

Child Safety Checklist for Schools

Content

Child Safety Checklist For Schools.....	04
Part 1: Infrastructure Safety Checklist.....	06
Part 2: Health Checklist.....	14
Part 3: Transportation.....	17
Part 4: Student Protection Mechanisms Checklist.....	20
Part 5: Personal, Social, Emotional and Sexual Safety Checklist.....	26
Part 6: Reporting And Response Mechanism Checklist.....	28
Part 7: Emergency Preparedness and Disaster Management Checklist.....	30
Part 8: Cyber Safety Checklist.....	31
Annexure I.....	33

CHILD SAFETY CHECKLIST FOR SCHOOLS¹

The child safety check list for schools: 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

Each head of safety is assessed against a set of safety indicators. For example, Infrastructure is assessed on building certification and registration, boundary wall, building specs, etc. Similarly, transportation safety is assessed on vehicle fitness, driver qualification, on board safety standards etc.

Each safety indicator is in turn measured against a set of objective standards identified in the checklist. For example, one of the standards to check the safety-indicator on drivers would be confirmation that school's drivers have held a driving license for minimum 5 years.

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.

- 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.

A school can use the checklist at two level:

- **Preliminary safety audit:** The check list is a good starting point to assess the status of safety (similar to a health check-up). Using the identified parameters of safety in this checklist, a school can clearly and objectively assess its areas of strengths and weaknesses and identify concrete steps in addressing gaps. Such an assessment also helps strengthen existing systems to make them more efficient and robust.
- **Annual Safety Audit:** Every year the school can use the check list to conduct an in-depth overall assessment on all aspects of school safety. The audit report will feed the school's operational and financial plans for the next year and budget time, people, and financial and other outlays necessary for the next academic year.

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. Safety guidelines issued by the CBSE and CISE educational board have also been incorporated.

Limitations of the checklist: Currently the only state laws that this checklist consolidates are that of Karnataka, Haryana, Uttar Pradesh and Delhi. The checklist does not provide an exhaustive list of applicable regulations. In additions, the key regulations and safety standards prescribed here are as per the regulations or recommendations in place as of May 7, 2018. Safety guidelines issued by state educational boards, the National Institute of Open Schooling, International Schools affiliated to IGCSE, Cambridge or International Baccalaureate, USA, have not been covered in this checklist and schools affiliated to these educational boards are advised to also look at the policies and guidelines laid down by their respective authority.



PART 1: INFRASTRUCTURE SAFETY CHECKLIST

S. #	SAFETY INDICATOR (MANDATORY & OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' / NOT APPLICABLE FOR EACH INDICATOR
1.	Safety/Security Audit of the Premises	<p>Standard: Schools have to have all the clearances and certificates required for verifying the safety and fitness for the building as per the Supreme Court directions under para 35 of Avinash Mehrotra v. UoI & Ors. ²</p> <p>CBSE Circular No. 19/2017 dated September 12, 2017</p>	
2.	Building Certification	<p>Standard:</p> <ol style="list-style-type: none"> Building permits / occupancy certificate issued by competent authority as per Building Bye Laws. Structural safety audit should confirm the following: <ul style="list-style-type: none"> 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); Compliance with National Building Code, 2005. <p>CBSE - Every student has to be provided 1 sq.mt of space as mandated by CBSE Affiliation Bye-law 8.1.</p> <p>CISE schools - Located in metropolitan cities, cities having Municipal Corporations and schools in hill areas has at least 2000 sq.mt of contiguous land, and preferable 37 sq.mt classrooms as per as per the CISE Rules for Affiliation, R.4(f) and (i) respectively; Building must have structural safety against natural hazards, be disaster resilient; vertical expansion must be done only after fitness certificate from civil engineer/architect. P. 10; glass panels to have coloured stickers to prevent children from running into them., p.25:</p> <p>Karnataka - Most infrastructural specifications have been notified under the Karnataka Educational Institutions Registration and Recognition of Commerce Institute) Rules, 1999 (Karnataka Rules, 1995) at page 196 and Karnataka Tutorial Institutions (Registration and Regulation) Rules, 2001 at page 305; Bangalore Mahanagara Palike Building Bye-Laws 2003, and the schedule to Right to Education Act, 2009.</p> <p>Haryana - Haryana Building Code, 2016 and such certificate is mandated for recognition of schools under Haryana Education Rules, 2003. Rule 31.</p> <p>Delhi - Unified Building Bye Laws for Delhi 2016.</p>	

3.	Compound Wall or Temporary Fencing (R)	<p>Standard: The compound wall strength should be certified by appropriate/competent authority.</p> <p>CBSE- The schools should have iron grills over the boundary walls to prevent scaling and comply with the Standard Operating Procedure (SOP) for dealing with any terrorist attack on schools. Available at http://cbse.nic.in/circulars/cir15-2010.pdf.</p> <p>CISE: Safety Manual 2018 p. 25: dim lit areas are more prone to bullying and abuse.</p> <p>Haryana – Schools have to build high walls as per Regulations on School Safety by DOE, R.3.1(vii).</p>	
4.	Light and ventilation	<p>Standard: Premises and rooms well-lit and ventilated. CISE: School Safety Manual 2018, p.10: Nonstructural safety measures including on furniture provided.</p> <p>Karnataka: http://www.schooleducation.kar.nic.in/pdf/files/Compendium_Vol1.pdf & RTE.</p> <p>Delhi – In case of a residential school, all corridors and landings have to be well lit, as per Child Abuse, Ch. XII, p.49 available at http://delhi.gov.in/wps/wcm/connect/DOIT_DCPCR/dpcpr/publication/guidelines+for+the+prevention+of+child+abuse.</p> <p>CBSE - Classroom has to be sufficiently ventilated as per CBSE D. O. letter No. 10-11/2014-EE.4 dated 09.10.2014.</p> <p>Haryana - The class rooms to have open windows to allow viewing inside the classroom as prescribed under Regulation-son School Safety, DOE, R.3.1(x).</p> <p>Karnataka - Minimum specifications are provided under the Karnataka Rules, 1995 & RTE Act.</p>	
5.	Electricity	<p>Standard:</p> <ul style="list-style-type: none"> • All electrical wiring is concealed or insulated; • Switch boxes 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; • All electrical wiring is concealed or insulated and switch boxes are properly maintained and placed beyond the reach of children; • 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 can be made to the relevant state authorities; • School has to comply with the Supreme Court, directions under para 35 of Avinash Mehrotra v. Uol & Ors. ³ <p>Sources:</p> <p>CBSE D. O. letter No. 10-11/2014-EE.4 dated 09.10.2014.</p> <p>CISE: School Safety Manual 2018, p.10 &25: Nonstructural safety measures including on electricity provided.</p> <p>Haryana - Regulations on School Safety by DOE, R.4.</p>	
6.	Fire Safety	<ul style="list-style-type: none"> • The school building has been constructed in accordance to applicable fire safety norms; • NOC from fire department; • Fire extinguishers installed in schools; • Mock fire drills conducted regularly; • Emergency contact numbers and list of persons to be contacted are displayed on notice board; • Provision of fire alarm in the science laboratory; • If the school has large infrastructure, provision of fire alarm. (To define large infrastructure). <p>Hon'ble Supreme Court: School has to follow bare minimum safety standards for fire safety and prevention measures as given by the Supreme Court, under para 35 and para 40 of Avinash Mehrotra v. Uol & Ors. Every School must have mandatory fire safety inspection by the Fire and Rescue Services Department for grant of permission for establishing or continuation of a school.</p> <p>CBSE school: Follow the state prescribed fire safety rules. Check for fire prevention and fire safety precaution to be done every 5 years. Submission of the certificate with respect to fire prevention and fire safety precaution according to state fire safety rules to the CBSE board every 5 years as prescribed under Affiliation Bye-laws (no. 8.5 of Ch. II).</p>	



