

G55 - 2025

17 October 2025

## SAFEGUARDING GUIDELINES

### Student Code of Conduct

The Code of Conduct serves to guide students in making responsible decisions, show respect for others, and foster a positive, collaborative school community. **Our learners are:**

Collaborative	Communicative	Open-minded
Caring	Inquirers	Knowledgeable
Creative & Critical Thinkers	Balanced	Principled
Reflective	Responsible	Risk Takers
Innovative	Engaged	Confident

### Our students are expected to -

1. Treat all members of the school community, including peers, staff, and visitors, with respect and dignity.
2. Use positive language and demonstrate good manners in all interactions, both verbal and non-verbal.
3. Value diversity, embracing different cultural, social, and personal backgrounds without discrimination or harassment.
4. Follow safety guidelines during recess, sports, and field trips.
5. Avoid bullying, intimidation, or any form of behaviour that makes others feel unsafe, unwanted, or marginalized.
6. Treat others with respect and avoid engaging in physical altercations, verbal abuse, inappropriate interactions, vandalism or reckless activities.
7. Respect and care for school property, including indoors and outdoors, equipment, books, and facilities.
8. Respect personal belongings of others, refraining from taking, damaging, or misusing them.
9. Respect the classroom environment: keep the space tidy, take care of classroom resources, refrain from disruptive behaviour (e.g., talking out of turn or off-task activities), follow classroom rules/ essential agreements, and contribute to a positive, focused learning atmosphere.

10. Maintain appropriate behaviour in common areas and during school events.
11. Attend school regularly and arrive on time for all classes and activities.
12. If absent due to a valid reason, submit a leave note from a parent or guardian.
13. Make up any missed work promptly, with guidance from the teacher.
14. Have a neat, formal school appearance:
  - hair must be well groomed
  - nails must be trimmed
  - keep jewellery minimal and unobtrusive.
15. Wear the school track suit on the farm visit days and formal school uniform on other days, unless specified otherwise.
16. Use technology and school devices responsibly and refrain from cyberbullying, spreading misinformation, or accessing inappropriate content.
17. Understand that actions taken online can have real-world consequences, including potential disciplinary action. Respect the privacy of peers and others.
18. If you're unable to resolve conflicts on your own or feel unsafe, seek help from a teacher or counsellor. Inform them early to prevent the situation from escalating.
19. Be active participants in school activities, such as clubs, sports, and community service projects, demonstrating leadership, responsibility, and team spirit.
20. Behave responsibly while using transport, including:
  - Staying seated while the vehicle is moving
  - Speaking softly
  - Keeping hands, feet, and objects inside the bus
  - Not throwing items
  - Following directions from the bus driver, bus attendant and staff.

## Anti-Bullying Guidelines

The school promotes a culture of respect, empathy, and kindness in which every individual feels valued and safe. **Bullying in any form is prohibited.** Including but not limited to-

- **Physical Bullying:** Hitting, pushing, kicking, or any other physical aggression or intimidation.

- **Verbal Bullying:** Inappropriate language such as name-calling, insults, threats, or derogatory comments aimed at an individual's appearance, abilities, or personal attributes.
- **Social/Relational Bullying:** Spreading rumours, excluding someone from a group, or damaging someone's social relationships.
- **Cyberbullying:** Using technology (e.g., social media, text messages, online games) to spread hurtful or damaging content, or to harass, threaten, or insult another person.
- **Racial or Ethnic Harassment:** Insulting or discriminatory comments or actions based on a person's race, ethnicity, or cultural background.
- **Disability Harassment:** Mocking or belittling a person due to a physical or mental disability.
- **Sexual Harassment:** Inappropriate touch, breach of physical privacy, unwanted behaviour, jokes, or comments of a sexual nature, including those related to gender identity or sexual orientation.

## Rewards for Good Behaviour

We believe in discipline that encourages and reinforces positive behaviour. We offer rewards to strengthen each student's motivation to make good behavioural choices and follow established expectations. Recognizing and rewarding positive behaviour not only reinforces those actions but also encourages others to model them.

## Responding to Misconduct

While prevention is the primary focus of the Code of Conduct, however, breach of the present Code of Conduct, shall lead to appropriate consequences. **Consequences** are applied in response to behaviour, not directed at the individual. Consequences are proportional to the severity of the conduct.

## Possible Consequences Include:

1. Verbal warnings, time-outs, written reflections, counselling, or conflict resolution sessions.
2. Detentions or loss of privileges, such as breaks or participation in extracurricular activities and parent meetings.
3. In-school or out-of-school suspension for serious violations.
4. All consequences to be taken on record and shall be considered while dealing with repeated breach of code of conduct by a student.

