

SCHOOL SAFETY AUDIT REPORT

Name of the School :- Manav Rachna International School Sec 46

Date of Audit: - 18/09/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p>School Safety committee – Yes</p> <p>i. Constitutes (a) Principal (b) <u>PE Teacher</u> (c) School Coordinator (d) Security in charge (e) School Counsellor (f) Parents (g) Other teachers</p> <p>ii. List of members to be displayed on school notice board yes–</p>	<p>School safety committee was properly constituted as per regulation on school safety.</p>
2		<p>Documentation for</p> <p>i. Child protection document of the school - <i>Yes</i> ii. Movement Plan for Children, Staff & Support staff - <i>Yes</i> iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-<i>Yes</i> iv. Crisis Management Plan - <i>Yes</i> v. Appointed Safety / Vigilance officer, health officer etc. - <i>Yes</i> vi. Training calendar for staff - <i>Yes</i></p>	<p>All documents were shown to the safety Audit team. We found all documents in proper order for every action plan mentioned in guidelines. Safety officer and health officer appointed as per regulation.</p> <p>School was instructed to restrict visitors' entry during school hours as we observed that AC repairing work was on during the school hours which can easily be done after the students have left for home.</p>
3	2.1	<p>Transport <i>with the reference of Surakshit School Vahan policy</i> School BUS transport i. Buses painted yellow with School name & contacts</p>	<ul style="list-style-type: none"> • Most of the AC buses had installed side rails

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		<p>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 Not in all buses</p> <p>v. First aid box- Yes</p> <p>vi. Fire extinguisher - Yes</p> <p>vii. Speed governor – 45kmph – Not in all buses</p> <p>viii. Occupancy only as per capacity - Yes</p> <p>ix. Licenced, verified and trained drivers and conductors – Not in all buses</p> <p>x. Safe passage of children from bus to school premises - Yes</p> <p>xi. Female teacher / staff assigned to each bus - Yes</p> <p>xii. Bus staff to ensure proper handover of child to parent - Yes</p> <p>xiii. CCTV and GPS in bus – Yes</p>	<ul style="list-style-type: none"> • Majority of drivers were well dressed and in uniform with I card. • New drivers and conductors didn't have uniform and the school assured that they will take care and get it corrected. • RC was valid upto 08.06.2017 in Bus No. HR 55 T6705, hence expired • RC was valid upto 19.10.2017 in Bus No. HR 55 K5884, new fitness certificate to be applied as current had expired • Validity date was not visible as RC was punched of Bus No. HR 55 AB3498 • Two drivers were found having driving license issuance date <5 yrs • Schools kids bus attendance register was found satisfactory with updated information in most buses <p>First Aid box :</p> <p>a. Found in most buses but it was not maintained properly.</p> <p>b. Savlon liquid had spilled in the box, making the cotton and cotton gauge unusable</p> <p>c. Medicines with expiry date of Septemēbr'18 were found</p> <p>d. Crocin in First aid box was found non lēgible expiry date in bus no.HR55K4991</p>

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4		<p>Non-School Bus Transport <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i></p> <ol style="list-style-type: none"> i. Designated and safe area of pickup and drop by parents with <u>authorised ID check only</u> – <i>Yes</i> ii. Clear Communication process for any change in pickup or transportation of the child – <i>Yes</i> 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 – <i>yes</i> v. School to maintain record of all private commercial vehicles carrying students – 	<p>There pick up system was one of the best the team had observed. Teachers were highly attentive and there were separate sign boards and designated rooms for self pick up and bus children. School teacher escorts the children till a point and hands over to the bus staff. The whole system was properly organised.</p>
5	3.1	<p>General discipline</p> <ol style="list-style-type: none"> i. Entry to premises by authorised access and IDs only – <i>Yes</i> ii. All entry and exit gates to be manned by guards. – <i>Yes</i> iii. Record of attendance of Staff, Students and support staff to be maintained at all times - <i>Yes</i> iv. Visitor entry register mandatory – <i>Yes</i> v. Student IDs incl photo and parents contact and bus routes – <i>YES</i> vi. Staff and Support staff IDs mandatory - <i>Yes</i> vii. High walls on school periphery - <i>Yes</i> viii. Common grounds and sports area access to authorised people only – <i>Yes*</i> ix. NO access to visitors across the premises during school hours – workers allowed during school hours x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – <i>Yes</i> 	