		<p>CISE: School Safety Manual 2018, p.25: fitness certificate from fire department required to be obtained by the school every 6 months.</p> <p>Haryana - Regulations on School Safety issued by DOE, R.4.,.</p> <p>Bangalore, Karnataka – Building above the height of 15m has to meet the provisions laid down under Fire Safety Notification No. HD 33 SFB 2011 dated July 7, 2011.</p> <p>Delhi – School having ground plus two floors or a height of 9 meters, has to follow the minimum standards to prevent fire and ensure fire safety, as given under Rule 27 and Rule 33 of Delhi Fire Service Rules, 2010 Under Delhi Fire Service Act, 2007, p.428 Also see, Circular No. F.16/Estate/CC/Fire Safety/2011/3298to3398 dated March 1, 2011 on fire safety provisions required for existing schools at ground level, under 9 meters of height, 9 to 15 meters of height and over 15 meters of height.</p>	
7.	Transformer, Generator (if any)	<p>Standard:</p> <ul style="list-style-type: none"> • The Transformer, Generator (if any) are located in safe areas, well maintained and kept under lock; • Requires licenses and clearances as per the Indian Electricity Act, 2003: & the Central Electricity Authority (Measure Relating to Safety and Electricity Supply) Regulations, 2010. <p>Haryana Control panel (for electricity, meter, etc) must be at ground floor or upper basement and must be located on the outer periphery of the building, the same should be approved by the Chief Electrical Inspector, Haryana, as prescribed under the Haryana Building Code, 2017.</p>	
8.	Drains, Sumps, Borewell, Overhead Tanks	<p>Standard:</p> <ul style="list-style-type: none"> • Drains, sumps, bore wells and overhead tanks in schools are closed; • Drains in the school vicinity are closed and cordoned off securely; • Overhead tanks, sumps are cleaned periodically, date of cleaning of the overhead tank/s and sump to be available for review. <p>MHRD Guidelines on Safety and Security of Children page 5, point 4.1.3 of MHRD circular available at http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf</p> <p>Hon'ble Supreme Court guidelines issued by the “Prevention of Fatal Accidents of Small Children due to their falling into Abandoned Bore wells and Tube wells” in the case of In Re: Measures For Prevention Of Fatal Accidents Of Small Children Due To Their Falling Into Abandoned Bore Wells And Tube Wells v. Union of India.⁴ http://www.dmrelief.rajasthan.gov.in/documents/sc110210.pdf</p> <p>Karnataka- School recognized under Karnataka Education Act has to FENCE all the dangerous areas within the premises of the education institution for the safety of its students, as prescribed under Karnataka Educational Institutions (Classification, Regulation and Prescription of Curricula etc..) Rules, 1995. Rule 8. Available at (p.116).</p> <p>Gurgaon, Haryana – Safety officer to ensure tanks remain covered and open sumps, water pits, swimming pools have lifeguard and railings to prevent drowning, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.6 Date of cleaning of the Overhead Tank, sump to be available for review. Safety officer to ensure periodic cleaning and maintenance of tanks, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.6.</p>	
9.	Waste Disposal and Garbage Segregation	<p>Standard:</p> <ul style="list-style-type: none"> • School has a proper system for disposal of waste and garbage. <p>Karnataka: The school has a proper sewerage and drainage system; schools generating more than 10kgs of waste are classified as bulk generators and subject to BBMP public notification on municipal solid waste generated Bangalore Water Supply and Sewerage Act, 1964.</p>	

10.	Furniture	<p>Standard:</p> <ul style="list-style-type: none"> Benches, desks are sturdy and whether they are made of wood, mould plastic, metal or any other material have round edges and are not broken. <p>CBSE – School has to maintain in good condition its building, fixtures, furniture, equipment, lavatories and playground as per the CBSE Affiliation Bye-law 23.11.</p> <p>CISE: School Safety Manual 2018, p.10: Nonstructural safety measures including on furniture provided</p> <p>Gurgaon, Haryana - Guidelines for Safety of Children in School, Gurgaon Police.</p>	
11.	Kitchen	<p>Standard:</p> <ul style="list-style-type: none"> Food license/Registration (FSSAI): mandatory under the Food Safety and Standards Act, 2006 and the Food Safety and Standards Rules, 2011; All school canteens or any place serving food or any eatable within the school premises must have a food license. Food served to students must be clean and hygienic; There is a separate kitchen with store facility for the midday meal program; 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. <p>NCPCR: School canteen to stock healthy and nutritious food and snacks as per the guidelines of Food Safety Authorities.</p> <p>CBSE: All food products are to be kept covered in clean containers and stored hygienically CBSE D. O. letter No. 10-11/2014- EE.4 dated 09.10.2014. CISE: School Safety Manual 2018, p.20: Canteen to be under CCTV coverage; staff should have ID verification.</p> <p>Gurgaon, Haryana – Canteen officer to ensure hygiene is practiced during preparation and storage of food, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.6; The teachers are to be present when students have their meals and will observe their eating habits.</p>	
12.	Drinking Water	<p>Standard:</p> <ul style="list-style-type: none"> 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. <p>CBSE- Affiliation Bye-law 3.3(vii) and 23.11, and D. O. letter No. 10-11/2014-EE.4 dated 09.10.2014: Submission of the certificate with respect to safe drinking water and sanitary condition has to be submitted to the CBSE board every 5 years as prescribed under Affiliation Bye-laws (no. 8.5 of Ch. II). Potability and standard check of the drinking water by Municipal Authorities is done every 5 years.</p> <p>Karnataka- Karnataka Educational Institutions (Classification, Regulation and Prescription of Curricula etc.,) Rules, 1995. Rule 8. Available at (p.115).</p> <p>Haryana - Guidelines for Safety of Children in School, Gurgaon Police, available at and as per Haryana Education Rules, 2003. Rule 30.</p>	



13.	Toilets	<p>Standard:</p> <ul style="list-style-type: none"> • 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. As per norms of SSA or Competent Authority. <p>CBSE Affiliation Bye-law 3.3(vii) and D. O. letter No. 10-11/2014-EE.4 dated 09.10.2014.</p> <p>CISE: School Safety Manual 2018, p.21: ID verification of sweepers, janitors' cleaners, maids.</p> <p>Karnataka Rules, Karnataka Educational Institutions (Classification, Regulation and Prescription of Curricula etc.) Rules, 1995. Rule 8. Available at (p.115).</p> <p>Haryana - Regulations for School Safety by DOE.</p> <p>Delhi- Sanitary requirements have been prescribed for schools under the Unified Building Bye Laws for Delhi 2016, p. 373.</p>	
14.	Sports Room & Premises; Swimming Pool	<p>Standards:</p> <ul style="list-style-type: none"> • The sports room, if a separate room is available, is well ventilated and well equipped; • The school playgrounds, swings, rides, sports- equipment etc., are safe and maintained regularly; • All safety instructions pertaining to use of play equipment to be displayed prominently near play equipment; • Special care, caution and continuous supervision in swimming pool area to prevent any accidents or cases of drowning. <p>CISE: CCTV coverage for playgrounds.; School Safety Manual 2018, p. 15, 21,22 List of life saving equipment for swimming pools given on p. 23; Access to swimming pool and sports room etc. to be restricted to authorized persons only. p.15. Safety norms for other special rooms such as Crafts and Workshops, Cookery/Tech Drawing, Electricity and Electrical are also covered. p. 18.</p> <p>Haryana – Area of swimming pool has to be further monitored under CCTV cameras. Regulations on School Safety issued by the DOE, R. 3.2, 3.1(xiii).</p> <p>Karnataka –The school has to ensure active supervision by teachers/ trainers of children both inside and outside the classroom as per Guidelines for action to be taken by Bangalore City Police Commissioner vide No. PRO/197/COP/2014 dated July 26, 2014. Also, the school can adopt a policy on active supervision and define negligence to include the act of leaving children unsupervised. Other safety norms see: Karnataka State Child Protection Policy 2016.</p>	
15.	Auditorium and gymnasiums (if any)	<p>Standards:</p> <ul style="list-style-type: none"> • Auditorium and gymnasiums (if any) are used by children under supervision of trained staff; • Periodic maintenance certification to be done. 	
16.	Laboratories	<p>Standards:</p> <ul style="list-style-type: none"> • Schools have to comply with the Supreme Court, directions under para 40 of Avinash Mehrotra v. UoI & Ors.⁵ <p>CBSE: Circular on Safety in Science Laboratories vide No. 51/08, dated November 11, 2008, available at (p.163-164) Minimum specifications has been given under Bye-law 3(C)(iii) of CBSE Affiliation Bye-laws, available at http://cbseaff.nic.in/cbse_aff/Attachment/OnlineServices/AffiliationByeLaws_14112012.pdf.</p> <p>CISE: School Safety Manual 2018, p.11,16-17: Nonstructural safety measures including on labs provided; includes roles and responsibilities of teachers, students and school managements.</p> <p>Gurgaon, Haryana – Safety officer of the school to ensure hazardous substances are stored safely-Guidelines for Safety of Children in School, Gurgaon Police, p.6.</p>	

