

### SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- The Heritage School

Date of Audit: - 03/05/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<b>School Safety committee – Yes</b>  i. Constitutes (a) Principal (b) PE Teacher (c) School Coordinator (d) Security in charge (e) School Counsellor (f) Parents (g) Other teachers  ii. List of members to be displayed on school notice board – Yes	School safety committee was properly constituted as per regulation on school safety. They are conducting regular meetings for the same. Display of members on school notice board was available.
2		<b>Documentation for</b>  i. Child protection document of the school - <b>Yes</b> ii. Movement Plan for Children, Staff & Support staff – <b>Yes</b> iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc- <b>Yes</b> iv. Crisis Management Plan - <b>Yes</b> v. Appointed Safety / Vigilance officer, health officer etc. - <b>Yes</b> vi. Training calendar for staff - <b>Yes</b>	All documents were shown to the safety Audit team. We found all documents in proper order for every action plan mentioned in guidelines.
3	2.1	<b>Transport</b> <i>with the reference of Surakshit School Vahan policy</i> <b>School BUS transport</b>  i. Buses painted yellow with School name & contacts displayed - <b>YES</b> ii. Clear windows on buses - <b>Yes</b> iii. Bus Valid certificates of fitness, pollution, insurance – <b>Yes</b>	School bus transport system was in order as per safety measures with properly working speed governors in all buses. Horizontal grills were not present in any bus as all buses

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		iv. Horizontal grills – No* 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. CCTV and GPS in bus - Yes	were air-conditioned.
4		<b>Non-School Bus Transport</b> <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i> <ol style="list-style-type: none"> <li>i. Designated and safe area of pickup and drop by parents with authorised ID check only – Yes</li> <li>ii. Clear Communication process for any change in pickup or transportation of the child – Yes</li> <li>iii. Private Commercial Vehicles :               <ul style="list-style-type: none"> <li>• Commercially registered vehicle - Yes</li> <li>• Driver with valid commercial driving licence - Yes</li> <li>• Occupancy &lt;= seating – No*</li> <li>• Fire extinguisher - No*</li> <li>• Fitness certificate / PUC / GPS - No*</li> <li>• Parents to submit police verification of driver along with vehicle documentation - No*</li> <li>• Written Document from parents for Escort pass - No*</li> </ul> </li> <li>iv. Escort pass issued for Help / maids / driver pickups – No*</li> <li>v. School to maintain record of all private commercial vehicles carrying students – Yes</li> </ol>	In the case of Private vehicles, we found many lapses from Parent's end. School management asked them to submit all details but Parents are not paying attention on this aspect. We recommended them to have awareness session with Parents in this regard.
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> </ol>	

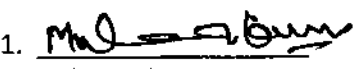
S.No.	REF	CHECK POINT	* REMARKS
		<p>– Yes</p> <p>ii. All entry and exit gates to be manned by guards. - Yes</p> <p>iii. Record of attendance of Staff, Students and support staff to be maintained at all times - Yes</p> <p>iv. Visitor entry register mandatory – Yes</p> <p>v. Student IDs incl. photo and parents contact and bus routes – Yes</p> <p>vi.</p> <p>vii. Staff and Support staff IDs mandatory - Yes</p> <p>viii. High walls on school periphery - Yes</p> <p>ix. Common grounds and sports area access to 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 &amp; marked) – Yes</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 -Yes</p> <p>xviii. After school activities – Authorized staff to ensure dispersal - Yes</p> <p>xix. Child absence recorded - Yes</p> <p>xx. Workers / labour / <u>contract staff not allowed on school premises during working hours</u> – Yes</p> <p>xxi. Police verification of all non-teaching staff – Yes</p>	<p>All the points mentioned in this section were found in proper order at the time of the audit but issues reported 2 specific points. First one is, they are not having any toilet with ramp and support setup for Children with special needs, though it is mandatory for all schools [Having special children as student or not].Second important point is, they have outsource setup for Special Children, where they are having single common toilet for girls and boys.</p> <p>*All fourth class staff is contractual in maximum school. They used to hire from agencies but allowing only female staff as Nanny inside the school during school hours.</p>


