

# **SBP DAV CENTENARY PUBLIC SCHOOL, FATEHABAD**

Ref.No. DAV FBD/Safety rules/145

Dated:08.05.2024

Sub: **REGULATIONS ON SCHOOL SAFETY**

## **Members of School Safety Advisory Committee-**

1. Mrs Sunita Madaan, Principal Committee	Chairperson of School Safety
2. Mrs Sunaina, PGT(Incharge Sr Wing)	Member
3. Mrs Sujata, Sr. TGT(Incharge Sec.Wing)	Member
4. Mrs Anju Pasrija, TGT(Incharge Primary)	Member
5. Mrs Kulvinder Kaur (Incharge-KG)	Member
6. Mr Raghuvver Singh, Accountant/Incharge Admn.	Member
7. Mrs Prerna, Counselor	Member
8. Mr Subash (Phy.Ed.Teacher)	Member
9. Mr Naresh Kumar, PGT	Member
10. Mr Ram Singh, TGT	Member
11. Mr Anil Kumar, Art & Craft	Member

## **Functions of School Safety Advisory Committee**

- a. To prepare Child Protection Document specific to school environment and circumstances
- b. To prepare a Movement Plan - As to which areas will be sanitized for children only movement.
- c. To prepare a Communication Plan.
- d. To prepare Crisis Management Plan complete with evacuation plan, capability mapping etc.
- e. To appoint Safety/Vigilance Officer, Health officer etc.
- f. Training calendar - for various type of capacity building of staff and students and counselling sessions.
- g. To conduct periodical evaluation.

## **Safety Issues**

A threat to safety can originate from any quarter. Therefore, we have to be vigilant on all these. There are many well-known risk patterns, yet, at the same time, many modern and complex situations have also started coming up which cast a shadow on the safe development of the academic environment of the school. To have a healthy atmosphere in the school, we have to attend to all of these aspects of safety.

## **Regulations-**

Since, children spend a large part of their day in schools and while travelling to and from their schools hence, their safety during this time is exceedingly important. Cases of abuse of children on the school premises, or even accidents, come up from time to time that can be reasonably prevented if some standard operating procedure is followed.

Whereas the safety issues are multi-faceted and multidimensional, so, while the physical infrastructure needs to be robust and safe, the human interventions and interactions are also required to be of qualitatively good standard. Timely supervision, re-orientation, publicity on safety issues are also very relevant in this regard.

Keeping in mind safety of students, a school safety committee has been constituted and school specific child protection document has been prepared. The staff involved in various activities

related to students has been given responsibilities to ensure the safety of students in and out of school. The details of duties assigned are as under:

S.No	In-charge /Duty	Field	Safety Issues
1	Mrs Sunaina Mrs Sujata Mrs Anju Pasrija (In-charges)	<b>Safe School Campus</b>	<p>A student spends a large part of his day in the schools. Various kinds of activities like academics, sports, extra-curricular activities, functions etc. are participated in by him. The atmosphere in and around all these activities is required to be conducive and safe.</p> <p><b>General Discipline:</b></p> <ol style="list-style-type: none"> <li>1. Entry/ exit of all persons excluding students, teachers and class IV employee of their block should be restricted so that at any point, there is no outsiders present on the premises. There should be only one entry/ exit point to the premises.</li> <li>2. Daily attendance of students will be recorded through the class teachers at the beginning of each day and after lunch break. The attendance will be written on board in morning by class teacher daily and number of students present in class should be tallied with attendance in every period.</li> <li>3. The identity cards should have a photograph of the child with name, class section, names and mobile numbers of parents.</li> <li>4. Identity cards must be worn by all children, irrespective of whether they travel by school bus or some other shared transport or cycle or walk to school, or whether they are being dropped and picked up by the parents/ other arrangement.</li> <li>5. The identity cards issued to all the staff members (Teaching &amp; Non-teaching) must be worn mandatorily during their duty hours.</li> <li>6. Access to areas like bus area, sports rooms/ fields, canteen, toilets, parking lots, terrace etc. should be confined to persons whose presence in the area is required, and are therefore specifically authorized to have access to these areas.</li> <li>7. Parents or other visitors are not allowed free access across premises during school hours, and if their entry is necessitated (for children with special needs), they must be accompanied so that their access is limited and monitored.</li> <li>8. Likewise, students too are not allowed free access to wander around premises during school timings, and are made to understand which areas are out of bounds and at what times it is permitted for them to be in specific areas.</li> <li>9. Every classroom have open windows that permit viewing into the classroom.</li> <li>10. There are separate toilets for girls and boys, for teachers, and for support staff. The Support staff in particular is not allowed to use toilets meant for children, even if they are assisting in this section.</li> <li>11. Staff managing girls toilets and toilets up to primary block students is female. No male staff is allowed to be present in girls toilet and primary block toilets in support roles like toilet cleaners.</li> <li>12. In case children have to stay back for after school activities, there is a reliable authorized adult in charge, preferably a permanent teacher who takes responsibility to ensure safety of children till the final dispersal.</li> <li>13. The school in charges ensure that absence of a child from</li> </ol>

