



**HINDUSTAN  
INTERNATIONAL  
SCHOOL**

(A UNIT OF HINDUSTAN GROUP OF INSTITUTIONS)

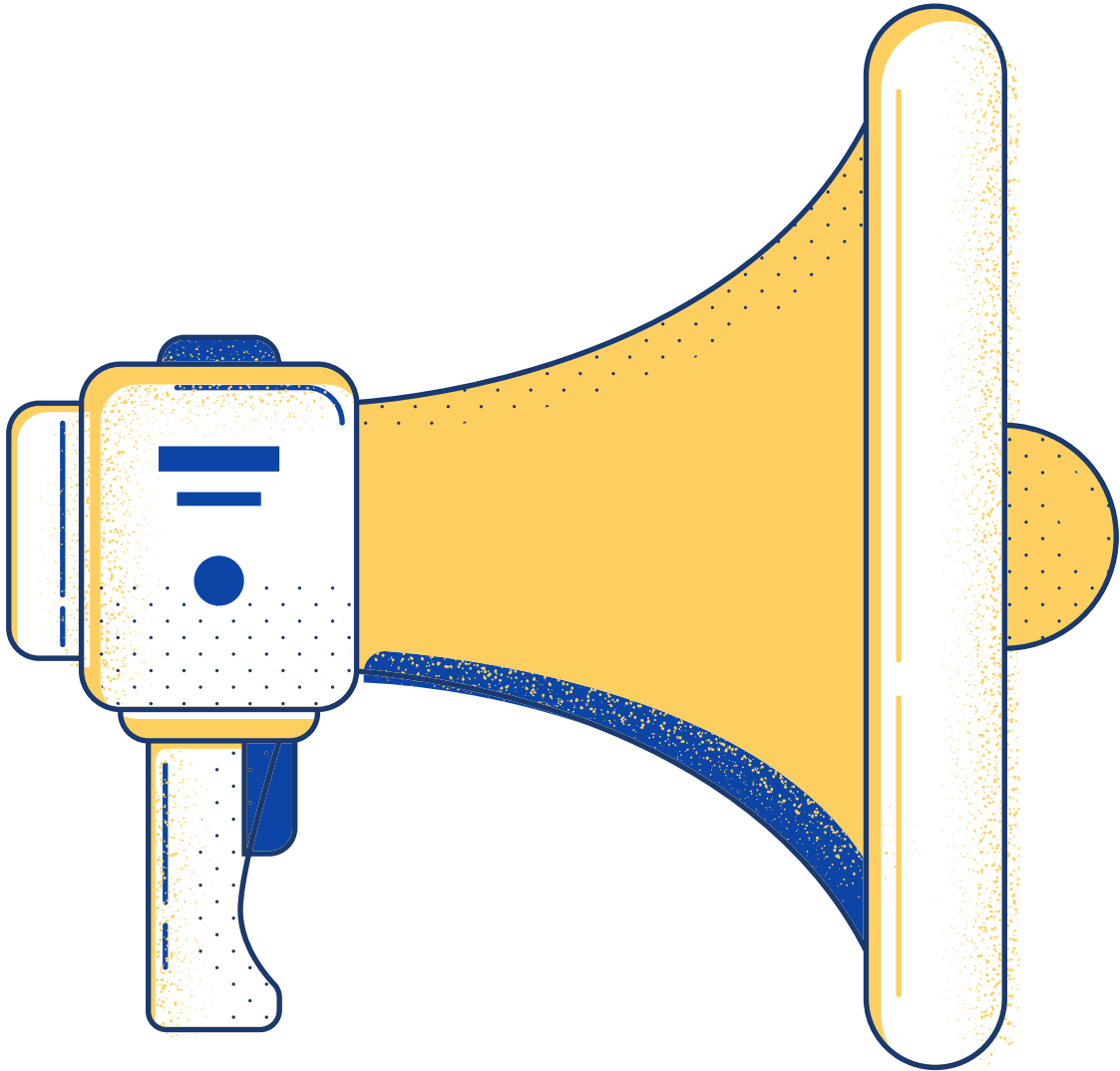
# "HIS-Connect" to be Safe, Secure and Sensible"

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The Student  
Warriors'  
handbook  
Observe, Listen &  
Speak



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*Dear Student Warrior,*

Greetings to you and welcome to the HIS-CONNECT family!

