School Safety & Child Protection
Checklist

CONTENTS

CHILD SAFETY CHECKLIST FOR SCHOOLS

This child safety check list for schools is an updated version of the FICCI-ARISE MLP Child Safety checklist released in the year 2018. This renewed and updated checklist is a self-assessment tool for schools, which is designed to do the following:

• Assist school management objectively in assessing exist in level of school safety and security;
• Help school management in clearly identifying areas of weakness/improvement;
• Serve as a centralised tracker of safety issues in schools;
• Inform school about key mandated legal safety provisions.
It is built around eight heads of safety, set out in eight separately colour coded parts as follows.

Heads of Safety:

1. PART I: INFRASTRUCTURE SAFETY CHECKLIST
2. PART II: HEALTH CHECKLIST
3. PART III: TRANSPORT SAFETY CHECKLIST
4. PART IV: STUDENT PROTECTION MECHANISMS CHECKLIST
5. PART V: PERSONAL, SOCIAL, EMOTIONAL AND SEXUAL SAFETY CHECKLIST
6. PART VI: REPORTING AND RESPONSE MECHANISM CHECKLIST
7. PART VII: EMERGENCY PREPAREDNESS AND DISASTER MANAGEMENT CHECKLIST
8. PART VIII: CYBER SAFETY CHECKLIST

How to use the check list:

A school takes the list and examines whether it meets the standard of safety prescribed in the list. Since the check list is formulated in 8 parts, each of which can be
used as a stand-alone component, a school can assign responsibility for assessment and|
implementation to individuals/teams/departments with better understanding/
knowledge of a particular head of safety. The school should fill the checklist quarterly.

• If the standards are met – the school marks "YES" in the last column;
• If the standards are not met it will mark "NO";
• "NA" if the prescribed standard is not necessary to be complied by the school using this checklist.

The objective of the safety check list is to work towards whole school safety; reduce risk of harm and focus on student well-being, which includes all aspects of safety
and security of the student.The safety standards in the checklist are collated from central laws, guidelines, and recommended standards applicable in India.

Limitations of the checklist:

While every effort was made to cover all aspects of safety and security of children in schools and to provide a comprehensive checklist for schools, we urge stakeholders to refer to additional documents such as state specific laws/ policies.

PART 1: INFRASTRUCTURE SAFETY CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Safety/Security Audit of the Premises	Schools follows the bare minimum safety and fitness standard as set by the Hon'ble Supreme Court in Avinash Mehrotra v. UoI & Ors. The said safety standards are enumerated in Annexure 1 of this checklist.		
2.	Building Certification	1. School has obtained building permits / occupancy certificate issued by competent authority as per Building Bye Laws. 2. Structural safety audit conducted by School Safety Committee and the following are found in order: • School maintains safety of floor, roof and staircase do not have any broken parts/patches or edges jutting that can harm children; • Floors are even with no pits or broken surfaces; • Roofs are strong with no leakage, breakage; • Staircase have proper holding support and are in good condition; • The windows have safe grills; • Parapet walls and balconies have railings of suitable height; • Exits and main door and gate are well maintained; • The entire school premises does not have sharp objects protruding out that can injure children; • Disability Access (see further indicators below under section on disability access); • School complies with National Building Code, 2005.		
3.	Compound Wall or Temporary Fencing	The compound wall strength is certified by appropriate/competent authority.		
4.	Light and ventilation	Premises and rooms are well-lit and ventilated.		
5.	Electricity	• All electrical wiring is concealed or insulated; • Distribution Boxes and electrical panels are properly maintained and placed beyond the reach of children; • Electrical appliances are regularly checked and maintained; • Fans are located where children cannot injure themselves; • No high tension lines run inside or over the school, and if they do run inside or over the school request to change such placement is made to the relevant state authorities.		

