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Safety & Security Audit Checklist for CBSE Private Schools

Safety and Security of CBSE Schools is one of the primary concerns of CBSE. Over the years CBSE has released number of circulars in this regard. Also, Ministry of Education, Supreme Court and a number of National Statutory Bodies such as NDMA and NCPDR have released their guidelines for safety and security of school children.

This Monograph is compendium of all these guidelines and circulars w.r.t. safety and security of CBSE private schools. It covers the following six crucial categories in depth:

1. Infrastructure
2. Transportation
3. Health
4. Personal, Social, Emotional and Sexual Safety
5. Cyber Safety
6. Emergency Preparedness and Disaster Management

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Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|--------------------------|---|--------------|--|--|--------------|
| A. Infrastructure | | 3-24 | D. Personal, Social, Emotional & Sexual Safety | | 42-57 |
| I. | Safety & Security Audit of the Premises | | I. | Student Protection Policy | |
| II. | Fire Safety Measures in Schools | | II. | Parents-Teachers Association | |
| III. | Training of School Teachers & Other Staff | | III. | Social, Emotional and Sexual Safety Training | |
| IV. | School Building Specifications | | IV. | POCSO Act, 2012 | |
| V. | Clearances and Certificates | | | | |
| VI. | Drains, Sumps, Borewell & Overhead Tanks | | | | |
| B. Transportation | | 25-30 | E. Cyber Safety | | 58-63 |
| I. | Exterior of the Bus | | I. | Cyber Safety Policy, Access & Parental Involvement | |
| II. | Interior of the Bus | | II. | Preventing & Combating Cyber Crime against Child | |
| III. | Manpower in the Bus | | III. | Rules Child Should Follow When Online | |
| IV. | Arrangements to be made by School Authorities | | IV. | Guidelines to Protect Personal Information | |
| V. | Permits | | V. | How to Stay Safe on Social Networking Sites | |
| VI. | Facilities in the Bus | | | | |
| C. Health | | 31-41 | F. Emergency Preparedness & Disaster Management | | 64-69 |
| I. | Health Check up and Health Records | | I. | Preventive Measures to deal with Terrorist Attack | |
| II. | Nutrition | | II. | School Disaster Response Team | |
| III. | Health Education to Students | | III. | Implementation of Safety Options | |
| IV. | Health Club | | | | |
| V. | Disability | | | | |

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|--------------------------|---|--------------|--|--|--------------|
| A. Infrastructure | | 3-24 | D. Personal, Social, Emotional & Sexual Safety | | 42-57 |
| I. | Safety & Security Audit of the Premises | | I. | Student Protection Policy | |
| II. | Fire Safety Measures in Schools | | II. | Parents-Teachers Association | |
| III. | Training of School Teachers & Other Staff | | III. | Social, Emotional and Sexual Safety Training | |
| IV. | School Building Specifications | | IV. | POCSO Act, 2012 | |
| V. | Clearances and Certificates | | | | |
| VI. | Drains, Sumps, Borewell & Overhead Tanks | | | | |
| B. Transportation | | 25-30 | E. Cyber Safety | | 58-63 |
| I. | Exterior of the Bus | | I. | Cyber Safety Policy, Access & Parental Involvement | |
| II. | Interior of the Bus | | II. | Preventing & Combating Cyber Crime against Child | |
| III. | Manpower in the Bus | | III. | Rules Child Should Follow When Online | |
| IV. | Arrangements to be made by School Authorities | | IV. | Guidelines to Protect Personal Information | |
| V. | Permits | | V. | How to Stay Safe on Social Networking Sites | |
| VI. | Facilities in the Bus | | | | |
| C. Health | | 31-41 | F. Emergency Preparedness & Disaster Management | | 64-69 |
| I. | Health Check up and Health Records | | I. | Preventive Measures to deal with Terrorist Attack | |
| II. | Nutrition | | II. | School Disaster Response Team | |
| III. | Health Education to Students | | III. | Implementation of Safety Options | |
| IV. | Health Club | | | | |
| V. | Disability | | | | |

Infrastructure

- Source:**
- 1. MHRD* on Safety Audit of Schools dated February 9, 2017**
 - 2. MHRD* Guidelines for ensuring Safety and Security of School Children**
 - 3. Model Building Bye Laws, 2016**
 - 4. National Building Code of India, 2005 (Vol 1 and Vol 2)**
 - 5. CBSE Affiliation Bye Laws, 2018**
 - 6. Supreme Court Judgement: Avinash Mehrotra vs Union of India & Ors dated April 13, 2009 (Fire Safety Guidelines and School Building Specifications)**
 - 7. Supreme Court guidelines: “Prevention of Fatal Accidents of Small Children due to their falling into Abandoned Bore wells and Tube wells” in the case of In Re: Measures For Prevention Of Fatal Accidents Of Small Children Due To Their Falling Into Abandoned Bore Wells And Tube Wells v. Union of India.**

A school should examine whether it meets the standard of safety prescribed in the list.

Safety & Security Audit of the Premises

1. Get the security /safety audit done of the premises and personnel from their respective local police station.
2. Install CCTV Cameras at all vulnerable areas/point in the School premises and ensure they are functional at all times.
3. Get the police verification and psychometric evaluation done for all the staff employed.
 - i. Such verification for non-teaching staff such as, bus drivers, conductors, peon may be done very carefully and in a detailed manner.
4. Ensure that supporting staff is employed only from authorized agencies and proper records are maintained.
5. To constitute a parent-teacher-students committee to address the safety needs of the students and take regular feedback from parents in this regard.
6. The access to school building by outsiders should be controlled and monitored.
7. To provide training and development for staff to address their responsibilities to protect children from any form of abuse.
8. Female attendants (Ayah) should be appointed to monitor near the female toilets.

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

Safety & Security Audit of the Premises

| Parameters | Requirements | |
|--|---|---|
| Minimum Land requirement <i>(Pan India)</i> <i>Exception to this rule</i> | 8000 sq. feet – (48) 6000 sq. feet – (38) | Minimum land area is subjected to restriction on enrolment and number of sections |
| <ul style="list-style-type: none"> ▪ Hilly areas ▪ Other cities (Ahmadabad, Bengaluru, Pune and Hyderabad) ▪ Delhi , NCT and Other Metropolitan cities | 2000 sq. metres - Class X (10) 3000 or 4000 sq. metres - Class XII (24 and 28 respectively) Min. Population – 15 lacs For Delhi and other metropolitan cities: <ul style="list-style-type: none"> ➤ Class X: 1600 sq. Metres (10) ➤ Class XII: 2400 (24) or 3200 sq. Metres (28) For Non Capital Territory: 4000 sq. Metres (28) | For more than 8000 square metres, there can be 12 sections for 2000 square metres of additional land This holds true for Delhi, Chennai, Kolkata and Mumbai Arunachal Pradesh and Sikkim |
| Leased Term | 15 years | |

Note:- () indicates number of sections allowed for particular land area

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

Safety & Security Audit of the Premises

Physical Infrastructure

| Parameters | Requirements |
|------------------------|---|
| Computer Laboratory | <ul style="list-style-type: none">▪ 9m x 6m (approx. 600 sq. feet)▪ 1 lab for every 800 students▪ Minimum of 20 computers |
| Mathematics Laboratory | <ul style="list-style-type: none">▪ Minimum size (48 sq. feet) |

Other Additions

| Parameters | Description |
|----------------------------|---|
| Before Affiliation | |
| Website | Running website with all important information |
| Document Submission | Information should be uploaded on the website along with 2 documents <ul style="list-style-type: none">➤ <i>Certificate of Recognition (From District Education Administration)</i>➤ <i>Self Affidavit</i> |
| Letter of Intent | Issued by the Board after satisfactory report of Inspection and fulfilment of all essential conditions |

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

Safety & Security Audit of the Premises

| Parameters | Description |
|---|---|
| Post Affiliation | |
| Electronic Clearing Service | Electronic clearing of the salaries by the school |
| Quality of Education | School must be quality driven and must strive for excellence in all aspect of activities |
| School Fee | Fee charged should be clearly stated along with other necessary details |
| Physical Education Teacher | PET should be appointed for (1:500) at each stage |
| Special Educator | Every Sec. and Senior Sec. should appoint a person for performing the duties of special educator |
| Counselling and Wellness Teacher | For Sec. and Senior Sec. school; Enrolment of less than 300 students (IX – XII) should hire part time |
| Commencement Certificate | Certificate should be provided to CBSE |

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

1. Buildings intended for educational occupancy shall not be used for any hazardous occupancy.
2. Provision of adequate capacity and numbers of fire extinguishers of ISI marks to be provided in eye- catching spots in each block of the school.
3. Fire extinguishers are regularly filled.
4. First Aid kits and necessary medicines should be readily available in the school.
5. Provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor.
6. Fire fighting training to all teachers and students from X to XII standards.
7. Fire Task Force comprising of the Principal, two teachers/staff members & one member from the Fire & Rescue Department to be constituted.
 - i. The Fire & Rescue Department member shall monitor and make fire safety plan and conduct inspections once in every three months.
8. Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

9. Mock drills to be conducted regularly. Fire alarm to be provided in each floor and for rural schools separate long bell arrangement in case of emergency.
10. All old electrical wiring and equipment shall be replaced with ISI mark equipment:
 - i. Routine maintenance conducted by the School Management in consultation with the Fire and Rescue Department.
11. No High Tension lines should run inside or in close proximity to the school. Steps must be taken to shift them if they are already there.
12. The Fire and Rescue Department shall issue a fitness certificate, which shall be renewed periodically.
13. Arrangements of Exits:
 - i. Maximum travel distance of exit on the floor : 30m
 - ii. At least two separate exits shall be available on every floor area.
 - iii. Exits shall be as remote from each other as practicable.
 - iv. Exits shall be so arranged that there are no pockets or dead ends of appreciable size in which occupants may be trapped.
 - v. Every room with a capacity of over 45 persons in area shall have two doorways.
 - vi. Exterior doors shall be operated by panic bars or any other panic hardware device except that the doors leading directly from classrooms to the outside:
 - a) May be equipped with the same type of lock as is used on classroom doors leading to corridor.

