



SCHOOL SAFETY POLICIES

CHINMAYA VIDYALAYA PALAKKAD CLUSTER


























Safety Manual Pointers for Chinmaya Vidyalayas.

The manual is categorized under three headings:

- 1. Physical Safety*
- 2. Social Safety*
- 3. Emotional Safety*

1. Physical Safety:

-  *Conducive Furnitures*
-  *Electrical fittings: Preventive maintenance*
-  *Gas pipe lines in the lab*
-  *Display on the information of Lab chemicals and first aid for any accident*
-  *Access control to chemicals by students*
-  *Fencing Any water body/wells etc*
-  *Signage's displaying the safety norms*
-  *Periodical testing of drinking water*
-  *Toilet maintenance*
-  *Availability of Hand wash liquid*
-  *Renewal of fire extinguishers*
-  *Training of fire extinguishers to staff*
-  *Mock drill demonstrations*
-  *Play equipment safety*
-  *Availability of staff while children are in the play field.*
-  *Regular Drainage cleaning*
-  *Prevention of Mosquito infestation*
-  *Regular health check ups*
-  *Vaccination awareness to parents*
-  *Regular inspection of Buses. Compliance to norms.*
-  *Safety during Tours and trips organised by School, avoid bathing in water bodies.*
-  *Clear instructions to Escort teachers during outdoor trips.*
-  *Strict instructions to faculty members against corporal punishments*

- ✚ Restrict the number of students in a class room.
- ✚ KG classes to have safe play equipment
- ✚ Support staff facility for KG classes

2. Social Safety

- ✚ Norms for permitting visitors to meet Children
- ✚ Verification for Bus drivers/ assistants
- ✚ Awareness programs to Parents to be cautious if Children are traveling in Public transport/ autos etc.
- ✚ Precautions while appointing staff both male and female.
- ✚ Awareness to students regarding unsafe sites.
- ✚ Internet literacy/ cyber awareness
- ✚ Norms for mobile phones usage in school.
- ✚ Awareness sessions to students to avoid night out stays with friend.

3. Emotional Safety

- ✚ Strict norms against bullying/ ragging among students
- ✚ Counseling/ mentoring sessions for students
- ✚ Strict norms even for male teachers handling girls in the class rooms.
- ✚ Communication of the Policy for correction of student's mistakes.
- ✚ Counseling sessions for students and ensuring not using inappropriate languages/ not involving physical fights etc..
- ✚ Involving students in service activities will help emotional stability to students.

CHINMAYA SAFETY POLICY

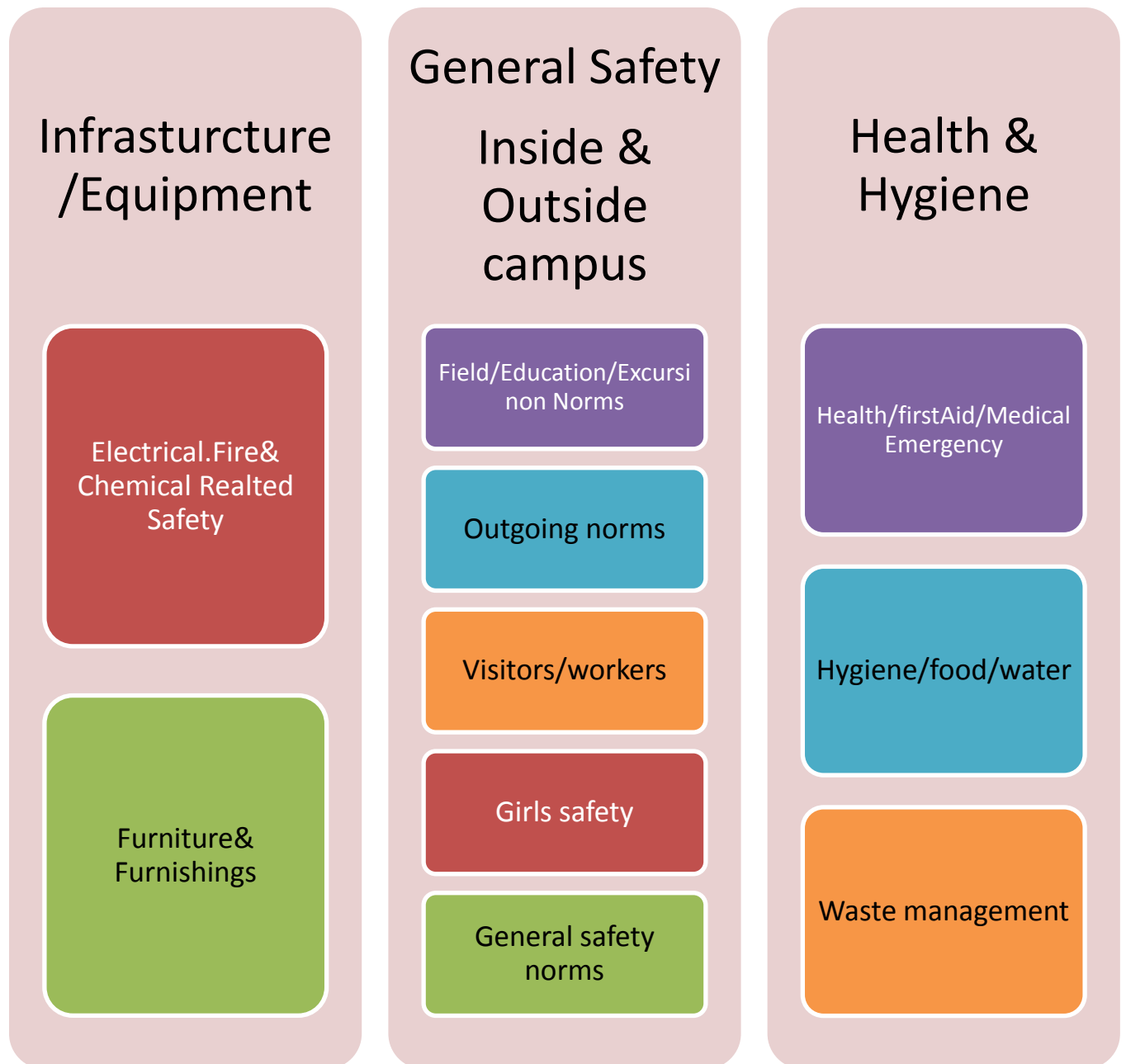
CHINMAYA SCHOOLS considers the Safety and Health of all the Students, Faculty and Staff (Office staff & others) to be the most important in the school's working environment.

