<u>*CHOOL NAME</u> : GYAN DEEP SR. SEC SCHOOL SHEETLA COLONY

AUDIT DATE : 10 SEPTEMBER 2018

Students: 1700 Teaching: 80

Admin 15

Support 18

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	YES	No records of meeting or any
		Coordinator (d) Security incharge (e) School		minutes of meeting
		Counsellor (f) Parents (g) Other teachers		
		ii. List of members to be displayed on school	NO	
•		notice board	7	
2		Documentation for		
		i. Child protection document of the school	YES	Not very organised
		ii. Movement Plan for Children, Staff & Support		
		staff		
		iii. Communication Plan for parents, School	NO	No communication on emergency
		admn, Distt. Admin, local SHO, etc		contacts
		iv. Crisis Management Plan	NO	No crisis management outline and
		v. Appointed Safety / Vigilance officer, health	YES	no procedures for safety drills
		officer etc.		Safety officer Appointed but not
		vi. Training calendar for staff	YES	effective
3	2.1	Transport		
		also refer Surakshit School Vahan policy		·
		School BUS transport		11 buses school owned
		i. Buses painted yellow with School name	YES	10 running + 1 extra
		&contacts displayed		10 drivers + 10 conductors.
		ii. Clear windows on buses	YES	School maids go as lady guards in
		iii. Bus Valid certificates of fitness, pollution,		bus + 1 teacher
		insurance	NO	Drivers do not hold valid licences.
		iv. Horizontal grills		Some running buses on LMV license.
		v. First aid box	YES	ID cards not properly issued to
	1	vi. Fire extinguisher	NO	drivers/conductors
		vii. Speed governor – 45kmph	NO	Conductor id – printed paper glued
		viii. Occupancy only as per capacity	YES	on top of student id
		ix. Licenced, verified and trained drivers and	NO~	Kids sitting in front seats
		conductors		No escort / parent cards for parents
	. (x. Safe passage of children from bus to school	YES	Fire extinguishers without hose / no
	1	nramises		dates
		vi Famale teacher / staff assigned to each bus	YES	GPS/CCTV systems were dismantled
	1	xii. Bus staff to ensure proper handover of child	NO	not working / in hand of drivers for
	1	to parent.		off/on
	1	xiii. CCTV and GPS in bus	NO	No recording being done or any
				backup of CCTV data and no process in place.
		Non-School Bus Transport	-	
4		Also refer to Safe Private Transport points made by Capt.		
		Comment		wide raing by private vehicles just
		i. Designated and safe area of pickup and drop	NO	Kids going by private vehicles just
		by parents with authorised ID check only		walk out of the gates with no check

S.Mo.	REF.	CHECK POINT	YES/ NO	REMARKS
з		ii. Clear Communication process for any change	YES	Parents have given a NOC for not
		in pickup or transportation of the child		availing school transport but no clear
		iii. Private Commercial Vehicles :	NO	communication on private transport
		Commercially registered vehicle		or pickup.
		Driver with valid commercial driving		or pronap.
		licence		No record of any private vehicle
				plying for ferrying kids available at
		Occupancy < = seating		school.
		Fire extinguisher		School.
		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		
	ļ	pickups		
		v. School to maintain record of all private		
	<u> </u>	commercial vehicles carrying students.		
5	3.1	General discipline	YES	No parent /escort id cards issued
		i. Entry to premises by authorised access and	163	140 parenty escore in our and
		IDs only	VEC	
		ii. All entry and exit gates to be manned by	YES	
		guards.		and halls
		iii. Record of attendence of Staff, Students and	YES	All windows in classrooms and halls
		support staff to be maintained at all times		on higher floors with no grills. Only
		iv. Visitor entry register mandatory	YES	sliding glass
		v. Student IDs incl photo and parents contact	YES	
		and bus routes		1 girls toilet across 4 floors of 1 wing
		vi. Staff and Support staff IDs mandatory	YES	Inadequate number of washrooms
		VI. Stall and Support Stall 105 mandatory	YES	as per student strength
		vii. High walls on school periphery	YES	Dirty toilets.
		viii. Common grounds and sports area access to		Cleaning equipments, bricks in
		authorised people only	YES	student washrooms
		ix. NO access to visitors across the premises	11.5	Student Nash and
		during school hours	VEC	Very dirty drinking water areas.
		x. Student access to premises restricted to safe	YES	No records of cleaning of drinking
		areas (out of bound areas clearly identified &		water tanks. Water coolers in non-
	1	marked)		Water tanks, Water coolers in non-
		xi. Classrooms with open windows / view	YES	maintained and broken states.
		xii. Classroom doors open. Not locked under any	YES	
		circumstances		Labs – Chemicals very old torn
	l	xiii. Separate Toilets for Girls/Boys; Students;	YES	labels. No markings for expiry. No
		Staff and Support Staff		cupboards locked. Bunsen burners
		Stall also support stall	YES	and other equipment lying open. No
		xiv. Toilet cleaning by female staff only	NA	records of inventory. Old material
		xv. Toilets with Ramps and support setup for		lying unorganised around.
		children with special needs	NA	Physics labs – pointed optical
		xvi. Swimming pools use – strict supervision	IVA	instruments on table
		xvii. After school activities – Authorized staff to	1,450	misciaments on table
-		ensure dispersal	YES	Ones place chadas iron prills cariv
		wiii Child absence recorded		Open glass, spades, iron grills, sariy
		viv Workers / Jabour / contract staff not allowed	YES	etc lying in open near to school
	ł	on school premises during working hours	YES	grounds and bus boarding area
		xx. Police verification of all non-teaching staff		Construction material lying open
	1	XX. Police verification of all field	1	near bus boarding area.