6.	Fire Safety	• The school building has been constructed in accordance to applicable fire safety norms; • School had obtained NOC from fire department and gets it renewed periodically. (School to mention the validity of current NOC in the 'Additional details' column); • Fire extinguishers are installed in the school; • Mock fire drills are conducted regularly.(School to mention date of last such drill in the 'Additional details' column.); • Emergency contact numbers and list of persons to be contacted are displayed on notice board; • There is provision of fire alarm in the science laboratory.		
7.	Transformer, Generator	• The Transformer, Generator (if any) are located in safe areas, well maintained and kept under lock ; • The required licenses and clearances have been obtained as per the Indian Electricity Act, 2003: & the Central Electricity Authority (Measure Relating to Safety and Electricity Supply) Regulations, 2010.		
8.	Drains, Sumps, Borewell, Overhead Tanks	• Drains, sumps, bore wells and overhead tanks in schools are safely covered; • Drains in the school vicinity are closed and cordoned off securely; • Overhead tanks, sumps are cleaned periodically. (School to mention date of cleaning of the overhead tank/s and sump in the additional details column).		
9.	Waste Disposal and Garbage Segregation	School has a proper and compliant system for disposal of waste and garbage including electronic waste.		
10.	Furniture	Benches, desks are sturdy, in good order and do not have any sharp edges.		
11.	Kitchen	• For schools maintaining full kitchens/canteens, obtaining Food license/ Registration (FSSAI) is mandatory under the Food Safety and Standards Act, 2006 and the Food Safety and Standards Rules, 2011. School to mention the FSSAI License/Renewal in the 'Additional details' column and confirm the following: • Food served to students is clean and hygienic; • Kitchen cleanliness and hygiene is maintained. Rodent and pest free; • Gas stoves with ISI mark, are kept in a safe place, maintained and checked regularly. Children are not allowed to use the gas stove. • Periodically samples are drawn of food served to students and monitored/ analyzed.		

12.	Drinking Water	• There is proper facility for safe drinking water with adequate number of water taps for all the students, located at convenient points within the building; • There is no water logging in the area; • Water filter/purifier is available; • Water quality is tested periodically. (School to mention record of last such test in the 'Additional details' column)		
13.	Toilets	• The school has separate functional toilets for boys and girls; • Number of toilets is in proportion to number of students; • Hygiene of the toilets is maintained; • All disinfectants and cleaning materials are kept away from the reach of the children.		
14.	Sports Room & Premises; Swimming Pool	• All indoor sports facilities are well ventilated; • The school playgrounds, swings, rides, sports- equipment etc., are safe and maintained regularly; • Safety instructions pertaining to use of play equipment is displayed prominently near play equipment; • Students use the swimming pool only in the presence of a life guard.		
15.	Auditorium and gymnasiums (if any)	Auditorium and gymnasiums (if any) are used by children under supervision of trained staff.		
16.	Laboratories	• School team is trained to meet any emergency; • School has displayed the first aid procedures for students; • There is proper ventilation and exhaust facility ; • There is a first aid box ; • Chemical and toxic material are kept safely beyond access of others.		
17.	Elevators	• School has obtained license to install elevators and gets them renewed periodically. (School to mention the validity of the current license in the 'Additional details' column). • Periodic maintenance of the lifts is carried out by OeM's / authorized personal.		
18.	Disability access (Individuals with Special Needs)	• School environment is disable friendly, with infrastructure facilities to suit students with special needs; • School facilities like classrooms, play areas, toilets, drinking water, labs and all rooms for children are accessible for differently abled children; • Regular maintenance is carried out of all aids and assistive devices that are provided by the school for children with special needs.		

19.	CCTV	• School has installed CCTV cameras at strategic locations.(School to mention the total number of cameras installed as on date in the 'Additional details' column). • There is live monitoring of CCTV footage; • School maintains record of CCTV footage.		
20.	Access Control	• The access to school building by outsiders/visitors is controlled and monitored, and visitors' register maintained diligently by the security personnel /admin; • There is a designated waiting place for visitors to the school; • All entry and exit points of the school are manned and controlled; • Staff entry and exit is duly registered.		
21.	ID cards	• Children wear ID cards at all times; • The ID card contains necessary and emergency details of the student.		
22.	Public Address/ Announcement Systems	• The school, wherever possible is equipped with a Public Address System, especially to make announcements in emergencies; • The school has maintained a digital system to circulate necessary information.		
23.	Mandatory Signage schools must display	• School premises is a 'No Smoking Zone' and displays adequate signage; • School management reports to Education Department and District Administration in case they find obscene material displayed near the school or addictive substances sold or touted near the school.		

