

MAKING SCHOOLS SAFE AND SECURE
A COMPREHENSIVE CHECKLIST

Sr. No.	Criterion	Satisfactory	Needs further Attention	Not taken up yet	NA	Remarks
A School Safety and Security Program						
1.	Does your School Safety and Security Program include:					
a)	Monitoring of certificates for safety and fitness of school building	√				
b)	Natural or Man-made Disaster management and Safety Drills	√				
c)	Zero Tolerance about weapons and illegal drugs in and around school premises (<i>For Adolescent</i>)	√				
d)	Measures for Student Conduct – including Attendance, Regularity, Punctuality, Respect, Tolerance, Helping Attitude and also other disruptive behaviors such as Bullying, Fighting, Violence, etc.	√				
e)	Measures for Teacher Conduct – Attendance, Regularity, Punctuality, Respectful and dignified behaviour to all	√				
f)	Mechanism against harassment, sexual or verbal abuse, or discrimination of any sorts.	√				
g)	Reporting mechanisms in case of any instance of harassment, abuse or discrimination. (Are parents and students aware of these policies?)	√				
h)	Issuing notification to authorities, parents, students and staff about security related events	√				
i)	Measures for dealing with victim, perpetrator, parents, other stakeholders, police and media in case of any untoward incident	√				
j)	Clear norms on Acceptable and Unacceptable use of the internet in school premises	√				

k)	Norms on use of cell phones during schoolhours	√				
l)	Monitoring of building entrances, hallways and classrooms before, during and after school hours	√				
m)	Emergency Evacuation Plan, its display and regular drills on this.	√				
n)	Police verification for hiring of teaching, non-teaching, contractual, voluntary and other staffs?	√				
o)	Performance reviews of employees in compliance with safety policies and preventive actions	√				
p)	Are the School Principals/HM, Teachers and Staff aware of standard Child Protection Mechanisms	√				
2.	Has the School implemented the Guidelines by National Disaster Management (NDMA) on School Safety and emergency preparedness?	√				
3.	Does the school have a viable communications system in place, e.g., landline phone, safety and fire alarm, etc.?	√				
4.	Does your school have suggestion boxes/question boxes/grievance boxes or any other mechanism for students/parents to inform or communicate about any safety concerns of their children?	√				
5.	Are Students / Teachers /Non-Teaching Staff oriented to deal with common medical emergencies?	√				
6.	Do you have the 'School Safety Pledge' prominently displayed in your school campus?	√				
B. School Buildings, Grounds and Facilities						
7.	Are the school's entrances, exits and doorways clearly marked (Signage)?	√				
8.	Are the school's entrances, exits and doorways free of obstruction?	√				

9.	Is there regular maintenance of the Entry-Exit log for parents/visitors at the main gate?	√				
10.	Is there a Security guard/CCTV/any other mechanism of surveillance in school?	√				
11.	Are the electric wires and cables insulated with proper earthing and beyond the reach of children?	√				
12.	Are exit signs marked on each floor (e.g., auditorium, laboratories, big classrooms, libraries, etc.) to show pathways during emergency?	√				
13.	Are the fire extinguishers suitably placed in the school?	√				
14.	Are these fire extinguishers regularly checked for expiry and functioning?	√				
15.	Are staff and students trained to the use of fire extinguishers?	√				
16.	Does the school have a Medical/Sick Room with essential medicines and first aid equipment?	√				
17.	Does the school have a designated parking area?	√				
18.	Is the school building surrounded by a boundary wall or fence?	√				
19.	Are hazardous goods and substances appropriately labeled, stored and kept away from students' access?	√				
20.	Are all lighting fixtures securely mounted, and in working condition?	√				
21.	Are the isolated areas of the School well-lit and under frequent invigilation?	√				
22.	Is sufficient and safe drinking water available for the students?	√				
23.	Is regular cleaning and fogging of water tanks and storage facilities being done?	√				
24.	Are the water tanks and septic tanks well covered and access blocked for children?	√				
25.	Are separate and functional toilets available for boys and girls (For Adolescent)	√				

