

FOREWORD

Behold, children are a heritage from the LORD, the fruit of the womb, a reward. Like arrows in the hand of a warrior are the children of one's youth. (Psalm 127:3-5) Further, Nelson Mandela has said, "Our children are the rock on which our future will be built, our greatest asset as a nation. They will be the leaders of our country, the creators of our national wealth who care for and protect our people... There can be no keener revelation of a society's soul than the way in which it treats its children."

However, Children have experienced inter-personal violence, cruelty or abuse in their daily lives which violates their rights and robs them of the joys of childhood. It also disrupts the formation of their capabilities and their rightful human development. It is reported that 24 percent of our children have suffered child abuse and half of those at the hands of persons in positions of trust. Very often violence against children is not acknowledged, is hidden and is not reported. Hence, as a follow-up of the UN Convention on the Rights of the Child, the Government of India passed as an Act of the Parliament the 'Protection of Children from Sexual Offences (POCSO) Act, 2012', which is amended and is currently 'The Juvenile Justice (Care and Protection of Children) Act, 2015.

Following the direction of POCSO it is of great urgency that a Child Safeguarding Policy and Procedures is in place in all our institutions towards which the Congregation has prepared this Handbook spelling out the guidelines for safeguarding our children. As responsible for the education of children, both girls and boys, the Apostolic Carmel Congregation lays great emphasis on addressing this issue and protecting and safeguarding our children from any harm and danger. We deem it a responsibility to present this Policy for the Safeguarding of Children from Abuse and Maltreatment, to all our educational and social apostolate institutions across India and other countries where our mission extends.

I appeal to the elders in our institutions to study this handbook that provides the policy statement and its accompanying procedures for dealing with any abuse of children as well as to use it as an instrument for safeguarding our children and vulnerable adults from abuses.

Sr. M. Susheela, A.C.

Superior General

Apostolic Carmel Congregation Bengaluru

INTRODUCTION

The Congregation of the Apostolic Carmel was founded by Mother Veronica of the Passion at Bayonne, France in 1868 and was established in India, at Mangalore in the State of Karnataka in 1870. The Apostolic Carmel Congregation is an association of consecrated women in the Catholic Church which pioneered education, mainly for girls, along the West Coast of India and has now spread across over three hundred institutions for school education and several higher educational institutions in India and abroad, including Sri Lanka, Pakistan, Middle East, and East Africa and has been taking up any venture that pertains to the educational needs of the young from the pre-primary to the post graduate level wherever they are. The Congregation while focusing in a special way on the education of the girl children with some of our activities Including formal and non-formal, skill based training programs especially for those who cannot enter the mainstream to pursue a career, is also involved in service to the poor and the needy -children, women, the elderly, the sick, the differently abled and others, in order that every person created in the image and likeness of God is treated with dignity and respect. In accordance with the mission and vision of our Congregation, we, the members of the Apostolic Carmel Congregation acknowledge and consider that abuse in any form violates the dignity and sacredness of every human person and in particular, the children and the vulnerable adults, we educate. It is our paramount duty to protect children and vulnerable adults who are placed under our care from all forms of violence. Therefore, as true disciples of Jesus, our master who loved children and considered them as precious, we want to make every effort to care for the God-given dignity of everyone, in particular, the those under our care.

The Constitution of India strives to promote human dignity for all, through its Preamble and Article 14 (Right to Equality), Article 21.

Part I:
Details of the Child Safeguarding Policy and Procedures

The Principles involved are derived from the UN convention on the rights of the child (UNCRC).

- a.** We firmly believe that all children and vulnerable adult have equal rights to protection from abuse and exploitation should be encouraged to fulfill their potential an inequalities should be challenged and that all protection interventions of children and vulnerable adults should follow the 'Best Interest of the Child/Vulnerable Adult Principle'
- b.** This Child Safeguarding Policy expresses a definite and wholehearted commitment to the welfare, protection an empowerment of the children and vulnerable adults under our supervision with the conviction that the Apostolic Carmel has the moral and statutory duty for them, irrespective of their age, gender, culture, language, religious belief and any disability.
- c.** We believe it is also a valuable contribution to the many steps the Government and concerned citizens are making towards the care and protection of children/vulnerable adults in any society. In this regard the Congregation has established a clear set of procedures for responding immediately to abuse brought to its attention.
- d.** The Congregation acknowledges that the use of undue influence in its centers of activity may make an adult vulnerable to the abuse of their individual rights and dignity. This policy statement and its procedures therein will also apply subject to its relevance, to the protection of any such vulnerable adults, in this Policy and the guidelines hereunder, unless the context otherwise requires.
- e.** The Congregation gives a firm assurance that the rights of the child and vulnerable adult shall be protected by all means through all stages of proceedings under these guidelines.
- f.** We believe in taking every step towards adhering to non-stigmatizing language and prohibiting the use of adverse and accusatory words in the process pertaining to the safeguarding of children and vulnerable adults.

1.3 Title, Extent and Application of the Policy:

- a.** This policy shall be called the **Child Safeguarding Policy and Procedures**. It shall extend to all the Centers of Activities which are under the care and management of the Congregation of the Apostolic Carmel.
- b.** This Policy shall apply to all matters and situations involving children up to the age of 18 and vulnerable adults of any age.

1.4 Definitions of Concepts Used:

Unless the context otherwise requires, this Policy adheres to the following definitions of the concepts used in this policy:

- a. Child**, is a minor who has not completed eighteen years of age.
- b. Vulnerable Adult:** means a person who is unable to protect himself/herself against significant harm or exploitation, or is unable or unlikely to report sexual abuse and/or sexual harassment unless assisted in doing so due to impairment of a mental or physical function or due to economic dependence on the perpetrator or due to social stigma attached to such reporting.
- c. Abuse and Exploitation:** According to the World Health Organization, child abuse constitutes, "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power". In the present context, abuse includes both child abuse and abuse of vulnerable adults as well as 'maltreatment' of the child and the vulnerable adult.
- d. Physical Abuse:** consists of actions that intentionally inflict injury on a child's body, such as hitting, beating, kicking, pinching, burning, etc.
- e. Sexual Abuse** - includes the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, use of verbal sexual innuendos, using force or coercion to solicit sexual acts.
Note: consent given by a child is not a defense.
- f. Emotional and Verbal Abuse** - includes verbal insults
- g. Safeguarding** is the prevention of harm and includes putting into place policies, procedures, and training and appointing suitable people to minimize the possibility of abuse and to respond appropriately to abuse if it occurs.
- h. Neglect** - occurs when a child suffers significant harm or injury because of any member of the Apostolic Carmel who uses her position to deny the child any assistance would be considered failing in her duty.
- i. Allegation** means any disclosure of any act of inappropriate behavior of abusive nature.
- j. Accused:** is a person alleged to have committed abusive behavior provided that the allegations are in the form of a signed statement.
- k. Assessor** is a person responsible for investigating complaint.
- l. Complainant** is an individual who formally reports abusive behavior to a designated person.

m. Disclosure is the act of making information known in whatever form to any person of the center of activity pertaining to the occurrence or to its possibility of behavior that is of an abusive nature.

n. Victim is an individual against whom abusive behavior has been directed.

o. Appellate Authority means superior general /provincial/ regional superior/president to whom the appeal may be referred.

p. Code of Protective Behavior is a list of helpful and banned actions for all personnel in a particular Centre of Activity, which are codified through approval of the Coordinator.

1.5 Definitions on Personnel and Terms:

Unless the context otherwise requires, this Policy adheres to the following definitions of the terms used in this policy:

- **Centre of Activity (COA)** is a recognized center of the Apostolic Carmel, commonly referred to as an institution, college, school, house, program or outreach where members of the society and others, work and administer, whether singularly or collectively, either owned, managed or in collaboration with other groups. This includes training center's for potential members of the society; or center's that exist on property that belongs to or is leased to the Apostolic Carmel, and are administered by an independent group or individual.
- **A.C.** means Apostolic Carmel
- **A.C.C.** means Apostolic Carmel Congregation.
- **Child Safeguarding Officer (CSO)** is a member of the COA appointed by the Superior General/Provincial/Regional Superior/Councilor for Education to ensure that all protective measures for safeguarding children and young people are in place and implemented.
- **Disciplinary Authority** means secretary/manager/superior or any other competent person duly appointed as such by the Provincial Superior.
- **Professional Ethics Commission: (PEC)** is the group of individuals set up by the Chairperson (Provincial) of the Apostolic Carmel to assist her in her task of dealing with the alleged cases of abuse of children and vulnerably adults.
- **Province Protection Officer (PPO):** is a member of the AC appointed to coordinate the activities of the Professional Ethics Commission (PEC)
- **Congregation** means the geographical area covered by the A.C. in the countries the A.C. is established with its provinces and regions.

- **Province** means the geographical area which is demarcated and assigned to each province of the A.C.
- **Region** means the geographical area which is demarcated and assigned to each region of the A.C.
- **Superior General** means the duly elected head of the Congregation who is also the president of all the registered bodies of the Congregation.
- **President** means the duly elected/appointed Superior General/Provincial Superior/Regional Superior of the Apostolic Carmel Congregation in their respective jurisdiction.
- **Provincial Superior** means the duly elected head of the Province who is also the President of all the registered bodies of the Province.
- **Regional Superior** means the duly appointed Head of the Region who is also the president of the registered bodies of the Region.
- **Councilor for Education** is the AC Sister appointed by the Congregation/Province/Region as the Administrator of the educational institutions.
- **Members** means members/sisters of the Apostolic Carmel Congregation.
- **Staff** for the purpose of this policy, means and includes the employees both domestic and institutional, teachers, sisters, activists, representatives, associates, contractors, consultants, volunteers, etc., or anyone else employed by the different institutions under the care of the Apostolic Carmel Sisters.
- **Volunteer** means any person who gives freely of his or her time and expertise to participate in activities initiated by any centre of activity.
- **Superior General and Regional Superior** are to be substituted wherever the context so requires and where only the Provincial Superior is mentioned.

1.6 Scope of the Policy:

- ◆ This Policy will be applied to all personnel affiliated with the Apostolic Carmel. This also includes all the Apostolic Carmel Staff (those who come with contracts, volunteers, and interns) and consultants doing the work on behalf of the Apostolic Carmel.
- ◆ The Apostolic Carmel affirms that all its members should uphold the highest standard of the respectable conduct as they owe a duty of care and protection towards children. Adherence to this policy and its procedures is a condition of service in a Centre of Activity both formal and informal set up by the Congregation of the Apostolic Carmel.

