

CHINMAYA VIDYALAYA

BADIADKA

(Affiliated to CBSE, New Delhi, Aff. No. 931154)

**BADIADKA, P.O. PERDALA-671551, KASARAGOD,
KERALA STATE, INDIA**

SAFETY POLICY

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I. SCHOOL DISASTER MANAGEMENT COMMITTEE

Name	Designation	Mobile Number
Mr. Prashantha B	Chairman	9809056667
Mrs. Pushpa	Safety Officer	8971260671
Mr. Jnanadeva Shenoy	School Administrator	9633704895
Ms. Falguni B	Science Teacher	9633704895
Ms. Anasooya K	Head of First Aid Team	9496187142
Mr. Prashanth Kumar N	Head of Transport Management	7902286130/ 9846939882

II. COMMITTEE AGAINST SEXUAL HARASSMENT

Name	Designation	Mobile Number
Mrs. Manasa	Convener	9645231005
Mr. Prashantha B	Member	9809056667
Mrs. Sumangala K	Member	9809745938
Mrs. Pushpa M	Member	8971260671
Mr. Pillingallu Krishna Bhat	Member	9447965787

III. GRIEVANCE REDRESSAL COMMITTEE

Name	Designation	Mobile Number
Mr. Prashantha B	Principal	9809056667
Mrs. Sumangala K	Teacher	9809745938
Mrs. Manasa	Teacher	9645231005
Mrs. Suneetha B	Teacher	8129461912
Kum. Namratha A	Student Representative	9446227751 (Father)

CHINMAYA VIDYALAYA BADIADKA

SAFETY POLICY

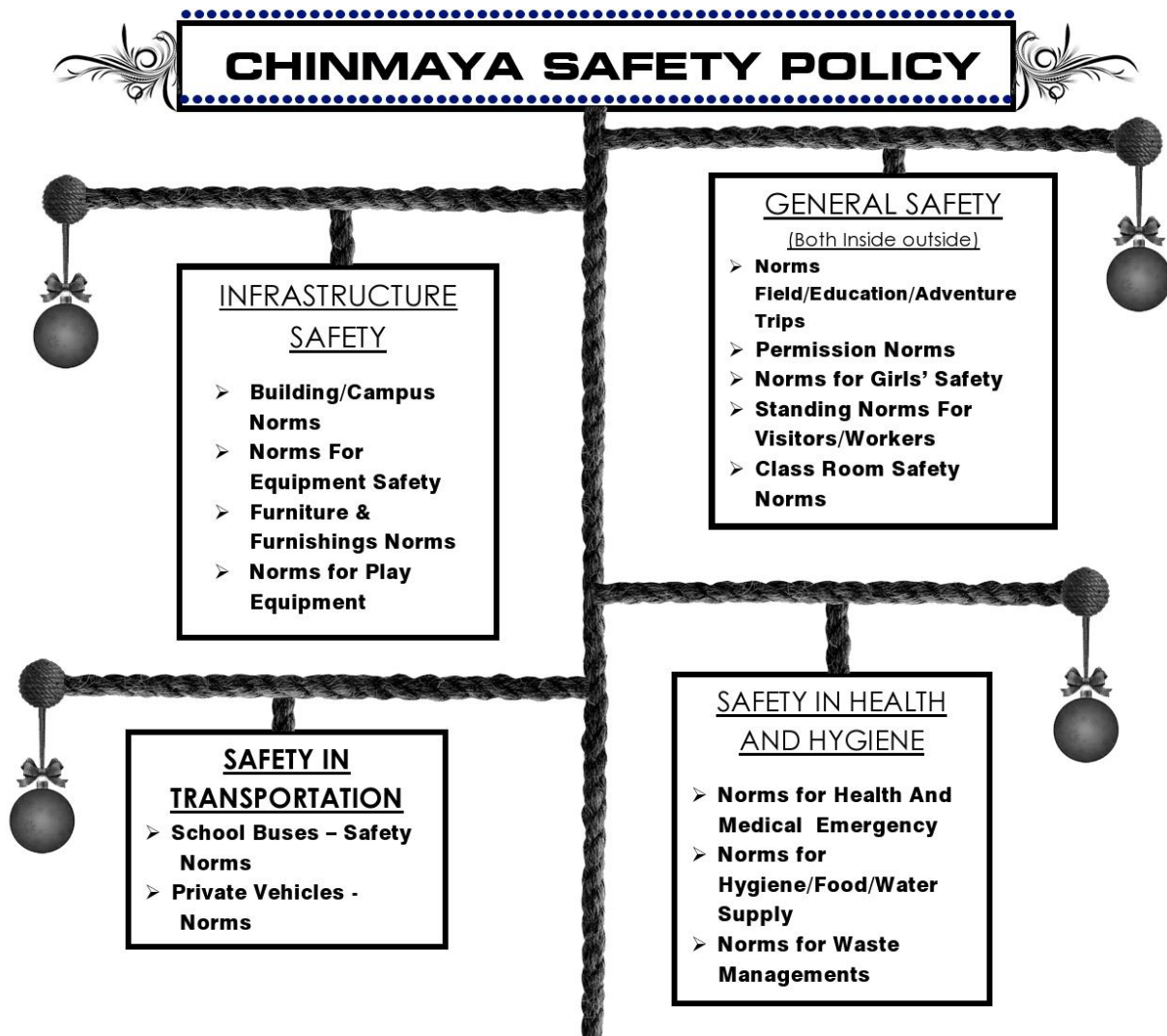
Chinmaya Vidyalaya, Badiadka considers the Safety and Health of all the Students, Faculty and Staff (Office staff & sub staff) as relevant as the academics in the smooth functioning of the school and environment. The School's safety and health policy is designed to be appropriate to the hazards and risks of the organisation's work activities. The policy is surely practicable and includes a commitment to protect its employee and members of the public, who are associated with the school and its activities.

