

## PART C

### CHILD SAFETY CHECKLIST FOR SCHOOLS<sup>1</sup>

This safety checklist takes into consideration different dimensions of child safety and provides indicators under five important sections. Section-I deals with Physical Safety, Section-II - Emotional and Personal Safety, Section III - Social Safety, Section-IV - Emergency Preparedness, and Section-V deals with Cyber Safety.

This checklist may be customised by the School Authorities, in consultation with staff, parents and students, to suit the requirements of the school. However, the indicators that are marked mandatory (M) shall be adhered to by all schools.

While this Checklist can be used to ensure safe and protective environment for children by any school in Karnataka affiliated to State Board including the Karnataka Open University Schools, Schools affiliated to CBSE, CISCE, or National Institute of Open Schooling, International Schools affiliated to IGCSE, Cambridge or International Baccalaureate, USA, shall necessarily abide by the policies and guidelines laid down by their respective authority. For more details please visit link provided below.

1. <http://accreditation.cbseacademic.in - http://49.50.126.244/accreditation/manual/Safety%20Checklist.pdf>
2. <http://www.cisce.org/UploadedFiles/201408201156571325621557CORPORAL%20PUNISHMENT.PDF>
3. <http://cambridgeinternationalschool.co.uk/information/policies/> - Behaviour policy including positive disciplining (against corporal punishment), Health and Child Protection Policy, Equality (against discrimination)
4. <http://ibo.org>

Section I – Physical Safety – Health, Infrastructure, Sports and Transportation				
Sl. No	Indicators	Yes/No	Remarks	Mandatory/ Recommended
1	The school has regular health check-ups as prescribed by the Department of Education (DoE).			M
2	Individual Child Health Card/File is maintained and updated periodically.			M
3	School maintains medical records of students with special health problems/needs.			M
4	Parents communicate their child's health issues to the school authority.			R
5	The special records like blood groups, allergies and important medication that need to be administered frequently are updated with parental support.			M
6	There is a full time in-house doctor or nurse available (where the school strength exceeds ..?)			R

<sup>1</sup> This Checklist is a modification of the Safety Checklist authored by Dr. Sangeeta Bhatia in collaboration with North West Chapter of Sahodaya, Delhi, in Quarterly Bulletin of Central Board of Secondary Education, Vol 48, No: 2, April-June 2009.

Sl. No	Indicators	Yes/No	Remark	Mandatory/ Recommended
7	There is a doctor-on-call for emergency within two kilometres of the school.			M
8	The school has tied up with a local hospital within two kilometres of the school.			M
9	The medical room is equipped to handle medical emergencies.			R
10	There is a first - aid box available in the school. (More boxes depending on the strength)			M
11	The First -Aid protocols for common injuries is displayed at prominent places in school.			M
12	Contact numbers of Doctor, Hospital, Ambulance, including private service, for emergency medical care are displayed in a prominent location.			M
13	Teachers and key staff are trained in first aid and CPR. They have basic training in counselling, identification of disabilities, learning difficulties etc.			M
14	Health Education to students on health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene etc are provided.			M
15	There is a dietician/meal planner for mid day meals			M
16	There is a separate kitchen with store facility for the mid day meal program. Kitchen is kept clean, hygienic, rodent and pest free. All food products are kept covered and stored hygienically.			M
17	Gas stoves with ISI mark, are kept in a safe place, maintained and checked regularly. Children are not allowed to use the gas stove.			M
18	The teachers are present when students have their meals and will observe their eating habits			M
19	The staff actively supervise the students, both inside and outside the classroom.			M
20	All drains, sumps, bore-wells, overhead tanks within the school or in the vicinity of the school are covered properly.			M
21	Over head tanks, sumps and other water storage facilities such as Sintex tanks are regularly cleaned and maintained.			M
22	School has compound wall/fencing and the entire premises be well lit with all time supply of electricity .			R
23	The school premise and class rooms are well ventilated, with sufficient doors and windows.			M
24	Walls, floors, roofs and staircase are in good condition with no broken patches that may harm children.			M
25	The windows have proper grills and parapet walls, balconies have railings of suitable height. There are no rusted or broken pieces that may injure a child.			M
26	Class rooms are not used for any other purpose such as			M