PART 2 : HEALTH CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	First Aid Kit	The school has first aid kit with required supplies for emergency which are within the expiry period.		
2.	Medical Assistance	• Emergency medical care numbers are prominently displayed; • The school has a tie up with a local hospital nearest to the school.(School to mention the name of the hospital in the 'Additional details' column).		
3.	Medical Room	• The school maintains an infirmary with presence of a paramedic at all times during school functioning; • The infirmary is equipped to give emergency immediate support for medical emergencies. The school medical room is equipped to| handle medical emergencies; • The School Medical room is Equipped to handle medical emergencies.		
4.	Ambulance Services	The School is able to call for and utilize ambulance services in times of emergency (Ambulance helpline 102).		
5.	Health Check-up and Health Records	School maintains updated individual relevant medical records of all students.		
6.	Mid-day meal	Mid-day meal, if provided, is of good quality is served under supervision of a teacher or staff. Govt. schools follow the menu provided by the Dept. of Education.		
7.	Nutrition	• The school ensures that the food and snacks served to students have nutritional value; • The school does not serve 'junk food'.		

PART 3 : TRANSPORTATION

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Fitness Certificate	• All vehicles engaged by the school, such as school bus, van, cab used by children for transportation to and from school/ or on school duty have valid fitness certificate, PUC and Insurance; • School buses, vans conform to the RTO norms such as colour of bus and "ON SCHOOL DUTY" displayed on the front and back of the vehicle.		
2.	Safety Features for buses/vehicles for transporting school students	• The school's name, address and telephone number are prominently displayed; • Windows are well secured; • Vehicles are maintained in good and safe condition; • Vehicles are equipped with First –Aid boxes, fire extinguisher; • Where possible, vehicles have emergency exit, • Vehicles have specified quality speed governor, where applicable; • Driver follows all RTO regulations including the number of children permitted to travel in the vehicle; • There are no obstacles near the exit doors for children to disembark at times of emergency; • Doors are closed during any movement of the bus and has reliable locking system; • The safety and emergency instructions are displayed inside the bus.		
3.	Driver & Attendant Qualification	• The driver and the conductor of the school bus are qualified, and the driver has 5 years' experience of driving heavy vehicle and no records of traffic offences; • Driver and conductor have to be qualified in accordance to the Rule 17, Motor Vehicles Rules, 1993.		
4.	Adult Supervision	• There is a responsible person/security to oversee the movement of vehicles in front of the school for drop/pick up of children; • There is at least one staff member in the school van for safety and super vision of children.		
5.	CCTV & GPS	School buses have the GPS and CCTV thus installed, which are kept in working condition at all the time.		
6.	Auto Rickshaws	• The concerned authority has ensured safety of children coming to school in auto rickshaws; • The school has instructed parents to ensure that number of children in autos they hire are limited to the number as per RTO Rule.		

PART 4: STUDENT PROTECTION MECHANISMS CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Child Protection Policy	The school has in place a well-defined Child Protection Policy (CPP) to provide a safe environment and protect children from abuse, harm or exploitation, with appropriate guidelines and reporting mechanism. (Schools can adapt the Template provided as annexure 1 in the FICCI-ARISE School Safety & Child Protection Manual).		
2.	Child Protection Officer	The School has a sensitized staff designated as Child Protection Officer.		
3.	Student Safety Committee	• There is a Student Safety Committee in place; • Members actively participate in regularly held meetings and sensitively respond to cases of safety violation or abuse of children in accordance with existing laws; • Minutes are recorded; • Upon need, the School seeks facilitation by NGOs/individuals with expertise in this area; • The committee takes on record the latest updated school safety checklist periodically • The School actively consults and encourages participation of families in child protection issues.		
4.	Confidentiality	• School provides opportunity for all students to share their personal issues in confidence; • Prompt actions are taken to resolve the issue; • School ensures and maintains confidentiality of the complainant as well as the victim subject to applicable law (e.g. unless required by law to report); • School maintains anonymity of informers.		
5.	Training	• All teaching, non-teaching, contractual and other staff is sensitized on the Child Protection Policy & guidelines and child related legislation such as POCSO; • All parents and students have been made aware of the Child Protection Policy and Policy/Guidelines and reporting mechanisms. Parents can be made to read and sign the policy; (External experts can facilitate this process initially); • Key features or highlights of the Student Safety Committee are displayed prominently in the school premises frequented by parents, children and visitors.		

