

SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- Raja Rammohan Memorial School, Sultanpur, Gurugram

Date of Audit: - 03/05/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p>School Safety committee –Yes*</p> <p>Constitutes</p> <p>(a) Principal (b) PE Teacher (c) School Coordinator</p> <p><u>(d) Security in charge (e) School Counsellor</u> (f) Parents</p> <p>(g) Other teachers</p> <p>i. List of members to be displayed on school notice board</p>	<p>School safety committee was constituted as per regulation on school safety but Security in charge and School Counsellor were not involved as per unavailability at the school.</p> <p>They are conducting regular meetings for the same.</p>
2		<p>Documentation for</p> <p>i. Child protection document of the school - No*</p> <p>ii. Movement Plan for Children, Staff & Support staff – No*</p> <p>iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-No*</p> <p>iv. Crisis Management Plan – No*</p> <p>v. Appointed Safety / Vigilance officer, health officer etc. – No*</p> <p>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. No trainings conducted for school-staff.</p>
3	2.1	<p>Transport</p> <p><i>with the reference of Surakshit School Vahan policy</i></p> <p>School BUS transport</p> <p>i. Buses painted yellow with School name & contacts displayed - YES</p> <p>ii. Clear windows on buses - Yes</p> <p>iii. Bus Valid certificates of fitness, pollution, insurance – Yes</p> <p>iv. Horizontal grills - Yes</p> <p>v. First aid box- Yes</p> <p>vi. Fire extinguisher – No*</p>	<p>Speed limit was above 60Kmph in all buses, for which we made recommendation. No fire-extinguishers available in any bus.</p> <p>Occupancy was higher than capacity.</p> <p>Drivers and conductors were without</p>

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		<p>vii. Speed governor – 50kmph – No*</p> <p>viii. Occupancy only as per capacity – No*</p> <p>ix. Licenced, verified and trained drivers and conductors – No*</p> <p>x. Safe passage of children from bus to school premises – Yes</p> <p>xi. Female teacher / staff assigned to each bus – No*</p> <p>xii. Bus staff to ensure proper handover of child to parent - No*</p> <p>xiii. CCTV and GPS in bus – Yes*</p>	<p>licence and verification and carrying children while boarding to the buses.</p> <p>There was no female attendant in school-buses. CCTVs and GPS newly installed in the buses but not working at the time of audit.</p>
4		<p>Non-School Bus Transport NA <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> <ul style="list-style-type: none"> • Private Commercial Vehicles • 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 <p>iii. Escort pass issued for Help / maids / driver pickups</p> <p>iv. School to maintain record of all private commercial vehicles carrying students</p>	<p>We didn't find any Non-School Bus transport during the audit.</p>
5	3.1	<p>General discipline</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 <u>parents contact and bus routes</u> – No*</p> <p>vi. Staff and Support staff IDs mandatory - Yes</p> <p>vii. High walls on school periphery – NO*</p> <p>viii. Common grounds and sports area access to authorised</p>	<p>All entry and exit gates were not manned by guards. Student's ID cards were prepared without mentioning parents contact and Bus routes. No Parents Ids issued by the school till now. There are so many security hazards/Lapses in the campus of the</p>

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		<p>people only - NO*</p> <p>ix. NO access to visitors across the premises during school hours - NO*</p> <p>x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – No*</p> <p>xi. Classrooms with open windows / view - Yes</p> <p>xii. Classroom doors open. Not locked under any circumstances - Yes</p> <p>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - YES*</p> <p>xiv. Toilet cleaning by female staff only - NO*</p> <p>xv. Toilets with Ramps and support setup for children with special needs – No*</p> <p>xvi. Swimming pools use – strict supervision - NA</p> <p>xvii. After school activities – Authorized staff to ensure dispersal - NO*</p> <p>xviii. Child absence recorded - NO*</p> <p>xix. Workers / labour / contract staff not allowed on school premises during working hours – NO*</p> <p>xx. Police verification of all non-teaching staff – Yes*</p>	<p>school without any marking and open entry to everyone. Classrooms were with single door only. Separate toilets were available but without any hygiene measures. Girl's toilets were with broken doors or without door. Boy's toilet area was without any urinal pot. Water was not available in toilets and they used to clean toilets once in 2 days by male guard. Drinking water was also not clean. There was no toilet for special need children. They have applied for police verification for the school staff but not received yet. Vendor was available in the school building as outsider for selling private books.</p>
6	3.2	<p>CCTV Cameras</p> <p>i. All Entry / Exit points of the school - Yes</p> <p>ii. All corridors and staircases - NO*</p> <p>iii. Library - NO*</p> <p>iv. Infirmary - NA</p> <p>v. Auditorium - NA</p> <p>vi. Inside elevators - NO*</p> <p>vii. Entrance to toilets -Yes</p> <p>viii. Entrance to classrooms- YES</p> <p>ix. Sports field - YES</p> <p>x. Swimming pools - NA</p> <p>xi. Bus assembly points - YES</p> <p>xii. Outside perimeter walls - NO*</p>	<p>Total 16 CCTV Cameras were installed but not appropriate. They are keeping records for 60 days but not having any camera with tilt zoom.PA system was not available.</p>

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		xiii. Cameras – Point Tilt Zoom – record kept for 60 days – Yes xiv. PA system working - NO	
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed – NA* ii. Vendors with licence from local PS only allowed – NA*	There were no vendors/carts/shops around the school
8	4	Fire Safety / Health & Sanitation / Infrastructure 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 – YES BUT from private authority ix. Hygiene and Sanitation certificate from appropriate authority - NO*	Fire safety certificate applied in April as fresh application and waiting for inspection. There was no medical room. First aid box available in Principal room without having required medicines. No Mock drills held for fire and disaster management. No electric inspection done till now. Building safety certificate was issued by some private authority and building was not safe for school purpose. Big lapses found in hygiene and sanitary section.
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	No Sessions held on any topic.

S.No.	REF	CHECK POINT	* REMARKS
		<ul style="list-style-type: none"> x. Self- defence xi. Legal literacy xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation. 	
10	6	Communication with Parents - NO <ul style="list-style-type: none"> 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 	There was no communication plan with parents for all safety concerning matters. No ID cards issued for Parents.
11	7	School Counsellor – Not appointed Availability of professionally qualified school counsellor in school <ul style="list-style-type: none"> i. Age appropriate se 	No appointment of school counsellor with saying non-availability for the location.
12	9	Feedback / Complaint - NO <ul style="list-style-type: none"> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action 	Complaint box was not available anywhere in school premises.
13	10-11	Special Needs / Training - NO <ul style="list-style-type: none"> 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, RTA representatives, Dr Shweta Sharma reached the School at 11:30 AM and conducted an audit for 4 hours. ALL security measures were checked thoroughly by the team members. There were many unsafe areas in school campus without any marking. Bus drivers and conductors carrying schoolchildren without any feamble attendant and no verification done for them. Total 837 students are in school and only 18 teachers are

available for them. We found 73 students in one class with one teacher only. School management was cooperative during the audit but had non-responsible attitude for recommendations from the team. We recommend strong action plan against the school for better safety and security measures for children.



2.RTA personnel



Dr Shweta Sharma
Member – District School Safety Committee