

SCHOOL SAFETY AUDIT CHECKLIST

Name of the School :- DPSG School, Palam Vihar, Gurugram

Date of Audit: - 13/09/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p>School Safety committee –Yes*</p> <p>Constitutes</p> <p>(a) Principal (b) PE Teacher (c) School Coordinator</p> <p>(d) Security in charge (e) <u>School Counsellor*</u> (f) Parents</p> <p>(g) Other teachers</p> <p>i. List of members to be displayed on school notice board – No*</p>	<p>School safety committee was constituted in March-April 2018 and 2 meetings they held 2 meetings but there was no documentation for the same. There was no school counsellor appointed yet as per regulation and no display on the notice board for the committee.</p>
2		<p>Documentation for</p> <p>i. Child protection document of the school - No*</p> <p>ii. Movement Plan for Children, Staff & Support staff – No*</p> <p>iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-No*</p> <p>iv. Crisis Management Plan – Yes</p> <p>v. Appointed Safety / Vigilance officer, health officer etc. – No*</p> <p>vi. Training calendar for staff – No*</p>	<p>No such documents were shown to the safety Audit team. No proper documentation for the same. Crisis management plan was there. There was no safety/vigilance officer appointed, only admin officer was handling all responsibilities together for 2 different buildings for the same school. Trainings conducted for school-staff but there was no training calendar.</p>
3	2.1	<p>Transport - NO*</p> <p><i>with the reference of Surakshit School Vahan policy</i></p>	<p>There were many lapses in this section</p>

S.No.	REF	CHECK POINT	* REMARKS
		<p>School BUS transport</p> <ul style="list-style-type: none"> 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 – 50kmph viii. Occupancy only as per capacity - ix. Licensed, 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 	<p>and school management was not able to provide documentation as per safety guidelines during the audit.</p>
4		<p>Non-School Bus Transport</p> <p><i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i></p> <ul style="list-style-type: none"> i. Designated and safe area of pickup and drop by parents with authorised ID check only – NO* ii. Clear Communication process for any change in pickup or transportation of the child – NO* iii. Private Commercial Vehicles : NO* <ul style="list-style-type: none"> • Commercially registered vehicle • Driver with valid commercial driving licence • Occupancy < = seating • Fire extinguisher • Fitness certificate / PUC / GPS • Parents to submit police verification of driver along with vehicle documentation • Written Document from parents for Escort pass iv. Escort pass issued for Help / maids / driver pickups – NO* v. School to maintain record of all private commercial vehicles carrying students – NO* 	<p>Safety and security measures are not being followed at all for this category. No proper transport plan is there. School Management does not have any record for any private vehicles used for transport. Most of the private vehicles were without fitness certificate or any other safety measures like the fire extinguisher, CCTV, GPS. There was no written document from parents regarding private vehicles. Sitting was greater than occupancy availability. No escort passes issued for parents till the date of audit.</p>
5	3.1	General discipline	There were many lapses in this section


S.No.	REF	CHECK POINT	* REMARKS
		<ul style="list-style-type: none"> i. Entry to premises by authorised access and IDs only – No* ii. All entry and exit gates to be manned by guards. – No* iii. Record of attendance of Staff, Students and support staff to be maintained at all times - Yes iv. Visitor entry register mandatory – Yes* v. Student IDs incl. photo and parents contact and bus routes – No* vi. Staff and Support staff IDs mandatory – No* vii. High walls on school periphery - Yes viii. Common grounds and sports area access to authorised people only - No* ix. NO access to visitors across the premises during school hours - No* x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – No* xi. Classrooms with open windows / view - Yes xii. Classroom doors open. Not locked under any circumstances - Yes xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff - Yes xiv. Toilet cleaning by female staff only - No* xv. Toilets with Ramps and support setup for children with special needs – No* xvi. Swimming pools use – strict supervision - No* xvii. After school activities – Authorized staff to ensure dispersal - No* xviii. Child absence recorded - Yes xix. Workers / labour / contract staff not allowed on school premises during working hours – No* xx. Police verification of all non-teaching staff – No* 	<p>too. No ID cards issued till mid- session for students or staff. Swimming pool was there but in-active and we didn't get any safety documentation for pool area. School management were unable to provide any documentation for police verification of staff, neither applied papers nor verification reports.</p>
6	3.2	<p>CCTV Cameras</p> <ul style="list-style-type: none"> i. All Entry / Exit points of the school - No* ii. All corridors and staircases - No* iii. Library – iv. Infirmary - v. Auditorium – Yes* vi. Inside elevators - Yes vii. Entrance to toilets –Yes* viii. Entrance to classrooms- YES ix. Sports field - No* x. Swimming pools - No* 	<p>CCTV Cameras were not present in mentioned areas or not covering required area due to dislocation of CCTVs. They had recording only for 15 days.</p>

