

# **SRI GURU HARKRISHAN PUBLIC SCHOOL, SHANTI NAGAR, PATIALA.**

## **SCHOOL SAFETY COMMITTEE**



### **INTRODUCTION**

We at Sri Guru Harkrishan Public School believe that in the formative years, children spend more time at school than anywhere else other than their own home. At school, children need a secure, positive, and comfortable environment to help them learn and grow. A safe learning environment is essential for students of all ages. Without that they are unable to focus on learning the skills needed for a successful education and future. The issue of school safety is a major concern at all levels of government from local to federal.

**“School Safety”** has been defined as creating safe environment for children, starting from their homes to their schools and back. This includes safety from any kind of abuse, violence, psycho-social issue, disaster: natural and manmade, fire, transportation. Emotional safety is especially important because it is often difficult for teachers and parents to detect emotional problems and difficulties in children. Bullying can cause victimized students to suffer from lower self-esteem and daily stress about their well-being.

Children require a healthy and supportive environment to grow and develop. Children of our country have constitutionally guaranteed fundamental rights to live with dignity and to have access to education in an environment that is safe, protective and conducive to growth and development. Everyone in school has a role to play in ensuring good safety, healthy and secure environment within the school; be it teachers, special needs assistants, visitors and contractors and students themselves.

As children spend a significant part of their childhood and formative years in schools, it is imperative that the ambience in schools is positive and nurturing, where they feel safe and secure on the premises and with the care providers. Sense of safety and well being is also instilled in students when action is taken against misconduct or abuse, such as corporal

  
Principal,  
Sri Guru Harkrishan Public School,  
PATIALA.

punishment, discriminatory practices, bullying and other forms of verbal, emotional or sexual abuse, by teachers, other personnel or other students.

## School Safety: Scope

- Safety and security are terms often used together to convey the same meaning; however, these need to be understood separately to further understand the essential steps to ensure school safety and security as a holistic process.
- 'Safety' is understood as a protection against undesirable unintentional threats or dangers, while 'Security' is understood as protection from undesirable intentional human behaviors or actions. A safe school environment is, therefore, one that protects against all dangers and creates an environment of harmony promoting the physical, socio-emotional and psychological well-being of all.
- The school environment can be understood as the total of all features of school that create the learning environment or effective learning spaces.
- School environment comprises the physical spaces, the norms, practices and culture and relationships that create the psychosocial environment and links the school activities in such a way that not only ensures safety and security but also effective and productive education and achievement of school goals.
- School's physical environment encompasses school buildings, school grounds and surroundings as well as service systems; the social environment includes the norms of behavior, the culture, the discipline, the relationships and the interactions; while the psychological environment encompasses the attitudes, feelings, values and behaviors manifested and encouraged.
- All this put together forms the school climate and is reflected in the perceptions and the demonstrations of its members, positive interpersonal relationships, recognition of individuals' needs, success and even failures, support for and building of self-esteem in students and staff and health and well-being of entire school community.
- It needs the collaborative working of School Management (owners in case of private schools), PTA, SMC/SMDC (in case of government schools), principals, teachers and all school staff, as well as parents, students and the wider community.
- A whole-school safety approach involves all parts of the school

## OBJECTIVES:

In recent past several accidents have occurred from time to time involving children while at the school premises. Stakeholder Ministries/Departments/Education Boards have issued circulars/instructions to the Schools on Safety and Security of Children in Schools. To make a set of comprehensive guidelines on Safety and Security of children in schools has been developed by NCPCR for students, teachers and staff to introduce them to the themes of safety and prevention for:

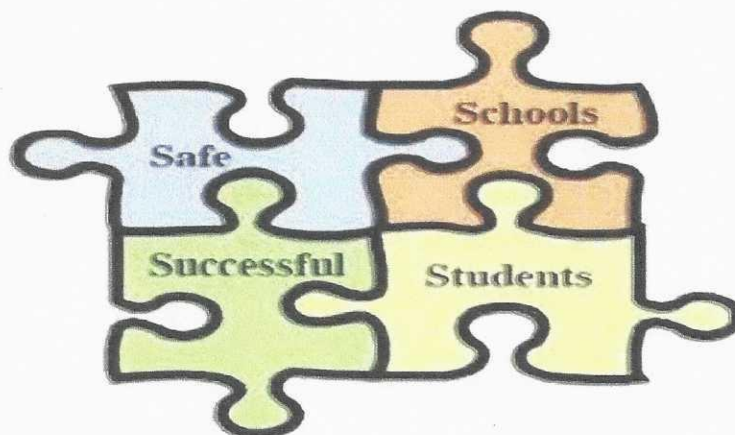
- To provide relevant information collated from various existing guidelines on the Safety and Security of Children in Schools.
- To inform and equip relevant stakeholders in monitoring the measures of school safety and security, so as to ensure the Safe and Secure environment for the children in schools.

  
Principal,  
Sri Guru Harkrishan Public School,  
Ludhiana, PATIALA.



- To facilitate awareness generation and building capacities of relevant stakeholders i.e. school management, teachers, staff and other personnel, SMC/PTA and students on safety and security of children in school.
- To highlight the roles and responsibilities of teachers and other school staff of the school ensuring safety .

## ROLES & RESPONSIBILITIES:



Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff is particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools, their staff form part of the wider safe guarding system for children. Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

### **Roles and responsibilities of School/School Management in Whole School Safety:**

- In case of occurrence of any untoward incidents e.g., physical or sexual violence, bullying, injury, etc., the school management should report to the concerned authorities and immediately take necessary action and also corrective measures so that the incident should not get repeated.
- In view of the present COVID-19 situation, equipment and material such as thermal scanners, masks, sanitizers, etc., may be made available in school. Social distancing norms have to be followed with strict compliance till the COVID-19 situation normalizes.
- The School Management should ensure safety of physical infrastructure of the school, including;
- Emergency maintenance i.e., repair or replacement of facility components or equipment requiring immediate attention such as school building- roof, windows; emergency alarm; communication system; potable drinking water systems; electrification system, etc.

- Routine maintenance, which includes repair, replacement and general upkeep of the grounds and buildings.
- Preventive maintenance, which is the scheduled maintenance of equipment installed in schools so as to ensure that equipment is always in working order and provides safety.
- Informing competent local authorities and taking necessary action in case of sale of tobacco or any other intoxicating substances is noticed within 100 yards of the school premises.
- Ensure that quarterly inspections are conducted.
- At the beginning of the session, School/School Management should Conduct meeting for the development of a School Safety Plan.
- Ensure the constitution of the School Safety Committee (SSC) within one month.
- Regular conduct of disaster related mock drills in collaboration with experts from NDMA/NDRF/Fire stations/local appropriate authorities.
- Ensure maintenance of health cards, basic medicine, first-aid kits and regular check-ups.
- Declare and monitor School as Corporal Punishment Free School and Zero Tolerance to Student's Abuse and Bullying.
- Developing a system wherein students can drop their complaints or share observations or ask questions with regard to child abuse, drug use, anxiety, curiosity (Complaint/Help Box). It is the role of the Principal to address or arrange to address each of these complaints to ensure safety and security.
- No hawkers should be allowed inside the school. However, being vigilant about the presence of shopkeepers in the school premises, if any.
- Set norms for maintaining regular hygiene (both personal and school hygiene) and sanitization routines.
- School/School Management should ensure the orientation cum training of Principal, Teachers, Staff, Students and Council members on essential drills related to fire, earthquake, first-aid and acts such as POCSO, Cyber Security, etc.
- While government schools in some of the states such as Assam, Goa, Delhi, etc. do follow Code of Conduct under the State Education Act, management of private schools need to come out with code of conduct for the members of the management board, PTA, school principal, teachers and students based on the code of conduct already formulated by these States. Code of conduct formulated by Kendriya Vidyalaya Sangathan can also be seen in this context.

#### **Roles and responsibilities of Principal/ School Heads:**

- Orient all teachers and students at the beginning of the session regarding the school safety plan using the morning assembly platform.
- Regular meeting with teachers and members of the School Safety Committee to discuss issues related to school safety and security and decide appropriate actions.
- Ensure display of the School Safety and Disaster Evacuation plan at prominent places in the school.
- Regular health check-ups to be conducted in school and teachers to be instructed to maintain health cards.
- Orienting teachers, parents and students on the purpose and process of conducting Parent-Teacher Meetings and its impact on all-round development.
- Sensitizing parents and teachers on releasing child's stress and anxiety by focusing on uniqueness, strengths, his/her coping strategies, attitudes and values along with the academic areas of improvement and making PTMs as Child-Parent-Teacher-Dialogue (CPTD).