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

14. *Lighting and Ventilation of Rooms*

- i. Rooms to have, for the admission of light and air, one or more openings (e.g windows), opening directly to the external air or into an open verandah.
- ii. The minimum aggregate area of such openings, excluding doors inclusive of frames, shall be not less than:
 - a) one-tenth of the floor area for dry hot climate (e.g. Gulf of Kutchh; Gujarat; Rajasthan)
 - b) one-sixth of the floor area for wet hot climate (e.g. Kerala)
 - c) one-eighth of the floor area for intermediate climate (e.g. Karnataka)
 - d) one-twelfth of the floor area for cold climate (e.g. Jammu & Kashmir)
- iii. No portion of a room shall be assumed to be lighted, if it is more than 7.5 m away from the opening assumed for lighting that portion.
- iv. The area of openings shall be increased by 25 percent in the case of a kitchen.

15. *Installation of Lifts and Escalators*

Provision for lifts shall be made for buildings 15 m or more in height.

16. *Staircase:*

- i. Minimum width of 1.5 m shall be provided for staircases in school buildings up to 30 m in height.
- ii. The minimum width of tread without nosing shall be 300 mm.
- iii. The treads shall be constructed and maintained in a manner to prevent slipping.

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

17. Minimum Requirement for Fire Fighting Installations:

| Type of Installation | | | | | | | | | | |
|----------------------|------------------------------------|-------------------|--------------|--------------|--------------|--------------|--------------|----------------------------|---|--------------------------------------|
| S. No. | Type of Building Occupancy | Fire Extinguisher | Hose Reel | Dry Riser | Wet Riser | Down-Comer | Yard Hydrant | Automatic Sprinkler System | Manually Operated Electric Fire Alarm Systems | Automatic Detection and Alarm System |
| 1. | Less than 15 m in height | | | | | | | | | |
| | a. Ground plus one Storey | Required | Not Required | Not Required | Not Required | Not Required | Not Required | Required* | Not Required | Not Required |
| | b. Ground Plus two or more storeys | Required | Required | Not Required | Not Required | Not Required | Not Required | Required* | Not Required | Not Required |
| 2. | > 15 m & <= 30 m in height | Required | Required | Not Required | Not Required | Required | Not Required | Required* | Required | Not Required |

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

18. Minimum Requirement for Fire Fighting Installations:

| S. No. | Type of Building Occupancy | Water Supply (in l) | | Pump Capacity (in l/min) | |
|--------|------------------------------------|---------------------------------------|-----------------|---|--|
| | | Underground Static Water Storage Tank | Terrace Tank | Pump Near Underground Static Water Storage Tank (Fire Pump) with Minimum Pressure of 3.5 kg/sq. cm at Terrace Level | At the Terrace Tank Level with Minimum Pressure of 2.0 kg/sq. cm |
| 1. | Less than 15 m in height | | | | |
| | a. Ground plus one Storey | Not Required | 5,000* | Not Required | 450* |
| | b. Ground Plus two or more storeys | Not Required | 10,000** (5000) | Not Required | 450** (450) |
| 2. | > 15 m & <= 30 m in height | Not Required | 25,000 | Not Required | 900 |

*Required to be provided if basement area exceeds 200 sq. m

**Additional value given in parenthesis shall be added if basement area exceeds 200 sq. m

A school should examine whether it meets the standard of safety prescribed in the list.

Fire Safety Measures in Schools

19. Additional Precautions:

- i. *Storage of volatile flammable liquids shall be prohibited and the handling of such liquids shall be restricted to science laboratories only.*
- ii. *Each building shall be provided with an approved outside gas shut off valve conspicuously marked.*
- iii. Gas stoves with ISI mark, are kept in a safe place, maintained and checked regularly. Children are not allowed to use the gas stove.
- iv. *Fire load* density for schools shall not exceed 25 kg/sq. m (Expressed as Wood Equivalent).*

20. Exception and Deviation

- a) *Gymnasiums, indoors stadiums and similar occupancies may have floors/running tracks of wood, cinder, synthetic or unprotected steel or iron.*
- b) *In gymnasiums and in multi-purpose rooms having an area not greater than 300 sq. m:*
 - a) *25 mm nominal tight tongue-and-grooved or 20 mm plywood wall covering may be used in the inner side in lieu of fire-resistant plaster.*
- c) A building, which will have only the first floor and is accessible to not more than 20 pupils at any time, may be used with the following exceptions:
 - a) Exterior walls or parts of walls which are less than 900 mm from adjacent property lines shall have no openings therein.
 - b) Classrooms may have only one exit not less than 900 mm wide.

**Calorific energy, of the whole contents contained in a space, including the facings of walls, partitions, floors and ceilings*

A school should examine whether it meets the standard of safety prescribed in the list.

Training Of School Teachers & Other Staff

1. The teachers along with other staff shall be trained by the Fire & Rescue Department:
 - i. To handle safety equipment, initiate emergency evacuations and
 - ii. To protect their students in the event of fire and other emergencies.
 - iii. To provide emergency first-aid treatment.
2. There shall be a School Safety Advisory Committee and an Emergency Response Plan drafted by the Committee in approval and consultation with the concerned Fire & Rescue Department.
 - i. Including evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and materials etc.
3. Emergency Response Drills conducted at regular intervals to train the students as well as the school staff.
4. School to observe Fire Safety Day on 14th April every year with awareness programs & fire safety drills in collaboration with Fire & Rescue Department.
5. There should be one female teacher in every school and also to have more women as cooks, helpers and other staff in the school.
6. Whenever schools organize excursions and trips, the onus of safety and security of the children is totally upon the school authorities.
 - i. The transportation used must be verified for road worthiness and the driver for antecedents and experience.
 - ii. Sufficient number of male and female teachers must be deployed so that boys and girls are adequately supervised.

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

1. The school buildings shall preferably be an `A' Class construction with brick/stone masonry walls with RCC roofing.
 - i. Where it is not possible to provide RCC roofing only non-combustible fireproof heat resistance materials should be used.
2. The nursery and elementary schools should be housed in single storied buildings.
 - i. Maximum number of floors in school buildings shall be restricted to three including the ground floor.
3. The School building shall be free from inflammable and toxic materials, which if necessary, should be stored away from the school building.
4. The staircases, which act as exits or escape routes, shall adhere to provisions specified in the National Building Code of India 2005.
5. The orientation of the buildings shall be in such a way that proper air circulation and lighting is available with open space all round the building.
6. Existing school buildings shall be provided with additional doors in the main entrances as well as the class rooms if required.
7. School buildings have to be insured against fire and natural calamities with Group Insurance of school pupils.
8. Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

9. All schools shall have water storage tanks.
10. Secure and separate kitchen shed within the school premises, equipped with storage facilities and a cooking area which can be maintained free of insects, rodents etc.
11. The buildings should be resistant to earthquakes, fire, safe from floods and other calamities.
12. The buildings should be kept free from inflammable and toxic materials.
 - i. If storage of some inflammable material (eg. fuel for cooking mid-day meal) is inevitable, they should be stored safely.
13. Electrical systems are maintained and operable, in compliance with fire safety design criteria.
14. 'Building safety audit' be done for each school with the specific points of emergency outlets, school steps/ ramps, buildings to be free of inflammable materials, storage of construction materials and other structural issues.
15. The School playing ground should be leveled to avoid falling down of children. Digging of Wells, bore wells etc. should be cordoned off securely to prevent children from falling in.
16. The windows in the school should be secure and there should be no broken glass or fittings hanging loose.

