

**SCHOOL NAME : DAV PUBLIC SCHOOL, SECTOR 14 GURGAON**

**AUDIT DATE : 7 September 2018**

**SCHOOL SAFETY AUDIT CHECKLIST**


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    YES	In addition has Floor safety coordinator & Transport Incharge on the team
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 YES YES YES YES	VERY DETAILED AND EXHAUSTIVE POLICY PROCEDURES FOLLOWED AND DOCUMENTED FOR ALL POINTS
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 x. Safe passage of children from bus to school premises xi. Female teacher / staff assigned to each bus xii. Bus staff to ensure proper handover of child to parent. xiii. CCTV and GPS in bus	YES  YES YES  YES YES YES YES YES YES YES  YES YES YES YES  YES	16 school owned buses 30 leased buses • Most drivers without PSV licence • RCs showing white colour • 1 bus with no Fitness certificate  Contractor buses • Emergency exits jammed • First aid box- medicines expired • High security number plates missing • 1 driver without licence • Some conductors underage • Staff without uniform • Staff without IDs
4		<b>Non-School Bus Transport</b> <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i> i. Designated and safe area of pickup and drop by parents with authorised ID check only	YES	


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		ii. Clear Communication process for any change in pickup or transportation of the child iii. Private Commercial Vehicles : <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> iv. Escort pass issued for Help / maids / driver pickups v. School to maintain record of all private commercial vehicles carrying students.	YES  NO NO  NO NO N/A NO YES  YES	23 Private vans RTA has checked and impounded all documents of private vans and issued challans.  Schools has consent form from all parents where kids are using private vehicles but the vehicle and driver documents are not completely provided. Tracking of students using private vans is done by school.
5	3.1	<b>General discipline</b> <ol style="list-style-type: none"> <li>i. Entry to premises by authorised access and IDs only</li> <li>ii. All entry and exit gates to be manned by guards.</li> <li>iii. Record of attendance of Staff, Students and support staff to be maintained at all times</li> <li>iv. Visitor entry register mandatory</li> <li>v. Student IDs incl photo and parents contact and bus routes</li> <li>vi. Staff and Support staff IDs mandatory</li> <li>vii. High walls on school periphery</li> <li>viii. Common grounds and sports area access to authorised people only</li> <li>ix. NO access to visitors across the premises during school hours</li> <li>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked)</li> <li>xi. Classrooms with open windows / view</li> <li>xii. Classroom doors open. Not locked under any circumstances</li> <li>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff</li> <li>xiv. Toilet cleaning by female staff only</li> <li>xv. Toilets with Ramps and support setup for children with special needs</li> <li>xvi. Swimming pools use – strict supervision</li> <li>xvii. After school activities – Authorized staff to ensure dispersal</li> <li>xviii. Child absence recorded</li> <li>xix. Workers / labour / contract staff not allowed on school premises during working hours</li> <li>xx. Police verification of all non-teaching staff</li> </ol>	YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES	Male cleaning staff for senior boys toilets



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		xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation.	YES YES YES YES	
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 YES YES YES	
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 sessions with students	YES YES	3 Counsellors + 2 special educators
12	9	<b>Feedback / Complaint</b> i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	YES YES YES	
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	YES YES	

1.   
DEO / BEO / BEO

2.   
RTA personnel

3.   
Smriti Chhabra

4. \_\_\_\_\_  
( RSO )

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(Signature of checking personnel)

Audit by :

1. DEO Mr. Dinesh Shastri
2. Mr. Anil Kumar
3. Ms. Smriti Chhabra

4. RTA – Mr. Harender
5. RSO – Mr. Girish Gupta
6. RSO –