The School's objective is to promote not only excellence in teaching and learning, but also the implementation and proactive monitoring of the Safety and Health of all the people associated with the school.

Objectives

- ❖ *To invest in the safety of school children and to ensure that they grow up in environments that build confidence, friendship, security and happiness.*
- ❖ *To chalk out comprehensive guidelines on Safety and Security of children in school*
- ❖ *To inform and equip relevant stakeholders in monitoring the measures of school safety and security, so as to ensure the Safe and Secure environment for the children in schools, .*
- ❖ *To provide a stress free working environment with a good management and human resource policies aiming to develop the faculty, staff and students.*
- ❖ *To ensure that all stakeholders are fully aware of their health and safety responsibilities and have a good understanding of what is expected to be followed in case of emergencies and how to carry out their roles during emergencies.*
- ❖ *To provide Physical, Emotional and Social Security to all the stake holders.*
- ❖ *To ensure that all faculty and staff have adequate access to appropriate training for safety procedures to be followed so that they can discharge competently the responsibilities assigned to them.*
- ❖ *To have a very effective system for communicating between all the stakeholders on all the matter of school policies.*
- ❖ *To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities; and*
- ❖ *To have a process of continuously measuring the progress against the agreed standards and benchmark (as per CBSE norms) for a Safe School Environment.*

Safety Policy Structure



1.Infrastructure Safety

Any equipment - electrical, play and furniture can cause accidents if regular inspection/ maintenance not done.

Water leak areas

Open/ naked wires

Free access to prohibited areas

Free access to Laboratories where in chemicals and equipment are kept.

Toilet doors and all water sources

Long power cuts / dark areas

The following safety norms are in place.

Electrical, Fire, Building, Chemical and Other Related Safety

- ❖ *The orientation of the buildings is in such a way that proper air circulation and lighting is available with open space all round the building as far as possible.*
- ❖ *Schools has water storage tanks, duly covered and protected.*
- ❖ *Electrical auditing is done by certified government electrical engineers once in six months and the reports are recorded.*
- ❖ *limited access to the area of electrical installation only to those who are required.*
- ❖ *Regular maintenance work is carried out periodically and signatures from the respective in charges are obtained confirming the same.*
- ❖ *Weekly reports are received from the -in- charges and actions are taken. The reports are directly monitored by Principal/ Manager.*
- ❖ *water coolers are checked regularly and records maintained with dates.*
- ❖ *Generators / Air Conditioners are serviced regularly.*
- ❖ *All fans and lights are checked on weekly basis and replacements are done immediately.*
- ❖ *The generator areas are covered and access is prohibited for children.*
- ❖ *Generators provide continuous supply of power during power cuts.*
- ❖ *Fire Extinguishers are placed all over the building.*
- ❖ *With the help of fire fighting agencies mock drill and training are carried out in school on periodical basis.*
- ❖ *Fire-fighting drills are conducted by the fire service people regularly. Fire evacuation drill is conducted by the school.*