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

Community Open Spaces and Amenities

1) *Pre-primary, nursery school*

- | | |
|--|--------------------|
| i) Area per school | 0.08 ha (0.2 acre) |
| ii) Location of pre-primary/nursery school | Near a park |

2) *Primary school (class 1 to 5)*

- | | |
|---|--------------------|
| i) For a school strength of 500 students | |
| ii) Area per school | 0.40 ha (1.0 acre) |
| a) School building area | 0.20 ha (0.5 acre) |
| b) Play field area (with a minimum of 18 m × 36 m to be ensured for effective play) | 0.20 ha (0.5 acre) |

3) *Senior secondary school (class 6 to 12)*

- | | |
|--|--------------------|
| i) Strength of the school — 1000 students | |
| ii) Area per school | 1.80 ha (4.5 acre) |
| a) School building area | 0.60 ha (1.5 acre) |
| b) Play field area (with a minimum of 68 m × 126 m to be ensured for effective play) | 1.00 ha (2.5 acre) |
| c) Parking area | 0.20 ha (0.5 acre) |

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

(as per National Building Code 2005 and Model Building Bye Laws 2016)

4) *Integrated school without hostel facility (class 1 to 12)*

i) For a school strength of 1500 students

ii) Area per school

3.50 ha (8.7 acre)

a) School building area

0.70 ha (1.8 acre)

b) Play field area

2.50 ha (6.2 acre)

c) Parking

0.30 ha (0.8 acre)

5) *Integrated school with hostel facilities (class 1 to 12)*

i) For a school strength of 1500 students

ii) Area per school

3.90 ha (9.7 acre)

a) School building area

0.70 ha (1.8 acre)

b) Play field area

2.50 ha (6.2 acre)

c) Residential (including hostel area)

0.40 ha (1.0 acre)

d) Parking area

0.30 ha (0.8 acre)

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

(as per National Building Code 2005 and Model Building Bye Laws 2016)

6) School for physically challenged (class 1 to 12)

i) For a school strength of 400 students

ii) Area per school

0.70 ha (1.8 acre)

a) School building area

0.20 ha (0.5 acre)

b) Play field area

0.30 ha (0.8 acre)

c) Parking area

0.20 ha (0.5 acre)

7) Other Occupancies:

Except for nursery schools, the open spaces around the school building shall be not less than 6 m.

8) Habitable Rooms

Educational Buildings Ceiling height

3.6 m for all regions; 3.0 m in cold regions

9) Staircase/Exit Requirements

The minimum width of staircase

1.5 m

10) Arrangement for Exits

Exits shall be so located that the travel distance on the floor shall not exceed the distance of 30 m.

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

(as per National Building Code 2005 and Model Building Bye Laws 2016)

11) Plumbing Services

Schools should be provided with toilet facilities on each floor. Toilet facilities shall be provided for temporary workmen employed and one WC and one wash basin shall be provided.

| Sl No. | Fixtures | Nursery School | Non-Residential | | Residential | |
|--------|---------------------------------|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| | | | Boys | Girls | Boys | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| i) | Water closets | 1 per 15 pupils or part thereof | 1 per 40 pupils or part thereof | 1 per 25 pupils or part thereof | 1 per 8 pupils or part thereof | 1 per 6 pupils or part thereof |
| ii) | Ablution tap | One in each water closet 1 water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals | One in each water closet | One in each water closet | One in each water closet | One in each water closet |
| iii) | Urinals | — | 1 per 20 pupils or part thereof | — | 1 per 25 pupils or part thereof | — |
| iv) | Wash basins | 1 per 15 pupils or part thereof | 1 per 60 pupils or part thereof | 1 per 40 pupils or part thereof | 1 per 8 pupils or part thereof | 1 per 6 pupils or part thereof |
| v) | Bath/showers | 1 per 40 pupils or part thereof | — | — | 1 per 8 pupils or part thereof | 1 per 6 pupils or part thereof |
| vi) | Drinking water fountain or taps | 1 per 50 pupils or part thereof | 1 per 50 pupils or part thereof | 1 per 50 pupils or part thereof | 1 per 50 pupils or part thereof | 1 per 50 pupils or part thereof |
| vii) | Cleaner's sink | ← 1 per each floor → | | | | |

NOTES

- Some WCs may be Indian style, if desired.
- For teaching staff, the schedule of fixtures to be provided shall be the same as in case of office building.

Infrastructure

A school should examine whether it meets the standard of safety prescribed in the list.

School Building Specifications

(as per National Building Code 2005 and Model Building Bye Laws 2016)

12) Lighting

Illumination levels (in lux) recommended are to be maintained. They represent good practices. For working interiors, the middle value of each range represents the recommended service illuminance:

| EDUCATION | | Recommended Illuminance (in lux) | |
|-----------------------|-------------|----------------------------------|--|
| Assembly Halls | | | |
| General | 200-300-500 | 3 | Special lighting to provide emphasis and to facilitate the use of the platform/ stage is desirable |
| Platform and stage | | | |
| Teaching Spaces | | | |
| General | 200-300-500 | 1 | Localized lighting may be appropriate |
| Lecture Theatres | | | |
| General | 200-300-500 | 1 | |
| Demonstration benches | 300-500-750 | 1 | |
| Seminar Rooms | 300-500-750 | 1 | |
| Art Rooms | 300-500-750 | 1 | |
| Needlework Rooms | 300-500-750 | 1 | |
| Laboratories | 300-500-750 | 1 | |
| Libraries | 200-300-500 | 1 | |
| Music Rooms | 200-300-500 | 1 | |
| Sports Halls | 200-300-500 | 1 | |
| Workshops | 200-300-500 | 1 | |

A school should examine whether it meets the standard of safety prescribed in the list.

Clearances & Certificates

1. Every School shall have a mandatory fire safety inspection by the Fire and Rescue Services Department.
2. The building plans for schools shall be prepared only by a Government certified engineer and the PWD Executive Engineer concerned should inspect the building and award a structural stability certificate.
 - i. Stability Certificates shall be issued by the State or Central Government Engineers only and shall be mandatory for granting permission for establishing or continuation of a School.
3. In every district, one Recognition Committee headed by a retired judge shall be constituted.
 - i. Officials from Revenue Department, Public Works Department, Fire Service, Electricity Board, Health and Education Department, a reputed NGO shall be members.
 - ii. They shall visit the schools periodically or at least the erring institutions as listed by the Chief Education Officer. v. Conditional recognition / approval shall never be resorted to for any school.
4. All school canteens or any place serving food or any eatable within the school premises must have a food license.
5. 'Recognition Certificate' under sub-rule (4) 15 of Right of Children to Free and Compulsory Education Rules, 2010 is issued only to those schools that comply with safety norms laid out in the Building Codes. This compliance is monitored on a regular basis.

A school should examine whether it meets the standard of safety prescribed in the list.

Drains, Sumps, Borewell & Overhead Tanks

1. The owner of the land/premises, before taking any steps for constructing bare well/ tube well must inform in writing at least 15 days in advance to:
 - i. The concerned authorities in the area, i.e., District Collector/ District Magistrate/Sarpanch of the Gram Panchayat
 - ii. Concerned officers of the Department of Ground Water/ Public Health/ Municipal Corporation, as the case may be, about the construction of bore well/tube well.
2. Mandatory registration of all the drilling agencies, viz., Govt./Semi Govt./Private etc. with the district administration.
3. Erection of signboard at the time of construction near the well with the following details:
 - i. Complete address of the drilling agency at the time of construction/ rehabilitation of well.
 - ii. Complete address of the user agency/ owner of the well.

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|-----------|---|--------------|-----------|---|--------------|
| A. | Infrastructure | 3-24 | D. | Personal, Social, Emotional & Sexual Safety | 42-57 |
| | I. Safety & Security Audit of the Premises | | | I. Student Protection Policy | |
| | II. Fire Safety Measures in Schools | | | II. Parents-Teachers Association | |
| | III. Training of School Teachers & Other Staff | | | III. Social, Emotional and Sexual Safety Training | |
| | IV. School Building Specifications | | | IV. POCSO Act, 2012 | |
| | V. Clearances and Certificates | | | | |
| | VI. Drains, Sumps, Borewell & Overhead Tanks | | | | |
| B. | Transportation | 25-30 | E. | Cyber Safety | 59-63 |
| | I. Exterior of the Bus | | | I. Cyber Safety Policy, Access & Parental Involvement | |
| | II. Interior of the Bus | | | II. Preventing & Combating Cyber Crime against Child | |
| | III. Manpower in the Bus | | | III. Rules Child Should Follow When Online | |
| | IV. Arrangements to be made by School Authorities | | | IV. Guidelines to Protect Personal Information | |
| | V. Permits | | | V. How to Stay Safe on Social Networking Sites | |
| | VI. Facilities in the Bus | | F. | Emergency Preparedness & Disaster Management | 64-69 |
| C. | Health | 31-41 | | I. Preventive Measures to deal with Terrorist Attack | |
| | I. Health Check up and Health Records | | | II. School Disaster Response Team | |
| | II. Nutrition | | | III. Implementation of Safety Options | |
| | III. Health Education to Students | | | | |
| | IV. Health Club | | | | |
| | V. Disability | | | | |

Transportation

- Source:**
- 1. CBSE circular no. 8/2017 dated February 23, 2017*
 - 2. Hon'ble Supreme Court Guidelines: In case of MC Mehta v. Union of India & Ors*
 - 3. Hon'ble Supreme Court Guidelines with regard to carriages transporting school children*

Transportation

A school should examine whether it meets the standard of safety prescribed in the list.

