



SURAKSHA KAVACH

HANDBOOK

Together, Let's Build a Safe
Environment for our Children



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INTRODUCTION TO THE SURAKSHA KAVACH SAFETY HANDBOOK

Ensuring the safety and well-being of students—physically, mentally, emotionally, and digitally—is one of the most critical responsibilities of any school. The **Suraksha Kavach Safety Handbook** has been developed under the supervision of **Cyberabad Police and Society for Cyberabad Security Council (SCSC)** to support schools in fulfilling this responsibility through structured awareness and action.

This handbook brings together four essential pillars of student safety:

1. **Unit 1- Physical Safety**

Good Touch–Bad Touch Awareness & Risk of Substance Abuse

2. **Unit 2- Cyber Safety**

Safe Online Behaviour, Digital Threats, Privacy, and Responsible Internet Use

3. **Unit 3- Psychological Safety**

Mental Health Awareness, Peer Sensitivity & Emotional Well-being

4. **Unit 4- Road & Infrastructure Safety**

Identifying and Reporting Hazards & Promoting Responsible Mobility

Each unit is designed to offer age-appropriate information, practical strategies, Indian legal context, and classroom activities that schools can integrate into their existing life skills or value education programs. The content reflects current risks that students face and focuses on empowering them to make safe, informed choices while also building a strong culture of respect, accountability, and support within the school community.

By implementing this handbook, schools take a proactive step in creating a safe, nurturing environment for every learner—not just for protection, but also to equip them with life skills that will serve them well into adulthood.





UNIT 1

PHYSICAL SAFETY



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SCHOOL GUIDELINES FOR TEACHING PHYSICAL SAFETY AND PREVENTING SEXUAL ABUSE

This handbook is designed as a practical and comprehensive guide for schools to protect children from sexual abuse and to create a culture of physical and emotional safety. It outlines preventive education strategies, institutional safeguards, and legal frameworks that empower students, staff, and parents alike. Recognizing the critical role that schools play in a child's development, this document provides age-appropriate tools, reporting mechanisms, training protocols, and legal knowledge aligned with the *Protection of Children from Sexual Offences (POCSO) Act, 2012*, the *Indian Penal Code (IPC)*, and the *IT Act, 2000*.

The content is structured to guide schools through implementing safety education from early childhood through adolescence, developing and enforcing child protection policies, and responding sensitively and legally to incidents. It is also enriched with references to credible tools, helplines, reporting portals, and awareness campaigns to build digital and real-world resilience among children.

By equipping schools with actionable guidance and resources, we aim to foster a community where every child feels safe, respected, and heard.

I. Age-Appropriate Safety Education: What can be taught in Schools

1. For Early Years (Ages 3-6)

- **Concepts to Cover:** Safe vs. unsafe touch, private parts (using proper names), saying "no," identifying trusted adults.

1. Understanding Safe and Unsafe Touch

Safe Touch

- **Definition:** Safe touch is a touch that makes us feel cared for and comfortable. It is a touch that we give permission for.
- **Examples:** High-fives, fist bumps, pats on the back, and hugs (when given permission) are all examples of safe touch.
- **Explanation:** Safe touches can also include medical procedures like vaccinations or stitches, which might hurt but are necessary for health.

Unsafe Touch

- **Definition:** Unsafe touch is a touch that hurts our feelings or body. It is a touch that makes us feel uncomfortable or is unwanted.
- **Examples:** Hitting, punching, kicking, biting, and touching private parts without permission are examples of unsafe touch.





- **Explanation**: Unsafe touches can also include any touch that makes a child feel confused or scared. It is important to teach children that they have the right to say "no" to any touch that makes them uncomfortable.

2. Identifying Private Parts

- **Definition**: Private parts are the parts of our body that are covered by our swimsuits. These include the genitals, buttocks, and breasts.

- **Proper Names**: Use proper anatomical names for private parts to ensure clarity and understanding. This helps children accurately describe any incidents if needed.

- **Explanation**: Teach children that no one should touch their private parts, and they should not touch anyone else's private parts. This includes not showing or looking at pictures of private parts.

3. Saying "No"

- **Importance**: Children need to understand that they have the right to say "no" to any touch that makes them uncomfortable, even if it comes from someone they know or love.

- **Practice**: Roleplay scenarios where children practice saying "no." Use dolls or stuffed animals to help them practice what they would say and do if someone tried to touch them inappropriately.

- **Script**: Provide children with a simple script to follow if they feel uncomfortable: "No! Stop. Private parts are private." Encourage them to walk away and tell a trusted adult.

4. Identifying Trusted Adults

- **Definition**: Trusted adults are people the child feels safe with and can confide in. These could be parents, teachers, relatives, or caregivers.

- **Discussion**: Have children list five trusted adults they can talk to if they feel worried, scared, or unsure. Emphasize that they should tell a trusted adult immediately if someone touches them inappropriately.

- **Explanation**: Sometimes, even trusted adults can make mistakes or behave inappropriately. Teach children that if a trusted adult touches them in an unsafe way, they should tell another trusted adult.

- **Methods**: Stories, songs, visual aids, puppet shows, and picture books.

Here are some Resources: Use NCERT's "My Body is Mine," Childline's P.A.N.T.S. resources

- PANTS App Game for children- **Playtime with Pantosaurus-**
<https://apps.apple.com/gb/app/playtime-with-pantosaurus/id1258635349>
- PANTOSAURUS- **Song/Video on YouTube-**
<https://www.youtube.com/watch?v=SzbMEVYiyg>

2. For Primary School (Ages 6–10)

- **Concepts to cover**: Body autonomy, understanding feelings (confused, scared, uncomfortable), personal space, safety network (trusted adults), safe vs. unsafe secrets.





- **Body Autonomy:** Reinforce that children are the boss of their own bodies. No one, even familiar adults, has the right to touch them without consent. Emphasize that they can refuse hugs, kisses, or other forms of physical contact if they're uncomfortable.
 - **Understanding Feelings:** Help children identify and name feelings such as scared, confused, anxious, or threatened. Use age-appropriate scenarios (e.g., "What if a friend dares you to do something you don't like?") to build emotional awareness and response skills.
 - **Personal Space:** Teach that everyone has the right to a "safe bubble." Explain how to respect others' space and what to do if someone invades theirs.
 - **Safety Network:** Guide students to list and draw 3–5 trusted adults they can turn to when in doubt or danger—these could be parents, teachers, school counselors, or older relatives.
 - **Safe vs. Unsafe Secrets:** Clarify that safe secrets are ones that lead to happy surprises (like a birthday gift), while unsafe secrets make them feel uneasy or scared and should always be shared with a trusted adult.
- **Methods:** Interactive sessions, role-play, scenario-based learning.
 - **Tools:** Arpan age-appropriate curriculum, CBSE life skills resources.

3. For Middle School (Ages 11–14)

- **Concepts:** Consent, boundaries, grooming, cyber safety, online predator risks.
 - **Consent:** Teach that consent means giving permission freely, and that it can be withdrawn at any time. Reinforce that no one should pressure or coerce them into physical contact, sharing photos, or private information.
 - **Boundaries:** Help children recognize and assert emotional, physical, and digital boundaries. Discuss peer pressure and how to say no respectfully and firmly.
 - **Grooming:** Explain how abusers may build trust with victims through flattery, gifts, or attention. Help students identify red flags and unhealthy relationships.
 - **Cyber Safety:** Discuss responsible online behavior, the risks of sharing personal data or images, and how to protect digital identity. Include social media safety and setting appropriate privacy controls.
 - **Online Predator Risks:** Educate students about online strangers, deceptive profiles, and the dangers of engaging in private chats or sharing photos. Teach them to report uncomfortable interactions immediately.
- **Methods:** Group discussions, case studies, visual media (e.g., short films), quizzes.
- **Tools:** Childline videos, UNICEF's digital safety guides, NCERT cyber safety toolkit.

4. For High School (Ages 15–18)

- **Concepts:** Legal rights, reporting mechanisms, online reputation management, sextortion, harassment.
 - **Legal Rights:** Inform students of their rights under the law:



- **Under POCSO Act, 2012** – Every child (<18) is protected from sexual assault, harassment, and pornography. It is a crime to fail to report known or suspected abuse. Children have the right to be heard in child-friendly procedures and to receive free legal aid and counseling support. The police must register an FIR without delay, and the child cannot be detained or interrogated without a guardian. POCSO mandates special courts for speedy and sensitive handling of such cases.
 - **Important Note on Consent:** Under POCSO, any sexual activity involving a person under the age of 18 is considered statutory rape—even if the minor consents. This means that two consenting minors engaging in sexual activity can still face legal consequences, and parents or schools may also become involved due to mandatory reporting obligations. The law does not distinguish between consensual and non-consensual acts when the person is below 18. This highlights the need for schools to sensitively but clearly educate students about the legal risks and encourage respectful, informed choices.
- **Under IPC (Indian Penal Code)** – The following sections help protect children and teenagers from physical and verbal sexual offenses:
 - **Section 354 - Outraging modesty:** This law is used when someone touches a person without consent or behaves in a sexually inappropriate way that causes discomfort or shame. It includes groping, brushing against someone deliberately, or making physical advances.
 - **Section 354D - Stalking:** This applies when someone follows a person, repeatedly contacts them despite clear refusal, or monitors their activity online. It includes repeated unwanted messages, calls, or watching someone in person or through social media.
 - **Section 509 - Insulting modesty:** This includes using words, gestures, or showing objects meant to insult or offend a person's modesty, such as making sexual comments or jokes, flashing, or showing obscene materials.
 - **Sections 375-376 - Rape:** Section 375 defines rape, and Section 376 sets out the punishment. Rape includes any non-consensual sexual activity. Even if someone under 18 agrees, it is still considered rape under Indian law. Schools must explain the legal and emotional consequences of forced or underage sexual activity and emphasize the importance of respecting personal boundaries.
- **Under IT Act, 2000** – It is illegal to circulate, view, or store child sexual abuse material (CSAM), engage in online grooming, or cyberstalking. Victims can report cybercrimes via cybercrime.gov.in.
- **Important Contacts:**
 - **24/7 Toll-Free Helpline: 1930** (National Cyber Crime Reporting Portal); dial **1098** (CHILDLINE)
 - **Local WhatsApp/Phone: 8712665171**
 - **Emergency Landline: 040-27852283–23242607**



- **Email contacts:** sho-cybercrimes@tspolice.gov.in C
cybercrimepscyb@gmail.com

- **Recommended Steps for Students & Parents**



1. *If a child faces online abuse, sextortion, or harassment:*

- Call **1930** immediately.
- Text/WhatsApp details & screenshots to **8712665171** Cyberabad.
- If the incident is in areas like Gachibowli/Madhapur, reach Cyberabad at **94906 17310**.

2. *Report at the nearest Cyber Crime Police Station for further investigation.*

3. *Consider informing school authorities (Child Protection Officer) to ensure follow-up support.*

- **Reporting Mechanisms:** Clarify how to report abuse confidentially at school (to CPOs, counselors), online (via cybercrime.gov.in), and offline (police or child welfare authorities). Emphasize the protection available to whistleblowers.

Here is a Step-by-Step Flow:

1. **Student experiences or witnesses abuse.**

↳ This could be physical, emotional, sexual, or verbal abuse — offline or online.

2. **Tell a trusted adult.**

↳ Speak to a parent, teacher, school counselor, or a staff member you trust.

3. **Report to the School's Child Protection Officer (CPO).**

↳ Every school must have a CPO responsible for handling such complaints confidentially.

4. **CPO documents the complaint and initiates an internal inquiry.**

↳ The matter is reviewed discreetly to assess the severity and risk.

5. **If serious or criminal in nature, escalate to:**

- The police (for criminal cases like sexual abuse — mandatory under POCSO), or
- The Child Welfare Committee (CWC), depending on the situation.

6. **Police registers an FIR under applicable laws.**

↳ POCSO Act, IPC, or Juvenile Justice Act depending on the nature of the offense.

7. **Child receives necessary support services:**

- Counseling
- Medical aid
- Legal assistance
- Protection, if needed

8. **Alternative Reporting Option:**

↳ At any time, the student or their family may directly contact:

- **CHILDLINE 1098 (24/7 Helpline)**
- **Report online at:** <https://www.cybercrime.gov.in>

Important Notes:

- **The school must maintain confidentiality.**
- **All staff are legally obligated to report suspected abuse.**



- **Students will not face punishment for speaking up – they are protected under the law.**
- **Online Reputation Management:** Educate about the long-term consequences of posting or forwarding inappropriate content. Discuss privacy settings, digital footprints, and respectful digital behavior.
- **Sextortion:** Explain how perpetrators exploit private images to threaten and blackmail victims. Emphasize never sharing intimate content, even with trusted individuals, and reporting any such threats.
- **Harassment:** Harassment can happen in many forms—both online and offline—and can seriously affect a student’s mental health, safety, and confidence. It is important for students to recognize these behaviors and feel empowered to report them.

