

D.A.V. CENTENARY PUBLIC SCHOOL, PASCHIM ENCLAVE, NEW DELHI- 87

Dear Parents

SAFETY AND SECURITY MEASURES

In the wake of the recent unfortunate incidents, the safety and security of students is becoming a matter of utmost priority and concern. Please be assured that the school is very vigilant and all safety procedures are in place. The safety of our students is a shared responsibility of the school authorities and parents. We can ensure 100% safety, only with the co-operation of the parents. We seek your co-operation in matters that are out of our control and concern you or people hired by you, such as private van drivers etc. I would like to apprise you of the safety measures constituted by the school.

Vigilance : CCTV cameras are already installed at all important points and corners of the school, especially outside the washrooms, facing the entrance, on all floors, entry and exit points. We are going to add more CCTVs soon for all classrooms and secluded corners. Support/helping staff has been stationed outside all the washrooms for vigilance. Police verification of teachers and staff is in process. All staff members have Id cards issued by the school. Regular workshops and training sessions are organized for teachers and support staff to sensitize them.

Entry : As informed earlier, the school gates will not open before 7.30 am. No student/parent/outsider is allowed before 7.30 am. Kindly visit the school only in case of emergency. **Short leaves and Half days are strictly not allowed.** If the child is not well or you have a commitment or appointment somewhere else, do not send the child to school. **The school will not send the student during the school hours.**

There is a visitor's book at the gate for visitors. The guard takes all the details about visitors. The school is planning to introduce Visitor Cards, which are in process. We will now issue visitor cards to all outsiders. Nobody will enter the school premises unnoticed, without reason or important work.

For parents we are going to issue **Parent Identity-cum-Pick up Card**, which must be carried and produced whenever you visit the school, even on PTM days. Kindly co-operate with us and carry this card. **Entry will be restricted without the Parent Id Card.**

WE REQUIRE PHOTOGRAPHS OF FATHER, MOTHER AND GUARDIAN, WHO WILL PICK UP THE CHILD IN PARENTS' ABSENCE. PLEASE SEND THESE 3 PHOTOS BY TOMORROW.

Entry will be allowed to only parents or guardian, whose photograph is on the Id card. If you are going to send some other person to pick up your ward, please send an authority letter/application along, with your signatures, otherwise the school will not send the child. Stranger safety is also very important. Decide upon a **password**, which will be confidential, just to be shared between you and your ward. If any one comes to pick the ward, the child will demand the password. In this way, many mishaps can be averted.

Entry for parents/outsiders to visit the canteen/bookshop is being restricted. Shortly, you will be able to access the canteen only from the window/counter outside the back gate of the school. **If you want to meet any teacher, please take prior appointment, otherwise entry will not be allowed in the school.**

At school : There are Physical Education teachers on duty for students coming early for morning games. Teachers reach their classes on time. Activity teachers escort their students to and fro the classrooms. Teachers are on-duty even during recess – in both the breaks.

Parliament members help us in the safety and security of students. They have been given different duties at different corners of the school. Frequent checks are done by In-Charges and teachers through-out the day, especially of the washrooms and secluded corners of the school. There are teachers on round duty in every period. **There is separate washroom for support staff.** Students going to washrooms will now be going with a buddy and never alone. Medical pass is in process for students, who are going to medical room.

Dispersal : At the time of dispersal, first the bus students are dispersed at the first bell. Walkers/self students are dispersed 10 minutes later. Attendance for bus students is taken twice, before and after boarding buses. Teaching/support Staff has been deputed to accompany students on bus routes. Teachers are deputed on all floors, staircases, outside the school gates and at all exit points. The floor In-charge and support-staff check that no one is left behind after dispersal.

The canteen will be open to students only in breaks and closed after 2.00 pm to avoid chaos at dispersal time.

Awareness : regular workshops are conducted to sensitize students about good touch-bad touch and sexual abuse and safety. A well trained qualified doctor, counsellor and special educator is available in the school. Sessions are taken regularly with students on important issues regarding safety and awareness. Communicate Talk to your child daily about these issues. Teach them the principle of "Yell-Run-Tell" and be safe. Supervise their internet/mobile use. Never leave the child alone with these gadgets, which can be misused.

The school has a disaster and sexual abuse committee. Mock fire/earthquake drills are practised regularly at school. The information about the contact persons/teachers will be displayed soon at all important notice boards. Students can access and feel free to share their problems with these teachers. Their personal problems will be kept confidential. If you notice any behavioural changes in your child, please inform the school immediately. Talk to your ward about it.

Please do not send mobile phones, expensive watches etc. to school. Scooties, bikes are not allowed below the age of 18. Please discourage your child from driving to school without helmets. Discuss road safety with them.

If your child is on leave, please inform at the school reception before 8.15 am. We will be sending messages for absentees by SMS, so that we are sure that the child is safe at home.

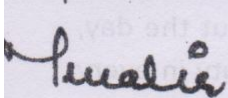
If there is change in your address or phone number, please inform at the reception immediately, without delay.

Self/Personal Transport : Parents hiring private vans are required to be extra vigilant. Please ensure that the transport arranged by parents themselves like vans and auto-rickshaws etc. are absolutely safe. Ensure that police verification is done for these drivers. Avoid using transport services from vehicles not having valid license or permit to carry school children. Please demand the following documents from your van driver:

1. A copy of RC of the van/vehicle
2. Copy of Driving license/permit of the driver
3. Police Clearance Certification Number (Police Verification Number) of the driver
4. Proof of Permanent Address and Registered Landline & Mobile Number of the driver
5. Copy of Aadhar Card & Voter Id Card of the driver
6. One Photograph of the driver

Also demand from the private van owners that the same drivers must come every day, so that the safety of the students is ensured. One parent is requested to accompany students in private vans, buses every day. Take turns to do so. It has become a common habit everywhere. Nothing is more important than the safety of children. Parents are requested to volunteer as Traffic controllers to manage the children in the morning and at dispersal time.

I hope our concerted efforts will ensure 100% safety of our children.



Manju Malik
Principal