It's a joy to have you grow at HIS. Your years at High School are precious and we are happy to be a part of this journey. HIS gives you that conducive environment to explore, learn, understand and blossom. For the environment to be meaningful, happy and secure, we are making efforts to ensure it is safe and healthy for you and all around. How do you define , “ safe and healthy” It is to ensure you to feel safe and emotionally healthy , express thoughts without fear /judgment, find and be a support .

Asking for help without hesitation, expressing without fear is the motive behind “HIS-CONNECT“. We all speak and read of Emotional Intelligence -Emotional Intelligence (EI) is the ability to manage both your own emotions and understand the emotions of people around you. In the safe space of "HIS-CONNECT" you shall understand and practice Emotional Intelligence .

Connecting Right will also make you understand that there is going to be a “Zero Tolerance Policy towards any unsafe behavior, online or offline, in word or action irrespective of any gender. This will also teach you about your rights/ responsibilities and boundaries which we all shall respect.

This manual shall be your guide to healthy growing and happy teens. It shall have you understand yourselves better and also the list of people you can reach out to . We want you to know we are listening and we mean well.

We wish you only the best in all the years ahead and may HIS be the ground you nurture your dreams

*Happy Learning, Happy Living!*



# Why the need for the Handbook

The need arises with the understanding that we your facilitators and educators wish to help you grow into individuals with self-esteem and confidence. For this it is necessary that we create a space for you to accept yourself, acknowledge your fears, appreciate your courage and be there for your co travellers. This handbook will guide, help and be there for you in all times.



# HOW TO USE THIS HANDBOOK

This handbook is intended to help you to:

- Navigate the details of what a safe space entails at HIS.
- Definitions of unsafe behavior that need to be avoided and prevented at all times
- Offer guidelines on acceptable and unacceptable behaviors in your capacities as a learner and friend
- Understanding your rights / responsibilities
- Understand the formal procedure of registering a complaint and its resolution
- Reach out for immediate support if you or someone in the ecosystem is in distress



# OBSERVE



The eyes are the window to the soul and this is true especially when we need to use them with a sense of awareness. The age demands that the observing skills are at their best to see things not at the periphery but deeper. The actions that will follow will be on this skill of observation.



I am sure you are aware of what unsafe behaviours look like, let us discuss how you can keep your eyes open for them and stay alert. We must keep in mind that a victim does not always find it easy to express that they have been abused, so it takes empathy and sensitivity on our part to dig deeper.

**What are the indicators that you should be looking for?**

# IN YOURSELF

- Does someone's comments online or offline hurt or offend you?
- Do they continue despite your requests to make it stop?
- Does someone hold or touch you in a way that makes you feel uncomfortable?
- Does someone or some groups of people withhold their friendships with you?
- Does someone make you feel uncomfortable with the content they share with you?





# IN OTHERS

Does someone you know appear to be suddenly disinterested in learning activities?

- Does someone you know appear anxious and fearful, especially around a particular facilitator or staff member?
- Does someone you know have visible bruise marks on their body?
- Does someone you know seems to be unhappy at home or has troubled relationships?
- Does someone you know have an unusually low attendance record?
- Does someone you know harm themselves or display suicidal tendencies?



# LISTEN

Listen to be understood and make others realize

- The first step to making a safe space is to be aware of what could make it unsafe. Some of the unsafe behaviors we consider unacceptable are Bullying
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Any form of racial abuse
- Inappropriate sexualized behavior with peers or facilitators .We understands that some of these phrases are heavy, but it is very important to know them to prevent them. Unsafe behaviors are not limited only to the ones mentioned above. Each of you is unique and it is perfectly normal to have your own list of unacceptable unsafe behaviors.



# WHAT ARE THE GUIDELINES FOR SAFE AND HEALTHY DAILY INTERACTIONS?

Every learner at “Connect “is worthy of respect, regardless of gender, religion, physical appearances or abilities. As a thumb rule, always be kind!

- Be cautious of the language you use in your interactions. Certain slang and colloquialisms may be offensive to learners of certain communities, genders and disabilities.

- Please refrain from making comments on peers’ dressing sense.