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		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 - Yes xv. Toilets with Ramps and support setup for children with special needs – xvi. Swimming pools use – strict supervision NA xvii. After school activities – Authorized staff to ensure dispersal – yes xviii. Child absence recorded - Yes xix. Workers / labour / <u>contract staff</u> not allowed on school premises during working hours – Allowed xx. Police verification of all non-teaching staff - Yes	
6	3.2	CCTV Cameras i. All Entry / Exit points of the school - Yes ii. All corridors and staircases –yes iii. Library – Yes iv. Infirmary - Yes v. Auditorium - Yes vi. Inside elevators - vii. Entrance to toilets -Yes viii. Entrance to classrooms- yes ix. Sports field – yes x. Swimming pools – N/A xi. Bus assembly points - YES xii. Outside perimeter walls - YES xiii. Cameras – Point Tilt Zoom – record kept for 60 days –yes xiv. PA system working - Yes	
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed – ii. Vendors with licence from local PS only allowed –	There were no vendors/carts/shops around the school when the team visited.
8	4	Fire Safety / Health & Sanitation / Infrastructure i. Fire safety Certificate / inspections –YES ii. Fire extinguishers at all eye-catching spots in school – YES iii. Well defined medical room / infirmary with trained	They have constructed D block and its running without fire NOC.

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		<p>professional staff - YES</p> <p>iv. First aid kits at Medical rooms – YES</p> <p>v. Emergency contact list on notice board for hospitals, ambulance, police etc - YES</p> <p>vi. Mock drills for fire and disaster management regularly - YES</p> <p>vii. Electrical inspections – YES</p> <p>viii. Building Safety certificate from appropriate authority – YES</p> <p>ix. Hygiene and Sanitation certificate from appropriate authority – NO*</p>	
9	5.2	<p>General Awareness & Counselling - YES</p> <p><i>please refer to Regulations document</i></p> <p>i. Good touch-bad touch</p> <p>ii. Stranger safety</p> <p>iii. Yell, Run & Tell</p> <p>iv. Awful acquaintances</p> <p>v. Internet hazards</p> <p>vi. Elimination of suppression</p> <p>vii. Road Safety</p> <p>viii. Basic traffic rules</p> <p>ix. Dangers of Underage driving</p> <p>x. Self- defence</p> <p>xi. Legal literacy</p> <p>xii. Roles and Responsibilities of the Teachers</p> <p>xiii. Punishing the child</p> <p>xiv. Violence</p> <p>xv. Physical or mental humiliation.</p>	They are conducting few sessions as per regulations.
10	6	<p>Communication with Parents – YES</p> <p>i. Clear communication and guidelines to parents for all safety concerning matters</p> <p>ii. Workshops / sessions with parents on safety and also for child concerns with counsellors</p> <p>iii. Entry / exit of parents ; ID checks; parents conduct</p> <p>iv. Child Protection Policy shared</p>	
11	7	<p>School Counsellor – YES</p> <p><i>please refer to Regulations and Counselling guidelines shared by Dr Shweta</i></p> <p>i. Availability of professionally qualified school counsellor in school</p>	School has counsellors with required qualifications. They are maintaining proper records and keeping in touch

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		ii. Age appropriate	with parents as per the requirement of a particular child.
12	9	Feedback / Complaint – i. Feedback / complaint box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	Well maintained
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	School has an excellent SEN department. They have qualified staff working in their SEN dept.

Team members present: Ms. Divya Vaishnava, Mr Ajay Saini and RSO members -Mr. Girish, Ms Kaeshika and Mr Vedant were also there.

1. 
 DEO / BEO / BEO None

2. RTA personnel Mr Ajai Saini

3. Divya Vaishnava 
 Member – District School Safety Committee