

School Safety Policy

Introduction

In view of the present scenario, the management of **Playway Smart School** has formulated this Safety Policy to ensure the protection of students, teachers, and all staff. Of the numerous interventions to improve the quality of education, the safety and well-being of students and staff play a crucial role.

Scope

- Provide a supportive and caring response considering mental health needs.
- Ensure continuation of school routine and learning.
- Minimize adverse effects on the school community.
- Return to normalcy quickly after emergencies.

Plan of Action

- Use available resources to address threats.
- Identify hazards and assess risks.
- Evaluate community perceptions of risks.
- Prioritize hazards for action.
- Train everyone on safe practices and emergency procedures.
- Investigate incidents/near misses to prevent recurrence.
- Ensure compliance with CBSE and DoE safety guidelines.

Safety Principles:

- **Access Control** – regulate entry/exit through designated points.
- **Natural Surveillance** – maximize visibility to deter unsafe acts.
- **Territorial Reinforcement** – clearly define school boundaries.
- **Maintenance** – promptly fix hazards and maintain facilities.
- **Training & Awareness** – conduct safety sessions for staff and students.

Security Measures

- Working CCTV in school and buses.
- Secure gates, doors, windows, and roof doors.
- Vigilance at exits and playground access.
- Safe wiring, locked electrical panels, and generator rooms.
- Covered tanks/borings; no unattended cylinders.
- Chemicals/cleaning agents kept locked; labs secured.

Visitors / Outsiders

- Entry allowed only through one monitored gate.
- Entry must be recorded in the **Visitor Register**.
- No construction during school hours without precautions.

Female Staff Safety

- Female staff will not be assigned isolated duties.
- No female staff member will be asked to stay back alone after school hours.
- Proper lighting and CCTV surveillance ensured in all areas.
- Complaints related to harassment will be dealt with strictly under **POSH (Prevention of Sexual Harassment) guidelines**.
- Female staff have the right to report any unsafe situation directly to the Principal/Safety Committee.

Support Staff

- Must wear uniforms with ID and have police verification.
- Restricted access; no use of student washrooms.
- Duties clearly defined; staggered lunch breaks.
- Drivers/helpers barred from campus during school hours.
- Male staff restricted near washrooms/stairs.
- No staff allowed unnecessary contact with students.

School Staff

- Stay vigilant and track student movement.
- Ensure classes are never left unattended.
- Maintain student records and emergency contacts.
- No corporal punishment (RTE/POCSO compliant).
- Teachers ensure students move in groups for activities.
- Principal/Head to conduct surprise checks.
- Report any abuse, neglect, or threats immediately.

Miscellaneous (Parents & Transport)

- Parents may visit during visiting hours. (10am to 12.00 noon or after school hours)
- No handover of students to unauthorized persons.
- Transport changes only with prior approval.
- No articles delivered during school hours.
- Student custody in disputes based only on court orders.
- Bullying cases reported and dealt with immediately.

Measures Taken by School for Student Safety

- Secured campus with high boundary walls and fencing.
- CCTV coverage and restricted entry.
- Monthly safety walks as per DoE norms.
- Online communication/feedback system.
- Committees on Child Safety, Health & Wellness, Disaster Management.
- Regular mock drills.
- Female staff in buses; GPS-enabled buses with CCTV.
- Planned teacher supervision at sensitive times.
- First aid kits, fire extinguishers and sand buckets available.
- Safety workshops for staff and students.

Sexual Harassment Policy for Female Staff

(As per POSH Act, 2013 – Prevention of Sexual Harassment of Women at Workplace)

Our school is committed to providing a safe, respectful, and supportive workplace for all female staff members.

1. Scope

- Applies to all female staff (teaching, non-teaching, and support staff).
- Covers workplace and all work-related activities.

2. What is Sexual Harassment?

As defined under the **POSH Act, 2013**, sexual harassment includes:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually colored remarks, jokes, or gestures.
- Showing pornography or objectionable material.
- Any unwelcome conduct of a sexual nature (verbal, written, physical, or online).

3. Complaint Process

- Female staff may report complaints to the **Internal Complaints Committee (ICC)**.
- Complaints can be made in writing (or verbally, to be recorded by ICC) within 3 months of the incident.
- The ICC will conduct a **confidential and fair inquiry** and give its recommendations within 90 days.

4. Internal Complaints Committee (ICC)

As per POSH Act, the school will form an ICC consisting of:

- A senior female staff as Presiding Officer.
- Two staff representatives.

5. Action

If found guilty, actions may include:

- Warning or written apology.
- Suspension or termination.
- Reporting to legal authorities, if required.

6. Protection & Awareness

- No retaliation or victimization will be allowed.
- False complaints, if proven, will also be dealt with.
- Regular awareness programs will be conducted for all staff.