

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (CARE TAKING BRANCH)
OLD SECRETARIAT, DELHI-110054 PH. 23890254**

No.F.1(678)/CTB/School Safety/2017/901

Dated: 07/11/2017

C I R C U L A R

Subject: Minimum Standards of School Safety.

In exercise of the delegated powers of Rule 43 of Delhi School Education Act & Rules, 1973 and in accordance with the recommendations of the High Level Committee for 'School Safety', a comprehensive School Safety Checklist (enclosed at annexure-'A') has been designed to encapsulate the minimum standards of School Safety to emphasize Zero Tolerance against any violation in this regard. Practicability of implementation and monitoring has been kept duly in mind. The checklist is in addition, and without prejudice, to the distinct obligations enshrined under various circulars / guidelines/ orders/ rules/ regulations issued by authorities e.g. Hon'ble Supreme Court/MHA/NDMC/CBSE etc., in regard to school safety.

All stakeholders i.e. Govt. Schools/Govt. Aided Schools/Un-aided Private Schools/Unrecognized/Nursery Schools governed by Directorate of Education, Municipal Corporations, NDMC, Delhi Cantonment Board & DSW are hereby directed to maintain the following '**Minimum Standards of School Safety**'.

1. To ensure that the minimum standards of school safety are implemented, a School Safety Sub-Committee will be formed & made functional as per the guidelines detailed below:-
 - School Safety Committee must be constituted within 15 days of issuance of this circular.
 - The School Safety Committee shall include the HOS, 4 Students, 4 Parents from SMC & PTA , 1 senior teacher, 1 primary teacher and 1 non-teaching staff.
 - School Safety Committee must have, as far as possible, balanced representation of male and female members (wherever applicable).
 - The parental membership must be rotational with their term not exceeding 01 year.
 - The Committee is to meet every month to undertake the specified responsibilities.

- The School Safety Committee is to hold Monthly Meetings and minutes of the meeting are to be maintained and made available for record.
- 2. School Safety Committee must undertake a '**Monthly Safety Walk**' of the entire school premises on a fixed date every month, as decided by HOS, in order to ensure compliance of the enclosed checklist. In addition to the students, minimum 05 members of the School Safety Committee must be present during every safety walk. Attendance of two parent members is compulsory.
- 3. Safety Suggestion/Safety complaint boxes must be maintained at one-two prominent locations in all schools and the same be opened during the school safety walk and action must be taken on queries/complaints/suggestions within 15 days of opening of the suggestion boxes.
- 4. The duly filled out checklist must be maintained in hard and soft copy and must be made available to parents who want to see it. At the time of PTM, parents should be informed about this checklist and its availability in HOS's office.
- 5. The Directorate of Education will design an online Portal for all its Schools to fill Compliance Report on monthly basis. Similarly, all Local Bodies may also create their own Online Portals, for all the Schools run, recognized, aided by them). In addition to creation of online portals and submission of monthly safety reports by HOS's, the local bodies must also submit on quarterly basis- Safety reports to their respective Commissioners, Chairperson, CEO.
- 6. All record regarding monthly safety walk and action taken thereon should be available for a period of, at least, 03 months. Entire CCTV camera footage kept available for 15 days, unless an incident is detected, in which case, the records are to be kept till the enquiry is completed by Police/concerned Education Department.
- 7. School Managements to take discernible steps to inculcate the culture of **ZERO TOLERANCE** (towards safety lapses amongst children, parents and staff through awareness building measures and discussions.
- 8. Any dereliction in the discharge of obligations will attract immediate action as per law against concerned individuals/ office bearers. In respect of Private Schools run under the aegis of Directorate of Education, a drop down menu

on suggestion/ complaints in respect of School Safety will be maintained on PGMS Portal of Private Schools on which parents can file complaints and give suggestions.

This issues with the prior approval of the Competent Authority.