Forms of Harassment:

- **Stalking (Section 354D IPC):** When someone follows you repeatedly, sends you unwanted messages, monitors your activity on social media, or shows up at places without your permission.
📌 *Example:* A classmate keeps waiting outside your tuition even after you’ve told them to stop, or messages you non-stop even when you’ve blocked them.
- **Bullying (Offline & Online):** Repeated actions meant to hurt, embarrass, or control another person. Offline bullying includes name-calling, spreading rumors, hitting, or isolating someone in class. Cyberbullying includes making memes or posts to mock someone, sending hurtful comments, or sharing private information or photos without consent.
📌 *Example:* A WhatsApp group where someone is constantly made fun of or a class Instagram page that humiliates a student.
- **Unsolicited Messages:** These are messages (texts, DMs, snaps) that are sexually suggestive, creepy, threatening, or make you uncomfortable—even if they pretend to be “just joking.”
📌 *Example:* Someone sends “flirty” messages or images that make you uneasy, even after being told to stop.
- **Public Shaming:** Any act of humiliating someone publicly—physically or online—through rumors, photos, videos, or verbal comments.
📌 *Example:* Posting a screenshot of someone’s private message or an edited image to mock them on social media, or teasing a student during an assembly.

What To Do If You Experience This

- ✓ **Do not engage.** Block the person if it's online.
- ✓ **Save evidence.** Screenshots or chat logs may help in filing a report.
- ✓ **Talk to a trusted adult.** Your school counselor, teacher, or Child Protection Officer (CPO) is trained to help.
- ✓ **Report it.** File a complaint at cybercrime.gov.in, or call **1930** / local cyber cell numbers.





- **Methods:** Legal literacy sessions, peer-led workshops, debates.
- **Tools:** POCSO comic books, survivor stories, sessions by police/legal experts.

II. Preventive Measures and School Protocols

1. Institutional Policies & Governance

- **Child Protection Policy (CPP):**
Draft and enforce a school-wide CPP in line with the POCSO Act, defining acceptable behavior, reporting channels, and disciplinary procedures. See a sample policy attached as **Schedule A**.
- **Mandatory Police Verification:**
Conduct background checks of all staff, including teaching, non-teaching, transport, and vendors.
- **Internal Complaints & POCSO Committee:**
Set up an Internal Committee with a trained **Child Protection Officer (CPO)**. Display their contact info in student-friendly language.
- **School Transport Safety Policy:**
Ensure all school transport has verified drivers, female attendants for primary students, CCTV cameras, and emergency contact logs.

2. Training & Capacity Building

- **Staff Training:**
Conduct **annual POCSO and child rights training** for teachers, administrative staff, and support personnel (cleaning staff, guards, etc.).
- **Volunteer/Vendor Orientation:**
Anyone working with students (volunteers, sports coaches, artists, etc.) must attend a child safety orientation session.
- **Student Empowerment Workshops:**
Age-appropriate sessions on *safe/unsafe touch, consent, private parts (using correct terms), saying “no”, safety networks, and reporting abuse*.

3. Student-Centered Interventions

- **Personal Safety Curriculum:**
Integrate into life skills/CCA periods from age 4 upwards. Use content like NCERT’s “My Body is Mine” and Arpan’s PSE curriculum.
- **Anonymous Reporting Systems:**
Install complaint drop boxes and digital reporting forms to allow discreet disclosures.
- **Buddy and Peer Support Systems:**
Encourage “buddy groups” or student peer leaders trained in first-response and basic support.



- **Supervision and Visibility:**

Ensure adequate adult supervision in corridors, washrooms, playgrounds, and buses — with clear “no closed-door” policies.

4. Parental Engagement

- **Workshops for Parents:**

Conduct regular sessions on *talking about body safety, digital hygiene, and watching for behavioral signs of abuse.*

- **Communication Channels:**

Provide parents with direct access to safety officers and procedures.

5. Infrastructure & Surveillance

- **CCTV Coverage:**

Install cameras in all common areas (not in washrooms), with access logs and regular audits.

- **Safe School Design:**

Clearly marked emergency exits, visible staff presence in isolated areas, gender-specific restrooms with outside supervision.

6. Crisis Response & Legal Compliance

- **Immediate Response Protocol:**

Train staff on how to respond to disclosures sensitively and promptly escalate as per POCSO.

- **FIR & Legal Compliance:**

Schools are *legally obligated* under POCSO to report within 24 hours of receiving a complaint.

- **Counseling Services:**

Provide access to licensed counselors, especially after incidents or disclosures.





Schedule A- SCHOOL CHILD PROTECTION POLICY (CPP)

In accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012

1. Policy Statement

This Child Protection Policy affirms our school's zero-tolerance stance against any form of child abuse. Every child has the right to safety, dignity, and protection from abuse and exploitation. This policy ensures a safe environment for all students through preventive, reporting, and remedial mechanisms, in alignment with the POCSO Act, 2012.

2. Objectives

- To provide clear guidelines for preventing, identifying, and responding to child sexual abuse.
- To educate and empower students, staff, and parents.
- To comply with mandatory reporting obligations under the POCSO Act.

3. Scope

This policy applies to:

- All students under 18 years of age.
- All school personnel including teaching, non-teaching, transport, outsourced, and temporary staff.
- Volunteers, interns, vendors, and any person interacting with students.

4. Definitions

- **Child:** Any person under 18 years of age.
- **Abuse:** As defined in POCSO Act: includes sexual assault, harassment, and pornography.
- **CPO (Child Protection Officer):** A trained staff member responsible for receiving and processing complaints.

5. Acceptable Behavior Guidelines

All adults interacting with children must:

- Maintain professional boundaries at all times.
- Use respectful language; never ridicule or shame a child.
- Avoid physical contact unless absolutely necessary (e.g., for medical assistance).
- Never be alone with a child in a closed space.
- Avoid communication with students outside of school channels (e.g., personal messaging apps).

6. Unacceptable Behavior

- Making sexual comments, gestures, or jokes.
- Taking or sharing inappropriate photos of students.
- Physical punishment or threats.



- Touching a child inappropriately.
- Encouraging secrecy about any behavior.

7. Preventive Measures

- Mandatory police verification of all school staff and vendors.
- Regular training sessions on child safety, POCSO, and digital behavior.
- Display of CPO contact info in all classrooms.
- Age-appropriate personal safety education for students.
- CCTV monitoring of all common areas (excluding washrooms).

8. Reporting & Redressal Mechanism

- All complaints must be reported to the **Child Protection Officer (CPO)** immediately.
- Anonymous complaints can be made via drop boxes or designated email.
- The CPO shall:
 - Record the complaint in writing.
 - Ensure immediate safety of the child.
 - Inform the Principal and initiate the internal Child Protection Committee (CPC).
 - Report to police or Child Welfare Committee within **24 hours** if the case falls under POCSO.

9. Disciplinary Action

- Staff found violating the CPP will face disciplinary action including suspension, termination, and legal action.
- Students engaging in abusive behavior will be dealt with sensitively but firmly through counseling, disciplinary review, and parental involvement.
- Non-compliance with mandatory reporting obligations will attract legal penalties.

10. Confidentiality

All reports, investigations, and proceedings will be handled with utmost confidentiality to protect the privacy and dignity of the child.

11. Review and Monitoring

The Child Protection Committee shall review this policy annually or after any major incident. Updates will be shared with all stakeholders.

Signed:

Principal, CPO, and Management Committee

Date: _____

This policy must be read, acknowledged, and signed by all staff members annually.



Preventing Physical Bullying

Physical bullying—pushing, hitting, tripping, or threatening violence—often happens in unsupervised spaces like buses, corridors, or playgrounds. Preventing it requires early awareness, clear rules, safe reporting channels, and consistent consequences.

I. What is Bullying?

Bullying is repeated, intentional aggression—physical or emotional—aimed at hurting or controlling someone else. It can include:

- Physical: Hitting, pushing, kicking, damaging belongings
- Verbal: Name-calling, mocking, threats
- Social: Exclusion, gossiping, spreading rumors
- Cyberbullying: Using digital platforms to harass or embarrass

II. Reporting Bullying Safely

Students often hesitate to report bullying due to fear of retaliation or being labeled a “snitch.” Schools must offer:

- Anonymous reporting mechanisms (drop boxes, QR codes, online forms)- **please see the attached form template to report bullying anonymously and safely.**
- Trained counselors/Child Protection Officers (CPOs) to investigate sensitively
- Whistleblower protection: Assure students they will be safe and not blamed
- Zero tolerance for retaliation: Any form of revenge bullying will lead to immediate action

Suggested Infrastructure:

- Install secure *complaint drop boxes* near school entrances or washrooms
- QR code-linked Google Form for confidential digital reporting
- Class teachers to check in regularly with students who report bullying

III. Age-Wise Strategies and Activities

^ Elementary School (Ages 6–10)

Goals: Recognize bullying, speak up, and build empathy

Key Messages:

- “You are not tattling—you are being brave.”
- “If it hurts your heart or body, it's not okay.”

Activities:

- < “Is it Bullying?” Game: Role-play different scenarios; students hold up “Yes” or “No” cards
- 🎭 Storytelling & Puppets: Use characters to model kindness and consequences of bullying



- 🪑 Buddy Bench: A designated bench where lonely students can sit and be invited to play
- 🗨️ Weekly Circle Time: Safe sharing space where kids talk about their week
- 🎨 Color & Tell Posters: Create posters like “Hands are for Helping, Not Hitting”

👦 Middle School (Ages 11–14)

Goals: Assert boundaries, intervene safely, report incidents

Key Messages:

- “It’s okay to walk away from bullies.”
- “Being a bystander means you’re letting it happen—speak up safely.”

Activities:

- 🎭 Bully vs. Leader Skits: Students act out real-life bullying and practice positive responses
- 📧 Anonymous “I Saw” Box: Peer-reported observations of bullying behavior
- 🗨️ Empathy Wall: Students write how it feels to be bullied or left out
- 📜 Class Constitution: Students write shared rules on respect and behavior
- 🗣️ Speak Up Sessions: Invite alumni or older students to talk about overcoming bullying

👦 High School (Ages 15–18)

Goals: Recognize power dynamics, defend peers, and take accountability

Key Messages:

- “Kindness is strength, not weakness.”
- “Silence allows bullying to continue—call it out respectfully.”

Activities:

- 📜 Anti-Bullying Pledge Campaign: Signed and displayed visibly across campus
- 🗣️ Peer Mentorship Program: Senior students trained to support juniors
- 🎬 Real Talk Film Discussions: Watch documentaries or clips and discuss themes of bullying and courage- **See the attached guide on suggested documentaries and short films on the bullying theme to raise awareness.**
- 🗨️ Restorative Justice Circles: When bullying happens, involve all parties in dialogue and reparation
- 🗨️ Whistleblower Honor Roll: Quiet recognition of students who reported abuse or stood up for others



Social-Emotional Tools to Prevent Bullying

1. Teaching Self-Regulation and Conflict Resolution Skills

Goal: Help students identify their emotions, manage anger or frustration, and resolve conflicts without aggression.

Elementary

- Activity: “Emotion Thermometer” – Students point to or color a chart showing if they feel calm, annoyed, mad, or explosive. Teachers help them reflect and calm down before reacting.
- Example: A student is angry because someone cut in line. Instead of hitting or shouting, they’re taught to use phrases like, “I feel upset when…” or go to a designated “Calm Corner” to reset.

Middle School

- Activity: “Conflict Roleplay Wheel” – Spin a wheel with real conflict scenarios (e.g., “Your partner in a project is not contributing”) and practice peaceful solutions: compromise, mediation, walking away.
- Technique: Teach the “STOP, THINK, ACT” model:
 - STOP before reacting
 - THINK about what you feel and want
 - ACT respectfully and clearly

High School

- Workshop: “Handling Anger Without Harm” – Group sessions on impulse control, peer conflict, and using assertive language.
- Peer Mediation Program: Train students to mediate minor disputes using structured dialogue, empathy-building, and listening techniques.

2. Recognizing and Rewarding Empathy and Inclusion

Goal: Shift peer culture to value kindness and social courage.