			<p>school is noted early in the day and sent to parents via APP. If a child is not attending school, the parents must inform the teacher by phone or leave application.</p> <ol style="list-style-type: none"> <li>14. No entry of plumbers, electricians, carpenters, labourers, etc. is permitted on premises during school hours even if a new wing is being constructed, unless it is to attend to an emergency, in which case the person must be accompanied by a school admin. All children must be taught in open classrooms, the doors of which should not be locked under any circumstances.</li> <li>15. The classrooms are unlocked 20 minutes before the start of school. After housekeeping work i.e. cleaning, dusting etc. the housekeeping staff is not allowed to enter the classrooms without prior permission of the teacher.</li> <li>16. Teachers are allotted gate duty at the beginning and closing of the school. The teachers taking classes during the last period are not allowed to leave their respective classrooms until all the students have left. These teachers should accompany the students towards buses.</li> <li>17. Floor wise/wing wise duties are assigned for safe and secure dispersal of students. Toilets and gates are locked after dispersal. The Physical Education Staff is deputed to take round to ensure that no student is left behind due to any unforeseen reasons.</li> <li>18. Students are regularly sensitized about net safety, ill effect of social media viz. Blue Whale game etc., Good &amp; Bad touch through workshops and teacher talks.</li> <li>19. Medical room is well equipped. The teachers are required to check the reason for sending any student for medical room and make an entry in student's diary mentioning the time of sending in medical room. Similarly, the nurse makes entry in student's diary about time of discharge from medical room along with medical aid given which is checked by teacher in class when the student returns to class to ensure safety of students and to avoid unnecessary movement by students.</li> <li>20. The washrooms of students and staff are clearly demarcated, The staff including non-teaching such as bus drivers, conductors, peons and other supporting staff are not allowed to use the washrooms earmarked for students. The teachers In charge of toilets checks (one before the interval and one after the interval) the toilets and make entry in checklist.</li> </ol> <p><b>Parents:</b> Parents are the most compassionate stakeholders of the school system. Their concerns and feedback are valuable for maintaining discipline and safety on the school campus.</p> <ol style="list-style-type: none"> <li>1. Understanding of important roles: While it is difficult for the school to be responsible for the way parents behave, it is possible to communicate clear expectations to parents on policy matters relating to child safety, with the objective that parents and the school can jointly facilitate safety of children by partnering to convey the same messages to the child so there is no confusion in the child's mind. This is communicated through an orientation session conducted specifically for parents by the School Counsellor in the first PTM of the Session.</li> <li>2. Responsibility of adherence to school systems/policies: Clear guidelines to parents on rules for entry/exit/identity</li> </ol>
--	--	--	--

			<p>cards/pickup/ absentee intimation, etc. which parents must comply with is given through student's diary.</p> <p>3. Parents could use the opportunity of discussing with their children incidents reported in newspapers from time to time in an open manner, with a view to making children comfortable to bring up such topic in discussions. The focus of these discussions should be what constitutes bad touch, what could have prevented such a situation, what would you do in such a situation, etc...</p>
2	Mrs Prerna, Counselor	<b>Awareness and Publicity:</b>	<p>It is important to create awareness among all sections of personnel associated with a school, namely Children, Staff (teaching/non-teaching) and Parents about the risks involved with regard to child safety and simple preventive measures that can be taken to reduce these risks. The counseling in this regard will be the responsibility of <b>Mrs. Prerna with help of teachers</b> in following matters:</p> <p><b>(A)Students:</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Creating awareness of bullying, other forms of physical or sexual abuse:</u></b> Most children may not be aware of the dangers they are exposed to, as a result of two factors – their innocent minds and their trusting personalities. While care must be taken not to instill such terror in them that they are fearful of simple day-to-day living, it is essential to give them enough idea of some evils that do lurk and what they can do to prevent them. Bullying as a concept is easily understood and far easier for the school to put inputs in place, as part of its Anti-bullying policy. The parents are made aware of Anti-bullying policy of school through admission form and through students' diary.</li> <li>2. <b><u>General Awareness and Counselling:</u></b> The Counselor arranges a sessions to lay stress on the importance of inculcation of the following concepts in the minds of the innocent children. <ol style="list-style-type: none"> <li>a. <b><u>Good touch, Bad touch</u></b> – A child, even as young as 3 or 4 is told about the difference between good touch and bad touch (also explained as safe and unsafe touch), and specific parts of the body which should not be touched or circumstances which makes these exceptions okay (specifically only mother giving bath, doctor examining in presence of parent, etc). The child must understand that if the touch makes him/ her uncomfortable, s/he must report it, and is encouraged to report feeling uncomfortable from a very early age.</li> <li>b. <b><u>Anti Bullying Policy:</u></b> Anti Bullying Policy to be pasted in every block/complaint boxes too.</li> <li>c. <b><u>Stranger safety</u></b>-Children from a small age, even as young as three is trained to be careful of strangers and never talk to strangers, but most importantly, never go anywhere with a stranger. Children are given specific examples that they must never go with a stranger even if they are told that the mother/ father asked him to pick them up because of xyz reason. Also that all strangers may not grab them, but some may entice them with sweets/ice-cream and they should not fall into this trap.</li> <li>d. <b><u>Yell, Run &amp; Tell</u></b> – This simple mantra is taught to every child. It explains what to do if someone touches you or comes close to touch you in a way that makes you uncomfortable or scared. First step – yell loudly (this has the dual purpose of attracting</li> </ol> </li> </ol>

