

## SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- Starex School, Binola, Gurugram

Date of Audit: - 24/09/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p><b>School Safety committee –No*</b></p> <p>Constitutes</p> <p>(a) Principal (b) PE Teacher (c) School Coordinator</p> <p>(d) Security in charge (e) School Counsellor (f) Parents</p> <p>(g) Other teachers</p> <p>i. List of members to be displayed on school notice board</p>	School safety committee was not constituted till the date of audit.
2		<p>Documentation for</p> <p>i. Child protection document of the school - No*</p> <p>ii. Movement Plan for Children, Staff &amp; Support staff – No*</p> <p>iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-No*</p> <p>iv. Crisis Management Plan – No*</p> <p>v. Appointed Safety / Vigilance officer, health officer etc. – No*</p> <p>vi. Training calendar for staff – No*</p>	No such documents were shown to the safety Audit team due to unavailability for the same.
3	2.1	<p><b>Transport</b></p> <p><i>with the reference of Surakshit School Vahan policy</i></p> <p><b>School BUS transport</b></p> <p>i. Buses painted yellow with School name &amp; contacts displayed - Yes</p> <p>ii. Clear windows on buses - Yes</p> <p>iii. Bus Valid certificates of fitness, pollution, insurance Yes</p> <p>iv. Horizontal grills Yes</p> <p>v. First aid box NO*</p> <p>vi. Fire extinguisher NO*</p> <p>vii. Speed governor – 50kmph NO*</p> <p>viii. Occupancy only as per capacity -</p> <p>ix. Licensed, verified and trained drivers and conductors</p>	There were 14 buses total in use for school transport and many lapses were in the safety guidelines for this section.

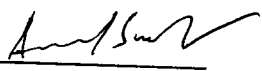
S.No.	REF	CHECK POINT	* REMARKS
		<p><b>NO*</b></p> <p>x. Safe passage of children from bus to school premises <b>NO*</b></p> <p>xi. Female teacher / staff assigned to each bus <b>NO*</b></p> <p>xii. Bus staff to ensure proper handover of child to parent <b>NO*</b></p> <p>xiii. CCTV and GPS in bus <b>NO*</b></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 – <b>NO*</b></p> <p>ii. Clear Communication process for any change in pickup or transportation of the child – <b>NO*</b></p> <p>iii. Private Commercial Vehicles : <b>NO*</b></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 – <b>NO*</b></p> <p>v. School to maintain record of all private commercial vehicles carrying students – <b>NO*</b></p>	<p>Safety and security measures are not being followed at all for this category.</p> <p>No proper transport plan is there.</p> <p>School Management does not have any record for any private vehicles used for transport.</p>
5	3.1	<p><b>General discipline</b></p> <p>i. Entry to premises by authorised access and IDs only – <b>No*</b></p> <p>ii. All entry and exit gates to be manned by guards. – <b>No*</b></p> <p>iii. Record of attendance of Staff, Students and support staff to be maintained at all times - <b>Yes</b></p> <p>iv. Visitor entry register mandatory – <b>Yes*</b></p> <p>v. Student IDs incl. photo and parents contact and bus routes – <b>Yes*</b></p> <p>vi. Staff and Support staff IDs mandatory – <b>No*</b></p> <p>vii. High walls on school periphery - <b>Yes</b></p> <p>viii. Common grounds and sports area access to authorised people only - <b>No*</b></p> <p>ix. NO access to visitors across the premises during school hours - <b>No*</b></p>	<p>There were many lapses in this section too. Students were not carrying ID cards and were present in the school.</p> <p>There were no ID cards for school and support staff. After school activities were not proper.</p>