	storing construction materials, and school premises not used for anti-social or anti-school activities.			
27	All electrical wiring is concealed or insulated and switch boxes are properly maintained and placed beyond the reach of children. Electrical appliances are regularly checked and maintained.			M
28	Benches, desks (be they wood, mould/plastic, metal) have round edges and are not broken			M
29	There is proper facility for safe drinking water with adequate number of water taps. There is no water logging in the area. Water is tested periodically for potability and standards maintained			M
30	All vigilance and monitoring mechanisms in the school infrastructures to be installed .			M
31	The computer room, laboratory, auditorium, assembly hall, gymnasium and other rooms used by children are adequately ventilated and well lit, have safe fixtures and any hazardous material is stored and locked out of reach of children.			M
32	The laboratories are safe and spacious enough for hazard free Learning. Any hazardous material is stored and locked out of reach of children.			M
33	Secluded corners, corridors and staircases are kept under watch by staff members during break time and at the time of assembly and dispersal.			M
34	The Transformer, Generator are placed in safe areas, well maintained and kept under lock. Regular maintenance taken up.			M
35	Separate toilets for boys and girls maintaining privacy are to be hygienic and, all disinfectants and cleaning materials , are kept away from the reach of the children.			M
36	The school has a proper sewerage, drainage and garbage disposal arrangement. All areas to be marked as SAFE /UNSAFE with signage for example fire ways /balcony, open drains/parapet walls.			M
37	School facilities like classrooms, play areas, toilets, are accessible by wheelchair. There are ramps and wheel-chairs for differently abled students/teachers and school environment is disable friendly.			M
38	Teachers and Students are educated to be sensitive to fellow students who are differently abled.			M
39	For safety reasons students who are differently abled are accompanied only by a Teacher or attendant when using toilets.			M
40	The elevators are maintained in good condition with fitness certificate from appropriate authorities, and exit ways and main gates are kept in good condition.			M
41	All class rooms, laboratories, toilets, library, staff room,			M

	kitchen, sports room, auditorium and other places are checked daily by school personnel before they are locked for the day.			
Sl. No	Indicators	Yes/No	Remark	Mandatory/Recommended
42	The PT Teachers are sensitive and involve students in sports according to their physical capabilities and health related issues.			M
43	The Sports Room is well ventilated and well equipped			M
44	Children are supervised during sports and specifically during use of sports and play equipment.			M
45	No Physical Instructor and other coaches on contract are allowed to provide coaching to any girl or boy alone in the Sports room during or after school hours or on holidays without permission of the school authority & parents/guardian.			M
46	The school playgrounds, swings, rides, sports- equipment etc. are safe and maintained regularly. All safety instruction near play equipment to be displayed.			M
47 <sup>2</sup>	The school bus is maintained in good condition and has passed the safety test. There is a teacher or an attendant, (preferable female attendant when girls are on board) on board accompanying the children in school bus.			M
48	When private buses/vans are used by students, school asks the parents/guardians to ensure that the driver has a valid license and conforms to safety norms such as condition of the vehicle, number of children permitted etc. "ON SCHOOL DUTY " to displayed on the front and back of the bus.			M
49	The school buses are equipped with First –Aid boxes, fire extinguisher, emergency exit, Specified quality speed governor and drinking water .The safety instructions to be displayed inside the bus .Name of the school and telephone number to written .Reliable locking systems.			M
50	School coordinates with State Transport Authorities and private operators to ensure buses stop for picking up and dropping children at the designated bus-stops.			M
51	There is a responsible person/security to oversee the movement of vehicles in front of the school, including those coming to drop/pick up children, to avoid accidents.			M
52	There are speed breakers on the road, on either side of the school at the required distance to ensure safety of children, with appropriate traffic signs.			M
53	The parents are connected with messaging system or mobile phone networking.			R

<sup>2</sup> 47 – 49: The Guidelines issued by the Supreme Court with regard to carriages transporting school children. Please refer annexure 1, and the Notification by Transportation Department of Karnataka, 23<sup>rd</sup> August 2013, Annexure 2 and Rules notified on 18/01/2013, Annexure 3, shall also be followed.

54	During family emergency or other emergencies such as unexpected bandh, no child is allowed to leave school unless parents/guardian come in person to take the child or letter of authorisation is given by the parent or guardian.			M
55	The access to school building by outsiders/visitors is controlled and monitored, and visitors' register maintained very strictly and diligently by the security personnel /admin.			M
56	School maintains updated list of contacts of parents/guardians, change of address and emergency contact numbers for every student of the school. Periodic circulars to be sent to parents on the same.			M
50	School has separate child safety Notice Board displaying updated contact numbers of the CWC, SJPU, DCPO, Childline and the School designated Child Protection Officer and police control room.			M

