

Name of School----- CCA School16-02-2018

**SCHOOL SAFETY AUDIT CHECKLIST**

S.No.	REF	CHECK POINT	YES / NO / REMARKS
1	1.3	<b>School Safety committee</b> i. Constitutes (a) Principal (b) PE Teacher (c) School Coordinator (d) Security incharge (e) School Counsellor (f) Parents (g) Other teachers ii. List of members to be displayed on school notice board	Yes  Yes
2		Documentation for i. Child protection document of the school ii. Movement Plan for Children, Staff & Support staff iii. Communication Plan for parents, School admn, Distt. Admin, local SHO, etc iv. Crisis Management Plan v. Appointed Safety / Vigilance officer, health officer etc. vi. Training calendar for staff	Yes Yes Bell  yes yes yes
3	2.1	<b>Transport</b> <i>also refer Surakshit School Vahan policy</i> <b>School BUS transport</b> i. Buses painted yellow with School name & contacts displayed ii. Clear windows on buses iii. Bus Valid certificates of fitness, pollution, insurance iv. Horizontal grills v. First aid box vi. Fire extinguisher vii. Speed governor – 45kmph viii. Occupancy only ajs per capacity ix. Licenced, verified and trained drivers and conductors x. Safe passage of children from bus to school premises xi. Female teacher / staff assigned to each bus xii. Bus staff to ensure proper handover of child to parent. xiii. CCTV and GPS in bus	Yes Yes Yes Yes Yes Yes Yes Yes Yes Some applied for Yes Yes Yes
4		<b>Non-School Bus Transport</b> <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i> i. Designated and safe area of pickup and drop by parents with authorised ID check only ii. Clear Communication process for any change in pickup or transportation of the child iii. Private Commercial Vehicles : • Commercially registered vehicle • Driver with valid commercial driving licence	Not observed because of non available of the vans on the day of inspection

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<ul style="list-style-type: none"> <li>• Occupancy &lt; = seating</li> <li>• Fire extinguisher</li> <li>• Fitness certificate / PUC / GPS</li> <li>• Parents to submit police verification of driver along with vehicle documentation</li> <li>• Written Document from parents for Escort pass</li> </ul> iv. Escort pass issued for Help / maids / driver pickups v. School to maintain record of all private commercial vehicles carrying students.	
5	3.1	<b>General discipline</b> <ul style="list-style-type: none"> <li>i. Entry to premises by authorised access and IDs only</li> <li>ii. All entry and exit gates to be manned by guards.</li> <li>iii. Record of attendance of Staff, Students and support staff to be maintained at all times</li> <li>iv. Visitor entry register mandatory</li> <li>v. Student IDs incl photo and parents contact and bus routes</li> <li>vi. Staff and Support staff IDs mandatory</li> <li>vii. High walls on school periphery</li> <li>viii. Common grounds and sports area access to authorised people only</li> <li>ix. NO access to visitors across the premises during school hours</li> <li>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked)</li> <li>xi. Classrooms with open windows / view</li> <li>xii. Classroom doors open. Not locked under any circumstances</li> <li>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff</li> <li>xiv. Toilet cleaning by female staff only</li> <li>xv. Toilets with Ramps and support setup for children with special needs</li> <li>xvi. Swimming pools] use – strict supervision</li> <li>xvii. After school activities – Authorized staff to ensure dispersal</li> <li>xviii. Child absence recorded</li> <li>xix. Workers / labour / contract staff not allowed on school premises during working hours</li> <li>xx. Police verification of all</li> <li>xxi. non-teaching staff</li> </ul>	Yes Yes Yes Yes Yes Not all had IDs Yes Yes It was noticed labourers are working during school hours. No Yes Staff teacher use the same toilet(with one marked for staff and seprate for support staff) Yes Not available-No special needs students in the school Na yes yes Yes Yes Applied for- some are available