

JAIN BHARATI MRIGAVATI VIDYALAYA
SAFETY & SECURITY MANUAL
`Safety is not just a slogan, it's a way of life'.

S.NO.	School Gate
1.	The school boundary wall is intact and is secured with a fence/grill on top and under CCTV Surveillance all the time.
2.	The school has 2 gates, with main gate guarded by, at least 2, authorized personnel during school/activity time.
3.	The main gate is clear of any obstructions.
4.	Parking area/bus yard is adequately guarded and has a separate gate limiting access and is under CCTV Surveillance.
	School Entrance for Visitors
5.	A guard room is located at the entrance gate for visitors and students. with CCTV surveillance and a guard on duty.
6.	There is designated entry point and waiting area for parents and other visitors.
7.	Mechanism is in place for limiting visitors' access on need-basis, and to the designated areas only.
8.	Register is maintained for all visitor entries.
9.	Passes are issued to all visitors. Anyone entering the school is checked for prohibited items at the school gate itself. Nobody is allowed inside school without proper checking.
10.	School Principal Office/Admin Office is located in close proximity to the main entrance gate.
11.	If any Public office is located within the school premises, its entry and exit is separated from the main school area.
	School Entrance for staff
12.	All staff entering the school have ID Cards
13.	Staff Identification is checked at the entrance
14.	Contractual staff/Support staff have designated uniform
15.	Anyone entering the school is checked for prohibited/restricted items at the main entrance gate.
	School Entrance and Dispersal of Students
	Entry
16.	All students entering the school have uniforms and ID Cards
17.	Prior written consent is sought from parents for allowing children to stayback post school hours.
18.	Co-curricular activities held beyond school timings are supervised actively by, at least, 2 teachers on duty (1male, 1 female) as applicable.

19.	Mothers of children staying back after school hours are encouraged to volunteer to support teachers on duty for supervision (cannot substitute teacher on duty).
20.	Record of student entry and exit beyond school hours is maintained.
	Exit
21.	Up to Class 2: Children are dispersed by school staff only to authorised personnel.
22.	Daily duty note for supervision responsibility including dispersal is circulated in written to the staff.
23.	For double-shift schools: Sufficient time gap is given between dispersal of first shift and start of the second shift (time gap to be decided by school authorities).
24.	For before/after school activities, HOS has properly planned which areas/toilets the children will access and HOS has ensured presence of teachers in that area.
25.	The school has a duly certified building plan and Structural Stability Certificate from a Government certified agency/ engineer.
26.	All rooms and corridors are well lit, ventilated and have safe fixtures.
27.	If the school is multi storey, it has 2 separate staircases with railings for safety as per norms.
28.	School ensures that immediate action is taken for minor maintenance work, in case of damage to any furniture, equipment or structure.
29.	School ensures immediate action for repair if any windows are broken or have loose fittings.
30.	Every Classroom has 2 doors.
31.	There are no open pits/manholes etc in the entire school area and immediately outside school gate.
	Rooms with special equipment including (but not limited to)Lab/ Sports Room / Auditorium/ Library/ Computer Room / Gymnasium Assembly Hall etc.
32.	Children are always under direct supervision of relevant teacher/s when in any such area.
33.	Dangerous goods and substances are appropriately labelled and stored. (e.g. Chemicals or sharp edged tools etc.)
34.	Electrical equipment is stored and labelled properly.
35.	Special equipment/hazardous material in labs is used under supervision and kept locked during non-class hours.
36.	Cyber Security is ensured as per the existing Cyber and IT laws. • Firewall, filtering and monitoring mechanisms are installed in all computers in the school premises. • Regular review of filtering and blocking policies and procedures is done. • Children use Computers/Internet under supervision of teachers.
	Toilets
37.	Separate toilets for students according to age and gender.
38.	Separate toilets for teachers and support-staff/visitors.
39.	Chemicals /toxic/inflammable substances not to be kept in the toilets.
40.	All toilets are well lit, accessible and regularly cleaned.
41.	All toilet cubicles have easy release lock on the inside and no lock on the outside of the cubicle and toilet complexes can not be locked from inside or outside.

