



SCHOOL SAFETY POLICIES



***CHINMAYA VIDYALAYA, NARUVAMOODU
THIRUVANANTHAPURAM***

**CHINMAYA VIDYALAYA ,
VELLAPALLY ,NARUVAMOOD
THIRUVANANTHAPURAM**

The school had its humble beginning in June 1983 in the spacious ground in front of the Vishnu temple at Govindamangalam with 27 students, one teacher and an ayah. As it grew in size, it was shifted to Naruvamoodu. Four acres of land was purchased in the early nineties and the school was shifted to its new location in 1995. We have sailed a long journey and has grown in strength and stature keeping the flames of Indian spirit burning in the children. At present we have reached the higher secondary level with a total number of 753 students and 41 staff.

Our system of education as you know is a blend of theory and practice in the right proportion to arrive at a comprehensive curriculum. To cater the need of the hour, besides academic excellence, the school is committed in inculcating in all its students, the Chinmaya Vision Programme which is a combination of four varied aspects like Integrated development, Indian culture, Patriotism and universal outlook.

VISION

Chinmaya Vidyalaya aims at equipping children with critical thinking skills, decision making skills, and imbibing values to cope up with the rapidly changing world by making them aware of the importance of rich tradition of our composite culture.

MISSION

The aim of our school is to mould the child physically, emotionally, intellectually, socially and spiritually by developing in each student the ability to work creatively, passionately and effectively through -Chinmaya Vision Programme to produce the creative creators of tomorrow.

OBJECTIVES

- To provide a safe, clean and attractive environment to the Stakeholders..
- To protect the health and safety of the entire School Community .
- To inform and equip relevant stakeholders in monitoring the measures of school safety and security ,so as to ensure the safe and secure environment for the children in school .
- To provide physical ,emotional and social security to all the stakeholders .
- To provide a stress free working environment with a good management and human resource policies aiming to develop the faculty, staff and students .
- To encourage the child to develop a positive attitude towards teachers, school and learning
- To have a very effective system for communication between all the stakeholders on all the matter of school policies .
- To keep students safe from all kinds of physical and mental violence, harassments or risks from any substance or place .
- To have in place arrangements to plan ,implement ,monitor and review measures to address risks arising from the school activites .
- 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 arranged to them .

SAFETY POLICY STRUCTURE



1.INFRASRUCTURE SAFETY

THREATS:

- Risk in classrooms (congested)
- Accidents by fire or electrical appliances
- Power Cuts
- Injuries in the playground
- Free access to laboratories(chemicals and equipments are kept)
- Space Utility

1.1 Furniture & Furnishings

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1. Spacious class rooms to accommodate 30-35 students leaving ample floor space for activities .
2. Airy classrooms in its raw form close to nature make the child feel comfortable.
3. Cupboards in the classrooms are repaired regularly during vacations .
4. All smart boards ,Blackboards, Projectors attached to the walls are periodically checked for safety .
- 5.Wall space is utilized for bulletin boards to display a sampling of students work and relevant matters .An area is designated to students display their art ,chart or writings .

6. Small storage bins are there to drop paper wastes .

7.All windows in the class rooms are well ventilated and the corridors have bars for safety .

8.The school building is free from inflammable and toxic substances which if necessary shall be stored away from the school building .

9.The orientation of the building is in such a way that proper air circulation and lighting is available with open space all -round the building.

10. Sufficient toilets are built for children to restrict the issues due to over usage .

11.Checking of furniture is done periodically .

12.An Inventory Register is kept to note down the materials in all rooms .Incase of damage or replacement of materials occur, it can be easily identified .

13.CCTV Camera is monitored and maintained regularly .

1.2 Play Ground , Play Equipment

1.The play ground is maintained properly.

2.The students are getting the games/sports materials to play and they are kept in the Sports room safely .

3.The play equipments are periodically examined and serviced .