17.	Elevators (if any)	<p>Standards:</p> <ul style="list-style-type: none"> • License to install elevators and their current and valid maintenance certificate; • Elevators to be manned at all times by janitor; • Schools must test and maintain the elevator once every three months; • Maintenance must be only done by a person registered with the Chief Inspector of Lifts Inspector of Lifts, Escalators and Passenger Conveyors. <p>Karnataka - See The Karnataka Lifts, Escalators And Passenger Conveyors Act, 2012: http://www.dpal.kar.nic.in/pdf_files/9of%202013(E).pdf & The Karnataka Lifts, Escalators And Passenger Conveyors Rules, 2015: Available at http://www.ksei.gov.in/Acts%20&%20Rules/Karnataka%20LEP%20Rules,2015.pdf Department of Electrical Inspectorate Circular regarding Maintenance of Lifts or escalator or Passenger conveyor: Available at http://www.ksei.gov.in/Lift%20circular.jpg</p>	
18.	Disability access (Individuals with Special Needs)	<p>Standards:</p> <ul style="list-style-type: none"> • School environment is disability friendly, with infrastructure facilities to suit students with special needs and as provided in the department guideline and MHRD standards; • School facilities like classrooms, play areas, toilets, drinking water, labs and all rooms for children are accessible for differently abled children; • Maintenance of all aids and assistive devices that are provided by the school for children with special needs. <p>Right of Persons with Disability Act, 2016: Section 16 (ii) and (iii): establishment to build in accordance to the standards recommended under Rule 15(a) of Right of Persons with Disability Rules,</p> <p>MHRD guidelines: School campus to be disable-friendly.</p>	
19.	CCTV	<p>Standards:</p> <ul style="list-style-type: none"> • All vigilance and monitoring mechanisms in the school infrastructures to be installed as per directions of appropriate regulating authority; • Storage of footage for a reasonable period. <p>CBSE - School campus has to be monitored through CCTV in accordance with Circular No. 8/2017 dated February 23, 2017.</p> <p>CISE: School Safety Manual 2018, p.15: entire campus, classroom, toilet access, infirmary/medical room canteen all to be covered.</p> <p>Delhi - In case of residential schools, the entire campus has to be monitored through CCTV, as per Child Abuse, Ch. XII, p.49 .</p> <p>Haryana - List of areas to cover under CCTV vigilance given under R.3.2, Regulations on School Safety by the DOE, available at http://www.schooleducationharyana.gov.in/downloads_pdf/circullers/2017/RegulationonSchoolSafety.pdf</p> <p>Haryana - Vigilance officer of the school to monitor children through CCTV room, and safety officer to ensure safety of children by exercising caution and preventing any harm from being caused to them, as per Guidelines for Safety of Children in School, Gurgaon Police, p.5 – 6.</p> <p>Karnataka - School has to install CCTV cameras in and around the school premises and store 60 days of footage, as per Guidelines for action to be taken by Bangalore City Police Commissioner Notification No. PRO/197/COP/2014 dated July 26, 2014.</p>	

20.	Access Control	<p>Standards:</p> <ul style="list-style-type: none"> 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; There is a designated waiting place for visitors to the school; The school has only one entry and exit point; Staff entry and exit to be registered. <p>CBSE - Schools affiliated to CBSE shall mandatorily follow the circular http://cbse.nic.in/newsite/circulars/2017/Circular%20Safety%20in%20School%2012.09.2017.pdf</p> <p>CISE: Access to be manned by a registered security agency; children should leave only through main entrance. School Safety Manual 2018, p. 12-14. Haryana Regulations on School Safety issued by the DOE.</p> <p>Haryana: Visitors and parents to be given limited and monitored access to the school during working hours. No entry of any labourers or repair men during school hours. As mandated under the Regulations on School Safety issued by the DOE. If a person other than the parent or guardian picking up the child, the school will verify with the parent before sending the child. During family emergency or other emergencies such as unexpected bandh, no child is allowed to leave school unless parents/guardian come in person or a letter of authorisation is given by the parent or guardian.</p> <p>Delhi - In case of residential schools, security to ensure only registered visitors with badge are allowed in the premises, as per Child Abuse, Ch. XII, p.49 available at http://delhi.gov.in/wps/wcm/connect/DOIT_DCPCR/dcpcr/publication/guidelines+for+the+prevention+of+child+abuse</p>	
21.	ID cards	<p>Standard:</p> <ul style="list-style-type: none"> Children wear ID cards at all times; The ID card contains details on name, class, section, blood group, bus route, parents' numbers and photograph of the child. <p>CISE: School Safety Manual 2018, p.44: all drivers and support staff also to have school ID.</p> <p>Haryana - Regulations on School Safety by DOE, R.3.1(v).</p>	
22.	Public Address/Announcement Systems	<p>Standard:</p> <ul style="list-style-type: none"> The school, wherever possible is equipped with a Public Address System, especially to make announcements in emergencies; Where no PAS is available, school bells are used for announcements. 	

23.	Mandatory Signage schools must display	<p>Standard:</p> <ul style="list-style-type: none"> Prohibition of sale of stating that sale of cigarettes and other tobacco products is strictly prohibited within 100 yards of the EI (Cigarettes And Other Tobacco Products (Prohibition Of Advertisement And Regulation Of Trade And Commerce, Production, Supply And Distribution) Act, 2003; All areas to be marked as SAFE /UNSAFE with signage for example fire ways /balcony, open drains/parapet walls; School management reports to Education Department in case they find obscene material displayed near the school or addictive substances sold or touted near the school. See Prohibition on Sale of Cigarettes and Other Tobacco Products Around Educational Institutions Rules, 2004. <p>CISE: School Safety Manual 2018, p.41: schools should have clear dos and don'ts signage; SOS numbers to be displayed with a message "If your center is not following safety protocols please call the ChildHelpline 1098 or report to the nearness police station": p. 49; All notice boards to have "Safe Zone" posters so that children know how to route their feedback in case of a problem. p.50.</p> <p>Delhi – School has to display protocols in common areas in accordance to the guidelines issued by DCPCR on Medical Crisis Management Mechanism in Schools, applicable to all Delhi schools, in accordance to DOE Circular No. F.DE23(417)/Sch Br/Vol.II/09/6887 dated October 6, 2010.</p>	
-----	--	--	--

