

DPS Sec-45, Gurugram

Date: 4. May, 2018

SCHOOL SAFETY AUDIT CHECKLIST

S.No.	REF	CHECK POINT	YES / NO / REMARKS
1	1.3	<b>School Safety committee</b> 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	i. Yes ii yes iii yes iv yes v yes vi yes
3	2.1	<b>Transport</b> <i>also refer Surakshit School Vahan policy</i> <b>School BUS transport</b> 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	Yes  Yes Yes Yes Yes Fire ex: Dates were not mentioned Yes Yes Yes Yes Yes Yes Yes
4		<b>Non-School Bus Transport</b> <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i>	

⇒ Fire Extinguisher not in corridors

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		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"> <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> iv. Escort pass issued for Help / maids / driver pickups v. School to maintain record of all private commercial vehicles carrying students.	I) Not being followed => NO ID check  li It is not there li There is no process iii It's not clear lv It's not clear V They need to organise it better
5	3.1	<b>General discipline</b> <ol style="list-style-type: none"> <li>i. Entry to premises by authorised access and IDs only</li> <li>ii. All entry and exit gates to be manned by guards.</li> <li>iii. Record of attendance of Staff, Students and support staff to be maintained at all times</li> <li>iv. Visitor entry register mandatory</li> <li>v. Student IDs incl photo and parents contact and bus routes</li> <li>vi. Staff and Support staff IDs mandatory</li> <li>vii. High walls on school periphery</li> <li>viii. Common grounds and sports area access to authorised people only</li> <li>ix. NO access to visitors across the premises during school hours</li> <li>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked)</li> <li>xi. Classrooms with open windows / view</li> <li>xii. Classroom doors open. Not locked under any circumstances</li> <li>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff</li> <li>xiv. Toilet cleaning by female staff only</li> <li>xv. Toilets with Ramps and support setup for children with special needs</li> <li>xvi. Swimming pools use – strict supervision</li> <li>xvii. After school activities – Authorized staff to ensure dispersal</li> <li>xviii. Child absence recorded</li> </ol>	I Yes li yes iii yes iv Being maintained V yes Vi yes vii They need to be re structured as there are gaps in the wall viii yes ix They are following x No signages of restricted areas xi yes xii Classroom have 2 doors xiii yes xiv yes xv No railing in the handicapped toilet, size was small xvi NA xvii NA xviii yes xix yes xx yes

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		xix. Workers / labour / contract staff not allowed on school premises during working hours xx. Police verification of all non-teaching staff	
6	3.2	<b>CCTV Cameras</b> 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	i)yes ii)yes iii)yes iv)yes v)yes vi)yes vii)yes viii)yes ix)yes x)NA xi)yes xii)yes xiii)yes – they do not have PTZ cameras but record is kept for 60 days xiv)yes
7	3.3	<b>Neighbouring premises</b> i. Vendors / carts / shops around school to be removed ii. Vendors with licence from local PS only allowed	NA
8	4	<b>Fire Safety / Health &amp; Sanitation / Infrastructure</b> 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	yes
9	5.2	<b>General Awareness &amp; Counselling</b> <i>please refer to Regulations document</i> i. Good touch-bad touch ii. Stranger safety iii. Yell, Run & Tell	yes

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		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.	yes
10	6	<b>Communication with Parents</b> 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	I yes II They need to increase the no. of sessions with parents III It's being done IV Not clear
11	7	<b>School Counsellor</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	yes
12	9	<b>Feedback / Complaint</b> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	yes
13	10-11	<b>Special Needs / Training</b> i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	yes

Note: Dispersal was a bit chaotic and no ID checks were done during them. There were no fire extinguishers in corridor and expiry date on fire extinguishers was not mentioned.  
 NO Posh and Pocso training has been conducted with parents.

By 1. Mulash Kumar 2. (Signature) (Harender) 3. \_\_\_\_\_  
DEO / BEO / BEO RTA personnel Police Personnel  
4. Deepa Kumar 5. (Signature) 6. (Signature)

(Signature of checking personnel)