

# DOON PUBLIC SCHOOL, PASCHIM VIHAR, NEW DELHI

Date: 13/09/2017

Security Measures taken to ensure the safety of the students in the school premises

- On September 11, the Headmistress, Ms. Vidhu Vijayan Biju, done with Staff Representatives cum H.O.D. P.Ed. Department, Mr. Krishan took the complete round of the school premises including the Pre-primary wing and inspected it carefully.
- On inspection, the following shortcomings were noticed and remedial measures were taken after a detailed meeting with the Manager Sir, Mr. Sarat Chandran.
- The remedial measures taken are:
  - Transport (School + Private Van)
  - Police verification procedure is in process for all the drivers and conductors, both of the school transport as well as the private vans.
  - Incharges of both – School Transport (Mr. Joginder) and Private Van (Ms. Meera Sinha) were briefed about the code of conduct for the drivers and conductors.
- The police verification is in process for the sweepers (male staff). The hygiene incharge (Ms. Manisha Dayal) was briefed on the code of conduct for them.
- The police verification is in process for the carpenters and the canteen helpers/ employees too.
- Online processing of the Police Verification is being handled by Ms. Deeksha Pahwa and Ms. Urmil Tiwari.
- The Police Verification of the Security Guards has already been completed.
- Visitors pass system has been introduced wherein the security guard will direct visitors to the reception from where they will be issued a pass to enter the school premises to meet any school authority.
- Log book system has been introduced for the details of entry and exit from the washroom. (Name, Class & Sec., time in and time out)
- We have introduced a new system called 'Buddy' system just for classes 1 to 4, wherein a child will go to the washroom escorted by another child.
- The school gate will open only at 07:20 a.m. and no child will be allowed to enter the school premises before that.
- The boys and girls washrooms were found to be neat and clean but the water tanks didn't have any locks. So locks have been put on the eight water tanks. Nursery toilets have also been taken care of.
- Electrical wires, switch boards, fans and tube lights have been again checked and required repair work has been done.
- Educomp Smart class and DTS related wiring has also been checked.
- Generator box has been locked and the fuel which was stored near it has been shifted to a safe place.
- Broken glass window panes have been replaced.
- Fire-Extinguisher cylinders was found empty and the order has been placed to refill the Extinguisher.
- Damaged floor tiles have been removed from the class-rooms.
- Furniture with sharp edges which could harm students has been removed from the classes.
- Damaged benches have been repaired.
- CCTVs have been repaired and reinstalled. New cameras have been installed near the washrooms.
- POCSO Guidelines have been given to the teachers in a workshop conducted by two clinical psychologists and the school Counsellor.
- Class maintenance Report, submitted by all Class Teachers (after a careful inspection) stating that their respective classrooms are safe for the students and are problem free.