PART 2: HEALTH CHECKLIST

S. #	SAFETY INDICATOR (MANDATORY & OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' / NOT APPLICABLE FOR EACH INDICATOR
1.	First Aid Kit	<p>Standard:</p> <ul style="list-style-type: none"> The school has first aid kit with required supplies for emergency which are within the expiry period; <p>CISE: Infirmary to be equipped with stretcher, wheelchair and oxygen cylinder. School Safety Manual 2018, p. 21. Additional emergency equipment also covered. p. 11.</p> <p>Haryana - Regulations on School Safety by DOE, R.4. Available at http://www.schooleducationharyana.gov.in/downloads_pdf/circullers/2017/RegulationonSchoolSafety.pdf.</p> <p>Delhi – School has to have first-aid boxes for emergencies and PT/N.Sc/H.Sc teachers have to be trained in first aid, as prescribed by Circular No. DE.23(417)/Sch. Br./09/Vol.II/142 dated January 1, 2012, and Circular No.DE.23(364)/Sch. Br./272 dated March 3, 2015.</p>	
2.	Medical Assistance	<p>Standard:</p> <ul style="list-style-type: none"> Following emergency medical care numbers are displayed in a prominent location. <ul style="list-style-type: none"> Doctors including doctor-on-call for emergencies; Hospital; Emergency Ambulance No 108 and including private service. The information has to be verified and updated quarterly as the doctors may be transferred.; The school to tie up with a local hospital nearest to the school; <p>Delhi –Circular No.DE.23(364)/Sch.Br./272 dated March 3, 2015.</p> <p>Gurgaon, Haryana - Guidelines issued by the Gurgaon Police Department</p>	
3.	Medical Room	<p>Standard:</p> <p>The school medical room is equipped to handle medical emergencies.</p> <p>Gurgaon, Haryana – School has to demarcate area in sick-room to handle any case of emergency, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.18.</p>	
4.	Medical Policy/ Crises Management	<p>Delhi –</p> <ul style="list-style-type: none"> School has to formulate 'Emergency Response Plan' and Constitute 'Emergency Response Team' and School Health Committee with monthly meetings, in accordance to DOE Circular No. F.DE23(417)/Sch Br/Vol.II/09/6887 dated October 6, 2010. The medical officer of the Municipal Council may order a child who is afflicted with any infection of a dangerous disease to not attend school under the New Delhi Municipal Council (Sanitation and Public Health) Bye-laws, 2008 vide notificationF. No. 4/2/2007/UD/24185 dated December 31, 2008, p.13. <p>Guidelines available at - http://edudel.nic.in/upload_2011_12/142_dt_01022012.pdf</p>	

5.	Ambulance Services	<p>Standard:</p> <p>The School is able to call for and utilize ambulance services in times of emergency (Ambulance helpline 108).</p>	
6.	Health Check-up and Health Records	<p>Standard:</p> <ul style="list-style-type: none"> • The school has regular health check-ups as prescribed by the Department of Education; • School maintains updated individual relevant medical records of all students; • Specific and important information like blood groups, allergies, important medication that need to be administered and specific health issues like epilepsy, psycho-emotional problems, are available and updated with parental support. <p>CBSE schools need to maintain health cards with special focus on immunisation so as to prevent diseases, as directed under Circular No. 15 dated February 24, 2012.</p> <p>Delhi –Regular health check-ups child, in accordance to DOE Circular No. F.DE23(417)/Sch Br/Vol.II/09/6887 dated October 6, 2010.</p> <p>Haryana – School's medical records are sent to the parents/guardians after the health check-up, as per Haryana Education Act Rule, 2003, Rule 32(2)(i); Haryana Education Act Rule, 2003, Rule 32(2)(i).</p> <p>Karnataka – Recognized school, not being a school affiliated to CBSE or ICSE Board, has to arrange for medical examination of students by a registered practitioner with M.B.B.S qualification as per the Karnataka Educational Institutions (Ancillary Services in Recognized Educational Institutions) Rules, 2000. Rule 3.</p>	
7.	Mid-day meal of good quality is served under supervision of a Teacher or staff.	<p>Standard:</p> <ul style="list-style-type: none"> • Applicable to schools where mid-day meal is provided; • Govt. schools follow the menu provided by the Dept. of Education; <p>Karnataka http://www.schooleducation.kar.nic.in/mms/mmsspdfs/cir_cs_gok.pdf</p> <p>Mid-day Meal Rules, 2015 - http://mdm.nic.in/Files/OrderCirculars/2015/JS_DO_Letters_MDM_Rules.pdf Food Safety and Hygiene Guidelines for School-level Kitchen implemented under the Mid-Day Meal Scheme. Guideline 1.10(i) and 3.1- http://mdm.nic.in/Files/Guidelines/2015/Guidelines%20Food%20Safety%20and%20Hygiene.pdf.</p>	
8.	Nutrition	<p>NCPCR has advised school to make Nutrition Policy as per body need, food habits and climate of the state, and not sign canteen contracts to sell junk food, available at http://www.ncpcr.gov.in/showfile.php?lang=1&level=1&sublinkid=238&lid=456.</p> <p>CBSE: There is a dietician/meal planner for mid-day meals and canteen menu. CBSE Circular No. 49, dated November 6, 2008.</p>	
9.	Health Education to Students	<p>NCPCR: Health Education to students on health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene etc. are provided. NCPCR through letter No: 250/09/2016-17/NCPCR/Policy Matter/42091 dated 16/06/2016 issued Guidelines for promotion of Healthy Snacks for School Children in India and restricting the sale of 'Junk Foods' in and around Schools.</p> <p>CBSE: replace Foods High in Fat, Salt and Sugar (HFSS) i.e., junk food with healthy and nutritious food and promotion of physical activities, as prescribed under CBSE Circular No. Acad-02/2016, dated January 6, 2016 and in compliance with the draft FSSAI Guidelines Wholesome and Nutritious Food to School Children by FSSAI (2015).</p>	



10.	Health Club	CBSE: recommends forming a Health Club under the chairmanship of the Principal as prescribed (CBSE Circular No. 9 dated May 30, 2006 (p. 145 – 149).	
11.	Disability	<p>Standard:</p> <ul style="list-style-type: none"> As mandated by the MHRD guidelines. <p>CISE has adopted Section 16 of Rights of Persons with Disability Act, 2016, through a Notice issued dated June 7, 2017; Chapter 8 of the School Safety Manual 2018 is dedicated to “Special Attention for Children with Special Need”). Includes taking consent from parents on strategies to be used during a meltdown – such strategies to be done only by trained special educator. Child to be supported by mentor teacher in addition to special educator to look at emotional well-being.</p> <p>CBSE Affiliation Bye-law 8.2; Also, see, Circular 45/ 2008 dated October 29 2008 http://cbse.nic.in/circulars/cir45-2008.doc.</p> <p>Gurgaon, Haryana - Safety officer of the school has to ensure such provision as per Guidelines for Safety of Children in School, Gurgaon Police and school shall provide a ramp at plinth level as per Haryana Education Rules, 2003. Rule 30. Training session for faculty under Regulations on School Safety issued by the DOE, R. 11.</p> <p>Karnataka – Draft Policy on Education of Children with Learning Disability, 6.2 of the Policy recommends the school to be well-equipped in terms of infrastructure and training of staff to be able to provide inclusive education. Karnataka State Child Protection Policy 2016, p.27 and 72. For safety reasons students who are differently abled are accompanied only by a Teacher or attendant when using toilets.</p>	

