

## SAFETY CHECKLIST

This safety checklist is divided into five sections- Physical Safety, Emotional Safety, Social Safety, Emergency Preparedness to handle disasters and Cyber Safety.

Section- I: Physical Safety				
S. No.	Statement	Yes	Needs Improvement	No
1	The school maintains Health Cards as envisaged by the Comprehensive School Health Programme of CBSE.	Yes		
2	The school keeps the medical records of students with special health problems.	Yes		
3	Parents communicate their child's health issues to the school.	Yes		
4	The school has a qualified full - time doctor and/or nurse in the school.	Yes		
5	There is a doctor-on-call for emergency.	Yes		
6	The school has tied up with a local hospital within two kilometers.	Yes	Kailash Hospital, Gates, NDA	
7	There is a first - aid box placed at every floor of the building.	Yes		
8	The school carries out an annual medical check-up of all the students.	Yes		
9	The teachers have undergone basic training / bridge courses on counselling, first-aid and identification of disabilities / learning difficulties.	Yes		
10	The school has a 'Health and Wellness Club'.	Yes		
11	Every teacher regularly makes use of the 'School Health Manual'.	Yes		
12	There is an emphasis on the intake of a balanced diet by the students and nutritious alternatives to junk food are encouraged.	Yes		
13	The school follows a fruit-break, milk-break or mid -day meal plan.	Yes	Fruit - break	
14	There is a dietician and meal planner on the school panel (in case of schools offering meals to its students).	Not	Applicable	
15	The teachers have their meals with the students of junior classes and monitor their eating habits.	Yes		
16	The school calls medical experts from time to time to sensitize students and teachers on health-related issues.	Yes		
17	The First-Aid protocol for common injuries is displayed at prominent places in school.	Yes		
18	The health management facilities are evaluated on a regular basis in school.	Yes		
19	The medical history of every student is available in the school.	Yes		
20	The special records like blood groups, allergies and medication that need to be prescribed frequently are updated with parental support.	Yes		

21	The laboratories are well equipped to handle common emergencies.	Yes		
22	The laboratories are safe and spacious enough for hazard free learning.	Yes		
23	The school has constituted a parent-teacher-student committee to address the safety needs of the students.	Yes		
24	The school has proper sewerage, drainage and garbage disposal arrangements.	Yes		
25	There is a proper facility for safe drinking water with adequate number of water taps.	Yes		
26	The washrooms are hygienic and the disinfectants are kept away from the reach of the children.	Yes		
27	The auditorium, assembly hall and gymnasium are free from hazardous fixtures and are adequately lit up and well ventilated.	Yes		
28	The benches have rounded edges.	Yes		
29	The windows are fixed with proper railings and grills.	Yes		
30	There is a central alarm system in the school.	Yes		
31	There is regular maintenance and /or testing of the entire security alarm system at least every six months.	Yes		
32	The electrical appliances are maintained and are regularly checked.	Yes		
33	Access to electrical panels is restricted.	Yes		
34	The secluded corners, corridors and staircases are kept under watch by staff during lunch breaks and at the time of dispersal.	Yes		
35	There are ramps and wheel-chairs for differently abled students / teachers and the school environment is disabled friendly.	Yes		
36	The elevators and exit ways are examined periodically and on a daily basis, and are maintained with a fitness certificate from the appropriate authorities.	Yes		
37	The access to school building by outsiders/visitors is controlled and monitored.	Yes		
38	The parents are connected with a messaging system or mobile phone networking.	Yes		
39	The physical education instructors are sensitive enough to involve students in sports according to their physical capabilities and health related issues.	Yes		
40	The sports room is well - ventilated and well - equipped to handle common sports injuries.	Yes		



41	The school playgrounds, swings, rides, sports - equipment etc. are safe.	Under repair		
42	The school buses have passed the safety test.	Yes		
43	There is a teacher on board and a helper or an attendant accompanying the children in the school buses.	Yes		
44	The school buses are equipped with first - aid boxes, drinking water and mobile phones.	Yes		
45	Students are restricted from loitering in corridors, hallways, stairways and restrooms.	Yes	by Co-ordinators and discipline In-charge	
46	All the areas in the school are adequately supervised by the staff.	Yes		
47	The staff actively supervises the students both inside and outside the classroom.	Yes		

Section- II: Emotional Safety			
S. No.	Statement	Yes/No	Remarks
1	The school has a strong policy statement against child abuse and exploitation.	Yes	
2	The staff has been trained to be alert to signs of abuse.	Yes	
3	There is a procedure for checking on staff background before they are allowed to work with the children.	Yes	
4	There is a child protection policy which includes procedures to be followed for a teacher or any another member of the staff if accused of harming a child.	Yes	
5	The school provides ongoing training and development for staff to address their responsibilities to protect children from abuse.	Yes	
6	There is a regular qualified guidance counselor on school roll.		
7	The school informs and consults parents and encourages the participation of families in child protection issues.	Yes	
8	There is a rehabilitation programme to restore the self-esteem of abused children.	Yes	
9	The children are taught the difference between 'good touch and bad touch'.	Yes	
10	The child is helped to understand his right over his own body especially, the right to say 'No'.	Yes	
11	The children enjoy an enabling environment and are encouraged to share their personal confidence with the teachers.	Yes	
12	The school provides workshops by medical experts and counselors on adolescence related issues.	Yes	
13	The school provides a sensitive platform for building self - esteem and communication skills among children.	Yes	