6.	Third Party Vendors	The school has provided the Child Protection Policy to all its vendors/ out-sourced agencies and taken an undertaking in writing by them that all their workers that work with the school/students in whatever capacity, have been oriented with and abide by the Child Protection Policy.		
7.	Recruitment	• There is a recruitment and verification procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with children; • Police verification is applied for all new recruitments; • Recruitment process specifically includes question on prior history of child abuse/anger management; • School has in place a process to assess employees during the recruitment process, attitude towards child safety, child abuse, sensitivity to children and their rights, problems faced by them etc.		
8.	Staff Code of Conduct (behavioural guide-lines)	• School has Staff Code of Conduct in accordance with the Student Safety Committee for teaching and non-teaching staff and students is in place; • Orientation sessions are organised for all concerned on the Code of Conduct.		
9.	External Support Systems	• School Authority is aware of the Child Protection Mechanisms such as the SJPU, ChildLine, CWC, SCPCR, DCPU; • School has a separate child safety Notice Board in a prominent place displaying the contact numbers of the ChildLine (1098), Child Welfare Officer of the jurisdictional police station, SJPU, police control room, DCPO, designated Child Protection Officer of the school; • This information is given as part of orientation; • The numbers are updated periodically.		
10.	Child Safety Posters	Child Safety Posters are on display in prominent locations of the school (This provides general orientation on CP to all accessing/in contact with the school).		
11.	Suggestion/ Complaint Box	• Suggestion/ Complaint Box is in place to provide children and parents space to raise concern or issue regarding child protection and safety. The School ensures that children who complain or come up with suggestion are not singled out or harassed and victimized; • School maintains records of complaints brought forward by children to the SDMC or Student Safety Committee/ Safety Committee records are available for verification; • The box is opened and reviewed by the Student Safety Committee/ Safety Committee.		

12.	The Child Safety Checklist Review and Assessment	• School quarterly reviews the Child Safety Checklist; • The Child Safety checklist is used for planning and designing new facilities or assessing existing ones.		
13.	Use of School Premises	• The school premise and classrooms are used only for education and other related activities; • The school prohibits all anti-social activities such as gambling, drinking within school premises and reports any anti-social gathering in or near school premises to the Police.		
14.	Identification of High Risk Areas	Secluded corners, corridors and staircases are kept under watch by staff members during break time and at the time of assembly and dispersal.		
15.	Daily Checks	All class rooms, laboratories, toilets, library, staff room, kitchen, sports room, auditorium and other places are checked daily by school personnel before they are locked for the day.		
16.	Building Checks	All class rooms, laboratories, toilets, library, staff room, kitchen, sports room, auditorium and other places are checked daily by school personnel before they are locked for the day.		
17.	Out of Routine Departure	The school ensures that during family emergency or other emergencies such as unexpected bandh, no child is allowed to leave school unless parents/guardians come in person to take the child or letter of authorization is given by the parent or guardian.		
18.	Parent/Guardian Contact Data	• The school maintains an updated list of contacts of parents/guardians, change of address and emergency contact numbers for every student of the school; • Parents and guardians are connected with electronic/digital messaging systems.		
19.	Special Needs Training	Majority of teachers and non-teaching staff to be trained on communicating with and handling students with special needs, students using wheelchairs, students with cognitive, visual, speech or hearing impairment.		
20.	Physical Instructor	• PT Teachers are sensitive and involve students in sports according to their physical capabilities and health related issues; • Parents and children have to be informed/oriented about these policies; • Parents/ guardians to inform the school of any relevant health issue of the child.		

No.	Item	Description		
21.	Educational Trips	• Parents are given all details of the trip and their written consent cum indemnity is obtained; • Teachers accompany students in the appropriate student-teacher ratio; • Parents provide all necessary instructions in writing in case of any medication or other assistance is to be provided; • Students are briefed on safety rules before the trip.		
22.	Signed declarations	The school has obtained signed declarations from all its employees that they have not been accused of offence under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015.		
23.	Reporting procedure	There exists a clearly laid out procedure and line of reporting for teachers and other members of the staff following the provisions of the POCSO Act and any other law for the time being in force, in the event of an unfortunate incident of child abuse inside the school premises.		
24.	Trainings	School undertake periodic training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues.		