- ◆ This Child Safeguarding Policy aims at providing a safe environment for the protection of children and young adults from abuse.

1.7: Objectives of the Policy:

The Policy and Procedures provide framework for the Congregation's communities, individual sisters personnel and agents to:

- ◆ Reduce the risk of harm to child/ren and vulnerable adult and to provide guidance on how to respond to concerns an allegations of child abuse and neglect;
- ◆ Create an open and conducive environment in which concern for safety and well-being of a child or a vulnerable adult can be raised and managed in a fair and just manner thereby protecting the rights of all

Part II

RESPONDING TO ABUSE OF CHILDREN AND VULNERABLE ADULTS:

2.1 Creating a Child-friendly Environment:

All Centers of Activities (CoA) of the A.Cs are to strive to create an atmosphere that promotes safety and growth of those entrusted to their care so that they can gradually assume the responsibility for their own growth as human beings and persons of faith. The A.C.C. will incilitate the creation of such an environment, to the best of its ability, within its COAs by way of:

a. Infrastructure:

- Ensuring that buildings are child friendly with adequate space, lighting, ventilation and a structural design that facilitates supervision.
- Ensuring that sufficient space is provided for the children/vulnerable adults to give vent to their energy, develop their talents and learn the basics of social living and a life of faith through sports, music, drama, academics, religious instruction and prayer.

b. Behavior:

- Challenging discrimination of any kind, based on age, gender, religion, status, caste, social background and sexual orientation.
- Establishing Codes of Best Practice in the areas of Protection, Discipline and Peer Respect which are aimed at creating a healthy environment and preventing harmful behavior of any kind.

c. Information:

- Providing information to all the stakeholders of the institution about the rights of every individual and children/vulnerable adults in particular.
- Developing printed material on the nature of abusive behavior ensuring that the information is disseminated appropriately.
- Displaying in a conspicuous place at the COA, information regarding the procedures for reporting the known and suspected abuse
- Ensuring periodical review of the Code of Best Practices.

d. Reporting:

- Appointing a Protection officer in every COA, with clearly defined roles and responsibility for protecting children and vulnerable adults and encouraging an atmosphere of openness.
- Establishing and ensuring that Procedures for responding to alleged abuse are in place and acted upon.

2.2 Prevention: Establishing Code of Protective Behavior:

The common law of concept 'Duty of Care' refers to the responsibility of an organization to provide children and vulnerable adults with an adequate level of protection and harm.

- When individuals are clear about behavioral expectations they are much more likely to act appropriately with each other and child/ren. When everyone is educated about the code of conduct and the reasons, it is so important to uphold, the school environment becomes much more transparent and people are accountable for their behavior. Above all a child safety code of conduct helps child/ren to protect from harm.
- Safe environments do not just happen; they require on going planning, commitment and maintenance. All COAs will develop risk management strategies to prevent and minimize risk to all who access their services. These will provide a clear and consistent framework to guide and support those who work directly with child/ren and vulnerable adults. Such risk management strategies are to be assessed and reviewed annually by responsible, delegated authority.

- The risk assessment process involves mapping out the type of contact with child/ren and vulnerable adults and the protection measures that are already in place, and identifying any gaps. The assessment highlights risk to children and vulnerable adults, in term of potential child abuse and how such risks are to be managed. Strategies are then developed to reduce and eliminate risks.

- The A.C.C. outlines the following requirements of a Code of Protective Behaviour, which each COA, given its local activities, is required to develop. As a means of identifying the risks, the following steps need to be considered in all activities at the Centre;
 - i.** Identify the risks (What could go wrong?);
 - ii.** Analyze the risks (What is the likelihood of something going wrong?);
 - iii.** Impact and response (What the consequences might be and how they might be addressed?).

- It is therefore necessary that every CoA, acting through its head shall develop a code of protective behavior in consultation with the Congregation/Province/Region Co-Ordinator. The said Code of Protective Behavior shall be made applicable to:
 - i.** All staff members, including non-teaching staff and temporary/contractual staff;
 - ii.** Volunteers (of all types);
 - iii.** Students;
 - iv.** Parents and Guardians;
 - v.** Third party contractors and service providers (including external education providers);
 - vi.** Interns (practice teaching students);
 - vii.** Visitors.

2.3 The Broad Areas the Code of Protective Behavior Addresses:

- Respect for children and vulnerable adults;
- Provision for a welcoming, inclusive, safe environment for children and vulnerable adults;
- Respect for cultural, religious and political differences;

- Expedient and professional reporting of concerns • an • allegations of abusive behavior;
- Transparency and accountability in relation to travel, use o money and all equipment;
- Appraisal of role performance and professional supervision of all personnel.
- Promotion of the safety, participation and empowerment o students with a disability;
- Use of positive and affirming language to the students;
- Review by the school of the Code annually.

2.4 The High-Risk Areas the Code of Protective Behavior Caters to:

i. Locations which are:

- Isolated;
- Disaster areas;
- Overcrowded;
- Secluded or inaccessible;
- Boarding and residential facilities;
- School-based.

ii. Activities which involve :

- One-to-one contact.
- Physical contact.
- Personal hygiene tasks, e.g., when toileting and bathing younger children.
- Swimming, bathing, changing;
- Staffing by volunteers;
- Retreats and camps for children and young people.

iii. Inadequate Supervision which :

- May be informal, minimal or even non-existent;
- Does not address the risk of staff and volunteers working alone.

2.5 Issues to be addressed by the Code of Protective Behavior:

They include the following:

- Physical contact and touching;
- Supervision of toileting and bathing;
- Sleeping arrangements;
- Discipline;
- Respect for privacy;
- Cultural sensitivity;
- Language;
- Adult-child ratio;

- Signing in and out procedures;
- Use of cameras;
- Favoritism;
- Dual relationships;
- Transport;
- Cell phone use;
- Use of I.T.
- Social networking sites;
- Use of A.C. C. computers;
- Confidentiality;
- Perceptions and appearances;
- Out of hours contact.

i. The Code of Protective Behavior requires that all members of the Apostolic Carmel, its employees, agents and volunteers when dealing with children and young people attending the COA, are **NOT TO:**

- Engage in any form of inappropriate behavior towards students or expose students to such behavior;
- Use prejudice, oppressive behavior or inappropriate language with students;
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability;
- Engage in any form of sexual conduct with the student including making sexually suggested comments and sharing sexual suggestive material;
- Engage in appropriate or unnecessary physical conduct or behaviors including doing things of a personal nature that a student can do for themselves such as toileting or changing clothes;
- Engage in any form of physical violence towards the student including inappropriately rough physical play;
- Use physical means or corporal punishment to discipline or control a student;
- Engage in any form of behavior that has the potential to cause a student serious emotional or psychological harm;
- Develop special relationships with students that could be seen as favoritism, e.g., the offering of gifts or special treatment to specific students;
- Engage in undisclosed private meetings with a student that is not your own child;
- Use inappropriately electronic equipment such as computers, cell phones, video and digital cameras;
- Take or publish (including online) photos, movies or recordings of a student without parent/guardian consent;

- Post online any information about a student that may identify them such as their full name, age, email address, telephone numbers, residence, school, or any other details;
- Ignore or disregard any suspected or disclosed child abuse/abuse of vulnerable adult.

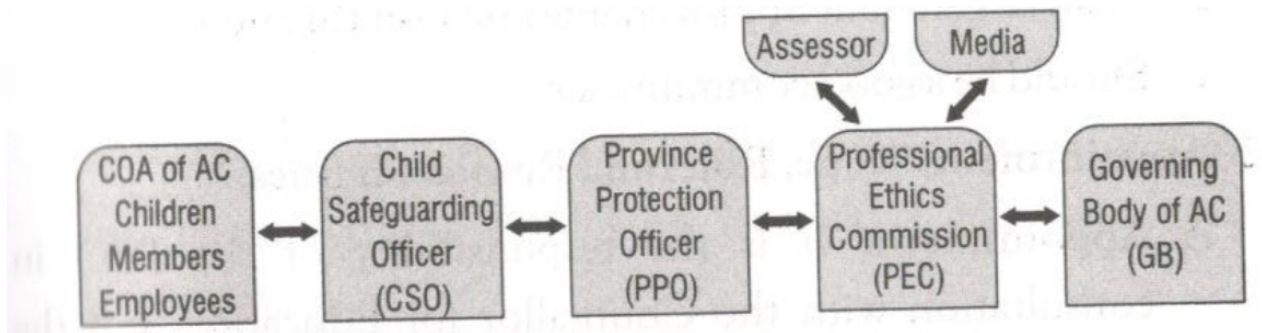
2.6 Issues on Proper Use of Cyber Technology to be Covered by the Code of Protective Behavior:

- Unauthorized communication with children and vulnerable adults through the use of the internet, social networking sites, online chat room instant messaging, camera phones, video and digital cameras;
- Contact with children and vulnerable adults with whom one has a working relationship through social networking sites and posting one's personal details to them via the internet;
- Electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes;
- Possession, distribution or display of pornographi material;
- Using a work computer to access inappropriate materia via the internet or email;
- Using a cell phone provided for work commitments to access or send inappropriate material;
- Promoting electronically or otherwise images of children and vulnerable adults in undignified and disrespect poses;
- Sending inappropriate emails;
- Using web cameras illegally.

PART III

THE PROTECTIVE CHAIN OF AUTHORITY

I. I Establishing a Protective Chain of Authority



A. Mandate: The Apostolic Carmel by adopting 'the 'Child Safeguarding Policy and Procedures' as its official Child Safeguarding Policy, effectively establishes a Protective Chain of Authority. This is achieved through the appointment of child Safeguarding Officer (CSO) in every center of activity if the Congregation/Province/Region. All the Child protection Officers will be accountable to the (Province protection Officers (PPO) of the Apostolic Carmel. The province Protection Officer will work under the guidance of the Professional Ethics Commission (PEC) whose authority flows from the Governing Body of the AC, thus defining the protocol between the different entities.

B. Child Safety Officer: The Child Safeguarding Officer is the starting point of the protection envisioned by the Policy, in each center of Activity. This entity is an extremely important post, being at the grass-root level, on the whole protection chain. The quality of the Protection provided through it will depend largely on the CSOs. The accuracy of their report, its objectivity and completeness, will depend on how well the person fulfills the role as ideally as possible. Below are 4 things that will be called for from the person, to ensure this:

I. Skill: Enumerated below are some personality traits that an individual will need, to perform the protective and caring role envisioned in this protocol.

