



Chinmaya Vidyalaya Bokaro

Affiliated to C.B.S.E, New Delhi

(A Unit of CENTRAL CHINMAYA MISSION TRUST, MUMBAI)

(A CBSE New Generation School)

SCHOOL SAFETY MANUAL



Vidyalaya considers the Safety and Health of all the Students, Faculty and Staff 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. The School Safety Policy is well defined and they are communicated to all stake holders of the school.

OBJECTIVES

- To provides a safe and healthy working and living environment, premises and facilities for all the students, faculty, staff and visitors / guest.
- 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.

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➤ **Section-1:Physical Safety**

1.1 School Building

- The School building is as per the norms under National Building Code of India 2005.
- School maintains the standards and norms as specified in section 19 of the RTE Act.
- School building and premises free from inflammable and toxic materials.
- The CCTV monitoring system is monitored regularly.
- Electrical fittings in the classrooms and corridor are working properly and are secured properly.
- Ensure that Switch Board/main switches are working properly and the switch board is covered and cautioned.
- The corridors and staircases are clear of obstruction.
- Classroom door and emergency doors are clear of obstruction.
- Floor evacuation plans are displayed properly.
- Fire extinguishers are in place.
- Water filter/ purifier/ RO system is available in the school.
- School has separate toilets as per prescribed, for girls and boys.
- Attendants for children in age group for 3-6 years are available to assist children.
- There is running water facility in all the toilets.
- Toilets are cleaned and maintained regularly.
- Toilets are having arrangements for disposing waste material, especially for girls.
- Cross ventilation in classrooms is maintained.
- Rooms are properly illuminated with lighting.
- Lightning conductor in place and working properly.
- First Aid kit is available at desired places.
- Lift in the school is capable of serving the needs of children with disabilities.

1.2 Fire Safety Management

- School have a fire safety certificate, which is validated periodically by concerned authority.
- School have fire fighting systems in place to meet any emergency, including the alarm system or smoke detection system.
- With the help of fire fighting agencies mock drill and training is carried out in school on periodical basis.
- Trained management team is available in the school for initial fire hazard management.
- The School has put on display the Fire Safety and Evacuation Plan to be followed in case of emergency.

1.3 Electrical Safety

- Generators / Air Conditioners are serviced regularly.
- All fans and lights are checked on a weekly basis and replacements are done immediately.
- The generator / transformer areas are covered / fenced and access is prohibited for adults and children.
- Generators provide continuous supply of power during power cuts.
- Safety of electrical equipments are being checked periodically.
- School ensures limited access to the area of electrical installation only to those who are required.

1.4 Safety in the Playground and Sports Activities

General Guidelines

- All the entries in the playground must be closed. Students having games class should only be allowed to enter in the playground.
- Concerned teacher accompany the students from class to the playground.
- The equipments have a proper place and it should be kept at that place only.
- The hazardous equipments are be kept out of the reach of the students.
- Equipments are be issued in the student's name and to be kept back after use. The responsibility of that equipment will be on the student issuing it. Proper record is maintained.
- Visitor stickers are required for all non-school staff while they are on the playground.
- Regular cutting of grass is done. It should be more frequent during rainy season.
- Teachers should not send the students to the ground if it is not a games period.
- Snake preventive actions to be taken regularly.

For Students

- Show respect for others and follow instructions given by supervisors.
- Stay out of classrooms and bathrooms unless you have permission or a pass.
- Refrain from eating or chewing gum.
- Stay off trees, planters, railings, drain pipes, and poles.
- Leave rocks, bark, sticks and other dangerous objects alone. Other than balls, there should be no throwing of objects of any kind.
- Real or pretend fighting and rough play are not allowed.
- Use equipment safely, sensibly and appropriately. Do not bring toys, cell phones, balls or other equipment from home.
- Footballs and soccer balls are to be played with in the play fields. Rubber balls are for hand use only. Basketballs are for use in the basketball court area only.
- On the slide/bridge equipment, slide down; it's one-way only. Playing tag is not allowed on this equipment.
- Follow game rules.
- Keep the equipments at its proper place after use.
- Stop what you are doing immediately when the whistle blows and go to your line.
- Show pride in your school and neighbourhood by keeping the building and grounds litter-free.
- Move to the respective classrooms from ground without delay.

1.5 Water Safety

- School has centralised water RO facility for drinking water.
- Water tanks are cleaned regularly.
- Testing of water is done periodically by the competent authority.

1.6 Visitors Management System

- Before employing workers, proper verification is conducted.
- Police verifications are carried out, if required.
- All visitors are issued visitor pass by the security, when they enter the campus.
- CCTV captures the visitors when they enter the campus.
- Staff members are required to inform the administration department whenever they have visitors.
- Parents or Visitors are not allowed to into the class rooms. They should go to the Reception from where they will be sent to the required placed, if needed.
- Proper record is maintained for any person entering into the campus. Even for staff and students if they at time other than their scheduled time.

- Drivers are not allowed to take the vehicles inside the campus without prior permission.
- Parents are allowed inside the campus only with prior appointment.
- Workers wear their id card while at work.
- While cleaning washrooms, supervisors stand outside to prevent children from entering the washroom at the same time.
- No direct interaction are allowed between the visitors/workers and the students.
- Only female cleaning staffs are allowed inside the girl's washroom.
- Any repair/maintenance works in the staff quarters happen only in the presence of the staff.

1.7 EMERGENCY EVACUATION GUIDLINES

For Students

- Students to be calm and should not panic.
- Students should leave the class without creating any chaos.
- Students should not run and push anyone.
- Elevators are not to be used during a fire alarm. Use the stairs.
- Follow designated exit routes which are posted near toilets of every floor and in the central area.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Class Captains will lead their respective classrooms to move out.
- Go to the predetermined location outside the building (Playground).
- Students should stand as per their class and section. Class Captains to stand in front.
- Wait for instructions of teachers for clearance.
- After clearance from teachers, students should move to their respective classrooms.

Section-2: Emotional and Personal Safety:

2.1 Safety of Children against Sexual Abuse

- The school have an Internal Complaint Handling Committee
- All teaching, non-teaching, contractual and other staff is sensitized on child laws.
- Parents and students are sensitized from time to time on the Child Protection Policy/Guidelines/child laws and reporting Mechanisms.
- There is a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children.
- There is a clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed, in the event of a child abused by teaching or non-teaching staff or anyone else connected with the school.
- School undertakes on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues.
- There are books/reading materials on child safety and protection available in the school library and accessed by students and Teachers.
- Children are regularly oriented towards good touch and bad touch?
- Children are made aware regarding preventive steps to be taken w.r.t Child Sexual Abuse?
- School has Children's Forum (Open House Meeting) that promote children's participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.

2.2 Social and Emotional Safety

- Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships.
- Through conducting sessions on life skills, students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students.
- All types of bullying is discouraged and prohibited in the school premises. Students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.

2.3 Cyber Safety

- Access to computer rooms and use of electronic and technological devices by students supervised by teachers.
- Social Networking sites blocked in the school computers.
- Students are regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.
- Students are educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc.
- Cyber-crimes are handled with sensitivity and confidentiality.

Note: Vidyalaya has separate guidelines each for Bus Safety, Lab Safety and Health Safety.