Elementary

- Activity: “Kindness Chain” – Each time a student helps or includes someone, they write it on a strip and link it to a paper chain displayed in the hallway.
- Recognition: Monthly “Empathy Star” award given to children noticed helping others or playing with lonely classmates.

Middle School

- System: “Caught You Being Kind” tickets. Any staff member can hand these out anonymously for acts like standing up for someone or inviting others to join.
- Wall of Inclusion: Photos of students who consistently support peers or intervene when others are being teased.



High School

- Campaign: “Silent Heroes” – Feature stories in school newsletter/social media about students who took a stand or helped a peer quietly.
- Badge System: Student badges or stickers that say “Upstander,” “Peer Ally,” or “Kindness Crew” – earned through consistent positive action.

3. Including Reflection Exercises (“How Would I Feel If...?”)

Goal: Build emotional intelligence and perspective-taking.

Elementary

- Activity: “Feelings Mirror” – Students draw or mimic faces that show hurt, sadness, or fear, and discuss how bullying would make someone feel that way.
- Prompt: “How would you feel if someone pushed you on the bus?” “Would your heart feel happy or sad?”

Middle School

- Exercise: “Switch Shoes” journaling – Students write about a time they felt excluded, then rewrite it from the other person's perspective.
- Classroom prompt: “What happens when teasing is a joke to one person but hurts another?”

High School

- Writing Prompt: “Describe a time you saw bullying. What could have been done differently? What would it take to intervene?”
- Debates: “Is it ever okay to laugh when someone is being bullied if it’s meant as a joke?”

4. Role-Playing How to Apologize and Repair Harm

Goal: Teach students how to make sincere amends when they’ve hurt someone.

Elementary

- Activity: Puppet roleplay of scenarios (e.g., one puppet knocks down another’s blocks). Kids practice saying, “I’m sorry I hurt you. I’ll be more careful next time.”
- Visual Tools: Posters on “How to Say Sorry”:
 1. Say what you did
 2. Say how it made the other person feel
 3. Say how you’ll fix it

Middle School

- Structured Format: Use the “3-Part Apology” model:
 1. “I’m sorry for...” (behavior)
 2. “I understand it hurt you because...”



3. "Next time I will..."

- Repair Ideas: Helping the classmate with a project, writing a sincere note, standing up for others later

High School

- Restorative Dialogue: Circle sessions where the student who bullied hears directly (or through a moderator) from the person harmed, acknowledges impact, and suggests reparative actions.
- Restitution Projects: If bullying involved vandalism or exclusion, students work to clean, restore, or create something positive in response.

5. Holding Counseling Sessions for Bullies (With Parental Involvement)

Goal: Address root causes of aggression (insecurity, trauma, learned behavior) and replace with healthier coping.

Elementary

- Approach: Gentle inquiry through drawings or stories: "Can you show me what makes you upset?"
- Parent Meeting: Encourage shared strategies at home and school: bedtime routine, reduced screen time, praise for good behavior.

Middle School

- Counselor Session Plan:
 - Identify triggers
 - Build alternate behavior pathways (walk away, use words, go to counselor)
 - Set goals and track improvement weekly
- Parent Involvement:
 - Share consistent language for home and school (e.g., "We use calm bodies and kind words")
 - Regular updates without shaming the child

High School

- Counseling Tracks:
 - Anger Management
 - Accountability without shame
 - Building empathy through journaling and dialogue
 - Digital conduct and online reputation
- Family Conferences: Review behavior, reinforce school-home partnership, agree on consequences and supports



V. School's Role in Redressal

1. **Immediate Action:**

Any report of physical bullying must be formally recorded and addressed within 24 hours of receipt. Prompt response demonstrates zero tolerance and protects the student's safety and trust.

2. **Investigation:**

The Child Protection Officer (CPO) or designated staff should discreetly engage with the victim, the alleged bully, and witnesses. All interactions must be confidential, non-judgmental, and focused on fact-finding and emotional safety.

3. **Support to Victim:**

Victims must receive access to counseling, a parental meeting, and ongoing emotional support. Teachers should also be notified to ensure a watchful, supportive environment in class and other school settings.

4. **Consequences for Bully:**

Actions taken should be age-appropriate and may include:

- Counseling sessions
 - Reflective assignments
 - Written warnings or apology letters
 - Behavioral contracts with periodic review
 - Parental involvement and corrective plans
- Repeated or severe offenses may warrant disciplinary action as per the school's code of conduct.

5. **Systemic Review:**

The school must maintain a log of all bullying incidents and conduct a monthly review to identify recurring patterns (e.g., particular bus routes, restrooms, playground areas, or timings). Preventive interventions (e.g., supervision, structural changes) must be proposed based on this data.

6. **Reporting to SCSC:**

As part of institutional accountability, the school must submit a quarterly report to SCSC documenting:

- Total bullying complaints received
 - Nature and location of incidents
 - Actions taken
 - Rehabilitative support provided
- This ensures transparency, allows for external review, and promotes institutional learning across schools.

You may use this template as either a **Google Forms**, **Microsoft Forms**, or any school-approved platform. It is designed to allow **anonymous or identified submissions**, encourage honest reporting, and collect enough detail for meaningful redressal.



Student Bullying Reporting Form (Confidential / Anonymous)

This form is for reporting any instance of bullying (physical, verbal, social, or cyber) witnessed or experienced by you or someone else. You may choose to remain anonymous. Your safety and well-being are our top priority.

Section 1: Basic Details

- 1. Do you wish to remain anonymous?**
 - Yes
 - No (I am okay being contacted for follow-up)
 - 2. If “No”, please provide your name (optional):**
[Short answer text]
 - 3. Your class/grade:**
[Dropdown or short text]
-

Section 2: About the Incident

- 4. Who was affected by the bullying?**
 - Me
 - A classmate
 - Someone I don't know personally
 - Prefer not to say
- 5. Type of bullying you are reporting:**
 - Physical (e.g., hitting, pushing)
 - Verbal (e.g., name-calling, threats)
 - Social (e.g., exclusion, gossip, public humiliation)
 - Cyberbullying (e.g., mean messages, fake posts, doxxing)
 - Other (please describe):
[Short answer text]
- 6. Brief description of what happened:**
[Paragraph text]
- 7. When did it happen?**
[Date and time fields or “Approximate” option]
- 8. Where did it happen?**
 - Classroom
 - Bus
 - Playground



- Corridor
- Washroom
- Online (social media, WhatsApp, etc.)
- Other (please specify):

[Short answer text]

9. Who was involved (if known)?

[Paragraph text]

Section 3: Support and Resolution

10. Did anyone intervene or help?

- Yes
- No
- Not sure

11. Have you told any teacher, counselor, or adult about this?

- Yes
- No

12. Do you have any evidence (e.g., screenshot, note)?

- Yes (I will submit separately to the CPO/counselor)
- No
- Prefer not to say

13. Is this a repeated incident?

- Yes
- No
- I don't know

14. Would you like us to follow up with you (if not anonymous)?

- Yes
 - No
-

Section 4: Optional Suggestions

15. Is there anything else you'd like us to know or do about this incident?

[Paragraph text]

Confidentiality Notice: This report will be handled sensitively and discreetly. If you have chosen to remain anonymous, your identity will not be recorded or traced.



} Recommended Documentaries & Clips on Bullying and Courage

^ Elementary School (Ages 6–10)

1. **“The Present” (Short Film – 4 min)-** <https://www.youtube.com/watch?v=3XA0bB79oGc>
 A boy receives a surprise gift that helps him accept difference.
 - o **Themes:** Inclusion, empathy, disability, perspective shift
 - o **Discussion prompts:** How did the boy change? How do you treat someone who looks or moves differently?
2. **“For the Birds” (Pixar Short – 3 min)-** <https://www.youtube.com/watch?v=DeEZx4K0Eic>
 Small birds mock a big bird, but the ending flips the lesson.
 - o **Themes:** Teasing, karma, group bullying
 - o **Discussion prompts:** Why were the small birds laughing? What lesson did they learn?

§ Middle School (Ages 11–14)

3. **“Silent” (Short Film – 4 min)**
 A boy is bullied but finds strength through music.
 - o **Themes:** Silent suffering, resilience, teacher support
 - o **Discussion prompts:** Why didn't he speak up? Who helped him find courage?
4. **“The Bully” (Short Film – 6 min)**
 told from the bully's point of view.
 - o **Themes:** Regret, consequences, reflection
 - o **Discussion prompts:** Why do bullies act that way? What could have been done differently?
5. **“Lou” (Pixar Short – 7 min)**
 A schoolyard bully is taught a lesson by a mysterious lost-and-found creature.
 - o **Themes:** Stealing, empathy, redemption
 - o **Discussion prompts:** What made the bully change? How can kindness help bullies too?

🎬 High School (Ages 15–18)

6. **“Bully” (Documentary – 2011, PG-13, 1h 38m)**
 Powerful real-life documentary that follows five students facing different forms of bullying.
 - o **Themes:** Physical/verbal/cyberbullying, school response, advocacy
 - o **Discussion prompts:** What should schools do better? What role do bystanders play?
7. **“Cyberbully” (Film – 2011, 1h 26m)**
 teen girl is targeted online and faces devastating emotional fallout.
 - o **Themes:** Online harassment, peer cruelty, suicide prevention

- **Discussion prompts:** What are the signs of digital bullying? How can peers step in?

8. **“Stop Bullying: Speak Up” (Cartoon Network + CNN Specials)**

Multiple short clips, interviews, and stories with kids and teens.

- Watch the series
- **Themes:** Real stories, bystander courage, school culture
- **Discussion prompts:** How does bullying feel for the victim? What could we do in our school?

< **Implementation Tips**

- Host a **“Film & Reflection” period** once a month during Life Skills or CCA class
- Use a **reflection worksheet:** What happened? Who was brave? What could I do differently?
- Follow up with **role-play, letter writing,** or an **empathy circle** discussion





Safety Procedures for Schools to Create Awareness About Substance Abuse

1. Assessment and Planning

- **Conduct a Needs Assessment:** Identify the prevalence and types of substance abuse within the school community through surveys, focus groups, and data analysis.
- **Develop a Comprehensive Plan:** Create a strategic plan that includes educational programs, support services, and policies to address substance abuse. Ensure the plan is culturally competent and sustainable.

2. Educational Programs

- **Integrate Substance Abuse Education into the Curriculum:** Include age-appropriate lessons on the dangers of substance abuse, the effects of drugs on the body, and strategies for resisting peer pressure.
- **Guest Speakers and Workshops:** Invite experts, such as healthcare professionals, law enforcement officers, and recovering addicts, to speak about the realities of substance abuse.
- **Peer Education Programs:** Train students to educate their peers about substance abuse, fostering a sense of responsibility and community.

3. Support Services

- **Counseling and Mental Health Support:** Provide access to school counselors, psychologists, and social workers who can offer support and guidance to students struggling with substance abuse or related issues.
- **Referral to Treatment:** Establish protocols for referring students to professional treatment centers if they are identified as having a substance use disorder.

4. Policy Development

- **Clear Policies on Substance Abuse:** Develop and enforce clear policies regarding the possession, use, and distribution of drugs and alcohol on school premises.
- **Random Drug Testing:** Consider implementing random drug testing programs to deter substance use among students.

5. Family and Community Involvement

- **Parent Education Programs:** Offer workshops and resources for parents to help them understand the signs of substance abuse and how to communicate with their children about the issue.
- **Community Partnerships:** Collaborate with local organizations, such as the DEA, SAMHSA, and community health centers, to provide additional resources and support.

6. Awareness Campaigns

- **School-Wide Awareness Events:** Organize events like Red Ribbon Week to raise awareness about substance abuse and promote a drug-free lifestyle.
- **Social Media and Online Resources:** Utilize social media platforms and online resources to share information and engage students in discussions about substance abuse.

7. Training for Staff

- **Professional Development:** Provide training for teachers, administrators, and staff on recognizing signs of substance abuse, intervention strategies, and how to support students in need.
- **First Aid and Overdose Response:** Train staff in basic first aid and how to respond to potential overdose situations, including the use of naloxone if applicable.

8. Creating a Supportive Environment

- **Promote Healthy Activities:** Encourage participation in extracurricular activities, sports, and clubs to provide positive outlets for students.
- **Encourage Open Conversations:** Foster an environment where students feel comfortable discussing their concerns and seeking help without fear of judgment.

By implementing these procedures, schools can create a comprehensive and supportive environment that helps prevent substance abuse and promotes the well-being of all students.





