



# *SCHOOL SAFETY POLICIES*

## *CHINMAYA VIDYALAYA PALAKKAD CLUSTER*



**CHINMAYA VIDYALAYA-Pallavur/Tattamangalam/Kollengode** units of Chinmaya mission educational and cultural trust , Palakkad are co educational senior secondary schools. The primary objective of the Vidyalaya is to integrate best of our culture and philosophy and academic education and enable children to grow into refined, noble and responsible human being. Its aim is to impart best education with utmost care , love and understanding with a view to instill in our children moral and ethical values, strength of character, discipline, sacrifice and universal outlook, firm faith in all religions and an abiding spirit to serve the nation in various capacities, thereby developing a healthy and broader outlook in life.

Chinmaya 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.

### **CHINMAYA SAFETY POLICY - 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 provide a stress-free working environment with a good management and human resource policies aiming to develop the faculty, staff and students.
- 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 a process of continuously measuring the progress against the agreed standards and benchmark (as per CBSE norms) for a Safe School Environment.

- *To identify the hazards in and around the school and find ways to manage these hazards. To plan and implement risk reduction activities in the schools.*
- *To give appropriate training for staff to address their responsibilities to protect children from abuse.*
- *Constitution of committee against sexual harassment and child abuse whose primary responsibility shall be prevention of child abuse.*

### ***The manual is categorized under three headings:***

- ***Physical Safety***
- ***Social Safety***
- ***Emotional Safety***

#### **A. *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*
- *Signage's displaying the safety norms*
- *Periodical testing of drinking water/ Fencing Any water body/wells etc*
- *Toilet maintenance/ Regular Drainage cleaning/ Prevention of Mosquito infestation*
- *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 health check ups*
- *Regular inspection of Buses. Compliance to norms.*
- *Safety during Tours and trips organized by School.*
- *Strict instructions to faculty members against corporal punishments*

- *Conducting mock drills for fire disasters and earthquakes, First Aid training, Use of fire extinguishers.*
- *Preventive measures to contain spread of COVID-19 in school*