- Should be a good listener;
- Have the ability to empathize;
- Have a strong demonstrated personal integrity;
- Have the ability to be objective;
- Shall be generally approachable and non-threatening;
- Should be a good communicator.

3.2 Appointment, Scope, Roles and Responsibilities:

- A. Appointment:** It is the responsibility of the PPO in consultation with the Councilor for Education and the Head of the Centre of Activity of the AC, to appoint a Child Safeguarding Officer who should ordinarily be part of the staff of the Centre and ideally not a member of the A.C.
- B. Scope:** The Child Safeguarding Officer is the lynch pin of the Child Safeguarding Policy in Action. This individual assumes the responsibility of ensuring that the Policy is adhered to. She/he is empowered, in consultation with the Councilor for Education, to ensure that any breach of the policy is properly investigated, and to look after the protection and safety from harm of the children and young people of the center. The scope of the Role and its Responsibilities is enumerated below. The CSO will work in close collaboration with the Head of the Centre under

the direct guidance of the PPO, who should be informed of ALL harmful issues, and acts as the objective check and balance to any common conclusion that is arrived at by the PPO and the Councilor for Education.

C. Role and Responsibilities:

- Keeping themselves updated and continually resourced on contemporary thought and research on the issue of abusive behavior.
- All matters concerned with creating a climate of awareness, and openness to report matters of concern or allegation of abusive behavior, in collaboration with the Appellant Authority at least half yearly on the issue.
- Evolving annually with the Councilor for Education and through the CSO, a Code of Protective Behavior based on a risk management strategy for the specific programs of the COA, based on 'Child Safeguarding Policy and Procedures'.
- Developing with the Councilor for Education and staff, a Peer Code of Respectful Behavior for the Centre of Activity.
- Developing in collaboration with the PPO and Children Representatives, a disciplinary Code for the COA.
- Ensuring that all clients are kept aware of the Respective Codes at regular intervals.
- Ensuring that the signed statement of adherence to the Policy and Code of Protective Behavior of personnel is filed in their respective records, in collaboration with the Councilor for Education.
- Reporting any breach of the Code of Protective Behavior by a client as per the policy and procedures.
- Ensuring personal availability and maintaining a climate that encourages individuals in reporting any concern or allegation of Abusive Behavior.
- Writing a report of any disclosure, ensuring they keep to the factual information only, writing exactly what was heard, said or observed as soon as possible, noting the time, date and where they were when they received the report as per the 'Child Safeguarding Policy and Procedures' and following the guidelines.
- Ensuring the protection and immediate medical attention if needed, of all such individuals involved in the reporting of or as witnesses of such behavior, inclusive of recommending the isolation of the alleged perpetrator if needed from them.
- Entering into discussion with the Councilor for Education so as to reach a preliminary common understanding of the disclosed concern or allegation and maintaining detailed signed minutes of such meetings.
- Ensuring the forwarding of all such written reports and opinions regarding the concern or allegation to the PPO at the earliest instance.

- Upholding the confidentiality of any such report of concern or allegation of abusive behavior.
- Ensuring general feedback to the initial reporters, keeping in mind the rights of all individuals concerned, of the situation with his/her concern or allegation on a regular basis.
- Ensuring her/his records of a report, reflecting on the final decision of the PEC, in reference to the reported allegation or concerns, especially if found to be untrue.
- Ensuring the confidential and safe custody of all original handwritten notes, signed and dated, along with her/his typed report.
- The CSOs while working in collaboration with the Councilor for Education is directly answerable to in all their actions to the PO, who shall hold them accountable through the Councilor for Education for the fulfilling of their protective role. In all other functions of the CSO, as a member of the staff of the COA, they continue to be accountable to the Councilor for Education.

While in no way compromising their individual rights, the post of the CSO does not empower him/her to report to legal authorities or to initiate any investigation in the name of the Apostolic Carmel.

3.3 Powers and Functions of the Professional Ethics Commission.

A. Formation: Establishment and Composition of the Professional Ethics Commission (PEC)

- 1. Establishment:** The Chairperson of the A.C. will set up a Professional Ethics Commission to assist her in her task of dealing with alleged cases of the abuse of children and vulnerable adults.
- 2. Composition:**
 - The Commission is made up of three to five competent persons like a lawyer, a psychologist, member of the AC and others persons endowed with wisdom and prudence.
 - It is recommended that some members of the Commission be 'lay persons'.
 - Three members shall form the quorum.
 - The names of the Members of the Commission are to be made known to all members of the AC, its employees and volunteers.
 - One member is the designated Secretary of the PEC.
 - One member is the designated Media Spokesperson.
 - The Coordinator of this Commission is the Province Protection Officer (PPO), who is appointed by the Chairperson and has the power to act in the name of the Chairperson.

B. Competence and Duties:

1. Competence: The Professional Ethics Commission exists to suggest actions so as to prevent abuse occurring and when it does, to ensure a proper investigation of such cases, especially those of a sexual nature involving children and vulnerable adults, so as to verify the guilt or innocence, to suggest penalties, to provide advice and to review policies. It has no independent authority.

2. Duties: The Professional Ethics Commission shall:

- Treat all matters that come before it, in the strictest confidence and operate on a 'need to know' basis.
- Examine all reports of alleged cases of abuse of children and vulnerable adults by members of the AC, its employees and volunteers, for the purpose of determining if the investigation will be conducted by an internal or external investigator.
- Ensure that the Councilor for Education to act as the Contact person, for the duration of its term.
- Perform an initial risk assessment so as to reduce risk for the victim, accused and others.
- Appoint the Assessor to conduct the investigation, determining the time period for it to complete.
- Receive the report of the Assessor, satisfying itself as to its completeness.
- Maintain contact with parallel commissions in the area both Church and Civil.

3. Officers:

- a.** The PPO as Coordinator of the Professional Ethics Commission shall chair the meetings of the Commission.
- b.** She/he shall ensure that the work of the Commission is properly documented and communicated to the Chairperson and shall appoint other ad hoc assistants from among the other Commission members as may be required to expeditiously accomplish the work of the Commission.
- c.** The Coordinator of the PEC shall appoint a recording Secretary from amongst its members to keep true minutes of the meetings, its deliberations and decisions as well as other relevant matters of the Commission.
- d.** The Coordinator of the PEC shall appoint a designated Media Spokesperson.

4. The Contact Person and the Assessor:

- a.** The Contact person, will initiate interaction with both the Complainant and the Province Officer to see to the completion of all reports in a verifiable manner and invite any further statements.

- b.** The Assessor will, in case of any dispute of the complainant, arrive at an opinion after due investigation as to the truth of the matter in a fair and just manner to all parties concerned.
- c.** The Commission will receive the report and recommendation and deliver its findings to the Province Officer (PO) who will then communicate the findings to both the parents and the guardians of the victim.
- d.** The Professional Ethics Commission audits annually the performance of the Province Officer in the exercise of her duties.
- e.** On receipt of the findings the PPO initiates and participates in a facilitation process with the parents or guardian of the victim to bring the matter to a resolution.

3.4 Powers and Functions of the Superior General Provincial/Regional Superior:

- 1.** The Superior General/Provincial/Regional Superior by virtue of her office is also the President in the area of her jurisdiction. As President she shall:
 - a.** Appoint the Disciplinary Authority and the Advisory Council to assist the Disciplinary Authority, to take appropriate decisions.
 - b.** Deal with any appeal against the decisions of the Disciplinary Authority in matters involving abuse and maltreatment of the child/ren and vulnerable adults.
 - c.** Appoint/nominate any competent member of the respective registered Society/CoA as spokesperson to deal with the media as and when required.
- 2.** Where the complaint/allegation is against a member of the Congregation and when the preliminary inquiry comes to the conclusion that the allegation of the commission of the abuse or maltreatment is prima facie made out the President shall take appropriate action.

3.5 The Staff/Volunteers and their Duties: The staff shall,

- a.** Take reasonable steps to protect children and vulnerable adults from hazards.
- b.** Observe strictly the guidelines given here under the policy.
- c.** Take all reasonable steps to prevent abuse and maltreatment of children and vulnerable adults in contact with the institution/center of activity.
- d.** Report any suspicion, allegation or incidents of abuse and maltreatment of children and vulnerable adults to the proper authorities provided in these guidelines. However, it is not their responsibility to decide whether or not abuse or maltreatment has taken place.

3.6 Interaction with the Media: It is to be noted that,

- a.** No members of the congregation or its staff are to speak to the media except, the spokesperson appointed by the President to speak to the media about any matter in an alleged abuse against a child or vulnerable adult.
- b.** Appropriate response by the members to a media query is simply, 'no comments' and if necessary, to direct them to the designated media spokesperson.
- c.** The head of the institution or center of activity/local superior will answer all immediate queries of the media when necessary (Refer: Appendix 2, for media statement)
- d.** In case of necessity, only the designated media spokesperson will prepare media statements to be released periodically during an investigation and its conclusion.
- e.** Any query in this regard received by the staff or any other persons about an individual or incident personally/ telephone call/email, is to be directed to the designated media spokesperson.

PART IV

THE PROCESS OF FACILITATION

4.1 Reporting:

If any member of staff or volunteer suspects abuse of a child or vulnerable adult makes a disclosure about abuse, the following steps should be taken:

- a.** Avoid delay: the matter should be reported without dwelling on the allegation of abuse;
- b.** Report: Any person who observes a child/vulnerable adult whom he/she suspects has been a victim of abuse must report the matter to the designated Child Safeguarding Officer (CSO);
- c.** Understand and accept what the child/vulnerable adult says: It is our responsibility to receive information about any suspicion/allegation raised and to bring it to the attention of the CSO;
- d.** Always take the alleged abuse seriously;
- e.** Get the complaint/reporting in writing;
- f.** Let them know that you need to tell someone else in authority. Ensure confidentiality but explain that the matter has to be reported to the appropriate authority so that adequate steps can be taken to redress and prevent further abuse. The need to protect children and vulnerable adults overrides the need to keep confidentiality;
- g.** Reassure the child that they have done the right thing by telling you;

- h.** You may have only some information but others may also have received information that you are unaware of. The CSO will assess the case based on the information received;
- i.** All children and young persons in a COA will be made aware of the roles of the Safeguarding Officer;
- j.** Under no circumstances shall there be any attempt to intimidate a complainant or dissuade a complainant from proceeding with the complaint or disclosure;
- k.** Record carefully what you have heard while it is still fresh in your mind. Include the date and time of your conversation and any incidents disclosed.