  
Principal,  
Sri Guru Harkrishan Public School,  
Nagar, PATIALA.



- In case of a complaint against a teacher or other staff of the school, conduct a discreet enquiry to protect the identity of the victim/complainant.
- Equipping the school with basic supplements and medicines.
- Daily monitoring of maintenance of sanitation and hygiene particularly in washrooms and drinking water areas, and generally in the entire school premises, including classrooms/canteens/laboratories/libraries/etc.
- Identifying students with positive leadership qualities and making them part of the Anti-Bullying Task Force or the School Safety Committee to act as peer counselors and educators to develop a bullying and violence-free school campus.

#### **Roles and responsibilities of Teachers:**

- Supporting the Principal in gently orienting students towards the safety and security in general.
- Teachers should also help set classroom norms and standards that support child safety and security.
- Collaboratively develop (with students) healthy classroom norms and conduct of behavior which ensures a safe and secure classroom environment.
- Encourage the habit of inquiry and sharing through placing of 'Question box' / 'Opinion box' and addressing regularly the curiosity and problems of all children.
- Conduct relaxation exercises such as mindful breathing/yoga either in assembly or in between different periods to improve concentration and reduce stress.
- Being sensitive in the use of language and refrain from passing judgment on child behaviors to nurture positive attitudes and relationships amongst and with children.
- Being vigilant and observant about unusual behaviors and signs of stress or depression in students and informing and holding discussions with parents accordingly.
- Highlight the strengths of every child not just within the classroom but also in the PTMs so as to promote self-esteem and confidence. Appreciate efforts more than the scores to reduce the exam-related stress which is increasingly affecting the child and parent psyche.
- Engage in inquiry and dialogue in classrooms around challenging stereotypes among students with regards to gender, caste, class, ethnicity, language, etc.

#### **Roles and Responsibilities of the Parents:**

- Developing a friendly relationship with the child so as to have hesitation/fear-free dialogues.
- Connecting with schools and school related activities so as to develop a symbiotic relationship.
- Regularly attending the Parent Teacher Meetings and PTA meetings (in case of membership).
- Following guidelines circulated by the school from time to time on child safety and security.
- Ensure that their wards leave for schools with masks and sanitizers and are following the safe distance and hygiene norms during school hours.

#### **Roles and Responsibilities of a Counselors:**

- Building strong rapport and trust with all students to encourage fear-free interaction and dialogue.

  
Principal,  
Sri Guru Harkrishan Public School,  
Chandanti Nagar, PATIALA.

- The Counselor should ensure confidentiality of all personal issues shared by students in confidence.
- Being vigilant about unusual behaviors and intervening to give professional help.
- Counselors along with HMs, AHMs, teachers, wardens, should facilitate students to build personal connectivity/bond with each other, understanding their views and helping them to clear their confusions and cope with their challenges by realizing their strengths and building resilience.
- To support holistic development of the students by empowering them with psycho-social competencies, instilling responsible behavior and inculcating skills for help seeking so as to ensure their preventive, curative and developmental needs and a safe and healthy childhood.

#### **Roles and Responsibilities of Students:**

- Every student needs to follow the guidelines on the safety and security issued by the school principal and teachers, from time to time.
- In case, students observe tobacco/drug/related substances supply activities outside the school premise or inside the premise, they may intimate the school authorities through the Complaint Box.
- Senior Students may discuss various issues like bullying and sexual harassment with other younger students under guidance of teachers.
- Act as peer support or peer educator for other students, wherever possible.
- Stay physically active.
- Not hesitate to seek support from teachers/Counsellors/parents when required.

#### **Roles and Responsibilities of Non-teaching Staff:**

- Every staff is a stakeholder in protection of child rights and safety.
- Non-teaching staff to ensure that they are well informed on all aspects of safety and security of students and comply with all aspects.
- Being observant to their Inter-personal relationships, disposition towards students and staff, temperament, effective communication, conflict management, risky behaviors, knowledge, and awareness of Child rights and safety etc.
- Be vigilant about infrastructure safety.
- Inform school head of untoward behavior by any stakeholder in the system.