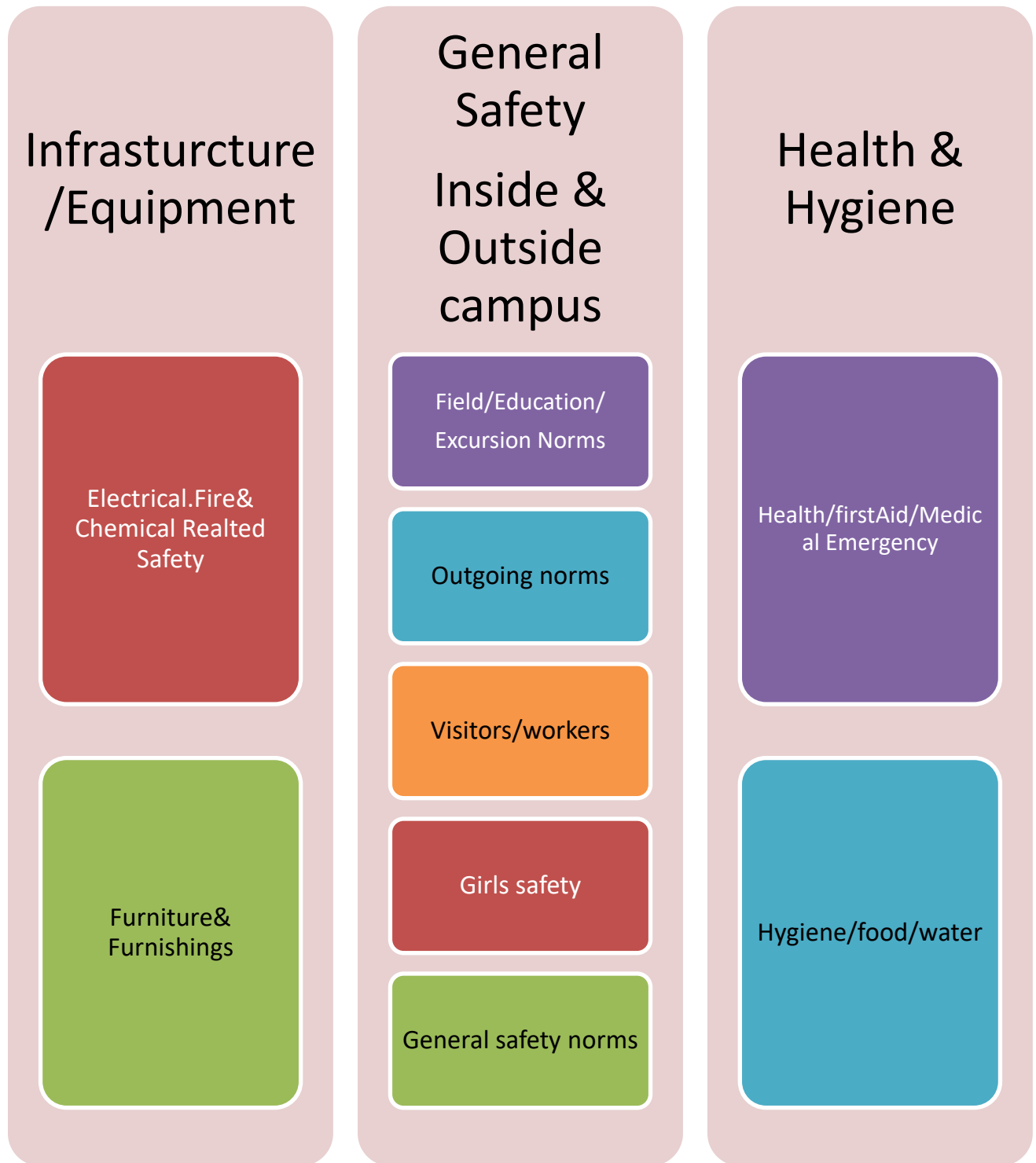
## **B. Social Safety**

- *Norms for permitting visitors to meet Children during school hours.*
- *Awareness to Parents to be cautious if Children are traveling in Public transport/ autos etc./maintenance of register at the main entrance to know the visitors.*
- *cyber awareness/ Internet literacy*
- *Students and teachers are insured*  
*Issuing gate pass for students/teachers while leaving the campus during school hours.*

## **C. 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.*
- *Counseling sessions for students and ensuring not using inappropriate languages/ not involving physical fights etc.*
- *Involving students in service activities to ensure emotional stability to students.*
- *Training sessions are conducted for the faculty to recognize and report issues of abuse and neglect.*

## Safety Policy Structure



# **1. Infrastructure Safety**

## **1.1 Electrical, Fire, 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.*
- *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.*
- *water coolers are checked regularly.*
- *Generators 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 firefighting agencies mock drill and training are carried out in school on periodical basis.*
- *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.*
- *First aid box is available in the labs.*
- *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 wall for safety and security.*
- *Staff member are trained to act as fire marshals.*
- *Assembly points for fire evacuation.*
- *Entry to the terrace only under supervision of teachers*

## **1.2 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 sufficient for the usage of all students and staff.*
- *class rooms are repaired regularly during vacations.*
- *All classrooms are well ventilated by providing windows. 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**

### **2.1 Field/ Education/Adventure Trips:**

- *The transport arrangements are inspected before the student trip.*

- *If the travel is by bus/ train necessary instructions are given to the escort teachers*
- *The places of visit are checked and verified by our tour team to ensure the stay and safety arrangements are good.*
- *Bathing in water bodies are avoided as a policy.*
- *No visitor is allowed to meet the child during field trips and 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.*
- *Staff take at least one mobile phone when going offsite.*
- *Bus Driver to ensure there is a first aid kit, fire extinguisher and seat belt cutter in the vehicle.*

## **2.2 Outgoing Norms:**

- *Only parents or registered local guardians only can collect children from the campus during school time.*
- *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.*
- *Students are given class pass to move out from class, within the school campus during school hours.*

## **2.3 Visitors/ Workers:**

- *Before employing workers, proper verification is conducted.*
- *Address of all visitors are recorded when they enter the campus by the security.*
- *CCTV captures the visitors when they enter the campus.*
- *Parents are allowed with appointment.*
- *No direct interaction is allowed between the students and the unknown visitors.*

- *Only lady cleaners are allowed inside the girls' toilets.*
- *Any repair/ maintenance works can happen only in the presence of the staff during working days and it happens after the school hours.*

## **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 etc.*
- *Girls, when required to go out of the school campus, will always be sent with a lady staff member as an escort.*

## **3. General Safety Norms:**

- *Speeding of vehicles inside the campus is restricted.*
- *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 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.*
- *Gender education is provided to all the students by the professional counselors every year.*
- *No kind of ragging/bullying is allowed in the school campus. Non-adherence will result in expulsion of the student from the campus.*
- *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.*
- *orientation programs are organized for women employers and girls' students to sensitize to be proactive to deal with sexual harassment and discrimination if any*

#### **4. HEALTH & HYGIENE:**

- *School has a health and wellness room and first aid given in case of emergency.*
- *Special care is extended when children are unwell.*
- *Check-ups like Height, weight, oral care, and ENT check-up are administered every year.*
- *Periodical checking of hair and nail.*
- *The school keeps the health record of all the students.*
- *All medicines kept in the first aid boxes are periodically checked and expired medicines are disposed.*
- *School has a tie up with the govt hospital nearby and any medical issue, student is sent to the hospital for check-ups.*
- *In case of any emergency, the staff provides the basic first aid and immediately takes the child to the hospital.*
- *Parents are consulted by the Principal in case of the need for any emergency medical procedures.*
- *Children are continuously guided through presentations, talks on health and hygiene.*
- *washing areas are kept separately.*
- *While on tours, students are provided only with safe water and food.*
- *Water testing is done regularly.*
- *The school has water filtration unit which provides safe drinking water to all students.*
- *Incinerator is fixed in the girl's toilet*
- *Collection of waste is done by the housekeeping staff.*

- *Segregated waste, including e-waste, is disposed as per the norms given in the waste management policy.*
- *Wash room bowls and urinals are cleaned and sanitized following a schedule*
- *Smoking, Tobacco and any other intoxication is not allowed in school campus*
- *Effective and frequent sanitation within the premises maintained with particular focus on lavatories, drinking and hand washing stations/areas.*
- *Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) done in office premises and in common areas.*
- *Proper disposal of face covers / masks / gloves left over by students and employees ensured.*
- *All staff / visitors are allowed entry only if they are using face cover/masks. The face cover/mask has to be worn at all times inside the school premises.*

\*\*\*\*\*