PART 5: PERSONAL, SOCIAL, EMOTIONAL AND SEXUAL SAFETY CHECKLIST[9]

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Child Protection policy	• The Policy has clear and stringent provisions against any form of child abuse or safety violations; • The Policy bans corporal punishment and emotional harassment of students by teaching and non-teaching staff; • All types of bullying are discouraged and prohibited in the school premises and students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping; • The policy has a nondiscrimination policy stating discrimination/prejudice against students on basis of religion, economic status, caste, gender, locality, language, physique or disability or any other factor will not be accepted.		
2.	Students Code of conduct (Behavioural Guidelines)	• Schools have a student Code of conduct (Behavioural Guidelines) for interaction with other children, and oriented so as to prevent abuse of children by children. Abuse of younger children by older ones, also abuse based on caste, class, disability, gender should be addressed; • Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities; • Disciplinary and safety issues are addressed immediately by the school and with no bias or favouritism.		
3.	Life Skill Training	• Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy relationships, including peer relationships; • Sessions are conducted for students on life skills, exam preparedness and are taught coping skills to manage fear, anger, peer-pressure, bullying, and prevent abuse on self or others by building self-esteem and confidence among students; • Yoga, meditation and self-defense programs are conducted for students.		
4.	Social, Emotional & Sexual Safety Training	• All children are regularly oriented on Personal Safety that includes information such as 'Safe Touch, Unsafe Touch and Behaviour' and whom to approach in case a person violates Personal Safety norms; • The school has incorporated age and class appropriate training from class 1- 12, that teaches gender sensitivity, disability sensitivity, social responsibility, respect and dignity for fellow human being, harmful effects of substance abuse, and consequences of illegal behavior or action, including penalization under law such as JJA and POCSO; • The children enjoy a nurturing and enabling environment and are encouraged to share their personal issues in confidence with the teachers;		

		• School maintains records of training, dates, resource person contact etc; • School takes support of NGOs and individuals with expertise in this area for providing training.		
5.	Corporal Punishment	School follows the guidelines as laid down by NCPCR for eliminating corporal punishment. https://nimhanschildprotect.in/wp-content/uploads/2021/03/NCPCR-Guide-lines-for-elimination-of-corporal-punishment.pdf		
6.	Bullying	Misconduct and inappropriate social behaviour such as stealing, defacing of walls, harming another student or adult , physically or emotionally is monitored and addressed in a developmentally appropriate and sensitive manner.		
7.	Disability & Special Needs Inclusion	• The training on child protection (personal, social, emotional, and sexual) is disability sensitive and incorporates needs of children with special needs; • Schools with inclusive classrooms conduct trainings on sign language and Braille.		
8.	Special Learning Assistance	• The school updates list of students who are in need of special learning assistance; Support systems for low achievers, children with special needs, difficult circumstances and likely to be married off early are in place . Such children are identified and linked to services and support systems which can help retain them in the school environment; • Appropriate referrals are made for support service, to ensure protection and safety.		
9.	Counseling	School has appointed qualified Child Counsellor or Psychologist – part time or full time or on call consultant who can be accessed when there is a requirement or an emergency.		
10.	Student Participation	• School has Children's Forum/ Clubs that promote children's participation and provide platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues; • The forum is inclusive with due representation from all backgrounds.		
11.	Student Absenteeism	School regularly reviews absenteeism and takes steps to ensure regular attendance.		

PART 6: REPORTING AND RESPONSE MECHANISM CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Reporting Procedure	• Reporting procedures are followed as laid down by applicable laws; • There is a clearly laid out procedure and line of reporting for teachers and other members of the staff and management, in the event of child abuse or safety violation by teaching or non-teaching staff or anyone else connected with the school; • All concerned such as Child Protection Officer, Student Safety Committee members, HM/Head of School are oriented on these procedures; • Reporting procedure forms part of the Child Protection Policy.		
2.	Child Sensitive Enquiry	• In the event of child abuse or safety violation is reported, the School uses a child sensitive procedure of reporting and inquiry, in accordance with the law wherever required; • All steps are taken to ensure child is not further traumatized; • Confidentiality of the case is upheld.		
3.	Sexual Offences/ Incident	• In case of reported sexual offences or incidence, immediate steps are taken to prohibit access to the child by the alleged offender; • As per procedure, accused is placed under observation/ suspension till completion of enquiry by the Court, and if found guilty services terminated; • The Child Protection Officer/Head of Institute follows all procedures and informs the Police/SJPU/CWC as required by law; • If any sexual offence occurs in the school or in relation to the school, the School Authority assists and supports the affected child children and family in their treatment and rehabilitation. It ensures that the child and the family are treated with respect and sensitivity. Teachers, staff and other students are sensitised to create a favourable atmosphere for the child victim to feel empowered and continue studying in the school; • The school authority also extends similar support in the event of abuse happening outside the school if school support is sought; • School cooperates competent authorities as required by law.		