## SAFEGUARDING GUIDELINES

We approach discipline as a progressive, educational process. Consequences are viewed as natural and logical outcomes of a student's choice to deviate from expected behaviour, aiming to instil accountability and self-regulation. We believe

- Positive behaviour should be reinforced, recognised, and rewarded.
- Discipline is a means of guidance, not punishment.
- Restorative practices are used where appropriate.
- Parents and guardians are essential partners in shaping behaviour.

### Prevention Strategies

- **Building a Positive School Culture:** Promoting kindness, respect, empathy, and inclusivity through school-wide initiatives, events, and student-led activities.
- **Awareness:** Incorporating safe behaviour sessions for students and staff.
- **Support Systems:** Establishing clear avenues for students to report incidents of bullying or harassment (e.g., counselling services, trusted staff members, anonymous reporting systems).
- **Intervention Programs:** Wellness and counselling sessions are aimed at conflict resolution, emotional regulation, and positive social skills.
- **Framing of Essential Agreements:** Teachers are encouraged to review the school code of conduct with the students regularly and frame **age-appropriate** essential agreements. These rules must apply to all settings — academic and non-academic.
- **Positive Reinforcement:** Students demonstrating positive behaviour will be recognised and rewarded:

-Praise and recognition

-Classroom privileges

-Positive notes or calls home

-Monthly awards or celebrations

## General Behaviour Expectations Across the School

Location	Be Safe	Be Respectful	Be Responsible
<b>Classrooms &amp; Activity Rooms</b>	Keep hands/feet to self	Follow instructions promptly	Come prepared and on time
<b>Corridors &amp; Walkways</b>	Walk at all times	Use quiet voices	Stay on the right side
<b>Sports &amp; Play Fields</b>	Use equipment properly	Include others	Follow adult directions
<b>Technology Use</b>	Protect privacy	Use kind words	Stay on task and focused

## Categories of Misbehaviour & Tiered Responses

### Level 1 – Minor Acts of Misbehaviour

#### Examples:

- Disrupting class
- Incomplete work/homework
- Disrespectful tone or loud language
- Misuse of furniture or materials( for e.g. scribbling on desks and walls in the classrooms, corridors and washrooms, meddling with the interactive boards, breaking toys or damaging sports/ laboratory equipment/ library books, tearing bus-seats)

**Handled by:** Teacher/Coordinator

#### Consequences:

- Verbal/ Written Warning (VW/WW\*-through schoolpad)
- Reflection or apology
- Parent Communication (PC)
- Counselling Referral
- Loss of privileges (age appropriate) such as participation in school events, access to recreational activities, or other classroom rewards.

## **Level 2– Escalating Behaviour**

### **Examples:**

- Repeated disruptions or defiance
- Harassment (Physical or verbal)
- Misuse of technology
- Vandalism
- Skipping class

**Handled by:** Coordinator / Counsellor / Principal

### **Consequences:**

- Principal's Office Referral (PO)
- Parent Meeting (PM)
- Confiscation of items
- Written Apology
- Behaviour Monitoring/Contract (C1/C2\*)
- Temporary suspension from school activities, including sports/ clubs/ field trips/or other extracurricular programs.

## **Level 3 – Major Misbehaviour**

### **Examples:**

- Physical aggression in all forms such as slapping, punching, pushing, fighting or bullying
- Academic dishonesty (e.g. cheating, plagiarism)
- Theft or vandalism
- Repeated defiance or disruptive behaviour
- Endangering others
- Bringing illegal items to school (including but not limited to -weapons, alcohol, vapes, cigarettes, mood altering substances, tobacco material, etc.)
- Bringing mobile phones or any other electronic gadgets to school, unless authorised. ( authorisation will be intimated through prior written communication from the school/ educator and the gadget to be used only under the respective educator's supervision.)

