



## **Whitefield Global School**

### **Safety Policy**

The aim of the Whitefield Global school is to provide a safe working and learning environment for staff and students. We, at WGS attach immense importance to the safety and welfare at work of all its employees, particularly children. We aim to provide, as far as it is reasonably practicable, for its students and employees while on the premises through well maintenance of Premises with safe access, well thought infrastructure that provides accident-free environment. We train all the staff in our safety norms.

The school has Safety of its Students as its main objective. The school has more than 200 cctv's installed in the premises and all the buses are empowered with 2 cctv's each and GPS tracking system which are monitored daily. It has specific safety committee which takes regular rounds of the building and record the observations

The Security, housekeeping, teaching, and non-teaching staff are given First aid training by authorised authorities (GVK EMRI) and are also given tips avoid any unhealthy practices (if any).

### **Standard Operational Procedures to ensure Security and Safety of Students**

1. 200 CCTV cameras installed which are monitored by stipulated personnel continuously. (Administrator to make surprise checks)
2. All segment heads, quality heads and administrators/ dedicated people go on a round duty of the classrooms and other parts of the school such as auditorium, sports rooms, rest rooms etc. during all nine periods and all five working days of the week.
3. Action will be taken immediately to remove any anomaly; records of each round of these visits are maintained and reviewed from time to time.
4. Credentials and antecedents of all teaching / non-teaching and contractual staff are verified by the police and they are employed / engaged in any service within the school premises strictly only after police clearance
5. No child is allowed to move out of the class unnecessarily. If a child has to go to washroom, he/she must procure a red card. Yellow card must be obtained when he/she has to meet a teacher or for some other genuine reason.
6. A log book is kept in the class room to maintain the movements of the children (even wash room movements) and the coordinators and quality heads who are on rounds check them randomly.
7. No child can loiter about in corridors; a matron deputed on the floor should immediately send the child to his/her respective class.

8. The Mother teacher/matron must accompany the students to music/dance/art/games period. Students up to std. IV to have music/Dance classes in their respective class rooms only.
9. The PT teachers will not allow any child to enter the Sports Room without an escort which can be either a lady matron or a lady teacher.
10. During the games period mother teacher/matron should always be in the ground to keep a close watch on them.
11. During lunch time all class teachers must remain in their respective classes.
12. All rest rooms to have lady matrons whose job is to wash the rest rooms every one hour. Administrator (Lady) and Housekeeping In-charge inspect these toilets every 2 hours.
13. A matron is placed outside boys' rest room to help std. I students, for others she is to be instructed to wait out.
14. In case of any physical injury, teacher must attend to it immediately, take the child to infirmary and inform parent /Head of the institute/coordinator at once.
15. Children who need special care are in the custody of the Shadow teacher and they must take good care of him/her.
16. All the Visitors are required to deposit their personal id card (Voter id/AADHAR/driving License/Office Id/Pan card) at the main gate, collect visitor pass and Visitor ID, wear it before entering the premises.
17. The visitors-including parents have entry only to the reception area and back office.
18. After completion of the work the visitors must get the visitors pass signed by the person whom they had come to meet, handover the same to the main gate security, collect their ID and leave. This will bring in answerability in all parties concerned.
19. Any staff of the WGS is entitled to stop, question the visitor with or without the visitor pass and specially detain the trespasser without visitor pass at the security for questioning. (Trespassers will be taken to security cabin to question).
20. All the parents must carry their parent IDs while picking up their wards at school as well as at bus stops.
21. The child will not be handed over to the person without ID card.
22. During PTMs the parents need to accompany their wards with parent ID cards.
23. A lady matron in every bus is appointed to ensure safety of children during their travel.
24. All drivers, matrons and the deputed teacher travelling in the bus are to be instructed strictly not to allow any unauthorised person to enter/travel by the school bus. Further, school buses are also monitored through cameras to ensure safety and security of the children
25. All concerned school transport staff are instructed strictly not to deviate from the designated route.