4.	Student Safety Committee	• The committee is informed of the abuse/violation and the members are actively involved in the process; • Records all cases reported and keeps a status update of action taken.		
5.	Abuse or Safety Violation That Are Not Cognizable Offence	• In the event of abuse or safety violation that are not cognizable offence, the Student Safety Committee determines the course of action and redressal measures including punitive as provided in the Child Protection Policy or prescribed by the State; • Proper record is maintained of the matter and action taken.		
6.	Student Support Mechanisms	In the event of abuse by a teaching or non-teaching staff or anyone related to the school, the school has procedures to counsel other children.		
7.	Media	The school handles media briefing and updates with caution and sensitivity, avoids sensationalisation, upholding the right to privacy and confidentiality of the child and family. [POCSO Act provides for stringent punitive action against Media that breach child victim's confidentiality].		

PART 7: EMERGENCY PREPAREDNESS AND DISASTER MANAGEMENT CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Emergency Preparedness Plan	Guards/Marshals monitor any suspicious activity inside or outside the premises of the school.		
2.	School Disaster Response Team	There exists a School Disaster Response Team consisting of members from the administration, teachers and senior students who are oriented to carry out an evacuation drill.		
3.	Training	• The staff has been trained to respond in case of emergencies such as fire, building or wall collapse, flooding, electrical accident, terror attack etc. • The staff and students undergo emergency evacuation drill and know the evacuation plan to avoid stampede in case of a disaster, with specific attention to children with disability; • The staff and students are oriented on the 'assembly point' during emergencies/disasters.		
4.	Common Vocabulary	The School has developed a common vocabulary easily understood by children, and uses it during regular emergency drills to ensure that there will be effective and clear communication in case of an emergency.		
5.	Up-to-Date Map of The School Facility	An up-to-date map of the school facility with evacuation plan is displayed at prominent places in the school building.		
6.	Fire Safety & Extinguishers	Fire extinguishers are duly maintained, with the date of last service displayed. There are adequate, functional fire-extinguishers as per norms, installed at vantage places and students and staff members know how to use them.		
7.	CPR and First-Aid Classes Trauma and Post-Disaster Interventions	• CPR and first-aid classes are organized for certain staff and students; • Emergency numbers - like Police 100, Fire 101, Ambulance 102 are displayed in prominent places; • The school staff is trained to handle trauma and post-disaster interventions and are familiar with referrals.		
8.	Audits & Risk Assessments	• Regular surveys are conducted to identify potential disaster risks; • Vigilance officer or such appointed person shall conduct regular surveys to identify potential disaster risks once every month.		

PART 8: CYBER SAFETY CHECKLIST

S.no	Safety Indicator (Mandatory &/ Or Recommendatory)	Safety Standard And Compliance Source	Mark 'Yes' Or 'No'/Not Applicable For Each Indicator	ADDITIONAL DETAILS
1.	Cyber Safety Policy	• Every school has a clear policy on acceptable are permitted cyber use and behavior; • School has a laid down policy for carrying and using personal electronic communication devices to the school and all students are oriented of the same.		
2.	Access	• Access to computer labs and use of electronic and technological devices is supervised by teachers; • There is effective firewalls, filtering and monitoring software mechanisms in all the computers and is regularly reviewed.		
3.	Parental Involvement	Parents &Teachers have an active role in combating cyber crimes as per the Advisory on Preventing & Combating Cyber Crimes against children (p. 2, Point No. 2(III)).		
4.	Student Training and Workshops	• Students are regularly educated in an age appropriate manner, 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; • 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; • 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 cyber crime incidents– legal recourse and information about Cyber Crime Department in the Police; • Students are educated and instructed to not disclose any personal details to any stranger on the internet; • Experts are engaged for training.		
5.	Cyber Reporting	• Awareness amongst stakeholders about cyber reporting procedures; • School maintains familiarity with the provision of the IT Act 2000, the IT Act (Amendment) act 2008 and Rules.		
6.	Parents and Teachers Training and Workshops	Parents and Teachers and other staff members are sensitized on the school cyber policy and the safe usage of technology, internet usage, internet usage through cyber cafes and how to avoid taking risks and measures for redressal.		
7.	E-waste	• There is proper handling of e-waste by the school and students are trained for the same; • As per the E-Waste Management and Handling Rules, 2011 Educational Institutions are bulk consumers12 of e-waste and responsible for waste disposal, including e-waste. It can seek help from NGOs and other organizations in this regard.		

