

Santoshi High School, Mahavirpura, Gurugram

Date: 23-4-18

SCHOOL SAFETY AUDIT CHECKLIST

S.No.	REF	CHECK POINT	YES / NO / REMARKS
1	1.3	<p>School Safety committee</p> <p>i. Constitutes (a) Principal (b) PE Teacher (c) School Coordinator (d) Security incharge (e) School Counsellor (f) Parents (g) Other teachers</p> <p>ii. List of members to be displayed on school notice board</p>	<p>Does not have a proper committee. List not displayed Counsellor - NIL</p>
2		<p>Documentation for</p> <p>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</p>	<p>i. No ii No iii No iv Nil v No vi Nil</p>
3	2.1	<p>Transport <i>also refer Surakshit School Vahan policy</i> School BUS transport</p> <p>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 as 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</p>	<p>NA</p> <p>Most of the children live nearby so they are dropped by parents</p>
4		<p>Non-School Bus Transport <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i></p> <p>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 • Occupancy < = seating</p>	<p>I Not being followed</p> <p>iii It is not there ii There is no process iii Most of the parents drop children on their own. iv No passes have been</p>

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		<ul style="list-style-type: none"> • 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.	issued V NA
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 non-teaching staff 	I Id cards not available ii It was being manned by aaya iii Needs improvement iv Being maintained V Old id cards were being used, details not present ViSupport staff do not have any id vii School structured in a manner that walls are not required viii There is no sports area, the school is very small ix They are following x The school being small, there are hardly any areas which can be termed as out of bound areas xi Restricted view xii Every class room has one door which remains open xiii They have separate for girls and boys, could not find any for support staff xiv No cleaning staff xv NA xvi NA xvii NA xviii Not systematically xix They do not permit xx Not done
6	3.2	CCTV Cameras <ol style="list-style-type: none"> i. All Entry / Exit points of the school ii. All corridors and staircases iii. Library iv. Infirmary v. Auditorium 	There were 3 cameras

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		<ul style="list-style-type: none"> 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 	
7	3.3	Neighbouring premises <ul style="list-style-type: none"> i. Vendors / carts / shops around school to be removed ii. Vendors with licence from local PS only allowed 	NA
8	4	Fire Safety / Health & Sanitation / Infrastructure <ul style="list-style-type: none"> i. Fire safety Certificate / inspections ii. Fire extinguishers at all eye-catching spots in school iii. Well defined medical room / infirmary with trained professional staff iv. First aid kits at Medical rooms v. Emergency contact list on notice board for hospitals, ambulance, police etc vi. Mock drills for fire and disaster management regularly vii. Electrical inspections viii. Building Safety certificate from appropriate authority ix. Hygiene and Sanitation certificate from appropriate authority 	Did not have
9	5.2	General Awareness & Counselling <i>please refer to Regulations document</i> <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>I</p> <p>There is no counsellor in the school and nothing has been covered</p>
10	6	Communication with Parents <ul style="list-style-type: none"> i. Clear communication and guidelines to parents for all safety concerning matters 	I Nothing was available,in form of

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		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	documents li No lii It's being done liv No
11	7	School Counsellor <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	I No counsellor available
12	9	Feedback / Complaint i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	Was not present
13	10-11	Special Needs / Training i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	Nothing is being done

1. [Signature] DEO / BEO / BEEO
 2. [Signature] (Hemendra T.I.) RTA personnel
 3. _____ Police Personnel
 4. Deepa Kumar
 5. [Signature]
 6. _____

(Signature of checking personnel)