Encl. : School Safety Checklist (Annexure A)



(SAUMYA GUPTA)
DIRECTOR EDUCATION

Dated:

No.F.1(678)/CTB/School Safety /

Copy for information & necessary action to:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PA to Spl.DE (CTB).
4. PS to Commissioner (MCDs) North, East, South, NDMC & Delhi Cantonment Board, DSW.
5. Manager/HOS concerned (Private Schools).
6. All DDEs of all Districts and Zones.
7. All Head of Schools.
8. All Field Officers and Stadia in-charge
9. OS (IT) to upload the same on the website of Dte. of Education.
10. Guard file.



(RAVINDER KUMAR)
O.S.D. (CTB)

ANNEXURE-‘A’

COMPREHENSIVE CHECK-LIST FOR SCHOOL SAFETY

SAFE STRUCTURES AND SYSTEMS					
School Gate					
S.No		YES/No/Partially/NA			
1	The school boundary wall is intact and is secured with a fence/grill on top and under CCTV Surveillance all the time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
2	The school has 2 gates, with main gate guarded by, at least 2, authorized personnel during school/activity time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
3	The main gate is clear of any obstructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
4	Parking area/bus yard is adequately guarded and has a separate gate limiting access and is under CCTV Surveillance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
School Entrance for Visitors					
5	A guard room is located at the entrance gate for visitors and students. with CCTV surveillance and a guard on duty.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
6	There is designated entry point and waiting area for parents and other visitors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
7	Mechanism is in place for limiting visitors' access on need-basis, and to the designated areas only.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
8	Register is maintained for all visitor entries.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
9	Passes are issued to all visitors. Anyone entering the school is checked for prohibited items at the school gate itself. Nobody is allowed inside school without proper checking.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
10	School Principal Office/Admin Office is located in close proximity to the main entrance gate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
11	If any Public office is located within the school premises, its entry and exit is separated from the main school area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

School Entrance for Staff					
12	All staff entering the school have ID Cards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
13	Staff Identification is checked at the entrance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
14	Contractual staff/Support staff have designated uniform	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
15	Anyone entering the school is checked for prohibited/restricted items at the main entrance gate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
School Entrance and Dispersal of Students					
Entry					
16	All students entering the school have uniforms and ID Cards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
17	Prior written consent is sought from parents for allowing children to stayback post school hours.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
18	Co-curricular activities held beyond school timings are supervised actively by, at least, 2 teachers on duty (1male, 1 female) as applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
19	Mothers of children staying back after school hours are encouraged to volunteer to support teachers on duty for supervision (cannot substitute teacher on duty).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
20	Record of student entry and exit beyond school hours is maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Exit					
21	Up to Class 2: Children are dispersed by school staff only to authorised personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
22	Daily duty note for supervision responsibility including dispersal is circulated in written to the staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
23	For double-shift schools: Sufficient time gap is given between dispersal of first shift and start of the second shift (time gap to be decided by school authorities).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
24	For before/after school activities, HOS has properly planned which areas/toilets the children will access and HOS has ensured presence of teachers in that area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Structural Safety					
S.No		Indicate YES/No/Partially/NA			
25	The school has a duly certified building plan and Structural Stability Certificate from a Government certified agency/ engineer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
26	All rooms and corridors are well lit, ventilated and have safe fixtures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
27	If the school is multi storey, it has 2 separate staircases with railings for safety as per norms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
28	School ensures that immediate action is taken for minor maintenance work, in case of damage to any furniture, equipment or structure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
29	School ensures immediate action for repair if any windows are	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

