

## SCHOOL SAFETY AUDIT CHECKLIST

Lt Atul Kataria Memorial School conducted on 03/10/2018

S.No.	REF	CHECK POINT	YES / NO / REMARKS
1	1.3	<b>School Safety committee</b> i. Constitutes (a) Principal (b) PE Teacher (c) School Coordinator (d) Security incharge (e) School Counsellor (f) Parents (g) Other teachers ii. List of members to be displayed on school notice board	Yes
2		<b>Documentation for</b> i. Child protection document of the school ii. Movement Plan for Children, Staff & Support staff iii. Communication Plan for parents, School admn, Distt. Admin, local SHO, etc iv. Crisis Management Plan v. Appointed Safety / Vigilance officer, health officer etc. vi. Training calendar for staff	Yes Yes No  Yes Yes N/A Mostly Provisions of this heading are implemented by the management
3	2.1	<b>Transport</b> <i>also refer Surakshit School Vahan policy</i> <b>School BUS transport</b> 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 – 45kmph viii. Occupancy only as per capacity ix. Licenced, verified and trained drivers and conductors	Yes  Yes  Yes  No Yes  Yes  Yes Yes Most of them were verified.

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<p>x. Safe passage of children from bus to school premises</p> <p>xi. Female teacher / staff assigned to each bus</p> <p>xii. Bus staff to ensure proper handover of child to parent.</p> <p>xiii. CCTV and GPS in bus</p>	<p>Yes</p> <p>Yes</p> <p>Yes yes</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</p> <p>ii. Clear Communication process for any change in pickup or transportation of the child</p> <p>iii. Private Commercial Vehicles :</p> <ul style="list-style-type: none"> <li>• Commercially registered vehicle</li> <li>• Driver with valid commercial driving licence</li> <li>• Occupancy &lt; = seating</li> <li>• Fire extinguisher</li> <li>• Fitness certificate / PUC / GPS</li> <li>• Parents to submit police verification of driver along with vehicle documentation</li> <li>• Written Document from parents for Escort pass</li> </ul> <p>iv. Escort pass issued for Help / maids / driver pickups</p> <p>v. School to maintain record of all private commercial vehicles carrying students.</p>	<p>There are few vans engaged by the parents.</p>
5	3.1	<p><b>General discipline</b></p> <p>i. Entry to premises by authorised access and IDs only</p> <p>ii. All entry and exit gates to be manned by guards.</p> <p>iii. Record of attendance of Staff, Students and support staff to be maintained at all times</p> <p>iv. Visitor entry register mandatory</p> <p>v. Student IDs incl photo and parents contact and bus routes</p> <p>vi. Staff and Support staff IDs mandatory</p> <p>vii. High walls on school periphery</p> <p>viii. Common grounds and sports area access to authorised people only</p> <p>ix. NO access to visitors across the premises during school hours</p>	<p>Yes</p> <p>Yes</p> <p>Yes Yes</p> <p>Yes Yes, Bus route is not mentioned on ID Card</p> <p>Yes Yes</p> <p>Yes</p> <p>Yes Prohibited Areas/High</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<p>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked)</p> <p>xi. Classrooms with open windows / view</p> <p>xii. Classroom doors open. Not locked under any circumstances</p> <p>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff</p> <p>xiv. Toilet cleaning by female staff only</p> <p>xv. Toilets with Ramps and support setup for children with special needs</p> <p>xvi. Swimming pools use – strict supervision</p> <p>xvii. After school activities – Authorized staff to ensure dispersal</p> <p>xviii. Child absence recorded</p> <p>xix. Workers / labour / contract staff not allowed on school premises during working hours</p> <p>xx. Police verification of all non-teaching staff</p>	<p>tension wire and pole in school premises are marked. School was instructed to get the necessary changes made.</p> <p>Yes</p> <p>Only single door but have to make a second door.</p> <p>Yes, But short distance between Boy/Girls toilets</p> <p>Yes</p> <p>No</p> <p>Not Applicable</p> <p>Yes</p> <p>Yes Student attendance register available</p> <p>Allowed</p> <p><u>yes</u></p> <p>No provisions for children with special needs. School doesn't have a ramp and they say they don't have a single special needs child with them.</p>
6	3.2	<p><b>CCTV Cameras</b></p> <p>i. All Entry / Exit points of the school</p> <p>ii. All corridors and staircases</p> <p>iii. Library</p> <p>iv. Infirmary</p> <p>v. Auditorium</p> <p>vi. Inside elevators</p> <p>vii. Entrance to toilets</p> <p>viii. Entrance to classrooms</p> <p>ix. Sports field</p> <p>x. Swimming pools</p> <p>xi. Bus assembly points</p> <p>xii. Outside perimeter walls</p> <p>xiii. Cameras – Point Tilt Zoom – record kept for 60 days</p> <p>xiv. PA system working</p>	<p>CCTV coverage was there but some missing areas were found and the school was instructed to install at the required points.</p> <p>NA</p> <p>Yes to some extent</p> <p>No</p> <p>yes</p> <p>No</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
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	No
8	4	<b>Fire Safety / Health &amp; Sanitation / Infrastructure</b> i. Fire safety Certificate / inspections ii. Fire extinguishers at all eye-catching spots in school iii. Well defined medical room / infirmary with trained professional staff iv. First aid kits at Medical rooms v. Emergency contact list on notice board for hospitals, ambulance, police etc vi. Mock drills for fire and disaster management regularly vii. Electrical inspections viii. Building Safety certificate from appropriate authority ix. Hygiene and Sanitation certificate from appropriate authority	Yes Yes Yes Yes Yes Yes yes Yes no
9	5.2	<b>General Awareness &amp; Counselling</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 xii. Roles and Responsibilities of the Teachers	School has not been conducting sessions as per the need. They were advised to conduct more sessions on safe and unsafe touch and about digital safety.

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		xiii. Punishing the child  xiv. Violence  xv. Physical or mental humiliation.	No  No  no
10	6	<b>Communication with Parents</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 iii. Entry / exit of parents ; ID checks; parents conduct iv. Child Protection Policy shared	Yes  No  Yes  no
11	7	<b>School Counsellor</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	School has a counsellor.
12	9	<b>Feedback / Complaint</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</b> i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	No provisions for children with special needs. School doesn't have a ramp and they say they don't have a single special needs child with them.

BEO Patudi Smt Kalpana

DSSC member Divya Vaishnava

RTA person

*Divya Vaishnava*