PART 3: TRANSPORTATION

S. #	SAFETY INDICATOR (MANDATORY &/ OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' /NOT APPLICABLE FOR EACH INDICATOR
1.	Fitness Certificate	<p>Standard:</p> <ul style="list-style-type: none"> • All vehicles owned or managed by the school, such as school bus, van, cab used by children for transportation to and from school/ or on school duty has fitness certificate from the RTO; • School bus has valid certificate for pollution 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; • School bus is checked by transport authority every 5 years to ensure safety of the transport vehicle. <p>Delhi: Permit Conditions for Safety of School Transport by Transport Department (does not include the condition for certificates of fitness, pollution and insurance).</p>	
2.	Bus Safety Features	<p>Standard:</p> <ul style="list-style-type: none"> • The school's name, address and telephone number should be prominently displayed on the bus; • School bus has horizontal window grills; • Driver maintains vehicle in good and safe condition; • School buses /car/van/cab are equipped with First –Aid boxes, fire extinguisher; • Buses/vans have emergency exit, specified quality speed governor, where applicable; • Driver follows all RTO regulations including the number of children permitted to travel in the vehicle. The driver and conductor of the bus have to be qualified in accordance to the Rule 17, Motor Vehicles Rules, 1993; • The school bus is equipped with First –Aid boxes, fire extinguishers; • Emergency exits in good working condition and reliable locking system; • There are no obstacles near the exit doors for children to disembark at times of emergency. The emergency exit doors should be written in red on both sides; • Doors are closed during any movement of the bus and has reliable locking system; • The safety instructions to be displayed inside the bus. <p>Karnataka: Painted yellow with name of the school, words ‘School Bus’ and the route number. School Bus has clear windows ensuring clear view of the inside. E-mail address and telephone number of bus-in charge and principal/admin staff to be displayed.</p>	



		<p>CBSE circular no. 8/ 2017 dated February 23, 2017: School conducts training every 6 months/ twice a year.</p> <p>Haryana - Regulations on School Safety by DOE, R.2.1.1(xv), The driver and the conductor of the school bus are qualified, and the driver has 5 years' experience of driving heavy vehicle with no records of traffic offences. The drivers and conductors of school buses and private vans have limited access to school premises. Gurgaon, Haryana - Guidelines for Safety of Children in School, Gurgaon Police, p.4.</p> <p>Delhi – The bus has to display contact number of women helpline, police station along with Child Protection units of state, as per the Guidelines for the Prevention of Child Abuse, Ch. IX, p.37. Driver and conductor have to hold 10+2 qualification, and the conductor to hold requisite license as per the Permit Conditions for Safety of School Transport by Transport Department and for CNG vehicles, including an Omni Bus Transport Vehicle The terms and conditions are given under Permit Conditions for all CNG Propelled Contract Carriages (Local, School, Interstate), Condition 20, (p.20). (p.20).</p>	
3.	Driver & Attendant Qualification	<p>Standard:</p> <ul style="list-style-type: none"> 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. <p>CBSE: circular no. 8/ 2017 dated February 23, 2017: School has refresher training every 6 months/ twice a year.</p> <p>CISE: School Safety Manual 2018, Chapter 10: Transportation.</p> <p>Haryana - Regulations on School Safety by DOE R.2.1.1(xv) The drivers and conductors of school buses and private vans have limited access to school premises. Guidelines for Safety of Children in School, Gurgaon Police, p.4.</p> <p>Delhi – Driver and conductor have to hold 10+2 qualification, and the conductor to hold conductor's license as per the Permit Conditions for Safety of School Transport by Transport Department and for CNG vehicles, including an Omni Bus Transport Vehicle the conditions are given under Permit Conditions for all CNG Propelled Contract Carriages (Local, School, Interstate), Condition 20.</p>	
4.	Adult Supervision	<p>Standard:</p> <ul style="list-style-type: none"> There is a responsible person/security to oversee the movement of vehicles in front of the school for drop/pick up of children; The school shall appoint one staff member in the school van for safety of children. <p>Hon'ble Supreme Court Guidelines: In case of MC Mehta v. Union of India & Ors,⁶. Refer Annexure I.</p> <p>CBSE - One female attendant in every bus to assist the children to board and de-board as prescribed by CBSE Circular No. 8/ 2017 dated February 23, 2017.</p> <p>Karnataka: Karnataka Motor Vehicles (conditions for vehicles engaged in transport of school children) Rules, 2012.</p> <p>Haryana- The female teacher has to take attendance of the children on the bus route for every trip, and also inform the bus-in charge the end of trip every school-day, as prescribed under Regulations on School Safety issued by the DOE, R. 2.1.1 (xxiii) and (xxix).</p> <p>Delhi – One female attendant is prescribed by the Guidelines for the Prevention of Child Abuse, Ch. IX, p.37.</p>	

5.	CCTV & GPS	<p>CBSE Circular No.8/2017 dated February 23, 2017.</p> <p>CISE: School Safety Manual 2018, p.56: CCTV inside the bus.</p> <p>Haryana - Regulations on School Safety by DOE, R.2.1.1.</p> <p>Bangalore, Karnataka - Guidelines issued by Bangalore Police Commissioner dated July 26, 2014 (No. PRO/197/COP/2014).</p> <p>Delhi – School bus requires GPS installed under the Permit Conditions for Safety of School Transport by Transport Department.</p>	
6.	Other Safety Features	<p>Standard:</p> <ul style="list-style-type: none"> • 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; • Attendance during dispersal. <p>Gurgaon, Haryana There are speed breakers on either side of the main gate to ensure safety of children, with appropriate traffic signs, where required such as main roads, heavy traffic roads, high ways etc. Guideline 4.4 issued by the Gurgaon Police Department. School has policy to ensure no child is dropped off at the bus stop unauthorised. School has to ensure that, if not for the parent, only authorized representatives pick-up children from the bus stop and such representatives have an ID card provided by the school as per R. 2.1.1 (xxviii), and bus routes have to be planned to ensure a girl child is not dropped last or picked up first as per R.2.1.1(xv) Regulations on School Safety issued by the DOE. Authorised person/ security will not leave the dispersal area near the road until all the children have left from the school under Regulations on School Safety issued by the DOE, R 4.4.</p>	
7.	Private Transport	<p>Hon'ble Supreme Court Guidelines: The Guideline issued by the Supreme Court with regard to carriages transporting school children.⁷ Please refer Annexure I.</p> <p>CBSE Circular no. 8/2017 dated February 23, 2017.</p> <p>Karnataka Notification by Transportation Department of Karnataka, 23rd August 2013, Annexure 2 and Rules notified on 18/01/2013, Annexure 3, shall also be followed. The private bus/van has a contract carriage license under the Motor Vehicles Act and should have a seating not exceeding 12+1 - Rule 3, Karnataka Motor Vehicles (Conditions of Vehicles Engaged in Transport of School Children) Rules, 2012. 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 be displayed on the front and back of the bus.</p> <p>Delhi – If private CNG vehicles are used, including an Omni Bus Transport Vehicle, the conditions are given under Permit Conditions for all CNG Propelled Contract Carriages (Local, School, Interstate, Condition 20, available at (p.20).</p>	
8.	Auto Rickshaws	<p>Standard:</p> <ul style="list-style-type: none"> • 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; • Autos are registered and drivers' details are maintained; • The drivers of auto are to be oriented, through parents and school information that pick- ups and drop off of children to and from school is their responsibility; <p>Karnataka: Karnataka Motor Vehicle Act a child above 12 years is to be considered as one seat, child below 12 years as ½ seat and a child below 3 years is not to be considered for a seat. Details of the Auto driver should be displayed behind the driver seat.</p>	
9.	Road Safety Education	<p>CISE: School Safety Manual 2018, p.57: age appropriate education details starting from age group 3 to 7 provided.</p> <p>Haryana Road safety is taught to the children with age appropriate inputs. - Regulations on School Safety issued by the DOE, R.5.3.</p>	