			<p>attention of anyone nearby as well as giving the perpetrator the clear message that s/he cannot get away with this and must stop immediately). Second step – run as fast as you can, to put maximum distance between you and the perpetrator. Third step – Tell – be sure to talk to your teacher/friend/parents about this so that action can be taken.</p> <p><b>e. <u>Awful acquaintances:</u></b> Children are also made aware that it is not only strangers who may cross the line with bad touch, but it is often known persons as well who could do this, after making them promise to keep the secret. They are encouraged to share this immediately with a trusted adult.</p> <p><b>f. <u>Internet hazards</u></b> and importance of not disclosing personal details to internet strangers, who could in fact be predators living in the area and using a false identity; encouraging them to share with parents any such contacts they are uncomfortable with so that the parent can guide them make sensible decisions. Children are sensitized against internet/ cyber bullying/ abuse on face book/ twitter/ you tube etc., by circulation of undesirable/ objectionable material to school children or staff involving school children. Also, against misuse of electronic/telephonic media at schools leading to obscene emails/ texts /videos/ etc. during or after school hours by students or staff involving school children.</p> <p>3. <b><u>Elimination of suppression-</u></b> Many children believe that it is better to remain silent rather than report an offence to themselves or others, for the following reasons:</p> <p>(a) They believe they may get into trouble or get a scolding if they report, hence they prefer to remain silent. They may see threat that, if they tell, they will be killed/harmed or are blackmailed into silence by some other threat. A lot of children know instinctively that, when someone tries to abuse them physically, something is wrong. To their innocent minds however, it is not clear who the wrongdoer is. They are not clear that the problem is not with them but with the other person, so mistakenly assume they may be part of the problem and therefore remain silent.</p> <p><b>(B) <u>School Counsellor Role</u></b></p> <ol style="list-style-type: none"> <li>1. The role of the Counsellor will be to prevent any problems from happening by advising the school management on specific interventions required and a close rapport with the children, and addressing problems if and when they do occur.</li> <li>2. The Counsellor will handle any problem cases among children, be it simple problems of coping which create a sense of being unsafe, cases of bullying to cases of physical or sexual abuse.</li> <li>3. The Counsellor must attempt to have a close rapport with children, and be seen as approachable, yet discreet; people should feel comfortable to approach him/ her with problems such as a girl being stalked, or a boy falling into bad company and wishing to get out but needing help.</li> <li>4. The Counsellor should visit each class at least once a term – even if for just half an hour, to connect with children, where appropriate discussions can take place, but more importantly, there is interaction between child and Counselor so that a rapport can be built.</li> <li>5. The Counsellor should interact closely with class teachers to be</li> </ol>
--	--	--	---