4.2 Responding/Mode of Complaining

- The CSO shall forward a copy of the signed report of the alleged abusive behaviour to the Province Protection Officer who shall now treat it as an official complain;
- The Province Protection Officer, upon receipt of a complaint, shall satisfy herself that appropriate measures have been taken to address issues of safety, medical care and confidentiality;
- Make a file note of an anonymous complaint;
- Confirm the validity of a signed complaint;
- Refer the matter to the Professional Ethics Committee for further action in the matter.
- On receipt of an action/decision taken by the Professional Commissioner, the Province Protection Officer will deliver the findings to the head of the relevant COA for appropriate action.
- Inform the Provincial of the findings and the action taken by the relevant COA who will decide it.
- Participate in the facilitation process to bring the matter to its resolution.
- Ensure that the principles of natural justice are followed in the proceedings.

CONCLUSION

The Child Safeguarding Policy drafted and approved by the Apostolic Carmel Congregation provides only the bare guidelines of what the Congregation and everyone who is concerned with the welfare of children and vulnerable adults need to do in the event of any allegation of commission of any abuse or maltreatment, is made against the staff or other persons in any institution or centre of activity. This Child Safeguarding Policy and Procedures is not an inclusive or exhaustive procedure. Hence, it is noted that very often, the nature or gravity of the offence alleged will determine the course of procedure that needs to be adopted. In grave matters appropriate legal advice and assistance need to be sought by the authorities concerned as may be required. It is the bounden responsibility and duty of every Staff Member of the Apostolic Carmel Institutions and Centres of Activity to live an exemplary life so that no such allegation of the offence is made against the institution or the staff members.

Appendix 1

CODE OF PROTECTIVE BEHAVIOUR

(Undertaking by the Staff)

I am aware of the Official Policy, CHILD SAFEGUARDING POLICY, set up for safeguarding of the child/ren and vulnerable adults from the formal and informal institutions in India and abroad, of the APOSTOLIC CARMEL CONGREGATION. I am in compliance with the Policy and hereby declare and affirm that I agree to adhere to abide the said policy and guidelines. In case of any violation of the said policy in my direct and indirect interactions with the children and the vulnerable adults, the institution may terminate the employment/association/relationship/collaboration/network and/or take suitable disciplinary and legal actions as per the applicable laws and rules.

Accordingly, I state that,

i. I shall always ensure that:

- I am open and not secretive about my activities associated with my service in the institutional/non-institutional set up of the Association.
- I will interact with every child, young and/or vulnerable adult in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience.
- I will respond to each child or vulnerable adult as a unique creation of God, who has the right to determine his/her own future. My relationship will be governed by the age and the

developmental stage of the child or the vulnerable adult. I will never touch a child or a vulnerable adult in an inappropriate manner.

- I will seek to establish a caring, protective and respectful relationship with each child or vulnerable adult.
- My first priority is the care, safety and protection need of a child or vulnerable adult.
- I will take reasonable steps to protect children and vulnerable adults from hazards.
- I will freely volunteer if any legitimate business of the Association requires me to enter any area of privacy for children or vulnerable adults.
- I will not engage in any physical punishment to a child in public or private.
- I will be sensitive to the possibility of becoming over involved or spending a great deal of time with any one child or vulnerable adult.
- I will not take children or vulnerable adults in closed and secluded areas including my room, office center, classroom etc., unless accompanied by other adults.
- I will take care that sexually explicit and pornographic materials are never shown to the children or vulnerable adults.

ii. I shall always avoid:

- Using language that will mentally or emotionally abuse the child or the vulnerable adult.
- Slapping, hitting or physically assaulting a child or vulnerable adult.
- Requesting for sexual favors in return for some benefit.
- Displaying any sexually oriented or morally inappropriate materials through various media - printed, audio-visual or electronic.
- Meeting persons in closed rooms where one cannot be seen.
- Taking children to my own home/living room or sleeping in the same room or bed with any of them.
- Kissing, hugging, fondling, rubbing or touching a child or vulnerable adult in an inappropriate or culturally insensitive way.
- Taking photographs of children or vulnerable adults while they are nude, partially nude or undressing.
- Acting in such a way that tends to embarrass, shame, belittle, tease, humiliate or degrade a child or vulnerable adult.
- Taking unfair advantage of a professional or counselling relationship.
- Acting in a manner that shows unfair and differential treatment of a particular child or vulnerable adult.

- Engaging in any sexual conversations or discussing sexual activities, unless part of a legitimate lesson and discussion approved for teaching sexuality issues.
- Suggesting inappropriate behavior or relationship of any kind with a child or vulnerable adult.
- Neglecting to take action when a child or vulnerable adult is in real need. Making any false allegations of abuse or maltreatment aimed at 'fixing' another individual.
- Indulging in behavior with children or vulnerable adults that leads to close physical contact unless it is an unavoidable part of structured sports activity of the institution such as football, basketball etc.
- Providing children or vulnerable adults with alcoholic beverages, tobacco, drugs or anything that is prohibited by law. I shall also avoid using or being under the influence of illegal drugs or alcohol while in the presence of/supervising children or vulnerable adults.
- Using any officially or individually owned computer, mobile phone, video or camera inappropriately, the accessing of websites that are illegal or have inappropriate content for the purpose of exploiting or harassing children or vulnerable adults.
- Sexual advances and various types of inappropriate physical contact and any form of sexual harassment.
- Asking a child or vulnerable adult to keep any secret from his or her parents/guardians.

Signed..... **Dated**.....

Name.....

.....

Signature of the Head of the Institution and Seal

Appendix II

Sample Press Statement

..... (Name of the Institution) is deeply pained by this allegation/incident involving one of our students/staff. We take any allegation of abuse of a child or vulnerable adult very seriously. While standing in solidarity with the victim we act with promptness to verify its credibility. The alleged victim will be protected from further harm and provided with appropriate care both medical and psychological. We will ensure to the best of our ability that pending investigation and enquiry, the person subject of the allegation cannot further victimize or intimidate any personnel. We endeavor as far as possible to provide a safe environment for children and vulnerable adults entrusted to our care and are therefore extremely pained by this alleged incident.

This office will be making no more statements regarding the case. For all further enquiries regarding the matter, please contact the media spokesperson on behalf of the institution.

Appendix III

Apostolic Carmel Institutions

Centers of Activity

- A. Central Administration:** Apostolic Carmel Generalate, 6, East End Road, P.B. No. 4107, Jayanagar T Block P.O., Bengaluru - 560 041, India
1. Lourdes Convent, VI East End Road, P. B. No, 4107, Jayanagar 'T' Block, P.O. Jayanagar, Bengaluru 560 041, India.
 - a. Sacred Heart T.T.I (D. El. Ed. College)
 - b. Carmel Convent P.U. College
 - c. Carmel Convent High School
 - d. Carmel Convent Higher Primary School
 - e. Carmel Pre Primary School
 - f. St. Anthony's High School
 - g. St. Anthony's Kannada Higher Primary School
 - h. St. Anthony's Community College
 - i. Apostolic Carmel Seva Kendra - CRECH
 2. Carmel Convent, South Khaitan, Block - 4, Area - 10, Street- 97, P.B. No. 596, Safat - 13006, Kuwait.
 - a. Carmel Indian School (CBSE): Senior Secondary, Secondary, Middle School, Primary and Kindergarten Sections
 3. Sacred Heart Convent, P.O. Box 388, Manama, Kingdom of Bahrain, Arabian Gulf
 - a. Sacred Heart High School (Edexcel International GCSE, UK) Isa Town, Bahrain High School, Middle School, Pre-Primary Sections.
 - b. Karnataka Province: A.C. Provincial House, St. Ann's Convent, Mangalore - 575 001
- 1. St. Ann's Convent, Opp. Head Post Office, Mangaluru -575 001**
- a. St. Ann's College of Education (Autonomous) - B.Ed., M.Ed., Ph.D.
 - b. St. Ann's Teacher Training Institute
 - c. St. Ann's Diploma in Pre-Pry. Education
 - d. St. Ann's Comp. P.U. College - Arts, Science, Commerce Sections
 - e. St. Ann's High School

- f. St. Ann's Hr. Pry. School
- g. Carmel School (CBSE): High School, Middle School, Pre-Primary Sections
- h. St. Ann's Convent Hostel

2. St. Agnes Convent, Post Box No. 513, Bendur, Mangaluru- 575001

- a. St. Agnes College (Autonomous)
St. Agnes Centre for Post Graduate & Research Studies, Mangaluru
- **Departments of M.A-** English, M.Sc.-Chemistry, Biga-Data Analytics, Psychology. M.Com, Clinical Psychology (Affiliated to Rajiv Gandhi University)

St. Agnes Undergraduate Courses

- **Department of Arts:** -History, Economics, Political Sc., Psychology, Eng. Major, Office Management, Secretarial Practice, Journalism. Languages-Eng., Hindi, Kannada, Malayalam, French.
- **Department of Science:** Chemistry, Math's, Physics, Botany, Zoology, Micro-Biology, Comp. Science, Statistics.
- **Department of Commerce:** B. Com-Regular, B.com ACCA, B. Com-BPS, BBA, BCA.