**Handled by:** Discipline Committee

## Consequences:

- Confiscation of items
- Removal from school activities/events(duration to be decided by DC)
- Contracts (C1/C2/C3\*)
- Suspension
- Expulsion (with Director's approval)

**Progressive Discipline Model:** *Consequences should be **gradual**, progressing from less severe to more severe as misbehaviour is repeated.*

Occurrence	Actions
<b>First Time</b>	Verbal Warning /Written Warning, Reflections, Parent Communication, counselling as appropriate, documentation in Log Book, Coordinator notified
<b>Second Time</b>	Parent Meeting, counselling, behaviour plan, negotiate consequences, apply sanctions, removal from high risk spaces such as playgrounds, big events/gatherings, documentation in Log Book, Principal notified
<b>Third Time</b>	Behaviour probation for 2-4 weeks, daily monitoring & counselling, suspension from high risk spaces, follow fixed behaviour plan formulated in agreement with parents, Documentation in Log Book, Director Notified
<b>Fourth Time</b>	Internal / External suspension, Behaviour Change plan, Discipline Committee meeting
<b>Fifth Time</b>	Expulsion, with final documentation & Director's Approval

## **Reporting and Responding**

Students and parents are encouraged to report any incidents of bullying or harassment immediately. Mandatory for staff to report any incident. Reports can be made to:

- A trusted teacher, counsellor, the coordinator, the principal or the director.
- Anonymous reporting can be done in the Complaint Boxes, one in each wing.
- Written complaint from parents.

Once a report is received, the school discipline committee will:

- Parents to be notified on the same day.
- Investigate the incident promptly and thoroughly.
- Ensure the safety and well-being of the victim during the investigation process.
- Involve relevant parties, such as the victim, the alleged perpetrator(s), and any witnesses, in the investigation.
- Determine appropriate consequences and interventions based on the severity of the behaviour.
- Keep all documentation confidentially and securely filed and duly maintained in the school records.
- The Discipline Committee to endeavour to complete the process at the earliest possible (maximum duration ---2 school working weeks).

## **Support**

The school is committed to providing support for both parties involved through counselling and other support services to address the emotional and psychological impact of bullying or harassment. Students who engage in bullying or harassment will be given the opportunity to learn from their actions through restorative practices, counselling, and behaviour modification programs. The goal is to help them understand the harm caused and to develop healthier social behaviour. In case repetitive non adherence, the same may entail strict actions.

## **Role of Parents/Guardians**

- Reinforce expectations at home
- Review Code of Conduct with your child
- Communicate openly with staff
- Support follow-up actions
- Attend meetings as needed
- Share feedback and suggestions.



## Abbreviations

Abbreviation	Meaning
VW	Verbal Warning
WW	Written Warning
PC	Parent Communication
PM	Parent Meeting
PO	Principal's Office
CC	Coordinator/Counsellor
C1	Contract 1 (Initial Serious Offence)
C2	Contract 2 (Repeated Offence + Suspension)
C3	Contract 3 (Final Warning/Expulsion)

The primary goal of any disciplinary action is to provide support and guidance, encouraging positive behavioural change and personal growth. Discipline will focus on reformation and restoration rather than punitive measures alone.

## IMPORTANT:

1. Parents can share their concerns and complaints by writing at this email address [infochd@dpsdalhousie.com](mailto:infochd@dpsdalhousie.com)
2. For any urgent matters they may call the principal at 9872269189, vice principal 909924906 or chief administrator of the school, at 9284271112
3. The various Safeguarding Committees are listed below. They work to strengthen the school community and ensure complaints are addressed in a timely manner.
4. The secretary of each committee is the point of contact for the respective committee.

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## Discipline Committee

Members	Name
Principal	Ms Kimmy Dhanoa
Head of Boarding/Vice Principal	Mr Srijith Pillai
PYP Coordinator	Ms Thangalakshmi
School Facilitator	Ms Ridhima Rampal
School Counsellor (Secretary)	Ms Reema Sawhny
Teacher Rep PSPE	Mr Sukirat Singh
Teacher Rep Primary	Ms Shruti Chawla
Teacher Rep Lower Secondary	Ms Monica Gautam
Boarding Rep	Ms Amandeep Kaur
Parent Rep	Ms Kanika Gupta
Parent Rep	Mr Kamaljeet Singh Gill

- Investigate disciplinary cases, review repeated behavioural cases.
- Hear all involved parties.
- Investigate incidents fairly.
- Recommend appropriate disciplinary actions
- Ensure fairness and transparency in decisions
- Keep records.

## Complaints & Redressal Cell

Principal	Ms Kimmy Dhanoa
Facilitator	Ms Ridhima Rampal
Counsellor	Ms Reema Sawhny
Teacher Rep	Mr Sukirat Singh
Teacher Rep	Mr Ashish Rai
Executive Administrator (Secretary)	Ms Ankita Saxena
Parent Rep	Mr Rajive Khan

- Provide a structured, fair, and timely process for resolving complaints.
- Promote mutual respect and a positive school environment.
- Ensure accountability in addressing grievances.
- Receive and document complaints from students, parents, staff, and stakeholders.

