



SCHOOL SAFETY POLICIES



CHINMAYA INTERNATIONAL RESIDENTIAL SCHOOL
COIMBATORE

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ABOUT CHINMAYA INTERNATIONAL RESIDENTIAL SCHOOL

Nestling in the foothills of the Western Ghats and spreading over a sprawling campus are of 100 acres, Chinmaya International Residential School is situated in serene, salubrious and sylvan surroundings. The environment is tranquil and in harmony with nature.

Founded by the great visionary Param Pujya Swami Chinmayananda, The Chinmaya International Residential School (CIRS), started in 1996, caters to 580 students and 67 well qualified and experienced faculty and 65 staff members.

VISION OF THE SCHOOL

We are all well prepared to reach the goal of our studies, which is to gain Knowledge (*total vision of life*) with which we can serve the world efficiently.

- To prepare the students to live their lives fully and successfully by imparting to them the vision of life (Jnanam - Knowledge)
- To instill in the students the spirit of service in all walks of life so that they become responsible citizens of the future (Seva - Service)
- To make the students capable of facing challenges of life efficiently and carve out their own future (Kaushalam - Efficiency)
- To provide a balanced and life-orientated school programme by incorporating progressive techniques, learning theories and methodologies
- To provide a conducive environment to learn and live the right values and appreciate the glory of our culture.

CIRS SAFETY POLICY

CIRS considers the Safety and Health of all the Students, Faculty and Staff (Office staff & others) to be the most important in the school's working environment.

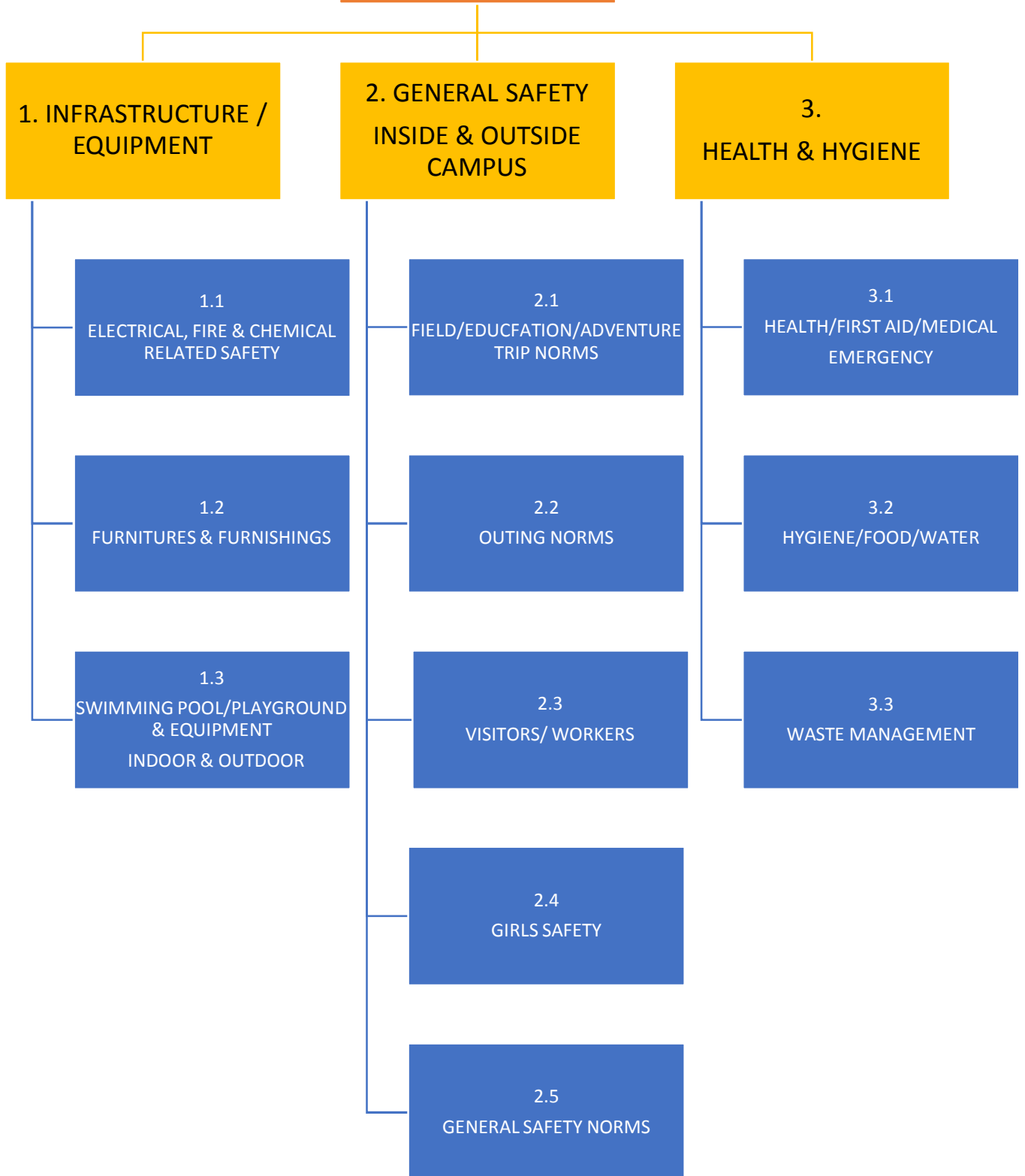
The School's objective is to promote not only excellence in teaching and learning, but also the implementation and proactive monitoring of the Safety and Health of all the people associated with the school. The School Safety Policy is well defined and they are communicated to all stake holders of the school. The Safety Policy is also uploaded on the school website.