- ❖ *Trained management team is available in the school for initial fire hazard management.*
- ❖ *All laboratories have proper ventilation, safety electrical tripping devices and fire extinguisher.*
 - ❖ *Safety instructions are provided by the teachers and also displayed as signage inside the labs. lab coats are provided for students conducting the experiments.*
- ❖ *First aid box is available in the labs.*
- ❖ *The space for free mobility for students in case of an emergency is maintained.*
- ❖ *The chemicals and instruments are kept safely beyond the easy access of children and are used only under supervision.*
- ❖ *exhaust facility for the gases.*
- ❖ *The school team is trained to meet any emergency in the laboratory*
All chemicals are labeled and stored in the store room which is out of reach from the students.
- ❖ *All drain hole pipes, bore-wells and water tanks are covered properly. To avoid water logging, proper rain water drains are placed, covered and maintained.*
- ❖ *The school campus is protected with a walled fence for safety and security.*

Furniture & Furnishings

- ❖ *The class rooms are big enough and the school policy is to take 35-40 students in a class so that there is enough space for movement in the class rooms.*
- ❖ *The benches and desks are checked for sharp edges to prevent children getting hurt.*
- ❖ *Number of toilets are built keeping to restrict the issues due to over usage.*
- ❖ *class rooms are repaired regularly during vacations.*
- ❖ *All windows in the classroom are well ventilated*
- ❖ *All windows and corridors have grills for safety.*
- ❖ *All Blackboards/Smartboards/Projectors are attached to the wall/ceiling and periodically checked for safety.*
- ❖ *All indoor play arrangements are done keeping safety in mind.*
- ❖ *Children are monitored by the PE teachers while children are using the play equipment*

2. GENERAL SAFETY: BOTH INSIDE & OUTSIDE CAMPUS

THREATS:

Children are staying in the campus for almost 9 months in a year and are also traveling out regularly during Education tours, adventure trips, field trips and during outings and vacations.

Injuries/ accidents

Bullies

Cyber threats

Physical assault

Visiting sites/ water bodies

Unidentified visitors

Outing escorts other than parents

2.1. Field/ Education/Adventure Trips:

- ❖ *While planning tours, vendors are verified considering their client lists.*
- ❖ *The documents of the transport arranged are inspected before the trip.*
- ❖ *Written undertaking is taken from the vendors to certify the conduct of the drivers/ helpers.*
- ❖ *If the travel is by flight/ train necessary instructions are given to the escort teachers and the school is updated regularly on the happenings.*
- ❖ *For every 10 children one teacher is assigned.*
- ❖ *The places of visit are checked physically by a team to ensure the stay and safety arrangements are good.*
- ❖ *Bathing in water bodies are avoided as a policy.*
- ❖ *In case of any sudden illness of a child, it is clearly documented that the vendor will make arrangements to send the child back to the campus.*
- ❖ *No visitor is allowed to meet the child during tours.*
- ❖ *No money handling by the student is permitted without the supervision of the teachers.*
- ❖ *No access to mobile phones to children is extended without the knowledge of the escorting staff.*

2.2. Outgoing Norms:

- ❖ *Only parents or registered local guardians can collect children from the campus during outing days.*
- ❖ *ID cards are issued by school to the students*
- ❖ *In case of any other relative picking up the child, parent has to send an authorization letter . Only then, the student will be handed over to the visitor.*
- ❖ *The items brought by children are checked for security .*
- ❖ *Students are given class pass to move out from one place to another*

2.3. Visitors/ Workers:

- ❖ *Before employing workers, proper verification is conducted.*
- ❖ *Police verifications are carried out if required.*
- ❖ *All visitors are issued visitor pass when they enter the campus by the security.*
- ❖ *CCTV captures the visitors when they enter the campus.*
- ❖ *Staff members are required to inform the administrative department whenever they have visitors.*
- ❖ *All vehicles are checked for security when they leave the campus.*
- ❖ *Drivers are not allowed to take the vehicles inside the campus without prior permission.*
- ❖ *Parents are allowed only with prior appointment.*
- ❖ *Workers need to wear the id card while at work.*
- ❖ *12. While cleaning toilets, supervisors need to stand outside to avoid children entering the toilets at the same time.*
- ❖ *13. No direct interaction is allowed between the students and the unknown visitors.*
- ❖ *14. Only lady cleaners are allowed inside the girl dorms.*
- ❖ *15. Any repair/ maintenance works can happen only in the presence of the staff during working days.*

