

SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- RRJS DAVPUBLIC School, HALIYA MANDI

Date of Audit: - 14/05/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p>School Safety committee –Yes*</p> <p>Constitutes</p> <p>(a) Principal (b) PE Teacher (c) School Coordinator</p> <p>(d) Security in charge (e) School Counsellor (f) Parents</p> <p>(g) Other teachers</p> <p>i. List of members to be displayed on school notice board – No*</p>	<p>School safety committee was constituted without PE teacher, School Coordinator, Security in-charge and School Counsellor. There was no proper record for meeting held for the committee. No display of members on school notice board.</p>
2		<p>Documentation for</p> <p>i. Child protection document of the school - No*</p> <p>ii. Movement Plan for Children, Staff & Support staff – No*</p> <p>iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-No*</p> <p>iv. Crisis Management Plan – No*</p> <p>v. Appointed Safety / Vigilance officer, health officer etc. – No*</p> <p>vi. Training calendar for staff – Yes</p>	<p>No such documents were shown to the safety Audit team. No plan for the safety security of students, crisis management was there. No health officer, safety /Vigilance officer appointed. Trainings conducted for school-staff as per DAV society's regulation.</p>
3	2.1	<p>Transport</p> <p><i>with the reference of Surakshit School Vahan policy</i></p> <p>School BUS transport</p> <p>i. Buses painted yellow with School name &contacts displayed - NO*</p> <p>ii. Clear windows on buses - Yes</p> <p>iii. Bus Valid certificates of fitness, pollution, insurance – Yes</p>	<p>Buses were painted with white colour without mentioning school's name or other important contact details. When we asked for the same, they didn't give any satisfactory answer and later</p>

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		iv. Horizontal grills - Yes v. First aid box- Yes* vi. Fire extinguisher - Yes vii. Speed governor – 50kmph – Yes viii. Occupancy only as per capacity - Yes ix. Licensed, verified and trained drivers and conductors – No* x. Safe passage of children from bus to school premises – Yes* xi. Female teacher / staff assigned to each bus – No* xii. Bus staff to ensure proper handover of child to parent - No* xiii. CCTV and GPS in bus – Without any back-up*	<p>on said these are private vehicles hired for the transport and there was no particularity about drivers and conductors or sometimes vehicle too.</p> <p>First aid box was there with expired medicines. Verification applied for the bus staff as per school management but not able to show any official letter.</p> <p>No female staff assigned for school buses. Although they tried to placed 2-3 teachers on the same day but their miscommunication and our conversation with students cleared the point. There is no check for handover of child to parent. Passage was available for children from bus to school but there was no check at school-gate for unauthorized entries so we can't say it's safe.</p>
4		Non-School Bus Transport <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i> <ol style="list-style-type: none"> i. Designated and safe area of pickup and drop by parents with authorised ID check only – NO* ii. Clear Communication process for any change in pickup or transportation of the child – NO* iii. Private Commercial Vehicles : NO* <ul style="list-style-type: none"> • Commercially registered vehicle 	<p>Safety and security measures are not being followed at all for this category.</p> <p>No proper transport plan is there.</p> <p>School Management does not have</p>

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		<ul style="list-style-type: none"> ● 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 <p>iv. Escort pass issued for Help / maids / driver pickups – NO*</p> <p>v. School to maintain record of all private commercial vehicles carrying students – NO*</p>	<p>any record for any private vehicles used for transport, however most of the school students used to travel by non-school bus transport.</p>
5	3.1	<p>General discipline</p> <ul style="list-style-type: none"> i. Entry to premises by authorised access and IDs only – No* ii. All entry and exit gates to be manned by guards. – No* iii. Record of attendance of Staff, Students and support staff to be maintained at all times - Yes iv. Visitor entry register mandatory – Yes* v. Student IDs incl. photo and parents contact and <u>bus routes</u> – No* vi. Staff and Support staff IDs mandatory – No* vii. High walls on school periphery - Yes viii. Common grounds and sports area access to authorised people only - Yes ix. NO access to visitors across the premises during school hours - No* x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – No* xi. Classrooms with open windows / view - Yes xii. Classroom doors open. Not locked under any circumstances - Yes xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - No* xiv. Toilet cleaning by female staff only - No* xv. Toilets with Ramps and support setup for children with special needs – No* xvi. Swimming pools use – strict supervision - NA xvii. After school activities – Authorized staff to ensure dispersal - No* xviii. Child absence recorded - No* 	<p>All entry and exit gates were not manned by guards. Student's ID cards were prepared without mentioning Bus routes. There are so many security hazards/Lapses in the campus of the school; no proper check on the main gate and entry gate of school.</p> <p>There was no marking for unsafe space. Some toilets were common for students and staff. Toilet cleaning by male staff. They have applied for police verification of the staff but SHO denied to take verification applications and it's still pending.</p>