The School has a child protection committee who oversees various measures for child safety.

OBJECTIVES

- To provides a safe and healthy working and living environment, premises and facilities for all the students, faculty, staff and visitors / guest.
- To provide a stress free working environment with a good management and human resource policies aiming to develop the faculty, staff and students.
- To ensure that all stakeholders are fully aware of their health and safety responsibilities and have a good understanding of what is expected to be followed in case of emergencies and how to carry out their roles during emergencies.
- To provide Physical, Emotional and Social Security to all the stake holders.
- To ensure that all faculty and staff have adequate access to appropriate training for safety procedures to be followed so that they can discharge competently the responsibilities assigned to them.
- To have a very effective system for communicating between all the stakeholders on all the matter of school policies.
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities; and
- To have a process of continuously measuring the progress against the agreed standards and benchmark (as per CBSE norms) for a Safe School Environment.

SAFETY POLICY STRUCTURE



1. INFRASTRUCTURE SAFETY

THREATS:

Any equipment - electrical, play and furniture can cause accidents if regular inspection/ maintenance not done.

- Water leak areas
- Open/ naked wires
- Free access to prohibited areas
- Free access to Laboratories where in chemicals and equipment are kept.
- Toilet doors and all water sources
- Long power cuts / dark areas

The following safety norms are in place.

1.1. Electrical, Fire, Chemical and Other Related Safety

1. Electrical auditing is done by certified government electrical engineers once in six months and the reports are recorded.
2. Regular maintenance work is carried out periodically and signatures from the respective in-charges are obtained, confirming the same.
3. Weekly reports are received from the Dorm-in-charges and actions are taken. The reports are directly monitored by Principal / Manager.
4. Electrical Geysers / Water Coolers are checked regularly and records maintained with dates.
5. AMCs are taken for dryers to ensure proper maintenance.
6. Laundry equipment are serviced during vacation.
7. Dining Hall equipment are serviced during vacation.
8. LPG cylinders of the dining hall are kept in a separate room and gas is supplied through pipes.
9. Generators / Air Conditioners are serviced regularly.
10. All fans and lights are checked on a weekly basis and replacements are done immediately.
11. The generator / transformer areas are covered / fenced and access is prohibited for adults and children.
12. Generators provide continuous supply of power during power cuts. There are street lamps, emergency lamps and lights at every prominent places in the campus.
13. Fire Extinguishers are placed at various locations in the school block and the dorms.
14. Fire-fighting drills are conducted by the fire service people regularly. Fire evacuation drill is conducted by the school.
15. The school has a well prepared disaster management plan where all stakeholders are aware of the procedures for evacuation in case of emergencies. Emergency contact numbers are also displayed at prominent places in the school.

16. On a yearly basis, the school conducts an emergency evacuation and disaster management drill for all stake holders.
17. All laboratories have proper ventilation, exhaust fan, safety electrical tripping devices and fire extinguisher.
18. Safety instructions are provided by the teachers and also displayed as signage inside the labs. Material Safety Data Sheet (MSDS) is displayed in the Chemistry lab.
19. Chemistry labs have fume chambers and safety goggles/spectacles and lab coats are provided for students conducting the experiments.
20. First aid box is available in the labs and other prominent places. First aid training is given to the teachers and the students.
21. All chemicals are labelled and stored in the store room, which is inaccessible by the students.
22. All drain hole, pipes, bore-wells and water tanks are covered properly. To avoid water logging, proper rain water drains are placed, covered and maintained.
23. The school pond, used for collecting rainwater, is fenced and access is restricted.
24. The school campus is protected with a walled fence for safety and security.
25. School has Solar Panels for heating water and for generating electricity and is maintained regularly.
26. All chemicals used for cleaning, pesticide and fertilizers used for gardening are kept in designated locked storage space and are accessible to authorized personal only.
27. Smoke detectors are fixed at places prone to fire hazard.

