

SCHOOL SAFETY AUDIT CHECKLIST

Audit of Shikshantar School on 8/10/18

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 No. evacuation is done on the basis of teachers' directions. Yes Yes Yes yes
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	Yes. Yes Yes Yes

S.No.	REF	CHECK POINT	YES / NO / REMARKS
			the pre primary wing which could not be covered on the same day.
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 authorised ID check only 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. 	No vans in the school. Parents have their private car pool systems. School was also advised to instruct parents to issue regular instructions to parent community regarding safe commuting of children to school.
5	3.1	<p>General discipline</p> <ol style="list-style-type: none"> i. Entry to premises by authorised access and IDs only ii. All entry and exit gates to be manned by guards. 	Yes Yes. One closed gate needs to be made safer by closing gap and increasing height of the gate and the wall

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<p>iii. Record of attendance of Staff, Students and support staff to be maintained at all times</p> <p>iv. Visitor entry register mandatory</p> <p>v. Student IDs incl photo and parents contact and bus routes</p> <p>vi. Staff and Support staff IDs mandatory</p> <p>vii. High walls on school periphery</p> <p>viii. Common grounds and sports area access to authorised people only</p> <p>ix. NO access to visitors across the premises during school hours</p> <p>x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked)</p> <p>xi. Classrooms with open windows / view</p>	<p>around it.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No. school was advised to increase the height of walls and make it safer for children. Staircase has open areas which need to be grilled.</p> <p>Boundary wall gaps need to be covered.</p> <p>Yes</p> <p>No access</p> <p>No access but basement entry was found to be left unguarded and there was no CCTV coverage in that basement.</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<p>xii. Classroom doors open. Not locked under any circumstances</p> <p>xiii. Separate Toilets for Girls/Boys ; Students ; Staff and Support Staff</p> <p>xiv. Toilet cleaning by female staff only</p> <p>xv. Toilets with Ramps and support setup for children with special needs</p> <p>xvi. Swimming pools use – strict supervision</p> <p>xvii. After school activities – Authorized staff to ensure dispersal</p> <p>xviii. Child absence recorded</p> <p>xix. Workers / labour / contract staff not allowed on school premises during working hours</p> <p>xx. Police verification of all non-teaching staff</p>	<p>Yes, school has been advised to install grills on the windows to make it safer.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>NA</p> <p>Yes</p> <p>Yes. But parents are not informed the same day itself.</p> <p>Not allowed.</p> <p>Yes</p>
6	3.2	<p>CCTV Cameras</p> <p>i. All Entry / Exit points of the school</p> <p>ii. All corridors and staircases</p> <p>iii. Library</p> <p>iv. Infirmary</p> <p>v. Auditorium</p> <p>vi. Inside elevators</p> <p>vii. Entrance to toilets</p> <p>viii. Entrance to classrooms</p> <p>ix. Sports field</p> <p>x. Swimming pools</p> <p>xi. Bus assembly points</p> <p>xii. Outside perimeter walls</p>	<p>There was not adequate CCTV coverage in the school and the school has been advised to get more cameras installed at all the crucial points. School has assured that</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		xiii. Cameras – Point Tilt Zoom – record kept for 60 days xiv. PA system working	they will get it done soon. Only ground floor has CCTV coverage of corridor and classroom entry. Existing CCTV has record kept for 45 days.
7	3.3	Neighbouring premises i. Vendors / carts / shops around school to be removed ii. Vendors with licence from local PS only allowed	There is a wine shop very close to the school and school has tried contacting the authorities to get it moved.
8	4	Fire Safety / Health & Sanitation / Infrastructure 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	Yes Yes Yes Yes yes yes yes. But there were many loose electrical points which were found unsafe and school

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		<p>viii. Building Safety certificate from appropriate authority</p> <p>ix. Hygiene and Sanitation certificate from appropriate authority</p>	<p>was instructed to make them child proof.</p> <p>Yes</p> <p>No.The school has applied for a hygiene certificate after a gap of 10 years.</p>
9	5.2	<p>General Awareness & Counselling <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>	<p>School has not had any sessions conducted by experts on the issue of child safety.</p> <p>School has been instructed to organise regular sessions on these issues with children.</p>
10	6	<p>Communication with Parents</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>Yes</p> <p>School organises open house where such topics are taken up.</p> <p>Yes</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		iv. Child Protection Policy shared	Yes
11	7	<p>School Counsellor <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> <p>ii. Age appropriate sessions</p>	<p>School has 2 teachers who are qualified as psychologists and they are also school counsellors.</p> <p>No designated person as only school counsellor.</p> <p>No separate sessions conducted with students but group teachers are trained to take up these issues on a regular basis.</p>
12	9	<p>Feedback / Complaint</p> <p>i. Feedback / compliant box for students & parents</p> <p>ii. Confidentiality of feedback / complaints</p> <p>iii. Immediate action</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
13	10-11	<p>Special Needs / Training</p> <p>i. Periodic sensitization and awareness session for staff and students</p>	<p>School has an efficient SEN department called Vishvas and is inclusive</p>

S.No.	REF	CHECK POINT	YES / NO / REMARKS
		ii. Clear rules for support staff handling of special needs kids	in its approach. yes

School audit was conducted by DSSC member Divya Vaishnava, Capt Gurmeet and RSO Kaeshika.

Handwritten signature
GAP

Handwritten signature
DIVYA VAISHNAVA