Applicable Indian Laws on Drug Testing in Schools and Measures Schools Have to Take

National Policy on Narcotic Drugs and Psychotropic Substances

- **Encouragement for Surveys and Awareness:** The National Policy on Narcotic Drugs and Psychotropic Substances encourages schools and colleges to conduct surveys to assess drug addiction levels among students and to include comprehensive chapters on drug abuse in the syllabus.
- **Anti-Drug Clubs:** Schools and colleges are also encouraged to constitute Anti-Drug Clubs to promote a drug-free life.

Legal Considerations

- **Consent and Privacy:** While there is no explicit law on random drug testing, schools generally need to obtain parental consent for testing minors. This is in line with broader principles of consent and privacy in educational settings.
- **Reasonable Suspicion:** In cases where drug testing is conducted, it is often based on reasonable suspicion rather than random selection. This means that school officials must have a reasonable basis to believe that a student is under the influence of drugs.

State and Local Regulations

- **State-Specific Policies:** Some states may have their own regulations or guidelines regarding drug testing in schools. For example, certain states may have more stringent policies or specific procedures for dealing with drug-related issues in educational institutions.

Court Cases and Precedents

- **Judicial Decisions:** There have been instances where courts have dealt with cases related to drug use in schools. For example, courts have emphasized the need for schools to take reasonable measures to ensure the safety of students and to address drug-related issues effectively.

Educational and Preventive Measures

- **Focus on Prevention and Rehabilitation:** The emphasis in India's approach to drug use in schools is more on prevention, awareness, and rehabilitation rather than punitive measures. Schools are encouraged to provide counseling and support to students who may be at risk or have been identified as using drugs.

Overall, while there is no blanket law mandating random drug testing in schools, the legal and policy framework in India focuses on creating a supportive and preventive environment to address drug use among students.



Strategies for Kids to Fight Peer Pressure to Use Substances or Alcohol

Resisting peer pressure to use substances or alcohol can be challenging, but with the right strategies and support, kids can make healthier choices. Here are some effective tips:

1. Know Your Values

Recognize what is important to you and stick to those beliefs when faced with peer pressure. Understanding your values helps you make decisions that align with your personal goals and well-being.

2. Practice Assertiveness

Learn how to express your thoughts firmly and confidently. Standing up for your beliefs and desires can help you resist unwanted influences.

3. Choose Friends Wisely

Surround yourself with peers who share similar values and respect your boundaries. Real friends support your decisions and don't pressure you to do things that make you uncomfortable.

4. Set Personal Boundaries

Clearly define what behaviors are acceptable for you and communicate them to your friends. Setting boundaries helps you maintain control over your choices.

5. Develop Self-Confidence

Believe in yourself and your abilities. Confidence makes it easier to stand up against unwanted influences and make decisions that are right for you.

6. Use the Buddy System

Partner up with a trusted friend who shares your values and can provide mutual support during challenging situations. Having a buddy can make it easier to resist peer pressure.

7. Stay Informed

Educate yourself about the risks associated with substance use, such as drug use, alcohol consumption, or unsafe behaviors. Knowledge can empower you to make informed decisions.

8. Role Play Responses

Practice saying "no" in different scenarios to build confidence in resisting persuasion from others. Scripting and rehearsing your responses can make it easier to say no in real-life situations.

9. Avoid Risky Situations

Reduce exposure to uncomfortable situations where peer pressure is likely. Steer clear of parties or gatherings that make you feel uneasy.



10. Create a Distraction

Deflect attention from the topic of peer pressure by changing the subject or suggesting an alternative activity. This can help shift the focus away from risky behaviors.

11. Laugh It Off

Use humor as a way to decline offers without feeling pressured or embarrassed. Humor can lighten the mood and make it easier to say no.

12. Provide a Reason

Share legitimate reasons behind your decision not to participate in certain activities, such as personal health concerns, family commitments, or prior plans. Providing a reason can make your refusal more understandable.

13. Seek Support from Adults

Confide in a trusted adult, such as a parent, teacher, or counselor, if you are struggling with peer pressure and need guidance. Adults can offer valuable advice and support.

14. Remind Yourself of Your Strengths

Reflect on your skills, achievements, and positive traits to reinforce your self-worth. Acknowledging your strengths can help you stay motivated and assertive.

15. Take Responsibility for Your Choices

Own your decisions fully and accept the consequences. Taking responsibility fosters respect from others and helps you stay true to your values.

16. Focus on Long-Term Goals

Remind yourself of your long-term objectives, which can reinforce your decision to stay focused and avoid risky behaviors.

17. Maintain a Support Network

Surround yourself with friends, family, and mentors who respect your choices and provide encouragement. A strong support network can offer reassurance and strengthen your resolve.

18. Reflect on Your Decisions

Regularly reflect on your choices and their outcomes. Learning from past experiences can help you make better decisions in the future.

By using these strategies, kids can build the confidence and skills needed to resist peer pressure and make healthier choices. Remember, it's always okay to say "no" and stand up for what you believe in.





When School Children Are Caught Using Drugs, Schools Can Take A Range Of Measures That Balance Discipline With Support And Education? Here Are Some Key Strategies:

1. Immediate Response and Safety

- **Ensure Safety:** If a student is showing signs of an overdose (e.g., non-responsive, slow or absent breathing, blue or darker brown areas around lips/nails), trained staff must respond immediately with the opioid overdose response protocol.
- **Medical Attention:** Ensure the student receives immediate medical attention if necessary.

2. Disciplinary Actions

- **Suspension and Expulsion:** Depending on the severity and nature of the offense, schools may consider suspension or expulsion. However, many districts are moving towards alternatives to punitive measures.
- **Alternative Disciplinary Measures:** Schools can use alternatives to suspension or expulsion, such as conferences with school personnel, parents, and the student, referrals to school counselors or other support services, or enrollment in programs teaching prosocial behavior.

3. Support and Intervention

- **Counseling and Support Services:** Refer the student to school counselors, psychologists, or social workers for individual or group counseling.
- **Referral to Treatment:** In cases of severe substance use, schools can refer students to professional treatment centers.

4. Education and Prevention

- **Educational Programs:** Provide or reinforce educational programs about the dangers of drug use and strategies for prevention.
- **Peer Education:** Involve peer educators to support and guide the student, fostering a sense of community and accountability.

5. Family Involvement

- **Parental Notification:** Inform parents or guardians about the situation and involve them in the support and intervention process.
- **Family Education Programs:** Offer workshops and resources for parents to help them understand and address substance abuse.

6. Restorative Practices

- **Restorative Justice:** Implement restorative practices to address the behavior and create a positive school culture where students feel comfortable seeking help.



7. Legal and Compliance Measures

- **Compliance with Laws:** Ensure all actions comply with the applicable laws regarding student privacy and drug testing. Schools must have reasonable suspicion for drug tests, except in cases of random testing for students in competitive extracurricular activities.
- **Documentation and Reporting:** Maintain accurate records of incidents and interventions, and report as required by law.

8. Follow-Up and Monitoring

- **Ongoing Support:** Provide ongoing support and monitoring to ensure the student remains drug-free and receives any necessary continued support.
- **Reintegration Programs:** For students returning after treatment, provide reintegration programs to help them adjust and stay engaged in school.

By combining disciplinary actions with support, education, and family involvement, schools can address substance use effectively while promoting a safe and supportive learning environment.





Sample School Drug Policy

Purpose

The purpose of this school drug policy is to:

- Clarify the legal requirements and responsibilities of the school.
- Reinforce and safeguard the health and safety of pupils and others who use the school.
- Provide a comprehensive framework for preventing and addressing substance use among students.

1. Philosophy and Definitions

- **Philosophy:** The primary goal of this policy is to prevent substance use and promote a healthy, safe, and supportive school environment. We recognize that some students may struggle with substance use and aim to provide education, support, and intervention rather than solely punitive measures.
- **Definitions:** Clearly define key terms such as "substance use," "possession," "distribution," and "under the influence" to ensure consistency in policy enforcement.

2. Community Involvement

- Involve students, staff, parents, and community members in the development and review of this policy.
- Partner with local organizations and health providers to offer support services and resources.

3. Communication

- Communicate the policy clearly to all stakeholders, including students, parents, and staff.
- Announce the policy at school functions and through various communication channels.

4. Prevention and Education

- Implement evidence-based drug education programs that are age-appropriate and aligned with national health education standards.
- Use a harm reduction approach that provides factual information and strategies for staying safe.
- Train staff to recognize signs of substance use and provide support to students.

5. Prohibitions

- Prohibit the possession, use, and distribution of illegal drugs, alcohol, and other controlled substances on school premises.
- Clearly state that students who are under the influence of drugs or alcohol will face disciplinary action.

6. Enforcement

- Establish clear procedures for enforcing the policy, including protocols for handling positive drug test results.
- Ensure that enforcement is consistent and fair to instill confidence in the policy.



7. Consequences

- Develop a range of consequences for violations, including counseling, referral to treatment, and, if necessary, suspension or expulsion.
- Consider alternatives to suspension, such as restorative justice practices, to address underlying issues and support student well-being.

8. Intervention and Treatment

- Provide access to counseling and support services for students struggling with substance use.
- Partner with local health organizations to offer comprehensive treatment programs.

9. Review and Revision

- Regularly review and revise the policy to ensure it remains effective and up-to-date.
- Involve stakeholders in the review process to maintain transparency and foster buy-in.

10. Legal Compliance

- Ensure all aspects of the policy comply with state and federal laws, including those related to student privacy and drug testing.
- Obtain parental consent for drug testing and other interventions as required by law.

By implementing this comprehensive drug policy, our school aims to create a safe and supportive environment that promotes student health and well-being while addressing substance use in a constructive manner.





UNIT 2

CYBER SAFETY



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CYBER SAFETY

Cyber safety for children is crucial in today's digital age, as it helps protect them from various online risks and ensures they can use the internet safely and responsibly. Here are some key aspects of cyber safety for children:

Understanding Personal Information

Children should be taught to keep personal information private. This includes details such as their full name, address, phone number, and school name. These details should not be shared online, especially with strangers.

Managing Privacy Settings

Privacy settings on social media platforms and apps can help control who sees a child's online activity. Parents and children should go through these settings together to ensure that only trusted individuals can access their posts and information.

Recognizing Unsafe Links and Downloads

Children need to be cautious about clicking on unfamiliar links or downloading files from unknown sources. These can lead to malware or phishing attempts. Encourage them to ask a parent or guardian before clicking on suspicious links.

Cyberbullying Awareness and Response

Cyberbullying can have serious effects on a child's mental health. It is important to teach children to recognize cyberbullying and to know that it is not acceptable. They should feel comfortable reporting any instances of cyberbullying to a trusted adult.

Safe Communication Online

Children should be taught to be careful about who they communicate with online. They should avoid sharing personal information or engaging in private conversations with strangers. This helps prevent issues like identity theft or unwanted contact.

Setting Boundaries on Screen Time

Excessive screen time can affect a child's overall well-being. Setting daily or weekly limits on screen time and encouraging offline activities can help maintain a healthy balance.

Encouraging Open Communication

Children should feel comfortable discussing their online experiences with their parents or guardians. Open communication ensures that they can seek help if they encounter something concerning or inappropriate online.

Secure Passwords

Teaching children to create strong passwords and keep them private is essential. They should use a combination of letters, numbers, and symbols to make their passwords secure.



Online Protection Tools

Parents can use parental control tools and software to monitor and restrict their children's online activities. These tools can help block access to inappropriate content and track online behavior.

Internet Safety Laws

Laws like the Children's Online Privacy Protection Act (COPPA) in the United States help protect children under 13 by requiring parental consent before collecting personal information online.

By implementing these practices, parents, educators, and children can work together to create a safer online environment and ensure that children can enjoy the benefits of the internet while minimizing risks.

What Can Schools Do To Prevent Cyberbullying?

To ensure students are safe from cyberbullying, schools can implement a range of measures that focus on prevention, education, and response. Here are some effective strategies based on recent research and expert recommendations:

1. Establish Clear Policies

Develop comprehensive anti-cyberbullying policies¹ that set clear expectations and consequences for acceptable and responsible device usage. These policies should cover both school-issued and personal devices and apply both on and off campus. Implement Responsible Use Agreements (RUA)² along with Acceptable Use Agreements (AUA)³ that students and their guardians sign at the beginning of the school year.

2. Adopt a Digital Citizenship Program

Educate students about digital citizenship, including online safety, privacy, and respectful communication. Use interactive lessons and activities to teach these skills early and often. Programs like Nearpod⁴ offer resources for digital citizenship education that can be integrated into the curriculum.