S.No.	REF	CHECK POINT	* REMARKS
		xi. Bus assembly points – <i>Yes*</i> xii. Outside perimeter walls – <i>Yes*</i> xiii. Cameras – Point Tilt Zoom – record kept for 60 days – <i>No*</i> xiv. PA system working - <i>Yes</i>	
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed – <i>Yes*</i> ii. Vendors with licence from local PS only allowed – <i>No*</i>	There were so many un-authorized vendors/carts/shops around the school buildings.
8	4	Fire Safety / Health & Sanitation / Infrastructure i. Fire safety Certificate / inspections – <i>YES*</i> ii. Fire extinguishers at all eye-catching spots in school – <i>YES*</i> iii. Well defined medical room / infirmary with trained professional staff – <i>Yes*</i> iv. First aid kits at Medical rooms – <i>YES</i> v. Emergency contact list on notice board for hospitals, ambulance, police etc - <i>No*</i> vi. Mock drills for fire and disaster management regularly – <i>No*</i> vii. Electrical inspections - <i>NO</i> viii. Building Safety certificate from appropriate authority – <i>YES</i> ix. Hygiene and Sanitation certificate from appropriate authority <i>Yes</i>	Fire extinguishers were available on all eye-catching points but not working properly though they had valid fire safety certificate.
9	5.2	General Awareness & Counselling - <i>please refer to Regulations document</i> i. Good touch-bad touch - <i>Yes</i> ii. Stranger safety iii. Yell, Run & Tell iv. Awful acquaintances v. Internet hazards - <i>Yes</i> vi. Elimination of suppression vii. Road Safety - <i>Yes</i> viii. Basic traffic rules- <i>Yes</i> ix. Dangers of Underage driving - <i>Yes</i> x. Self- defence <i>Yes</i> xi. Legal literacy <i>Yes</i> xii. Roles and Responsibilities of the Teachers <i>Yes</i> xiii. Punishing the child <i>Yes</i>	Maximum Sessions held on different topics covering general awareness & Counselling.

S.No.	REF	CHECK POINT	* REMARKS
		xiv. Violence Yes xv. Physical or mental humiliation. Yes	
10	6	Communication with Parents - NO 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	School Counsellor – Not appointed Availability of professionally qualified school counsellor in school Age appropriate	No appointment of school counsellor.
12	9	Feedback / Complaint - i. Feedback / compliant box for students & parents – Yes* ii. Confidentiality of feedback / complaints - NO iii. Immediate action - No	Complaint box was available but accessible for almost every staff-member without any confidentiality.
13	10-11	Special Needs / Training - NO 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 Sushil Kumar Gaur, BEEG Gurugram, RTA and RSO team, Dr Shweta Sharma reached the school at Palam Vihar, Gurugram at 10:30 AM and conducted an audit for 4 hours at 2 different buildings. ALL security measures were checked thoroughly by the team members. There were many unsafe areas in school buildings. Students were not available in main building due to examination but Principal didn't inform the team before when got the intimation from education department for audit. School management was not cooperative and misbehaved with audit team members during the audit. For every laps they were giving illogical reasoning or excuses and not ready to accept recommendations from the team.. We recommend "RE-AUDIT" for this school in presence of students as this school is having strength of 2070 students but lacking in maximum safety measures.

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DEO / BEO / BEO 2.RTA personnel

3. 
(Dr Shweta Sharma
Member – District School Safety Committee