42.	For children in Nursery/KG and Class 1 and Class 2, toilet visits are Supervised by lady caretaker/lady staff .
43.	All toilets for primary classes have lady staff for cleaning/maintenance and no male staff is deployed there.
44.	All toilets upto primary classes are adjacent to class on the same floor.
45.	All toilets for primary classes are child friendly, with doors having adequate gap from the floor, easy release cubicle lock on the inside and no lock on the outside of the cubicle. In the entire area of primary school, there are no male sanitation staff/guards or support staff. All the support staff should be female.
46.	For students of classes 3 to Class 5, toilet visits are allowed in groups of 2 (buddy system).
	Abandoned/Empty Rooms
47.	All empty rooms/abandoned or secluded areas of the school, including the terraces are under surveillance with CCTV.
48.	Empty rooms and terrace areas are always securely locked and all locked rooms are opened and checked every 15 days and keys to all locked doors are labeled and within easy access of administration.
	Play Ground/Lunch Area
49.	The swings are well maintained and have kuchha ground/soft flooring around the area where swings are placed.
50.	Children are supervised during sports and play time, and especially during use of sports and play equipment like javelin throw etc.
	Construction in School
51.	As far as possible, new construction work is undertaken during vacation period.
52.	Any maintenance work during schools hours is supervised by school staff.
53.	Construction material is brought into the school in phases and the construction site is appropriately barricaded and secured so that children's access to construction site is restricted .
54.	Contractor to arrange their own electric connection facility so as to not overload the school electricity.
55.	Separate toilets are available for labour.
56.	Labourers'/contractors' access to the school area is restricted.
57.	School ensures that labour is not staying inside the school overnight and there are no labour huts situated within the school during construction period, if school is running. Otherwise construction labour huts area is totally cordoned off with no possibility of access to children.
	Food Water and Sanitation
58.	Mid day Meal/Lunch served by school is first checked by a committee of teachers/SMC etc
59.	School has water purification facilities for drinking water for children and staff.
60.	School's water purification system is functional and has been checked for water quality during the last 6 months by a competent authority.
61.	School has ensured that there is no mixing of DJB water supply with ground water.

62.	Cleaning and disinfecting of water storage/distribution tanks/water mains is done every 03 months.
63.	The school has proper drainage system as per structural guidelines.
64.	All drains/ water tanks/bore-wells within and around the school are covered properly.
65.	The main electricity board is away from the central school building.
66.	The main electric board has a fire resistant (non-wooden) cover and sand buckets are placed nearby.
67.	All electrical wiring is concealed /insulated and electrical appliances are regularly checked and maintained before and during rainy season. HOS has personally ensured that there is no leakage of electricity / electric shock.
	Fire/Earthquake and other Disaster Preparedness
68.	Disaster Response and preparedness plan is in place.
69.	Generators/transformers/invertors/cylinders and all other flammable equipment material is kept in safe areas, locked and regularly maintained.
70.	School has a valid clearance certificate for fire safety.
71.	Mock drills are conducted as per norms, especially for Fire & Earthquake.
72.	Fire extinguishers are functional and periodically checked.
73.	Staff and students are trained in using the fire extinguisher.
74.	Evacuation plan is displayed across the school and students are given training about how to exit in emergency.
75.	The school has a functional Public Announcement System.
76.	Staff and students are trained in responding to trauma and post disaster interventions.
77.	First Aid box is available at all times and checked monthly for supplies.
	Awareness and Information regarding SAFETY
78.	School has the following information displayed/installed in prominent areas within school premises and school transport, in Hindi and English and is written in a child friendly manner.
79.	Dos and Don'ts for Visitors, Staff and Children.
80.	Information details of School Safety Committee.
81.	Child-friendly posters on safe touch/unsafe touch.
82.	List of prohibited restricted items.
83.	Important and Updated phone numbers such as fire department/ambulance, child helpline (1098), Child Welfare Committee Chairperson/Members, Child Welfare Police Officer (CWPO) of local Police Station, District Child Protection Officer.
	School Ensures there is:
84.	Suggestion/Complaint boxes are placed at all prominent and accessible areas for the children across the school and children are encouraged to share their issues, anonymously if required. All these boxes are opened twice a month in the presence of a designated committee and the compliance/suggestions are read 7 resolved by the committee.
85.	All school staff, contractual staff, support staff and children have received training/orientations on the basic tenets of POCSO, CLPRA, RTE, JJ ACT, ICPS and other relevant laws and amendments in laws concerning children.
86.	The issue of bullying is taken up in all seriousness and sensitivity by the committee and is