			<p>updated on any particular children who are facing problems, so that the Counselor can then build a direct rapport with such children.</p> <p>6. In case of any suspicion that a child is a possible case of abuse, the matter must immediately be brought to the attention of the Principal who will handle the child, and involve parents and senior management in a discreet manner.</p> <p><b>(C) Dealing with feedback/complaint</b></p> <p>Any case of physical abuse or bullying must be dealt with, or escalated if there is injury of a severe nature while ensuring the following critical procedures:</p> <ol style="list-style-type: none"> <li>1. Immediate actions: This must be immediately brought to the attention of the School Counsellor, Principal, parents of the child and appropriate remedial action taken to ensure the child is protected and the abuser/ bully is penalized and cautioned with strict warning or more serious punishment if warranted.</li> <li>2. Confidentiality: The name of the victimized child must be kept confidential, except from those specific teachers/counselor who may need to be aware so that they can provide the necessary support. Likewise, the name of any other child/ children who helped in passing the feedback to the management must also remain confidential; this is to ensure that they are not victimized by any other affected parties in the system nor become the focus of unwanted attention.</li> <li>3. Medical attention: Depending on the extent of injury, the school must provide immediate first aid, and bring in a qualified medical practitioner if warranted, and if the extent of injury is serious, then it is the responsibility of the school management to rush the child to the nearest medical facility, while informing the parents of the extent of the crisis.</li> <li>4. Transparency: Schools found withholding facts of how the stage of injury /condition was reached from the parents (e.g. child fainting after being slapped by teacher or made to stand in the sun without water as punishment) are liable for penal action, and a criminal arrest can be issued against the person responsible for the abuse as per the relevant law in place.</li> <li>5. Expert assistance: Depending on the severity of the case, an expert Counselor to assist parents/family may be brought in to guide the child/family on how to cope with the situation. The School Counsellor should play a key role. In the absence of the School Counsellor for any reason, assistance from a trained Counsellor must be taken immediately.</li> <li>6. Mandatory Reporting: Immediate intimation to the local police station about the incident is also mandatory, especially if it involves serious injury to the child, or use of weapons such as knives, guns to ensure that suitable arrests can be made as applicable, and as a deterrent for future cases.</li> <li>7. Time frame for action: The school must initiate investigations within the first 24 hours, whether or not it is a working day if it is severe case where there is injury to the child requiring medical attention; if it is a routine case, then investigations must begin by the first working day.</li> <li>8. An enquiry will be conducted by a team constituted by the school, with minimum 3 members of the SSC. The report must be submitted within 2 days. Punitive action must be taken</li> </ol>
--	--	--	---

			<p>against any person found guilty within 7 days of the incident, and personal records updated accordingly.</p> <p><b>(D) Special Attention for Children with Special Need</b></p> <p>Children with special needs are at far higher risk of abuse, particularly sexual abuse, because they are seen as soft targets for the following reasons:</p> <ol style="list-style-type: none"> <li>1. They are often not aware that they are victims of abuse because of limited sense of danger, and a limited understanding of sexuality or sexual behavior:</li> <li>2. lack of mobility</li> <li>3. high reliance on adults for many of their needs</li> <li>4. having a variety of caregivers and care settings</li> <li>5. need for intimate care such as washing and toileting</li> <li>6. Even if they are aware, they are less likely to report this because of poor communication skills/ limited verbal ability</li> <li>7. Fear of not being believed as they often suffer from poor self confidence, low self-esteem, feelings of isolation, powerlessness and limited assertiveness.</li> </ol> <p>Accordingly, special steps are taken in case the school has any special needs students.</p>
3	Teacher/ Class Incharge	<b>Responsibility of Teachers</b>	<p>Teachers are the most important human resource whose positive interventions in generations and maintenance of a safe and conducive academic environment work wonders. The right attitude and owning up the responsibility for smooth functioning of the school can play valuable role.</p> <p><b>Understanding Responsibilities:</b> Every teacher must be aware of responsibilities as protector of children in his/her custody, and carry out the same with diligence. Teachers are particularly well-placed to observe and monitor children for signs of abuse, to recognize and respond to such abuse. They are the main caregivers to children outside the family and have close contact with children on a regular basis and accordingly can play a key role to prevent/detect abuse.</p> <p><b>A) Responsibilities:</b> Apart from responsibilities relating to education and imparting knowledge and skills to children, every teacher has additional responsibilities as care-giver to the child, specifically:</p> <ol style="list-style-type: none"> <li>1. To ensure that the child comes to no harm, especially during the time the children are assigned to him/her</li> <li>2. To assist the child in developing self-esteem, confidence, independence of thought and the necessary skills to cope with possible threats to their personal safety, both within and outside the school</li> <li>3. To encourage a climate of open communication with children so that information about abuse/violence with any child does not remain 'secret' till too late, but problems are reported early and can get nipped in the bud. Students are more likely to turn to trusted adults for help in resolving problem in a climate of safety, and the teacher must make children feel safe in their interactions with him/her.</li> <li>4. To report any aspects that are at risk with regard to arrangements that should have been in place to protect the child from any danger or harm, so that any lapse could be immediately rectified, thereby preventing the dangers from</li> </ol>

