegation, suspicion, observation or information received from another person and must be dealt with through the school's safeguarding procedures.

4. STUDENT CODE OF CONDUCT

Every student of Mount Dev International School is expected to:

4.1 RESPECT OTHERS

Students shall:

- Respect teachers, classmates, staff and visitors.
- Use polite and appropriate language.
- Respect the opinions, privacy and personal boundaries of others.
- Respect school property and the belongings of others.
- Cooperate with teachers and school authorities.

4.2 MAINTAIN A SAFE ENVIRONMENT

Students must not:

- Fight or physically harm another person.
- Threaten, intimidate or harass others.
- Bring prohibited or dangerous items to school.
- Encourage violence or unsafe behaviour.
- Deliberately damage school property.

4.3 BULLYING AND HARASSMENT

Students must not:

- Bully, threaten or intimidate another student.
- Humiliate, insult or deliberately isolate another student.
- Spread malicious rumours. Use abusive language.
- Engage in physical, verbal, social or online harassment.
- Encourage other students to participate in bullying.

4.4 SEXUAL SAFETY

Students must respect the dignity and personal boundaries of others.

The following are prohibited:

- Sexual harassment.
- Sexualised comments or gestures.
- Inappropriate touching.
- Sharing sexual or pornographic material.
- Pressuring another student for photographs or videos.
- Threatening or coercing another student.
- Any sexual exploitation or inappropriate sexual behaviour.

5. DIGITAL SAFETY AND CYBER CONDUCT

Students must use mobile phones, computers, internet services, social media, messaging applications and online games responsibly.

Students must not:

- Create fake accounts to harass or impersonate another person.
- Send threatening or abusive messages.
- Share embarrassing photographs or videos of others.
- Record students or staff without appropriate permission.
- Share private information or images of another person.
- Participate in cyberbullying.
- Send, request or circulate sexually explicit material involving children.
- Use digital platforms to threaten, manipulate, groom or exploit another child.

Students are encouraged to immediately report online threats, harassment, inappropriate contact or suspicious online behaviour to a trusted adult or designated school authority.

6. STAFF CODE OF PROFESSIONAL CONDUCT

All teachers, employees, volunteers and other adults working at Mount Dev International School shall maintain professional, appropriate and transparent relationships with students.

Staff shall:

- Treat every student with dignity and respect.
- Maintain appropriate professional boundaries.
- Use age-appropriate and professional language.

- Provide appropriate supervision and support.
- Report child-protection concerns promptly.
- Follow the School's Child Protection and POCSO procedures.
- Maintain confidentiality on a need-to-know basis.
- Avoid situations that may compromise the safety or dignity of the child or staff member.

Staff shall NOT:

- Use corporal punishment.
- Humiliate, threaten or intimidate a student.
- Use abusive or degrading language.
- Engage in sexualised jokes or conversations with students.
- Engage in inappropriate physical contact.
- Establish inappropriate personal or romantic relationships with students. Give inappropriate personal gifts to students.
- Maintain secret communication with students.
- Share inappropriate photographs, videos or messages with students.
- Use social media or digital platforms for inappropriate communication with students.
- Conceal or ignore a safeguarding concern.

7. PROFESSIONAL BOUNDARIES

One-to-One Interaction

Staff should avoid unnecessary situations in which they are alone with a student.

Where a private conversation is necessary:

- The interaction should take place in an appropriate setting.
- The staff member should remain visible to others wherever reasonably possible.
- Doors should not be unnecessarily locked.
- The interaction must remain professional.

Physical Contact

Physical contact with students should be limited to situations where it is reasonably necessary for:

- Preventing or treating an injury.
- Ensuring the student's safety.
- Legitimate instruction.
- Sports or activity requirements.
- Appropriately comforting a distressed student.

Transport

Staff should not transport a student alone in a personal vehicle except in an emergency or other authorised circumstance where appropriate safeguarding measures are followed.