OBJECTIVES

- ❖ Promote personal safety which includes physical, psychological, emotional and social security health and wellness to all the people associated with the institution.
- ❖ Promote occupational safety to the teaching staff, office staff and sub staff to render their service in a safe and healthy atmosphere.
- ❖ Provide necessary information to the faculty, staff and students about the risks and hazards that may occur in the school premises and to identify and prevent them at proper time.
- ❖ Encourage the students, faculties, staff and sub staff to report any kind of potential hazards to the notice of the authorities so that necessary actions can be taken immediately to avoid challenging situation.
- ❖ Ensure all the students, faculties, staff and sub staff are well- trained for handling the safety measures adopted in the institution at any time of emergency without being panic, but to face with confidence.
- ❖ Ensure all the students, faculties, staff and sub staff are having training sessions periodically (minimum once in a year) especially about the latest technologies and methods adopted in the institution as a part of renewal.
- ❖ Provide calm and stress free environment to be more productive and energised in all kinds of activities that leads the institution in high order of esteem.
- ❖ Communicate effectively about every aspect of the safety policy adopted in the institution to the people inside and outside so that it will be beneficial to them in need, as they have to keep in touch with the institution.
- ❖ Conduct activities in a manner protective of the environment, and inform the Chinmaya community regarding environmental impacts associated with institutional operations.
- ❖ Maintain risk based management programme to reduce the impact of emergency events to Chinmaya community.

- ❖ To have a process of continuously measuring the progress against the agreed standards and benchmark (as per CBSE norms) for a Safe School environment.

CHINMAYA SAFETY POLICY



I. INFRASTRUCTURE SAFETY

THREATS

The building may have cracks and crevices as the years pass by or due to climate change or natural calamities.

New constructions or renewal of building may cause damage to the old blocks.

When the strength of the institution is increased, the space of the rooms in old blocks may be insufficient.

- ❖ The equipment like electrical wires especially if they are open or damaged, furniture, slippery floors, electronic gadgets, water tank, sports items etc. can cause accidents if regular maintenance or inspection is not done.
- ❖ Leakage of water in pipe lines can cause accidents and discomforts.
- ❖ Free access is possible in prohibited areas like laboratories where chemicals and equipment needed, are kept.
- ❖ Long power cuts may cause hindrance to the smooth functioning of the institution and anti-social behaviour may take place in dark areas.
- ❖ The absence of knobs for doors and windows especially of toilets may cause unnecessary issues.
- ❖ The threats due to natural calamities, unexpected animal threats, long branches of the trees or falling of small branches etc. may hurt children.
- ❖ Children may fall in the rugged or slippery ground or in the small pits of the ground and that causes injuries or fracture.

SAFETY NORMS ADOPTED

1.0.0. Building / Campus Norms

- ❖ The timely constructions are done with proper planning and the guidance from well – known professionals.
- ❖ Even when the new constructions are going on, the old blocks maintenance and painting works are also done without any fail during summer vacations or as per the requirement.
- ❖ Changes in the structure of building and other necessary works are carried out as per the requirement.
- ❖ All the maintenance works are strictly monitored by the designated staff.
- ❖ Doors and windows have adequate ventilation is provided in all the class room, office room, staff rooms laboratories, library etc.
- ❖ As the strength is increased, new blocks or class rooms are constructed for providing seating arrangement.
- ❖ All drain hole pipes, bore wells and water tanks are covered properly.