			<p>happening/recurring</p> <p>5. To report any untoward incident that may come to their attention either directly or indirectly</p> <p>B) <b>Punishing Child:</b> While it is the role of a teacher to make the child understand the need for discipline and accordingly face consequences for lapses, care must be taken that such consequences do not cross the line by way of being very harsh punishments that are damaging to the physical or mental health of the child. Accordingly, teachers must clearly understand which disciplinary techniques are permissible and which are not.</p> <p>C) <b>Violence:</b> Pulling the child's hair, or physical hitting, punching, throwing a book or chalk at the child or hurting him/her in any way must strictly be avoided.</p> <p><b>D) Humiliation in other forms is also to be strictly avoided</b></p> <ol style="list-style-type: none"> <li>1. Denying the child food or water or toilet facilities</li> <li>2. Forcing the child to stand in the sun</li> <li>3. Removal of any item of clothing of the child and forcing them to stand in front of the class.</li> </ol> <p>E) <b>Road Safety:</b> A basic sense of road safety must be taught to children. Inputs would be age-appropriate, namely: for very small children, inputs must include</p> <ol style="list-style-type: none"> <li>1. never to walk on a road without an adult</li> <li>2. when walking with an adult, always to walk on the inner side of the road, not on the side of the traffic</li> <li>3. wherever possible, use the pavement</li> <li>4. never run across a road; while crossing, walking is better so oncoming vehicles find it easier to predict your path</li> </ol> <p>F) <b>Self-Defence: The incharges of VI to XII</b> must ensure that girls are given training in self defence and ensure every child is aware of some basic form of self-defence. Many children, especially those of smaller build or girls, tend to feel far more confident if they have exposure to some form of self-defence. It is therefore recommended that the wing incharges organize self-defence classes for children of all classes as part of its curriculum.</p> <p><b>(G) Students:</b></p> <ol style="list-style-type: none"> <li>1. <b>Creating awareness of bullying, other forms of physical or sexual abuse:</b> Most children may not be aware of the dangers they are exposed to, as a result of two factors – their innocent minds and their trusting personalities. While care must be taken not to instill such terror in them that they are fearful of simple day-to-day living, it is essential to give them enough of an idea of some evils that do lurk and what they can do to prevent them. Bullying as a concept is easily understood and far easier for the school to put inputs in place, as part of its Anti-bullying policy.</li> <li>2. <b>General Awareness and Counselling:</b> The Counselor should stress on the importance of inculcation of the following concepts in the minds of the innocent children.       <ol style="list-style-type: none"> <li>a. <b>Good touch, Bad touch</b> – A child, even as young as 2 or 3 must be told about the difference between good touch and bad touch (also explained as safe and unsafe touch), and specific parts of the body which should not be touched or circumstances which makes these exceptions okay (specifically only mother giving bath, doctor examining in presence of parent, etc). The child must understand that if the</li> </ol> </li> </ol>
--	--	--	--



touch makes him/ her uncomfortable, s/he must report it, and must be encouraged to report feeling uncomfortable from a very early age.

**b. Anti Bullying Policy:** Anti Bullying Policy to be pasted in every classroom and block/complaint boxes too.

**c. Stranger safety-**Children from a small age, even as young as three, must be trained to be careful of strangers and never talk to strangers, but most importantly, never go anywhere with a stranger. Children must be given specific examples that they must never go with a stranger even if they are told that the mother/ father asked him to pick them up because of xyz reason. Also that all strangers may not grab them, but some may entice them with sweets/ice-cream and they should not fall into this trap.

**d. Yell, Run & Tell** – This simple mantra must be taught to every child. It explains what to do if someone touches you or comes close to touch you in a way that makes you uncomfortable or scared. First step – yell loudly (this has the dual purpose of attracting attention of anyone nearby as well as giving the perpetrator the clear message that s/he cannot get away with this and must stop immediately). Second step – run as fast as you can, to put maximum distance between you and the perpetrator. Third step – Tell – be sure to talk to your teacher/friend/parents about this so that action can be taken.

**e. Awful acquaintances:**Children should also be made aware that it is not only strangers who may cross the line with bad touch, but it is often known persons as well who could do this, after making them promise to keep the secret. They must be encouraged to share this immediately with a trusted adult.

**f. Internet hazards**and importance of not disclosing personal details to internet strangers, who could in fact be predators living in the area and using a false identity; encouraging them to share with parents any such contacts they are uncomfortable with so that the parent can guide them make sensible decisions. Children are required to be sensitized against internet/ cyberbullying/ abuse on face-book/ twitter/ you tube etc., by circulation of undesirable/ objectionable material by school children or staff involving school children. Also, against misuse of electronic/telephonic media at schools leading to obscene emails/ texts /videos/ etc. during or after school hours by students or staff involving school children

**3. Elimination of suppression-** Many children believe that it is better to remain silent rather than report an offence to themselves or others, for the following reasons:

(a) They believe they may get into trouble or get a scolding if they report, hence they prefer to remain silent. They may see threat that, if they tell, they will be killed/harmed or are blackmailed into silence by some other threat. A lot of children know instinctively that, when someone tries to abuse them physically, something is wrong. To their innocent minds however, it is not clear who the wrongdoer is. They are not clear that the problem is not with them but with the other person, so mistakenly assume they may be part of the problem and therefore remain silent.

