



# Instrument 6

## Safety Checklist

This safety checklist is divided into five sections. **Section-I** deals with Physical Safety; **Section-II** deals with Emotional Safety; **Section-III** deals with Social Safety; **Section-IV** deals with Emergency Preparedness to handle disasters and **Section-V** deals with Cyber Safety.

Section- I : Physical Safety			
S. No.	Statements	Yes /No	Remarks
1	The school maintains Health Cards as envisaged by the Comprehensive School Health Programme of the CBSE.		
2	The school keeps the medical records of students with special health problems.		
3	Parents communicate their child's health issues to the school.		
4	The school has a qualified full - time doctor and/or nurse in the school.		
5	There is a doctor-on-call for emergency.		
6	The school has tied up with a local hospital within two kilometers.		
7	The medical room is fully equipped to handle all emergencies.		
8	There is a first - aid box placed at every floor of the building.		
9	The school carries out an annual medical check up of all the students.		
10	The school staff is sensitized to understand the genuine health problems of the children.		
11	The teachers have undergone basic training / bridge courses on counseling, first-aid and identification of disabilities/learning difficulties.		
12	The school has a 'Health and Wellness Club'.		
13	Every teacher regularly makes use of the 'School Health Manual'.		
14	There is an emphasis on the intake of a balanced diet by the students and nutritious alternatives to junk food is encouraged.		
15	The school follows a fruit-break, milk-break or mid -day meal plan.		
16	There is a dietician and meal planner on the school panel.		
17	The teachers have their meals with the students and monitor their eating habits.		
18	The laboratories are well equipped to handle common emergencies.		
19	The health climate is being fostered and evaluated on a regular basis in school.		



S. No.	Statements	Yes /No	Remarks
20	The First-Aid protocol for common injuries is displayed at prominent places in school.		
21	The school calls medical experts from time to time to sensitize the students and the teachers.		
22	The school has constituted a parent-teacher-student committee to address the safety needs of the students.		
23	The school has proper sewerage, drainage and garbage disposal arrangements.		
24	There is a proper facility for safe drinking water with adequate number of water taps.		
25	The auditorium, assembly hall and gymnasium are free from hazardous fixtures and are adequately lit up and well ventilated.		
26	The access to school building by outsiders/visitors is controlled and monitored.		
27	All the areas in the school are safe by design and are adequately supervised by the staff.		
28	The staff actively supervises the students both inside and outside the classroom.		
29	The benches have rounded edges.		
30	The windows are fixed with proper railings and grills.		
31	The washrooms are hygienic and the disinfectants are kept away from the reach of the children.		
32	The electrical appliances are maintained and are regularly checked.		
33	The secluded corners, corridors and staircases are kept under watch by staff during lunch breaks and at the time of dispersal.		
34	There are ramps and wheel-chairs for differently abled students / teachers and the school environment is disabled friendly.		
35	The parents are connected with a messaging system or mobile phone networking.		
36	The medical history of every student is available in the school.		
37	The special records like blood groups, allergies and medication that need to be prescribed frequently are updated with parental support.		
38	The physical education instructors are sensitive enough to involve students in sports according to their physical capabilities and health related issues.		
39	The sports room is well - ventilated and well - equipped to handle common sports injuries.		
40	The school playgrounds, swings, rides, sports - equipment etc. are safe.		



S. No.	Statements	Yes /No	Remarks
41	The school buses have passed the safety test.		
42	There is a teacher on board and a helper accompanying the children in the school buses.		
43	The school buses are equipped with first - aid boxes, drinking water and mobile phones.		
44	The elevators and exit ways are examined periodically and on a daily basis, and are maintained with a fitness certificate from the appropriate authorities.		
45	The laboratories are safe and spacious enough for hazard free learning.		

### Section- II : Emotional Safety

S. No.	Statements	Yes /No	Remarks
1	The school has a strong policy statement against child abuse and exploitation.		
2	The staff has been trained to be alert to signs of abuse.		
3	There is a procedure for checking on staff background before they are allowed to work with the children.		
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.		
5	The school provides ongoing training and development for staff to address their responsibilities to protect children from abuse.		
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.		
8	There is a rehabilitation programme to restore the self-esteem of abused children.		
9	The children are taught the difference between 'good touch and bad touch'.		
10	The child is helped to understand his right over his own body especially, the right to say 'No'.		
11	The children enjoy an enabling environment and are encouraged to share their personal confidence with the teachers.		
12	The school provides workshops by medical experts and counselors on adolescence related issues.		
13	The school provides a sensitive platform for building self - esteem and communication skills among children.		



### Section- III : Social Safety

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

### Section- IV : Emergency Preparedness to Handle Disasters

S. No.	Statements	Yes /No	Remarks
1	There are enough exits and entry points and staircases to be used in the case of emergency.		
2	The evacuation plan is displayed at different places in the building.		
3	The students and staff know and understand the evacuation plan to avoid stampede in case of a disaster.		



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



S. No.	Statements	Yes /No	Remarks
27	The safety and security checklist is used for planning and designing new facilities or assessing existing ones.		
28	The safety and security checklist of school is updated frequently.		
29	There is a well-equipped disaster management cell in school.		
30	There are regular preventive checks to ensure safety related to high risk areas-electrical, fire, civil work, school gates, transport etc.		

#### Section- V : Cyber Safety

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