

**Modern Convent School**  
**Sector 4, Dwarka**  
*School Safety Policy*

**INTRODUCTION**

Of the numerous effective interventions for improving the quality of education in a school, safety and well being plays a crucial role. Witnessing the present scenario the management of Modern Convent School acknowledges that it is imperative for the school to make and maintain a well-defined SOP on school safety policy for the well being and safety of the students, teachers and all workmen/staff.

**SCOPE**

- Ensure a supportive, caring response that considers the mental and emotional health needs of all members of the school community;
- Return to normality as soon as possible;
- Enable continuation of school routine and an optimal learning environment; and
- Minimise the adverse effects of such an event on the school community.

**PLAN OF ACTION**

- Identify potential hazards or threats to the school.
- Evaluate the current level of:
  - Risk posed by these identified hazards or threats.
  - Community perceptions of risk posed by these hazards or threats.
- Consider available resources for addressing hazards and threats.
- Decide how to prioritize which hazards or threats the Safety Plan will focus on.
- Training everyone about hazards and risks so everyone understands the probable hazard and can work safely.
- Investigating incidents, near misses and reducing the likelihood of them happening again.
- Having emergency plans and procedures in place.
- Ensuring compliance with all archived and recent CBSE and DOE issued circular regarding safety and security in school.

**Implementation Plan**

**Natural Surveillance** – “**See and be seen.**” Arranging physical features to maximize visibility, if people know they can be seen, they are less likely to engage in disorderly, violent, or illegal activity. If they do, others will see them and be able to de-escalate the situation or call for help.

**Natural Access Control** – “**Who gets in and who gets out.**” Properly guiding people to areas where you want them to go and out of areas where you don’t. For example, having well-marked entrances and exits, guiding visitors to the central office first.

**Territorial Reinforcement** – “**This is our space.**” Clearly defining the school ground boundaries. Through fencing, landscaping, and signs, to make it clear to anyone where the school yard begins. Well-signed pathways for movement in the school.

**Proper Maintenance** – “**Fix what is not up to the mark and is hazardous.**” Taking care to ensure building services function properly and safely. For example, removing litter and graffiti promptly; fixing broken windows or doors; keeping hallways clear of junk; caring for landscaping. It is well known that “signs of disorder” attract disorderly behaviour that may turn into violent acts.

**Training and Awareness- “Remedial tools”** Organizing Training and awareness for Students and all teaching and non teaching staff beyond skill development.

## **SECURITY MEASURES**

### Regular checks for the safety and security measures –

1. The CCTV cameras are placed at the right places and are covering all the required areas as per the school structure and are working properly at all times and keeping the record of their regular functionality.
2. The CCTV is installed in all the buses as per the govt. norms.
3. The locks of all the school gates, doors and windows are proper.
4. The glasses of all the vehicles, gates, doors and windows are in functional condition all the times.
5. The classrooms, offices and washrooms are properly checked before and after the school starts and gets over to make sure that any unwanted presence at inappropriate places is supervised.
6. The roof doors should always be locked or manned at all times.
7. The exits towards the playgrounds should be strictly under vigilance all the times.
8. The electrical gadgets should be in good condition, properly fixed and all the connected wiring should be covered and properly tapped/insulated.
9. The main electrical panel should be locked.
10. The generator room should be locked.
11. Any water tanks, septic tanks should be covered.
12. No unattended gas cylinders should be placed inside the school campus.
13. Any acids / cleaning materials should not be kept in open in the washrooms or pantry areas. They be placed under lock and keys.
14. All the chemicals / acids should be in locks in the labs and heavy apparatus should be properly fixed at the demarcated places.
15. School Swimming pool to be secured with locked gate and presence of maintenance worker inside the pool.

### **WHILE DEALING WITH THE OUTSIDERS / VISITORS-**

1. Limit access to one main monitored entrance.
2. Modified entry plans should be in place for times when there are a large number of visitors, for example, special days, events or PTMs.
3. A known, clear, and workable policy is needed to enforce this. For example, staff can be told to routinely give directions to the main office that guide visitors around the outside of the building.
4. If a staff member determines it is not safe for the visitor to do this (e.g., it's pouring rain and the visitor walks with a cane), he/she escort the person to the main office.
5. Visible visitor badges clearly indicating Parent or Visitor
6. Staff can be told to greet all visitors in a friendly manner and, if possible, to ask them if they need any help. Even frequent visitors (e.g., parent volunteers) are expected to wear visitor badges to set an example.
7. Any construction / repair works should not be taking place during the running school. In case some project is to be taken up all the necessary checks / preventive measures should be checked beforehand.
8. Any part time staff members / service providers provide them with the proper visitor cards with names, which they have to wear during the working period in school and submit it back before leaving the school premises.

### **WHILE DEALING WITH THE SUPPORT STAFF-**

1. The support staff should be in proper uniforms with ID cards, in case of outsourced asks the service provider to provide an ID card to the staff and submit a copy of the police verification for reference and records.
2. The support staff should not be using the students' washrooms.
3. The movement of each and every person should be monitored time to time to make sure that none of the support staff is moving to any areas where they are not suppose to be.
4. The duties and the roles of each and every one should be very categorically explained to all.
5. Plan their lunch breaks in different time slots instead of allowing them to go together and give them demarcated areas for that.