2.4. Girl's Safety:

- ❖ *No staff member is permitted to take special classes/ remedial classes or any other works for girl students unless the girls are in a group.*
- ❖ *Girls needs to be in a group while going for special classes/ games/ coaching etc.*
- ❖ *Girls, when required to go out of the campus, will always be sent with a lady staff member as an escort.*
- ❖ *The in charges are responsible for the movement of girl students after the class hours.*

General Safety Norms:

- ❖ *Speeding of vehicles inside the campus is restricted to 20kmph only.*
- ❖ *PE teachers need to escort the students to the PE/ library classes.*
- ❖ *No student is allowed to keep any sharp items in the class*
- ❖ *Medicines are not allowed to be kept in the custody of students.*
- ❖ *Cyber security measures in place. Access to social media sites are banned in campus.*
- ❖ *All measures are taken to prevent children getting into cyber bullying.*
- ❖ *Regular orientation programs are conducted to create awareness on cyber security.*
- ❖ *Staff are strictly not allowed to physically, sexually or verbally abuse children. Corporal Punishment is strictly not permitted. Severe consequences are given for non-adherence.*
- ❖ *Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.*
- ❖ *No staff should engage the child of opposite gender in any secluded place in or outside the school.*
- ❖ *Gender education is provided to all the students by the professional counselors every year.*
- ❖ *No kind of ragging is strictly allowed. Non-adherence will result in expulsion of the student from the campus.*
- ❖ *No student is allowed to engage with any other student of the opposite gender in any secluded place in or outside the school.*
- ❖ *Using inappropriate language in the school is not permitted.*

- ❖ *No staff is allowed to ask for any favour in cash or kind from the parents or guardians.*
- ❖ *CCTV Cameras are installed at various prominent places and is directly monitored by the Principal.*

3. HEALTH & HYGIENE:

THREATS:

Unhygienic/ contaminated food

Water contamination

Pests & insects

Lack of cleanliness in serving staff

Infectious diseases

3.1. Health, First Aid & Medical Emergency:

- 1. School has a sick room and first aid given in case of emergency.*
- 2. Parents need to submit all the medical documents at the time of admission to the School.*
- 3. School has the right to deny admission in case the medical history is of severe nature.*
- 4. Special care is extended when children are unwell.*
- 5. Check-ups like Height, weight, oral care and ENT check-up are administered on regular basis.*
- 6. The school keeps the health record of all the students .*
- 7. All medicines kept in the first aid boxes are periodically checked and expired medicines are disposed.*
- 9. School has a tie up with the govt hospital nearby and any medical issue, student is sent to the hospital for check-ups.*
- 11. In cases of infectious ailments, students are kept in isolation and sometimes sent home to avoid the disease getting spread in the campus.*
- 12. In case of any emergency, the trained staff provides the basic first aid and immediately takes the child to the hospital.*
- 13. Parents are consulted by the Principal in case of the need for any emergency medical procedures.*

3.2. Hygiene/ Food/ Water:

- ❖ *Children are continuously guided through presentations, talks on health and hygiene. They are also made aware to inform the RHPs and medical doctor in case of any medical issue.*
- ❖ *washing areas are kept separately.*
- ❖ *Deep cleaning of the Kitchen appliances happens regularly. .*
- ❖ *While on tours, students are provided only with safe water and food.*
- ❖ *Water testing is done regularly.*
- ❖ *The school has a Reverse Osmosis water filtration plant which provides safe drinking water to all the stakeholders in the campus.*
- ❖ *The water RO plant is cleaned during vacations.*
- ❖ *Incinerator is fixed in the girls toilet*

3.3. Waste Management:

- ❖ *School has a STP plant and is monitored by a vendor. Such treated water is used for gardening purposes.*
- ❖ *Collection of waste is done by the housekeeping staff under the supervision of the housekeeping Supervisor.*
- ❖ *Segregation of the waste is done at an allocated open place far from other blocks.*
- ❖ *Segregated waste, including e-waste, is disposed as per the norms given in the waste management policy.*
- ❖ *All bio waste materials generated in the kitchen is circulated through the bio gas plant and utilised well as fuel.*
- ❖ *School has Solar panels for heating water and its maintenance is done regularly*