



Safety & Security Policy

SCHOOL POLICY · DRAFT FOR REVIEW · JULY 2026

JYOTI MODEL SR. SECONDARY SCHOOL, Adarsh Nagar, Delhi

Affiliated to CBSE — School Code: 1309228

Guided by our motto: "Work is Worship"

1. Preamble

The safety and security of every child entrusted to our care is the foremost priority of JYOTI MODEL SR. SECONDARY SCHOOL. We believe that children can learn, grow and flourish only when they feel safe — physically, emotionally and psychologically. This policy articulates the comprehensive framework of measures, protocols and practices through which we ensure that our campus is one of the safest environments for your child.

This policy has been developed in alignment with:

- The Right of Children to Free and Compulsory Education (RTE) Act, 2009
- The Protection of Children from Sexual Offences (POCSO) Act, 2012
- CBSE affiliation bye-laws and safety guidelines
- National Commission for Protection of Child Rights (NCPCR) guidelines
- Delhi Government education department safety directives

2. Campus Security Infrastructure

2.1 Perimeter Security

- The school campus is enclosed by secure boundary walls of adequate height on all sides
- All entry and exit points — main gate, rear gate and any secondary access points — are lockable and kept secured during school hours
- The main gate is the single authorised entry and exit point for students, staff and visitors during school hours. All other gates remain locked
- The boundary walls and gates are inspected quarterly for any signs of damage, breach or vulnerability

2.2 CCTV Surveillance

- The school operates a comprehensive CCTV surveillance system covering all critical areas of the campus including:
- Main entrance and all access points
- All classroom corridors
- Science laboratories and the computer lab
- Library and reading room
- Playground and outdoor activity areas
- Administrative office and reception area
- Staff room entrance
- Washroom approaches (cameras cover entry points only, not interiors)
- School bus boarding and drop-off area
- All cameras record 24 hours a day, 7 days a week
- Footage is retained for a minimum of 30 days
- Access to live feed and recorded footage is restricted to the Principal and designated security personnel
- Footage may be reviewed as part of any incident investigation
- CCTV system, including DVR/NVR, cameras and cabling, is serviced and tested quarterly

2.3 Security Personnel

- Trained, uniformed security guards are stationed at the main entrance and patrol the campus throughout school hours
- All security personnel undergo background verification through a licensed agency before appointment
- Security personnel receive annual refresher training on:
- Visitor management and access control protocols
- Emergency response and first aid
- Child safety principles and appropriate conduct around children
- Fire safety and evacuation procedures
- Identification of suspicious behaviour or packages

2.4 Access Control

- **Entry:** All students, staff and visitors enter through the main gate only. Identity verification is conducted at the gate
- **Visitor Protocol:** Every visitor must:
 1. Report to the security guard at the main gate
 2. State the purpose of their visit and the person they need to meet

3. Provide a valid government-issued photo ID (Aadhaar, driving licence, voter ID, passport) at the security desk
 4. Register their details in the visitor log (name, contact, purpose, time in, time out, ID number)
 5. Receive a visitor pass that must be displayed visibly at all times while on campus
 6. Be escorted to their destination by a school staff member
 7. Return the visitor pass and sign out when leaving
- Visitors without valid ID or whose purpose cannot be verified will not be permitted entry
 - Delivery personnel (couriers, vendors) are received at the gate and items are brought in by security staff
 - Parents coming to pick up children early, drop off forgotten items, or meet a teacher must sign in at the reception before proceeding
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3. Student Safety During School Hours

3.1 Attendance and Supervision

- Classroom attendance is taken at the beginning of every period by the subject teacher
- A consolidated daily attendance record is maintained by the class teacher and submitted to the office
- Any unexplained absence of a student is immediately reported to the parents by phone
- Students are under the supervision of a teacher or authorised staff member at all times during school hours — in classrooms, corridors, labs, library, playground and activity rooms
- Teachers on duty supervise corridors, playground and dispersal areas during transition periods
- No student is permitted to leave the classroom during a lesson without the teacher's permission and a hall pass
- Students who are unwell are escorted to the school office by a peer or teacher and the parents are contacted

