



**केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan**

अधीनस्थ मानव ससाधन विकास मंत्रालय, भारत सरकार

Under Ministry of HRD, Govt. of India

क्षेत्रीय कार्यालय, जम्मू / Regional Office, Jammu

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F. 240350/2016-KVS (JR) /

Dated: 14.09.2017

To

The Principal,  
Kendriya Vidyalayas of  
Jammu Region.

Sub: - Student Safety in Kendriya Vidyalayas.

Madam/Sir,

The recent mishaps as reported in various schools of the country are quite alarming. These incidents reflect lapses of student safety norms and underline the need to strengthen our existing system to make Kendriya Vidyalayas safe places for students.

Safety and security of students is a paramount concern for the Kendriya Vidyalaya. It is the responsibility of concerned Principal of the Vidyalayas and School authority to ensure and monitor the implementation of the required safety measures effectively in your Vidyalaya.

You are, therefore, requested to issue strong instructions to all the teachers of your KV working under your control to implement Standard Operating Procedure and the instructions issued by NDMA on School Safety along with following measures:-

- 1) School Discipline and Security/Vigilance Committee is to be constituted with the senior teacher as a Convenor along with student counsel and frequent rounds can be taken in the school. The teachers who are free period-wise could be part of the Vigilance Committee.
- 2) To monitor the work of ward and watch service and their doubtful movement.
- 3) Ensure that the Police Verification of all the employees is done which are outsourced i.e contractual teacher, watch and ward and security personnel and conservative staff if any as well as the staff of the transport providers i.e driver & Conductor. It is mandatory one.

Contd...2/-

- 4) Monitoring and Maintaining of CCTV Surveillance System in School.
- 5) Upkeep of school building.
- 6) Separate toilet for adult & children. Separate Washroom for Primary and Secondary girls as well as boys. Separate wash room for physically challenged boys as well as the girls.
- 7) Visitors entry should be prohibited upto main entrance only, say Principal's Chamber and office. In no case any visitor is allowed to cross the visitor area. At any cost no visitor including parent is allowed to academic blocks. I.e class room, Laboratory, Library, Play field etc. The visitors particularly vendors may not be allowed to visit inside the school without the prior permission of the Principal.
7. During PTM, Annual Day, Sports Day, Exhibition Day or any other function day the wash room for visitors may be marked outside and monito. More security personnel should be deployed on such days.
8. No hidden corners in the Vidyalaya.
9. Terrace should always be locked.
10. Parents feed back should be taken from time to time for more effective measures during PTM so that safety measures can be strengthened. Receiving feed back from the children is very important. Constant interactios can be held with the children which paves way for better results.
11. Engagement of female helper-cum-sweeper to sit outside the Primary wing toilet of boys and girls.
12. Students should not allowed to visit alone in any of the various departments like Laboratory, Resource room, canteen etc. after the school hours during extra classes, Sports and Co-curricular activities. Teachers/Staff should also be directed not to call alone student in departments.
13. The safety of children at the School and during day Travel by School Transport or while on School Trips is the responsibility of the School Management.
14. Entry/Exit of all persons in the School should be logged clearly with their IN' and 'OUT' time specified so that at any point there is clear record of insider & outsider present in the premises.

15. A separate register should be maintained for visitors & persons visiting the schools including Name of visitor, Address, Telephone number, person being met, out time and signature.
16. There should be only one entry at exit point to the premises. Side gates to be avoided. In case there is a side gate, this must be manned by security guard by making entry of each & every person in the register.
17. Entry of parents/visitors may also be restricted. They may be allowed only after showing photo identity such as Voter Card, Identity Card, Aadhar Card etc.
18. Vehicles of the outsiders must not be permitted inside the school campus.
19. Students may be counseled not to accept anything from the stranger and keep themselves away from them.
20. Principal/Vice Principal/H.M must take rounds in the school campus regularly and security of the school may be periodically reviewed.
21. All schools must ensure School boundary wall is raised high wherever required with barbed wire fencing.
22. School may also create awareness among students regarding CHILD LINE SERVICE through 1098 in case of any abuse, violence is threat of the same.
23. In order to provide sufficient and anonymous mode of making complaints of child abuse an internet based facility POCSD e-box has been provided at NCPCR Website.
24. Further you are requested to follow the guidelines of School Safety Policy-2016 prepared by NDMA (National Disaster Management Authority) which are available on website <http://www.ndma.gov.in/images/guidelines/school-safety-policy.pdf>.

Safety & Security of the students is a paramount concern for Kendriya Vidyalayas. Hence any lapses & dereliction of duty at any level will be viewed seriously.

Yours faithfully

(S. SAMBANNA)  
DEPUTY COMMISSIONER

Copy to:-

1. The Addl. Commissioner (Acad), KVS (HQ) New Delhi w.r.t letter no. F.11029/2014/KVS (HQ)/(Acad)/SOP/1402-1429 dated 13.09.2017 for inf. please.
2. Sh. A.S. Gill/Sh. D.R. Meena, Assistant Commissioner, KVS (RO) Jammu. They are directed to check Safety/Security measures as mentioned above during inspection.

  
DEPUTY COMMISSIONER