- b. St. Agnes P. U. College: Arts, Commerce and Science Sections
- c. St. Agnes High School
- d. St. Agnes Higher Primary School
- e. St. Agnes School (CBSE): High School, Middle School, Primary Sections
- f. St. Agnes Convent Hostel

3. Yesu Prem Niketan, P.B. No. 587, Bendore, Mangaluru -575 002

- a. St. Agnes T.T.I. for Special Education
- b. St. Agnes Vocational Training Centre
- c. St. Agnes Special School
- d. St. Agnes Preparatory School
- e. National Open School|
- f. Karnataka Open School

4. St. Cecily's Convent, Convent Road, Udupi - 576 101

- a. St. Cecily's Comp. P.U. College - Arts, Science, Commerce Sections
- b. St. Cecily's High School
- c. St. Cecily's Higher Primary School
- d. St. Cecily's Eng. Higher Primary School

- e. St. Cecily's Preparatory School

5. Stella Maris Convent, Kotekar Post, Mangaluru – 575 152

- a. Carmel English Medium School: High School, Higher Primary Sections
- b. Stella Maris Higher Primary School
- c. Stella Maris Preparatory School
- d. Stella Maris Children's Home 36

6. Annunciation Convent, Ladyhill Ashoknagar Post, Urwa Mangaluru - 575 006

- a. Ladyhill Victoria Composite P.U. College - Arts, Science, Commerce Sections
- b. Ladyhill Victoria Girls' High School
- c. Ladyhill Higher Primary. School
- d. Ladyhill English Higher Primary School
- e. Ladyhill Preparatory School

7. St. Joseph's Convent, Church Road, Kundapura – 576 201

- a. St. Joseph's High School
- b. St. Joseph's Hr. Pry. School
- c. St. Joseph's Children's Home
- d. Holy Rosary English Medium School (Parish)

8. St. Mary's Convent, Marjil, Falnir, Mangaluru 575 001

- a. St. Mary's Comp. P.U. College - Arts, Science, Commerce Sections
- b. St. Mary's High School
- c. St. Mary's Higher Primary School
- d. St. Mary's English Higher Primary School
- e. St. Mary's Preparatory School
- f. St. Mary's Convent Hostel

9. St. Maria Goretti Convent, Kemmannu P. O. Kemmannu - 576 115

- a. Carmel High School
- b. St. Philomena's Higher Primary School
- c. Carmel English Medium School - High School, Higher Primary School Sections
- d. Carmel Preparatory School
- e. Maria Goretti Children's Home

10. St. Joseph's Convent, Mariapolis, Bannimantap Extension, Mysuru - 570 015

- a. St. Joseph's High School - High School, Higher Primary Sections
- b. St. Joseph's Preparatory School

11. Carmel Convent, Via Jodumarga P.O., Modankap - 574 219

- a. Carmel College - Commerce Section
- b. Carmel Composite P.U. College - Arts, Science, Commerce Sections
- c. Carmel Girls' High School

12. Carmel Convent, Near Range Forest Office, Moodbidri - 574 227

- a. Holy Rosary Composite P.U. College - Arts, Science, Commerce Sections
- b. Holy Rosary High School
- c. Carmel School (CBSE) - High School, Higher Primary, Preparatory Sections

13. Vijaymari Convent, Maryhill, Konchady P.O., Mangaluru – 575 008

- a. Vijaymari Technical Institute
- b. Vijaymari Community College
- c. Vijaymari Needle Work Centre
- d. Vijaymari Technical Institute Hostel
- e. Mount Carmel Central School (CBSE) - Higher Secondary, High School, Higher Primary, Preparatory Sections

14. Carmel Convent, Ashaniketan, Opp. H. P.O., Mangaluru - 575 001

- a. Ashaniketan Boarding House
- b. Ashaniketan Play home

15. Carmel Convent, Church Road, Ganguli, Kundapur T. Q., Udupi Dist. - 576 216

- a. Stella Maris High School
- b. Stella Maris English Medium High School - High School, Higher Primary Sections
- c. Stella Maris Preparatory School

16. Mary Immaculate Convent, Wilson Garden, Adugodi P.O., Bengaluru - 560 030

- a. Mary Immaculate School (ICSE) - High School, Higher Primary Sections
- b. Mary Immaculate Preparatory School

- c. Mary Immaculate High School

17. Seva Ashram, Gerukatte, Pavur P. O. Via Manjeshwar - 671 323

- a. Don Bosco Central School, Manjeshwar (Parish)

18. Shanthi Nilaya, B.N. Road, Nanjangud - 571 301, Via Mysuru

19. Carmel Composite P.U. College - Arts, Science, Commerce Sections

20. Carmel English High School - High School, Higher Primary Sections

21. Shanthi Nilaya Preparatory School

22. Carmel Convent, Opp. Milagres Church, Haliyal P.O., Haliyal - 581 329

- a. Carmel High School (Parish)
- b. Carmel Higher Primary School (-do-)
- c. Carmel Preparatory School (-do-)
- d. Milagres High School - High School, Higher Primary, Preparatory Sections (-do-)
- e. Carmel Play Home

23. Carmel Convent, Pezar, Kalavar Post, Via Bajpe, Mangaluru - 574 174

- a. Pejavara High School (Parish)

24. Bal Yesu Nilaya, Konchady Post, Mangaluru - 575 008

- a. Infant Jesus Higher Primary School
- b. Infant Jesus Children's Home

25. Veronica Vihar, Maryhill, Konchady P. O., Mangluru -575008

- a. Veronica Vihar - Home for Differently Abled Adults

26. Maria Nilaya, Near Shahpur Gate, Haladkeri P.O., Bidar - 585 403

- a. Carmel D. El. Ed. College
- b. Carmel Vocational Training Institute
- c. Carmel Community College
- d. CVTI Hostel for Poor Students
- e. Carmel Children's Home

- f. Jeevan Jyothi Hostel for Girls (Parish)
- g. St. Joseph's Higher Primary School (Parish)
- h. St. Joseph's High School (Parish)

27. Yesu Kripa, Sharavati Nagar, II Cross, Shivamogga - 577 201

- a. Infant Jesus Primary School (Parish)
- b. Ka'teel Ashok Pai Memorial Institute for Allied Health Sciences (Manasa Trust)

28. Carmel Nivas, Near R.T.O. Devalapura Road, Bailhongal -591 102, Belagavi Dist.

- a. Carmel Vidya Vikas High School - High School, Higher Primary Sections
- b. Carmel Vidya Vikas Preparatory School
- c. Carmel Vidya Vikas Kendra, Residential School for the Mentally Challenged
- d. Carmel Nivas, Huligudda, Lingsugur - 584 122**
 - a. Little Flower English Medium High School-High School, Higher Primary Sections
 - b. Little Flower Preparatory School
 - c. Little Flower Children's Home
- e. Jyothi Nivas, Jyothinagar, Kunjathbail P. 0.,Mangaluru - 575 015**
 - a. Vidya Jyothi High School, Jyothinagar
 - b. Vidya Jyothi Hr. Pry. School, Jyothinagar
- f. Anugraha Foundation Trust, School for Differently Abled Persons, S.R.K. Layout, Site #221/A1/a2b, Opp. Gurukula School, Tallur Road, Gandhinagar P. 0. Bellary 583 103**
 - a. Anugraha Foundation Trust School for Differently Abled Persons (Diocese)

29. Carmel Niketan, H. No. 17-1-466, Near Jamgi Colony, Shastrinagar, Bidar – 585403

- a. Centre for Empowerment of Women
- b. Free Coaching Classes Centre
- c. Carmel Seva Trust Railway Childline - Bidar

C. Southern Province: A.C. Provincial House, Malaparamba (PO), Kozhikode-673009

- Providence College of Teacher Education for Women

1. Carmel Hill Convent, Malaparamba (PO), Kozhikode

- a. Providence Women's College

2. **Providence Postgraduate Degree Courses:**

- a. Departments of MA- English, MSc. - Physics, Msc. Botany, MSc. - Computer Science, MSc. - Mathematics, M.Com.

Providence Undergraduate Degree Courses

- **Arts Department:** Economics, History, English, Travel & Tourism
- **Science Department:** Mathematics, Physics, Chemistry, Botany, Zoology and Psychology, Computer Science
- **Commerce Department:** B. Com Finance, BBA
- **Diploma Courses (Community College Programme)** Jewellery Designing, Fashion Designing, Computer Application, E-Commerce, Multimedia, Travel & Tourism, Communicative English, Women's Studies, Sericulture, Herbal Health, Tally ERP 9 , Water Quality Assessment, ACCA Skill Development Course, Computer Hardware & Network Maintenance, Basic Skills in Statistical Analysis, Electronic Instrumentation, Foundation in Travel & Tourism, (IATA), Course in Basic Techniques in Molecular & Microbiology.
 - a. Providence Women's College Hostel
 - b. Carmel Welfare Centre

2. **St. Joseph's Convent, Beach PO, Convent Road, Kozhikode – 673002**

- a. St. Joseph's Anglo-Indian Girls Higher Secondary School
- b. St. Joseph's Anglo-Indian Girls High School
- c. St. Joseph's Anglo Indian Upper Primary school
- d. St. Joseph's Play & Nursery School
- e. St. Angela's Upper Primary School

3. **St. Teresa's Convent, Burnacherry (PO), Kannur- 670 013**

- a. St. Teresa's Anglo-Indian Teacher Training Institute
- b. St. Teresa's Lower Primary Demonstration School
- c. St. Teresa's Anglo Indian Higher Secondary School
- d. St. Teresa's Anglo-Indian High School
- e. St. Teresa's Anglo Indian Higher Primary School
- f. St. Teresa's Nursery & Play School

- g. St. Teresa's Hostel

4. Sacred Heart Convent, Gun Dart Road, Thalassery, Kannur - 670 101.

- a. Sacred Heart Girls' Higher Secondary School
- b. Sacred Heart Girls' High School Sacred Heart Girls' Upper Primary School
- c. Sacred Heart Lower Primary School,

5. St. Therese Convent, Shoranur - 679 121, Kerala

- a. St. Therese Higher Secondary School
- b. St. Therese High School
- c. St. Therese Upper Primary School
- d. St. Therese Lower Primary School
- e. St. Therese Junior School

6. Holy Cross Convent, Mananthavadi - 670 645, Wayanad Dist. Kerala

- a. Little Flower Upper Primary School
- b. Holy Cross Shopping Centre

7. Providence Convent, Nadakavu (PO), Kozhikode- 673011

- a. Providence Higher Secondary School
- b. Providence High School
- c. Providence Higher Primary School
- d. Providence Lower Primary School
- e. Providence Junior School
- f. Providence Fashion Design Garment Technology Centre
- g. Providence Hostel

8. Christ King Convent, East Tambaram, Chennai - 600 059, Tamilnadu

- a. Christ King Matric Higher Secondary School
- b. Christ King Matric High School
- c. Christ King Primary School
- d. Christ King Middle School
- e. Christ King Community College
- f. Christ King Children's Home

9. Lady Immaculate Convent, Ottapalam - 679102, Kerala

- a. L.S.N Teacher Training Institute
- b. L.S.N. Lower Primary Demonstration School
- c. L. S. N. Higher Secondary School
- d. L.S.N. High School
- e. L.S.N. Upper Primary School
- f. Lady Immaculate Junior School
- g. Lady Immaculate Hostel