4	Sh Anil Kumar, PRT/ Transport coordinator	<b>School Transport</b>	<p><b>As per the guidelines of Hon'ble Supreme Court of India</b> regarding steps to be taken for transport of school children to and from schools in school buses, the following guidelines are being issued:</p> <ol style="list-style-type: none"> <li>1. Route list &amp; students list must be available in each school bus.</li> <li>2. Buses should not carry more than the specified number of children permissible as per capacity and permit.</li> <li>3. Children reaching school by bus should have a safe passage from the bus to the school premises. Ideally, the bus should stop within the boundary wall of the premises. If access makes this impossible, then there must be school guards present to ensure safe passage of children from bus drop point to school gate and every single bus has been emptied and no child has remained in a bus, before the buses move to park or leave the premises as may be the case.</li> <li>4. At dispersal time, children of classes KG to 2 must be accompanied to the school bus in a group by a designated representative.</li> <li>5. Every bus should have one female teacher or one female helper present on the route. Therefore presence of an adult female is essential before the first student boards the bus at the start of the journey and also till the last student gets off at the end of the journey.</li> <li>6. Attendance of all children on that route must be taken at the start of the journey and at departure time.</li> <li>7. In case a child who usually travels by bus is being picked up by the parent for some reason, this should be done only after due procedure of request for special departure from parent to the Class teacher, and a specific gate pass signed by the receptionist. This gate pass is required to be given at the gate when the parent leaves with the child.</li> <li>8. Routing should be accordingly planned so that the first and last child is not a female.</li> <li>9. Routing of the bus should be planned so that children are dropped as close as possible to their residence.</li> <li>10. When children, especially those in Class 5 and below, get off at their bus-stop at/near their homes, it is imperative that they are not left alone on the road but must be handed over only to the parent/maid or authorized representative upon showing the identify card in their custody.</li> <li>11. The identity cards should have a photograph of the child with name, class section, names and mobile numbers of parents. If the child uses a bus, bus route number should also be indicated.</li> <li>12. Any unauthorized person is not allowed to enter in the school bus. No child should get down anywhere on the way other than the place of residence from where the child was picked up.</li> <li>13. Once all children are dropped at their stoppage, the female teacher or female attendant, who is the last to get off, must report to the Bus-in-charge confirming that the route is completed and all children safely dropped off.</li> <li>14. The location of the stop should also be such that inconvenience</li> </ol>
---	---	-------------------------	--

		<p>to smooth flow of other traffic is minimized - i.e. it should not stop in front of a gate or bus-stop or block a turning, as more cars/buses crowd also increases safety risk for children besides creating inconvenience to others.</p> <p>15. If however the location is such that it is not possible to stop without blocking other vehicles, then under such circumstances, a clear priority shall be given to the bus/vehicle that is loading/unloading school children, while other vehicles may wait their turn to enter/exit/cross the access point till the children are safely out of the way. The conductor with his/her whistle will play the manual role of ensuring other vehicles wait (which could also be performed by flashing lights or movable yellow arrows fitted on the bus if this more advanced signaling is feasible).</p> <p>16. Whenever any vehicle is reversed then another staff/ helper should ensure that no child is in the vicinity of such activity.</p>
5	<p>Sh Bal Ram Sharma, LDC <b>School Transport In-charge</b></p>	<p><b>Mr Balram Sharma with the help of transport committee (where necessary) will ensure compliance of following norms to ensure safety of students.</b></p> <ol style="list-style-type: none"> <li>1. Buses should be painted yellow and have the words 'School Bus', name of school and route number displayed prominently.</li> <li>2. Buses should not have curtains or dark films. They should have internal white lighting and activities in the bus should be visible from the outside.</li> <li>3. Buses should have a valid certificate of fitness, pollution and insurance certificate.</li> <li>4. Buses should have horizontal grills on the windows.</li> <li>5. Buses should have a first-aid box.</li> <li>6. Buses should have a fire extinguisher.</li> <li>7. Buses should have working speed-governors and should not be driven at a speed of over 30 kmph.</li> <li>8. Buses should have a qualified driver and conductor.</li> <li>9. Bus drivers should possess a valid driving license with minimum 5 years' experience of driving a heavy vehicle.</li> <li>10. The driver should have no previous record of any traffic offences or challans.</li> <li>11. The driver must be reminded to strictly follow all traffic rules and use safe driving habits; specifically he must never use mobiles while driving.</li> <li>12. The school bus shall have painted on it valid telephone numbers and e-mail ids of the bus-in-charge as well as the school principal/Admin head for feedback in case of improper driving; it should be updated in case of change of number. This information must be displayed even if the bus is a contract bus and it is the responsibility of the Bus-in-charge to ensure this is complied with.</li> <li>13. The School Bus-in-charge must ensure that the bus is being driven only by the authorized driver at all times on the route by viewing of bus CCTV footage.</li> <li>14. The School Bus-in-charge should ensure that all drivers attend a refresher training session every 6 months.</li> <li>15. Due action must be taken against any driver/conductor where warranted, which may include removal of the driver from services if it is a case of dangerous driving.</li> </ol>

