

# LORETO CONVENT SCHOOL

PARADE ROAD, DELHI CANTONMENT

## INTERNAL SAFETY AUDIT

04 OCTOBER 2017

Dear Parent,

The recent events have highlighted the vulnerability of school children and how security lapses lead to tragedies. We at Loreto Convent, Delhi have always prioritized the safety and security of our students. In this regard we would like to apprise you of the security procedures that are being carried out in our school.

### ENTRY AND EXIT

- All gates are manned by trained security guards. Security check at school gate is carried out for all visitors.
- Visitors book at the gate is duly filled. Time in and Time out of the visitor is verified by the guard on duty.
- No visitors are allowed to come inside the school premises during break time.
- Visitors can meet only through prior appointment. Visitors without appointment are denied entry unless it is a medical emergency.
- Roof top of the school building is not accessible and is always kept under lock and key.
- Gate Pass is provided for any child leaving early after informing the Coordinator and Class teacher.

### CCTV

- There are 16 cameras installed in the school premises.
- Cameras are placed to face corridors, staircases and other areas to monitor the movement of students and visitors. We hope to install more cameras for safety reasons.

### INFIRMARY

- Medical room is well equipped with a full time Nurse.
- In case of any medical attention required by the students, an entry in the school diary by the teacher in class is made, which is counterchecked by the nurse in the medical room.
- During an emergency the students are taken to Base Hospital or the Delhi Cantonment Hospital.

### STUDENT SECURITY

- Physical education teachers and teachers on duty during break time ensure safety and security of all children.
- No child is allowed to be in the classroom during break time unless they have a medical problem. In such a case a note by the class teacher is written in the school diary to grant her the permission to stay in class.
- Our school has had a Child Protection Policy and we have two designated officers to deal with matters related to POCSO and any kind of safety concern.
- Details of parents, students and their family issues are kept strictly confidential.

- Two full time counsellors are present to deal with student's personal and emotional problems.
- Students are being made aware frequently about good and bad touch, safe online habits and precautions to be observed while using social media.
- Attendance is taken twice in the Junior school. Once in the morning and one after break.
- In every class total number of students, number of students present, number of students absent, names of students out of class and names of students out of school for competitions is mentioned on the blackboard for ready referral by every teacher.
- Every Class / Laboratory has a first aid box.
- Disaster management drills are conducted to train students for emergency evacuation.
- Children are not allowed to go to the classroom before assembly. They are accompanied to their respective classrooms by their class teachers after the assembly is over.
- Classrooms are checked by the teachers at 1.00 pm and at 1.20 pm to ensure that all children have left for home safely.

### **WASHROOM**

- Children in Junior school are sent to the washroom in pairs.
- Dedicated female attendant is present for junior school washroom.
- All toilets which are used by students are cleaned by female support staff members.
- Teachers in charge make a regular check of the washrooms before assembly, during school hours and at home time.

### **DISPERSAL AT HOME TIME**

- Teachers are on duty during home time and students are escorted to their buses by their bus line teachers.
- Bus Prefects are appointed in school buses to maintain discipline in the bus.
- There are separate gates for private vehicles and buses for better monitoring of student movement at home time.

### **SUPPORT STAFF**

- Support staff members have always had a separate washroom for their own use.
- Only female support staff members are allowed to clean the student's washrooms during school hours.
- Police verification of all Staff members has been initiated.
- We also have a strict code of conduct for the Support staff.

### **INFRASTRUCTURE**

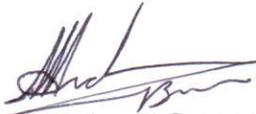
- Fire extinguishers are installed in all corridors and laboratories.
- Safe drinking water is provided for our students and staff.
- Proper disposal of waste is ensured to provide a clean environment for our students.
- The school campus is fumigated twice a month and when the need arises to ensure a mosquito free zone.
- Grass is regularly cut in the Junior school park and playgrounds.
- Special care is taken for the differently abled children. An elevator is installed for their convenience.

We follow the 'Ethical Policy and Practices for Loreto Schools in India' which has been practised in our school for many years. They comprise of Child Protection policies, professional ethics, discipline policies etc. to create a safe and caring atmosphere for our students.

We seek cooperation from parents in the following areas: -

1. Photograph of parents is mandatory in the school diary for verification purposes, especially when the parent picks the ward from school.
2. If parents are unable to pick their ward, then they are requested to send an authorisation letter through the person who will come to pick your ward from school. A copy of the photo ID of the authorised person must be sent along with the authorisation letter.
3. Parents are advised not to encourage their wards to go to their friend's or relative's house while returning by bus from school to ensure that the child reaches home safely.
4. Police verification of the drivers of private vans or personal cars in which your ward travels to and from school must be provided to the school authorities along with their photograph and a copy of their driving license.
5. Students must wear their ID card to school every day.

Thank you for your support and cooperation



Sr. Archana Gomes IBVM

(Principal)