3. Educate on Roles and Responsibilities

Teach students about the different roles in cyberbullying scenarios—offender, victim, bystander, and upstander. Encourage students to be upstanders by reporting incidents and supporting victims.

4. Partner with Parents

Host information sessions for parents and caregivers to educate them about cyberbullying and its warning signs. Provide resources and tips for monitoring their children's online activities and setting family-based guidelines.

¹ Sample policy provided.

² Sample RUA provided.

³ Sample AUA provided.

⁴ <https://nearpod.com/digital-citizenship>



5. Encourage Immediate Action

Teach students to shut down technology immediately if they feel targeted or uncomfortable. This can prevent further harm and empower them to take control of the situation.

6. Promote Reporting

Encourage students to report any incidents of cyberbullying to a trusted adult. Ensure that there are clear channels for reporting and that students feel safe doing so.

7. Gather Evidence

Teach students and staff how to gather evidence of cyberbullying, such as taking screenshots and saving messages. This evidence can be crucial for addressing and resolving incidents.

8. Implement Social-Emotional Learning (SEL)

Use SEL programs to promote a positive school climate and help students build skills to manage emotions and establish positive relationships. This can reduce the likelihood of bullying behavior.

9. Monitor and Respond

Regularly monitor activity on school-issued technology to identify warning signs of cyberbullying. Respond promptly and appropriately to incidents, using restorative practices rather than punitive measures.

10. Create a Positive School Climate

Foster a school environment that is safe, inclusive, and respectful of all students. Implement school-wide programs that focus on building a positive community and addressing bullying behaviors.

By taking these steps, schools can create a safer and more supportive environment for students, reducing the risk and impact of cyberbullying.

What Can Peers Do If They Know of Cyber Bullying?

Peers play a crucial role in addressing and preventing cyberbullying. Here are several ways peers can help:

1. Be an Upstander, Not a Bystander

- **Intervene Safely:** If you witness cyberbullying, don't ignore it. Speak up or report it to a trusted adult. Your intervention can make a significant difference.
- **Support the Victim:** Reach out to the person being bullied to offer support. Let them know they are not alone and that you care about their well-being.

2. Report Incidents

- **Inform Authorities:** If you see someone being bullied online, report it to a teacher, school counselor, or another trusted adult. Schools often have procedures in place to handle such incidents.
- **Use Reporting Tools:** Many social media platforms and apps have reporting features. Use these tools to report inappropriate or harmful content.



3. Promote a Positive Online Environment

- **Encourage Kindness:** Foster a culture of kindness and respect online. Compliment others and engage in positive interactions.
- **Set a Good Example:** Be mindful of your own online behavior. Avoid participating in or encouraging any form of bullying.

4. Educate Peers

- **Raise Awareness:** Talk to your friends about the impact of cyberbullying and the importance of being an upstander. Share information about the consequences of bullying and how to report it.
- **Encourage Open Communication:** Create a safe space where peers can discuss their experiences and concerns about cyberbullying.

5. Provide Emotional Support

- **Listen and Empathize:** If a friend is being bullied, listen to their feelings and offer empathy. Sometimes, just knowing someone cares can make a big difference.
- **Encourage Professional Help:** If the situation is severe, encourage the victim to seek help from a counselor or mental health professional.

6. Use Technology Wisely

- **Block and Mute:** Help victims block or mute bullies on social media platforms to reduce further harassment.
- **Gather Evidence:** Assist in taking screenshots or saving messages that can be used as evidence if the situation escalates.

7. Organize Awareness Campaigns

- **School Initiatives:** Work with school authorities to organize anti-cyberbullying campaigns, workshops, or assemblies. These can help raise awareness and promote a positive school climate.
- **Peer Support Groups:** Form peer support groups where students can share their experiences and strategies for dealing with cyberbullying.

8. Promote Digital Literacy

- **Educate Peers:** Help your friends understand the importance of digital literacy and how to stay safe online. Share tips on creating strong passwords, recognizing phishing attempts, and protecting personal information.

9. Encourage Positive Online Behavior

- **Lead by Example:** Demonstrate respectful and considerate behavior online. Encourage others to do the same by setting a good example.
- **Celebrate Differences:** Promote inclusivity and respect for diversity. Encourage peers to appreciate and celebrate differences rather than using them as a basis for bullying.



10. Be a Role Model

- **Model Healthy Behavior:** Show your peers how to handle conflicts and disagreements respectfully, both online and offline. Your actions can inspire others to do the same.

By taking these steps, peers can significantly contribute to reducing the prevalence and impact of cyberbullying, creating a safer and more supportive environment for everyone.

SAMPLE Anti-Cyberbullying Policy

1. Purpose

This policy aims to create a safe and supportive school environment that is free from cyberbullying. It outlines the measures to prevent and address cyberbullying incidents, ensuring the well-being of all students.

2. Definitions

- **Cyberbullying:** The use of digital platforms, such as social media, instant messaging, or email, to harass, intimidate, or humiliate an individual or a group. This includes sending hate messages, spreading rumors, sharing private information, or creating fake profiles to impersonate the victim.
- **Victim:** Any student who is subjected to cyberbullying.
- **Perpetrator:** Any student who engages in cyberbullying behavior.

3. Scope

This policy applies to all students, staff, and members of the school community. It covers incidents that occur on school premises, during school activities, and through school-issued devices. It also applies to incidents that occur off-campus if they significantly disrupt the school environment.

4. Prevention Measures

- **Awareness Programs:** Conduct regular workshops and seminars to educate students, staff, and parents about the impact of cyberbullying, preventive measures, and strategies to address it effectively.
- **Digital Literacy:** Integrate digital literacy into the curriculum to teach students about online safety, privacy, and responsible use of technology.
- **Positive School Climate:** Foster a positive and inclusive school culture that promotes respect, empathy, and kindness among students.

5. Reporting and Response

- **Reporting Channels:** Establish multiple channels for students to report cyberbullying incidents, including a dedicated email address, a helpline number, and a trusted staff member.
- **Confidentiality:** Ensure that reports are handled confidentially to protect the privacy of all involved parties.
- **Immediate Action:** Respond promptly to all reports of cyberbullying. Investigate incidents thoroughly and take appropriate disciplinary action against perpetrators.



6. Support for Victims

- **Counseling Services:** Provide access to counseling and support services for victims of cyberbullying to address any emotional or psychological impact.
- **Restorative Practices:** Implement restorative practices to repair harm and rebuild relationships between students.

7. Disciplinary Actions

- **Zero Tolerance:** Adopt a zero-tolerance approach to cyberbullying. Disciplinary actions may include warnings, suspension, or expulsion, depending on the severity of the incident.
- **Legal Action:** In severe cases, involve law enforcement and pursue legal action against perpetrators under relevant provisions of the Indian Penal Code (IPC) and the Information Technology Act.

8. Monitoring and Evaluation

- **Regular Reviews:** Conduct regular reviews of the policy to assess its effectiveness and make necessary adjustments.
- **Feedback Mechanisms:** Encourage feedback from students, staff, and parents to continuously improve the policy and its implementation.

9. Parental Involvement

- **Partnership:** Work closely with parents to educate them about cyberbullying and involve them in prevention efforts.
- **Communication:** Maintain open lines of communication with parents to address any concerns and provide support.

10. Compliance and Accountability

- **Training:** Provide training for staff on recognizing and addressing cyberbullying.
- **Accountability:** Ensure that all members of the school community are aware of their responsibilities under this policy and are held accountable for their actions.

By implementing this comprehensive anti-cyberbullying policy, the school aims to create a safe and supportive environment where all students can thrive without fear of cyberbullying.





Sample Responsible Use Agreement

Purpose

This Responsible Use Agreement (RUA) aims to ensure that all students use technology responsibly, ethically, and safely. It outlines the expectations for appropriate behavior and use of digital devices and online resources within the school environment.

Agreement

I, **[Student's Name]**, agree to the following terms and conditions:

1. Respectful and Ethical Use

- I will use technology in a respectful and ethical manner, adhering to the school's code of conduct and values.
- I understand that cyberbullying, harassment, or any form of inappropriate behavior is strictly prohibited and will result in disciplinary action.

2. Privacy and Security

- I will respect the privacy of others and will not share or access personal information without consent.
- I will use strong, unique passwords and will not share my login credentials with anyone.

3. Content and Communication

- I will only access and share appropriate content that is relevant to my education and school activities.
- I will communicate respectfully and avoid using offensive language or engaging in any form of cyberbullying.

4. Digital Citizenship

- I will practice good digital citizenship by being mindful of my online behavior and its impact on others.
- I will report any instances of cyberbullying or inappropriate behavior to a trusted adult.

5. Compliance with School Policies

- I will comply with all school policies and guidelines related to the use of technology, including the school's Acceptable Use Policy (AUP).
- I understand that unauthorized use of technology, including hacking or unauthorized access, is strictly prohibited.

6. Responsible Use of Devices

- I will take care of school-issued devices and use them responsibly.
- I will follow the school's guidelines for the use of personal devices, if allowed.



7. Consequences of Misuse

- I understand that any misuse of technology, including violation of this agreement, will result in disciplinary action as per the school's policy.
- I acknowledge that repeated or severe violations may result in suspension or revocation of my technology privileges.

8. Parental Involvement

- I understand that my parents or guardians will be informed of any violations of this agreement and may be involved in the resolution process.

Acknowledgment

I have read and understood the terms and conditions of this Responsible Use Agreement. I agree to abide by these guidelines and understand the consequences of non-compliance.

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

School Representative's Signature: _____

Date: _____

This agreement is designed to promote a safe, respectful, and productive digital environment for all students. By signing this document, students, parents, and school representatives commit to upholding these principles and ensuring a positive experience for everyone.





Sample Acceptable Use Agreement (AUA)

Purpose

This Acceptable Use Agreement (AUA) outlines the guidelines and expectations for the use of technology and digital resources within the school environment. It aims to ensure that all students, staff, and visitors use technology responsibly, ethically, and in a manner that supports the educational mission of the school.

Agreement

I, [User's Name], agree to the following terms and conditions:

1. Responsible Use

- I will use technology in a responsible and ethical manner, adhering to the school's code of conduct and values.
- I understand that any misuse of technology, including cyberbullying, harassment, or inappropriate behavior, is strictly prohibited and will result in disciplinary action.

2. Privacy and Security

- I will respect the privacy of others and will not share or access personal information without consent.
- I will use strong, unique passwords and will not share my login credentials with anyone.

3. Content and Communication

- I will only access and share appropriate content that is relevant to my education and school activities.
- I will communicate respectfully and avoid using offensive language or engaging in any form of cyberbullying.

4. Digital Citizenship

- I will practice good digital citizenship by being mindful of my online behavior and its impact on others.
- I will report any instances of cyberbullying or inappropriate behavior to a trusted adult.

5. Compliance with School Policies

- I will comply with all school policies and guidelines related to the use of technology, including the school's Responsible Use Agreement (RUA).
- I understand that unauthorized use of technology, including hacking or unauthorized access, is strictly prohibited.

6. Responsible Use of Devices

- I will take care of school-issued devices and use them responsibly.
- I will follow the school's guidelines for the use of personal devices, if allowed.



7. Consequences of Misuse

- I understand that any misuse of technology, including violation of this agreement, will result in disciplinary action as per the school's policy.
- I acknowledge that repeated or severe violations may result in suspension or revocation of my technology privileges.

8. Parental Involvement

- I understand that my parents or guardians will be informed of any violations of this agreement and may be involved in the resolution process.

Acknowledgment

I have read and understood the terms and conditions of this Acceptable Use Agreement. I agree to abide by these guidelines and understand the consequences of non-compliance.

User's Signature: _____

Date: _____

Parent/Guardian's Signature (if applicable): _____

Date: _____

School Representative's Signature: _____

Date: _____

This agreement is designed to promote a safe, respectful, and productive digital environment for all users. By signing this document, users, parents, and school representatives commit to upholding these principles and ensuring a positive experience for everyone.





Strategies To Keep Our Children Safe from Cybercrimes

Keeping school children safe from cybercrimes requires a multi-faceted approach involving parents, educators, and the children themselves. Here are some effective strategies:

For Parents and Guardians

- **Establish Clear Rules and Boundaries:** Set guidelines on which websites are safe, how much time children can spend online, and what types of interactions are acceptable.
- **Promote Open Communication:** Create an environment where children feel comfortable discussing their online experiences. Encourage them to report any disturbing content or interactions.
- **Educate and Engage:** Learn about the platforms your children use and the potential risks associated with them. Participate in online activities with them to gain insights into their online behavior.
- **Monitor and Respect Privacy:** Use parental control tools to track online usage, filter harmful content, and block unsuitable websites. Discuss the use of these tools openly with your child to avoid feelings of betrayal.
- **Build Digital Resilience:** Teach children how to manage online relationships, recognize cyberbullying, and deal with unwanted contact or content. Help them understand the impact of their online actions.
- **Provide Support and Resources:** Be aware of external resources, such as educational materials and online courses, that can assist in managing children's online experiences.