1.2. Furniture & Furnishings

1. The class rooms are big enough and the school policy is to take only 25-30 in a class so that there is enough space for movement in the class rooms.
2. The dorm cots are checked for sharp edges to prevent children getting hurt.
3. Number of toilets are provided, keeping one toilet for every four children, to restrict the issues due to over usage.
4. Curtains are replaced every three months after washing.
5. Cup boards in the dorms/class rooms are repaired regularly during vacations.
6. While cleaning the floors, the sign boards mentioning 'wet floor - caution' is kept.
7. All windows in the classroom and the dorms are well ventilated and mosquito nets are provided to prevent mosquitoes and insects from entering. They are periodically checked and serviced.
8. All windows and corridors have grills for safety.
9. All Blackboards/Smartboards/Projectors are attached to the wall/ceiling and periodically checked for safety.

1.3. Swimming Pool, Playground and Equipment

1. The gym equipments are periodically examined and serviced.
2. Strict monitoring of the play items children keep with them are done by the house parents of the dorm.
3. Cycles used by children are serviced by vendors regularly to avoid accidents.
4. All indoor play area are constructed/designed keeping safety in mind.
5. Children are monitored by the PE teachers while they are using the play equipment like discus/shot-put/javelin etc.
6. The swimming pool block is well covered and no student is allowed to enter pool without the presence of the swimming coach and the marker.
7. Safety equipments are easily accessible (e.g. throw rope, reach pole) and emergency procedures are demonstrated regularly.
8. The chemicals for the pool are stored in a safe area and are kept away from the reach of children.
9. The various parts of the pool are marked with letters and numerals to show the depth of the pool. This is done to keep beginners in the low depth area.
10. The PE Coaches are always available in the playground during Morning Jogging and Games time.
11. The junior and seniors have separate timings so that attention is given to all students.
12. Drinking water and restroom facilities are available near the playground.

2. GENERAL SAFETY: BOTH INSIDE & OUTSIDE CAMPUS

THREATS:

Children are staying in the campus for almost 9 months in a year and are also traveling out regularly during education tours, adventure trips, field trips and during outings and vacations.

- Injuries/ accidents
- Bullies
- Cyber threats
- Physical assault
- Visiting sites/ water bodies
- Unidentified visitors
- Outing escorts other than parents
- Traveling alone during vacations

2.1. Field/ Education/Adventure Trips:

1. While planning tours, vendors/tour agencies are verified considering their client lists.
2. The documents of the transport arranged are inspected before the trip begins.
3. Written undertaking is taken from the vendors/tour agencies to certify the conduct of the drivers/ helpers. The drivers are chosen who are familiar with the route.
4. If the travel is by flight/train, necessary instructions are given to the escort teachers and the school is updated regularly on the happenings.
5. A first aid kit is available with the escort teacher. The escort teachers are trained with basic First Aid procedures.
6. For every 15 children, one teacher is assigned.
7. The escort teachers are always a mix of Male and Female staff. If there are girls in a group, a female staff always accompany them.
8. The places of visit are checked physically by a team, to ensure if the stay and safety arrangements are appropriate and in good condition.
9. All students wear Outing/School Uniform for easy identification of students in public places. Teachers also wear uniforms for easy identification.
10. Students are not allowed to carry expensive items which include electronic gadgets and jewelleryes, to avoid chances of theft.
11. Bathing in water bodies are avoided as a policy.
12. Parents, local to the place of visit, are informed by the school, well in advance and are contacted in case any emergency support is required from them.
13. In case of any sudden illness of a child, it is clearly documented that the vendor/tour agency will make arrangements to send the child back to the campus.
14. No visitor is allowed to meet the child during the tours.
15. Students are not permitted to handle cash without the supervision of the teachers.
16. No access of mobile phones to children is extended without the knowledge of the escorting staff.
17. While traveling during vacation, tickets have to be sent to the travel desk well in advance and the student will be dropped in the airport/station by the staff organised by the school.
18. If minor children are traveling alone, it is mandatory for the parents to sign up for escorts with the airlines.

2.2. Outing Norms:

1. Only parents or registered local guardians can collect children from the campus during outing days.
2. Proper communication is maintained between the admin and the Dorm RHPs regarding the details of the outing students.
3. ID cards are issued by the school, to the parents and the guardians.
4. In case of any other relative picking up the child, parent have to send the photograph and the identity of the person. Only then, the student will be handed over to the visitor.
5. Senior students are not allowed to go with parents of other students.