10. St. Anthony's Convent, Vadakara, Kozhikode - 673 101

- a. St. Antony's Girls' High school
- b. St. Antony's Upper Primary School
- c. St. Antony's Junior Boys School
- d. St. Antony's Junior School
- e. St. Antony's Punchiri Nursery School

11. Madonna Convent, Near Railway Station, Kasaragod - 671 121

- a. Madonna Upper Primary School
- b. Madonna Working Women's Hostel

12. St. Xavier's Convent, Chittariparamba, Kolayad P O., Kannur - 670 650

- a. St. Xavier's Upper Primary School
- c. St. Xavier's Children's Home

13. Mary Nilayam Convent, Pongummuodu, Thiruvananthapuram - 695 011

- a. Mary Nilayam Higher Secondary School (CBSE)
- b. Mary Nilayam High School (CBSE) - High School, Primary, Nursery Sections
- c. Mary Nilayam Working Women's Hostel
- d. Mary Nilayam Creche
- e. Mary Nilayam Rajeev Gandhi Creche

14. Fatimagiri Convent, Nilambur R.S.P.O, Malapuram - 679 330

- a. Fatimagiri Higher Secondary School (CBSE)
- b. Fatimagiri High School (CBSE) - High School, Primary, Nursery Sections
- c. Fatimagiri Social Service Centre

15. Amali Illam, Palliagaram P.O., Salavakkam (Via), Kancheepuram Dist - 603 107

- a. Udhayam Special School
- b. Palliagaram Udayam Health Centre
- c. Palliagaram Udayam Home for the Intellectually Disabled
- d. Palliagaram Udayam Vocational Training Centre

16. Carmel Convent, Madapally P. O., Changanacherry - 686 546

- a. Carmel High School (CBSE)-High School, Primary Sections

17. Carmel Convent, Nanakudi, Devekottai Ext. - 630 303, Sivagangai Dist. Tamilnad

18. Fatima Convent, Hariharapuram P.O., Ayroor (Via), Varkala - 695 310, Kerala

- a. Fatima Coaching Centre

19. Carmel Illam, Kolappalur, Arni (Via), Thiruvannamalai, Tamailnadu - 632 508

- a. Carmel Matric School
- b. Carmel Primary School

20. Holy Trinity Convent, Valappu, Ochanthuruth, Ernakulam - 682 508

- a. Carmel English Medium School - High School, Primary Sections

21. Veronica Nilaya, Pookottumanna P. O., Chungathara - 679 334, Kerala

- a. Mother Veronica Special School

22. Carmel Arasi Illam, Suleswaranpatti P. O., Pollachi, Tamilnadu - 642 006

- a. Good Shepherd Matriculation School
- b. Good Shepherd Primary School

23. Holy Angels Convent, Dharmadam - 670 106, Kannur Dist, Kerala

- a. Holy Angels' English Medium School

24. Carmel Villa, Selaiyur, East Tambaram, Chennai-600059 a. Christ King Higher Secondary School

25. Little Flower Convent, Mananthavady - 670 645, Wynad Dist., Kerala

- a. Little Flower English Lower Primary School
- b. Little Flower Children's Home

26. Shanthi Mandiram, Parappur P.O., Thrissur - 680 552, Kerala

- a. Santhi Mandiram Old Age Home
- b. Santhi Mandiram Fashion Designing Centre

27. Veronica Villa, Apostolic Carmel, Kaviraja Puram, Silukuvarapathi Via, Nilakottai Taluk, Dnindigul Dist, Tamilnadu

- a. Veronica Villa Health Centre
- b. Veronica Villa Mobile Clinic

D. Northern Province: Apostolic Carmel Provincial House, Carmel Jwala, P. B. No. 11, Bailey Road, Patna - 800 001

1. Avila Convent, P.B. No. 159, Bailey Road, Patna - 800 001

a. Patna Women's College, Patna

- **Undergraduate Degree Courses: Arts - Departments:** English, Hindi, Sanskrit, Philosophy, History, Sociology, Economics, Political Science, Geography, Psychology, Home Science, Communicative English and Media Studies (CEMS), Mass Communication (BMC); Science Departments - Physics, Chemistry, Zoology, Botany, Microbiology, Mathematics, Statistics, Computer Applications (BCA); Commerce Department: Commerce, Business Administration (BBA), Advertising and Marketing Management (AMM)
- **Post Graduate Degree Courses (CBCS - Semester System):** MCA, Home Science, English, Geography, Applied Psychology, Zoology.
- **One Year Post Graduate Diploma Courses (CBCS - Semester System):** PG Diploma in Fashion Designing (PGDFD), PG Diploma in Advertising and Marketing Management (PGDAMM), PG Diploma in Computer Applications (PGDCA)
- **Avila Convent Hostel**

2. Carmel Convent, P.B. 101, Bailey Road, Patna – 800 001

- a. Carmel High School, Patna (ICSE) - High School, Primary, Pre - Primary Sections

3. Carmel Vikas Convent, Bailey Road, Patna - 800 001

- a. B. Ed College (P.W.C.)
- b. Carmel Community College

4. St. Mary's Convent, Civil Lines, University P. O., Gorakhpur – 273 009

- a. Carmel Girls' Inter College (U.P. Board)
- b. Carmel Girls' High School (U.P. Board)
- c. Carmel High School (ICSE) - Carmel Primary School
- d. Carmel Pre- Primary School
- e. Carmel Community College

5. Sacred Heart Convent , Park Road, Bistupur P. O., Jamshedpur - 831 001

- a. Sacred Heart Convent School, (ICSE) - High School, Primary Sections
- b. Sacred Heart Convent Pre-Primary School
- c. Carmel Community College, Jamshedpur
- d. Hindi Project School
- e. St. Mary's H. School (State Board)

6. St. Joseph's Convent, P.B. No. 54, Hazaribag - 825 301

- a. Carmel Girls' High School (State Board)
- b. Carmel School (ICSE) - High School, Primary Sections
- c. Carmel Pre- Primary School
- d. Hostel for Tribal Children

7. Fatima Convent, 111/84 Ashok Nagar, Kanpur - 208 012

- a. Kumari Udyan Girls' Inter College (State Board)
- b. Kumari Udyan Girls' High School (State Board)
- c. Carmel Community College
- d. Fatima Convent School (CBSE) - High School, Primary Sections
- e. Fatima Convent Pre-Primary School

8. Carmel Convent, B.T.P.S., Bokaro Thermal – 829 107, Bokaro Dist.,

- a. Carmel High School (State Board)
- b. Carmel School (ICSE) - High School, Primary Sections.
- c. Carmel Pre- Primary School
- d. Literacy Project School

9. Carmel Convent, Digwadih, F.R.I. Post Office, Dist. Dhanbad -828 108

- a. Carmel School, Digwadih (ICSE) - High School, Primary Sections
- b. Carmel Pre- Primary School
- c. Literacy Project School

10. Carmel Convent, Mahanagar, Lucknow - 226 006

- a. Mount Carmel College, Lucknow (ICSE)
- b. Mount Carmel High School (ICSE) - High School, Primary Sections
- c. Mount Carmel Pre - Primary School
- d. Carmel Community College
- e. Literacy Project School

11. Carmel Convent, P.B. No. 2, Barari Road, Bhagalpur - 812 003

- a. Carmel School (ICSE) - High School, Primary Sections
- b. Carmel Pre- Primary School
- c. Carmel Community College
- d. Literacy Project School

12. Carmel Convent, P.B. No. 23, Dhanbad - 826 001

- a. Carmel High School (ICSE) - High School, Primary, Pre-Primary Sections
- b. Carmel Community College
- c. Literacy Project School
- d. St. Anthony's H. School

13. Carmel Convent, Samlong, Namkum P.O., Ranchi - 834 010

- a. Carmel Girls' High School (State Board)
- b. Carmel Primary School
- c. Carmel School (ICSE) - High School, Primary Sections
- d. Carmel Pre- Primary School

14. Carmel Convent, Birabhanti, Ratasi P. 0., Ballia Dist - 221 709

- a. Fatima Nagar J. H. School

15. Carmel Convent, Sonari, Jamshedpur - 831 011

- a. Carmel Junior College (ICSE)
- b. Carmel High School (ICSE) - High School, Primary Sections
- c. Carmel Pre - Primary School

16. Carmel Bal Vihar, Sonari, Jamshedpur - 831 011 a. Carmel Bal Vihar

17. Carmel Convent, C/O Lievens Academy, Lohardaga - 835 302

- a. Lieven's Academy, Lohardaga (Parish)

18. Carmel Convent, Churamanpur Village & Post, Buxar - 802 116

- a. Carmel School, Buxar (ICSE) - High School, Primary Sections
- b. Carmel Pre - Primary School

19. Carmel Convent, C/O Campion School, E/7, Arena Colony, P.B. 502, Bhopal - 462 061

- a. Campion School, Bhopal (Society of Jesus)

20. Carmel Niwas, Gopalpura 4th Cross, Santhekatte Post, Udupi Dist - 576 105

21. Carmel Convent, Pathorkuni, Govindpur Dist - 828 109

- a. Carmel School, Deoli (KG -)

E. Western Province: Apostolic Carmel Provincial House, 94, Hill Road, Bandra, Mumbai - 400 050

1. Carmel Convent, 94, Hill Road, Bandra, Mumbai - 400 050

- a. Apostolic Carmel Junior College (State Board)
- b. Apostolic Carmel High School (State Board) - High School, Primary Sections
- c. Apostolic Carmel Pre-Primary School.
- d. Apostolic Carmel High School (ICSE)
- e. English Classes for Domestic Workers

2. Carmel Convent, Agashi Post, Via Virar, Nandakhal, Mumbai - 401 301

- a. Carmel Convent High School (State Board) -High School, Primary Sections
- b. Carmel Convent Pre-Primary School

3. Carmel Convent, Sector No. 8, Plot No. 15, Kalamboli , Navi Mumbai – 410 218

- a. Carmel Convent High School (State Board) -High School, Primary Sections
- b. Carmel Convent Pre- Primary School

4. Mount Carmel Convent, Lullanagar, Pune - 411 040

- a. Mount Carmel Junior College (State Board)
- b. Mount Carmel Convent High School (State Board) -High School, Primary Sections
- c. Mount Carmel Convent Pre-Primary School
- d. Mount Carmel National Indira Open School

