

File Name	Sexual Harassment Prevention Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - V - 005
Date	13-05-2025

**Step 1: Filing a Complaint**

- A written complaint must be filed with the ICC/POCSO Committee within 3 months of the incident.
- If the complainant is a minor, a parent, guardian, or trusted adult may file the complaint.
- Submission can be:
  - In person (to ICC members)
  - Via secure drop-box

**Step 2: Acknowledgment & Preliminary Review**

- Complaint will be acknowledged within 7 working days.
- Preliminary check ensures the issue falls under this policy.
- If needed, parties are separated to prevent further interaction during inquiry.

**Step 3: Formal Inquiry**

- Inquiry begins within 10 working days.
- The process:
  - Neutral setting for both parties to present their accounts
  - Witnesses interviewed confidentially
  - All proceedings documented
- Inquiry concludes within 90 days

**Step 4: Interim Relief (if required)**

If necessary, the ICC may recommend:

- Temporary leave or transfer of either party
- Classroom or duty reassignment
- Access to counselling or support services

**Step 5: Final Report and Resolution**

- ICC submits a final report with findings and recommendations within 10 days of inquiry closure.
- Report includes:

- o Summary of proceedings
- o Evidence and witness inputs
- o Proposed disciplinary action

### **Step 6: Disciplinary Actions**

Depending on the severity, the school may enforce:

- Written warning or reprimand
- Suspension, demotion, or termination (for staff)
- Suspension or expulsion (for students)
- Legal action under POCSO or IPC (in severe cases)

### **Step 7: Appeal Process**

- Either party may appeal the decision within 30 days to the School Managing Committee.
- An independent review will be conducted and outcome recorded.

### **Step 8: Record Keeping**

- All records shall be:
  - o Digitally and physically stored
  - o Confidential and accessible only by authorised personnel
  - o Retained for at least 3 years or more as per law

### **Document Control**

<b>VERSION</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>APPROVED BY</b>
1.0	13-05-2025	Initial Formalisation	Trustee Board