

## SCHOOL SAFETY AUDIT CHECKLIST

**Name of the School:-** Genius Convent Sr. Secondary School, Nanukalan, Pataudi, Distt. Gurugram

**Date of Audit:-** 17/05/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p><b>School Safety committee – Yes</b></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 - Yes</p>	<p>School safety committee was constituted as per regulation on school safety. But there was no school counsellor appointed and instead of other teachers they included students in the committee. We asked them to do modification as per regulation.</p>
2		<p><b>Documentation for</b></p> <p>i. Child protection document of the school - No            ii. Movement Plan for Children, Staff &amp; Support staff - No            iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-No            iv. Crisis Management Plan - No            v. Appointed Safety / Vigilance officer, health officer etc. - No            vi. Training calendar for staff - No</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</p>
3	2.1	<p><b>Transport</b>  <i>with the reference of Surakshit School Vahan policy</i>  <b>School BUS transport</b></p> <p>i. Buses painted yellow with School name &amp; 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</p>	<p>Maximum measures were up to date in this section but their first-aid box was not updated since years. We found expired medicines in the box with dirty bandages. There were 2 buses with excess occupancy as per capacity. We made recommendations</p>

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		<p>viii. Occupancy only as per capacity – Yes*</p> <p>ix. Licenced, verified and trained drivers and conductors – Yes</p> <p>x. Safe passage of children from bus to school premises - Yes</p> <p>xi. Female teacher / staff assigned to each bus - Yes</p> <p>xii. Bus staff to ensure proper handover of child to parent - Yes</p> <p>xiii. CCTV and GPS in bus - Yes</p>	for the same.
4		<p><b>Non-School Bus Transport – NOT APPLICABLE</b>  <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 –</p> <p>ii. Clear Communication process for any change in pickup or transportation of the child –</p> <p>iii. Private Commercial Vehicles :</p> <ul style="list-style-type: none"> <li>• Commercially registered vehicle</li> <li>• Driver with valid commercial driving licence</li> <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> <p>iv. Escort pass issued for Help / maids / driver pickups –</p> <p>v. School to maintain record of all private commercial vehicles carrying students –</p>	We didn't find any non-school bus transport at the time of audit and school administration also denied for the same.
5	3.1	<p><b>General discipline</b></p> <p>i. Entry to premises by authorised access and IDs only – Yes</p> <p>ii. All entry and exit gates to be manned by guards. – No*</p> <p>iii. Record of attendance of Staff, Students and support staff to be maintained at all times - Yes</p> <p>iv. Visitor entry register mandatory – Yes</p> <p>v. Student IDs incl photo and parents contact and <u>bus routes</u> – Yes</p> <p>vi. Staff and Support staff IDs mandatory - Yes</p> <p>vii. High walls on school periphery - Yes</p> <p>viii. Common grounds and sports area access to authorised people only – No*</p>	There was only one guard at the main gate of the school, although there were 3-4 entries for the main school building. Student's ID card doesn't have bus routes mentioned as buses are not fixed on one route. Common ground and sports area were not protected with authorized entry only

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		<ul style="list-style-type: none"> <li>ix. NO access to visitors across the premises during school hours – No*</li> <li>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked) – No*</li> <li>xi. Classrooms with open windows / view - Yes</li> <li>xii. Classroom doors open. Not locked under any circumstances - Yes</li> <li>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - Yes*</li> <li>xiv. Toilet cleaning by female staff only - Yes</li> <li>xv. Toilets with Ramps and support setup for children with special needs – No*</li> <li>xvi. Swimming pools use – strict supervision - NA</li> <li>xvii. After school activities – Authorized staff to ensure dispersal - Yes</li> <li>xviii. Child absence recorded - Yes</li> <li>xix. Workers / labour / contract staff not allowed on school premises during working hours – Yes</li> <li>xx. Police verification of all non-teaching staff - Yes</li> </ul>	<p>and visitor entry was allowed across the school premises during school hours. There were so many unsafe areas in school building attached to the classroom area or lobby without any marking for the unsafe area. Only one separate toilet for boys and girls and one separate toilet for staff on ground floor only for 3 floors building. All 3 floors had sufficient space but it was unnecessary opened area adjunct to classrooms, having open "sariyas – rod Iron" and they closed toilet space available at each different floor in the name of the maintenance issue. All toilets were stinking badly and not clean as per standard. There was no set up for special children as there was no special student, as school authority said.</p>
6	3.2	<p><b>CCTV Cameras</b></p> <ul style="list-style-type: none"> <li>i. All Entry / Exit points of the school - Yes</li> <li>ii. All corridors and staircases –No*</li> <li>iii. Library – Yes*</li> <li>iv. Infirmary – NA*</li> <li>v. Auditorium - NA</li> <li>vi. Inside elevators – NO*</li> <li>vii. Entrance to toilets –Not exactly</li> </ul>	<p>CCTVs were installed but not at appropriate spots.CCTVs were not covering all area on staircases and only distance entry could be checked</p>

