

## SCHOOL SAFETY AUDIT REPORT

Name of the School :- Amity International School, sector 46

Date of Audit: - 11/09/2018

S.No.	REF	CHECK POINT	* REMARKS
1	1.3	<p><b>School Safety committee</b> - 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><b>Documentation for</b></p> <p>i. Child protection document of the school - Yes            ii. Movement Plan for Children, Staff &amp; Support staff - Yes            iii. Communication Plan for parents, School admin, Distt. Admin, local SHO, etc-Yes            iv. Crisis Management Plan - Yes            v. Appointed Safety / Vigilance officer, health officer etc. - Yes            vi. Training calendar for staff - Yes</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.</p> <p>Safety officer and health officer appointed as per regulation.</p> <p>School was instructed to restrict visitors' entry during dispersal time as we observed that parents and hired help from families were allowed to pick up the child from inside the classrooms. So during the pick up time, there were many adults inside the school and it's a potential safety</p>

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			<p>risk as none of them were seen wearing any identification- its easy for a little child to get confused.</p>
3	2.1	<p><b>Transport</b>  <i>with the reference of Surakshit School Vahan policy</i>  <b>School BUS transport</b></p> <p>i. Buses painted yellow with School name &amp; contacts displayed - <b>YES</b></p> <p>ii. Clear windows on buses - <b>Yes</b></p> <p>iii. Bus Valid certificates of fitness, pollution, insurance – <b>Yes</b></p> <p>iv. Horizontal grills Not in all buses</p> <p>v. First aid box- <b>Yes</b></p> <p>vi. Fire extinguisher - <b>Yes</b></p> <p>vii. Speed governor – 45kmph – <b>Not in all buses</b></p> <p>viii. Occupancy only as per capacity - <b>Yes</b></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 - <b>Yes</b></p> <p>xi. Female teacher / staff assigned to each bus - <b>Yes</b></p> <p>xii. Bus staff to ensure proper handover of child to parent - <b>Yes</b></p> <p>xiii. CCTV and GPS in bus – <b>Yes</b></p>	<p>School bus transport system had many issues and the school was instructed to make the necessary changes as per safety measures. Speed governor were need to be checked at RTA premises.</p> <p><b>Important observation</b></p> <p>1. HR 55 V 1781 BUS driver was short of relevant experience having only 3 years experience.</p> <p>2. Following buses were not in prescribed yellow colour as per Surakshit School Vahan Policy:</p> <ul style="list-style-type: none"> <li>• HR 55 Y 4628 – Grey</li> <li>• HR 55 AC 0056 – Orange</li> <li>• HR 55 AB 4706 – Grey</li> <li>• HR 67 B 9409 – White</li> <li>• HR 55 AC 8190 – Top White Bottom Yellow</li> <li>• HR 55 AC 0056 (Orange) was found to have window curtains</li> </ul>

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			<p>which is a violation of safety rules</p> <p>3. Important contact numbers such as emergency, helpline etc. were found missing from many buses.</p> <p>4. CCTV DVR was placed in a locker but the locker key was with the driver instead of school administration. This is a safety concern</p> <p>5. None of the drivers were wearing proper uniform, but in casual dress.</p> <p>6. Most of the drivers were not carrying Driving license</p> <p>7. Most buses were not maintained properly</p> <p>8. The front tyres in most buses were found to be re-soled and minimum trade. This a serious safety concern as it will lead to longer braking system, tyre burst</p> <p>9. The following discrepancies were found during the document audit:</p> <ul style="list-style-type: none"> <li>• Most did not have driving license</li> <li>• PUC was missing in most files</li> <li>• Bus Insurance</li> </ul>

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			<ul style="list-style-type: none"> <li>• Permit</li> </ul> <p>10. In most buses emergency door locks were found improper- either too difficult to open or too easy.</p> <p>11. Horizontal safety grill was not installed in many buses</p> <p>12. Medical kits in some buses were checked and found to be okay.</p>
4		<p><b>Non-School Bus Transport</b>  <i>Also refer to Safe Private Transport points made by Capt. Gurmeet</i></p> <p>i. Designated and safe area of pickup and drop by parents with <u>authorised ID check only</u> –</p> <p>ii. Clear Communication process for any change in pickup or transportation of the child – <i>Yes</i></p> <p>iii. Private Commercial Vehicles</p> <ul style="list-style-type: none"> <li>• Commercially registered vehicle</li> <li>• Driver with valid commercial driving licence</li> <li>• Occupancy &lt; = seating</li> <li>• Fire extinguisher</li> <li>• Fitness certificate / PUC / GPS</li> <li>• Parents to submit police verification of driver along with vehicle documentation</li> <li>• Written Document from parents for Escort pass</li> </ul> <p>iv. Escort pass issued for Help / maids / driver pickups –<b>NO</b></p> <p>v. School to maintain record of all private commercial vehicles carrying students –</p>	<p>There were designated and safe area of pick-up and drop by Parents but no check for authorized ID of Parents and drivers and maids were there for pick-up without escort pass.</p>
5	3.1	<b>General discipline</b>	