3.2 Dispersal Procedure

- Students are dismissed in a staggered manner to avoid crowding
- Class teachers escort students to the designated dispersal area
- Students in primary classes (I–V) are handed over only to authorised guardians identified in the registration form. The guardian must sign the pickup register
- If a different person is picking up the child on a given day, the parent must send a written note in advance or inform the school office by phone. The person must carry valid ID
- Students who are not picked up within 15 minutes of dispersal are escorted to the school office, where they are supervised until an authorised adult arrives

- Students who walk home or use school transport proceed to designated assembly points under teacher supervision

3.3 School Transport Safety

For students using school transport:

- All school vehicles are equipped with GPS tracking and speed governors set to the prescribed speed limit
- Each school bus carries a female attendant during all routes
- Drivers undergo:
 - Thorough background verification before appointment
 - Annual medical fitness examinations (including vision and hearing)
 - Random alcohol testing
- Annual refresher training on defensive driving, child safety and emergency procedures
- All drivers hold a valid transport licence with the appropriate endorsement for school vehicles
- School buses are inspected quarterly for mechanical fitness, fire extinguisher availability, first-aid kit, emergency exit functionality and seat belt condition
- A list of all students using school transport, with stop details and emergency contacts, is maintained in each bus and with the transport coordinator
- Students are dropped off only at their registered stops. Any change in pickup or drop-off arrangements must be communicated to the school office and transport coordinator in writing by the parent
- In case of a bus breakdown or delay, the transport coordinator and concerned parents are notified immediately

4. Child Safety and POCSO Compliance

4.1 Legal Framework

JYOTI MODEL SR. SECONDARY SCHOOL is fully compliant with the **Protection of Children from Sexual Offences (POCSO) Act, 2012**, which mandates:

- The school as a mandatory reporter of any suspected or known case of sexual abuse of a minor
- Stringent background checks on all adults working with children
- A zero-tolerance approach to any form of sexual harassment, abuse or exploitation

4.2 Staff Vetting and Training

- Every staff member — teaching, non-teaching, transport, security and support staff — undergoes mandatory police verification and background check before appointment. This

includes verification of identity documents, address proof, previous employment references and criminal record check

- Background checks are renewed every three years
- All staff members are required to attend annual training on:
 - Recognising signs of child abuse (physical, emotional, sexual, neglect)
 - POCSO Act provisions and mandatory reporting obligations
 - Appropriate and inappropriate physical contact with students
 - Maintaining professional boundaries
 - Creating a safe and supportive classroom environment
 - Reporting procedures and whistle-blower protection

4.3 POCSO Committee

The school has a designated POCSO Committee comprising:

- The Principal (Chairperson)
- One senior teacher (female)
- One senior teacher (male)
- The school counsellor
- A parent representative

The committee is responsible for:

- Receiving and documenting any complaint or disclosure related to child sexual abuse
- Ensuring a safe, confidential, supportive environment for the child and their family
- Investigating the complaint promptly and sensitively
- Reporting the matter to local law enforcement and the District Child Protection Unit as required by law
- Providing ongoing support to the affected child and family
- Ensuring that the child is not stigmatised or further traumatised

4.4 Student Awareness

Age-appropriate awareness sessions on personal safety are conducted for all students:

Class	Topic
I–II	Good touch and bad touch; body ownership; saying no; trusted adults
III–V	Safe and unsafe secrets; private body parts; trusted adults network; reporting
VI–VIII	Personal safety; online safety; peer pressure; consent; boundaries
IX–XII	POCSO awareness; consent; healthy relationships; reporting mechanisms; legal rights

5. Emergency Preparedness and Response

5.1 Fire Safety

- Fire extinguishers (dry chemical powder and CO₂) are installed at strategic locations across the campus:
- Every classroom corridor
- The computer laboratory
- The science laboratories
- The library
- The school office
- Near the main electrical panel
- All extinguishers are inspected and serviced quarterly by a licensed fire safety contractor
- Fire alarms are installed on each floor and tested weekly
- Fire drills are conducted at least twice per academic year — once in the first term and once in the second
- Each drill is timed and documented. Observations are used to improve response times and evacuation procedures
- Evacuation routes are prominently displayed in every classroom and corridor
- Exit signs are installed at all exit points and tested periodically