- 4.Children are monitored by PE teacher while children are using the play equipments .
- 5.All indoor and out door games are done under the strict instructions of PE teacher .
6. The PE teacher and the staff of the school take the responsibility to monitor the system set up to address emergency pertaining to students .
- 7.The sports room is well protected and no child is allowed to enter the room without the presence of PE Instructor .
- 8.Sufficient refreshment facilities are provided for children when they participate in Sports competitions .
- 9.Students are taken for outside competitions under the full responsibility of PE teacher by providing transport facility by the School authority .
- 10.Girls are taken outside in charge of a lady teacher by informing parents all the relevant details about the competitions .
- 11.Special coaching is given for Handball and Throw ball under safe background .
- 12.The school has a boundary wall so as the children are safe to play inside the campus .

1.3 Chemical ,Electrical and Fire and Related Safety

1. All laboratories have proper ventilation ,safety electrical tripping devices and extinguisher .
2. Maintenance work of laboratories are carried out periodically and signatures from the respective in charges are obtained confirming the same .

3. Generator provides continuous supply of power during power failures and it is serviced regularly .
4. The generator, transformer areas are covered and is prohibited for adults and children .
5. All laboratory personals' are placing emphasis on safety and chemical hygiene at all times .
6. Safety instructions are provided by the teachers and also displayed inside the labs .
7. Children are provided with lab coats for doing experiments .
8. All chemicals are labeled and stored in the storeroom which is out of reach from children .
9. First aid box is available in the labs .
10. Fire Extinguishers are placed all over the building and updated regularly .
11. Fire fighting drills are conducted by fire service people yearly .
- 12..The safety equipments are located in the hallway near the laboratory entrance .
- 13..All equipments are regularly inspected and maintained according to the requirements .
- 14..All fans and lights are checked and replacements are done immediately .
- 15.All electrical systems in school are checked periodically .
16. Electrical auditing is done by certified government electrical engineer and reports are recorded.
- 17.Immediate necessary measures are taken to repair the loose wiring or connection .Incase of any such need electric gadgets are handled by responsible employee of the school .
- 18.The branches of trees that grow and touch the main electric line will be drained off to avoid sparks .
- 19 Kitchen and other activity involving use of fire are carried out in a secure and safe location away from the main school building .

1. GENERAL SAFETY :

Both inside & Outside campus

THREATS

- Injuries /accidents
- Cyber Threats
- Unidentified Visitors
- Physical Assault
- Bullies

2.1 Education /Field Trip Norms :

1. While planning tours, vendors are verified considering their clients lists.
2. After planning the trip the school will send a detailed circular to the parents in writing about the plan of the trip .It talks about the schedule ,what medications and clothes should be carried and how to stay or move in groups during outdoors .
3. Parents have to submit the consent letter before sending their child outdoors .
4. Each group is entrusted to a teacher and while moving by bus ,each bus will have at least two teacher escorts to cater any medical emergency .

5. Proper checklist of students and all the needs are kept to ensure safety .
6. Each child is taken care of by the escort teacher.
7. Attendance of students will be taken once they get outside and inside the bus .
8. No access to mobile phones to children is extended without the knowledge of the escorting teacher .
9. No visitor is allowed to meet the child during tours .
- 10 .No money handling by the student is permitted without the supervision of the teachers .

2.2 Girl's Safety:

1. Girls need to be in group while going for special classes /games/coaching
- 2.School provides an environment where girls are not exposed to stereotype threat .
- 3.Security and safety of girls is one of the agendas in the Parents Meeting .
4. School creates a learning environment for girls about their safety.
- 5.School provides a gender based awareness session to the girls
- 6.Involving parents in drafting and reviewing the security and safety procedures of the school .
- 7.Girls can freely talk to the Head about their issues or can register complaints in the complaint box .

2.3 Visitors/Workers

1. The school main gate is secured between 9.00am and 4.00 pm
2. Visitors are checked at the entrance of the school by noting their temperature and sanitizing their hands .
3. All visitors to school must enter the purpose of visit in the visitors register and obtain a pass which permits their valid entry in the school .
4. CCTV captures the visitors when they enter the campus.
5. All vehicles are checked by the security when they enter the campus .
6. No direct interaction is allowed between the students and the unknown visitors .
7. Parents are allowed in the Principal's room only with prior information
8. Before employing workers ,proper verification is conducted .
9. Police verifications are carried out if required .