- ❖ The school campus is protected with a strong contiguous fence so that animal threat can be controlled.
- ❖ Security guards are vigilant at all the gates during day and night on all days and supervisors are also keen - eyed to make the campus safe and secure.
- ❖ CCTV cameras are installed at prominent locations and observed periodically or in need.
- ❖ The branches of the trees are pruned every six months or in need.
- ❖ The ground is levelled occasionally if the necessity is observed.

1.2.0. Norms for Equipment

- ❖ Electrical auditing is done by certified government electrical engineers once in a year and the reports are recorded and maintained by the supervisors.
- ❖ Regular maintenance work is carried out yearly.
- ❖ As there is a small kitchen functioning in the Vidyalaya, gas stove is serviced regularly or when in need.
- ❖ Generators are serviced regularly.
- ❖ All fans and lights are checked twice in a year and replacements are done immediately if found faulty.
- ❖ The generator areas are covered and access is prohibited for unauthorised person.
- ❖ Generators provide continuous supply of power during power cuts in the auditorium and supervisors are alert to do the needful.
- ❖ Proper earthing of electrical gadgets is done to avoid shock
- ❖ Fire Extinguishers are placed at strategic locations of the building and necessary training is given to students, staff and sub staff to activate them at the time of emergency.
- ❖ All laboratories have proper ventilation, safety electrical tripping devices and fire extinguisher.
- ❖ Safety instructions are provided by the teachers and also displayed as signage inside the labs.
- ❖ All chemicals are labeled and stored in the store room which is out of reach from the students.
- ❖ First aid box is available in the labs, physical education room, in the office and in all the primary classes.

1.3.0. Furniture & Furnishings Norms

- ❖ The desks and benches are checked for sharp edges to prevent children getting hurt.
- ❖ All windows in the classroom are well-ventilated. They are periodically checked and serviced for loose clamps, bolts and window stoppers.
- ❖ All windows and corridors have grills for safety.

- ❖ All Blackboards/Smart boards/Projectors are attached to the wall/ceiling and periodically checked for safety.
- ❖ The furniture in the auditorium like chairs, podium, mike equipment etc. are regularly checked and replaced in need.

1.4.0.Norms for Play Equipment

- ❖ Strict monitoring of the play items children keep with them is done cautiously.
- ❖ All indoor play arrangements are done keeping safety in mind and are monitored circumspectly by the Physical Education teacher.
- ❖ Children are monitored by the PE teachers while they are using the play equipment like discus/ shot put etc.
- ❖ Ground is maintained properly. Ground is leveled.

II. GENERAL SAFETY: BOTH INSIDE & OUTSIDE CAMPUS

THREATS:

- ❖ Children are in the campus for almost 9 months in a year during day time and are also travelling out regularly during Education tours, adventure trips, field trips and during outings. Children also move out of the campus on special occasions like unexpected death of a relative, diseases etc.
- ❖ Injuries/ accidents may happen while playing, careless falling etc.
- ❖ The naughty one may bully others knowingly or unknowingly.
- ❖ Cyber threats can happen either intentionally or accidentally or circumstantial.
- ❖ Sometimes personal grudge or insecurity feeling or failures or misunderstanding can lead the children to physical assault to make his/her mates suffer seriously.
- ❖ It is possible to have unexpected threats or accidents or injuries while visiting a site.
- ❖ The aim, attitude temperament of the visitors cannot be predicted. Unidentified visitors create a lot of problem. Children may be compelled or instructed to leave the campus with those who are in acquaintance with, other than parents can create unnecessary situations.

SAFETY NORMS ADOPTED

2.0.0. Norms for Field/ Education/Adventure Trips

- ❖ Educational tours, field trips, spiritual trips etc. are conducted by professional team.
- ❖ The destinations are selected very carefully in order to avoid any kind of difficulty.