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		xix. Workers / labour / contract staff not allowed on school premises during working hours – No* xx. Police verification of all non-teaching staff – No*	
6	3.2	CCTV Cameras* i. All Entry / Exit points of the school ii. All corridors and staircases iii. Library iv. Infirmary v. Auditorium vi. Inside elevators vii. Entrance to toilets viii. Entrance to classrooms ix. Sports field x. Swimming pools xi. Bus assembly points xii. Outside perimeter walls xiii. Cameras – Point Tilt Zoom – record kept for 60 days xiv. PA system working -	CCTV Cameras were partially present on some spots, however monitoring for CCTVs was not adequate. They were not cooperative with us to check CCTV recordings. One computer teacher/vice-principal/coordinator called by Principal but she was unable to show or answer any significant finding related to this section.
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed – NA* ii. Vendors with licence from local PS only allowed – NA*	There were no vendors/carts/shops around the school
8	4	Fire Safety / Health & Sanitation / Infrastructure i. Fire safety Certificate / inspections –No* ii. Fire extinguishers at all eye-catching spots in school – YES* iii. Well defined medical room / infirmary with trained professional staff – NO* iv. First aid kits at Medical rooms – YES* v. Emergency contact list on notice board for hospitals, ambulance, police etc - NO* vi. Mock drills for fire and disaster management regularly – NO* vii. Electrical inspections - NO viii. Building Safety certificate from appropriate authority – YES BUT very old. ix. Hygiene and Sanitation certificate from appropriate authority - Applied	Fire safety certificate applied in April as fresh application and waiting for inspection. Fire-extinguishers were at all eye-catching spots but not in proper working condition. There were no specific medical. First aid box available in some another room without having required medicines. Mock drills for fire and disaster never

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			<p>happened .No electric inspection done till now. Building safety certificate and hygiene and sanitation certificate were not updated. They have applied this year for hygiene and sanitation certificate but waiting for the inspection.</p>
9	5.2	<p>General Awareness & Counselling - Yes* <i>please refer to Regulations document</i></p> <ul style="list-style-type: none"> i. Good touch-bad touch ii. Stranger safety iii. Yell, Run & Tell iv. Awful acquaintances v. Internet hazards vi. Elimination of suppression vii. Road Safety viii. Basic traffic rules ix. Dangers of Underage driving x. Self- defence xi. Legal literacy xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation. 	<p>Sessions held on different topics highlighted with green colour covering general awareness & Counselling but we found one female teacher (Computer-teacher) on 2nd floor, punishing two students with wooden scale. When we asked she tried to hide the scale first then started arguing with us. We called the Principal for class-room discussion with students and students reported many incidents of physical punishment by 3 teachers. Principal didn't take any responsibility and walked out from the class without any positive discussion. Students reported same attitude from senior teachers whenever they raised any</p>

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			complaints and clearly mentioned name of 3 teacher (1 male and 2 females).
10	6	Communication with Parents - NO i. Clear communication and guidelines to parents for all safety concerning matters ii. Workshops / sessions with parents on safety and also for child concerns with counsellors iii. Entry / exit of parents ; ID checks; parents conduct iv. Child Protection Policy shared	There was no communication plan with parents for all safety concerning matters.
11	7	School Counsellor – Not appointed Availability of professionally qualified school counsellor in school Age appropriate	No appointment of school counsellor with saying no budget for the post.
12	9	Feedback / Complaint – No* i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	Complaint box was not available anywhere in the school premises.
13	10-11	Special Needs / Training - NO i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	No sessions held

Audit team 2, members, 2 Representatives of BEEO Pataudi , Sh Sandeep ji RTA representative, Dr Shweta Sharma reached the School at 11:00 AM and conducted an audit for 3 hours. Guard opened the main gate without enquiring or making any entry, although we were on the private/ non-official vehicle. No one asked at the main entrance of the school and we directly went into the corridor where one teacher asked finally and we requested meeting with the Principal. She gave an excuse for the in-house audit of the school for all mismanagement and safety lapses. School management was completely uncooperative during the audit and not ready for any recommendations from the team.

Anamika

2.RTA personnel

3.

(**Dr Shweta Sharma**
Member – District School Safety Committee