6. They should be instructed to keep their water bottles and get the same refill from time to time in place of roaming all the time around the drinking water areas.
7. The drivers / helpers should not be allowed inside the school campus during the running school.
8. In case of any changes or replacements ask the company to follow the complete procedures and submit all the relevant details about the new person on duty.
9. Check all the documents of the drivers / helpers/ guards/ maids/ peons/ aayas/ gardeners etc. to make sure that the outsourced company is not using any shortcuts in their services at the school level and also the police verification to be done for all.
10. No male support staff should be allowed to touch any student / staff unnecessarily.
11. Avoid putting up any duties of the male staff in and around the washrooms, near the stair areas or around the classrooms during the running school.

#### **FOR THE SCHOOL STAFF-**

1. Staff should be vigilant all the times and keep a track of the students / staff movements in the best possible way.
2. Teachers should make sure to keep a time track for each and every child who has left the class for any reason. Maybe for using the washroom, going to office or any particular teacher for any work etc. The out pass maybe introduced at the class level as well for any special permissions specifically at the time of any events/ functions/ competition preparations.
3. Teachers should make sure that all the students are moving together for outside to playfields or co-curricular activities and none of the children is left behind unattended.
4. No corporal punishment as per provision of RTE and POCSO Acts.
5. Teachers should make sure that the classes are not left unattended due to any confusion in the substitutions or any make shift arrangements. The attitude should be if I am free I should move to the class (irrespective of which grade I am deputed for) till the time the person substituted is in place.
6. All class teachers should have with students' database and emergency contact number at all times
7. The Ministerial Staff should make sure that no child is roaming here and there in the corridors / office areas.
8. All the staff members should be outside in the corridors and campus at the time of departure of the students including Head/Principal and teachers as well. It will help in making sure that all the children have safely left for their homes.
9. The male staff members should be deputed near and outside the entry gates / transport areas to avoid the groups/mobs of the unwanted people during the departure.
10. Teachers should be vigilant and in case of any disturbance visible in the child's behaviour or attitude will not be avoided.
11. Create an awareness amongst staff members that when a child's well being: is being threatened, support is not adequate and maltreatment, abuse, neglect, degradation or exploitation of a child is taking place, the said child is deemed to be in need of protection and the relevant authorities must be informed. Such a child should be reported to the Principal.
12. Any lapse at the parents level should be intimated to them without any delay as the child's safety is a club effort.
13. Any lapse for the service providers should not be accepted at any level and immediate action should be taken by the Principal / Head to inform for any shortfalls.
14. Surprise visits / regular rounds of the campus should be done by the Head / Principal.
15. The Building Maintenance Committee should be vigilant and cover each and every corner of the building to make sure that all the corners / areas/ set ups/ electrical fittings/ locks/ windows / doors/ boundary walls/ adjacent areas are taken care of and should be documented in the report by the way of safety audit.

### **Miscellaneous(Early departure/pick up-Drop off/Mode of transport)**

1. Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is carrying the parent card.
2. No student to be handed over to any unauthorized person. If a relative /guardian comes to pick up a child, he/she should be carrying the parent card with their photo affixed or an authorization letter. The latter case Child will only be relived in such a case after it is telephonically confirmed with the parent
3. No short leave will be granted after 10 AM. All requests for a short leave should be given at the reception before 10 AM.
4. Students will not be permitted to change their mode of transport without prior approval of the concern supervisor /Principal. Request letter duly signed by the parent should be sent one day prior to class teacher or reception. It is preferred that such request letter be handed over by the parents themselves rather than being send via the child.
5. No articles will be permitted to be given to the students in between school timings.
6. In the case of a dispute between parents the guardian will be decided only on basis of a court order produced by the parent who has registered the child at the school. In absence of a court order the parent/s that had completed the admission procedure will be considered as the official guardian.
7. Cases of bully should be reported to the PET/ Class Teacher/Supervisors/ Principal. Strenuous and immediate action to be taken against such students.

**Management of threats to school safety:** as per CBSE circular no. 15 CBSE No. 15 dated 05.04.2010 *General guidelines and recommendation for parents, Model code of conduct for students to be mentioned in the almanac to ensure smooth day to day functioning. It should the reviewed before the start of each session*

#### **Measures taken by school for student safety**

1. Secure campus with 8 foot high boundary wall with 3-3.5 foot fencing over it.
2. CCTV covered campus.
3. Restricted entry.
4. Three monthly Safety Audit Covering Electrical hazards, Water Hazards, Labs Hazards, Structural Hazards and Transport safety by team of teachers.
5. Easy online feedback/communication system via online Ids and email.
6. Full time school counselor.
7. Working committees for Anti Bullying, Child Abuse monitoring, Sexual Harassment, Disaster Management, Health and Wellness.
8. Conduction of Mock Drills under guidance of DDMA Team.
9. Allocation of female staff in Buses.
10. GPS enabled buses with CCTV (in process).
11. Planned Teacher monitoring during sensitive times like early morning, recess and dispersal.
12. Two full time nurses and On call Doctor. One vehicle and driver for transportation to hospital in emergency.
13. First Aid boxes on each floor and playground all buses. Availability of Oxygen cylinder in school building, Near play ground and Medical room.
14. Fire Extinguishers for various purposes placed on each floor. Sand buckets at the two main gates.
15. Workshop for aayas, male staff on POCSO Act, First Aid, Use of fire extinguishers, Road safety. Workshop for teachers and students on topics concerning health and wellness.
16. Regular conduct of Evacuation drill for Earthquake, Fire, Bomb Threat etc.

#### **School Safety Committee**

As per circular no. F.1(678)/CTB/School Safety/2017/901 dated 01-11-2017, School safety committee consisting of 04 Parent Members and 03 Staff Members hold monthly Safety Walk based on a 115 points check list given by Department of Education, GNCT of Delhi.