1. Exterior of the Bus

- i. School Bus to be painted yellow.
- ii. Name of the School to be written prominently on both sides of the bus.
- iii. "School bus" and "On School Duty" written on the back and front of the bus carrying school children.
- iv. Display at prominent places inside and outside the bus in contrast color:
 - a) Details of the Driver (name, address, license number, badge number)
 - b) Telephone no. of the school or owner of the bus,
 - c) Transport Department's Helpline number and Registration number of the vehicle.

2. Interior of the Bus

- i. Windows to be fitted with horizontal grills and mesh wire.
- ii. Doors fitted with reliable locks that can be locked.
- iii. Emergency exit doors installed in each school bus.
- iv. Bus fitted with speed governors with maximum speed limit of 40 kmph.
- v. Bus with two fire extinguishers of ABC type of 5 kg capacity having ISI mark
 - a) One kept in driver's cabin and second near the emergency exit door.
- vi. Training given to the driver, conductor and lady attendant/guard to operate the fire extinguisher.
- vii. Global Positioning System (GPS) and CCTV installed and in working condition.

Transportation

A school should examine whether it meets the standard of safety prescribed in the list.

3. Manpower in the Bus

- i. One Transport Manager to ensure the safety of school children.
 - a) Name and contact details of the Transport Manager to be displayed outside and inside the school bus.
- ii. Driver to have a valid driving license and must have minimum five years of experience of driving heavy vehicles.
- iii. Conductor
 - a) To hold a valid license,
 - b) To be deployed in each bus, and
 - c) To hold 10+2 qualification
- iv. One well-trained lady attendant, preferably a lady guard, in each school bus, to ensure safe travel of the children

4. Arrangements to be made by school authorities

- i. Doors of the school buses to remain shut while the bus is in moving condition.
- ii. Provision of one mobile phone in each school bus.
- iii. School buses don't over-take any four wheeler while carrying the school children.
- iv. Ensure that no driver drives the school bus in a drunken condition by regular check up .
- v. In case of any suspicion,
 - a) Driver of the school bus must be subjected to "Medical Test' immediately, and
 - b) Appropriate action including action for cancellation of the driving license shall be undertaken

Transportation

A school should examine whether it meets the standard of safety prescribed in the list.

5. Permits

- i. Valid Insurance of the school bus and passengers in the bus.
- ii. Fitness certificate of the driver.
- iii. Driver with valid public service vehicle badge with photograph issued by the State Transport Department.
- iv. Driver challaned even once cannot be employed by the school authorities.
- v. Driver dressed in grey trouser and jacket or as prescribed by the State Transport Department:
 - a) His name plate along with name of owner of the school bus distinctly embossed.
- vi. For students below 12 years, the number of students carried shall not exceed 1 1/2 times the permitted seating capacity.
- vii. Periodical fitness certificate regarding roadworthiness of the school bus shall be obtained.
- viii. In case of hired school buses, the school authorities shall enter into a 'valid agreement' with the owner / transporter of the school bus:
 - a) Driver of the school bus shall carry a copy of such agreement.
- ix. Record of Students to be kept inside the school bus:
 - a) indicating the name, class, residential address, blood group, points of stoppage, route plan
- x. The school bus drivers are restricted to:
 - a) use mobile phone while driving the school bus.
 - b) have interactions with the students and bus staff beyond a limit.

Transportation

A school should examine whether it meets the standard of safety prescribed in the list.

6. Facilities in the Bus

- i. First Aid Box and drinking water.
- ii. Keep the school bags safely, a space fitted under the seats or at a convenient place.
- iii. School buses fitted with alarm bell and siren so that in case of emergency everyone can be alerted.
- iv. No curtains or glasses having films.
- v. Sufficient white lighting inside the bus.

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|------|---|----------|------|---|----------|
| A. | Infrastructure | 3-24 | D. | Personal, Social, Emotional & Sexual Safety | 42-57 |
| I. | Safety & Security Audit of the Premises | | I. | Student Protection Policy | |
| II. | Fire Safety Measures in Schools | | II. | Parents-Teachers Association | |
| III. | Training of School Teachers & Other Staff | | III. | Social, Emotional and Sexual Safety Training | |
| IV. | School Building Specifications | | IV. | POCSO Act, 2012 | |
| V. | Clearances and Certificates | | | | |
| VI. | Drains, Sumps, Borewell & Overhead Tanks | | | | |
| B. | Transportation | 25-30 | E. | Cyber Safety | 58-63 |
| I. | Exterior of the Bus | | I. | Cyber Safety Policy, Access & Parental Involvement | |
| II. | Interior of the Bus | | II. | Preventing & Combating Cyber Crime against Child | |
| III. | Manpower in the Bus | | III. | Rules Child Should Follow When Online | |
| IV. | Arrangements to be made by School Authorities | | IV. | Guidelines to Protect Personal Information | |
| V. | Permits | | V. | How to Stay Safe on Social Networking Sites | |
| VI. | Facilities in the Bus | | | | |
| C. | Health | 31-41 | F. | Emergency Preparedness & Disaster Management | 64-69 |
| I. | Health Check up and Health Records | | I. | Preventive Measures to deal with Terrorist Attack | |
| II. | Nutrition | | II. | School Disaster Response Team | |
| III. | Health Education to Students | | III. | Implementation of Safety Options | |
| IV. | Health Club | | | | |
| V. | Disability | | | | |

Health

- Source:**
- 1. CBSE Circular no. 19/2017 on Safety of Children in Schools dated September 12, 2017***
 - 2. Centrally Sponsored Scheme (CSS) of Inclusive Education for Disabled at Secondary Stage (IEDSS)***
 - 3. CBSE Circular No. Acad-4/2012 dated April 24, 2012 on Promoting Healthy Food Habits amongst Students***
 - 4. CBSE Circular No. Acad-2/2016 dated Jan. 6, 2016 on Promotion of Healthy Snacks in Schools***
 - 5. CBSE Revised School Health Manual Vol I***
 - 6. CBSE Circular No. 9 dated May 31, 2006 on Comprehensive School Health Programme and Creating Health Club in the School***
 - 7. NCPCR* Nutrition Policy***
 - 8. CBSE Affiliation Bye Laws, 2018***
 - 9. CBSE Circular no. 45 dated October 29, 2008 on Inclusive Practices***

A school should examine whether it meets the standard of safety prescribed in the list.

Health Check Up and Health Records

1. Physical Fitness :

- i. For Classes I-VIII, everyday at least 30 minutes of Physical Activities or games with maximum health benefits.
- ii. For Classes IX – XII, at least 2 periods per week (90-120 min / week) of Physical Activity / Games / Mass P.T / Yoga.
- iii. Mass P.T. in the morning keeping in view the climate conditions.
- iv. Parental Awareness Programmes regarding adolescent concerns including the above may be held at regular intervals by the schools.

2. Eating Habits and Diet:

- i. School canteens should provide healthy snacks which can be monitored by the Health Clubs of the schools.
- ii. Doctors / Nutritional Experts/ dieticians / Counsellors / Nurses/ Home Science Department may be involved in:
 - a) Designing the recipes for the menu (healthy, nutritious, wholesome)
 - b) Monitoring quality of the food items
- iii. Junk / fast food needs to be replaced completely with healthy snacks.
- iv. Carbonated and aerated beverages may be replaced by juices and diary products (Lassi, Chach, Flavored milk etc.)

3. Medical Check-up

- i. The school shall arrange the medical check-up of the students at least once every year and keep a proper record of the same and send medical reports to parents or guardians.

A school should examine whether it meets the standard of safety prescribed in the list.

Health Check Up and Health Records

Guidelines for ensuring ‘**Tobacco free Schools**’:

1. A **substance abuse control committee** at school level involving PTA member's local leaders and students may also be initiated.
2. Display sign boards stating “**Tobacco Free School**” or “**Tobacco Free Institution**” on the boundary wall outside the main entrance.
3. No sale of tobacco products **inside the premises and within the radius of 100 yards** from School/ Educational Institutions:
 - i. Mandatory signage in this regard to be displayed near the main gate and on boundary wall of School.
4. **No smoking or chewing of tobacco** inside the premises of institution by students/ teachers/ other staff members/ visitors.
5. Display of sign boards “**No Smoking Area- Smoking here is an offence**” of 60x30cm size inside the institution (as mandated by law).
6. Posters with information about the harmful effects of tobacco should be displayed at prominent places in the school/ institutions.
7. A copy of the **Cigarette and other Tobacco Products Act (COTPA) 2003 (www.mohfw.nic.in)** needs to be available with the Principal.
8. A “**Tobacco Control Committee**” needs to be in place:
 - i. Chaired by Principal, with members comprising of a teacher, school counselor (if available), two **NSS/ NCC/ Scout students**, two **parents representatives, area MLA, area SHO, Municipal Councilor, Member of PRIs**, any other member.
 - ii. The committee shall monitor the tobacco control initiatives of the school/ institute.
 - iii. The committee shall meet quarterly and report to the district administration.
9. Awareness on recent laws enacted on prohibition of Tobacco products in public places needs to be created among students.
10. On 26th June i.e. **International Day against Drug Abuse and Illicit Trafficking**, renew the resolve to fight this menace collectively by organizing awareness campaigns, conducting seminars and workshops and holding cultural Programmes and exhibitions.