5.2 Earthquake and Natural Disaster Preparedness

- Students and staff are trained in the international "Drop, Cover and Hold On" protocol
- Evacuation drills for earthquakes are conducted annually
- In the event of an earthquake:
- Students drop, cover and hold under desks/tables until shaking stops
- On the all-clear signal, students evacuate to the designated safe assembly area — the playground
- Teachers take attendance immediately at the assembly point
- Any injuries are reported to the first-aid team
- In the event of severe weather (storms, extreme heat/cold), outdoor activities are suspended and students remain indoors

5.3 Medical Emergencies

- A well-stocked first-aid kit is maintained in the school office and is accessible during all school hours
- The contents of the first-aid kit (bandages, antiseptic, gloves, scissors, pain relievers, antihistamines, basic emergency medicines) are checked and replenished monthly

- At least two staff members — including the school nurse or designated first-aider — are trained in basic first aid and CPR. Their training is renewed every two years
- A list of nearby hospitals and emergency contact numbers is maintained at the school office and on the notice board
- In case of a serious injury or medical emergency:
 1. Immediate first aid is administered
 2. Parents are contacted immediately
 3. If immediate medical attention is required, the student is rushed to the nearest hospital accompanied by a staff member
 4. The Principal and school office are notified
 5. An incident report is documented
- Students with known medical conditions (allergies, asthma, diabetes, epilepsy, etc.) are identified in school records, and relevant staff members are informed. Parents are required to provide an emergency action plan for students with chronic medical conditions

5.4 Lockdown Protocol

In the event of a security threat — such as an intruder, civil unrest in the vicinity, or any situation requiring the school to be secured — a lockdown may be initiated:

- The lockdown signal (a specific, distinct bell pattern or announcement) is sounded
- All exterior doors are locked
- All windows are closed and blinds are drawn
- Students and staff move away from windows and doors
- Silence is maintained
- No one enters or exits the building until the all-clear is given
- Attendance is taken and any missing persons are reported
- The lockdown is practised with students through a familiarisation drill annually

6. Health and Hygiene

6.1 School Environment

- Classrooms are cleaned and disinfected daily before school begins. High-touch surfaces (door handles, railings, light switches, desk tops) are cleaned mid-day
- Drinking water is provided through water purifiers with RO/UV filtration systems. Water quality is tested by an accredited laboratory annually
- Washrooms are cleaned multiple times during the school day and are stocked with soap, toilet paper and hand drying facilities

- Separate washroom facilities are maintained for boys, girls and staff, with regular maintenance checks
- The school premises are fumigated quarterly for pest control

6.2 Illness and Infectious Disease Protocol

- Students showing symptoms of infectious illness (fever, vomiting, diarrhoea, rash, persistent cough) are isolated in the school sick room and parents are contacted immediately for pickup
- Students must be free of fever, diarrhoea or other contagious symptoms for at least 24 hours without medication before returning to school
- In the event of an outbreak of a communicable disease (chickenpox, measles, conjunctivitis, COVID-19, etc.), the school follows government health department guidelines, which may include:
 - Notification to parents
 - Exclusion of affected students for the prescribed period
 - Enhanced cleaning and disinfection protocols
 - Temporary suspension of specific activities (assemblies, sports, etc.)
 - Parents are required to inform the school of any communicable disease diagnosed in their child so that appropriate precautions can be taken

6.3 Immunisation

- Parents are required to provide their child's immunisation record at the time of admission
- The school periodically shares information about government immunisation campaigns (e.g., polio drops) and encourages parents to keep their children's vaccinations up to date

7. Prohibited Items and Conduct

7.1 Prohibited Items on Campus

The following items are strictly prohibited on school premises:

- Any form of weapon, including knives, blades, firearms, or any object that could be used as a weapon
- Matches, lighters, fireworks or any flammable / explosive material
- Tobacco, alcohol, pan masala, gutka, or any intoxicating substance
- Playing cards, trading cards, or any gambling-related material
- Electronic gadgets (mobile phones, smartwatches with communication features, gaming devices, cameras, music players) — except as permitted under the ICT Policy
- Any literature, images or material that is obscene, violent, hateful or discriminatory
- Valuable items, large sums of money or expensive personal belongings

7.2 Prohibited Conduct

The following conduct is strictly prohibited and may result in disciplinary action, including suspension or expulsion:

- Fighting, physical assault or intimidation
 - Verbal abuse, name-calling, threats or discriminatory language
 - Bullying, harassment or exclusion of any student (see Anti-Bullying Policy)
 - Theft or damage to school property or personal belongings of others
 - Defacing or vandalising school property
 - Leaving school premises without authorisation
 - Disobedience or disrespect towards teachers and staff
 - Cheating, plagiarism or any form of academic dishonesty
 - Any form of substance abuse on campus
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8. Reporting and Incident Management

8.1 Incident Reporting

Any safety-related incident — whether involving injury, ill health, security breach, fire, bullying, harassment, abuse, or property damage — must be reported immediately to the class teacher or the nearest staff member, who will escalate it to the Principal.