#### **Roles and Responsibility of School Nurses/Health Workers/Visiting medical personnel:**

- Monitoring and Supervision through regular visits in the school.
- Nurses/Visiting Doctors/Health workers associated with the school can provide education on important health issues such as sanitation, hygiene including menstrual hygiene, substance misuse, mental health and healthy nutrition (alternatives to junk food, importance of a balanced diet etc.) to the canteen supervisors, students and stakeholders.
- Nurses/Visiting Doctors/Health Workers associated with the school along with Physical Education Teachers may promote Yoga and practice of Meditation.
- Nurses/ Visiting Doctors/Health Workers associated with the school along with Physical Education Teacher to promote FIT India Campaign by organizing intra class activities.
- Nurses/Visiting Doctors/Health Workers associated with the school to participate in annual health check-up of 100% students and maintaining the records of past medical history for all students and staff.



Principal,  
Sri Guru Harkrishan Public School,  
PATIALA.





## Constitution of School Safety Committee (SSC) :

### Constitution of the Committee is as follows:

- Chairperson: Head of institution (Principal or the Headmaster) as s/he is the key nodal person.
- Student Safety Officer (SSO) or Child Protection Officer (CPO): The Head shall be assisted by a SSO/CPO, who may be nominated from amongst the teaching or non-teaching staff of the school. The CPO should not be a contract employee or a part-time employee. The CPO must be a permanent employee, if possible with at least 5 years' service in the School and preferably, with a background in child psychology and counseling or experience of working with children and familiar with child protection concerns and procedures.
- Faculty representatives: 2 or more representatives from the teaching or non-teaching staff, of which at least one should be woman. This could also be broken down as follows
  - One management representative.
  - One faculty representative each from primary, middle and senior school.
- Parent representatives: 2 parents including where applicable one parent who is also a parent representative of the School Management Committee (SMC) or a Parent Teachers Association (PTA). The parental membership must be rotational with their term not exceeding 01 years.
- Student representatives: 2 from senior students, preferably where possible one girl and one boy.
- Alumni representatives (optional): 1-2 representatives from active alumni members who have passion for school development and could devote time

### Functions Of school safety committee:

- The SSC is to hold quarterly meetings, and minutes of the meeting are to be maintained and made available for the records.
- SSC must undertake a 'Safety Walk' of the entire school premises once every quarter, in order to ensure compliance of standard safety measures. In addition to the students, all members of the School Safety Committee must be present during every safety walk, as far as possible.
- Feedback/complaint boxes on safety measures must be maintained at one-two prominent locations in all schools and the same be opened during the school safety walk and action

must be taken on queries/complaints/suggestions within 15 days of opening of the suggestion boxes.

## **SCHOOL SAFETY PLEDGE:**

We, the teachers, parents and students of "Sri Guru Harkrishan Public School, Patiala" pledge to ensure that our School is a SAFE, SECURE and HAPPY place for all.

We pledge to support the Head of the School who shall-

- Leave the school building at the end of the school day only after ensuring that no child is left behind inside or outside the school premises.
- Ensure that students, teachers and staff stay back in school for various activities only with his/her permission.
- Meet and interact with all students and teachers regularly and at least once a week.
- Ensure that teachers are sensitive to the needs and concerns of students, especially those in the primary classes.
- Create a healthy, clean and non-threatening environment and curb bullying.
- Carry out evacuation drills regularly.
- Maintain a Suggestion/POCSO Box and check the comments shared by students regularly



  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL, SHANTI NAGAR, PATIALA.