2.4 General Safety Norms

1. Children are not permitted to go outside the school premises during the school hours .
2. The behavioral issues of children are informed to parents accordingly and correction steps will be taken .
3. Movements of children are strictly watched through the formation of groups by the school authority .
4. Strict discipline and to check the unauthorized absence of students from the school is given paramount importance .

5. Parents and Guardians are restricted to handover parcels to students or any material sent to school is opened to check for unauthorized materials before handing it over to children .
- 6.CCTV Cameras are installed at various prominent places and is directly monitored by the Principal
- 7.Gender education ,Cyber awareness classes are given to children by professionals every year.
8. Regular orientation programmes are conducted for teachers for quality education in children .
- 9.Parents participation and rapport are enhanced through various programmes in school .
- 10.No kind of ragging is strictly allowed .
- 11.No student is allowed to engage with any other student of the opposite gender in any scheduled place in or outside the school .
- 12.Staff should maintain a healthy distance from children. They are not allowed to abuse children physically ,sexually or verbally .
13. Corporal punishment is strictly not permitted.
- 14.PE teacher needs to escort students to PE classes and librarian to library classes .
15. Using inappropriate language in the school is not permitted .
16. The Administrative Officer checks the general safety of school, for eg .Site checks and security indoor and outdoor of the school ,school fencing, path clearing ,fire and safety system checking etc .

3.HEALTH & HYGIENE

THREATS:

- Water Contamination
- Infectious Diseases
- Unhygienic Surroundings
- Health hazards

3.1 Health ,First Aid & Medical Emergency:

1. The school takes its health and safety policies and procedures very seriously.
2. Parents need to share their wards medical condition with the school.
3. The school is providing sanitized hand gels in the main areas of school especially near the toilets in order to avoid infections or virus attack.
4. The entry of the staff and outsiders are permitted only after checking their temperature which is recorded and maintained in the Health Register.
5. Medicines and First aid boxes are checked ,stored away in the designated cabinets in the Office room .
6. If a child has been exposed to an infectious agent ,he/she will be kept in isolation and inform the parents .
7. Check ups like Eye ,Dental, ENT, Height ,Weight are administered annually.
8. A wellness teacher is appointed to shape a child's mind and health and teaches them how to make healthy lifestyle choices .

9. Healthy and supportive environment is created to grow and develop and arranges counseling session by the Wellness teacher.
- 10 . Students have to adopt health enhancing attitudes and behavior like wearing masks ,regular hand washing and keep distancing .
11. The school provides emergency care for illness or injury .
- 12.In case of medical emergencies ,students are taken to a nearby Government Hospital ,Nemom.
13. Awareness on Health and Hygiene by the Health authorities is provided to Staff and Children .
- 14 .Appropriate footwear, clothing of children are regularly checked to ensure proper hygiene .
15. Girls are taught menstrual hygiene management by female teachers and Health Department in a sensitive and supportive manner.
- 16 .Menstrual hygiene management including private space for changing and facilities for menstrual waste including an Incinerator and dustbins are ensured.
- 17.All staff should play a vital role in ensuring schools cleanliness ,tidiness and maintain the highest hygiene .

3.2 Waste Management

1. The collection of waste is done by the ayahs .
- 2.The school advocates the policy of plastic free zone .
- 3.The waste materials are deposited at an allocated open space away from the main block.
- 4.Paper and plastic wastes are collected by an outside agent to keep the campus clean .

5 .E-wastes are transported through proper channel for reselling or recycling .

3.3 Water Safety

1.Safe and adequate drinking water is available within the school premises .

2.The well that provides safe drinking water is protected by Iron grill and well nets .

3.Water testing is done twice a year through the Water Authority ,Thiruvananthapuram

4.Water is made safe for consumption by chlorinating it periodically .

5.Water purifier also provides clean drinking water.

6. The Water tanks are cleaned during vacations and is protected with proper coverings .

7. While on tours ,students are provided only with safe drinking water.

8 .Children are continuously guided through presentations ,talks on Health and Hygiene.