.S⊷No.	REF	CHECK POINT	YES/ NO	REMARKS
6	3.2	CCTV Cameras		
		i. All Entry / Exit points of the school	YES	130 cameras
		ii. All corridors and staircases	YES	Main wing backup of 20 days but no
		iii. Library	NO ~	power backup on main DVR & HDD
		iv. Infirmary	NO	Primary wing. — No backup process.
		v. Auditorium	NO	rimary wing No backup process.
		vi. Inside elevators	NA	•
		vii. Entrance to toilets	YES	
		viii. Entrance to classrooms	YES	_
		ix. Sports field	YES	145
		i i		
	•	x. Swimming pools	NA	
·		xi. Bus assembly points	YES	
	ŀ	xii. Outside perimeter walls	YES	
		xiii. Cameras – Point Tilt Zoom – record kept for 60 days	NO	
		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		
8	4	Fire Safety / Health & Sanitation /		
		Infrastructure		
		i. Fire safety Certificate / inspections	YES	Fire Safety certificate till Oct 18
		ii. Fire extinguishers at all eye-catching spots in		under conditions which have not be
		school		worked upon.
		SCHOOL		Whole of primary wing – 4 floors has
				NO fire extinguisher. In Main wing,
				few empty.
		A Community	NO	Very small room with just 2 beds in
		iii. Well defined medical room / infirmary with	NO	medical room. No nurse or
		trained professional staff	110	attendant. No first aid kits.
	1	iv. First aid kits at Medical rooms	NO	A first air kit held with a teacher not
		v. Emergency contact list on notice board for	NO	
		hospitals, ambulance, police etc		properly equipped. Expired
		vi. Mock drills for fire and disaster management	NO	medicines and dirty cotton swabs.
		regularly		NO Disaster Management process
	1	vii. Electrical inspections [agreement	NO.	No Building plans approval or any
		viii. Building Safety certificate from appropriate	NO	safety checks.
		authority		Sanitation certificate expired in
		ix Hygiene and Sanitation certificate from	NO	2014. No renewal
		appropriate authority 1 maria 12/	<u> </u>	
9	5.2	General Awareness & Counselling		
	1	please refer to Regulations document		
		i. Good touch-bad touch	YES	Limited trainings and workshops
İ		ii. Stranger safety		
ļ		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		
1		xi. Legal literacy xii. Roles and Responsibilities of the Teachers		
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S.No.	REF	CHECK POINT	YES/	REMARKS
	1	xiii. Punishing the child	YES	
		xiv. Violence	YES	
	<u></u> :_	xv. Physical or mental humiliation.	YES	
10	6	Communication with Parents	163	
		i. Clear communication and guidelines to parents for all safety concerning matters	YES	
		ii. Workshops / sessions with parents on safety and also for child concerns with counsellors	YES	
		iii. Entry / exit of parents ; ID checks; parents conduct	YES	
4.4	<u> </u>	iv. Child Protection Policy shared	YES	
11	7	School Counsellor		
		please refer to Regulations and Counselling		2 Junior Counsellors
		guidelines shared by Dr Shweta		2 senior counsellors
		i)Availability of professionally qualified school counsellor in school	YES	5 career counsellors
		ii)Age appropriate sessions with students	YES	
12	9	Feedback / Complaint		
		i. Feedback / compliant box for students & parents	YES	,
		ii. Confidentiality of feedback / complaints	YES	
		iii. Immediate action	YES	
13	10-	Special Needs / Training		·
	11	i. Periodic sensitization and awareness session	YES	
	i	for staff and students		
		ii. Clear rules for support staff handling of special needs kids	YES	3

1000	2.	3. Smit
DEO / BEO / BEEO	RTA personnel	Smriti Chhabra
4	5	6
(RSO) (,) (

(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 -