

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT : DELHI-110054.

No. DE.23 (427)/Sch.Br./ 32

Dated: 7/1/13

C I R C U L A R

Sub:Safety of Students at the time of Opening and Closing of school

In continuation to the earlier Circulars No. 23 (399)/Sch. Branch/3103-3108 dated 25.09.2009 and DE 23(349)/Sch.Br./3671-76 dated 18.11.2009, on the issue of safety of students in schools, all the H.O.Ss are hereby directed to strictly follow the guidelines given below:-

- The school gates should be opened well in time. The passage to the gate should be kept clear. No vehicle should be parked in the passage to the gate.
- In case of double shifted schools, both the H.O.Ss must ensure that the entry of boys is to be allowed only after all girls have left the school premises. Separate gates are to be used for exit of morning shift students and for entry of 2nd shift students.
- If only a single gate is available in the school building, both the HOSs must ensure that entry of boys is not to be allowed until & unless all the girl students have left the school premises. The H.O.S (building incharge) will contact the concerned executing agency i.e PWD for getting the second gate built up, if not available.
- All HOSs are to ensure that, at least, 4 teachers remain on duty at the school gate at the time of dispersal. For double shifted schools, teachers from both the shifts will remain on duty (4 each). The duty teachers will look after the safe passage of students. They will also ensure that there is no crowding at the school gate.
- The HOSs will also have at least, two teachers on duty after close of teaching hours in the school, who will take a round of the all class rooms, halls, laboratories, toilets or any other rooms to ensure that no student has remained behind.
- The HOSs shall invariably take a round of the school building to ensure compliance. All the teachers will leave the school only after the H.O.S has ensured that all students have left the school premises. It is solely the duty of the HOS to ensure proper safe dispersal of children.

A module is available on MIS regarding the duty of teachers. The HOSs will fill the week wise duty list (for teachers on duty at the gate and inside the building) in the module on the last working day of the preceeding month.

* The link is available at School Plant – Teachers Duty -.

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Copy for information to :-

1. P.S. to Secretary (Education).
2. P.S. to Director (Education).
3. All Regional Directors.
4. All DDEs (District)/EOs.
5. OS(IT) to please paste it on the website.
6. Guard file.

Sm
21/1/13
(Dr.(Mrs.) Sunita Kaushik)
Addl. D.E. (School)
Dated: 7/1/13

Kum Lamba
(Kum Kum Lamba)
A.D.E (School)