8. TOILETING AND INTIMATE CARE

Where a student requires assistance with toileting, personal hygiene or other intimate care:

- The student's dignity and privacy must be protected.
- Staff should provide only the assistance that is reasonably necessary.
- Another staff member should be informed where appropriate.
- Staff should remain visible to others wherever reasonably possible.
- The student should be encouraged to perform tasks independently according to their age and ability.
- Any safeguarding concern arising during intimate care must be reported immediately through the appropriate school procedure.

9. PARENTS AND GUARDIANS CODE OF CONDUCT

Parents and guardians are valued members of the Mount Dev International School community.

They are expected to:

- Treat students, teachers and staff respectfully.
- Communicate concerns through appropriate school channels.
- Cooperate with school safeguarding procedures.
- Respect the privacy and dignity of students.
- Avoid threatening, abusive or discriminatory behaviour.
- Follow school security and visitor procedures.
- Support the school's positive behaviour and child-protection initiatives.

Parents/guardians should not directly confront another student regarding an allegation, complaint or safeguarding matter. Such concerns should be brought to the school authorities.

10. VISITORS, CONTRACTORS AND SUPPORT STAFF

All visitors, contractors and support personnel must:

- Follow school security procedures.
- Remain in authorised areas.
- Display identification where required.
- Avoid unnecessary interaction with students.
- Maintain appropriate professional boundaries.
- Not photograph or record students without authorisation.
- Immediately report any child-protection concern to the designated school authority.

11. SOCIAL MEDIA AND ONLINE COMMUNICATION

All members of the school community shall use social media responsibly.

Staff must:

- Maintain appropriate privacy settings.
- Use official school communication channels wherever possible.

- Avoid unnecessary private communication with students.
- Never send inappropriate, sexualised or personal messages to students.
- Never request or share inappropriate photographs or videos.
- Report inappropriate online contact involving a student.

Students must:

- Use social media responsibly.
- Respect the privacy of others.
- Avoid cyberbullying and online harassment.
- Not share inappropriate content.
- Report suspicious or harmful online behaviour.

12. POSITIVE DISCIPLINE

Mount Dev International School promotes positive, constructive and age-appropriate discipline.

Discipline should:

- Teach responsibility and self-control. Correct inappropriate behaviour without humiliation.
- Be fair, reasonable and proportionate.
- Take into account the student's age and circumstances.
- Protect the student's dignity.

Corporal punishment is strictly prohibited.

No teacher, employee, volunteer or other person shall use physical punishment, humiliating punishment or degrading treatment as a disciplinary measure.

13. REPORTING CHILD PROTECTION CONCERNS

Every member of the school community has a responsibility to report a genuine child-protection concern.

Where a child discloses abuse or a safeguarding concern, the person receiving the disclosure should:

- Stay calm.
- Listen carefully.
- Take the child seriously.
- Allow the child to speak in their own words.
- Avoid leading or investigative questioning.
- Do not promise secrecy or confidentiality.
- Reassure the child that they have done the right thing by speaking.
- Record the information accurately and promptly.
- Report the matter to the Designated Authority/Designated Safeguarding Person.
- Take immediate steps where the child is in danger.

The school's existing child-protection guidance requires concerns relating to physical or psychological violence, aggression, harassment and physical or sexual abuse to be reported to the designated authority.

14. CONFIDENTIALITY

Child-protection information must be handled with sensitivity.

Staff must:

- Maintain appropriate confidentiality.
- Share information only with authorised persons who need to know.
- Keep records secure.
- Avoid discussing cases with students or unauthorised persons.
- Never publish safeguarding information on social media.

Confidentiality must never be used to prevent or delay appropriate reporting of a child-protection concern.

15. POCSO AND CHILD SEXUAL SAFETY

Mount Dev International School shall maintain appropriate procedures for the protection of children from sexual offences in accordance with the Protection of Children from Sexual Offences Act, 2012 (POCSO) and applicable CBSE and Government requirements.