	sharing information with students on the issue on a monthly basis. Students indulging in bullying are duly counselled and same in case of victims.
87.	Counselors are either appointed or empanelled with school.
	STAFF RECRUITMENT AND ORIENTATION
88.	The school has processed police verification of all staff.
89.	All new staff (regular/contractual) has received orientation on school safety along with a written brief from the Principal/senior staff within 2 days of joining on school's protection policies for children.
90.	Wherever possible, a home visit to new support staff has been done by a senior staff member for verification.
91.	School maintains details of ID proof and 2 latest photos and residence proof of all employees .
92.	For direct recruitments, school has undertaken a reference check.
93.	For outsourced staff, the above mentioned things from 85 to 89 are furnished through the outsourced agency.
94.	All guards are recruited through PASRA registered agencies.
	TRAVEL SAFETY
	Excursion
95.	Prior written permission from parents/guardian is taken for any excursion.
96.	For outside visits, children are given identity cards and contact information of guardians is always available with the accompanying teachers.
97.	There is Minimum 1 teacher available for every 20 students for outside visits Depending upon the gender of students, equal number of male and female teachers accompany students for excursions.
	TRANSPORT
	The school is to ensure the following for buses owned by school or provided by vendors:
98.	A female teaching/non-teaching staff is deployed on every bus till the last boarding/de-boarding point.
99.	Teacher/attendant maintains a register with head count of children.
100.	Parents are provided the contact details of bus driver and conductor.
101.	The number of students in buses/vehicles is limited to the maximum permitted capacity.
102.	A feedback mechanism on reporting issues related to school buses is available e.g. every Bus must have a locked suggestions box to be opened at intervals by school authorities
	The following information is ensured /provided by school in case of school owned buses and by agency /vendor in case the buses are being provided by a vendor.
103.	The driver has a valid license issued by licensing authorities of NCT Delhi and PSV badge.
104.	Driver has minimum 5 years of work experience.
105.	It has been ensured that the deployed driver has not been challaned for traffic rule violations, drunk driving, driving dangerously or for any offences under section 279, 338 or of IPC 1860 more than once in a year.

106.	The bus fulfils the permit conditions.
107.	There is a valid agreement between the education institute and the transport vendor.
108.	In case of DTC buses, DTC has ensured police verification of driver/conductor deployed on duty.
109.	Circular is shared by school with parents of children travelling by private cabs regarding the dropping time for private cabs which is no earlier than 15 minutes before school time.
110.	Parents have provided private cab driver's verification to the school.
111.	Parents ensure that there is a lady attendant/mother volunteer always present in the van.
112.	The max. number of children is limited as per norms based on type of vehicle.
113.	Principal/HOS has conducted at least 1 meeting every 6 months with parents to discuss safety of children in private vans.
114.	School has ensured the register of children coming by private vans is always maintained and updated.
115.	Please Provide explanation/details for all the points in the checklist ticked for 'Partially' or 'NA' by the school.