

School Safety Audit report			
Comprehensive Preview of Systems at Sai Nalanda Central School			
Sl. No	System	Functional Implementation	to be implemented/ in progress
1	Entry & Exit	1. Only 1 gate open	Metal Scanner for all visitors
		2. Manned by 2 guards during days.	Visitors ID card.
		3. Visitors entry in log, visitors entered by a guard	
		4. Only small gate open for entry/exit	
2	CCTV [School Premises]	1. 32 CCTV installed [already]	Cameras to cover straicase,field, entry/exit of the toilets. [already installed]
		2. Monitored regularly	
3	Drivers & Conductors	1. Not permitted to enter school primises during school hours.	
		2. Use separate portable toilets	
		3. Drinking water made available outside school premises	
		4. Awarness programs regularly	
4	Support Staff	1. On duty washrooms during school hours.	1. Police verification of all house keeping staff
		2. Awarness training on child safety conducted regularly	2. Cleaning of washrooms in the presence of supervisor

5	Infrastructure	1. Student Friendly Furniture	Electrical power points to be fitted with safety sockets.
		2. Periodic checks of electrical fittings.	
		3. Fire Fighting System installed	
		4. Equipment and chemicals in the lab are monitored and used as per guidelines	
6	Infirmary	Provides basic First-Aid	
7	Morning Duty	1. 7am - Security guard at gate	
		2. 1 each at all floors	
		3. 1 at canteen area/ 1 washroom side	
8	Floor & Yard duty	1. Follow a daily routine	
		2. Done during break and dispersal time.	
9	Bus duty	1. Teachers on bus duty till last stop	
		2. Report sent after completion of duty every day by all teachers on all routes	
10	Activity Classes	1. Female teacher to be present in the field during games period	
		2. Teachers' escort students till class 5th Std	
11	Student Support Service	1. Counselling	
		2. Grievance Box	
		3. Students leaders to Monitor Safety	

		4. Awareness Classes	
12	Transport System	1. All bus routes have a teacher and support staff.	To have regular feedback from students. [As suggested by PTA]
		2. Attendance taken	
		3. Handover to Person authorised to pick up child	
13	School Busses	1. Teachers on bus duty till last stop	
		2. First aid boxes in places	
		3. Students details with contact numbers of Parents.	
14	Private Transport Arrangements by Parents [Vans/Auto etc..]	1. Name & Contact details.	Circular to be issued to Parents using Private transport to ensure Police Verification of drivers & helpers
		2. Vehicle numbers & registration details of Vans.	
		3. Escorted by teachers till the exit gate.	
15	Local Dispersal	1. For classes 1st to 10th students handed over Personally to the Parents.	