

### SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- Raman Munjal Vidhya Mandir, Sidhrawali .

Date of Audit: - 29/08/2018

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) <u>School Counsellor</u> * (f) Parents            (g) Other teachers</p> <p>ii. List of members to be displayed on school notice board – No*</p>	<p>School safety committee was properly constituted as per regulation on school safety but there is no counsellor in the committee due to unavailability in the school. They are conducting regular meetings for the same. Display of members on school notice board was not available which we recommended.</p>
2		<p>Documentation for</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<sub>2</sub> 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>School bus transport system was in order on average level as per safety</p>

S.No.	REF	CHECK POINT	* REMARKS
		<p>i. Buses painted yellow with School name &amp; contacts displayed - No*</p> <p>ii. Clear windows on buses – No*</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 - Yes</p> <p>vii. Speed governor – 50kmph – No*</p> <p>viii. Occupancy only as per capacity - Yes</p> <p>ix. Licensed, 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 - 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>	<p>measures. But there were some buses not painted with yellow colour and without school name and contact. Speed governors were not working properly in all buses. All drivers and conductors were not having valid licence.</p>
4		<p><b>Non-School Bus Transport</b>  <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 – No*</p> <p>ii. Clear Communication process for any change in pickup or transportation of the child – No*</p> <p>iii. Private Commercial Vehicles :</p> <ul style="list-style-type: none"> <li>• Commercially registered vehicle – No*</li> <li>• Driver with valid commercial driving licence – No*</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> <p>iv. Escort pass issued for Help / maids / driver pickups – No*</p>	<p>In the case of Private vehicles, we found many lapses from Parent's end and school's end. We sensitized school team for the same and recommended them to have awareness session with Parents in this regard.</p>

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		v. School to maintain record of all private commercial vehicles carrying students – No*	
5	3.1	<p><b>General discipline</b></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. - 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 – No*</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) – No*</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 – No*</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 / contract staff not allowed on school premises during working hours – No*</p>	<p>Maximum points mentioned in this section were found in proper order at the time of the audit but some issues reported. School management issued authorised access with ID cards for parents but parents are not carrying on daily basis and showing their incompliance for the same. Swipers[cleaning staff] were allowed in common ground area during school hours. There were many unsafe areas without any clear mark for restricted places. Toilet cleaning by male staff too. There was no 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].</p>

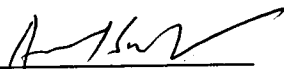
S.No.	REF	CHECK POINT	* REMARKS
		xxi. Police verification of all non-teaching staff – Yes*	Contract staff was allowed on school premises during working hours. They applied for <u>police verification in October,2017 but didn't get verification reports till the time of audit.</u> ✓
6	3.2	<b>CCTV Cameras</b> i. All Entry / Exit points of the school - Yes ii. All corridors and staircases – No* iii. Library – Yes* iv. Infirmary - Yes v. Auditorium - Yes vi. Inside elevators – No* vii. Entrance to toilets -Yes viii. Entrance to classrooms- YES ix. Sports field - YES x. Swimming pools - xi. Bus assembly points - xii. Outside perimeter walls - YES xiii. Cameras – Point Tilt Zoom – record kept for 60 days xiv. PA system working - Yes	All staircases were not covered with CCTV surveillance. Library had CCTVs but were not covering complete area which was required for safety measures. As per school record they had tilt zoom camera but it was not working during the audit and they are keeping recordings only for 30 days. We recommended them about right practices.
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 –	There were no vendors/carts/shops around the school. The school is

S.No.	REF	CHECK POINT	* REMARKS
			under the premises of school management's university set-up.
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 – Not updated* 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. Medical room was not updated as per guidelines for which they made excuse to have attached university's medical rom. Mock drills happened but staff was not efficient to handle any emergency situation. We 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> 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	They are doing various sessions time to time as per regulations.


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		xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation.	
10	6	<b>Communication with Parents - Yes</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 – Yes* iii. Entry / exit of parents ; ID checks; parents conduct - Yes iv. Child Protection Policy shared - Yes	They are maintaining proper communication with Parents but no sessions held with counsellor due to unavailability of school counsellor at the time of audit.
11	7	<b>School Counsellor – No*</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	There was no School Counsellor.
12	9	<b>Feedback / Complaint - Yes</b> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action *	Well-maintained but checking intervals need to be updated.
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	No sessions held in this regard.

Audit team 2, members, Shree Anand Singh, BEEO Pautaudi, Sh Harinder, Sub-Inspector RTA, Dr Shweta Sharma, Child/Clinical Psychologist reached the school at 11:30AM and conducted an audit

for 4 hours. ALL security measures were checked thoroughly by the team members. 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