- ❖ The destinations will be beneficial and interesting to students on the whole so that they don't feel bored or get depressed. Educational value of the place is also taken into consideration.
- ❖ During educational tours, field trips or spiritual trips, concerned teachers (as per the requirement) are assigned to accompany the children. A ratio of one teacher to 10 – 15 students is followed.
- ❖ Enough number of sub staff also accompany the children so that they are looked after well with parental care.
- ❖ The tour committee verifies the designated places and discusses with the Principal before fixing up the destinations and they are checked physically by a team to ensure that the stay and safety arrangements are good.
- ❖ While planning tours, vendors are verified considering their client lists.
- ❖ Written statements are collected from the owners about the conduct of drivers and helpers.
- ❖ Consent letters are obtained from the parents.
- ❖ The escorting teachers and sub staff are given necessary and strict instructions and the school is updated regularly during the trip. The teacher – in – charge often contacts the Principal to give latest information.
- ❖ Parents staying outstation are informed well in advance and are contacted in case of any emergency support.
- ❖ In case of any sudden illness of a child, it is clearly documented that the tour operator will make arrangements to send the child back to the campus along with the escorting teacher.
- ❖ No visitor is allowed to meet the child during tours.
- ❖ Financial transaction is not permitted without the supervision of the teachers
- ❖ Children can have the access of mobile phones only with the permission of the escorting teacher.
- ❖ A list of students and staff is drawn out and the same is forwarded to the DEO as per the Government order.
- ❖ Teachers ensure that the children are personally handed over to their parents after they return school from the trip.
- ❖ Children suffering from contagious diseases are not allowed to join for the tour.

2.1.0. Permission Norms (To move out of campus during school hours):

- ❖ The parents are strictly instructed to make their presence to collect the children in case of emergency. Only genuine cases are taken into consideration.
- ❖ If the parents are not in a position to make their presence, only the local guardian will collect the children when the consent letter of the parents is provided. The concerned teachers call the parents and ensure the genuinity of the person sent.
- ❖ The students especially senior students are not allowed to go with parents of other children.
- ❖ The parent or the guardian has to sign in the register kept in the office, mentioning the reason for taking the child.
- ❖ In case of emergency like an accident or an injury or any unexpected diseases, the children are taken to the hospital in the school vehicle accompanied by

Wellness Teacher/Physical Education teacher and the class teacher/concerned teacher.

- ❖ The occurrence of unexpected situations like block or any traffic issue which may lead to the school dispersal early than the regular scheduled time will be communicated to the parents through SMS facility.
- ❖ The attendance is taken twice a day to ensure the presence of child in the campus till the last bell.
- ❖ The special classes or the cancellation of classes, if happens on any emergency, are informed to the parents at the earliest through SMS facility.
- ❖ Sessions are conducted to make the children aware about the dangers around so that they themselves will be conscious about their safety without falling into strangers' trap.
- ❖ The children who are leaving the campus to attend any exam or competition will always be accompanied by the concerned teachers till they reach back in school and the teachers ensure that they are handed over to the parents if the arrival is after school hours.
- ❖ When the practice sessions are going on relating to any function or programme, it will be specifically informed to the parents and the teachers- in -charge remain in the campus till the children are taken back home by the parents.
- ❖ The other coaching classes or training sessions will be informed to the parents and the trainers or coaches are instructed strictly to ensure the children go with parents without any fail.

2.2.0. Standing Norms for Visitors/ Workers

- ❖ The vehicles of visitors are not at all allowed in front of the office during school hours, only the person is permitted if the case is genuine.
- ❖ All the visitors are compelled to sign in the register mentioning the details and purpose of visit when they enter into the campus by the security.
- ❖ CCTV captures the visitors and their movements and activities wherever they go in the campus.
- ❖ Staff members are requested to inform the office or the administrative department about the details of visitors whenever they have visitors.
- ❖ All vehicles are checked for security when they leave the campus.
- ❖ The speed of the all vehicles inside the campus is restricted to 20kmph only.
- ❖ Parents are allowed to meet the Principal only with prior appointment during permitted hours.
- ❖ Drivers are not allowed to take the vehicles without permission.
- ❖ Visitors are not permitted to take photographs either of any students or group of students or the campus.
- ❖ No direct interaction is permitted between the students and the strangers.
- ❖ Proper verification is conducted for the workers whether they are permanent or temporary.
- ❖ Police verifications are carried out if required.
- ❖ While cleaning toilets, supervisors need to stand outside to avoid children entering the toilets at the same time.

- ❖ Only lady cleaners are allowed inside the girl toilet.
- ❖ Any repair/ maintenance works happen only in the presence of the staff on working days after school hours.
- ❖ During the school visit parents/guardians/elder siblings or workers are not allowed to smoke/drink inside the campus and or bring in materials like alcohol and tobacco products, objectionable materials, outside food or mobile phones.