ANNEXURE 1

SAFETY STANDARS AS SET BY THE HON'BLE SUPREME COURT OF INDIA IN AVINASH MEHROTRA V. UNION OF INDIA ((2009) 6 SCC 398)

FIRE SAFETY MEASURES IN SCHOOLS:

i. 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.
ii. First Aid kits and necessary medicines should be readily available in the school.
iii. Provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor.
iv. Fire fighting training to all teachers and students from X to XII standards.
v. Fire Task Force in every school comprising of Head of the institution, two teachers / staff members and one member from the Fire and Rescue Department should be constituted. The Fire & Rescue Department member shall monitor and make fire safety plan and conduct inspections once in every three months.
vi. Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.
vii. 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.
viii. All old electrical wiring and equipment shall be replaced with ISI mark equipments and routine maintenance conducted by the School Management in consultation with the Fire and Rescue Department.
ix. 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.
x. The Fire and Rescue Department shall frame guidelines with "DOS and DON'Ts' for schools and issue a fitness certificate, which shall be renewed periodically.

3.2 TRAINING OF SCHOOL TEACHERS & OTHER STAFF:

i. The teachers along with other staff shall be trained to handle safety equipment, initiate emergency evacuations and protect their students in the event of fire and other emergencies by the Fire and Rescue Department.
ii. They shall also be trained in providing emergency first-aid treatment.
iii. 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.

iv. Emergency Response Drills conducted at regular intervals to train the students as well as the school staff.

v. All schools to observe Fire Safety Day on 14th of April every year with awareness programs and fire safety drills in collaboration with the Fire and Rescue Department.

SCHOOL BUILDING SPECIFICATIONS:

i. The school buildings shall preferably be a `A' Class construction with brick / stone masonry walls with RCC roofing. Where it is not possible to provide RCC roofing only non-combustible fireproof heat resistance materials should be used.

ii. The nursery and elementary schools should be housed in single storied buildings and the maximum number of floors in school buildings shall be restricted to three including the ground floor.

iii. The School building shall be free from inflammable and toxic materials, which if necessary, should be stored away from the school building.

iv. The staircases, which act as exits or escape routes, shall adhere to provisions specified in the National Building Code of India 2005 to ensure quick evacuation of children.

v. 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 as far as possible.

vi. Existing school buildings shall be provided with additional doors in the main entrances as well as the class rooms if required. The size of the main exit and classroom doors shall be enlarged if found inadequate.

vii. School buildings have to be insured against fire and natural calamities with Group Insurance of school pupils.

viii. Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.

ix. All schools shall have water storage tanks.

CLEARANCES & CERTIFICATES:

i. Every School shall have a mandatory fire safety inspection by the Fire and Rescue Services Department followed by issuance of a `no objection certificate' to the School as a mandatory requirement for granting permission for establishing or continuation of a School.

ii. An Inspection Team consisting of experts like a Civil Engineer, a Health Officer, a Revenue Officer, a Psychologist, a Fire Officer, a local body officer and a development officer besides the educational authorities shall carry inspection and assessment of infrastructural facilities before the commencement of each academic year. The Team shall submit its Inspection Report to the concerned district Chief Educational Officer.

iii. 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. 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.

iv. In every district, one Recognition Committee headed by a retired judge shall be constituted. Officials from Revenue Department, Public Works Department, Fire Service, Electricity Board, Health and Education Department, a reputed NGO shall be members. 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 by resorted to for any school.

FICCI ARISE is a collegium of members representing various facets of the education ecosystem who have come together to promote the need of quality education for all and the role independent schools can play in achieving this. The primary focus of the alliance is defining norms for standards and transparency, augmenting quality for 21st century readiness, ensuring policy advocacy and facilitating capacity building and access. The alliance advocates for a progressive policy environment that brings together public and independent schools to achieve Universal Quality Education in India.

FICCI ARISE endeavours to unify the sectors' voice at states and national level.

Our members and affiliates are education experts and represent leading schools, industry associations, consulting firms, think tanks, and foundations.

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