

SCHOOL NAME : SHRIRAM ARAVALI SCHOOL, DLF PH-4, GURGAON
AUDIT DATE : 20 September 2018

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 YES	
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 YES YES YES YES YES	DETAILED AND EXHAUSTIVE POLICY PROCEDURES FOLLOWED AND DOCUMENTED FOR ALL POINTS
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 YES YES YES YES YES YES YES YES YES YES	56 leased buses • Most drivers without PSV licence • Many RCs showing white colour • Few Speed governors not working
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	YES	Non-School Transport Primary students dispersal happening from respective classes.


S.No.	REF	CHECK POINT	YES/NO	REMARKS
		ii. Clear Communication process for any change in pickup or transportation of the child iii. Private Commercial Vehicles : <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 v. School to maintain record of all private commercial vehicles carrying students.	YES	Parents are walking to classes to pick kids. Private Vans not operated Only Car pooling by Parents
5	3.1	General discipline i. Entry to premises by authorised access and IDs only ii. All entry and exit gates to be manned by guards. iii. Record of attendance of Staff, Students and support staff to be maintained at all times iv. Visitor entry register mandatory v. Student IDs incl photo and parents contact and bus routes vi. Staff and Support staff IDs mandatory vii. High walls on school periphery viii. Common grounds and sports area access to authorised people only ix. NO access to visitors across the premises during school hours x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) xi. Classrooms with open windows / view xii. Classroom doors open. Not locked under any circumstances xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff xiv. Toilet cleaning by female staff only xv. Toilets with Ramps and support setup for children with special needs xvi. Swimming pools use – strict supervision xvii. After school activities – Authorized staff to ensure dispersal xviii. Child absence recorded xix. Workers / labour / contract staff not allowed on school premises during working hours xx. Police verification of all non-teaching staff	YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES	Staircase areas top floor has no light provision. Staircase railing height could be increased and netting or safety measures need to be taken in higher floors. 3 rd floor Labs and Activity Rooms and MPRs have windows without grills Labs need to keep better tracking of stock and records. Optical equipments needs to be stored under lock&key

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6	3.2	CCTV Cameras <ul style="list-style-type: none"> i. All Entry / Exit points of the school ii. All corridors and staircases iii. Library iv. Infirmary v. Auditorium vi. Inside elevators vii. Entrance to toilets viii. Entrance to classrooms ix. Sports field x. Swimming pools xi. Bus assembly points xii. Outside perimeter walls xiii. Cameras – Point Tilt Zoom – record kept for 60 days xiv. PA system working 	YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES	195 cameras Backup 6 months Buses 3 months Bus data is backed up every 15 days Staircase areas top floor has no CCTV coverage All floors Lift areas and few corners around it are not covered by CCTV coverage
7	3.3	Neighbouring premises <ul style="list-style-type: none"> i. Vendors / carts / shops around school to be removed ii. Vendors with licence from local PS only allowed 	NONE NA	
8	4	Fire Safety / Health & Sanitation / Infrastructure <ul style="list-style-type: none"> 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 YES YES	Feb 17 – for 5 yrs Most fire extinguishers have validity period of 2 yrs Dec 17 – Dec 18
9	5.2	General Awareness & Counselling <i>please refer to Regulations document</i> <ul style="list-style-type: none"> 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 	YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES YES	A very exhaustive and detailed schedule of workshops and counselling session is followed

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 –