2.3.0. Girl's Safety Norms

- ❖ All the students are given equal status in school activities and to be the part of students' administrative wing or in day today programme without any gender discrimination.
- ❖ While changing the classes for language study, art or craft education, practices, games etc. either the students will be accompanied by the teachers or they move in group.
- ❖ The entry into the girls' toilet is prohibited for all the boys and male employees.
- ❖ The special classes and the practice sessions if any, will be informed in advance.
- ❖ The consent letters will be collected, if the girls are taken for any programme, especially, if they undergo any practice session after school hours or if they are taken for competitions, site visits etc.
- ❖ The practice session will be monitored by a lady staff especially after school hours. PT female staff or female teacher - in - charge will remain in the school till the girls leave the campus.
- ❖ A few lady staff is given special duty to observe that the girls remain in the campus only till 4.30 P.M which is their allotted time.
- ❖ If the girls are sick or get injured, the school ensures that a lady staff accompanies the child till the arrival of the parents in the hospital.
- ❖ The timetable is set, displayed in office room, all staffrooms computer lab etc. to ensure the children are engaged systematically and the follow up is done by the administrators directly and ensure the same periodically.
- ❖ Cyber security measures are strictly applied and monitored in the campus. Access to social media sites are banned in campus.
- ❖ Only licenced softwares are used in the campus.
- ❖ All measures are taken to prevent children getting into cyber bullying.
- ❖ The concerned teachers need to escort the students to the PE/ lab/library classes.
- ❖ Medicines are not allowed to be kept in the custody of students. In case of emergency, first aids like betadine, cotton, volini spray, balm etc. are provided from the school and administered under supervision.
- ❖ No student is allowed to bring any kind of sharp or unnecessary objects to the school. The possessions of the children are checked often by the office bearers and the class teachers quiet often.
- ❖ Regular orientation programmes are conducted to create awareness on cyber security and the other threats the children may face in their day today life and the preventive and sensible measures taken.
- ❖ Students are not permitted to possess any audio equipment or equipment with video facilities.

- ❖ Staff is strictly not allowed to physically, sexually or verbally abuse children. Corporal Punishment is strictly not permitted. Severe consequences are given for non-adherence.
- ❖ Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.
- ❖ No staff should engage the child of opposite gender in any secluded place in or outside the school.
- ❖ Gender education is provided to all the students by the professional counsellors every year.
- ❖ A counsellor and a special instructor are taking an active role in finding disturbances in children and give out proper solution for the same whether academic, personal, emotional or social.
- ❖ The class teachers and teacher mentors keep in touch with the parents periodically to ensure that the children are comfortable in all ways and if any irregularity is observed, the remedial measures are taken immediately.
- ❖ All kinds of ragging is strictly prohibited. Non-adherence will result in expulsion of the student from the campus.
- ❖ No student is allowed to engage with any other student of the opposite gender in any secluded place in or outside the school.
- ❖ Parents and Guardians are restricted from sending couriers or parcels to the student directly. In case of any emergencies, prior permission is taken from the school before sending courier or parcels. Any material sent to the school is opened to check for unauthorised materials before handing it over to the children.

III. HEALTH & HYGIENE

THREATS:

- ❖ The changing and unpredictable climate causes many diseases including contagious diseases.
- ❖ The unhygienic and contaminated food causes poor functioning of organs, poor health and poor concentration.
- ❖ The skipping of food by various reason causes great health issues.
- ❖ The overuse of junk food, packet food and fast food damages proper functioning of the organs and even affects the studies.
- ❖ The possibility of water contamination through various means like rains, pets and rodents etc.
- ❖ Unhygienic/ contaminated food caused by either the use of pesticides or the careless preparation.
- ❖ Students are educated on the correct hand-wash techniques.
- ❖ Unexpected attack of pests and insects need medical support.
- ❖ Lack of cleanliness in staff who serve food may cause infection.
- ❖ Poor style of waste management may lead the children and staff to be affected with various diseases.

- ❖ The rejection of food may lead the children to be unhealthy, deficiency in vitamins etc.
- ❖ Unhealthy food habits of children create health issues.