	broken or have loose fittings.				
30	Every Classroom has 2 doors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
31	There are no open pits/manholes etc in the entire school area and immediately outside school gate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Rooms with special equipment including (but not limited to) Lab/ Sports Room/ Auditorium/Library/Computer Room/Gymnasium Assembly Hall etc.					
32	Children are always under direct supervision of relevant teacher/s when in any such area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
33	Dangerous goods and substances are appropriately labelled and stored. (e.g. Chemicals or sharp edged tools etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
34	Electrical equipment is stored and labelled properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
35	Special equipment/hazardous material in labs is used under supervision and kept locked during non-class hours.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
36	<p>Cyber Security is ensured as per the existing Cyber and IT laws.</p> <ul style="list-style-type: none"> • Firewall, filtering and monitoring mechanisms are installed in all computers in the school premises. • Regular review of filtering and blocking policies and procedures is done. • Children use Computers/Internet under supervision of teachers. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Toilets					
37	Separate toilets for students according to age and gender.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
38	Separate toilets for teachers and support-staff/visitors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
39	Chemicals /toxic/inflammable substances not to be kept in the toilets.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
40	All toilets are well lit, accessible and regularly cleaned.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
41	All toilet cubicles have easy release lock on the inside and no lock on the outside of the cubicle and toilet complexes can not be locked from inside or outside.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
42	For children in Nursery/KG and Class 1 and Class 2, toilet visits are Supervised by lady caretaker/lady staff .	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
43	All toilets for primary classes have lady staff for cleaning/maintenance and no male staff is deployed there.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
44	All toilets upto primary classes are adjacent to class on the same floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
45	All toilets for primary classes are child friendly, with doors having adequate gap from the floor, easy release cubicle lock on the inside and no lock on the outside of the cubicle. In the entire area of primary school, there are no male sanitation staff/guards or support staff. All the support staff should be female.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

46	For students of classes 3 to Class 5, toilet visits are allowed in groups of 2 (buddy system).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Abandoned/Empty Rooms					
47	All empty rooms/abandoned or secluded areas of the school, including the terraces are under surveillance with CCTV.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
48	Empty rooms and terrace areas are always securely locked and all locked rooms are opened and checked every 15 days and keys to all locked doors are labeled and within easy access of administration.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Play Ground/Lunch Area					
49	The swings are well maintained and have kuchha ground/soft flooring around the area where swings are placed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
50	Children are supervised during sports and play time, and especially during use of sports and play equipment like javelin throw etc..	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Construction in School					
51	As far as possible, new construction work is undertaken during vacation period.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
52	Any maintenance work during schools hours is supervised by school staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
53	Construction material is brought into the school in phases and the construction site is appropriately barricaded and secured so that children's access to construction site is restricted .	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
54	Contractor to arrange their own electric connection facility so as to not overload the school electricity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
55	Separate toilets are available for labour.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
56	Labourers'/contractors' access to the school area is restricted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
57	School ensures that labour is not staying inside the school overnight and there are no labour huts situated within the school during construction period, if school is running. Otherwise construction labour huts area is totally cordoned off with no possibility of access to children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Food Water and Sanitation					
58	Mid day Meal/Lunch served by school is first checked by a committee of teachers/SMC etc				
59	School has water purification facilities for drinking water for children and staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
60	School's water purification system is functional and has been checked for water quality during the last 6 months by a competent authority.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

61	School has ensured that there is no mixing of DJB water supply with ground water.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
62	Cleaning and disinfecting of water storage/distribution tanks/water mains is done every 03 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
63	The school has proper drainage system as per structural guidelines.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
64	All drains/ water tanks/bore-wells within and around the school are covered properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Electrical Safety					
65	The main electricity board is away from the central school building.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
66	The main electric board has a fire resistant (non-wooden) cover and sand buckets are placed nearby.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
67	All electrical wiring is concealed /insulated and electrical appliances are regularly checked and maintained before and during rainy season. HOS has personally ensured that there is no leakage of electricity / electric shock.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Fire/Earthquake and other Disaster Preparedness					
68	Disaster Response and preparedness plan is in place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
69	Generators/transformers/invertors/cylinders and all other flammable equipment material is kept in safe areas, locked and regularly maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
70	School has a valid clearance certificate for fire safety .	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
71	Mock drills are conducted as per norms, especially for Fire & Earthquake.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
72	Fire extinguishers are functional and periodically checked.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
73	Staff and students are trained in using the fire extinguisher.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
74	Evacuation plan is displayed across the school and students are given training about how to exit in emergency.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
75	The school has a functional Public Announcement System.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
76	Staff and students are trained in responding to trauma and post disaster interventions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
77	First Aid box is available at all times and checked monthly for supplies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
Awareness and Information regarding SAFETY					
78	School has the following information displayed/installed in prominent areas within school premises and school transport, in Hindi and English and is written in a child friendly manner.				
79	Dos and Don'ts for Visitors, Staff and Children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
80	Information details of School Safety Committee.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
81	Child-friendly posters on safe touch/unsafe touch.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