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6	3.2	<b>CCTV Cameras</b> i. All Entry / Exit points of the school - <b>Yes</b> ii. All corridors and staircases - <b>Yes</b> iii. Library - <b>Yes</b> iv. Infirmary - <b>Yes</b> v. Auditorium - <b>Yes</b> vi. Inside elevators - <b>Yes</b> vii. Entrance to toilets - <b>Yes</b> viii. Entrance to classrooms- <b>YES</b> ix. Sports field - <b>YES</b> x. Swimming pools - <b>Yes</b> xi. Bus assembly points - <b>YES</b> xii. Outside perimeter walls - <b>YES</b> xiii. Cameras – Point Tilt Zoom – <b>record kept for 60 days</b> xiv. PA system working - <b>Yes</b>	All CCTV were working properly at appropriate place with proper recording.
7	3.3	<b>Neighbouring premises</b> i. Vendors / carts / shops around school to be removed – <b>NA</b> ii. Vendors with licence from local PS only allowed – <b>NA</b>	There were no vendors/carts/shops around the school
8	4	<b>Fire Safety / Health &amp; Sanitation / Infrastructure</b> i. Fire safety Certificate / inspections – <b>Yes</b> ii. Fire extinguishers at all eye-catching spots in school – <b>Yes*</b> iii. Well defined medical room / infirmary with trained professional staff – <b>Yes</b> iv. First aid kits at Medical rooms – <b>Yes</b> v. Emergency contact list on notice board for hospitals, ambulance, police etc - <b>Yes</b> vi. Mock drills for fire and disaster management regularly – <b>Yes*</b> vii. Electrical inspections - <b>Yes</b> viii. Building Safety certificate from appropriate authority – <b>YES</b> ix. Hygiene and Sanitation certificate from appropriate authority - <b>YES</b>	All documents were in order as per safety regulation. Fire extinguishers were available at all eye-catching spots but not appropriate hanged.  All were bound with wires tightly, one cannot use easily in case of emergency. Mock drills happened but staff was not efficient to handle any emergency situation. We


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			recommended active participation from staff during mock drill trainings.
9	5.2	<b>General Awareness &amp; Counselling - Yes</b> <i>please refer to Regulations document</i> <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> <li>xiv. Violence</li> <li>xv. Physical or mental humiliation.</li> </ul>	They are doing various sessions time to time as per regulations.
10	6	<b>Communication with Parents - Yes</b> <ul style="list-style-type: none"> <li>i. Clear communication and guidelines to parents for all safety concerning matters</li> <li>ii. Workshops / sessions with parents on safety and also for child concerns with counsellors – Yes</li> <li>iii. Entry / exit of parents ; ID checks; parents conduct - Yes</li> <li>iv. Child Protection Policy shared - Yes</li> </ul>	They are maintaining proper communication with Parents in all aspects.
11	7	<b>School Counsellor - Yes</b> <i>please refer to Regulations and Counselling guidelines shared by Dr Shweta</i> <ul style="list-style-type: none"> <li>i. Availability of professionally qualified school counsellor in school</li> <li>ii. Age appropriate se</li> </ul>	Yes, well-qualified and skilled.

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12	9	<b>Feedback / Complaint - Yes</b> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	Well-maintained
13	10-11	<b>Special Needs / Training - Yes</b> i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	Properly maintained.

Audit team 3, members, Shree Mukesh ,Dy.DEO Gurugram, Sh Harinder,Sub-Inspector RTA, Dr Shweta Sharma, Child/Clinical Psychologist reached The Heritage School, Gurugram at 11:00AM and conducted an audit for 4 hours. ALL security measures were checked thoroughly by the team members. Most of the safety regulations were in place with proper maintenance. We got the chance to interact with Parents as well during check of dispersal process and received positive feedback for safety regulations by school management. School management was much cooperative during the audit and happy with recommendations.

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 DEO / BEO / BEEO

2.   
 RTA personnel  
 (Harendu T.I)

3.   
 Dr Shweta Sharma  
 Member – District School Safety Committee

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