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The BIPF School, Banipada, near Dhumabati Temple, Choudwar, 754027

Annexure-III

MAKING SCHOOLS SAFE AND SECURE: COMPREHENSIVE CHECKLIST

Sr. No.	Criterion	Satisfactory	Needs Further Attention	Not taken up yet	NA	Remarks
A	School Safety and Security Program					
1.	Does your School Safety and Security Program include:					
a)	Monitoring of certificates for safety and fitness of school building	Yes				
b)	Natural or Man-made Disaster management and Safety Drills	Yes				
c)	Zero Tolerance about weapons and illegal drugs in and around school premises (<i>For Adolescent</i>)	Yes				It is mentioned in Almanac School Rules
d)	Measures for Student Conduct – including Attendance, Regularity, Punctuality, Respect, Tolerance, Helping Attitude and also other disruptive behaviors such as Bullying, Fighting, Violence, etc.	Yes				It is mentioned in Almanac School Rules
e)	Measures for Teacher Conduct – Attendance, Regularity, Punctuality, Respectful and dignified behaviour to all	Yes				It is mentioned in SOP for Teacher
f)	Mechanism against harassment, sexual or verbal abuse, or discrimination of any sorts.	Yes				The concerned committee is there to address the issue.
g)	Reporting mechanisms in case of any instance of harassment, abuse or discrimination. (Are parents and students aware of these policies?)	Yes				
h)	Issuing notification to authorities, parents, students and staff about security related events	Yes				

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i)	Measures for dealing with victim, perpetrator, parents, other stakeholders, police and media in case of any untoward incident	Yes				The Teacher's committee is there to handle the issue.
j)	Clear norms on Acceptable and Unacceptable use of the internet in school premises	Yes				For Students - Almanac For Teacher - SOP
k)	Norms on use of cell phones during school hours	Yes				
l)	Monitoring of building entrances, hallways and classrooms before, during and after school hours	Yes				The School Peon and AO are responsible for monitoring.
m)	Emergency Evacuation Plan, its display and regular drills on this.	Yes				Mock drills are conducted twice a year.
n)	Police verification for hiring of teaching, non-teaching, contractual, voluntary and other staffs?			Yes		Yet to be done: police verification has not been completed.
o)	Performance reviews of employees in compliance with safety policies and preventive actions	Yes				
p)	Are the School Principals/HM, Teachers and Staff aware of standard Child Protection Mechanisms	Yes				There is a POCSO committee. The school will provide information in the Almanac about the various committees of the School.
2.	Has the School implemented the Guidelines by National Disaster Management (NDMA) on School Safety and emergency preparedness?	Yes				
3.	Does the school have a viable communication system in place, e.g., landline phone, safety and fire alarm, etc.?	Yes				

4.	Does your school have suggestion boxes/question boxes/grievance boxes or any other mechanism for students/parents to inform or communicate about any safety concerns of their children?	Yes				
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5.	Are Students / Teachers /Non-Teaching Staff oriented to deal with common medical emergencies?	Yes				
6.	Do you have the 'School Safety Pledge' prominently displayed in your school campus?	Yes				It is near the school Notice Board
B	School Buildings, Grounds and Facilities					
7.	Are the school's entrances, exits and doorways clearly marked (Signage)?	Yes				
8.	Are the school's entrances, exits and doorways free of obstruction?	Yes				
9.	Is there regular maintenance of the Entry-Exit log for parents/visitors at the main gate?	Yes				
10.	Is there a Security guard/CCTV/any other mechanism of surveillance in school?	Yes				
11.	Are the electric wires and cables insulated with proper earthing and beyond the reach of children?	Yes				
12.	Are exit signs marked on each floor (e.g., auditorium, laboratories, big classrooms, libraries, etc.) to show pathways during emergency?	Yes				
13.	Are the fire extinguishers suitably placed in the school?	Yes				
14.	Are these fire extinguishers regularly checked for expiry and functioning?	Yes				

15.	Are staff and students trained to the use of fire extinguishers?	Yes				
16.	Does the school have a Medical/Sick Room with essential medicines and first aid equipment?	Yes				
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17.	Does the school have a designated parking area?	Yes				
18.	Is the School building surrounded by a boundary wall or fence?	Yes				
19.	Are hazardous goods and substances appropriately labeled, stored and kept away from students' access?	Yes				
20.	Are all lighting fixtures securely mounted, and in working condition?	Yes				
21.	Are the isolated areas of the School well-lit and under frequent invigilation?	Yes				Needs further maintenance of some lights.
22.	Is sufficient and safe drinking water available for the students?	Yes				
23.	Is regular cleaning and fogging of water tanks and storage facilities being done?	Yes				
24.	Are the water tanks and septic tanks well covered and access blocked for children?	Yes				
25.	Are separate and functional toilets available for boys and girls (<i>For Adolescent</i>)	Yes				
26.	Are separate and functional toilets available for other staff members?	Yes				
27.	Does the school have a pre-primary class? If so, is it located on the ground floor?	Yes				
28.	Has the school implemented the NCPCR guidelines for physical and infrastructural safety for residential schools?				Yes	BIPE School is not a residential school