3.0.0. Norms for Health and Medical Emergency

- ❖ The Parents are guided to submit the medical record of the children in detail in the beginning of the academic year. The medical records are verified properly and kept in the office for reference in case of emergency.
- ❖ The learning problems or behavioural problem or any other distractions will be monitored in the early years of academics and bring to the notice of the authorities.
- ❖ The counsellor and the special instructor are assigned immediately to look into the matter and effective follow up is done after taking the consent of the parents.
- ❖ The children are given proper care and if any injury is observed by PT teacher, first aid is given.
- ❖ If the sprain or the injury is severe, the child is shifted to the hospital in school vehicle itself accompanied by the teaching staff.
- ❖ Check-ups like Height, weight, oral care and ENT check-up are administered on regular basis.
- ❖ An eye check – up is administered once in a year.
- ❖ In cases of infectious ailments, students are kept in isolation and sometimes sent home to avoid the disease getting spread in the campus. This is done after consulting with the Principal.
- ❖ Parents are consulted by the Principal in case of the need for any emergency medical procedures.
- ❖ Children are continuously guided through presentations, talks on health and hygiene.
- ❖ The school campus including the classrooms, office rooms, staff rooms, laboratories, library etc. is swept and cleaned regularly.
- ❖ The toilets are cleaned after each interval and after the dispersal.
- ❖ If the children who get drenched while playing, are given spare uniforms kept in the school to change the dirty dress so that no other health issues will happen.
- ❖ Pest control measures are taken up periodically.
- ❖ Students are monitored for clean and tidy uniforms and proper grooming of hair and nails.
- ❖ Medical camp and health check - up are organised for 1st to 8th standard every year and medical records are maintained.
- ❖ Teachers are given training on First Aid requirements by medical experts.
- ❖ The tablets or injections as per Government protocol are administered.

3.1.0. Norms for Hygiene/ Food/ Water Supply

- ❖ The children are instructed to bring healthy home-made food for snacks and lunch. The items with vegetables, fruits etc. are highly appreciated and encouraged.
- ❖ The teachers in lower primary classes remain in their respective classes during break time so that they can keep up the warmth in the relationship with the children. The teachers observe if the children bring healthy and nutritious food and eat completely.
- ❖ Menu suggestions in the canteen are based on the recommendations of the Teachers and Students' representatives.
- ❖ The cleanliness of the kitchen is ensured as a small kitchen is functioning in Vidyalaya also. The cooking and washing area are kept separately.
- ❖ Deep cleaning of the Kitchen and Kitchen appliances happens regularly.
- ❖ Health check-up for people who handle food is done regularly and certificates are issued.
- ❖ Water testing is done regularly by Kerala Water Authority/Medical College.
- ❖ A filter is fixed at particular area in the campus to have purified water.
- ❖ Quality of water is checked by Kerala Water Authority/Medical College and records are maintained.

3.2.0. Norms for Waste Management

- ❖ The students are advised to avoid the use of plastics. The school advocates the policy of plastic free zone.
- ❖ Segregation of the waste is done at an allocated open place far from other blocks.
- ❖ While on tours, students are provided only with safe water and food.

IV. SAFETY IN TRANSPORTATION

THREATS:

- ❖ Unexpected accidents may happen.
- ❖ Hijacking of the vehicle for monetary benefit can create tension.
- ❖ Injuries can happen to the children while travelling in the buses due to the carelessness of staff in the buses can cause confusion like leaving the child in the campus, sudden break etc.
- ❖ Cleanliness in the buses may become a serious issue when the children throw waste, lack of regular cleaning etc.
- ❖ The disputes among the children or staff may cause clashes or in the buses.
- ❖ The safety of children in private vehicles is a matter of concern.

4.0.0. School Buses – Safety Norms

- ❖ School buses have installed GPS system.
- ❖ The school vehicles are cleaned daily.
- ❖ Constant updates of children's whereabouts are done systematically.
- ❖ The licence, background and the skill of the drivers are checked properly.
- ❖ Health record of drivers/helpers is maintained.
- ❖ Strict instructions regarding the behaviour of drivers/helpers especially with girl students are given and monitored.
- ❖ Any issues, if arisen is dealt judiciously.
- ❖ Details/background of private vehicle drivers is maintained.
- ❖ First Aid box is provided in all buses.
- ❖ Speed of all the vehicles including school buses, inside the campus is restricted to 20kmph only.

4.1.0. Private Vehicles – Safety Norms

- ❖ Details/ background of the drivers of the private vehicles are maintained.
- ❖ The details of the private vehicles authorised by the parents are maintained.
- ❖ Parents are instructed to look into the safety of children while coming in private vehicle.
- ❖ The parents are instructed to inform the change in school timings (Exams and celebrations etc.) if any to the private vehicle drivers.
- ❖ The entry and the exit of the private vehicles are strictly monitored.