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		i. Entry to premises by authorised access and IDs only – Yes ii. All entry and exit gates to be manned by guards. – Yes 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 – YES vi. Staff and Support staff IDs mandatory - Yes vii. High walls on school periphery - Yes viii. Common grounds and sports area access to authorised people only – Yes* ix. NO access to visitors across the premises during school hours – visitors allowed during dispersal x. Student access to premises restricted to safe areas (out of bound areas clearly identified & marked) – Yes 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	<ul style="list-style-type: none"> <li>• There is a photostat machine operated by an outsider who is not an employee of the school. This machine is located in the basement near the ramp and children go unaccompanied by an adult to get their notebooks or notes copied. This service is a paid commercial service. The operator did not have any Id card.</li> <li>• There was discarded junk lying few feet from this shop, and school was instructed to remove it immediately.</li> <li>• Lift was being operated without certificate/license from govt dept and without CCTV.</li> </ul>
6	3.2	<b>CCTV Cameras</b> i. All Entry / Exit points of the school - Yes ii. All corridors and staircases –No* iii. Library – Yes iv. Infirmary - Yes v. Auditorium - Yes vi. Inside elevators - No vii. Entrance to toilets -Yes	

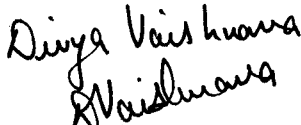
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		<ul style="list-style-type: none"> <li>viii. Entrance to classrooms- No*</li> <li>ix. Sports field – NO*</li> <li>x. Swimming pools – N/A</li> <li>xi. Bus assembly points -</li> <li>xii. Outside perimeter walls -</li> <li>xiii. Cameras – Point Tilt Zoom – record kept for 60 days –yes</li> <li>xiv. PA system working</li> </ul>	
7	3.3	<p><b>Neighbouring premises</b></p> <ul style="list-style-type: none"> <li>i. Vendors / carts / shops around school to be removed –</li> <li>ii. Vendors with licence from local PS only allowed –</li> </ul>	There were no vendors/carts/shops around the school when the team visited.
8	4	<p><b>Fire Safety / Health &amp; Sanitation / Infrastructure</b></p> <ul style="list-style-type: none"> <li>i. Fire safety Certificate / inspections –YES</li> <li>ii. Fire extinguishers at all eye-catching spots in school – YES</li> <li>iii. Well defined medical room / infirmary with trained professional staff - YES</li> <li>iv. First aid kits at Medical rooms – YES</li> <li>v. Emergency contact list on notice board for hospitals, ambulance, police etc - yes</li> <li>vi. Mock drills for fire and disaster management regularly - Yes</li> <li>vii. Electrical inspections – Yes</li> <li>viii. Building Safety certificate from appropriate authority – YES</li> <li>ix. Hygiene and Sanitation certificate from appropriate authority – NO*</li> </ul>	
9	5.2	<p><b>General Awareness &amp; Counselling -</b> <i>please refer to Regulations document</i></p> <ul style="list-style-type: none"> <li>i. Good touch-bad touch</li> <li>ii. Stranger safety</li> <li>iii. Yell, Run &amp; Tell</li> <li>iv. Awful acquaintances</li> <li>v. Internet hazards</li> <li>vi. Elimination of suppression</li> <li>vii. Road Safety</li> <li>viii. Basic traffic rules</li> <li>ix. Dangers of Underage driving</li> <li>x. Self- defence</li> <li>xi. Legal literacy</li> </ul>	They are doing various sessions time to time as per regulations.

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		xii. Roles and Responsibilities of the Teachers xiii. Punishing the child xiv. Violence xv. Physical or mental humiliation.	
10	6	<b>Communication with Parents – Yes</b> 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	
11	7	<b>School Counsellor – Yes</b> <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	School has 2 counsellors with required qualifications. They are maintaining proper records and keeping in touch with parents as per the requirement of a particular child.
12	9	<b>Feedback / Complaint – Yes</b> i. Feedback / complaint box for students & parents ii. Confidentiality of feedback / complaints iii. Immediate action	Well maintained
13	10-11	<b>Special Needs / Training – NO*</b> i. Periodic sensitization and awareness session for staff and students ii. Clear rules for support staff handling of special needs kids	Not specific sessions were held with staff and students.

Audit team 1, members, Smt Kalpana BEO Pataudi , Sh Ajay Saini, Ms Divya Vaishnava conducted the audit. ALL security measures were checked thoroughly by the team members. Mr Girish

1.   
DEO / BEO / BEE

2. RTA personnel

  
Divya Vaishnava