For Schools

- **Secure Identities and Access:** Implement single sign-on and multi-factor authentication. Use complex passphrases and regularly review and remove unused accounts.
- **Protect Devices:** Ensure a secure login process and use comprehensive security solutions to protect endpoints. Regularly update software to close security gaps.
- **Proactively Manage Vendors:** Maintain a current list of all active vendors and develop thorough procedures for evaluating and onboarding new technology partners.
- **Plan for Recovery:** Develop and test an incident response plan. Keep consistent backups of all critical data and isolate critical systems to limit the spread of breaches.
- **Cultivate a Security Culture:** Educate students, staff, and administrators about cybersecurity best practices. Share updates on threats and vulnerabilities and reinforce security practices with continuous training.

For Children

- **Be Cautious with Personal Information:** Avoid sharing personal details like date of birth, address, phone number, and school name on social media or other online platforms.
- **Be Wary of Friend Requests:** Only accept friend requests from people you know offline. Be aware that cyber criminals can create fake accounts to befriend victims.



- **Use Strong Passwords:** Create complex passwords for online accounts and change them regularly. Never share passwords with anyone.
- **Avoid Suspicious Downloads:** Do not install games or software from unknown sources. Be cautious of links received in emails or text messages.
- **Report Cyberbullying:** If you experience or witness cyberbullying, inform a trusted adult immediately. Block the bully and save any posts or messages as evidence.
- **Stay Safe in Online Gaming:** Never share credit card details or use voice chat or webcam while playing online games. Do not meet in person with someone from the online gaming world.

Government and Community Efforts

- **Awareness Campaigns:** Support and participate in campaigns like Know2Protect, which aim to educate young people, parents, educators, and community leaders about online child sexual exploitation and abuse.
- **Legal Measures:** Be aware of and support laws that protect children from cybercrimes, such as those criminalizing the publishing, browsing, or transmitting of child pornography and cyberbullying.

By implementing these strategies, we can create a safer digital environment for school children and reduce their vulnerability to cybercrimes.

Indian Laws That Protect Children from Cyber Crimes

1. Information Technology Act, 2000

- **Section 67B:** This section specifically addresses the issue of child pornography. It prohibits the publication, transmission, or creation of any material in electronic form that depicts children in sexually explicit acts. Violators face stringent penalties.
- **Intermediary Guidelines:** The Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021, require intermediaries to inform users not to host, display, or share any information that is obscene, pornographic, or harms minors.

2. Protection of Children from Sexual Offences Act (POCSO), 2012

- This act provides a comprehensive framework to protect children from sexual offences, including those committed online. It includes provisions for the punishment of using a child for pornographic purposes and for storing pornographic material involving a child.

3. Indian Penal Code (IPC)

- **Sections 354A and 354D:** These sections provide punishment for cyberbullying and cyberstalking, which are significant threats to children's safety online.

4. National Cyber Crime Reporting Portal

- The government has launched a portal (www.cybercrime.gov.in) where citizens can report complaints related to cyber crimes, including those against children. This portal facilitates anonymous reporting and tracking of complaints.



5. Digital India Act

- The government is in the process of introducing the Digital India Act, which aims to replace the existing IT Act. This new legislation is expected to provide stronger protections against cyberbullying and unauthorized sharing of personal information.

6. Awareness and Education

- The government has published a handbook for adolescents and students on cyber safety, available on various government websites. This handbook educates children about different types of cyber crimes and how to protect themselves.

7. Blocking of Harmful Content

- The government periodically blocks websites containing child sexual abuse material (CSAM) based on international lists and works with Internet Service Providers (ISPs) to ensure such content is inaccessible.

8. Special Courts

- Section 28 of the POCSO Act provides for the establishment of Special Courts to expedite the trial of offences under the Act, ensuring quicker justice for victims.

These laws and initiatives collectively aim to create a safer online environment for children in India.

Laws and Provisions Against Cyberbullying

1. Indian Penal Code (IPC)

- **Section 507:** This section addresses criminal intimidation through anonymous communication, including threats made through social media platforms.
- **Section 509:** This section deals with acts intended to insult the modesty of women, including harassment through electronic means.
- **Section 354A and 354D:** These sections provide punishment for stalking and sexual harassment, including through electronic means.

2. Information Technology Act, 2000

- **Section 67B:** This section provides stringent punishment for publishing, browsing, or transmitting material depicting children in sexually explicit acts.
- **Section 66A, 66C, 66D, 66E:** These sections cover various aspects of cybercrimes, including sending offensive messages, identity theft, and violation of privacy.

3. Cybercrime Prevention Schemes

- **Cybercrime Prevention Against Women and Children Scheme (CCPWC):** This scheme includes units for analyzing cybercrime reports and investigations, with a focus on preventing cyberbullying.



- **Indian Cyber Crime Coordination Centre Scheme:** This comprehensive scheme addresses all types of cybercrimes, including those against children, and promotes awareness among the youth.

4. National Cyber Crime Reporting Portal

- The government has launched a portal (www.cybercrime.gov.in) where citizens can report cybercrime complaints, including those related to child pornography and cyberbullying.

Guidelines on Screen Time and Digital Wellness

1. Indian Academy of Pediatrics (IAP) Guidelines

- The IAP has issued guidelines recommending no screen exposure for children under 2 years, supervised screen time of up to one hour per day for children aged 2-5 years, and less than two hours per day for children aged 6-17 years.
- These guidelines emphasize the importance of balancing screen time with other essential activities like outdoor play, sleep, and social interaction.

2. Central Board of Secondary Education (CBSE) Guidelines

- CBSE has issued guidelines to schools on the safe and secure use of the internet, including the installation of effective firewalls and monitoring software.

Awareness and Support

1. Handbook for Adolescents/Students on Cyber Safety

- The government has published a handbook for adolescents and students to educate them about various types of cybercrimes and how to protect themselves.

2. Helpline Numbers

- Various helpline numbers, such as 1800-180-5522 and 155260, have been set up to assist with cyberbullying complaints.

These laws, guidelines, and initiatives collectively aim to protect children from cyberbullying and promote healthy digital habits in India.

Promoting Healthy Digital Habits in Children

Developing healthy digital habits is crucial for students to ensure they use technology safely, responsibly, and effectively. Here are some key habits that can help:

1. Balanced Screen Time

- **Set Limits:** Establish daily or weekly limits on screen time to ensure a balance between online and offline activities.
- **Prioritize Tasks:** Encourage students to complete homework and other important tasks before engaging in recreational screen time.



2. Physical Activity

- **Regular Breaks:** Take short breaks every 30-60 minutes to stretch, move around, and rest the eyes.
- **Daily Exercise:** Incorporate at least 30 minutes of physical activity into the daily routine, such as walking, running, or playing sports.

3. Healthy Eating

- **Nutritious Meals:** Maintain a balanced diet with plenty of fruits, vegetables, and whole grains. Avoid snacking on junk food while using screens.
- **Hydration:** Drink plenty of water throughout the day to stay hydrated.

4. Adequate Sleep

- **Consistent Sleep Schedule:** Maintain a regular sleep schedule, aiming for 8-10 hours of sleep per night.
- **Screen-Free Zones:** Keep electronic devices out of the bedroom to reduce distractions and improve sleep quality.

5. Mindful Use of Technology

- **Purposeful Use:** Use technology for specific purposes rather than aimless browsing. Set goals for what you want to achieve during screen time.
- **Avoid Multitasking:** Focus on one task at a time to improve productivity and reduce stress.

6. Digital Literacy

- **Online Safety:** Learn about online safety, including protecting personal information, recognizing phishing attempts, and using strong passwords.
- **Critical Thinking:** Develop critical thinking skills to evaluate the credibility of online information and avoid spreading misinformation.

7. Healthy Social Interactions

- **Face-to-Face Communication:** Prioritize in-person interactions with friends and family to build strong social connections.
- **Positive Online Behavior:** Promote kindness and respect in online interactions. Avoid engaging in or encouraging cyberbullying.

8. Mental Well-being

- **Mindfulness and Relaxation:** Practice mindfulness techniques, such as deep breathing or meditation, to manage stress and anxiety.
- **Seek Support:** Reach out to a trusted adult or mental health professional if feeling overwhelmed or experiencing negative effects from screen use.



9. Creative and Offline Activities

- **Hobbies and Interests:** Engage in hobbies and activities that do not involve screens, such as reading, drawing, or playing a musical instrument.
- **Outdoor Activities:** Spend time outdoors to connect with nature and reduce screen time.

10. Parental and Teacher Support

- **Open Communication:** Maintain open lines of communication with parents and teachers about online experiences and concerns.
- **Guidance and Supervision:** Seek guidance from parents and teachers on appropriate online behavior and content.

By adopting these healthy digital habits, students can enjoy the benefits of technology while minimizing potential risks and maintaining a balanced lifestyle.

Screen Time Recommendations

The ideal screen time for children varies by age, according to guidelines from organizations like the American Academy of Pediatrics (AAP) and the Mayo Clinic. Here are the recommendations:

For Children Under 18 Months

- **Screen Time:** Discouraged, except for video chatting with an adult.

For Children Ages 18 to 24 Months

- **Screen Time:** Limited, high-quality programming/apps co-viewed with an adult is best. Solo viewing is discouraged.

For Children Ages 2 to 5

- **Screen Time:** Limit to no more than one hour a day of high-quality programming. Co-viewing is recommended.

For Children Ages 5 and Older

- **Screen Time:** Place consistent limits on daily screen time and types of media. Select and co-view media with your child. Teach your child about online safety and respect for others online. The AAP previously recommended no more than two hours of screen time a day of noneducational content for this age group, but now emphasizes ensuring screen time does not replace important activities like schoolwork, physical activity, and sleep.

For Teens (13 Years Old and Above)

- **Screen Time:** Work with your teen to establish clear boundaries and a family plan that defines how long they should be using screens, where they can use screens, and which types of content they can consume. Prioritize adequate sleep (8-10 hours) and physical activity (more than one hour).



General Tips for All Ages

- **Quality Over Quantity:** Focus on the quality of screen time rather than just the amount. Prioritize educational and interactive content.
- **Supervision:** Supervise children's screen time to ensure they are engaging with appropriate content.
- **Balance:** Ensure screen time does not replace physical activity, social interaction, and other essential activities.
- **Tech-Free Zones:** Designate areas like bedrooms and mealtimes as screen-free zones.

These guidelines aim to help parents and caregivers balance the benefits of technology with the need to protect children's health and development.

What Can Schools do to Reduce Screen time?

Reducing screen addiction in kids is a multifaceted challenge that requires a collaborative effort from schools, parents, and the children themselves. Here are some effective strategies that schools can implement to help reduce screen addiction in kids:

1. Set Clear Rules and Limits

- **Establish Screen Time Policies:** Schools can set clear guidelines for screen time during school hours. For example, designate specific times for educational screen use and enforce screen-free periods.
- **Communicate with Parents:** Work with parents to ensure consistency between home and school. Encourage them to set similar rules at home to reinforce healthy habits.

2. Promote Alternative Activities

- **Encourage Physical Activity:** Incorporate more physical education and outdoor activities into the school day. Encourage students to participate in sports, games, and other physical activities.
- **Introduce Creative and Social Activities:** Provide opportunities for students to engage in creative arts, board games, and group projects. These activities can be both educational and fun, reducing the allure of screens.

3. Educate Students About Screen Time

- **Teach Digital Literacy:** Educate students about the potential risks and consequences of excessive screen time. Help them understand the importance of balancing screen use with other activities.
- **Promote Mindful Use of Devices:** Encourage students to be mindful of their screen time and reflect on how it affects their well-being.

4. Create Screen-Free Zones

- **Designate Screen-Free Areas:** Establish areas in the school, such as the library or certain classrooms, as screen-free zones. This helps create an environment where students can focus on learning without distractions.



5. Use Technology Wisely

- **Implement Parental Controls:** Utilize parental control tools and apps to monitor and limit screen time. These tools can help enforce screen time limits and ensure that students are using devices appropriately.
- **Schedule Screen Time:** Allow students to plan their screen time in advance and set limits for recreational use. Encourage them to prioritize homework and other activities before screen time.