A school should examine whether it meets the standard of safety prescribed in the list.

Nutrition

1. The schools are advised to make Nutrition Policy for the students as per body need, food habits and climate of respective state.
2. The schools are advised not to sign canteen contracts with firms gelling soft drinks, fast food or any other unhealthy food.
3. Junk/ fast food needs to be replaced completely with healthy snacks.
 - i. **Carbonated and aerated beverages may be replaced with juices and dairy products** (*Lassi, Chach, Flavored milk etc.*)
4. A Nutrition Policy may cover:
 - i. Commercial vending/catering contracts
 - ii. Canteens
 - iii. Nutrition education for students/staff
 - iv. Using food as reward
 - v. Food packaging and waste
 - vi. Food Security
 - vii. Eating environments
 - viii. Role modeling
 - ix. Support of local food producers
 - x. And many more, depending on the issues identified by your school/division
5. It is also advised to involve Superintendents, School Trustees, Administrators, Teachers, Parents,. Students, Dietitian.
6. The policy should cover all foods and beverages served or sold within the school and at/for school sponsored activities.
7. The policy should apply to students, student organizations, staff and meal/snack providers.

A school should examine whether it meets the standard of safety prescribed in the list.

Health Education to Students

1. Schools are required to ensure that there is no High in Fat, Salt and Sugar (HFSS) foods available in the school canteens.
2. HFSS food includes chips, carbonated beverages, pizzas, burgers, potato fries and samosas, bread pakora.
3. Schools are also urged to ensure non-availability of HFSS around 200 meters of the school.
4. Schools to constitute School Canteen Management Committee (7 to 10 members) including teacher, parents, students & school canteen operators.
5. The following are the major functions of the School Canteen Management Committee:
 - i. To decide the type of food to be prepared in the school kitchen / canteen
 - ii. To check the quality of raw materials and ingredients required for the same
 - iii. To study the gaps and advise School Principal about necessary infrastructural facilities required
 - iv. To design physical activity programs for students taking into account age, climatic and other environmental conditions:
 - a) 40-45 minutes of Physical Activities or Games period for Classes I-X every day
 - b) Classes XI – XII students to participate in Physical Activity/Games/Mass P.T/Yoga for two periods per week (90-120 min/week)
 - v. To avail expertise of external resources such as nutritionist, physical activity trainers, public health specialist, food safety expert etc.
 - vi. To develop awareness material on
 - a) Information regarding Hygienic Practices for School Canteens;
 - b) Fundamentals of Nutrition; Promotion of Physical Activity;
 - c) Group Discussion on nutrition;
 - d) Quiz Program on nutrition;
 - e) Hygiene and physical activity;
 - f) Display of pictorials(posters) on nutrition, hygiene and physical activity in schools.
 - vii. To display contact numbers of Doctors who can be contacted for health related emergency on notice boards, first-aid room, labs, etc
 - viii. Inspection of lunch boxes to rule out consumption of unhealthy foods may be done by the schools.

Health

A school should examine whether it meets the standard of safety prescribed in the list.

Health Education to Students

6. Schools should regularly monitor the height, weight and Body Mass Index (BMI) for all the students and based on their trajectory, individualized counselling should be provided to each student and parents during Parent-Teacher Meeting.
7. The schools may hire nutritionists and advocate regular physical activities such as yoga along with other life style modifications.

A school should examine whether it meets the standard of safety prescribed in the list.

Health Club

1. Constitution of a Health Club

- i. Principal as Convener
- ii. Counselor / Psychologist / P. T Teacher / Nodal Teacher as Secretary
- iii. Student representative (one boy and one girl from each level)
- iv. Identified teachers from each level
- v. Parent for each level (preferably a doctor)

2. Responsibilities of the Health Club

- i. As an organizer of all health relevant activities (at least 8-10 activities in the year at each level, e.g. Yoga, physical fitness, debates)
- ii. As a Resource Centre for the overall well being of students

3. Objectives of the Health Club

- i. To create Health Cards for each student
- ii. To create a health newspaper at least twice a year/poster competition related to health issues
- iii. To organize 'health walks' as part of social campaigns
- iv. To organize health fairs and immunization projects
- v. To tap the local resources in the community to arrange health talks
- vi. To create health help line within the school to distress, cope with emotional and social behaviour
- vii. To clarify misconceptions regarding sexual and reproductive health
- viii. To teach the students techniques of yoga and meditation from an early age
- ix. Celebration of important days (World Health Day – April 7)
- x. Creating awareness regarding 'World No Tobacco Day' (May 31), 'World AIDS Day' (December 1) etc.

A school should examine whether it meets the standard of safety prescribed in the list.

Disability

A. Concessions given to Physically Challenged Candidates

1. Exemption from studying third language up to middle school level (i.e. Class VIII).
2. Permission to use an amanuensis.
3. The amanuensis is a student of class lower than the one for which the candidate will be taking the examination.
4. Centre Superintendent of the Exam Centre forwards particulars of a suitable amanuensis to the Regional Officer for consideration & approval.
5. The candidate pays the fee as prescribed for use of the amanuensis to the Board.
 - i. However, the Blind, Physically Handicapped or Spastic Candidates are being provided services of an amanuensis free of cost.
6. The amanuensis is paid remuneration as prescribed from time to time by the Board.
7. The candidate may be permitted to use the services of an amanuensis in all or any of the papers.
8. The candidates are being permitted to draw the diagrams etc. themselves, if desired by them.
9. Additional time as under is given in each paper:

| | |
|---------------------------------|------------|
| For paper of 3 hours duration | 60 minutes |
| For paper of 2 ½ hours duration | 50 minutes |
| For paper of 2 hours duration | 40 minutes |
| For paper of 1 ½ hours duration | 30 minutes |

A school should examine whether it meets the standard of safety prescribed in the list.

Disability

A. Concessions given to Physically Challenged Candidates

10. Centre Superintendent to make sitting arrangements for the dyslexic, blind, physically handicapped and spastic candidates on ground floor.
11. Alternative type questions are provided in lieu of questions having visual inputs for the blind candidates in:
 - i. English Communicative and Social Science for Class X and History, Geography and Economics for Class XII
12. Separate question papers in enlarged print for Mathematics and Science & Technology in Class X are provided.
13. The Centre Superintendent(s) are directed to send the answer books of special category students in separate covers.
14. Teachers from blind schools are appointed as Assistant Superintendent(s) (Invigilators) at the special examination centre.
15. Separate column provided on the title page of the answer book for indicating the category of physically challenged candidates.
16. At the Secondary School level a candidate has an option to opt for one language and any four of the following electives:
 - i. Mathematics, Science, Social Science, Another Language, Music, Painting, Home Science and Introductory Information Technology, Commerce (Elements of Business) & Commerce (Elements of Book Keeping and Accountancy).
17. Blind candidates have been permitted to offer subjects like Music, Home Science etc. which are not available in the school.

A school should examine whether it meets the standard of safety prescribed in the list.

Disability

B. Advisory to Schools :Guidelines of Inclusive Education of Children with Disabilities (IECD)

Each school is advised:

1. to ensure that no child with special needs is denied admission in Mainstream Education.
2. to ensure 3% reservation of persons with disabilities in all institutions receiving funds from Govt. (**Under The Persons with Disabilities Act, 1995**).
3. to ensure that all educational institutions including hostels, libraries, laboratories and buildings will have barrier free access for the disabled.
4. to ensure availability of study material for the disabled and Talking Text Books, Reading Machines and computers with speech software.
5. to ensure an adequate number of sign language interpreters, transcription services and a loop induction system for the hearing handicapped students.

