

SCHOOL SAFETY AUDIT CHECKLIST

S.No.	REF	CHECK POINT	YES / NO / REMARKS
1	1.3	School Safety committee 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 Yes Yes (Exempary) Yes Yes
3	2.1	Transport <i>also refer Surakshit School Vahan policy</i> School BUS transport 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 a/s 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(Few had dark windows) Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
4		Non-School Bus Transport <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 :	Yes Yes Yes

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