

SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- Happy High School, Rajender Park

Date of Audit: - 17/04/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p>School Safety committee – NO*</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>	School safety committee was not constituted as per regulation on school safety.
2		<p>Documentation for</p> <p>i. Child protection document of the school - No ii. Movement Plan for Children, Staff & 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>	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.
3	2.1	<p>Transport <i>with the reference of Surakshit School Vahan policy</i> School BUS transport Not Applicable</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 – 50kmph viii. Occupancy only as per capacity Licenced, verified and trained drivers and conductors</p>	School bus transport was not available all students used to come as walkers from the nearby area only. There were 3-4 students waiting after school hours when we asked Principal said these students go with me by auto or cab but there was no Parental consent for

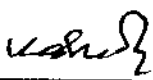
S.No.	REF	CHECK POINT	* REMARKS
		ix. Safe passage of children from bus to school premises x. Female teacher / staff assigned to each bus xi. Bus staff to ensure proper handover of child to parent xii. CCTV and GPS in bus	the same.
4		Non-School Bus Transport – Not Applicable <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i> <ol 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 v. School to maintain record of all private commercial vehicles carrying students 	
5	3.1	General discipline <ol style="list-style-type: none"> i. Entry to premises by authorised access and IDs only – No* ii. All entry and exit gates to be manned by guards. – No* iii. Record of attendance of Staff, Students and support staff to be maintained at all times – No* iv. Visitor entry register mandatory – No* v. Student IDs incl photo and parents contact and bus routes – No* vi. Staff and Support staff IDs mandatory – No* vii. High walls on school periphery – No* viii. Common grounds and sports area access to authorised people only – No* ix. NO access to visitors across the premises during school hours – No* x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – No* xi. Classrooms with open windows / view - No* 	<p>There was one single gate for entry and exit from school, where no guard was present. There was no record of attendance of staff, students and support staff available at school, Principal said all registers are at home due to some urgent work, although she was not able to justify her reason.</p> <p>No Parents Ids issued by the school till now. No police verification of any teaching and non teaching staff. There</p>

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		xii. Classroom doors open. Not locked under any circumstances - Yes xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - No* xiv. Toilet cleaning by female staff only - Yes xv. Toilets with Ramps and support setup for children with special needs – No* xvi. Swimming pools use – strict supervision - NA xvii. After school activities – Authorized staff to ensure dispersal - NO xviii. Child absence recorded – No* xix. Workers / labour / contract staff not allowed on school premises during working hours – No* xx. Police verification of all non-teaching staff - No	were no specific boundary for school as it was 3 floor residential building in the colony. Common toilets for everyone without any door or broken doors. Open windows were not available in most of the classes. Classes are in use for multiple purposes like lab, library etc.
6	3.2	CCTV Cameras i. All Entry / Exit points of the school – Yes* ii. All corridors and staircases -No iii. Library - NA iv. Infirmary - NA v. Auditorium - NA vi. Inside elevators - NO vii. Entrance to toilets -NO viii. Entrance to classrooms- YES* ix. Sports field - NA x. Swimming pools - NA xi. Bus assembly points - NA xii. Outside perimeter walls - NO xiii. Cameras – Point Tilt Zoom – record kept for 60 days – NO* xiv. PA system working - NO	There was only single CCTV camera physically available but without any record. There was no system to maintain CCTV recording. Only one display was available in Principal's room but there was no coverage for any important area like, class room entry, washroom entry etc.
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed – Yes* ii. Vendors with licence from local PS only allowed – No*	There were many vendors/carts/shops around the school as it was in residential area.
8	4	Fire Safety / Health & Sanitation / Infrastructure i. Fire safety Certificate / inspections –No* ii. Fire extinguishers at all eye-catching spots in school – No* iii. Well defined medical room / infirmary with trained	There were no certificates available related to this section at the time of the audit. There were 3-4 old fire

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		professional staff - NO iv. First aid kits at Medical rooms – No* v. Emergency contact list on notice board for hospitals, ambulance, police etc - NO vi. Mock drills for fire and disaster management regularly - NO vii. Electrical inspections - NO viii. Building Safety certificate from appropriate authority – No ix. Hygiene and Sanitation certificate from appropriate authority - No	extinguishers available in non-usable condition. This building constructed in 1983 and no check happened since then.
9	5.2	General Awareness & Counselling - NO <i>please refer to Regulations document</i> 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 held and not consciously aware about general awareness & Counselling
10	6	Communication with Parents - NO 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	No sessions held
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	No appointment of school counsellor

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		ii. Age appropriate se	
12	9	Feedback / Complaint - NO i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	No box or any register found in the school
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 sessions held

Audit team 2, members, Shree Sushil Gaur ji, BEO Gurugram, Shree Sandeep ji from RTA, Dr Shweta Sharma reached school at 01:30PM. ALL security measures were checked thoroughly by the team members. There are so many great lapses in the safety and security measures as per regulation for school safety measures. There are many areas in school campus which can be danger area for students. School building is not appropriate as per guidelines. We need to recommend strong action plan for this school as it is on high risk for any accident.

1. 
DEO / BEO / BEO

2. RTA personnel

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