

File Name	Gender Sensitivity Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - V - 002
Date	13-05-2025

1. Awareness and Training

- **Annual Orientation:**
 - For students, staff, and parents on gender equity, respectful behaviour, and anti-harassment norms.
- **Workshops & Seminars:**
 - Conducted by NGOs, psychologists, or trained facilitators.
- **Curriculum Review:**
 - Ensure all materials (books, visuals, examples) are gender-neutral and inclusive.
- **Teacher Development:**
 - Train faculty in gender-sensitive language, classroom dynamics, and prevention of bias.

2. Reporting and Redressal Mechanism

- **Gender Sensitivity Committee (GSC):**
 - 5 members: Principal (Chair), Teacher, Parent Representative, Counsellor, and Outreach Officer.
- **Channels for Complaint:**
 - Anonymous Drop Box (admin office)
 - Confidential email to the committee
 - Direct reporting to a teacher or counsellor
- **Investigation Timeline:**
 - Acknowledgement of complaint: within 48 hours
 - Inquiry Completion: within 7 working days
 - Report & Action Recommendation: within 10 working days

3. Corrective Measures

- Counselling Support for the student affected and, where appropriate, the accused
- Written Warning or Disciplinary Action depending on severity
- Parent Notification in all serious or repeated incidents

- Restorative Conversations to encourage understanding and non-repetition (if feasible and safe)

4. Monitoring and Review

- Conduct Annual Audit:
 - Review complaints, training outcomes, and feedback data
- Collect anonymous feedback from:
 - Students, Teachers, Parents via digital or physical surveys
- Review and revise the policy every 2 years, or earlier based on incident trends or law changes

5. Documentation

- Maintain a confidential logbook of:
 - All reported incidents
 - Investigations conducted
 - Actions taken and follow-ups
- Submit an annual gender sensitivity report to the School Management Committee (SMC)

6. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board