PART 4: STUDENT PROTECTION MECHANISMS CHECKLIST

S. #	SAFETY INDICATOR (MANDATORY &/ OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' / NOT APPLICABLE FOR EACH INDICATOR
1.	Student/Child Protection Policy	Standard: <ul style="list-style-type: none"> The school has in place a well-defined Student Protection Policy (School SPP) 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 in the FICCI-ARISE School Safety document). 	
2.	Student/Child Protection Officer	Standard: <ul style="list-style-type: none"> The School has a sensitized staff designated as Child Protection Officer - who has undergone appropriate training to handle all responsibilities in this regard. 	
3.	Student or Child Protection Committee/ Safety Advisory Committee	Standard: <ul style="list-style-type: none"> There is a Student/ Child Protection Committee in place with members as prescribed; Members actively participate in regularly held meetings and sensitively respond to cases of safety violation or abuse of children in accordance with existing laws; The School can seek facilitation by NGOs/individuals with expertise in this area; Committee to meet as directed and minutes recorded, with follow-up; School prepares a monthly report of cases registered with CPC and action taken under it; Number of cases and action taken is emphasized in all reports submitted by the school to external committees/ bodies as applicable by law; CPO and Head to have a thorough and up to date knowledge of all the procedures and protection mechanisms. <p>Hon'ble Supreme Court: Schools have to form a 'Safety Advisory Committee' and have an emergency response plan drafted for a case of emergency, especially fire, as per the Supreme Court directions under para 35 of Avinash Mehrotra v. UoI & Ors.⁸</p> <p>CBSE Circular No. 19/2017 dated September 12, 2017.</p> <p>CISE: School Safety Manual 2018, p. 12 includes membership functions and responsibilities.</p> <p>Karnataka: Circular issued by Department of Public Instruction - Mandatory to constitute CPC to prevent instances of sexual harassment and other atrocities against school children: 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 and School and its employees can form a safety committee within the school to ensure safety and security of the child, as prescribed under Section 5A of Karnataka Education Act.</p> <p>Haryana - Regulations on School Safety by DOE, R.1.3.</p>	

4.	School Monitoring Committee or Parents Teachers Association	<p>Standard:</p> <ul style="list-style-type: none"> • School Monitoring Committee or Parents Teachers Association is in place and meets regularly; • Meeting agenda includes child protection and safety issues; • The School actively consults and encourages participation of families in child protection issues; • School maintains records of meetings of Student Child Protection Committee (CPC), SDMC, PTAs and joint meetings. 	
5.	Children or Student Forum	<p>Standard:</p> <ul style="list-style-type: none"> • 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. 	
6.	Confidentiality	<p>Standard:</p> <ul style="list-style-type: none"> • School provides opportunity for all students to share their personal issues in confidence; • Action taken to resolve the issue; • 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. <p>CISE: School Safety Manual 2018, p.38: victim's name must be kept confidential chapter 9, p. 50</p> <p>Haryana- Schools maintain the confidentiality of the complainant as per the Regulations on Child Safety issued by DOE, Haryana and Guidelines on Safety of Children in School issued by the Gurgaon Police Department.</p> <p>Karnataka - Confidentiality of the victim's identity is given utmost importance as per the Operational guidelines and Procedures for Educational Institutions under the KSCPP.</p>	
7.	Training	<p>Standard:</p> <ul style="list-style-type: none"> • 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 School Child Protection 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 School Student or Child Protection Committee are displayed prominently in the school premises frequented by parents, children and visitors. <p>MHRD Guidelines for safety and security of children specifically recommends pre-service training of teachers. Available at http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/20141014_131513.pdf</p> <p>CISE: School Safety Manual 2018, p.38: regular training on child protection mandated.</p>	
8.	Third Party Vendors	<p>Standard:</p> <ul style="list-style-type: none"> • The school has provided the School Student Child Protection Committee to all its vendors/ outsourced 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 School Student/Child Protection Committee. 	



9.	Recruitment	<p>Standard:</p> <ul style="list-style-type: none"> • 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 has been done as per government guidelines; • 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 and child abuse, sensitivity to children and their rights, problems faced by them etc. <p>CBSE: Supporting staff to be employed only from authorised agencies and proper records to be maintained. CBSE D. O. letter No. 10-11/2014-EE.4 dated 09.10.2014.</p> <p>CISE: School Safety Manual 2018, p.42-44: psychological profiling; obtain an affidavit confirming that person has not been accused under PCOSO or JJ Act or any sexual or violent crime; 2 reference; these can be confirmed only upon verification, on appointment, child protection and policy must be duly signed to obtain acceptance. 360-degree recruitment process given on page 42.</p> <p>Haryana – School has no male staff employed for cleaning toilets or as attendants. Regulations for School Safety by DOE. Available at http://www.schooleducationharyana.gov.in/downloads_pdf/circullers/2017/RegulationonSchoolSafety.pdf.</p>	
10.	Staff Code of Conduct (behavioural guidelines)	<p>Standard:</p> <ul style="list-style-type: none"> • School has Staff Code of Conduct (behavioural guidelines) in accordance with the School Student/Child Protection Committee for teaching and non-teaching staff and students is in place; • Orientation has been organised for all concerned on the Code of Conduct. 	
11.	External Support Systems	<p>Standard:</p> <ul style="list-style-type: none"> • 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; <p>Karnataka: These measures are endorsed by Circular issued by Dept. of Public Instruction: Available at http://www.schooleducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf</p>	
12.	Child Safety Posters	<p>Standard:</p> <ul style="list-style-type: none"> • 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). 	

13.	Suggestion/ Complaint Box	<p>Standard:</p> <ul style="list-style-type: none"> 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 Child Protection Committee/ Safety Committee these records are available for verification; The box is opened and reviewed by the Student/Child Protection Committee/ Safety Committee. Records are available for verification. <p>CISE: School Safety Manual 2018, p. 62: Box should not be placed in front of CCTV cameras; p.41: School should have a “Reporting Cell” where children can report without fear.</p> <p>Karnataka: Norms for the box and members to of Committee to be present while opening the box has been specified in the School’s CPP 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 endorsed by the Circular issued by Dept. of Public Instruction re complaint and suggestion boxes to be installed at easy reach of children: Available at http://www.schooleducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf</p>	
14.	The Child Safety Checklist Review and Assessment	<p>Standard:</p> <ul style="list-style-type: none"> Annual Safety Assessment/Audit: Checks school’s adherence to safety norms and protection standards annually; Identification of areas to improve standards towards making school safe and child sensitive; The Child Safety checklist is used for planning and designing new facilities or assessing existing ones. 	
15.	Use of School Premises	<p>Standard:</p> <ul style="list-style-type: none"> The school premise and classrooms are not used for storing construction or other materials and 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. Information from community/neighbourhood should also be taken into consideration <p>ICSE School will not use its building and infrastructure for any commercial activity as per the CISE Rules for Affiliation, R.4(c).</p> <p>Delhi RTE Rules, condition for recognition includes declaration to the effect that school premises are used for education and skill development. Delhi RTE Rules, 2011 Rule 14.</p>	