- Maintain confidentiality and handle cases with sensitivity.
- Investigate complaints and gather relevant information.
- Facilitate discussions between involved parties when necessary.
- Recommend or implement appropriate corrective actions.
- Encourage feedback for ongoing improvement.
- Keep detailed records of all complaints and resolutions.

## Transport Committee

Principal	Ms Kimmy Dhanoa
Facilitator	Ms Ridhima Rampal
Transport Coordinator (Secretary)	Ms Suman Preet Kaur
Teacher Rep	Ms Aditi Sharma
Teacher Rep	Ms Gurbinder Kaur
Parent Rep	Mr Salim Khan

- Ensure safe, efficient student transportation to and from school.
- Verify buses and drivers meet all safety and legal requirements.
- Oversee and enforce safety protocols.
- Conduct regular student bus conduct awareness sessions.
- Address misconduct reports and enforce disciplinary measures in accordance with school Safeguarding and Behaviour guidelines.
- Act as liaison between parents, students, and transport staff.
- Communicate changes in transport schedules, routes, or policies to stakeholders.

## Sexual Harassment Committee

Principal	Ms Kimmy Dhanoa
Head of Boarding/ Vice Principal	Mr Srijith Pillai
Counsellor (Secretary)	Ms Reema Sawhny
Teacher Rep	Mr Ashish Rai
School Nurse	Ms Amandeep Kaur
Teacher Rep	Ms Komal Goel
Parent Rep	Mrs Usha Rani

The committee is established to prevent, address, and resolve sexual harassment complaints within the school, ensuring a safe, respectful, and inclusive environment for all.

- Ensure prompt, fair, and confidential handling of complaints.
- Recommend preventive actions to avoid recurrence.
- Conduct regular awareness programs on harassment, consent, and respectful behaviour, Protection of Children from Sexual Offences Act awareness.
- Promote a zero-tolerance culture toward sexual misconduct.
- Ensure confidentiality.
- Conduct impartial and timely investigations.
- Maintain detailed documentation of all proceedings.
- Submit findings with recommended actions.
- Protect the identities of all involved throughout the process.

## School Health and Hygiene Committee

Principal	Ms Kimmy Dhanoa
Head of Boarding/ Vice Principal	Mr Srijith Pillai
PYP Coordinator	Ms Thangalakshmi
School Nurse (Secretary)	Ms Amandeep Kaur
Teacher Rep	Ms Kanchandeep Kaur
Teacher Rep	Ms Zenia
Parent Rep	Mr Ravi Kumar

The committee ensures a healthy school environment through:

- **Health Education:** Organizing workshops on hygiene, nutrition, mental health, and menstrual hygiene.
- **Facilities & Sanitation:** Inspecting school facilities and promoting proper waste disposal and handwashing.
- **Health Services:** Conducting regular health check-ups, maintaining records, and coordinating vaccinations.
- **Food & Water Safety:** Monitoring water quality and ensuring safe, nutritious food practices.
- **Emergency Preparedness:** Maintaining first aid kits and response protocols for health emergencies.
- **Community Engagement:** Following health guidelines and involving parents and the community in initiatives.

## Disaster Management Team

Principal	Ms Kimmy Dhanoa
Head of Boarding/Vice Principal	Mr Srijith Pilllai
Facilitator	Ms Ridhima Rampal
Teacher Rep	Mr Somenath Chakraborty
Teacher Rep	Ms Sandeep Kaur
Security Officer (Secretary)	Mr Lakhwinder Singh
Admin Staff	Mr Rana
Boarding Rep	Mr Padam Bhushan
Boarding Rep	Ms Amandeep Kaur
Parent Rep	Sh Sanjive Kumar Sarpanch

- Develop and regularly update the School Disaster Management Plan (SDMP).
- Assign clear roles and responsibilities to team members.
- Map evacuation routes and assembly points.
- Establish emergency protocols.
- Maintain and check emergency equipment and supplies.
- Conduct regular safety audits and inspections.
- Provide training for students and staff on fire safety, first aid, CPR, disaster drills.
- Coordinate mock drills.
- Engage parents, community members, and authorities in preparedness activities.
- Keep records of drills, trainings, audits, incidents, and emergency contact

## Guidelines Review

The Safeguarding Guidelines are a living document and subject to regular reviews and amendments. We appreciate parents' feedback and their constructive contributions to review the Guideline to ensure effectiveness and make any necessary revisions based on emerging needs or challenges.