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		viii. Entrance to classrooms- YES ix. Sports field - YES x. Swimming pools - NA xi. Bus assembly points - YES xii. Outside perimeter walls - YES xiii. Cameras – Point Tilt Zoom – record kept for 60 days – NO* xiv. PA system working - NO	through CCTV for girls toilet, no camera available for boys toilet. CCTV was available for the library as they named but that room was filled with old newspapers and dust and direct entry to the ground. NO zoom camera and PA system were available.
7	3.3	<b>Neighbouring premises</b> i. Vendors / carts / shops around school to be removed – Yes* ii. Vendors with licence from local PS only allowed – NO*	There were no vendors/carts/shops around the school as per information was given by school authority but we found one local Unauthorized liquor shop, near to school premises. It was closed so we were not able to check license status for the shop at the time of audit but as per appearance it seemed unauthorized construction. Picture is attached for kind reference.
8	4	<b>Fire Safety / Health &amp; Sanitation / Infrastructure</b> i. Fire safety Certificate / inspections –YES* 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 – NO* v. Emergency contact list on notice board for hospitals, ambulance, police etc - Yes vi. Mock drills for fire and disaster management regularly – NO* vii. Electrical inspections – NO* viii. Building Safety certificate from appropriate authority –	Fire safety certificate was there but fire extinguishers at all eye-catching spots were not easily accessible. No mock drills for fire and disaster happened. There was no proper medical room; they arranged one ordinary bed near to reception area

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		<p>YES *</p> <p><b>ix. Hygiene and Sanitation certificate from appropriate authority - YES *</b></p>	<p>without proper light and air-ventilation without any specific first aid box. There was no trained medical professional attached to the school.</p> <p>Building safety certificate and hygiene and sanitation certificate were issued by respective authorities but not justifying the current status of building safety and hygiene level at school.</p> <p>Switchboards were open in corridors, classrooms and computer room. Only one fan available in big classrooms but no electrical inspection done till the date or requested by the school authority. Washrooms and some classrooms were dirty.</p>
9	5.2	<p><b>General Awareness &amp; Counselling - NO*</b></p> <p><i>please refer to Regulations document</i></p> <ul style="list-style-type: none"> <li>i. Good touch-bad touch</li> <li>ii. Stranger safety</li> <li>iii. Yell, Run &amp; Tell</li> <li>iv. Awful acquaintances</li> <li>v. Internet hazards</li> <li>vi. Elimination of suppression</li> <li>vii. Road Safety</li> <li>viii. Basic traffic rules</li> <li>ix. Dangers of Underage driving</li> <li>x. Self- defence</li> <li>xi. Legal literacy</li> <li>xii. Roles and Responsibilities of the Teachers</li> <li>xiii. Punishing the child</li> </ul>	<p>No sessions held in this regard but Principal told us about children awareness about sensitive topics although we didn't find on checking with students at different classes. We held short sessions related to child safety while checking student's</p>

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		xiv. Violence xv. Physical or mental humiliation.	awareness level with teachers.
10	6	<b>Communication with Parents - *</b> i. Clear communication and guidelines to parents for all safety concerning matters - Yes ii. Workshops / sessions with parents on safety and also for child concerns with counsellors – No* iii. Entry / exit of parents ; ID checks; parents conduct - Yes iv. Child Protection Policy shared - Yes	No sessions or workshops held with Parents but as per documentation school authority shared safety guidelines and child protection policy with Parents.
11	7	<b>School Counsellor - NO</b> <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 appointment of school counsellor
12	9	<b>Feedback / Complaint -</b> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	They had complaint box available nearby to Principal's room.
13	10-11	<b>Special Needs / Training - NO</b> 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, Shree Anand Singh BEEO Pataudi, Dr. Shweta Sharma reached school around 10:30 AM and conducted an audit for almost 3 hours. RTA personal was not present for the audit. ALL security measures were checked thoroughly by other team members. Building safety certificate issued from concerned authorities but the audit team found many unsafe passages within the school building and adjunct to classrooms where regular classes were going on. The same scenario was found in terms of hygiene. Unauthorized liquor shop, nearby to school was the most surprising element in this audit as school authority pretended unaware on it. We recommend strong action plan against above-mentioned lapses.

*Anamika*

2.RTA personnel

3.

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