

SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- St.Paul High School,Harsaru.

Date of Audit: - 15/05/2018

| S.No. | REF | CHECK POINT | * REMARKS |
|-------|-----|--|---|
| 1 | 1.3 | <p>School Safety committee – Yes</p> <p>i. Constitutes (a) Principal (b) PE Teacher (c) School Coordinator (d) Security in charge* (e) School Counsellor (f) Parents (g) Other teachers*</p> <p>ii. List of members to be displayed on school notice board – No*</p> | <p>School safety committee was constituted as per regulation on school safety but they need to add security in charge and one more teacher in the committee. They are conducting regular meetings for the same. However, display of members on school notice board was not available but school management assured to do in 1 week.</p> |
| 2 | | <p>Documentation for</p> <p>i. Child protection document of the school - Yes ii. Movement Plan for Children, Staff & Support staff – NO* iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-Yes iv. Crisis Management Plan – NO* v. Appointed Safety / Vigilance officer, <u>health officer</u>* etc. - Yes vi. Training calendar for staff – No*</p> | <p>All documents were shown to the safety Audit team. We found all documents in proper order for every action plan mentioned in guidelines except for movement plan for Children, staff & support staff and Crisis management plan.</p> |

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| | | | <p>Although they are following in proper way but documentation was missing for the same, which were recommended. There was one disorganized room as Medical room without any proper arrangements and any medical officer. There is no training plans for teachers.</p> |
| 3 | 2.1 | <p>Transport <i>with the reference of Surakshit School Vahan policy</i> School BUS transport</p> <ul style="list-style-type: none"> i. Buses painted yellow with School name & contacts displayed - YES ii. Clear windows on buses - Yes iii. Bus Valid certificates of fitness, pollution, insurance – Yes 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 – Yes* x. Safe passage of children from bus to school premises - Yes xi. Female teacher / staff assigned to each bus - Yes xii. Bus staff to ensure proper handover of child to parent - Yes xiii. <u>CCTV</u> and GPS in bus - Yes | <p>School bus transport system was in order as per safety measures but fire extinguishers were not updated. Availability of CCTV records for the buses was only for 1 week. They have applied for verification but reports are pending.</p> |

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| 4 | | <p>Non-School Bus Transport</p> <p><i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i></p> <ul style="list-style-type: none"> 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 : <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 –NA v. School to maintain record of all private commercial vehicles carrying students – NA | <p>As per school management there was no private vehicles in use for school transport and we too didn't find any during the audit.</p> |
| 5 | 3.1 | <p>General discipline</p> <ul style="list-style-type: none"> i. Entry to premises by authorised access and IDs only – Yes ii. All entry and exit gates to be manned by guards. - Yes 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 bus <u>routes</u> – Yes vi. vii. Staff and Support staff IDs mandatory - Yes viii. High walls on school periphery - Yes ix. Common grounds and sports area access to | <p>All the points mentioned in this section were found in proper order at the time of the audit. Bus routes need to be included on student's ID cards. Out of bound areas were not clearly identified & marked and easily accessible for students for which we made recommendation</p> |


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| | | <p>authorised people only - Yes</p> <p>x. NO access to visitors across the premises during school hours - Yes</p> <p>xi. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – No*</p> <p>xii. Classrooms with open windows / view - Yes*</p> <p>xiii. Classroom doors open. Not locked under any circumstances – Yes</p> <p>xiv. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - Yes</p> <p>xv. Toilet cleaning by female staff only - Yes</p> <p>xvi. Toilets with Ramps and support setup for children with special needs – NO*</p> <p>xvii. Swimming pools use – strict supervision - NA</p> <p>xviii. After school activities – Authorized staff to ensure dispersal - Yes</p> <p>xix. Child absence recorded - Yes</p> <p>xx. Workers / labour / contract staff not allowed on school premises during working hours – Yes</p> <p>xxi. Police verification of all non-teaching staff – No*</p> | <p>on the spot. There was no support set-up for special needs. They have applied for Police verification of all non-teaching staff and waiting for verification reports.</p> |
| 6 | 3.2 | <p>CCTV Cameras</p> <p>i. All Entry / Exit points of the school - Yes</p> <p>ii. All corridors and staircases – NO*</p> <p>iii. Library - Yes</p> <p>iv. Infirmary - Yes</p> <p>v. Auditorium – NO*</p> <p>vi. Inside elevators - Yes</p> <p>vii. Entrance to toilets -Yes</p> <p>viii. Entrance to classrooms- YES</p> <p>ix. Sports field - YES</p> <p>x. Swimming pools - NA</p> <p>xi. Bus assembly points - YES</p> <p>xii. Outside perimeter walls - YES</p> <p>xiii. Cameras – Point Tilt Zoom – record kept for 60 days</p> | <p>All CCTV Cameras were properly installed and working properly at appropriate place but there was no Tilt zoom camera. On the current school setup there is only one staircase to be connect to rooftop without any CCTV surveillance but construction was going on for first</p> |