6. Encourage Family Involvement

- **Engage Parents:** Involve parents in setting screen time rules and encourage them to model healthy screen habits at home. When parents set a good example, children are more likely to follow suit.
- **Promote Family Activities:** Suggest family activities that do not involve screens, such as board game nights, outdoor adventures, or arts and crafts. These activities can strengthen family bonds and reduce screen dependency.

7. Monitor and Adjust

- **Track Screen Time:** Use tools to monitor students' screen time and adjust policies as needed. Regularly review the effectiveness of screen time policies and make changes based on feedback and observations.
- **Provide Support:** For students who struggle with screen addiction, offer additional support and resources. This may include counseling or specialized programs to help them develop healthier habits.

By implementing these strategies, schools can play a significant role in reducing screen addiction among children, promoting a healthier balance between screen use and other essential activities.

What Can Parents Do to Reduce Screen Time in Their Kids?

Reducing screen time for kids can be challenging, but with consistent effort and the right strategies, parents can make a significant difference. Here are some effective ways to manage and reduce screen time for children:

1. Understand Their World

Engage with your child's online activities to understand what draws them to screens. This can help you guide them towards healthier screen use.

2. Use Parental Controls

Implement parental controls to limit screen time, but involve your child in setting these controls and review them regularly. Tools like Apple Screen Time or Google's Family Link can be very helpful.

3. Offer Alternatives

Provide engaging alternatives to screen time, such as outdoor activities, board games, or creative projects. These can be more enticing and help form new habits.



4. Negotiate with Your Kids

Involve your children in setting screen time limits and schedules. Collaborative decision-making can increase their willingness to adhere to the rules.

5. No Screens in Bedrooms

Establish a rule that screens are not allowed in bedrooms, especially at night. This can improve sleep quality and reduce the temptation to use devices late into the night.

6. Change Your Own Attitude

Model healthy screen habits yourself. Children are more likely to follow rules if they see their parents doing the same.

7. Create a Screen Time Schedule

Set specific times for screen use and stick to them. Avoid screens during meals and at least one hour before bedtime.

8. Encourage Physical Activity

Promote regular physical activity, such as sports, walks, or bike rides. This not only reduces screen time but also improves overall health.

9. Promote Social Interaction

Encourage social activities with friends and family that do not involve screens. This can help develop social skills and reduce reliance on digital entertainment.

10. Educate About Screen Time

Explain the potential risks of excessive screen time, such as health issues and mental well-being, and discuss the benefits of reducing screen use.

11. Establish Tech-Free Zones

Designate certain areas of the house, like the dining room, as screen-free zones to encourage family interaction and communication.

12. Monitor and Adjust

Regularly monitor your child's screen use and adjust limits as needed. Consistency is key, but flexibility can also be important as your child grows and their needs change.

By implementing these strategies, parents can help their children develop healthier screen habits and a more balanced lifestyle.

Regulating Social Media Usage

As of now, Australia is the only country that has implemented a nationwide ban on social media for children under the age of 16. This landmark law, passed in November 2024, holds social media companies accountable for enforcing age restrictions, with non-compliance resulting in fines of up to AU\$49.5 million. The ban is set to take effect in a year, with a trial of enforcement methods beginning in January.



Other countries have taken steps to regulate children's access to social media, though none have implemented a ban as strict as Australia's:

- **France** passed a law in 2023 requiring social platforms to obtain parental consent for minors under 15 to create accounts. However, due to technical challenges and the need for EU law compliance, it has not yet been enforced.
- **Norway** proposed raising the age at which children can consent to social media terms from 13 to 15, with parents still able to give consent for those under the age limit. The government is also working on legislation for an absolute legal minimum age limit.
- **Germany** requires parental consent for minors aged 13 to 16 to use social media, but there are no current plans to change this.
- **Italy** mandates parental consent for children under 14 to sign up for social media accounts.
- **Spain** introduced a bill in June 2024 that would prohibit minors under 16 from using social media, but it has not yet been implemented.
- **South Korea** has previously regulated online gaming for minors, and in August 2024, lawmakers proposed a bill to regulate social media use for under-16s.
- **China** has implemented access restrictions for minors since 2021, with a daily limit of 40 minutes for users under 14 on Douyin, the Chinese equivalent of TikTok.

These measures reflect a global trend towards protecting children from potential harms associated with social media use.





UNIT 3

PSYCHOLOGICAL SAFETY



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SCHOOL POLICY ON STUDENT MENTAL HEALTH AND WELLBEING

1. Introduction

This policy aims to foster an inclusive, emotionally safe school environment where every student's psychological well-being is supported. In recognition of increasing stress, anxiety, peer pressure, and exposure to harmful behaviors like substance abuse, schools must proactively support mental health through systemic and compassionate intervention.

2. Objectives

- Promote emotional resilience and mental wellness.
 - Identify students at risk early and provide timely support.
 - Reduce stigma around mental health through awareness and dialogue.
 - Equip staff, students, and families to support one another with empathy.
-

3. Scope

This policy applies to all students enrolled in the school and includes:

- Stress and academic pressure
 - Anxiety, depression, and self-esteem issues
 - Bullying (offline/online)
 - Grief, trauma, and family disruptions
 - Substance abuse prevention
 - Suicide awareness and intervention
-

4. Institutional Measures

4.1 Mental Health Committee

- Appoint a school **Mental Health Lead** (usually the counselor or a trained teacher).
- Establish a Mental Health Committee comprising staff, students (senior class reps), and parents.

4.2 Counseling & Psychological Services

- Employ or partner with a **qualified school counselor**.
- Provide confidential one-on-one counseling.



- Arrange referral mechanisms with external psychologists or clinics when required.

4.3 Teacher & Staff Training

- Conduct annual mental health sensitization workshops.
 - Train staff in early signs of distress, suicide prevention (gatekeeper model), and first-line support techniques.
-

5. Preventive and Supportive Strategies

5.1 Life Skills Curriculum

- Integrate CBSE/NCERT Life Skills framework (Decision Making, Problem Solving, Self-Awareness, Coping with Emotions).
- Dedicated weekly life skills period or wellness hour.

5.2 Wellness Workshops and Events

- Regular sessions on managing stress, digital detox, body image, exam anxiety, and mindfulness.
- Observance of World Mental Health Day, Anti-Drug Day, etc.

5.3 Student Support Systems

- Peer mentoring or buddy programs.
 - Anonymous suggestion boxes or digital forms.
 - Safe spaces or break rooms for students in emotional distress.
-

6. Substance Abuse Prevention

- Age-appropriate awareness campaigns on tobacco, alcohol, drug use.
 - Invite health professionals or rehabilitated speakers for real-life sharing.
 - Parent education on spotting early warning signs.
 - Tie-ups with local de-addiction centers for emergencies.
-

7. Suicide Risk & Self-Harm Response Protocol

- Train staff to recognize red flags (withdrawal, giving away possessions, verbal hints).
- All disclosures must be reported to the Mental Health Lead.
- Immediate parental involvement, risk assessment, and clinical referrals.
- Never leave a high-risk student alone or ignore their signals.

8. Parental Engagement

- Periodic mental health newsletters and resource sharing.
- Counseling support or guidance sessions for parents.
- Create open channels for parents to report concerns.

9. Confidentiality and Documentation

- All records are private and maintained securely.
- Only shared on a need-to-know basis with consent, except in life-threatening cases.

10. Review and Feedback

- Annual review by the Mental Health Committee.
- Collect student and parent feedback to adapt services.

This document must be shared with all school stakeholders and revisited every academic year.





UNIT 4

ROAD & INFRASTRUCTURE SAFETY



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TEACHING ROAD SAFETY & CIVIC SENSE

1. Introduction

Teen drivers (15–20) are **33% more likely to die** in a distracted-driving crash than the average driver. Underage driving remains a **serious and growing issue**, with rising enforcement and consequences. The shift toward **strict penalties**—including license delays and vehicle suspension—can be powerful teaching tools.

Distracted driving, particularly involving phones, is a **global epidemic** impacting teens.

Local campaigns emphasizing school zones, license age rules, and phone-free driving can significantly impact student behavior.

Some more statistics

India: Underage Driving & Accidents

- **Underage Drivers Account for ~9.6% of Road Fatalities**

The NCRB reports that in 2021, children under 18 made up nearly **9.6%** of all road accident deaths in India.

- **Underage Rash Driving Cases**

In 2022, **884** juvenile drivers were caught for rash driving under Motor Vehicles Regulations. Notably, Tamil Nadu topped the list; Chennai alone recorded over **2,000** underage driving incidents in 2023–24.

- **Underage Driving in Hyderabad**

1,859 vehicle owners fined for allowing minors to drive through May 2024—mostly in Rachakonda commissionerate. This is nearly 50% more than all of 2023, where 326 such challans were recorded.

- April 2025 crackdown: Traffic Police filed 1,275 cases involving underage driving and canceled 35 vehicle registrations under Section 199A of the Motor Vehicles Act.

- 2019 records: Over 2,200 minors were booked for driving without a license in a single year .

- Following recent initiatives, when minors are caught:

- Parents are counseled, warned, and may face fines of up to ₹25,000 or jail time.
 - Vehicle registrations are suspended for 1 year, and minors are barred from getting a license until age 25
-



● Globally: Distracted Teenage Driving

- **Teen Drivers Distracted ~21% of the Time**

A study with over 1,100 teens found they spent on average **21%** of a trip interacting with their phone.

- **High Admissions of Texting While Driving**

In the U.S., **39%** of teen drivers admitted to texting while driving.

Another survey showed **34%** of teens aged 16–17 admitted texting while driving, and **43%** acknowledged talking on the phone while driving .

- **Distracted Driving Risk & Fatalities**

In 2023, **3,275** lives in the U.S. were lost due to distracted driving.

Teen crashes involving distraction contribute to approximately **25%** of all teen vehicle accidents.

- **Higher Crash Risk Due to Phone Use**

The Virginia Tech Transportation Institute found that using a phone increases the odds of a crash by **3.6 times**, and texting while driving increases risk **23 times**.

○ Implications for Schools & Students

- A significant share of India's road fatalities are tied to **underage driving**, making it critical to include local data in awareness campaigns.
- Globally, **distracted driving**—especially phone use—is one of the leading causes of teen vehicle accidents and deaths.
- These statistics underscore the importance of school programs that include **testimonials, quizzes, role-play, and parent-teacher awareness sessions** to drive home the dangers.

Developing civic responsibility and road safety awareness from a young age is critical to creating law-abiding, responsible citizens. This module is designed to help schools educate students about Indian road safety rules and basic civic duties through engaging, age-appropriate activities.

2. Objectives

- Educate students on traffic laws, road signs, and safe pedestrian/cyclist behavior.
- Instill respect for public spaces, rules, and shared responsibilities.
- Encourage behavioral change and real-life application of civic duties.





3. Key Topics in Road Safety Education

3.1 For Primary School (Ages 6–10)

- Understanding traffic signals (red, yellow, green)
- Importance of walking on the footpath
- Zebra crossing and safe road crossing
- Avoiding distractions while walking (phones, talking)
- Being seen (wearing bright clothes)
- School bus behavior (line up, don't rush, use seat belts)



3.2 For Middle School (Ages 11–14)

- Common road signs and their meanings
- Bicycle safety rules (helmet use, signaling)
- Dangers of overspeeding, riding triples, or stunt riding
- What to do in an accident (first aid basics, calling 100/108)

3.3 For High School (Ages 15–18)

- **Indian Motor Vehicles Act Highlights:** Students should understand key provisions such as the requirement for wearing helmets while riding two-wheelers, driving only with a valid license, and age eligibility for different types of vehicles. The Act also emphasizes the importance of traffic discipline and penalizes dangerous driving behavior.
- **Don't Drink and Drive – Even One Sip is Unsafe:** Alcohol impairs judgment, reflexes, and concentration. Under Section 185 of the Motor Vehicles Act, driving under the influence is a punishable offense with fines, license suspension, and even imprisonment. Students must understand that driving under influence, even slightly, can cost lives.
- **Distraction Dangers – Mobile Use While Driving:** Using mobile phones while driving—whether to talk, text, or check maps—is extremely dangerous. It leads to inattention, slower reaction times, and accidents. Students should be taught that no message or call is more important than their safety.

FAQs on Mobile Use While Driving

Q1: Can I use my phone at a red light or in traffic?

Answer: No. Even if the car isn't moving, using a phone is considered a distraction and is prohibited. Your full attention is required at all times.

