Circular

Sub: - Measures to ensure safety & security of students and staff in the schools.

In continuation of earlier circular no. DE (399)/Sch. Br. /3103-3108 dt. 25.09.2009, DE (427)/Sch. Br. /32 dt. 07.01.2013 and DE (536)/Sch. Br. /50 dt. 15.01.2014 issued from the Deptt. (Copy enclosed), all the Heads of Govt. /Govt. Aided schools are directed to ensure the compliance of the directions issued for safety of students and especially girls students in co-educational schools.

1. It is the responsibility of the Principal/HOS of a school to ensure safety of students & staff within the school premises.

2. Seating arrangement in the class should be such that a dignified distance is maintained between students while interacting in the class. Unnecessary or willful touching or closeness to students especially to girls students by male teachers/staff should be reported to HOS immediately and action to be initiated.

3. No student should be allowed to use unoccupied rooms for any time of the day.

4. No student should be allowed to go out of the school during school timings except with prior approval of HOS under unavoidable circumstances and record of the same must be entered in the Gate Entry Register and verified by the class teacher.

5. After the last period is over, the teachers taking classes during the last period shall not leave their respective classrooms until all the students have left. Floor wise/wing wise/gate duties be assigned for safe & secure movement of students out of school.

6. Security Guard of the school should be directed to allow entry only to the Principal’s office. Entry and exit of all visitors, including PTA/ VKS/SMC committee members of the school, should be allowed after recording an entry in the Gate Entry Register. The register must be maintained properly.

7. Security Guard must be provided with the telephone numbers of HOS, Vice Principal and few senior teachers so that they can be contacted in case of emergency.

8. HOS to ensure that no parent/visitor should be allowed entry in any room except in Principal’s office.

9. The parents may be allowed to meet the subject teacher/class teachers on any working day in the office of HOS, with the prior appointment. However, in the second half of last working day, the parents may meet the subject teacher/class teacher without prior appointment.
10. The Head of school should take personal rounds of the school to ensure that the school is running properly and there are no safety hazards in the school, such as the boundary wall is properly erected, no garbage is lying anywhere in the school premises etc.

11. A written request to the area SHO must be made and ensured that the PCR is in near vicinity at the time of opening and closing of the school, particularly so in case of Girls and Co-Ed schools.

12. All CCTV cameras installed in the schools must be functional especially in the corridors and entrance etc.

13. The helpline and emergency telephone numbers must be displayed at prominent places of the school.

14. School activities must be conducted as per the circulars issued by the Department from time to time. Compliance report should also be sent to District Dy. Directors/concerned branch within stipulated time.

15. As far as possible, toilet blocks for the boys & girls should not be adjacent. Male teacher for boys toilets & female teacher for girls toilets must be given the duty to ensure that all the toilet blocks are functional and maintained properly. HOS must ensure strict monitoring of toilet blocks.

This issues with the prior approval of the competent authority.

(Dr. (Mrs.) Sunita Kaushik)
Addl.D.E(School)

Dated: 08/09/2014

(Usha Rani)
ADE (Schools)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT DELHI-110054

No. DE 23 (399)/Sch Br/ 3103-3108

Date. 25/09/2009

CIRCULAR

Sub: Regarding Safety of Children in Schools

1. It shall be the responsibility solely of the Principal/HOS of a school to ensure that after close of teaching hours in the schools, no child has remained behind either in any of the class rooms, laboratories or in the toilets of the school. The Principal shall invariably, and on daily basis, take a personal round of the schools, visit all class rooms, laboratories as well as toilets or any other rooms available in the school after school closing, to ensure compliance. During these rounds the Principal shall also ensure that all lights, fans and other electrical fixtures are switched off. The principal is, however, free to put in place the system whereby some nodal officer who may be a teacher or other responsible regular employee of the school, may be designated to carry out these duties. A register shall be maintained for this purpose and this shall be duly signed by the Principal or the nodal officer as the case may be. In the event that the register is being maintained by the Nodal Officer, the principal shall nevertheless ensure that the duties are actually carried out and shall also countersign the register.

2. To ensure the safety of every school child, every HOS/Principal shall designate a nodal officer/teacher for the school, who shall be a regular employee of the school to stay back in the school after children have left, to attend to possible complaints of any child having not reached home. To facilitate dissemination of information to all parents, the name, designation and place of availability of the Nodal Officer, along with at least two operational telephone lines, shall be communicated through every child to the parents/guardians. The principal shall ensure that the Nodal Officer is available after closing of school at the designated office and the telephone lines for this purpose should be operational.

3. Heads of the schools are also to ensure that students are escorted at all times by the concerned class teacher/subject teachers in queue when they are either disbursed from Morning Assembly or go to Labs/Libraries/Activity Room/Sports etc so that proper discipline is maintained in the school, and overcrowding is avoided.
Whether or not a Nodal Officer is required to be designated in compliance of the above directions, responsibility for making and maintaining these arrangements shall lie solely with the Principal/HOS of the school.

(CHANDRA BHUSHAN KUMAR)
DIRECTOR OF EDUCATION

All Heads of Govt/Govt. aided/Unaided Recognised Schools/EOS/DDEs

No. Date.

Copy for information to:-
1. PS to Minister of Education
2. PS to Pr. Secretary (Education)
3. Director (Education) MCD
4. Director (Education), NDMC
5. Director (Education), Delhi Cantonment Board.

(Dr. (Mrs) Sunita Kaushik)
Addl Director of Education (School)
CIRCULAR

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 HOS's 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 preceding month.

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

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

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.

(Dr. (Mrs.) Sunita Kaushik)
Addl. D.E. (School)
Dated: 71/1/13

(Kum Kum Lamba)
A.D.E (School)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT DELHI-110054

CIRCULAR

Subject: Directions to ensure safety and security measures in the schools.

All the HOS are directed to ensure the compliance of measures taken in the schools for safety and security of students. From time to time circulars have been issued to draw the attention on these issues.

To reiterate, all HOS are advised to ensure that:

- All electrical fittings and allied items are in safe operational mode.
- Safe Drinking Water facilities are available to the students in the school.
- Sanitation condition of the school premises especially toilet area, drinking water area and store areas etc. should all be supervised and cleanliness be maintained.
- No students should be allowed to go out of the school during school timings except with prior approval of HOS under unavoidable circumstances.
- If some construction/repair/maintenance work is going on in the school, adequate steps to ensure safety and security of the students should be taken.
  Students be made aware about safety measures during morning assembly. The teachers must be assigned duty to keep vigil of those areas.
- Gate entry register for visitors should be maintained. It is to ensure that four teachers on gate duty at the time of recess and dispersal of students are doing the assigned work properly and online entry of the same should be done regularly. (Circular No. DE.23(427)/schbr/32 dated 07/01/2013)
- HOS to ensure that after the closing of the school, no student is left inside the school premises. The teacher concerned on duty to ensure that the school has been checked thoroughly. A safety register in this regard should be maintained.
  Refer to Circular No. DE.23(399)/SchBr/3103/3108 dated 25/09/2009.

Encl: As mentioned.

(Dr. Sunita S Kaushik)
Addl D.E.(schools)

All DDEs/EOs/HOSs of Govt./Govt. Aided schools through DEL-E

No.DE23(536)/Sch Br/50
Date: 15-01-14

Copy to:
1. PS to Principal Secretary (Education)
2. PS to Director (Education)
3. OS (IT) to please paste it on the website

(Usha Rani)
D E O. (School)