5. Ishwardaan, Opp. C. D. A. (0), Parvati Villa Road, Pune 411 040

- a. Ishwardaan Technical Training Centre
- b. Hostel for Students

6. Mount Carmel Convent, Lokmat Chowk, Wardha Road, Dhantoli , Nagpur - 440 012

- a. Mount Carmel Convent Primary School

7. Mount Cannel Convent, Ajni Square, Warda Road, Nagpur - 440 015

- a. Mount Carmel Convent High School, (State Board)
- b. Mount Carmel Convent Pre- Primary School

8. Holy Rosary Convent, Nuvem, Salcete, Goa - 403 604

- a. Holy Rosary Convent High School, (State Board) -High School, Primary Sections
- b. Holy Rosary Convent Pre-Primary School
- c. National Indira Open School.
- d. Boarding for Children

9. Rosa Mystica Convent, Aldona , Bardez, Goa - 403 508

- a. St. Thomas Girls' High School (State Board) -High School, Primary Sections
- b. St. Thomas Girls' Pre-Primary School

10. St. Mary's Convent, Feira Alta, Industrial Estate, Mapusa, Bardez, Goa - 403 507

- a. St. Mary's Convent High School (State Board)
- b. St. Mary's Convent Primary School (State Board)
- c. St. Mary's Convent Pre-Primary School

- d. Counselling Training Centre

11. Fatima Convent, Margao , Salcete , Goa - 403 601

- a. Fatima Convent High School (State Board) -High School, Primary Sections
b. Fatima Convent Pre-Primary School

12. Carmel Convent , Nuvem , Salcete, Goa - 403 713

- a. Carmel College of Arts, Science and Commerce Undergraduate Courses:
- **Arts Departments** - History, Psychology, Political Science, Economics, English, Hindi, Konkani
 - **Department of Commerce**
 - **Science Departments** - Physics, Chemistry, Botany, Zoology, Mathematics, Information Technology
 - **Department of Physical Education**
 - **Post Graduate Degree Courses:** M.A. Psychology, M. Com in Accountancy & Business Management, M.Sc. in Food Technology.
- a. Carmel College Hostel
b. Carmel Higher Secondary School (State Board)

13. Carmel Seva Mandir, Borda, Fatorda P.O., Margao, Salcete, Goa - 403 602

- a. Carmel Seva Mandir Nursery

14. Mount Carmel Convent, Navrangpura , P. O., Ahmedabad Gujarat - 380 009

- a. Mount Carmel Convent Junior College (State Board)
b. Mount Carmel Convent High School (State Board) -High School, Primary Sections
c. Mount Carmel Convent Pre-Primary School

15. Mount Carmel Convent, Gandhidham , Kutch,Gujarat -370 201.

- a. Carmel Junior College (State Board)
b. Carmel Convent High School (State Board) - High School, Primary Sections
c. Carmel Convent Pre-Primary School

16. Carmel Convent, Plot No. 257, Sector 20, Gandhinagar, Gujarat - 382 020.

- a. Mount Carmel Convent Junior College (State Board)
b. Mount Carmel Convent High School (State Board) -High School, Primary Sections

- c. Mount Carmel Convent Pre- Primary School

17. Carmel Cote, Khanpur, Ahmedabad, Gujarat - 380 001

- a. Carmel Convent Primary School
- b. Mount Carmel Convent Pre-Primary School

18. Jivan Sarita Ashram, P.O. Box No.3, Jakat Naka, Ramosana Road, Mehsana, Gujarat – 384002

- Carmel Primary School
- Carmel Pre-Primary School
- Boarding House for Village Children

19. Carmel Convent, Malcha Marg, Chanakyapuri, New Delhi - 110021.05

- a. Carmel Convent Senior Secondary School (CBSE)
- b. Carmel Convent Secondary School (CBSE) - High School, Primary Sections
- c. Carmel Convent Pre-Primary School
- d. National Indira Open School

20. Carmel Convent, H.No. 207, Sector 9 - C, Chandigarh - 160 009

- a. Carmel Convent Higher Secondary School (CBSE)
- b. Carmel Convent High School (CBSE) - High School, Primary Sections
- c. Carmel Convent Pre-Primary School

21. Carmel Convent, Kunjwani Bypass, Gangyal , Jammu - 180 010

- a. Carmel Convent Higher Secondary School (CBSE)
- b. Carmel Convent High School (CBSE) - High School, Primary Sections
- c. Carmel Convent Pre-Primary School

F. Eastern Province: AC Provincial House, 96, Moore Avenue, Kolkatta – 700040

- Mother Veronica outdoor Clinic

1. St. Mary's Convent, 6th Avenue, Kharagpur-721301, West Bengal

- a. St. Agnes Senior Secondary School (ICSE)
- b. St Agnes High School (ICSE) - High School, Primary Sections
- c. St. Agnes Pre-Primary School

- d. St. Agnes Hindi Medium Primary School
- e. St. Agnes Community College
- f. St. Agnes Branch Primary School
- g. St. Agnes Bengali Medium Primary School

2. Carmel Convent, 41 Gariahat Road, South Kolkata-700031, West Bengal

- a. Carmel Senior Secondary School (State Board)
- b. Carmel High School (State Board)
- c. Carmel Evening Coaching School

3. Carmel Convent, Hamirpur, Rourkela 769003, Odisha

- a. Carmel Senior Secondary School (ICSE)
- b. Carmel High School (ICSE) - High School, Primary Sections
- c. Carmel Pre-Primary School
- d. Carmel Community College
- e. Carmel Tailoring Centre
- f. Carmel Mobile Clinic

4. Carmel Convent MAMC, Durgapur - 713210, West Bengal

- a. Carmel Convent High School (ICSE) - High School, Primary Sections
- b. Carmel Pre-Primary School
- c. Carmel Evening Coaching School for the Poor
- d. Mother Veronica Needle Work Centre

5. Carmel Convent, Digboi- 785171, Upper Assam

- a. Carmel High School (ICSE) - High School, Primary Sections
- b. Carmel Pre-Primary School
- c. Carmel Hindi School

6. Carmel Convent, Cinnamara P.O., Jorhat -785008, Assam

- a. Carmel High School (ICSE) - High School, Primary Sections
- b. Carmel Pre- Primary School
- c. Carmel Boarding House for Girls

7. Carmel Convent, Haddo P.O., Portblair- 744102, Andamans

- a. Carmel Higher Secondary School (CBSE)

- b. Carmel High School (CBSC) - High School, Primary Sections
- c. Carmel Pre-Primary School

8. Carmel Convent, Village Krishnanager, Keorapukur, West Bengal

- a. Carmel High School for Girls (Bengali Medium)
- b. Carmel High School (State Board)
- c. Carmel Primary School (Bengali Medium)
- d. Carmel High School (ICSE) - High School, Primary Sections
- e. Carmel Pre-Primary School

9. Carmel Convent, Sojong, Donkamokam, West Karbi Anglong, Assam-782485

- a. Don-Bosco Higher Secondary School - KG to X11 (Diocese)
- b. Don Bosco Boarding House for Girls

10. Carmel Convent, P.B. No 24 Diphu, Karbi Anglong Assam 782460

- a. Don Bosco Higher Secondary School - KG to X11 (Diocese)
- b. Don Bosco Boarding House for Girls
- c. Little Flower -Weaving Centre
- d. Don Bosco- Diocesan Book Centre
- e. Don Bosco Boarding House for the Weaving Girls

11. Carmel Convent, P. B. No 17, Kohima Dist.- 797 001, Jakhama -Nagaland

- a. Loyola Higher Secondary school, K.G to X11 - (Society of Jesus)
- b. Champion School - K.G to 1V
- c. St. Edmond School - KG to 1V

12. Carmel Convent, Upper Shillong, Meghalaya-793 005

- a. St Gabriel's Higher Secondary School - V to X11 (Diocese)
- b. St. Gabriel's Primary School (Classes K.G to 4)
- c. Carmel Boarding house for Girls

13. Carmel Convent, 19 Deshapriya Park Road, Kolkata- 700 0026, West Bengal

- a. Carmel Primary School
- b. Carmel Primary School (West Bengal Board)
- c. Carmel Pre-Primary School

- d. Carmel Primary School (Bengali Medium)

14. Carmel Convent, Campbell Bay, Great Nicobar - 744 302

- a. Family Apostolate
- b. Parish Assistance

15. Carmel Convent, 2/8 Gurunanak Road, Durgapur 713205, West Bengal

- a. Carmel Higher Secondary School (ICSE)
- b. Carmel High School (ICSE) - High School, Primary Sections
- c. Carmel Pre-Primary School

16. Carmel Convent, C/o Catholic Church, Choyghoria P. O. Bongaon-743235, W.B.

- a. St. Joseph's High School (ICSE - 1 to X) - Diocese
- b. Carmel Homeopathic Clinic

17. Apostolic Carmel Women's' Welfare Centre, Anandapally - 743512, W.B.

- a. Women's Welfare Centre - Tailoring Centre (Productive)
- b. Community College - Beautician Training, Fashion Designing, Spoken English, Computer Training
- c. Carmel Nursery School

18. The Apostolic Carmel, 'Anjali' Girdha, Nilganj Bazar P.O., West Bengal-700121

- a. Mother Veronica Tailoring Centre.
- b. Homeo Clinic

19. Carmel Convent, Pakyong 737106, East Sikkim

- a. Carmel Teacher Training Institute
- b. Carmel Pre-Nursery School

20. Carmel Convent, Gidha Pahar, Kurseong- 734203, Darjeeling District, West Bengal

- a. Carmel High School (ICSE) - High School, Primary Sections
- b. Carmel Pre- Primary School
- c. Carmel Boarding House for Girls

21. Carmel Convent, Kusumtoli P.O., Kutra 770018, District- Sundergarh, Odisha

- a. St. John Mary Vianney High School (ICSE) -High School, Primary Sections
- b. Carmel Boarding House for Girls

22. Carmel Ahem, Diphu. P.B. No 24, Karbi Anglong, Assam -782460

- a. Carmel National Institute of Open Schooling (NIOS) Centre
- b. Computer Training Centre
- c. Carmel Pre-Nursery School

23. Carmel Convent, C/o Ummulong Parish, Via Jowai-793 150, Jaintia Hills, Meghalaya

- a. Little Flower Higher Secondary School (State Board) -Diocese
- b. Little Flower School - High School, Primary Sections
- c. Carmel Boarding House for Girls