The school shall:

- Create awareness regarding child sexual abuse.
- Maintain appropriate reporting and complaint mechanisms.
- Maintain the required POCSO/Child Protection Committee or designated mechanism.
- Provide appropriate information for reporting concerns.
- Conduct staff awareness and orientation programmes.
- Establish clear staff–student boundaries.
- Undertake appropriate staff verification as required.
- Encourage students to report inappropriate behaviour.
- Respond promptly and appropriately to disclosures and complaints.
- Maintain appropriate records.

The school's source policy also identifies staff orientation, student awareness, professional boundaries and appropriate reporting mechanisms as important safeguarding responsibilities.

16. ANTI-BULLYING COMMITMENT

Mount Dev International School shall promote a school environment free from bullying and harassment.

Bullying may be:

- Physical
- Verbal
- Emotional
- Social
- Sexual
- Psychological
- Online/Cyber

All reports of bullying shall be taken seriously and addressed through the school's appropriate disciplinary and safeguarding procedures.

17. STUDENT VOICE AND PARTICIPATION

- The school shall encourage students to:
- Speak openly about safety concerns.
- Approach trusted teachers or designated safeguarding personnel.
- Report bullying, abuse or harassment.
- Seek help when they feel unsafe.
- Participate in age-appropriate child-protection awareness activities.

Students shall be treated with respect when raising a concern and shall not be discouraged from reporting genuine concerns.

18. NON-RETALIATION

No student, parent, teacher, staff member or other person shall be threatened, intimidated, harassed or punished for raising a genuine safeguarding concern or making a disclosure in good faith.

The school shall take reasonable steps to protect individuals who report concerns from retaliation.

19. STAFF TRAINING AND AWARENESS

Mount Dev International School shall provide appropriate awareness and training to staff regarding:

- Child Protection.
- POCSO.
- Recognising signs of abuse and neglect.
- Responding to disclosures.
- Professional boundaries.
- Positive discipline.
- Bullying and cyberbullying.
- Online safety. Reporting procedures.
- Emergency safeguarding response.
- The school shall also conduct age-appropriate awareness programmes for students.

20. BREACH OF THE CODE OF CONDUCT

Any breach of this Code may result in appropriate action in accordance with the school's applicable rules, service conditions, disciplinary procedures and relevant law.

Where conduct involves a potential criminal offence or serious risk to a child, the matter shall be dealt with in accordance with applicable legal requirements and referred to the appropriate authority where required.

21. RESPONSIBILITIES OF THE SCHOOL COMMUNITY

School Management

To provide resources, systems and oversight for effective implementation of child-protection measures.

Principal

To ensure implementation of the Child Protection Policy and appropriate action on safeguarding concerns.

Designated Safeguarding Authority/Person

To receive concerns, maintain appropriate records, coordinate safeguarding responses and make referrals where required.

Teachers and Staff

To remain vigilant, maintain professional boundaries and report concerns promptly.

Students

To respect others, follow school rules and report unsafe or inappropriate behaviour.

Parents/Guardians

To cooperate with the school and support the safety and wellbeing of children.

22. ACKNOWLEDGEMENT AND COMPLIANCE

All employees, volunteers and persons working with students may be required to confirm that they:

- Have read and understood this Community Charter & Code of Conduct.
- Agree to comply with its provisions.
- Understand their responsibility towards child safety.
- Understand the school's safeguarding and reporting procedures.
- Agree to maintain appropriate professional boundaries.
- Understand that violations may result in appropriate action.

23. MOUNT DEV INTERNATIONAL SCHOOL – COMMUNITY PLEDGE

We, the members of the Mount Dev International School community, commit ourselves to creating an environment where every child:

- FEELS SAFE
- IS RESPECTED
- IS HEARD
- IS PROTECTED
- IS INCLUDED
- IS SUPPORTED CAN LEARN AND GROW

We will listen to children, respect their dignity, maintain appropriate boundaries, act responsibly and report concerns whenever a child's safety or wellbeing may be at risk.