26.	Are separate and functional toilets available for other staff members?	√				
27.	Does the school have a pre-primary class? If so, is it located on the ground floor?	√				
28.	Has the school implemented the NCPCR guidelines for physical and infrastructural safety for residential schools?	√				
29.	Is there any stagnant water anywhere on the premises?	√				
C. Psychosocial Safety and Support						
30.	Does the School have access to qualified Counsellor on call, as per requirement? (For Adolescent)	√				
31.	Are the students especially from primary classes oriented on Personal Safety, e.g., the difference between 'Safe touch' and 'Unsafe touch' (For Children)	√				
32.	Does the school have a Students Council/ BalSansad that deals with students' issues and concerns?	√				
33.	Are students oriented on life skills, exam preparedness and coping skills to manage fear, anger, peer-pressure, bullying, etc.? (For Adolescent)	√				
34.	Does the school have regular orientation sessions with parents on common behavioural issues of children and adolescents?	√				
35.	Are there opportunities for parents apart from PTMs to interact with teachers and other appropriate authorities and inform about any safety concern?	√				
36.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/ prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor?	√				

37.	Misconduct and inappropriate social behaviours strictly monitored and addressed like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour	√				
D Health and Physical Safety						
38.	Does the School have a basic medicine box/firstaid kit?	√				
39.	Are the emergency medical care numbers displayed in the school?	√				
40.	Does the School conduct regular health check- ups and maintain comprehensive health cards of students?	√				
41.	Does the School orient the students on important health issues such as nutritious alternatives to junk food, importance of a balanced diet, etc.? (For Adolescent)	√				
42.	Does the School maintain an updated contactlist of parents/ guardians for every student of the school?	√				
43.	Are self-defense programmes conducted for the students?	√				
44.	Are School Safety posters displayed at prominent places in the school?	√				
45.	Is the school taking necessary steps for staff health and wellness promotion?	√				
46.	Does your school have a tie up for necessary referrals in case of common medical emergencies to nearby hospitals/ nursing homes?	√				
E School Transportation						
47.	Does the School keep a fitness certificate of all vehicles used to transport children to and from the school?	√				
48.	Do the vehicles used to transport children prominently display the school's name, address and telephone numbers?	√				

49.	Is there a staff member to make safe arrangements for boarding, de-boarding and accompanying children from these vehicles?	√				
50.	Are the driving licenses of all drivers verified before they are allowed to operate vehicles transporting students?	√				
51.	Is there a female attendant or teacher on board in all school buses?	√				
52.	Are the students oriented about rules of conduct on and around school vehicles?	√				
53.	Has the school marked designated boarding, de-boarding stops?	√				
54.	Are parents/guardians informed about the nearby boarding and de-boarding bus stops?	√				
55.	Are first aid boxes with adequate, updated, necessary medicines placed in school buses? Are these medicines periodically checked for expiry?	√				
56.	Is the safe physical distancing and health norm maintained in transport vehicles?	√				
F	Support for Divyang					
57.	Does the School provide barrier free access for divyang , e.g., Ramps, Hand Rails, warning blocks for steps, etc.?	√				
58.	Does the School have divyang friendly toilets e.g., grab bars, outward or two way opening door, maneuvering space for the wheel chair, etc.?	√				
59.	Does the school have a sensitization program for students and teachers so as to accommodate and harmonize with divyang?	√				
G	Cyber Safety & Policy					
60.	Are the School authorities aware that Schools can now report incidents of cyber bullying and abuse through POCSO e-box or email or telephone? (<i>For Adolescent</i>)	√				

61.	Are students and parents oriented on reporting to the cyber-crime department of the concerned state in case of any incident of cyber bullying and abuse?	√				
62.	Is access to computer rooms and use of electronic and technological devices in the school supervised by teachers? (For Adolescent)	√				
H Orientation and Training						
63.	Have the School Staff and Teachers been sensitized on Child Protection Policy and Child related legislations such as POCSO, JJ Act, Cybersafety Act, Anti-Narcotics Act etc.?	√				
64.	Has any teacher in the School undertaken any professional course on skills in guidance and counselling?	√				
65.	Have the School Staff been oriented to be watchful towards irregularities in the surroundings (e.g. suspicious vehicles, containers, broken air vents, etc.), etc.	√				
66	Has the school conducted any orientation on ways to integrate safety, security and well – being in the classroom pedagogy?	√				