Everyone is allowed to maintain their individual style of dressing as long as it adheres to the dress code.

- Specifically for online interactions, ensure that you are responsible for the data you share and receive. Avoid sharing sensitive information such as credit card numbers, passwords, home addresses online. However deep your friendships may grow to be, please avoid sharing images and video





Follow basic netiquette during online classes.

- Be civil and polite on social media. Even if you disagree with someone, please do so assertively not aggressively. Don't forget to leave the platform a little kinder than you found it!

# WITH YOUR FACILITATORS

All our facilitators are highly qualified experts in their fields and they are committed to sharing that with you. Please show them the respect they deserve. Our facilitators are more involved in your learning and you will be spending a lot of time with them by your side. Please ensure that a professional distance is maintained at all times. You are not obligated to meet with any facilitator in private spaces outside of school for personal matters. It is best to have even private conversations in designated counseling rooms or easily accessible areas. Specifically for online interactions with facilitators, please ensure that you only use the digital platforms mandated by HIS-CONNECT (Google Classrooms, Google Mail, Google Chat, Myschoolone). You are not obligated to communicate with any facilitator on WhatsApp or personal social media account.

# ABOUT POCSO ACT

According to the POSCO Act (Protection of Children from Sexual Offences) Act, a child is entitled to get their statement recorded at their home, not have contact with the accused during the investigation and not get detained during the investigation. The special courts stipulated under the POCSO Act are also child-friendly. There are provisions such as making a child-friendly atmosphere in the court premises by allowing a family member, a guardian, a friend or a relative, in whom the child has trust or confidence, to be present.

# SPEAK



We want all our learners to feel assured that their voices are always heard - not only from the perspective of passions and interests - but also from that of well-being and safety. If you or someone you know is in distress due to the unsafe behaviors of others, please seek help immediately.

Here is a list of people you can reach out to in case of emergencies:

First point of contact:

- Ms Bharathi Lakshmi, Principal  
[principal.kpkm@hindustanschools.in](mailto:principal.kpkm@hindustanschools.in)

## HISK CONNECT SAFE SPACE COMMITTEE

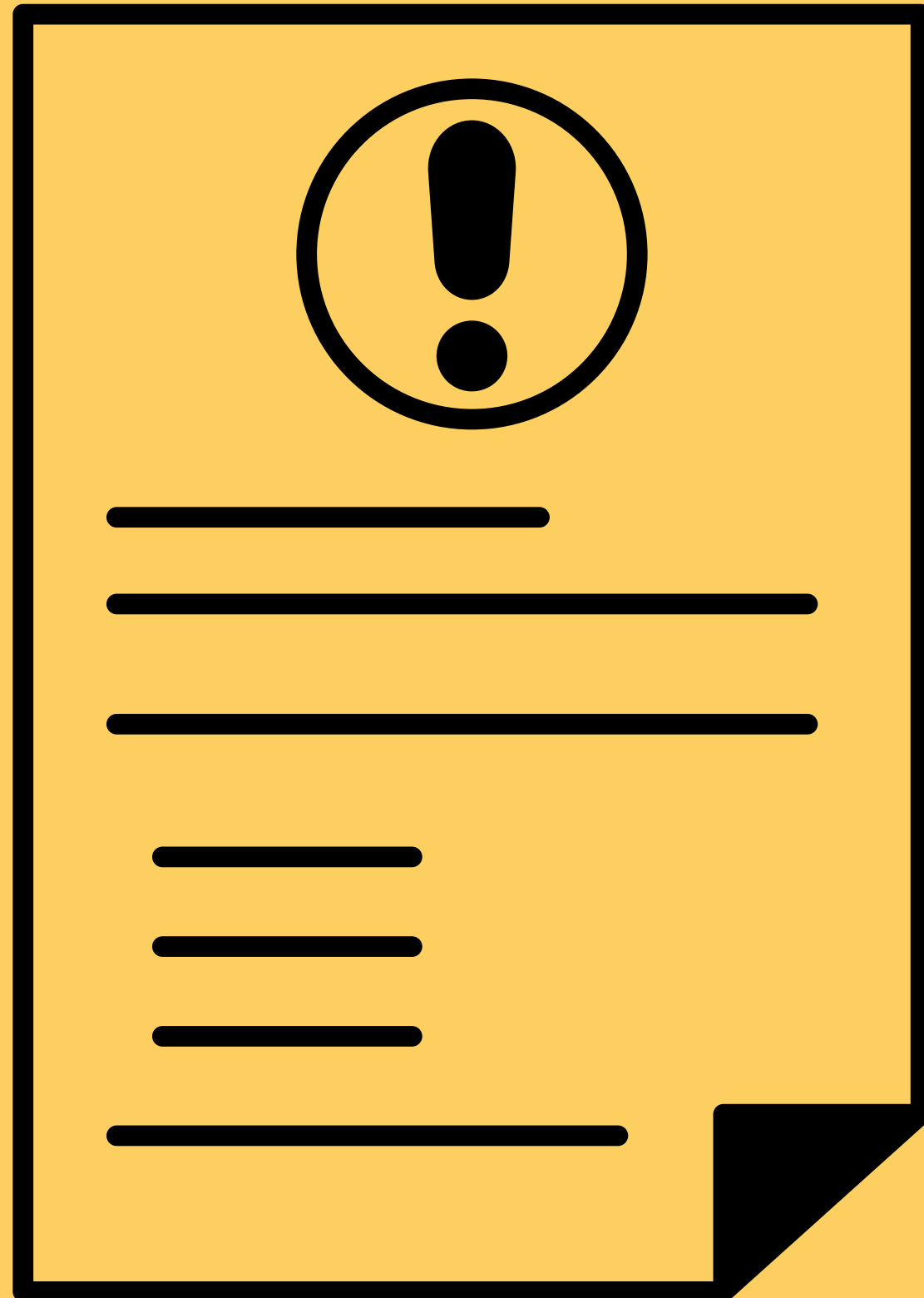
This group of people will investigate the complaint you have brought forth and ensure its resolution in a fair and confidential manner (please refer to the back cover for contact details of the HISK CONNECT Safe Space Committee).