## Section- III : Social Safety

S. No.	Statement	Yes/No	Remarks
1	The children are given enough guidance on managing emotions and building healthy peer relationships.	Yes	
2	The children are sensitized to recognize and resist negative peer pressure.	Yes	
3	They are taught skills to manage fear, anger and stress.	Yes	
4	They are given positive reinforcement to stay away from criticism, rude language, gossiping and trivial matters that may lead to violence.	Yes	
5	The school addresses the issues of bullying, harassment and prejudice against children.	Yes	
6	The teachers try to make their influence positive and there is an atmosphere of connectedness.	Yes	
7	There is a strict monitoring of theft, graffiti and social cliques to handle behavioural modifications.	Yes	
8	The students feel safe reporting abuse and authority.	Yes	
9	The disciplinary and safety problems are quickly addressed.	Yes	
10	Awareness programs are conducted on AIDS, harmful effects of tobacco and drugs.	Yes	
11	Stress management workshops, yoga classes and meditation sessions are conducted for students and teachers regularly.	Yes	
12	There is a happy learning ambience in school.	Yes	
13	There is a strict restriction on corporal punishment and emotional harassment of students by teachers.	Yes	
14	Academic guidance is provided to low achievers and children with special needs.	Yes	Through Remedial Classes
15	There is a regular ongoing program to build up self-esteem and confidence among students.	Yes	



Section - IV: Emergency Preparedness to Handle Disasters

S. No.	Statement	Yes/No	Remarks
1	There are enough exits and entry points and staircases to be used in the case of emergency.	Yes	
2	The evacuation plan is displayed at different places in the building.	Yes	On every floor
3	The students and staff know and understand the evacuation plan to avoid stampede in case of a disaster.	Yes	
4	The school premises are under surveillance by the Principal through CCTVs.	Yes	
5	There is a provision for legal alternatives and advice.	Yes	
6	The staff has been trained to respond in case of an emergency.	Yes	
7	The students and staff know how to use fire-extinguishers.	Yes	
8	There are enough fire-extinguishers installed at sensitive places.	Yes	
9	The floors, stairways and railings are safe.	Yes	
10	CPR and first-aid classes are held at periodic intervals for staff and students.	Yes	
11	The drain hole pipes and water tanks are covered properly.	Yes	
12	There are fire-alarms and smoke-alarms installed at different places.	Yes	
13	The disaster management drills and evacuation plans are practised from time to time.	Yes	
14	There is provision for well-equipped ambulance in case of emergencies or during any disaster.	Yes	
15	The protocols to be followed in case of emergencies are displayed at different places in the building.	Yes	
16	The teachers and paramedical staff are trained to provide resuscitation.	Yes	
17	The Fire Service, Ambulance Service, Police Service or any other Community Service can be contacted by immediate dialing.	Yes	
18	The school is equipped with a Public-Address System to make emergency announcements.	Yes	
19	There is a stable Disaster Management Plan which is updated regularly.	Yes	
20	There is a School Disaster Response Team consisting of members, administration, teachers and senior students.	Yes	
21	The school staff is sensitized to address the trauma and post-disaster interventions.	Yes	
22	The Principal is capable enough to take one or many crucial decisions in case of a disaster.	Yes	
23	The school is equipped with school security technologies.	Yes	
24	The school's design is safe enough to handle terrorist attacks.	Yes	
25	The school handles media briefing and updates without sensationalization.	Yes	
26	The safety and security checklist is used for planning and designing new facilities or assessing existing ones.	Yes	



27	The safety and security checklist of school is updated frequently.	Yes	
28	There is a well-equipped disaster management cell in school.	Yes	
29	There are regular preventive checks to ensure safety related to high risk areas-electrical, fire, civil work, school gates, transport etc.	Yes	

Section- V: Cyber Safety			
S. No.	Statement	Yes/No	Remarks
1	Access to computer rooms and technological usage is monitored by teachers.	Yes	
2	There is Internet Security for children.	Yes	
3	Cyber-crimes are handled with sensitivity.	Yes	
4	Social Networking sites are blocked during school hours.	Yes	
5	Parents and children are provided enough awareness on safe usage of technology and how to avoid taking risks.	Yes	
6	Cyber-bullying is handled with utmost care.	Yes	Workshops are conducted
7	There is proper handling of e- waste.	Yes	

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