Q2: What if I need to use Google Maps?

Answer: Use a mounted device and start navigation *before* you start driving. Avoid adjusting or interacting with it while moving.



Q3: Is it safe to talk on speaker or with hands-free devices?

Answer: While technically allowed, it's still risky. Even hands-free conversations can distract your mind and delay reaction times.

Q4: What happens if I'm caught using my phone while driving?

- **Answer:** You can be fined up to ₹5,000 under the Motor Vehicles Act, and repeated offenses may result in suspension of your license.

Q5: Can I respond to urgent texts while driving?

Answer: No. Pull over to a safe spot before replying. A few seconds of distraction can result in a fatal accident.

Q6: How can I make sure I'm not tempted to use my phone while driving?

Answer: Turn on Do Not Disturb mode, keep your phone out of reach, or use apps that block notifications while driving.



Scenario 1: A student receives a call from their parents while riding a two-wheeler. Instead of picking up, they stop at the side of the road safely and call back. ■ Right choice.

Scenario 2: A student quickly glances at WhatsApp while driving a scooter slowly inside a campus. + Dangerous and still illegal. Never use phones on the move.

Suggested Activities to Discourage Distracted Driving

1. **Role-Play Scenarios:** Students act out scenes where drivers face distractions (phone calls, texts, music, etc.), and others intervene with safe alternatives.
2. **"Distraction" Challenge:** Use simulation apps to mimic the effects of distraction or delayed reactions, followed by reflection discussions.
3. **Poster Campaign:** Create impactful posters with slogans like "Eyes on the Road, Not on the Phone" or "One Text Can Take a Life" to display around the school.
4. **Pledge Wall:** Students sign a large visible banner pledging not to use their phones while driving, reinforcing peer accountability.
5. **Classroom Debate:** Host debates on "Hands-Free is Still Risky" vs "Safe Alternatives to Phone Use" to encourage critical thinking.
6. **Story Writing or Testimonials:** Invite students to write or share real-life stories (from family or news) involving distracted driving consequences.
7. **Social Media Campaign:** Run a weeklong challenge on school social handles where students post tips and reminders for road safety and anti-distraction messages.
8. **Quiz or Kahoot Game:** Create interactive games on laws, penalties, and facts about distracted driving to reinforce awareness in a fun way.



9. **Data Dive:** Present statistics and crash reports from India related to mobile use while driving, and guide students in analyzing trends and making suggestions.
- **Legal Age for Driving Motorized Vehicles:** The legal age to obtain a learner's license for gearless scooters is 16, and for geared vehicles like motorcycles and cars is 18. Driving underage is not only unsafe but also a legal offense that holds both the minor and their parents/guardians accountable.
 - **Consequences of Driving Underage:** Driving before reaching the legal age of 18 (for geared vehicles) or 16 (for gearless scooters with consent and a valid license) is a punishable offense under Indian law. The consequences can include:
 - Heavy fines imposed on both the minor and their parents/guardians
 - Suspension or cancellation of the vehicle owner's registration
 - Legal action under Sections 180 and 199A of the Motor Vehicles Act
 - Disqualification from obtaining a license until the age of 25 in severe cases
 - Criminal liability in case of accidents involving injury or death These strict laws exist to protect lives—underage drivers typically lack the maturity, experience, and judgment required to operate vehicles safely.



- **Importance of Traffic Fines and Penalties:** Traffic fines act as deterrents against violations. For example, not wearing a helmet can attract a ₹1000 fine and disqualification of driving license. These rules are not meant to punish but to protect lives. Understanding and respecting these laws builds a culture of accountability and safety.
- Indian Motor Vehicles Act highlights (helmet rule, driving age, license rules)
- Don't drink and drive – even “one sip” is unsafe
- Distraction dangers – mobile use while driving
- Legal age for driving motorized vehicles (18+ for gear vehicles)
- Importance of traffic fines and penalties (e.g., riding without helmet: ₹1000 fine)

4. Important Traffic Laws Students Should Know

- **Wearing Helmets and Seatbelts:** It is mandatory to wear helmets while riding two-wheelers and seatbelts while driving or riding in cars.
- **Age Restrictions:** The legal age to drive a gearless two-wheeler is 16 (with consent and valid license), and for a car or geared vehicle is 18.
- **Speed Limits:** Adhering to speed limits displayed on road signs is essential for safety and law compliance.
- **Mobile Use While Driving:** Using a mobile phone while driving is strictly prohibited and punishable by heavy fines.



- **Traffic Signals:** Jumping a red light, not following lane discipline, or overtaking dangerously can lead to fines or accidents.
- **Pedestrian Rights:** Vehicles must stop at pedestrian crossings (zebra crossings), and honking unnecessarily near schools or hospitals is prohibited.
- **No Underage Driving:** Allowing a minor to drive is a punishable offense for both the child and the guardian.

5. Importance of Following Traffic Rules

Following traffic rules is essential not just for drivers, but for pedestrians, cyclists, and all road users. These rules are designed to:

- **Ensure Safety:** Prevent accidents and protect lives. Wearing helmets, obeying signals, and avoiding speed violations reduce the risk of fatal injuries.
- **Promote Order:** A structured flow of traffic avoids chaos, confusion, and road rage, especially in densely populated cities like Hyderabad.
- **Reduce Legal Consequences:** Violations like underage driving, rash driving, or using mobile phones while driving can lead to heavy fines, license suspension, or even imprisonment.
- **Protect Vulnerable Groups:** Rules near schools, pedestrian crossings, and residential zones are especially important to protect children, elderly, and differently-abled individuals.
- **Save Time and Resources:** Accidents and violations can cause traffic jams, loss of productivity, and drain public health and emergency services.
- **Create Responsible Citizens:** Learning to follow traffic rules from a young age builds habits of accountability and civic discipline.

6. Key Topics in Civic Sense Education

- **Respecting Public Property:** Teach students to treat public infrastructure such as buses, benches, parks, and monuments with care. Damaging or defacing public property is not only unlawful but also shows disregard for community resources shared by all.
- **Proper Waste Disposal:** Encourage proper disposal of waste and cleanliness not just in classrooms and homes, but also in **roads, footpaths, parks, and all public spaces**. Clean surroundings reflect civic pride and reduce health risks. Conduct school-led clean-up drives to promote this practice.
- **Helping in Case of Road Accidents:** Teach students the importance of **helping others in the event of a road accident**, either by informing a **trusted adult**, calling emergency services like 108, or helping alert the authorities. Emphasize *safe, responsible action*—not crowding or interfering, but being a good citizen.



- **Respecting Others in Public Spaces:** Reinforce norms like not spitting in public, avoiding loud conversations or music, and respecting queues and personal space. Emphasize empathy and courtesy as cornerstones of civil behavior.
- **Following Queues and Rules in Public Places:** Help students understand the importance of discipline and fairness by standing in line at the canteen, bus stops, or public services. Breaking rules creates chaos and discomfort for others.
- **Respect for Traffic Rules and Law Enforcement:** Make students aware that traffic rules are not just legal mandates but safeguards of life. Teach respect for police officers, traffic wardens, and others working for public safety.
- **Helping the Elderly or Differently Aabled:** Instill values of kindness and support by encouraging students to offer help to those in need — offering a seat, assisting with crossing roads, or opening doors.
- **Being Kind, Inclusive, and Non-Discriminatory:** Educate students to embrace diversity, avoid name-calling or exclusion, and support classmates regardless of background, gender, ability, or appearance. Encourage peer empathy and collaborative classroom culture.

7. Suggested Activities for Schools

- Mock traffic park or road crossing drills
- Poster-making or slogan competitions (“Safety First”, “Obey Traffic Rules”)
- Class debates on “Why civic sense is national sense”
- Invite a traffic police officer for an interactive session
- Observing Road Safety Week (January) and Swachh Bharat Week
- Field visit to a traffic management center or police station

8. Resources

- **Ministry of Road Transport & Highways (MoRTH):** Road safety educational films & posters
- **Hyderabad Traffic Police Website:** <https://htp.gov.in>
- **CBSE Integration:** Fit India, Swachh Bharat, and Life Skills curriculum
- **Apps:** Road Safety World Series Game, MoRTH e-challan awareness app

9. Parental Involvement

- Encourage families to model safe behavior (helmet, seatbelt)
- Parent pledges during PTA meets
- Reporting unsafe school transport practices

10. Evaluation & Recognition

- Class-wise quizzes or tests on signs, safety rules
- School-wide Road Safety Champion certificate
- Clean Classroom and Civic Role Model recognition





Appendix: Interactive Learning Tools

Student Pledge Sheet: Road Safety and Civic Sense

I Pledge:

- To always wear a helmet or seatbelt while riding or driving.
- To never drive without a valid license.
- To avoid using mobile phones while driving.
- To respect traffic signals, road signs, and law enforcement officers.
- To be kind, helpful, and respectful to others in public spaces.
- To keep my surroundings clean and dispose of waste responsibly.

Name: _____ Class: _____ Date: _____

Quiz: Know Your Road Rules

- Q1. What shape is the 'Stop' sign?** A. Circle
B. Triangle
C. Octagon
- Q2. At what age can you legally ride a gearless scooter in India?** A. 14
B. 16
C. 18
- Q3. What should you do when you see a 'School Ahead' sign?** A. Speed up
B. Honk
C. Slow down and watch for children
- Q4. Is using a phone while driving legal in India?** A. Yes
B. No
C. Only when using Bluetooth
- Q5. What does a blue rectangle sign represent?** A. Caution
B. Mandate
C. Information



Role-Play Script: Mobile Use While Driving

Characters: Student, Friend, Traffic Inspector

Scene: A student is texting while riding a two-wheeler. A friend notices and urges them to stop.

Friend: "Hey! Don't text while riding. That's really dangerous!"

Student: "It's just one message. I'll be quick."



Friend: “Even a second of distraction can be fatal. Please pull over.”

Student (pauses, then nods): “You’re right. Let me stop and respond safely.”

[Enter Traffic Inspector]

Inspector: “Good choice, young man. Always remember—safety first. You saved your own life and others’ too.”

[All smile. Scene ends with handshake.]

Additional Activities by Age Group

For Ages 6–10:

Activity: Road Sign Coloring Sheet

Instructions: Provide images of common road signs (Stop, School Ahead, Pedestrian Crossing) and let children color them while learning what each sign means.

Role-Play: Safe Street Crossing

Characters: Child, Parent, Driver

Scene: Child is trying to cross the road. Parent teaches them to look left-right-left and use the zebra crossing. Driver slows down and waves them across safely.

For Ages 11–14:

Quiz: True or False – Safety Edition

1. Wearing a helmet is optional if you're good at riding. (False)
2. Honking is allowed near schools. (False)
3. You should always use footpaths when available. (True)
4. Mobile phones can distract drivers and cause accidents. (True)



Pledge Activity: Group pledge followed by a discussion on what each point means.

For Ages 15–18:

Case Study Discussion: Present a real-life accident involving underage or distracted driving and ask students to reflect on what could have been prevented.

Mock Interview: *Role-Play:* News reporter interviews a student who witnessed a road accident due to phone use. Students take turns acting as the reporter and witness.

These interactive components reinforce the handbook’s lessons and encourage active participation. Schools are encouraged to print and distribute these as classroom handouts or activity sheets.

CONCLUSION AND KEY TAKEAWAYS

The Suraksha Kavach Safety Handbook is a collective call to action—one that empowers every stakeholder in a child’s ecosystem to work together toward a safer, healthier, and more responsible future.

By educating students about personal boundaries, cyber responsibility, mental resilience, the dangers of substance abuse, and lawful civic behavior, we are not only preventing harm but also laying the foundation for lifelong values.

Key Takeaways for Schools and Educators:

- Safety education must be age-appropriate, continuous, and participatory.
- Reporting mechanisms and access to trusted adults must be clearly defined and accessible.
- Emotional and psychological safety is just as critical as physical safety.
- All safety messages must include legal awareness to build informed decision-making.
- Practical, relatable, and interactive activities are most effective in changing behavior.

Call to Action:

We urge schools to integrate these safety modules into their academic calendars, use the activity-based content provided, and promote a culture where safety is seen not as an event, but as a way of life. Together, we can ensure that every student is protected, empowered, and prepared to thrive.





CONTACT US

Society for Cyberabad Security Council

Cyberabad Police Commissionerate,
2nd Floor Public Safety - Integrated Operations Center,
Old Mumbai Highway, Jayaberi Pine Valley,
Gachibowli, Hyderabad, 500032

cysafety@scsc.in

www.scsc.in