24. Carmel Convent, C/O Catholic Church, P.O. Luangmual, Aizawl (West) 7960 09, Mizoram

- a. St. Andrew's School - K.G to Class X – Diocese

25. Carmel Convent, Upper Baljodi, Sonaparbat P.O., Rourkela-769 016, Dist. Sundergarh, Odisha

- a. Carmel High School (ICSE) - High School, Primary Sections
- b. Carmel Pre- Primary School

26. Carmel Convent, Andherijuli , Rani P.O., Rani- 781 131, Kamrup Dist., Assam

- a. Carmel High School (CBSE) - High School, Primary Sections
- b. Carmel Pre- Primary School
- c. Carmel Boarding House for Girls

27. Asha Deep, P.28, 66, Subhod Gardens, 24, Paraganas (S), Kolkata - 700 070

- a. Prison Ministry
- b. Women Empowerment and Training
- c. Health and Hygiene
- d. Education of Children and Youth
- e. Youth Empowerment and Youth Ministry
- f. Mobile Clinic

28. Carmel Convent, Citilane, Gokulnagar, Tripura, Agartala - 799 130

- a. St. Joseph's School (ICSE) - Parish
- b. Carmel Pre-Nursery School

29. Carmel Convent, Sadew (Pathaw), Upper Shillong - 7693 009

- a. Carmel School (ICSE): High School and Primary Section
- b. Carmel Pre-Primary School

30. Carmel Convent, Hatimul Baikunthakar, Burdwan - 713104, W.Bengal

- a. Carmel School, Burdwan

31. Apostolic Carmel, Itanagar, Arunachal Pradesh

- a. Don Bosco School, Doimuk (ICSE) (Parish)
- b. Apostolic Carmel Hostel for Girls

G. Sri Lanka Province: A.C. Provincial House, 88, Ananda Rajakaruna Mawatha, Colombo

1. St. Joseph's Convent, Dockyard Road, Trincomalee-31000

- a. St. Mary's National College Trincomalee
- b. St. Joseph's Pre- School Trincomalee
- c. St. Joseph's Girls' Home Trincomalee
- d. Marian Hostel Trincomalee

2. Carmel Convent, 88, Ananda Rajakaruna Mawatha, Colombo - 10 - 01000.

- a. All Saints' College. Marieville Pre-School

3. St. Joseph's Convent, Batticaloa – 30000

- a. St. Cecilia's Girls' National College,
- b. St. Joseph's Pre-School
- c. St. Joseph's Girls' Home

4. Convent of Our Lady of Lanka, Atchuvvely

- a. St. Therese's Tamil Maha Vidyalayam
- b. Child Jesus Pre-School
- c. Mari Vill Lanka Matha Barding

5. St. Ursula's Convent, Badulla - 90000

- a. St. Ursula's Pre-School
- b. St. Ursula's Girls' Home

6. Carmel Hill Convent, Ampitiya

- a. Carmel Hill Pre-School
- b. A.C. Retreat House

7. Carmel Convent, Kalmunai - EP 32300

- a. Carmel Fatima School
- b. Maria Theresia International School
- c. Child Jesus Pre – School

8. Sacred Heart Convent, Chilaw – 61000

- a. Carmel Balika Central College.
- b. Sacred Heart Boarding House

9. Annunciation Convent, 435, Dematagoda, Colombo - 9 – 00900

- a. St. Anthony's Balika Maha Vidyalaya,

10. Carmel Convent, Racca Road, Jaffna – 40000

- a. John Bosco Vidyalayam
- b. Carmel Pre-School

11. Lisieux Convent, Gampaha - W. P. – 11000

- a. Holy Cross College - Higher Secondary, High School, Primary Sections
- b. Lisieux Pre-School
- c. Lisieux boarding House

12. St. Mary's Convent, Maharagama – 10280

- a. Apostolic Carmel School
- b. St. Mary's Boarding house
- c. St. Mary's Hostel

13. St. Teresa's Convent, 114, St. Anthony's Mawatha, Colpetty Colombo 3

- a. St. Anthony's Balika Maha Vidyalaya, Kollupitiya
- b. St. Teresa's Girls' Home

14. Lourdes Convent, Vathiry South, Karaveddy, Jaffna a. Child Jesus Pre- School

15. Carmel Convent, Waragoda, Kelaniya – 11600

- a. St. Paul's Ballika Maha Vidyalaya, Waragoda
- b. Child Jesus Pre- School
- c. Carmel Kuda Kusum Hostel

16. Carmel Convent, 5/1, Mt. Pleasant Road, Bandarawela – 90100

- a. Carmel Pre-School
- b. Carmel Hostel

17. Faustina Villa, Nainamadama - 61120 a. Joseph Vaz Children's Home

18. Lourdes Convent, Polgahawela – 60300

- a. Lourdes Convent boarding house
- b. Our Lady of Lourdes Pre-School

19. Carmel Arunodayam, 80, Amparai Road, Akkaraipattu – 32400

- a. Child Jesus Pre-school
- b. Carmel Girls' Home

20. Carmel Seth Pahana, Katubedda, Moratuwa – 10400

- a. St. Joseph's Pre-School
- b. Carmel Seth Pahana Hostel

21. Carmel Piyuma, 207/7, Leslie Ranagala Mawatha, Wanathamulla, Colombo – 8

- a. Carmel Home
- b. Bethlehem Creche

22. Carmel Nilayam, Tetapalai, Mampuri - P. O. 61341

- a. Thethapalai R/C/T Vidyalaya .

- b. Mother Veronica Pre- School

23. Carmel Convent, 356, Nuwara Eliya Road, Pussellawa – 20580

- a. Carmel Pre-School

24. Little Flower Convent, Lunugala - 90530 a. Little Flower Pre-School

25. Carmel Convent, Pundaluoya – 22120

26 Carmel Illam, Nedunkandal, Adampan, Mannar Dist. a. Carmel Girls' Hostel

27. Carmel Convent, Mannar Road, Pampaimadu, Vavuniya a. Carmel Pre- School

28. St. Therese's Convent, Mutur-31200

- a. St. Teresa's Pre- School
- b. Demello Girl's Home

29. St. Mary's Carmel Convent, Maggona - 12060 a. St. Mary's Pre- School

30. Carmel Aham, Murunkan P.O. Mannar Dist. – 41000

- a. Christ King Pre- School
- b. Christ the King Girls' Hostel

31. Lourdes Convent, Temple Road, Jaffna – 40000

- a. St. Benedict's School
- b. Lourdes Hostel

32. Carmel Convent, 98, Sri Kathireson Street, Colombo - 13 – 01300

- a. St. Anthony's Tamil Maha Vidyalayam
- b. Carmel Convent Girls Hostel (Working Girls)

33. Carmel Convent, Sori Kalmunai Samanthurai E. P. – 32200

- a. Carmel Pre-School

34. Carmel Convent, St. Joseph's Church Compound, Sarfraz Rafiqui Rd, Lahore Cant. Pakistan

- a. St. Anthony's High School
- b. St. Joseph's High School
- c. St. Mary's High School (Nishat Colony)

35. Carmel Convent, C/O St. Joseph's School, Hafizabade Road Gujranwala, Pakistan

- a. St. Joseph's High School
- b. St. Francis High School

36. Carmel Convent, Chak 462/GB Issanagri Tehsil Samundri Faisalabad Dt., Pakistan

- a. Sacred Heart High School, Issanagri
- b. St. Joseph's Girls Hostel

37. Carmel Convent, Rehaman Pura, Badian Rd, Lidhar, Lahore, Pakistan

- a. St. Mary's High School

H. East Africa Region: Regional House, C/O Carmelvale Convent, Doonholm, PO. Box 286-00515, Buru Buru, Nairobi, Kenya

1. Mount Carmel Convent, P.O. Box 602, Gathugu, Karatina, Kenya

- a. Mount Carmel Girls' Secondary School (Diocese)
- b. Boarding House for Girls

2. Apostolic Carmel House, P.O. Box 1344 - 00515, Buru Buru, Nairobi, Kenya

- a. Apostolic Carmel Girls' Secondary School
- b. Boarding House for Girls

3. Carmelvale Convent, Doonholm, P.O. Box 286 - 00515, Buru Buru, Nairobi, Kenya

- a. Carmelvale Catholic Pre -Primary and Primary School
- b. Donholm Catholic Primary School
- c. Day Care Centre

4. Carmel Convent, Utawala, P.O. Box 431 - 00518, Kayole, Nairobi, Kenya

- a. Carmel Catholic Pre-Primary and Primary School

5. Carmel Hill Convent, P.O. Box 322 - 10105, Naromoru, Kenya

- a. Carmel Hill Pre -Primary and Primary School
- b. Boarding House for Girls

6. Carmel Convent, P.O. Box 38 - 30104, Moiben, Kenya

- a. Fr. Diaz Girls' Secondary School (Diocese)
- b. Boarding House for Girls

7. Carmel Convent, P.O. Box 1656 - 30100, Malel Estate, Eldorate, Kenya

- a. Apostolic Carmel Pre -Primary and Primary School

8. Carmel Convent, P.O. Box 7079, Olasiti, Arusha, Tanzania a. Carmel Pre -Primary and Primary School

9. Carmel Convent , P.O. Box 1658 - 50200, Kimwanga, Bungoma, Kenya

- a. Carmel View Pre -Primary and Primary School
- b. Boarding House for Girls
- c. Carmel Dispensary
- d. Mother Veronica Social Service Centre

10. Carmel Convent, Racecourse, P.O. Box 1656 - 30100, Eldorate

- a. Apostolic Carmel Girls' Secondary School

Sources and Acknowledgment:

With a sense of gratitude, I acknowledge that:

1. Parts in this policy are taken from the Child Protection Document of the Conference of Catholic Bishops in India.
2. Parts are taken from the Policy drawn up by the Congregation of Christian Brothers, India and the Congregation of the Sisters of Mercy of the Holy Cross in India
3. Some suggestions and guidelines from the World Health Organization (WHO) against child abuse and maltreatment are included.
4. Relevant Content from the Internet.

ACKNOWLEDGMENT: -

Our grateful thanks to,

- a. The Congregation of the Christian Brothers (India)
- b. Congregation of the Sisters of Mercy of the Holy Cross in India
- c. Conference of Catholic Bishops of India

Sr. M. Lydia A.C.

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Apostolic Carmel Generalate,

Bengaluru - 560041, India