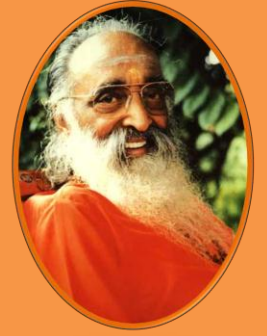


Hari Om!



Chinmaya Vidyalaya Kattakada



SCHOOL SAFETY POLICIES

CHINMAYA VIDYALAYA KATTAKADA

Education is not preparation for life, education is life itself. “With this in mind we Chinmaya Vidyalaya Kattakada aim at providing an education that blends quality and moral values so as to transform the students in to honest and responsible citizens.

Founded by the great visionary Param Pujya Swami Chinmayananda, The Chinmaya Vidyalaya Kattakada started in 1983, now with 997 students from pre kg to Std XII and 50 well qualified and experienced faculty and 22 staff members.

VISION AND MISSION OF THE SCHOOL

We are all well prepared to reach the goal of our studies, which is to gain Knowledge (*total vision of life*) with which we can serve the world efficiently.

We are forward – thinking school aiming to prepare our children for a rapidly changing world by equipping them critical thinking skills, global perspective, and respect for core values of honesty, loyalty and compassion, leading to personal, physical, moral and spiritual development. Developing these skills is the corner stone of the education we offer following the Chinmaya Culture. Students will have success for today and be prepared for tomorrow. We chinmaya Vidyalaya, Kattakada commit to educate the whole child and honor the diversity of each individual intellectually, emotionally, socially, physically and spiritually by developing in each member of the student community the ability and passion to work wisely, creatively and effectively for the betterment of human kind and implement the Chinmaya Vision Programme in its entirety.

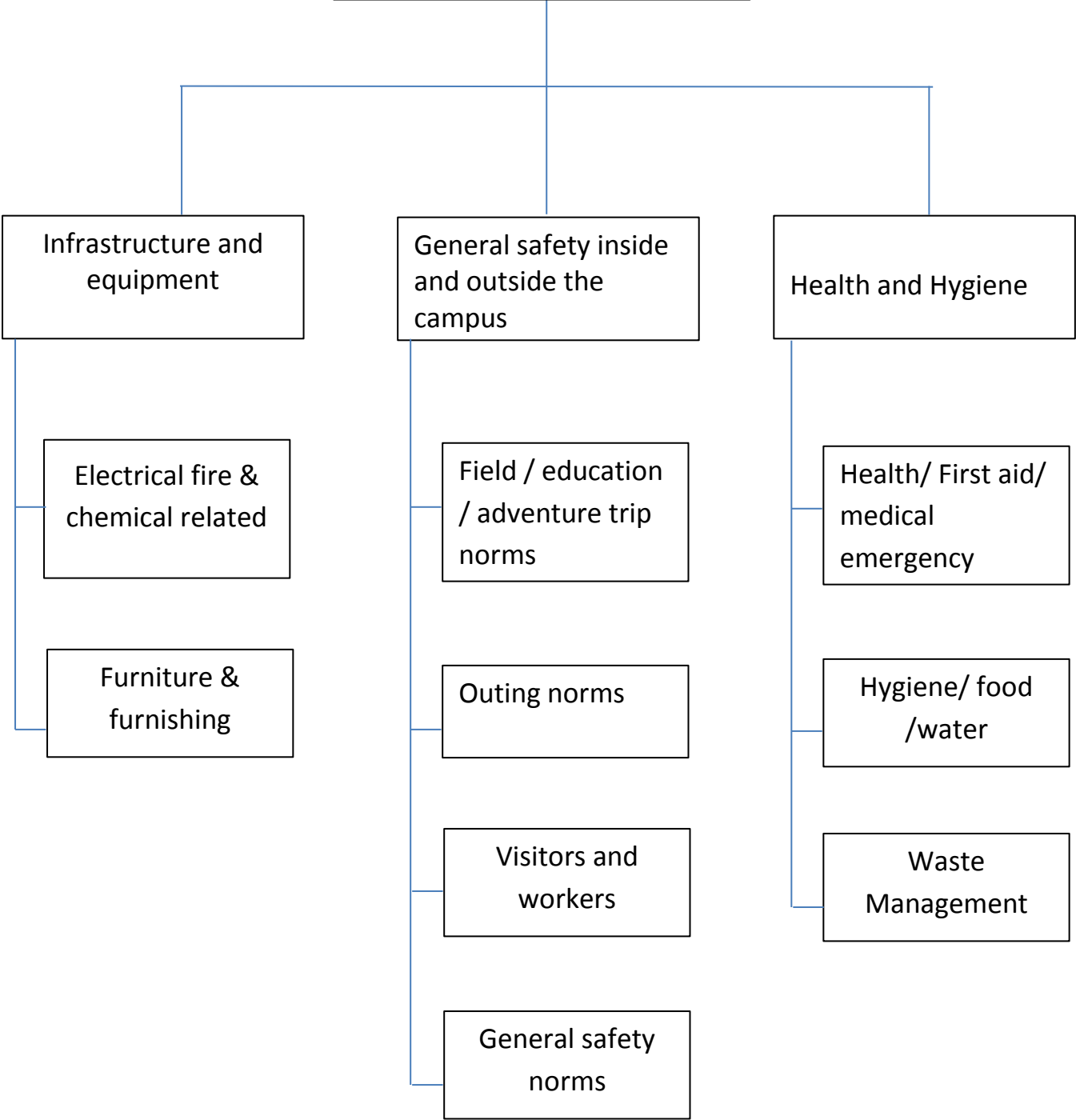
SAFETY POLICY

The School's objective is to promote not only excellence in teaching and learning, but also the implementation and proactive monitoring of the Safety and Health of all the people associated with the school.