## SCHOOL SAFETY COMMITTEE



### LIST OF MEMBERS

DESIGNATION	NAME OF MEMBER	SIGNATURE
CHAIRPERSON	DR. KANWALJIT KAUR	
STUDENT SAFETY OFFICER	MRS. GURPREET KAUR	
FACULTY REPRESENTATIVE	<b>MANAGEMENT :</b> MR. DAMANJEET SINGH <b>PRIMARY :</b> MRS. HEMA <b>MIDDLE :</b> MRS. RUPINDER KAUR <b>SENIOR :</b> MR. GURJOG SINGH	  
PARENT REPRESENTATIVE	MR. GOLDY NARANG MR. MANINDERPAL SINGH SAHI	 
STUDENT REPRESENTATIVE	MANPREET KAUR (+2 MEDICAL ) HITESH RISHI (+2 NON. MEDICAL)	 

(PRINCIPAL)

Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med., Non-Med., Arts & Commerce)  
(Affiliated to CBSE, vide No. 1630112) School Code – 20104

Shanti Nagar, Patiala-147002  
Ph.: 0175-2285416, Mobile 9877013204

E-mail: [sghkps11@gmail.com](mailto:sghkps11@gmail.com)  
Website : [www.sghps.com](http://www.sghps.com)

Date : 12-04-2023

## MINUTES OF MEETING

### MEMBERS PRESENT FOR THE DISCUSSION:

DESIGNATION	NAME OF MEMBER	SIGNATURE
CHAIRPERSON	DR. KANWALJIT KAUR	
STUDENT SAFETY OFFICER	MRS. GURPREET KAUR	
FACULTY REPRESENTATIVE	<b>MANAGEMENT</b> : MR. DAMANJEET SINGH <b>PRIMARY</b> : MRS. HEMA <b>MIDDLE</b> : MRS. RUPINDER <b>SENIOR</b> : MR. GURJOG	
PARENT REPRESENTATIVE	MR. GOLDY NARANG MR. MANINDERPAL SINGH SAHI	
STUDENT REPRESENTATIVE	MANPREET KAUR (+2 MEDICAL ) HITESH RISHI (+2 NON. MEDICAL)	

**AGENDA OF MEETING:** To appoint members in school safety committee for session 2023-24 and discuss the necessary steps to be taken as per guidelines issued by CBSE.

### PROCEEDINGS:

The principal welcomed all the members of the School Safety Committee. She has announced that the school safety committee has been formed as per the directives of CBSE comprising of the Principal, SMC members, PTA Member, Teaching Staff (Primary, middle & Senior Level) and Student Representatives. It has been decided that the suggestion boxes will be placed in the various places which are accessible to everyone. It was apprised that all the safety measures will be in place to keep a check on all the levels of the school i.e. washrooms, corridors, playgrounds and transport. The committee has apprised of the workshops being conducted in school for safety of the students and staff. The committee has apprised that all the safety measures are being taken to ensure physical, social, psychological and emotional safety of the students. It was assured by respected principal mam that lady attendants will be deputed outside washrooms on all the floors. Lady attendants will be deputed on every landing to supervise movement of the students on the stairs. Cafeteria will also be well supervised by the teachers during the break time.

It has been informed that CCTV Cameras have already been placed in all areas for supervision. Student representatives were directed to report inadequate behavior of students during the break time. It was also decided that safety walk will be taken regularly by the School Safety Committee Members to ensure all the safety measures are in place.

The decision was supported by all and meeting concluded with vote of thanks by Principal.

Dr. Kanwaljit Kaur.

(PRINCIPAL)  
Sri Guru Harkrishan Public School  
Shanti Nagar, PATIALA.





# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med, Arts & Commerce)

(Affiliated to C.B.S.E., Vide No 1630112) School Code - 20104

Shanti Nagar, Patiala - 147002

Ph.: 0175-2912207, Mobile: 98770-13204

E-mail: sghkps11@gmail.com

Website: www.sghps.com

Ref. No. Gen/20104

Dated 12-8-2023

## Minutes of meeting School Safety Committee

### Minutes of Meeting

Date: 12-8-2023

Members Present for the Discussion:

Chairperson: Dr. Kanwaljit Kaur

Student Safety Officer: Mrs. Gurpreet Kaur

Faculty Representatives:

Management: Mr. Damanjeet Singh

Primary: Mrs. Hema

Middle: Mrs. Rupinder

Senior: Mr. Gurjog

Parent Representatives:

Mr. Goldy Narang

Mr. Maninderpal Singh Sahi

Student Representatives: Manpreet Kaur (+2 Medical)

Hitesh Rishi (+2 Non Medical)

### Agenda:

1. Review of Current Safety Measures
2. Discussion on Recent Incidents, if reported any
3. Proposed Safety Enhancements
4. Communication Strategies

## Discussion Points:

### 1. Review of Current Safety Measures:

- Reviewed existing safety protocols including emergency evacuation procedures, surveillance systems, and staff training.
- Emphasized the importance of regular drills and updated emergency contact information.