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|------|---|----------|------|---|----------|
| A. | Infrastructure | 3-24 | D. | Personal, Social, Emotional & Sexual Safety | 42-57 |
| I. | Safety & Security Audit of the Premises | | I. | Student Protection Policy | |
| II. | Fire Safety Measures in Schools | | II. | Parents-Teachers Association | |
| III. | Training of School Teachers & Other Staff | | III. | Social, Emotional and Sexual Safety Training | |
| IV. | School Building Specifications | | IV. | POCSO Act, 2012 | |
| V. | Clearances and Certificates | | | | |
| VI. | Drains, Sumps, Borewell & Overhead Tanks | | | | |
| B. | Transportation | 25-30 | E. | Cyber Safety | 58-63 |
| I. | Exterior of the Bus | | I. | Cyber Safety Policy, Access & Parental Involvement | |
| II. | Interior of the Bus | | II. | Preventing & Combating Cyber Crime against Child | |
| III. | Manpower in the Bus | | III. | Rules Child Should Follow When Online | |
| IV. | Arrangements to be made by School Authorities | | IV. | Guidelines to Protect Personal Information | |
| V. | Permits | | V. | How to Stay Safe on Social Networking Sites | |
| VI. | Facilities in the Bus | | | | |
| C. | Health | 31-41 | F. | Emergency Preparedness & Disaster Management | 64-69 |
| I. | Health Check up and Health Records | | I. | Preventive Measures to deal with Terrorist Attack | |
| II. | Nutrition | | II. | School Disaster Response Team | |
| III. | Health Education to Students | | III. | Implementation of Safety Options | |
| IV. | Health Club | | | | |
| V. | Disability | | | | |

Personal, Social, Emotional and Sexual Safety

- Source:**
- 1. Supreme Court Guidelines on Child Safety in Schools**
 - 2. CBSE Circular no. Acad 17/2015 dated March 9, 2015**
 - 3. CBSE Circular no. 26 on Corporal Punishment dated May 23, 2014**
 - 4. CBSE Circular on POCSO (Prevention of Children from Sexual Offences Act, 2012)**
 - 5. CBSE Circular No. 10-11/2014-E.E.4 dated 9th Oct., 2014 on Guidelines on Safety and Security of Children**
 - 6. CBSE Circular No. 6/2013 on POCSO Act, 2012 dated March 13, 2013**
 - 7. NIPCCD* Handbook on Implementation of POCSO Act, 2012 for School Management and Staff**
 - 8. NCPCR** Guidelines on Eliminating Corporal Punishment**
 - 9. NCPCR** Manual on Safety and Security Children in Schools**
 - 10. MHRD Draft Guidelines on Fixing Accountability of School Management**

*National Institute of Public Cooperation and Child Development

**National Commission for Protection of Child Rights

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Student Protection Policy

1. The message that “***Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished***” should be clearly stated in the school prospectus and other guidelines circulated by the school.
2. An **Anti- Bullying Committee** may be constituted in school, comprising of *Vice- Principal, a Senior teacher, School Doctor, Counsellor, PTA representative, School Management representative, Legal representative, Peer Educators* etc. whose roles and responsibilities would include:
 - i. a. development and review of School Bullying Prevention Plan
 - ii. b. development and implementing bullying prevention programmes
 - iii. c. developing training programmes for staff, students, and parents
 - iv. d. creating awareness through various programmes
 - v. e. being vigilant and observing signs of bullying and responding quickly and sensitively
 - vi. f. names and contact numbers of members of the committee should be clearly displayed everywhere in the school premises, etc.
3. Arrangements for a **Counsellor** for Primary, and Middle, and for Secondary and Senior Secondary school should be made.
4. In case of residential schools due to the amount of time spent together by students:
 - i. Counsellors and Wardens in boarding and residential schools be sensitized to the changing dynamics of student interaction.
5. Corporal punishment & emotional harassment of students by teaching and non teaching staff is not recognized by law (Gujarat High Court, 2008).
6. There should be no discrimination against students on the basis of religion, economic status, caste, gender, locality, language, physique or disability.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Student Protection Policy

7. No minor female students should be left alone with male staff.
8. In case of emergency, principal shall personally authorize custody of the child to a female teacher until the parent/guardian take stock of the situation.
9. Senior sections should be separated from junior ones.
10. School management should insist that the vendors should compulsorily get the verification done of the staff who are supplied by them
 - i. Vendors should produce the verification certificate to the principal before deputing them on duty in the schools.
11. Along with male guards female guards should be deployed at the entrance and exit gates during school hours.
12. School management should make security guard responsible to go round the entire campus and class rooms after the school is over to:
 - i. Ensure nobody is there in the class and report to the principal or senior teacher.
13. School management should ensure that no child should be given dark room or solitary confinement punishments.
14. School management should set up an internal vigilance committee comprising of staff, parents and education department officials.
 - i. It should meet periodically and discuss the issues concerning the deficiencies in security and related issues and take corrective actions.
15. School should nominate coordinator counselor for parents to inform about their concerns to him/her in confidence.
16. Schools should take attendance of children at the beginning of school, after lunch and at the time of school closing.
 - i. If any student is not available then immediately the matter should be brought to the notice of the parents/guardians and police.
17. School management should install Display board regarding “Dos & Don’ts” in front of the School/College premises.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Parents-Teachers Association (PTA)

School should constitute a Parent Teachers Association as per the following:

A. Composition of Parents-Teachers Association (PTA)

1. PTA shall consist of one parent representative from each class (from each section of each class, if any) such that three-fourth of members of such Committee shall be parents or guardians.
2. Out of the 3/4" member parents, 25 percent of the total strength of parent members shall be reserved for parents or guardians of children belonging to weaker section and disadvantaged group in the neighbourhood admitted under section 12 (1) (c) of the RTE Act, 2009.
3. One teacher from each level of schooling i.e. pre-primary, primary-1, primary- 2; upper primary, secondary/senior secondary.
4. Provided further that 50 percent of the teachers shall be nominated by the School Management and 50 percent shall be nominated by the three fourth representative parents of PTA.
5. One member of local authority.
6. One representative member of the School Management.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Parents-Teachers Association (PTA)

School should constitute a Parent Teachers Association as per the following:

B. Formation of Parents-Teachers Association (PTA)

1. The PTA shall be formed within one month of the beginning of the academic session and should be sensitised/oriented on NCPCR's Manual on Safety and Security of Children in Schools.
 - i. School should follow guidelines/modules/directions and prescribed mechanism issued by NCPCR/Authorities from time to time.
2. The term of the PTA shall be one academic year.
3. Fifty per cent of members of such Committee shall be women.
4. In case, the ward of parent member leaves the school in between the academic session, another parent/guardian member from that class shall be inducted into the PTA within one-month.
5. The School Management shall display/upload the names of PTA Member on their website and on the notice board.

C. Functions of Parents-Teachers Association (PTA) w.r.t. Safety and Security of Children in Schools

1. School must constitute a Grievance Committee for Child Sexual Abuse (CSA) within a month of beginning of every academic year.
2. The Committee and school staff should be oriented about their role under Section 19 of POCSO Act, 2012 i.e. mandatory reporting of offence.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Social, Emotional and Sexual Safety Training

1. Eve Teasing/Sexual Abuse:

- i. Children should be taught early to differentiate between 'good touch/ bad touch' and encouraged to speak out at the first instance.
- ii. Head Teacher/ principal and teachers must ensure that all parts of the school are accessible to everyone and there are no secluded areas.

2. School Environment:

- i. The School environment should be such each child should feel that help would be available to him/her if he/she approached them.
 - a. The SMC members may facilitate this process by regularly visiting the schools and interacting with students.
- ii. Training of teachers to ensure safety & security of children will cover a wide spectrum from drills for safety, first aid, gender sensitization.
- iii. Every school must have at least one female teacher.
- iv. The norms for teacher deployment & hours of access to staff must be laid down clearly & carefully in case of residential schools & hostels.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Social, Emotional and Sexual Safety Training

3. Monitoring by School Managing Committee

- i. SMC has a focal role in ensuring that no eve teasing happens on the way to school or in the locality, as this can lead to girls dropping out.
- ii. SMC members, especially women, should accompany school tours and excursions.
- iii. SMC members should be trained on signs of neglect or abuse of children, which may even manifest as frequent or long absence from school.
- iv. SMC must be strengthened to be able to track absent children and go into the causes for the absence.
- v. SMC should conduct an annual safety audit of physical safety hazards and psychosomatic environment in the school.
 - a. This should cover whether adequate steps have been taken by the school Management to prevent accidents, corporal punishment, child sexual abuse, mental harassment and discrimination.
 - b. The exercise should be made public and accessible to the authorities, the parents and to civil society.
- vi. SMCs should be encouraged to devise mechanisms for children to express their grievances both in person and anonymously.
- vii. Drop boxes for complaints may be placed in the school and anonymity of the children/parents maintained while sharing the details of the complaints/grievances with other agencies such as the media in order to protect their privacy/confidentiality.
- viii. SMC must ensure that whenever any untoward occurrence take place in a school, the 'victim child' is always protected and provided the best possible speedy care- medical and psychological.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