17.	Identification of High Risk Areas	<p>Standard:</p> <ul style="list-style-type: none"> Secluded corners, corridors and staircases are kept under watch by staff members during break time and at the time of assembly and dispersal; Children are oriented on avoiding risk taking behavior. <p>CISE: School Safety Manual 2018, p.24: Access to terrace included and measures provided.</p> <p>Haryana - Regulations on School Safety by DOE, R.3.1(vii) General access to areas like bus area, gym, swimming pools, sports rooms/ fields, canteen, toilets, parking lots, terrace etc. restricted to authorized staff and faculty; School has to supervise and ensure no child roams around in the corridors and playground when unauthorized and especially during the time of dispersal, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.18.</p>	
18.	Daily Checks	<p>Standard:</p> <ul style="list-style-type: none"> All class rooms, laboratories, toilets, library, staff room, kitchen, sports room, auditorium and other places are to be checked daily by school personnel before they are locked for the day. 	
19.	Building Checks	<p>Standard:</p> <ul style="list-style-type: none"> All class rooms, laboratories, toilets, library, staff room, kitchen, sports room, auditorium and other places are to be checked daily by school personnel before they are locked for the day. <p>Delhi – Head of school to ensure there is no student left behind in the premises after school hours as per DOE Circular No. DE.23(364)/Sch.Br./272 dated March 3, 2015.</p>	
20.	Out of Routine Departure	<p>Standard:</p> <ul style="list-style-type: none"> 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. Ensure that this information has been provided to parents/guardians. <p>Karnataka: Circular issued by Dept. of Public Instruction Responsibilities of Head of Institution http://www.schooleducation.kar.nic.in/pdf/files/ChildSafetyEng260714.pdf.</p> <p>Haryana – Children can be allowed early departure only if parents pick them up, request the class teacher and obtain a gate pass signed by the bus in-charge which is further to be submitted at the gate, as per R.2.1.1(xiv) and the teacher may verify with the parent, in the case the parent has not come for pick-up, under R.2.1.2(iii) Regulations on School Safety issued by the DOE.</p> <p>Delhi – In case wherein the parent of residential schools, the parents must provide the school with details of the persons who may pick up or visit students, and the teacher may verify with the parents in case of any discrepancies. other person who visits. Also, no male person to visit female hostel after dark, and vice versa. As per Child Abuse, Ch. XII, p.49 available at http://delhi.gov.in/wps/wcm/connect/DOIT_DCPCR/dcpcr/publication/guidelines+for+the+prevention+of+child+abuse.</p>	
21.	Parent/Guardian Contact Data	<p>Standard:</p> <ul style="list-style-type: none"> 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 messaging system or mobile networking and periodic information is sent to parents on the same. <p>Haryana- Parents may use text messages to communicate to the school authorities when any authorization/ consent with respect to the child is to be given, as stated in the regulations on School Safety issued by the DOE. As per the Guidelines for Safety of Children in School, Gurgaon Police 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.</p> <p>Karnataka – At least one parent's mobile number should be registered with the school authorities as per Guidelines for action to be taken by Bangalore City Police Commissioner Notification No. PRO/197/COP/2014 dated July 26, 2014.</p>	

22.	Special Needs Training	Standard: <ul style="list-style-type: none"> • Most 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; • At least 50% of staff should be trained on these aspects. 	
23.	Special Needs Supervision	Standard: <ul style="list-style-type: none"> • Students with special needs are accompanied only by an attendant or teacher when using the toilet. 	
24.	Physical Instructor	Standard: <ul style="list-style-type: none"> • 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. <p>Haryana – Female teacher to stay back after school hours with children who may stay back for extra classes for sports, as per the Guidelines for Safety of Children in School, Gurgaon Police, p.18 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.</p>	
25.	Educational Trips	Standard: <ul style="list-style-type: none"> • Parents must be given all details of the trip; • Teachers must accompany students in the appropriate student-teacher ratio; • Parents must provide all necessary instructions in writing in case of any medication or other assistance is to be provided; • Students must be briefed on safety rules before the trip are sensitive and involve students in sports according to their physical capabilities and health related issues. <p>CISE: School Safety Manual 2018 “Educational Trips and Tours” – p 59.</p>	

PART 5: PERSONAL, SOCIAL, EMOTIONAL AND SEXUAL SAFETY CHECKLIST⁹

S. #	SAFETY INDICATOR (MANDATORY &/ OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' / NOT APPLICABLE FOR EACH INDICATOR
1.	Student Protection policy	Standard: <ul style="list-style-type: none"> 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)	Standard: <ul style="list-style-type: none"> Schools have a student Code of conduct (Behavioural Guidelines) for interaction with other children, and oriented so as to prevent abuses 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	Standard: <ul style="list-style-type: none"> 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	Standard: <ul style="list-style-type: none"> All children are regularly oriented on Personal Safety that includes information such as 'Safe Touch and 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; The syllabus developed by the state DoE and by other organisation with expertise in the area can be used for the training. CISE: School Safety Manual 2018, p.29, Recommends sessions on Good Touch Bad Touch, Safety from strangers, Yell Run Tell.	

5.	Corporeal Punishment	<p>Standard:</p> <ul style="list-style-type: none"> • NCPCR guidelines for eliminating corporal punishment are adopted; <p>CISE: School Safety Manual 2018, p.38 mandates banning.</p>	
6.	Bullying	<p>Standard:</p> <ul style="list-style-type: none"> • 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; • The Guidelines issued by the NCPCR to prevent bullying to be enforced by the school. <p>CISE: School Safety Manual 2018, p.39: Bullying and Ragging safety measures.</p>	
7.	Disability & Special Needs Inclusion	<p>Standard:</p> <ul style="list-style-type: none"> • 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 should also be trained on sign language and Braille so that even children with speech, hearing and visual impairment can share their issues. 	
8.	Special Learning Assistance	<p>Standard:</p> <ul style="list-style-type: none"> • 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	<p>Standard:</p> <ul style="list-style-type: none"> • 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;. • A senior Teacher must also be in a position to provide basic counseling services and is capable of referral as required. <p>CISE: School Safety Manual 2018, p.61: Minimum qualification: B.A. Psychology; every class to be visited at least once a term.</p>	
10.	Student Participation	<p>Standard:</p> <ul style="list-style-type: none"> • 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. <p>Haryana - Schools have legal literacy clubs to discuss various aspects of laws related to child safety as per the Regulations on Child Safety issued by DOE, Haryana & Guidelines for Safety of Children in Schools issued by Gurgaon Police Department.</p>	
11.	Student Absenteeism	<p>Standard:</p> <ul style="list-style-type: none"> • School regularly reviews absenteeism and takes steps to ensure regular attendance. <p>Haryana - School has to record attendance of children early in the day to note absence of any child, in accordance to Regulations on School Safety issued by the DOE, R. 3.1(ii).</p>	

PART 6: REPORTING AND RESPONSE MECHANISM CHECKLIST

S. #	SAFETY INDICATOR (MANDATORY &/ OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' /NOT APPLICABLE FOR EACH INDICATOR
1.	Reporting Procedure	<p>Standard:</p> <ul style="list-style-type: none"> There is a clearly laid out procedure and line of reporting for teachers and other members of the staff and management to be followed, in the event of child abuse or safety violation by teaching or non-teaching staff or anyone else connected with the school (Mechanisms given in the FICCI-FICCI ARISE- MLP Safety document may be used); All concerned such as Child/Student Protection Officer, Child Protection/Safety Committee members, HM/Head of School are oriented on these procedures; Reporting procedure forms part of the School Student Protection Policy. <p>CISE: School Safety Manual 2018, chapter 9: Mechanism for Reporting a Case of Abuse.</p>	
2.	Child Sensitive Enquiry	<p>Standard:</p> <ul style="list-style-type: none"> 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 taken to ensure child is not further traumatized; Confidentiality of the case is upheld. <p>CISE: School Safety Manual 2018, p.36: A tabular guidance list is provided on "Communicating with Children During Disclosures of Abuse and Neglect".</p>	
3.	Sexual Offences/Incident	<p>Standard:</p> <ul style="list-style-type: none"> 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 should be placed under suspension till completion of enquiry by the Court, and if found guilty services terminated; The Child or Student 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.	Child /Student Protection Committee/Safety Committee involvement	<p>Standard:</p> <ul style="list-style-type: none"> 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	Standard: <ul style="list-style-type: none"> In the event of abuse or safety violation that are not cognizable offence, the Student/Child Protection Committee determines the course of action and redressal measures including punitive as provided in the School Student or ProtectionPolicy or prescribed by the State; Record case and action taken; 	
6.	Student Support Mechanisms	Standard: <ul style="list-style-type: none"> 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	Standard: <ul style="list-style-type: none"> 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. #	SAFETY INDICATOR (MANDATORY &/ OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' /NOT APPLICABLE FOR EACH INDICATOR
1.	Emergency Preparedness Plan	Standard: CBSE- The school has to ensure that the guards monitor any suspicious activity inside or outside the premises of the school. As per CBSE Circular schools should comply with the Standard Operating Procedure (SOP) for dealing with any terrorist attack on schools.	
2.	School Disaster Response Team	Standard: <ul style="list-style-type: none"> There must be a School Disaster Response Team consisting of members from the administration, teachers and senior students who are oriented to carry out an evacuation drill; Schools should follow Guidelines issued by the Ministry for Disaster Management for School Safety. 	
3.	Training	Standard: <ul style="list-style-type: none"> The staff has been trained to respond in case of emergencies such as fire, building or wall collapse, flooding, electrical accident, terror attack etc. National Policy on Disaster Management, 2009 – Section 10.2.2 – Disaster Management training at educational institutions to be given due weightage; 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	Standard: <ul style="list-style-type: none"> 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	Standard: <ul style="list-style-type: none"> 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	Standard: <ul style="list-style-type: none"> Fire extinguishers should be periodically 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. Bureau of Indian Standards – Code of Practice of Fire Safety in Educational Institutions.	
7.	Cpr and First-Aid Classes Trauma and Post-Disaster Interventions	Standard: <ul style="list-style-type: none"> CPR and first-aid classes are organized for staff and students; Emergency numbers - like Police 100, Fire 101, Ambulance 108 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	Standard: <ul style="list-style-type: none"> 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; Haryana: An individual appointed as the Vigilance officer of the school, who would be responsible for conducting surveys once every month. (http://gurgaon.haryanapolice.gov.in/writereaddata/Images/Safety_Guidelines_for_School_(Final).pdf).	