82	List of prohibited restricted items.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
83	Important and Updated phone numbers such as fire department/ambulance, child helpline (1098), Child Welfare Committee Chairperson/Members, Child Welfare Police Officer (CWPO) of local Police Station, District Child Protection Officer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
School Ensures there is:					
84	Suggestion/Complaint boxes are placed at all prominent and accessible areas for the children across the school and children are encouraged to share their issues, anonymously if required. All these boxes are opened twice a month in the presence of a designated committee and the compliance/suggestions are read 7 resolved by the committee.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
85	All school staff, contractual staff, support staff and children have received training/orientations on the basic tenets of POCSO, CLPRA, RTE, JJ ACT, ICPS and other relevant laws and amendments in laws concerning children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
86	The issue of bullying is taken up in all seriousness and sensitivity by the committee and is sharing information with students on the issue on a monthly basis. Students indulging in bullying are duly counselled and same in case of victims.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
87	Counselors are either appointed or empanelled with school.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
STAFF RECRUITMENT AND ORIENTATION					
88	The school has processed police verification of all staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
89	All new staff (regular/contractual) has received orientation on school safety along with a written brief from the Principal/senior staff within 2 days of joining on school's protection policies for children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
90	Wherever possible, a home visit to new support staff has been done by a senior staff member for verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
91	School maintains details of ID proof and 2 latest photos and residence proof of all employees .	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
92	For direct recruitments, school has undertaken a reference check.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
93	For outsourced staff, the above mentioned things from 85 to 89 are furnished through the outsourced agency.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
94	All guards are recruited through PASRA registered agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
TRAVEL SAFETY					
Excursion					
95	Prior written permission from parents/guardian is taken for any excursion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
96	For outside visits, children are given identity cards and contact information of guardians is always available with the accompanying teachers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
97	There is Minimum 1 teacher available for every 20 students for outside visits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

	Depending upon the gender of students, equal number of male and female teachers accompany students for excursions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
TRANSPORT					
98	The school is to ensure the following for buses owned by school or provided by vendors:				
99	A female teaching/non-teaching staff is deployed on every bus till the last boarding/de-boarding point.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
100	Teacher/attendant maintains a register with head count of children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
101	Parents are provided the contact details of bus driver and conductor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
102	The number of students in buses/vehicles is limited to the maximum permitted capacity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
103	A feedback mechanism on reporting issues related to school buses is available e.g. every Bus must have a locked suggestions box to be opened at intervals by school authorities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
	The following information is ensured / provided by school in case of school owned buses and by agency/vendor in case the buses are being provided by a vendor.				
104	The driver has a valid license issued by licensing authorities of NCT Delhi and PSV badge.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
105	Driver has minimum 5 years of work experience.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
106	It has been ensured that the deployed driver has not been challaned for traffic rule violations, drunk driving, driving dangerously or for any offences under section 279, 338 or of IPC 1860 more than once in a year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
107	The bus fulfils the permit conditions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
108	There is a valid agreement between the education institute and the transport vendor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
110	In case of DTC buses, DTC has ensured police verification of driver/conductor deployed on duty.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
	For Private School Cabs organised by Parents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
111	Circular is shared by school with parents of children travelling by private cabs regarding the dropping time for private cabs which is no earlier than 15 minutes before school time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
112	Parents have provided private cab driver's verification to the school.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
113	Parents ensure that there is a lady attendant/mother volunteer always present in the van.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
114	The max. number of children is limited as per norms based on type of vehicle.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
115	Principal/HOS has conducted at least 1 meeting every 6 months with parents to discuss safety of children in private vans.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA

116	School has ensured the register of children coming by private vans is always maintained and updated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> NA
117	Please Provide explanation/details for all the points in the checklist ticked for 'Partially' or 'NA' by the school.				

Point No.	Deficiencies Identified	Action Plan (with timeline and responsibility holder)