

**SCHOOL SAFETY AUDIT CHECKLIST**

**Name of the School :- Blue Bells Public School**

**Date of Audit: - 07/09/2018**

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 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. They need to add school counsellor in the committee.</p>
2		<p><b>Documentation for</b></p> <p>i. Child protection document of the school - Yes                      ii. Movement Plan for Children, Staff &amp; Support staff – Yes                      iii. Communication Plan for parents, School admin, Distt. Admin, local SHO_etc-Yes                      iv. Crisis Management Plan - Yes                      v. Appointed Safety / Vigilance officer, health officer etc. - Yes                      vi. Training calendar for staff - Yes</p>	<p>All documents were shown to the safety Audit team. We found all documents in proper order for every action plan mentioned in guidelines.</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</p>	<p>School bus transport system was in order as per safety measures with properly working speed governors in all buses.</p>

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		<p>– Yes</p> <p>iv. Horizontal grills – Yes</p> <p>v. First aid box- Yes</p> <p>vi. Fire extinguisher - Yes</p> <p>vii. Speed governor – 50kmph – Yes</p> <p>viii. Occupancy only as per capacity - Yes</p> <p>ix. Licensed, 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>	
4		<p><b>Non-School Bus Transport</b></p> <p><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 – Yes</p> <p>ii. Clear Communication process for any change in pickup or transportation of the child – Yes</p> <p>iii. Private Commercial Vehicles :</p> <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 – Yes</li> <li>• Fire extinguisher - Yes</li> <li>• Fitness certificate / PUC / GPS - Yes</li> <li>• Parents to submit police verification of driver along with vehicle documentation - Yes</li> </ul> <p>iv. Written Document from parents for Escort pass - Yes</p> <p>v. Escort pass issued for Help / maids / driver pickups – Yes</p> <p>vi. School to maintain record of all private commercial vehicles carrying students – Yes</p>	<p>There were no remarkable negative points under this category .</p>
5	3.1	<b>General discipline</b>	


S.No.	REF	CHECK POINT	* REMARKS
		<ul style="list-style-type: none"> <li>i. Entry to premises by authorised access and IDs only - Yes</li> <li>ii. All entry and exit gates to be manned by guards. - Yes</li> <li>iii. Record of attendance of Staff, Students and support staff to be maintained at all times - Yes</li> <li>iv. Visitor entry register mandatory - Yes</li> <li>v. Student IDs incl. photo and parents contact and bus routes - Yes</li> <li>vi.</li> <li>vii. Staff and Support staff IDs mandatory - Yes</li> <li>viii. High walls on school periphery - Yes</li> <li>ix. Common grounds and sports area access to authorised people only - Yes</li> <li>x. NO access to visitors across the premises during school hours - Yes</li> <li>xi. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked) - Yes</li> <li>xii. Classrooms with open windows / view - Yes</li> <li>xiii. Classroom doors open. Not locked under any circumstances - Yes</li> <li>xiv. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - Yes</li> <li>xv. Toilet cleaning by female staff only - Yes</li> <li>xvi. Toilets with Ramps and support setup for children with special needs - Yes</li> <li>xvii. Swimming pools use - strict supervision -</li> <li>xviii. After school activities - Authorized staff to ensure dispersal - Yes</li> <li>xix. Child absence recorded - Yes</li> <li>xx. Workers / labour / contract staff not allowed on school premises during working hours - Yes</li> <li>xxi. Police verification of all non-teaching staff - Yes</li> </ul>	<p>All the points mentioned in this section were found in proper order at the time of the audit.</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 - Yes</li> </ul>	<p>All CCTV were working properly at appropriate place with proper</p>

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		iii. Library - Yes iv. Infirmary - Yes v. Auditorium - Yes vi. Inside elevators - Yes vii. Entrance to toilets -Yes viii. Entrance to classrooms- YES ix. Sports field - YES x. Swimming pools - xi. Bus assembly points - YES xii. Outside perimeter walls - YES xiii. Cameras – Point Tilt Zoom – record kept for 60 days* xiv. PA system working - Yes	recording. Correction required for first floor ramp CCTV position only.  They are keeping record for 45 days for which we recommended 60 days as per guidelines.
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 –	There were no vendors/carts/shops around the school.
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 – Yes iv. First aid kits at Medical rooms – Yes v. Emergency contact list on notice board for hospitals, ambulance, police etc - Yes vi. Mock drills for fire and disaster management regularly – Yes* vii. Electrical inspections - Yes viii. Building Safety certificate from appropriate authority – YES ix. Hygiene and Sanitation certificate from appropriate authority - YES	All documents were in order as per safety regulation. Fire extinguishers were available at all eye-catching spots. Mock drills happened but female staff was not efficient to handle any emergency situation.  We recommended active participation from female staff during mock drill trainings.
9	5.2	<b>General Awareness &amp; Counselling - Yes</b> <i>please refer to Regulations document</i>	


S.No.	REF	CHECK POINT	* REMARKS
		<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>	<p>They are doing various sessions time to time as per regulations with their well equipped counselling –cell team.</p>
10	6	<p><b>Communication with Parents – Yes</b></p> <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>	<p>They are maintaining proper communication with Parents in all aspects. We called parents representatives as well during audit and found good feedback.</p>
11	7	<p><b>School Counsellor - Yes</b>  <i>please refer to Regulations and Counselling guidelines shared by Dr Shweta</i></p> <ul style="list-style-type: none"> <li>i. Availability of professionally qualified school counsellor in school</li> <li>ii. Age appropriate se</li> </ul>	<p>Yes, well-qualified and skilled.</p>
12	9	<p><b>Feedback / Complaint – Yes</b></p> <ul style="list-style-type: none"> <li>i. Feedback / compliant box for students &amp; parents</li> <li>ii. Confidentiality of feedback / complaints</li> <li>iii. Immediate action *</li> </ul>	<p>Well-maintained feedback box with confidentiality but checking for the complaints was not frequent, for</p>

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			which we recommended regular checking after the school by responsible in charge for feedback/ complaint box.
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	They need to initiate in this section.

Audit team 2, members, Shree Susheel Gaur, BEEO Gurugram, RTA Representatives, Dr Shweta Sharma, Child/Clinical Psychologist reached Blue Bells Public School, Sector - 10 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.

1.   
 DEO / BEO / BEEO

2. RTA personnel

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