Section II – Personal and Sexual Safety

Sl. No	Indicators	Yes/No	Remarks	Mandatory/ Recommended
1	The school has a well defined policy against child abuse and exploitation with appropriate guidelines .			M
2	The School has a senior and sensitized staff designated as Child Protection Officer - who has undergone training.			M
3	All teaching, non-teaching, contractual and other staff is sensitized on the Child Protection Policy& Guidelines and child laws.			M
4	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of child abuse.			M
5	All parents and students have been sensitized on the Child Protection Policy/Guidelines/child laws and reporting mechanisms.			M
6	There is a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children.			M
7	There is clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed, in the event of child abused by teaching or non-teaching staff or anyone else connected with the school.			M
8	The school undertakes on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development ,child abuse and related issues.			M

9	There is an active Child Protection Committee <sup>3</sup> , School Monitoring Committee or Parents Teachers Association in place and school actively consults and encourages participation of families in child protection issues.			M
Sl. No	Indicators	Yes/No	Remarks	Mandatory/Recommended
10	The Child Safety Poster is on display in prominent locations of the school.			M
11	Books/reading materials on child safety and protection available in the school library and accessed by students and teachers.			R
12	School has a qualified Child Counsellor/Psychologist – part time or full time or on call consultant one can access when there is a requirement or an emergency.			M
13	All children are regularly oriented on safe and unsafe touch and behaviour, helped to understand her/his right over her/his body, and right to say No. Children also receive training in how to protect themselves from abuse and other safety measures. Parent training or awareness on the same is conducted.			M
14	The children enjoy a nurturing and enabling environment and are encouraged to share their personal issues in confidence with the teachers.			R
15	School conducts awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action, including penalisation under law such as JJA and POCSO			M
16	School has Children's Forums or Clubs that promote children's participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.			M
17	School Authority is aware of the Child Protection Mechanisms such as the SJPU, Childline, CWC/KSCPCR and the contact numbers are displayed in prominent place in the school and any other emergency numbers .			M
18	In the event of occurrence of child abuse School Authority abides and follows a child sensitive procedure of reporting and inquiry, in accordance with the law wherever required. The trauma of the child to be kept in mind and not aggravated.			M
19	In the event of serious sexual offences incidences, school authorities have taken immediate steps to restrict the access of the alleged offender to the children.			M
20	In the event of sexual offence occurrence, School Authority			M

<sup>3</sup> Child Protection Committee constituted as per the Circular No: C7 pra.shi.a/sha.ma.ly.ki/2014-15, of the Department of Public Instruction, Government of Karnataka, dated 23/07/2014, provided as annexure

	assists/supports the affected child/children and family in their rehabilitation. Co-operation with competent authorities is also provided to deal with legalities .			
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

Section III – Social and Emotional Safety				
Sl. No	Indicators	Yes/No	Remarks	Mandatory/ Recommended
1	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships.			R
2	Children are sensitized to recognize and deal with negative peer pressure			R
3	Through conducting sessions on life skills students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students.			R
4	All types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.			R
5	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.			R
6	Misconduct and inappropriate social behaviour is strictly monitored and addressed .Like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour.			M
7	Behavioral Management and modification program in place and students are aware of it.			M
8	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary and safety issues are quickly addressed.			M
9	Yoga and meditation as part of PT and wherever possible stress management, exam preparedness workshops are held			R
10	There is a ban on corporal punishment and emotional harassment of students by teaching and non- teaching staff.			M
11	Positive disciplinary modes and measures <sup>4</sup> are adopted and followed by the teachers and school authorities.			M
12	Academic guidance is provided to low achievers and children with special needs			R
13	Is there any regular on-going program on self defence—			R

<sup>4</sup> Positive Disciplinary Measures have been explained and delineated in Part B of the Child Protection Policy