OBJECTIVES

- To provide a safe and healthy working and living environment, premises and facilities for all the students, faculty, staff and visitors / guest.
- To provide a stress free working environment with a good management and human resource policies aiming to develop the faculty, staff and students.
- To ensure that all stakeholders are fully aware of their health and safety responsibilities and have a good understanding of what is expected to be followed in case of emergencies and how to carry out their roles during emergencies.
- To provide Physical, Emotional and Social Security to all the stakeholders.
- To ensure that all faculty and staff have adequate access to appropriate training for safety procedures to be followed so that they can discharge competently the responsibilities assigned to them.

**SAFETY POLICY
STRUCTURE**



INFRASTRUCTURE SAFETY

THREATS:

Any equipment - electrical, play and furniture can cause accidents if regular inspection/ maintenance not done.

- ❖ Water leak areas
- ❖ Open/ naked wires
- ❖ Toilet doors and all water sources

The following safety norms are in place.

1.1. Electrical, Fire, Chemical and Other Related Safety

1. Regular maintenance work is carried out periodically and signatures from the respective in charges are obtained confirming the same.
2. Generators / Air Conditioners are serviced regularly.
3. All fans and lights are checked frequently and replacements are done immediately.
4. The generator/ transformer areas are covered and access is prohibited for adults and children.
5. Generators provide continuous supply of power during power cuts. There are street lamps, emergency lamps and lights at every prominent place.
6. Fire Extinguishers are placed all over the building.
7. Fire-fighting drills are conducted by the fire service people regularly. Fire evacuation drill is conducted by the school.

8. All laboratories have proper ventilation, safety electrical tripping devices and fire extinguisher.
9. Safety instructions are provided by the teachers and also displayed as signage inside the labs.
10. In Chemistry lab, lab coats are provided for students conducting the experiments.
11. First aid box is available in the labs.
12. All chemicals are labeled and stored in the store room which is out of reach from the students.
13. The school campus is protected with a walled fence for safety and security.

1.2. Furniture & Furnishings

1. The class rooms are big enough and the school policy is to take only 30-40 in a class so that there is enough space for movement in the class rooms.
2. Number of toilets are built according to the norms of CBSE.
3. All Blackboards/Smart boards/Projectors are attached to the wall/ceiling and periodically checked for safety.

1.3. Play Equipments

1. Playing equipments are well arranged in the room
2. All indoor play arrangements are done keeping safety in mind.
3. Children are monitored by the PE teachers while children are using the play equipment like discus/ shot put etc.

2.1. Field/ Education/Adventure Trips:

1. While planning tours, vendors are verified considering their client lists.
2. The documents of the transport arranged are inspected before the trip.
3. Written undertaking is taken from the vendors to certify the conduct of the drivers/ helpers.
4. For every 20 children one teacher is assigned.
5. The places of visit are checked physically by a team to ensure the stay and safety arrangements are good.
6. Bathing in water bodies are avoided as a policy.
7. In case of any sudden illness of a child, it is clearly documented that the vendor will make arrangements to send the child back to the campus.
8. No money handling by the student is permitted without the supervision of the teachers.
9. No access to mobile phones to children is extended without the knowledge of the escorting staff.

2.2. Outing Norms:

1. Only parents or registered local guardians can collect children from the campus.
2. ID cards are issued by school to the students.
3. In case of any other relative picking up the child, parent has to send the photograph and the identity of the person. Only then, the student will be handed over to the visitor.
4. Senior students are not allowed to go with parents of other students.

2.3. Visitors/ Workers:

1. CCTV captures the visitors when they enter the campus.
2. Staff members are required to inform the administrative department whenever they have visitors.
3. All vehicles are checked for security when they leave the campus.
4. Drivers are not allowed to take the vehicles inside the campus without prior permission.
5. Visitors are not permitted to take pictures of the campus.
6. Workers need to wear the ID card while at work.
7. No direct interaction is allowed between the students and the unknown visitors.
8. Only lady cleaners are allowed inside the girl's toilets.
9. Any repair/ maintenance works can happen only in the presence of the staff during working days.

2.4. Girl's Safety:

1. Entry into the Girl's washrooms is prohibited for all male staff and male employees.
2. Separate routes are designated for the girl students for moving to the assembly line/ way out.
3. No staff member is permitted to take special classes/ remedial classes or any other works for girl students unless the girls are in a group.
4. Girls need to be in a group while going for special classes/ games/ coaching etc.

2.5. General Safety Norms:-

1. Speeding of vehicles inside the campus is restricted to 20 kilometre per hour only.
2. No student is allowed to keep any Sharp items in the campus
3. Medicines are not allowed to be kept in the custody of students
4. All measures are taken to prevent children getting into cyber bullying
5. Regular orientation programs are conducted to create awareness on cyber security
6. Staff are strictly not allowed to physically sexually or verbally abuse children
7. No staff should engage the child of opposite gender in any secluded place in or outside the school
8. Gender education is provided to all the students by the professional counsellors every year.
9. No staff is allowed to ask for any favour in cash or kind from the parents or Guardians
10. Cctv cameras are installed at various prominent places and is directly monitored by the principal

3. Health and hygiene:-

Threats:-

- Pests and insects
- Infectious diseases

3.1. Health, first aid and medical emergency:-

1. Parents need to submit all the medical documents at the time of admission to the school
2. Special care and diet is extended when children are unwell
3. In case of any emergency School provides the basic first aid and immediately takes the child to the hospital