			<p>16. The person who made the complaint must be informed of the action taken based on the complaint within 3 days.</p> <p>17. These complaints will be reviewed by the Principal of the school as soon as possible.</p> <p>18. The bus driver should ensure that the doors of the bus are closed before he begins moving, children are seated and that no child is directly in front of the doors even when closed. Conductor/helper should also ensure that there is no hindrance in passageways and all emergency exits are clear.</p> <p>19. The transport-in-charge will routinely monitor that all routes are being adhered to or by frequent monitoring of GPS tracking, as the case may be.</p> <p>20. The location of the stop should also be such that inconvenience to smooth flow of other traffic is minimized - i.e. it should not stop in front of a gate or bus-stop or block a turning, as more cars/buses crowd also increases safety risk for children besides creating inconvenience to others.</p> <p>21. If however the location is such that it is not possible to stop without blocking other vehicles, then under such circumstances, a clear priority shall be given to the bus/vehicle that is loading/unloading school children, while other vehicles may wait their turn to enter/exit/cross the access point till the children are safely out of the way. The conductor with his whistle will play the manual role of ensuring other vehicles wait (which could also be performed by flashing lights or movable yellow arrows fitted on the bus if this more advanced signaling is feasible).</p> <p>22. Whenever any vehicle is reversed then another staff/ helper should ensure that no child is in the vicinity of such activity.</p> <p>23. To ensure the safety of school children traveling in the buses as per the guidelines issued by the Hon'ble Supreme Court of India/High Court from time to time.</p>
6	Mrs Madhu Kumar, Receptionist	<b>Journey not by School Bus</b>	<p><b>To ensure compliance of following norms to ensure safety of students.</b></p> <p>1. In case there is a request during school hours to pick up a child (who normally uses the bus) due to an emergency, such exit should not be permitted if the person is not the parent/guardian him/herself, even if they are carrying the identity card, until and unless this has been specifically verified with the parent. Especially if the person is a driver/maid or any other relative, such pick-up may be permitted only once the school has verified this with the parent.</p> <p>2. In case the parent who usually picks up the child cannot come to pick up their wards at the last minute for some reason, they must compulsorily inform the school teacher concerned (or the Reception/Admin in charge), if not informed already in writing through the child by a note where this was known in advance. They may then authorize someone else to pick up their child who must carry the authority letter.</p> <p>3. Children should not be allowed to leave the school premises on their own but must be picked up from the designated spot within the premises by the parent/authorized representative.</p> <p>4. In case there is a request during school hours to pick up a child due to an emergency, such exit should not be permitted if the person is not the parent/guardian him/herself, until and unless</p>

			<p>this has been specifically verified with the parent. Especially if the person is a driver/maid or any other relative, such pick-up may be permitted only once the school has verified this with the parent.</p> <p>5. School guards at dispersal area should not leave till pick-up of the last student to prevent any single case of a child waiting alone on a public road.</p> <p>6. School guards should be trained at alertness to watch for any undesirable characters who may be loitering in the area, particularly faces seen frequently even if they have no reason to be present. It is the school's responsibility to bring this to the attention of local police station, which will liaison with the concerned authorities to rectify this.</p>
7	Mr Raghuvveer Singh	<b>Duties as Nodal Officer</b>	<p><b>The Nodal Officer will ensure compliance of following safety norms with the help of concerned staff:</b></p> <p><b>Concerned person: Mr Bal Ram Sharma, LDC</b></p> <p>a) <b><u>CCTV Cameras: Installation and working of CCTV as required below:</u></b> The school must have adequate CCTV coverage. Cameras must cover all critical areas of the premises. Areas for specific attention are as indicated:</p> <ol style="list-style-type: none"> <li>1. Entry and exit points of the school (in case there is a side entrance, this too must have a CCTV camera)</li> <li>2. All corridors and staircases</li> <li>3. Library, infirmary, auditorium</li> <li>4. Ramp</li> <li>5. Halls, sports rooms, computer labs</li> <li>6. Entrance to classrooms</li> <li>7. Entrance to toilets</li> <li>8. Sports fields</li> <li>9. Areas where buses assemble</li> <li>10. Entry and exit point of premises</li> <li>11. Any point on the outer perimeter/wall which is vulnerable, and which could show footage of persons attempting to gain entry to the premises, especially covering persons outside the main entrance.</li> <li>12. The cameras must have point, tilt and zoom capability and the recording capacity of the footage should be at least 45 days and the record must be kept for a minimum period of one year.</li> </ol> <p>b) <b><u>Water storage tanks are cleaned at regular intervals and hygienic pure drinking water is available.</u></b> The lid of saptic tanks, water tanks, gutters etc. should be checked at regular intervals, so that broken lids can be replaced so that no children accidentally may fall into these.</p> <p><b>Concerned person: Mr Manish Setia, UDC</b></p> <p>c) <b><u>Fire Safety:</u></b></p> <ol style="list-style-type: none"> <li>1. Fire Extinguishers of ISI mark of adequate capacity and numbers should be provided in eye-catching spots in the school building. Fire Extinguishers are to be installed in all school at all places as per guidelines. Sufficient number of metal buckets filled with sand and water should be immediately installed in eye-catching spots of the school building.</li> <li>2. First Aid Kits will be kept in schools to meet out any eventuality.</li> </ol>

