

SCHOOL NAME : GYAN DEEP SR. SEC SCHOOL SHEETLA COLONY

AUDIT DATE : 10 SEPTEMBER 2018

Students: 1700 Teaching : 80 Admin 15 Support 18


SCHOOL SAFETY AUDIT CHECKLIST

S.No.	REF	CHECK POINT	YES/ NO	REMARKS
1	1.3	School Safety committee 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 NO	No records of meeting or any minutes of meeting
2		Documentation for 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 NO NO YES YES	Not very organised No communication on emergency contacts No crisis management outline and no procedures for safety drills Safety officer Appointed but not effective
3	2.1	Transport <i>also refer Surakshit School Vahan policy</i> School BUS transport 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 NO ✓ YES NO ✓ NO YES NO ✓ YES NO ✓ NO	11 buses school owned 10 running + 1 extra 10 drivers + 10 conductors. School maids go as lady guards in bus + 1 teacher Drivers do not hold valid licences. Some running buses on LMV license. ID cards not properly issued to drivers/conductors Conductor id – printed paper glued on top of student id Kids sitting in front seats No escort / parent cards for parents Fire extinguishers without hose / no dates GPS/CCTV systems were dismantled, not working / in hand of drivers for off/on No recording being done or any backup of CCTV data and no process in place.
4		Non-School Bus Transport <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	NO	Kids going by private vehicles just walk out of the gates with no checks

S.No.	REF	CHECK POINT	YES/ NO	REMARKS
		xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation.	YES YES YES	
10	6	Communication with Parents 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	School Counsellor <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	2 Junior Counsellors 2 senior counsellors 5 career counsellors
12	9	Feedback / Complaint i. Feedback / compliant box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	YES YES YES	
13	10- 11	Special Needs / Training 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

5. _____
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6. _____
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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 –