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| | | <p align="center">–NO*</p> <p>xiv. PA system working – No*</p> | <p>floor for which we recommend proper CCTV surveillance. Their auditorium is open type in playground where no recording could be done without tilt zoom camera for which we made recommendation. No PA system was available in the school.</p> |
| 7 | 3.3 | <p>Neighbouring premises</p> <p>i. Vendors / carts / shops around school to be removed – NA*</p> <p>ii. Vendors with licence from local PS only allowed – NA*</p> | <p>There were no vendors/carts/shops around the school</p> |
| 8 | 4 | <p>Fire Safety / Health & Sanitation / Infrastructure</p> <p>i. Fire safety Certificate / inspections –Yes*</p> <p>ii. Fire extinguishers at all eye-catching spots in school – Yes</p> <p>iii. Well defined medical room / infirmary with trained professional staff – Yes*</p> <p>iv. First aid kits at Medical rooms – No*</p> <p>v. Emergency contact list on notice board for hospitals, ambulance, police etc - Yes</p> <p>vi. Mock drills for fire and disaster management regularly – NO*</p> <p>vii. Electrical inspections – Yes*</p> <p>viii. Building Safety certificate from appropriate authority – YES *</p> <p>ix. Hygiene and Sanitation certificate from appropriate authority – YES*</p> | <p>All documents were in order but pending for renewal. They have applied for the same. There was no First aid kit available in the medical room; some basic first aid was available in Principal's room. As per location of the school there should be proper medial liaison with any</p> |

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| | | | hospital which was missing during the audit. We made on-spot recommendation for the same. No mock drills happened for fire and disaster management. |
| 9 | 5.2 | <p>General Awareness & Counselling * <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. | No sessions or counselling held for areas highlighted with red colour. |
| 10 | 6 | <p>Communication with Parents – Yes*</p> <ul style="list-style-type: none"> 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 – No* iii. Entry / exit of parents ; ID checks; parents conduct iv. Child Protection Policy shared | Not Properly done. They made communication only during PTMs. |

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| 11 | 7 | School Counsellor – No* <i>please refer to Regulations and Counselling guidelines shared by Dr Shweta</i> i. Availability of professionally qualified school counsellor in school ii. Age appropriate se | No School-Counsellor appointed as per regulation. |
| 12 | 9 | Feedback / Complaint – Yes* i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action | There was no feedback or complaint box for parents. |
| 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 training conducted in this regard. |

Audit team 2, members, Shree Sushil Kumar Gaur, BEEO Gurugram, RTA representatives, Dr Shweta Sharma reached St. Paul High School, Harsaru at 11:00AM and conducted an audit for 3.5 hours. ALL security measures were checked thoroughly by the team members. Most of the safety regulations were in place, but some serious safety concerns reported like unsafe playground area, uncovered staircases, guard's room near to primary section without any specific boundary, unavailability of medical facilities for which we made on spot recommendations. We found some good practises there such as proper installation of fire –extinguishers with cover (for safety purposes from small and teenage children), proper CCTV surveillance of school corridor and classrooms. School management was much cooperative during the audit and assured action plans as per our recommendations.

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 DEO / BEO / BEEO 2. RTA personnel

3. 
 (Dr Shweta Sharma
 Member – District School Safety Committee