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		<ul style="list-style-type: none"> <li>x. Student access to premises restricted to safe areas (out of bound areas clearly identified &amp; marked) – No*</li> <li>xi. Classrooms with open windows / view - Yes</li> <li>xii. Classroom doors open. Not locked under any circumstances - Yes</li> <li>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - Yes*</li> <li>xiv. Toilet cleaning by female staff only - Yes</li> <li>xv. Toilets with Ramps and support setup for children with special needs – No*</li> <li>xvi. Swimming pools use – strict supervision -</li> <li>xvii. After school activities – Authorized staff to ensure dispersal - No*</li> <li>xviii. Child absence recorded - Yes</li> <li>xix. Workers / labour / contract staff not allowed on school premises during working hours – No*</li> <li>xx. Police verification of all non-teaching staff – No*</li> </ul>	
6	3.2	<p><b>CCTV Cameras</b></p> <ul style="list-style-type: none"> <li>i. All Entry / Exit points of the school –</li> <li>ii. All corridors and staircases -</li> <li>iii. Library</li> <li>iv. Infirmary -</li> <li>v. Auditorium</li> <li>vi. Inside elevators -</li> <li>vii. Entrance to toilets –Yes*</li> <li>viii. Entrance to classrooms- YES*</li> <li>ix. Sports field -</li> <li>x. Swimming pools -</li> <li>xi. Bus assembly points</li> <li>xii. Outside perimeter walls</li> <li>xiii. Cameras – Point Tilt Zoom – record kept for 60 days</li> <li>xiv. PA system working - Yes</li> </ul>	CCTV Cameras were not present in mentioned areas or not covering required area due to dislocation of CCTVs. No back-up found during the audit for CCTV recording.
7	3.3	<p><b>Neighbouring premises</b></p> <ul style="list-style-type: none"> <li>i. Vendors / carts / shops around school to be removed – NO</li> <li>ii. Vendors with licence from local PS only allowed – No</li> </ul>	There was no vendor or cart available near to school premises as school is in its university's building area.
8	4	<p><b>Fire Safety / Health &amp; Sanitation / Infrastructure No*</b></p> <ul style="list-style-type: none"> <li>i. Fire safety Certificate / inspections</li> <li>ii. Fire extinguishers at all eye-catching spots in school</li> <li>iii. Well defined medical room / infirmary with trained</li> </ul>	Their fire safety certificate was not valid and currently there were no fire


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		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	extinguishers available at the school.  No other documents were available in this section.
9	5.2	<b>General Awareness &amp; Counselling -</b> <i>please refer to Regulations document</i> i. Good touch-bad touch - Yes ii. Stranger safety - Yes iii. Yell, Run & Tell Yes iv. Awful acquaintances Yes v. Internet hazards - Yes vi. Elimination of suppression vii. Road Safety - Yes viii. Basic traffic rules- Yes ix. Dangers of Underage driving x. Self- defence xi. Legal literacy xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation	Sessions held on different topics covering general awareness & Counselling BUT not covered all.
10	6	<b>Communication with Parents - NO</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	There was no communication plan with parents for all safety concerning matters. No ID cards issued for Parents.
11	7	<b>School Counsellor – Not appointed</b> Availability of professionally qualified school counsellor in school Age appropriate	No appointment of school counsellor.

S.No.	REF	CHECK POINT	* REMARKS
12	9	<b>Feedback / Complaint -</b> i. Feedback / compliant box for students & parents – Yes* ii. Confidentiality of feedback / complaints - NO iii. Immediate action - No	Complaint box was available but not proper without any confidentiality.
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

Audit team 2, members, Shree Anand, BEO Pautaudi and Farukhnagar, RTA team, Dr Shweta Sharma reached the school at 11:00 AM and conducted an audit for 2.5 hours. All security measures were checked thoroughly by the team members but school management showed their inability to provide required documents at the time of audit and requested Re-Audit with our recommendation. School management was cooperative and paid full attention to team's recommendations. We recommend "RE-AUDIT" for this school in another round.

1.   
 DEO / BEO / BEO

2.   
 RTA personnel

3.   
 Dr Shweta Sharma  
 Member – District School Safety Committee