29.	Is there any stagnant water anywhere on the premises?	Yes				
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C.	Psychosocial Safety and Support					
30.	Does the School have access to qualified Counselor on call, as per requirement? (<i>For Adolescent</i>)	Yes				
31.	Are the students especially from primary classes oriented on Personal Safety, e.g., the difference between 'Safe touch' and 'Unsafe touch' (<i>For Children</i>)	Yes				
32.	Does the school have a Students Council/ <i>Bal Sansad</i> that deals with students' issues and concerns?	Yes				
33.	Are students oriented on life skills, exam preparedness and coping skills to manage fear, anger, peer-pressure, bullying, etc.? (<i>For Adolescent</i>)	Yes				
34.	Does the school have regular orientation sessions with parents on common behavioural issues of children and adolescents?	Yes				
35.	Are there opportunities for parents apart from PTMs to interact with teachers and other appropriate authorities and inform about any safety concern?	Yes				
36.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor?	Yes				
37.	Misconduct and inappropriate social behavior is strictly monitored and addressed like stealing /needless writing on the walls/ harming	Yes				

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	another student physically or emotionally and displaying any antisocial behavior					
D	Health and Physical Safety					
38.	Does the School have a basic medicine box/first aid kit?	Yes				
39.	Are the emergency medical care numbers displayed in the school?			Yes		However, children are sensitised to contact the Class Teacher, Front Office and Admin Officer
40.	Does the School conduct regular health check-ups and maintain comprehensive health cards of students?			Yes		The first two years' health check-up was done, for the current year, we are planning to conduct
41.	Does the School orient the students on important health issues such as nutritious alternatives to junk food, importance of a balanced diet, etc.? <i>(For Adolescent)</i>	Yes				
42.	Does the School maintain an updated contact list of parents/guardians for every student of the school?	Yes				
43.	Are self-defense programmes conducted for the students?			Yes		
44.	Are School Safety posters displayed at prominent places in the school?	Yes				Depending upon the requirement, we display safety information.
45.	Is the school taking necessary steps for staff health and wellness promotion?	Yes				
46.	Does your school have a tie up for necessary referrals in case of common medical emergencies to nearby hospitals/nursing homes?			Yes		Partially for some teachers (ESI complied staff)
E	School Transportation					

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47.	Does the School keep a fitness certificate of all vehicles used to transport children to and from the school?	Yes				
48.	Do the vehicles used to transport children prominently display the school's name, address and telephone numbers?	Yes				
49.	Is there a staff member to make safe arrangements for boarding, de-boarding and accompanying children from these vehicles?	Yes				
50.	Are the driving licenses of all drivers verified before they are allowed to operate vehicles transporting students?	Yes				
51.	Is there a female attendant or teacher on board in all school buses?	Yes				
52.	Are the students oriented about rules of conduct on and around school vehicles?	Yes				Transport rules are to be referred to in school almanac.
53.	Has the school marked designated boarding, de-boarding stops?	Yes				
54.	Are parents/guardians informed about the nearby boarding and de-boarding bus stops?	Yes				
55.	Are first aid boxes with adequate, updated, necessary medicines placed in school buses? Are these medicines periodically checked for expiry?	Yes				
56.	Is the safe physical distancing and health norm maintained in transport vehicles?	Yes				
F	Support for Children with Special Needs (CWSN)					
57.	Does the School provide barrier free access for CWSN, e.g., Ramps, Hand Rails, warning blocks for steps, etc.?	Yes				

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58.	Does the School have CWSN friendly toilets e.g., grab bars, outward or two way opening door, maneuvering space for the wheel chair, etc.?	Yes				
59.	Does the school have a sensitization program for students and teachers so as to accommodate and harmonize with CWSN?	Yes				
G	Cyber Safety & Policy					
60.	Are the School authorities aware that Schools can now report incidents of cyber bullying and abuse through POCSO e-box or email or telephone? <i>(For Adolescent)</i>	Yes				
61.	Are students and parents oriented on reporting to the cyber-crime department of the concerned state in case of any incident of cyber bullying and abuse?		Yes			Students are informed; however, parents are not informed
62.	Is access to computer rooms and use of electronic and technological devices in the school supervised by teachers? <i>(For Adolescent)</i>	Yes				
H	Orientation & Training					
63.	Have the School Staff and Teachers been sensitized on Child Protection Policy and Child related legislations such as POCSO, JJ Act, Cyber safety Act, Anti-Narcotics Act etc.?	Yes				Staff and Teachers are oriented through CBSE trainings.
64.	Has any teacher in the School undertaken any professional course on skills in guidance and counselling?	Yes				
65.	Have the School Staff been oriented to be watchful towards irregularities in the surroundings (e.g. suspicious vehicles, containers, broken air vents, etc.), etc.	Yes				

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66.	Has the School conducted any orientation on ways to integrate safety, security and well-being in the classroom pedagogy	Yes.				

Signatures of Safety Inspection Team.

1. *Namashree Patil*

Name : ~~Namashree Patil~~ **Principal**
Designation : ~~Principal~~ **SCHOOL**

Banipada, Choudwar
Affiliation No-1530394
School No-16175

2. *Puspita Mohanta*

Name : **Puspita Mohanta**
Designation : **Headmistress**

HEADMISTRESS
THE BIPF SCHOOL, CHOUWAR

3. *Gopal Chandra Pradhan*

Name : **Gopal Chandra Pradhan**
Designation : **Admin Officer**

ADMINISTRATIVE OFFICER
THE BIPF SCHOOL
Banipada, Choudwar
Affiliation No-1530394
School No-16175

4.

Name : **Hemant Kumar Nayak**
Designation : **Manager Accounts**