	karate/taekwondo etc			
--	----------------------	--	--	--

Section IV – Emergency Preparedness and Disaster Management				
Sl. No	Indicators	Yes/No	Remarks	Mandatory/ Recommended
1	There are enough entry/exit points and staircases for use in the case of emergency. These are kept open and uncluttered when the school is functional.			M
2	The evacuation plan diagram is displayed at prominent places in the school building			R
3	The staff and students undergo emergency evacuation drill and know the evacuation plan to avoid stampede in case of a disaster			M
4	The staff has been trained to respond in case of emergencies such as fire, building or wall collapse, flooding, electrical accident etc			M
5	There are adequate fire-extinguishers as per norms, installed at vantage places and students and staff members know how to use them			M
6	CPR and first-aid classes are held at periodic intervals for staff and students			M
7	There is access to ambulance/s at times of emergency.			M
8	Staff have been trained on the protocol to be followed in case of emergency and is displayed in the premises			M
9	The school is equipped with a Public Address System wherever possible, to make emergency announcements			R
10	Emergency Contact numbers of Police, Ambulance, Fire Department, Doctor, Nearest Hospital etc are displayed in prominent place in the school, and staff and children oriented			M
11	There is a School Disaster Response Team consisting of members from administration, teachers and senior students and they are oriented on the Disaster Management Plans			R
12	The school staff trained to address the trauma and post-disaster interventions			R
13	The Principal and Senior staff are capable and authorized to take crucial decisions in case of a disaster			M
14	The school is handling media briefing and updates without sensationalization			R
15	The safety and security checklist is used for planning and designing new facilities or assessing existing ones.			M
16	The safety and security checklist of school is reviewed periodically and updated.			M
17	There are regular preventive checks to ensure safety related to high risk areas - electrical, fire, civil work, school			M



	gates, transport etc.			
18	Suggestion box available for students or parents to access and raise issues, share concerns pertaining to any of Child Safety and Protection Issues.			M
19	Suggestion Box opened and reviewed by the Child Protection Committee <sup>5</sup> , headed by the CPO of the school and has two senior students and one external/independent person as members. (The external person can be from the PTA/SMC or an NGO or local neighbourhood person of repute).			M

Section V – Cyber Safety				
Sl. No	Indicators	Yes/No	Remarks	Mandatory/Recommended
1	Access to computer rooms and use of electronic and technological devices is supervised by teachers.			M
2	There is Internet Security that restricts use by children.			M
3	Social Networking sites are blocked at all times in the school			M
4	Students are regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.			M
5	Students are educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc.,			M
6	School Authority and children are oriented on procedures to be followed and steps prescribed within the legal framework in the event of cyber abuse or crime – legal recourse and information about Cyber Crime Department in the Police.			M
7	Parents are sensitized on the safe usage of technology, internet, and how to avoid taking risks and measures for redressal.			R
8	Teachers, Parents and students are educated on technology and internet usage through Cyber cafes.			R
9	Cyber-crimes are handled with sensitivity and confidentiality.			M
10	Cyber-bullying or harassment is handled with utmost care.			M
11	There is proper handling of e-waste by the school and students are trained for the same.			M

<sup>5</sup> Members to the Child Protection Committee nominated as per the Circular No: C7 pra.shi.a/sha.ma.ly.ki/2014-15, of the Department of Public Instruction, Government of Karnataka, dated 23/07/2014, provided as annexure -

For more details on how to deal with online exploitation please refer to the link provided below on

“Stay Safe From Online Exploitation” (for Children) by ECPAT

<http://www.ecpat.net/sites/default/files/Child%20Friendly%20Guidelines%20%282014%29.pdf>

DRAFT

Annexure - 1

**Guidelines to be strictly followed for carrying school children to and from schools in different categories of Contract Carriages like motor cabs / maxi-cabs / omni buses etc.**

**Hon'ble Supreme Court of India** was pleased to issue elaborate instructions in W.P. (Civil) 13029 of 1985 regarding steps to be taken for transport of school children to and from schools in school buses. In view of the said orders of Hon'ble Supreme Court of India, the following guidelines are being issued for carrying school children to and from schools in different categories of **motor cabs / maxi-cabs / omni buses** etc.:

1. There must be **appropriate permit** for the vehicle issued by competent authority as 'passenger transport vehicle'.
2. **'On School Duty'** must be permanently written on the back and front of every vehicle carrying such school children.
3. No such vehicle shall carry children in excess of its **permitted seating capacity**. No child should be allowed to sit on the lap of others, if any.
4. There must be a **First-aid box and drinking water** strictly in the vehicle.
5. The seat belts, wherever applicable, must be fastened properly.
6. School name and telephone no. must be displayed.
7. Every vehicle for carrying school children must be driven by a driver, who has **minimum 5 years of experience** in driving such categories of vehicles and must not have any record of **previous traffic offences**
8. Whenever a contract carriage is used for carrying school children, the owner of the vehicle must give intimation to the **O.C. of local police station as well as to D.C. (Traffic), Kolkata Police / S.P.** of the district indicating the name of the driver and particulars of the vehicle etc.
9. There must be an **attendant in every such vehicle** to ensure safe travel of the children and render adequate assistance for safe **embarking and dis-embarking** of the children.

-----

Annexure 2: Notification of the Department of Transportation

Annexure 3:

Annexure 4:

DRAFT