PART 8: CYBER SAFETY CHECKLIST

S. #	SAFETY INDICATOR (MANDATORY & OR RECOMMENDATORY)	SAFETY STANDARD AND COMPLIANCE SOURCE	MARK 'YES' OR 'NO' / NOT APPLICABLE FOR EACH INDICATOR
1.	Cyber Safety Policy	<p>Standard:</p> <ul style="list-style-type: none"> • Every school has a clear policy on acceptable are permitted cyber use and behavior; • Schools do not permit the students to carry or use any electronic communication devices in the school bus, without the prior permission of the school. <p>CBSE: Schools follow the circular on Guidelines for Safe and Effective Use of Internet and Digital Technologies in Schools and School Buses.</p>	
2.	Access	<p>Standard:</p> <ul style="list-style-type: none"> • Room Access: to computer rooms and use of electronic and technological devices is supervised by teachers; • Net Access: Online activities in light of educational objectives is always supervised and monitored; • Fire walls: There is Internet Security that restricts access to unsolicited contents. Children have access to only pre-selected websites that are appropriate for their age group. There is effective firewalls, filtering and monitoring software mechanisms in all the computers, which should be regularly reviewed; • Social Networking sites are blocked at all times in the school. <p>CBSE: Schools have deployed effective digital surveillance system to ensure safe and secure internet use by the children as per the Guidelines for Safe and Effective Use of Internet and Digital Technologies in Schools and School Buses. Available at http://cbse.nic.in/newsite/circulars/2017/32_Circular_2017.pdf.</p> <p>Central Government: Schools strictly regulate social networking sites, as per the Advisory on Preventing & Combating Cyber Crime against Children. Available at http://mha.nic.in/sites/upload_files/mha/files/CS-Adv-160112.pdf.</p> <p>CISE: School Safety Manual 2018, p.30 & 40: cyber safety measures.</p> <p>Delhi: Schools follow the online safety guidelines provided by the Delhi Government in the Guidelines for Prevention of Child Abuse, issued by DCPCR (There is Internet Security that restricts use by children).</p>	
3.	Parental Involvement	<p>Standard:</p> <ul style="list-style-type: none"> • 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	<p>Standard:</p> <ul style="list-style-type: none"> 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;¹⁰ Experts can be approached for facilitating the initial training; Maintain record of date of training. <p>CBSE- Schools have to educate their students for the safety and effective use of the internet as per the Guidelines for Safe and Effective Use of Internet and Digital Technologies in Schools and School Buses.</p> <p>Haryana- Schools to educate students about the existing threats on the internet as per the Regulations on Child Safety laid down by the DOE, Haryana(Regulation 5.2.5), and Guidelines for Safety of Children in School issued by Gurgaon Police Department. Schools in Haryana should ensure that the children are aware of the dangers that they may face by interacting with strangers on the internet as per the Regulations on Child Safety issued by DOE, Haryana & Guidelines for Safety of Children in Schools issued by Gurgaon Police Department.</p>	
5.	Cyber Reporting	<p>Standard:</p> <ul style="list-style-type: none"> Awareness that School: Can now report Cyber crime incidents through POCSO e-box or email or telephone;can contact cyber Crime cells of the Police departments of the concerned state. (http://www.cyberpolicebangalore.nic.in);has mandatory reporting to the Indian Computer Emergency Response Team constituted under Section 70B of the Information Technology Act, 2000(if school qualifies to be a body corporate¹¹). Familiarity with the provision of the IT Act 2000, the IT Act (Amendment) act 2008 and Rules. <p>Delhi: http://www.cybercelldelhi.in/Report.html</p>	
6.	Parents and Teachers Training and Workshops	<p>Standard:</p> <ul style="list-style-type: none"> 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. <p>CBSE: Schools follow the Guidelines for Safe and Effective Use of Internet and Digital Technologies in Schools and School Buses. http://cbse.nic.in/newsite/circulars/2017/32_Circular_2017.pdf.</p>	
7.	E-waste	<p>Standard:</p> <ul style="list-style-type: none"> 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; <p>Central legislation: Details available at E-Waste Management and Handling Rules, 2011.</p> <p>Karnataka: Section 4.4, Karnataka State Child Protection Policy.</p>	

¹⁰ ibid

¹¹ “body corporate” means any company and includes a firm, sole proprietorship or other association of individuals engaged in commercial or professional activities.

Annexure I
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 MC Mehta v. Union of India and Ors, 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 / omnibuses** 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 number 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 **officer incharge. of local police station as well as to District Commissioner (Traffic) / Superintendent of Police** 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.



FICCI Alliance for Re-Imagining School Education (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, 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.

We have a national footprint through our National Committee and five Regional Committees. Our members and affiliates are education experts and represent leading schools, industry associations, consulting firms, think tanks, and foundations.



Mundkur Law Partners (MLP) is a boutique, multi-award winning corporate law firm, based in Bangalore. It has extensive, specialized expertise in the areas of education, international corporate transactions, biotech, fintech and regulatory policy development. With in-depth experience in complex, multi-party and cross-border assignments, MLP assists a variety of clients ranging from multinationals to emerging business; NGOs to international organizations and governments to social entrepreneurs and innovators and assures each of its clients complete partner-level involvement in every area of engagement. The firm's partners hold advanced law degrees from the world's leading law schools and have extensive international experience (including prior careers at the United Nations and International Monetary Fund). The partners are also certified as commercial arbitrators by the Indian Institute of Arbitration and Mediation. In addition, MLP has a deep commitment to community service, extending regular pro bono legal services in its core practice areas.



Established 90 years ago, FICCI is the largest and oldest apex business organization in India. Its history is closely interwoven with India's struggle for independence, its industrialization, and its emergence as one of the most rapidly growing global economies.

A non-government, not-for-profit organization, FICCI is the voice of India's business and industry. From influencing policy to encouraging debate, engaging with policy makers and civil society, FICCI articulates the views and concerns of industry, reaching out to over 2,50,000 companies. FICCI serves its members from large (domestic and global companies) and MSME sectors as well as the public sector, drawing its strength from diverse regional chambers of commerce and industry.

The Chamber with its presence in 14 states and 10 countries provides a platform for networking and consensus-building within and across sectors and is the first port of call for Indian industry, policy makers and the international business community.