### 2. No untoward incident has been reported.

### 3. Proposed Safety Enhancements:

- Discussed the installation of additional security cameras in blind spots and upgrading access control systems.
- Explored the possibility of implementing a visitor management system to enhance campus security.
- Considered increasing security personnel on sensitive points.

### 4. Communication Strategies:

- Discussed the need for clear communication channels in case of emergencies, including designated assembly points and communication protocols.
- Explored options for educating students, staff, and parents about safety procedures through workshops, newsletters, and digital platforms.

### 5. Addressed concerns raised by parents regarding student safety during extracurricular activities and transportation.

- Discussed the importance of fostering a culture of safety and vigilance among all stakeholders.

## Next Steps:

- Assigned responsibilities for implementing proposed safety enhancements.
- Scheduled follow-up meetings to monitor progress and address any new concerns.

## Adjournment:

The meeting was adjourned by Chairperson with vote of thanks.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.





# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med, Arts & Commerce)

(Affiliated to C.B.S.E., Vide No 1630112) School Code - 20104

Shanti Nagar, Patiala - 147002  
Ph.: 0175-2912207, Mobile: 98770-13204

E-mail: sghkps11@gmail.com  
Website: www.sghps.com

Ref. No. Gen./20104

Dated...12-12-2023

## Minutes of School Safety Committee Meeting

**Date:** December 12, 2023

**Venue :** Sri Guru Harkrishan Public School

### **Members Present for the Discussion:**

- Chairperson: Dr. Kanwaljit Kaur *Kaur*
- Student Safety Officer: Mrs. Gurpreet Kaur *Gurpreet Kaur*
- Faculty Representative:
- Management: Mr. Damanjeet Singh *D Singh*
- Primary: Mrs. Hema
- Middle: Mrs. Rupinder *Rupinder Kaur*
- Senior: Mr. Gurjog *Gurjog*
- Parent Representatives: Mr. Goldy Narang, Mr. Maninderpal Singh Sahi *M. Sahi*
- Student Representatives: Manpreet Kaur (+2 Medical), Hitesh Rishi (+2 Non-Medical)  
*Manpreet Kaur* *Hitesh Rishi*

### **AGENDA OF MEETING:** Awareness on Natural Disasters

#### **Minutes:**

- The meeting commenced with Dr. Kanwaljit Kaur, the Chairperson, welcoming all members and emphasizing the importance of raising awareness about natural disasters within the school community.

*Handwritten signature/initials*

- Mrs. Gurpreet Kaur, the Student Safety Officer, initiated the discussion by highlighting the significance of educating students and staff on various natural disasters and appropriate safety measures.
- Mr. Damanjeet Singh, representing the management, stressed the need for comprehensive emergency response plans tailored to different age groups and areas within the school premises.
- Mrs. Hema, Mrs. Rupinder, and Mr. Gurjog, representing primary, middle, and senior faculty respectively, shared insights on age-appropriate strategies for educating students about natural disasters and conducting regular drills.
- Parent representatives, Mr. Goldy Narang and Mr. Maninderpal Singh Sahi, expressed their support for school initiatives aimed at enhancing safety awareness and encouraged collaborative efforts between the school and parents.
- Student representatives, Manpreet Kaur and Hitesh Rishi, provided valuable input on engaging students in interactive sessions, workshops, and simulations to effectively convey the seriousness of natural disasters and preparedness measures.
- The committee agreed to develop a comprehensive awareness program encompassing various natural disasters such as earthquakes, floods, and fires, with specific action plans and training sessions tailored to different stakeholder groups.
- Action points were assigned to relevant members for the development and implementation of the awareness program, including curriculum integration, resource procurement, and coordination of drills and simulations.
- The meeting concluded with a commitment from all members to prioritize school safety and collaborate proactively to ensure preparedness for natural disasters.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.