1. **Protection of Children from Sexual Offences (POCSO) Act, 2012** deals with sexual offences against persons below 18 years of age.
2. Schools must mandatorily create and implement a **Child Protection Policy**. It must efficiently include child protection into their processes, curriculum and staff recruitment.
 - i. A school's Child Protection Policy is a statement that defines the school's commitment to safeguard children from harm and abuse.
 - ii. It specifies the staff and others' responsibilities and roles in the protection of children.
 - iii. The child protection policy has to be a strong reflection of the schools commitment to protect its children.
 - iv. Schools must specify how the policy will be put into action.
 - v. The policy must apply to all personnel and persons related to the school and who come in direct or indirect contact with children.
3. The Child Protection Policy should be summarized and a one pager must be displayed at the reception or main lobby area of the institution along with the 1098 Child line number and be available in English as well as Hindi.
4. The Child Protection Policy shall become a part of the Human Resource policies of the institution.
5. All decisions taken by the management against a complaint of sexual or physical abuse should be given in writing to the parents/representatives of the child on behalf of whom the complaint has been made.
6. The POCSO Act would still apply where the offence is committed by a child, the only difference is that the procedure would be as per the Juvenile Justice (Care and Protection of Children) Act, 2015.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

7. **Child Protection Policy** must broadly cover the following actions:

- i. Schools must conduct background check & police verification for all staff members including contract employees.
- ii. All employees to sign a copy of the terms and conditions related to child protection after they join the school. They must be provided with ID cards.
- iii. Clear boundaries need to be defined in interaction between staff and child.
- iv. (e.g.:- No staff shall take the child to the bathroom alone without being accompanied by a helper, no teacher will lock the classrooms from inside).
- v. Install CCTVs in classrooms and in school premises and ensure that their feed is monitored.
- vi. Lay down policies and safe boundaries around photographing children, using photographs of children, Internet and technology usage.
- vii. Arrange for regular sessions on personal safety with all children (this includes talking about body parts, online safety, and protection from abuse).
- viii. Recruit a full time counselor or a visiting counselor to the school.
- ix. Ensure children leave school only with parents or authorized personnel.
- x. According to Sections 19(l) and 21 of the POCSO Act, 2012, Teachers, Management and all employees of institutions need to be made aware about the provisions of the Act, some of which cast a duty on them to report instance of child abuse.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

8. Constitution of School Complaints Committee

- i. There should be a committee consisting of
 - a) Principal/Vice- Principal,
 - b) one male teacher,
 - c) one female teacher,
 - d) one female student,
 - e) one male student and
 - f) one non-teaching staff member

must be set up to serve as complaints and redressal body.

- ii. An improved response system and alert administrative machinery is required to take immediate action on reported cases of misbehavior.

9. Use of Complaint / Suggestion Box

- i. Any complaint of sexual abuse, whether received through the drop box or otherwise needs to be acted upon immediately.

10. Toll Free number and Child Helpline

- i. It may be provided and made known and displayed on notice board along with names of teachers designated to handle such cases.
- ii. Centralized Child helpline number 1098 must be popularized and displayed at prominent places in the schools.

11. Teaching Children to Identify Good touch and Bad Touch

- i. Teach the child the basic concepts of good touches, bad touches and confusing touches.
- ii. Use the words "sexual abuse" when talking with the child because if a child is victimized, they need to be able to tell you that they were "sexually abused".
- iii. A child without the language to describe their victimization is a child whose case is weakened in the court.
- iv. A one-time discussion is soon forgotten, repetition allows them to retain what they have learned.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

12. Capacity Building Activities

- i. A uniform and standard teacher training module must be developed and adopted by the institution
 - a. It may cover a broad spectrum of child protection issues ranging from
 - b. recognizing suspicious behaviors
 - c. being aware of a child who displays erratic and/or unusual behavior
 - d. the ability to engage a child and create a safe environment
 - e. legal mechanisms covering the issue of child sexual abuse
- ii. Training should include knowledge of the relevant child care legislation, national and local agency policies, procedures and protocols.
- iii. A full day orientation on Child Protection issues for all new recruits [staff, teachers, trainees, volunteers] shall be held within 1 month of joining.
- iv. At least one training session shall include a group session along with parents, local police and school/institution personnel.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

13. Constitution of Committees

- i. Every institution shall constitute or designate, a Child Abuse Monitoring Committee (CAMC) whose primary responsibility shall be prevention of child abuse and the monitoring and implementation of the guidelines within the institution.
- ii. At least one member of the committee shall be an independent person, with experience of child rights issues to ensure that the Committee works in an impartial manner. This could also be a parent on the School Management Committee.
- iii. The CAMC should have two student representatives. In co-ed schools, one boy and one girl would be included.
- iv. The Chairperson of the Committee shall appoint one representative who will be responsible for communication and reaching out to the community, police, and Child Welfare Committees.
- v. There shall be at least 2 parent-teacher meetings a year to ensure parents are aware of child protection policies and implement them within family environments as well.

14. Awareness and Education

- i. Institutions should have standard and uniform training modules on sexuality and gender education where the thrust has to be inculcation of respect for another person especially that of the other gender.
- ii. Training modules must be age appropriate.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

15. Transport Facilities for Children

- i. One female ward/guard should be present on the bus until the last child is dropped home, irrespective of whether the child is male or female.
- ii. The child and women helpline numbers, the number of the police stations in the locality as well as the contact details of the Special Juvenile Police Unit (SJPU) must be prominently displayed inside the bus in English as well as Hindi.
- iii. The School's child protection policies and protocols for reporting offences must be prominently displayed in English and Hindi inside the bus.
- iv. Any and all reports of bullying and/or physical dominance reported or seen in the bus must be quelled immediately and the victims separated immediately from the perpetrator.
- v. While dropping off a child at a bus stop/public place, the bus must wait until the parent/caregiver is present. For this purpose,
 - a. All teachers/guards travelling on the bus should have the phone numbers of the parent/caregiver and
 - b. Emergency contact person to facilitate easier communication.
- vi. School buses and vans which are not in use shall be locked and parked in the school allotted parking facility and the keys shall remain with the school administration.
- vii. Old school buses and vans which are in disrepair or a dilapidated condition shall not be parked or housed anywhere on school premises.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

16. Residential Facilities & Infrastructure

- i. All staff, cleaning persons, administrative staff etc. in the female hostel are required to be female.
- ii. Strict rules and timings will be adhered to for hostels and male visitors should not be allowed in female hostels, or vice versa after dark.
- iii. Child and women helpline numbers and the numbers of the local police/SJPU must be prominently displayed inside dormitories.
- iv. There must be at least 2 phones for the use of students within easy access.
- v. Dormitories must be divided by age.
- vi. Care must be taken to see that no opportunities are left open for older children to be left alone with younger children without the supervision of a teacher/counsellor.
- vii. A hostel committee shall be formed whose functions are similar to the Child Abuse Monitoring Committee.

Personal, Social, Emotional and Sexual Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Protection of Children from Sexual Offences Act, 2012 (POCSO)

17. Role of the School in Post Occurrence Intervention

- i. The school shall, within a period of twenty four hours, intimate the emergency contact person, a responsible family member or guardian of the child, of the offence and ensures that such person is aware of the reporting procedure to be undertaken by the school.
- ii. In case the offence results in a medical or health related emergency, the school is responsible to ensure that the child is taken to the nearest health centre for treatment immediately.
- iii. If there is a requirement for any forensic test or DNA profiling, the school shall ensure that at all times through that process, a responsible adult with whom the child is comfortable, accompanies the child.
- iv. The school shall ensure that a competent person, preferably from the Child Abuse Monitoring Committee, takes over the supervision and responsibility of filing the FIR. A copy of the FIR shall be maintained by the school.

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
|---|-------------|--------------|--|-------------|--------------|
| A. Infrastructure | | 3-24 | D. Personal, Social, Emotional & Sexual Safety | | 42-57 |
| I. Safety & Security Audit of the Premises | | | I. Student Protection Policy | | |
| II. Fire Safety Measures in Schools | | | II. Parents-Teachers Association | | |
| III. Training of School Teachers & Other Staff | | | III. Social, Emotional and Sexual Safety Training | | |
| IV. School Building Specifications | | | IV. POCSO Act, 2012 | | |
| V. Clearances and Certificates | | | | | |
| VI. Drains, Sumps, Borewell & Overhead Tanks | | | | | |
| B. Transportation | | 25-30 | E. Cyber Safety | | 58-63 |
| I. Exterior of the Bus | | | I. Cyber Safety Policy, Access & Parental Involvement | | |
| II. Interior of the Bus | | | II. Preventing & Combating Cyber Crime against Child | | |
| III. Manpower in the Bus | | | III. Rules Child Should Follow When Online | | |
| IV. Arrangements to be made by School Authorities | | | IV. Guidelines to Protect Personal Information | | |
| V. Permits | | | V. How to Stay Safe on Social Networking Sites | | |
| VI. Facilities in the Bus | | | | | |
| C. Health | | 31-41 | F. Emergency Preparedness & Disaster Management | | 64-69 |
| I. Health Check up and Health Records | | | I. Preventive Measures to deal with Terrorist Attack | | |
| II. Nutrition | | | II. School Disaster Response Team | | |
| III. Health Education to Students | | | III. Implementation of Safety Options | | |
| IV. Health Club | | | | | |
| V. Disability | | | | | |

Cyber Safety

- Source:**
- 1. CBSE Circular No. Acad-32/2017 dated August 18, 2017 on Guidelines for Safe and Effective Use of Internet and Digital Technologies in Schools and School Buses**
 - 2. CBSE Advisory on Preventing and Combating Cyber Crime Against Children dated Jan 4, 2012**
 - 3. CBSE Circular on POCSO (Prevention of Children from Sexual Offences Act, 2012)**

Cyber Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Cyber Safety Policy, Access & Parental Involvement

1. Make children explicitly aware of the rule for the acceptable use of the Internet and display rules in this regard prominently.
2. Install effective firewalls, filtering & monitoring software mechanisms in all the computers. Regularly review filtering and blocking policies & procedures.
3. Various types of unsolicited contents available on internet must be blocked.
4. Configure end user computer devices with parental control filters / Antivirus of appropriate standard.
5. Deploy Digital Surveillance system.
6. Make Children using the Internet to work in highly-visible areas of the school.
7. Supervise and monitor all online activities in the light of educational objectives.
8. Allow Children to access only pre-selected websites appropriate to their age group.
9. Disable the usernames and passwords of those who leave the school promptly.
10. Comply with all relevant legislation on copyright, property theft, fraud, discrimination and obscenity on all forms of IT enabled devices.