			<p>3. Emergency telephone numbers and list of persons to be contacted in case of any eventuality shall be displayed on the notice board and other prominent places in the school premises.</p> <p>4. Mock drills should be conducted regularly in consultation with wing incharges and SSC. Wherever possible fire alarm may be provided in the school.</p> <p>5. All electrical wiring and equipment will be got inspected and if found defective will be replaced with ISI mark equipments.</p> <p>6. No High Tension Lines should run inside or over the premises of a school. Such lines, if exists, should be immediately shifted by bringing the matter to the notice of the District Education Committee.</p> <p><b>Building:</b></p> <ol style="list-style-type: none"> <li>1. Corridors/class rooms doors and emergency doors should be clear of obstructions.</li> <li>2. Floor evacuation should be displayed in every block.</li> <li>3. There should not be dampness in walls.</li> <li>4. Open wells/ponds (if existing) in the school must be covered with iron grill or protective walls.</li> <li>5. School building &amp; Premises should be free from inflammable and toxic materials.</li> <li>6. All gates should be kept locked.</li> <li>7. Roof top of the school building should not be accessible to the students and should always be kept locked and manned.</li> <li>8. School boundary wall should be covered with iron grill or fence wire.</li> </ol> <p>c. <b>Electrical apparatus:</b>Electrical apparatus must be safe and secure such as generator, water coolers, Air Conditioners, hot cases etc. Electrical fittings in the classrooms &amp; corridor must be safe and working properly.</p> <p><b><u>Concerned person: Mrs Madhu Kumar</u></b></p> <p>d) <b>Visitors:</b> A separate register should be maintained for visitors or parents, including the name of the visitor, address, telephone no., purpose and person being met, in and out time, signature. Identity of parents to be confirmed before sending any child early. In case, someone other than the assigned person comes to pick up the child, receptionist will call the parents to verify before letting the child leave the school premises.</p> <p>e) <b>Helpline:</b> The phone numbers of reception, Helpline number(counsellor's no.) should be clearly displayed on Notice boards so that any child could approach this helpline confidentially in case of a problem. The helpline should ideally be a dedicated easy-to-remember number, but could also be an intercom number or the number of the Counsellor who will handle calls discreetly. In addition, children must be made aware to dial the Police Control Room(PCR) 100 in case of emergency. The Child Helpline 1098 must be publicized through notices as well.</p> <p>f) <b>Safety of Informers:</b> To maintain confidentiality of the complainant or person giving feedback in case of abuse or suspected abuse or any other feedback, anonymity shall be guaranteed. Accordingly, all anonymous complaints/feedback</p>
--	--	--	--

			<p>will also be accepted and acted upon by the Principal/School Safety Committee, whether received through any of the above means or by fax, telephone, mobile text message, WhatsApp, email, letter or any other means of communication.</p> <p>g) <b>Vendors:</b>The vendors of Canteen/Book Shop/Security staff should compulsorily get the verification done of the staff who are deputed by them and produce the verification certificate before deputing them on duty to the school.</p> <p>h) <b>Police Verification:</b>Police verification of all the staff members employed including those outsourced should be done.</p> <p>i) <b>Audit: An audit to check compliance of above guidelines should be arranged quarterly by involving concerned members of School Safety Committee and record/feedback should be discussed in SSAC meeting for shortcomings/areas of improvements.</b></p>
--	--	--	--

*Sunita*  
Principal  
SBP DAV Centenary Public School  
Fatehabad (Haryana)

Mrs Sunita Madaan  
Principal Cum-Chairperson of School Safety Advisory Committee