8.2 Incident Documentation

All incidents are documented in writing using a standard incident report form that captures:

- Date, time and location of the incident
- Names of individuals involved (student(s), staff, others)
- Description of the incident
- Immediate actions taken (first aid, parent notification, etc.)
- Names of witnesses, if any
- Follow-up actions taken
- Signatures of reporting staff member and Principal

Incident reports are maintained in a confidential file for a minimum of three academic years.

8.3 Parent Communication

- Parents are informed of any significant incident involving their child as soon as practical
- For minor injuries (scrapes, minor bruises), parents may be informed at dispersal or through the school diary

- For significant injuries, medical emergencies, or incidents involving bullying, harassment or disciplinary action, parents are contacted by phone immediately
 - A written communication may follow for documentation purposes
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9. Roles and Responsibilities

The School Leadership (Principal / Chairperson) is responsible for:

- Overall oversight of school safety and security
- Ensuring that this policy is implemented, reviewed and updated
- Allocating adequate resources for safety infrastructure, training and maintenance
- Serving as the chairperson of the POCSO Committee and Safety Committee

The Safety Coordinator (designated teacher) is responsible for:

- Coordinating safety drills and emergency preparedness activities
- Monitoring and reporting on the condition of safety equipment and infrastructure
- Liaising with security personnel, fire department and local authorities
- Maintaining incident records and safety documentation

All Teachers and Staff are responsible for:

- Supervising students under their care at all times
- Reporting any safety hazards, concerns or incidents immediately
- Participating in safety training and drills
- Following all safety protocols and procedures

Security Personnel are responsible for:

- Access control and visitor management at the main gate
- Patrolling the campus and monitoring for suspicious activity
- Responding to security incidents as per protocol
- Reporting any security concerns to the Safety Coordinator immediately

Students are responsible for:

- Following all safety rules and instructions from teachers and staff
- Reporting any safety concerns or incidents they witness to a trusted adult
- Not bringing prohibited items to school
- Participating responsibly in safety drills

Parents are responsible for:

- Familiarising themselves with this policy and discussing it with their children

- Informing the school of any medical conditions, allergies or special needs of their child
 - Updating emergency contact information promptly
 - Following school protocols for drop-off, pickup and visitor access
 - Reporting any safety concerns they observe to the school office
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10. Safety Committee

The school maintains a Safety Committee comprising:

- The Principal (Chairperson)
- The Safety Coordinator
- One teacher representative
- One parent representative
- A representative from the local police (external member, invited)
- A fire safety officer (external consultant, invited)

The committee meets at least once per term to review safety incidents, inspect safety infrastructure, plan drills and recommend improvements.

11. Policy Review

This policy is reviewed annually by the School Safety Committee. Revisions are made to reflect:

- Changes in legal requirements (CBSE, POCSO, RTE, Delhi Government directives)
- Findings from incident reports and safety drills
- Recommendations from the Safety Committee
- Feedback from parents, staff and students
- Emerging best practices in school safety

Version	Date	Summary of Changes	Reviewed By
1.0	July 2026	Initial policy	School Leadership

12. Related Documents

- POCSO Act, 2012 — full text and school compliance framework
- Anti-Bullying Policy
- ICT & Digital Safety Policy
- Mental Health & Wellness Policy
- Student Code of Conduct

- Emergency Evacuation Plans (building-specific)
 - Transport Safety Guidelines
 - First Aid and Medical Emergency Protocol
 - Visitor Management Protocol
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For any safety-related concerns or questions, please contact the school office at info@jyotimodelschool.com or call 011-2768 2469. In an emergency, dial 102 (Ambulance) or 100 (Police).