Cyber Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Cyber Safety Policy, Access & Parental Involvement

11. Avoid digital and video images of individual students/teachers on school websites for safety of children.
12. Use only the licensed version of any software.
13. Draft a school policy on the safe use of electronic devices and implement it.
14. Board strongly recommends that students should be convinced about not carrying mobile phones to the school.
15. The principal, teachers and other staff should also not be seen using the mobile in classrooms, playgrounds, common areas and laboratories.
16. The school authorities may provide landline telephone/s from where the teachers and students can make calls in need and emergency.

Preventing & Combating Cyber Crime against Child

1. Maintaining confidentiality of the child victim and provide him/her guidance and support to deal with the after effects of such crimes should be ensured.
2. Obtaining help and support of NGO's working in the field of online child protection.
3. Students are educated, in an age appropriate manner, to understand, the consequences under the laws-IT Act, JJ Act, IPC Sections and POCSO on cyber misuse, bullying, harassment/abuse on Facebook, twitter, YouTube etc.

Cyber Safety

A school should examine whether it meets the standard of safety prescribed in the list.

Rules Child should follow when online

1. They should not give out personal information such as address or phone number or pictures.
2. They should not open emails or attachments from unknown people.
3. They should not become online 'friends' with unknown people.
4. They should never arrange to meet someone in person whom they have met online.
5. Tell /inform their parents, if anything they see or read online worries them.

Guidelines to protect personal information

1. Install and maintain up to date anti-virus software on your computer or device.
2. Keep your internet browser up-to-date.
3. Be alert to unusual computer activity or problems.
4. Install and maintain a firewall on your computer.
5. Use a modern browser with features such as a pop-up blocker.
6. Avoid storing sensitive material indefinitely on your computer.
7. Change your passwords often.
8. Beware of links sent via instant messaging and e-mail attachments.

A school should examine whether it meets the standard of safety prescribed in the list.

How to stay safe on social networking sites

1. Make sure age appropriateness of an online activity before joining.
2. May use a made up name or nickname on their profile.
3. Not make friends other than persons known personally.
4. May use an email address that does not include their name.
5. Use the strongest privacy setting when setting up profile. This ensures that only desirable person will be able to view their information.
6. Share pictures and videos very careful when uploading-even with known persons as it can easily be spread much further.
7. Be very careful sharing content online - especially if it is not their.
8. Avoid illegal downloads.

Table of Content

| # | Particulars | Page No. | # | Particulars | Page No. |
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| III. Manpower in the Bus | | | III. Rules Child Should Follow When Online | | |
| IV. Arrangements to be made by School Authorities | | | IV. Guidelines to Protect Personal Information | | |
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| VI. Facilities in the Bus | | | | | |
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| I. Health Check up and Health Records | | | I. Preventive Measures to deal with Terrorist Attack | | |
| II. Nutrition | | | II. School Disaster Response Team | | |
| III. Health Education to Students | | | III. Implementation of Safety Options | | |
| IV. Health Club | | | | | |
| V. Disability | | | | | |

Emergency Preparedness & Disaster Management

Source: 1. *CBSE Circular on Terrorist Attack dated December 19, 2014*
2. *National Disaster Management Guidelines on School Safety Policy*

Emergency Preparedness and Disaster Management

A school should examine whether it meets the standard of safety prescribed in the list.

Preventive Measures to Deal with Terrorist Attack

1. School to have concrete boundary wall, with 3 to 4 gates and each gate should be manned by at least 3 guards, on a 24- hours basis.
2. Details of telephone number of the Police Control Room and local police station to be maintained and updated regularly by the school authorities.
 - i. These details should be displayed at prominent places.
3. A nodal officer may be nominated to look after security arrangement in the school.
4. A telephone connection should be provided at the main gate of the School so that:
 - i. Guards can inform the Police in case of any emergency without waiting for informing the nodal officer or the Principal.
5. There should be proper illumination along the perimeter so that nobody can jump over the wall into the school in the night for any nefarious activity.
6. Concertina wire may be fixed on the iron grills above the boundary wall to deter any one from jumping over the wall.
7. Installation of CCTV systems all along the boundary as well as some additional locations inside the premises, to monitor the movement of any suspicious person, with recording facilities for the last three days, at least.
8. The system should also have requisite video analytics to detect any intrusion and raise an audio as well as visual alarm.
 - i. CCTV system alarm may also be connected to the identified gates to close them automatically.
9. Walkie-talkie sets for communication between security guards and nodal security officer be arranged, intercom between main gate/ other perimeter gates to the nodal security officer and the Principal of the School may be provided for efficient communication.
10. There should be centralized Public Announcement System between Nodal Officer and all classes/ library etc. by which instructions can be given to the students/ staff in each room, collectively or individually or in selected combination, may be installed.

Emergency Preparedness and Disaster Management

A school should examine whether it meets the standard of safety prescribed in the list.

Preventive Measures to Deal with Terrorist Attack

11. Alarm System: In order to alert the entire security staff, Principal, Teachers and the students in case of any contingency.

- i. A suitable electric bell needs to be installed connecting all the gates to a nodal point in the school.
- ii. The alarm system should also have a display panel to indicate the location from which the alarm has been raised.
- iii. The alarm can be manually pressed by the guards or get activated automatically if any vehicle crashes into the gate.
- iv. The nodal officer should immediately verify the reason for raising the alarm, inform the Principal, take action to initiate the contingency drill in the school and inform the police.

Emergency Preparedness and Disaster Management

A school should examine whether it meets the standard of safety prescribed in the list.

School Disaster Response Team

1. A Disaster Preparedness and Response Plan at individual school levels should be prepared to ensure that children are in a better position to respond effectively to tackle any emergency within the school environment.
2. The School Disaster Management Plans may further be supported with constitution of disaster management teams, training of disaster management teams on basic life supporting skills and development of a school level emergency kit.
3. At the school level, a School Safety Focal Point Teacher (FPT) needs to be nominated to operationally anchor safety related actions at the school level as part of his / her routine commitments in the School.
4. The School Safety Focal Point Teachers also need to be provided the necessary training to anchor the process and foster action by different stakeholders responsible for various activities.
5. The School Management Committee in each school should be adequately trained for different aspects of school safety in case of an imminent disaster/emergency, e.g. sanitation and hygiene needs of boys, girls and teachers; first aid; stampede management; fire management and control, handling of chemicals /hazardous materials in labs etc.
6. Each school should also identify and develop a cadre of peer educators / trainers for ensuring that safety messages, dos and don'ts of different disasters, procedures and protocols, reach each and every student in the school.
7. These peer educators can be trained through National Cadet Corps, National scouts and guides camps, by the Red Cross or any other agency as deemed fit by the district.
8. All existing as well as new schools need to conform to safety standards as per the National Building Code. In addition, any other norms prescribed by the state government need to be adhered to.

Emergency Preparedness and Disaster Management

A school should examine whether it meets the standard of safety prescribed in the list.

Implementation of Safety Actions

1. New schools should be located, on a site that has adequate mitigation measures already in place against any imminent natural hazards.
2. Existing schools located in a vulnerable location should either be relocated at a safer site or they should be provided adequate support to mitigate the effect of any natural hazards that may affect the area.
3. For design of structural standards of school building and its components such as corridors, staircases, side areas, quality of construction should be as per the National Building Code 2005. Only non-combustible, fire-proof, heat resistant materials shall be used in school construction.
4. Vertical expansion of existing schools shall not be carried out without a fitness certificate for the building from a certified civil / structural engineer.
5. Additional classrooms or any other structures requiring horizontal expansion shall be designed taking into account the space availability and while constructing as a continuous unit to the existing structures, these should be designed to have less impact of seismic forces.



Monograph: June 2019

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