# CHILDREN WITH SPECIAL EDUCATION NEEDS (SEN)

Children with SEN are just as vulnerable to unsafe behaviours, if not more. And it becomes our responsibility to ensure that they feel safe in HIS-CONNECT. We also realise the same guidelines we have for other children will not apply for them. This is for the sole reason that physical touch is central to the way we communicate with children with SEN and could present a grey area. Please be assured that our facilitators are trained in all aspects of working with children with SEN. Nevertheless, we would still want to these children and their families to be aware of the guidelines put in place especially for their safety.





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## How does the Complaint Process work at “Connect”

- 1) Identification
- 2) Initialising conversation
- 3) Inform parent/guardian, Ensure Privacy
- 4) Record statement at HIS- CONNECT Committee
- 5) Enquiry and Immediate action



## REACH OUT TO US !

As per the HIS-CONNECT Safe space Policy, there is a committee put in place to enforce the guidelines mentioned in this handbook.

S.No	Name	Designation	Contact Number
1	Mr Johnson Mathew	Dean Academics	9496228300
2	Ms Bharathi Lakshmi	Principal - Karapakkam	9884074666
3	Ms Reni C	Senior Coordinator	9176801127
4	Ani Ann Mathew	Middle-School Coordinator	9884461121
5	Ms Heena Naaz	Primary Coordinator	7845888562
6	Ms Anila Grace	HOD Commerce	9677171332

# STATEMENT OF COMMITMENT

## FOR CHILD SAFE SPACE POLICY PARTNERSHIP

**Signed declaration for all Learners of age above 12 of "Connect"**

### NEXT STEPS

Childline India: 1098

Mandatory:

- Sign our Proud Digital Citizen Contract (mandatory) here.

I hereby certify that I have read and understood HIS-CONNECT 's Safe Space Policy. I undertake to abide by all aspects of HIS-CONNECT's Safe Space Policy and also aware that certain behaviors that breach Connect's Safe Space Policy may have consequences under criminal law. Being part of Connect , I own the responsibility of maintaining the ecosystem SAFE and hence I am aware I can do the same by raising concern to the designated officers when I sense things are not in accordance with safe space policy. By doing this, I create a safe learning space for my peers and me.

**Signature:**

**Print Name:**

**Date:**