6. The bags/items brought into the campus by the children, after outing, are checked for security reasons by the dorm in-charges.

2.3. Visitors/ Workers:

1. Before employing workers, proper verification is conducted.
2. Police verifications are carried out, if required.
3. All visitors are issued visitor pass by the security, when they enter the campus.
4. CCTV captures the visitors when they enter the campus.
5. Staff members are required to inform the administration department whenever they have visitors.
6. All vehicles are checked by security personnel, when vehicles leave the campus.
7. Drivers are not allowed to take the vehicles inside the campus without prior permission.
8. Before entering the Principal's office, mobile phones of the visitors need to be deposited to the secretary to the Principal.
9. Parents are allowed inside the campus only with prior appointment.
10. Visitors are not permitted to take pictures inside the campus.
11. Workers wear their id card while at work.
12. While cleaning washrooms, supervisors stand outside to prevent children from entering the washroom at the same time.
13. No direct interaction are allowed between the visitors/workers and the students.
14. Only female cleaning staffs are allowed inside the girl's dorm.
15. Any repair/maintenance works in the staff quarters happen only in the presence of the staff during working days.

2.4. Girl's Safety:

1. Entry into the girl's dorms is prohibited for all male staff/employees/visitors/workers.
2. Separate routes are designated for the girl students for moving from and to the dining hall and evening aartis.
3. No staff member is permitted to take special classes/remedial classes or engage in any other work with girl students unless the girls are in a large group.
4. Girls needs to move in a group while going for special classes/games/coaching etc.
5. Girls, when required to go out of the campus, will always be sent with a lady staff member as an escort.
6. The dorm in charges are responsible for the movement of girl students after the academic hours.
7. The washrooms in the school block for the girls and the boys are on different floors.
8. The entry to the washrooms are covered by CCTV camera.
9. Every year, the school conducts workshop on Gender Education and Sexual Awareness.

2.5. General Safety Norms:

1. Speeding of vehicles inside the campus is restricted to 20kmph only. Speed limit signage is displayed at the main gate and at various location along the road.
2. All transport vehicles of vendors (milk, laundry etc.) are checked and their documents are verified.
3. PE teachers need to escort the Sishu Vatika students to the PE/library classes.
4. No student is allowed to keep any sharp tools/objects in the dorms.
5. Medicines are not allowed to be kept in the custody of students.
6. All dorms have a Public Address System to make emergency announcements.
7. Cyber security measures are in place. Access to social media sites are banned in campus.
8. Students can keep only audio electronic equipment. Electronic equipment with video facilities is not permitted.
9. School uses only licensed software.
10. All measures are taken to prevent children getting into cyber bullying.
11. Regular orientation programs are conducted to create awareness on cyber security and cyber bullying.
12. The Do's and Don'ts instructions are provided in the computer laboratory.
13. Staff are strictly not allowed to physically, sexually or verbally abuse children. Corporal Punishment is strictly not permitted. Severe consequences are given for non-adherence.
14. Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.
15. No staff should engage the child of opposite gender in any secluded place in or outside the school.
16. Education on Life skills, stress management, overall development is provided to all the students by the teachers and professional counsellors every year.
17. No kind of ragging is allowed. Non-adherence will result in expulsion of the student from the campus.
18. No student is allowed to engage with any other student of the opposite gender in any secluded place in or outside the school.
19. Using inappropriate language in the school is not permitted. Students are recognized with SUBHASHI award for using appropriate and good language towards other student.
20. Parents and Guardians are restricted from sending couriers or parcels to the student directly. In case of any emergencies, prior permission is taken from the school before sending courier or parcels. Any material sent to the school is opened to check for unauthorised materials before handing it over to the children.
21. During the school visit, parents / guardian and elder siblings of the child are not allowed to smoke / drink inside the campus and also bring in materials like alcohol and tobacco products, objectionable materials, outside food or mobile phones.
22. No staff is allowed to ask for any favour in cash or kind from the parents or guardians.
23. CCTV Cameras are installed at various prominent places and is directly monitored by the Principal.
24. The first floor corridors of the dorms are covered with grills for safety.
25. Classrooms and Dorms have a second door as emergency exits.

26. For Emotional Safety there are teachers and spiritual guides as mentors.
27. Emergency contact numbers of police, ambulance, fire department etc are displayed at prominent places in the school.

3. HEALTH & HYGIENE:

THREATS:

- Unhygienic/ contaminated food
- Water contamination
- Pests & insects
- Lack of cleanliness in serving staff
- Infectious diseases

3.1. Health, First Aid & Medical Emergency:

1. School has a dispensary headed by a Medical Doctor with a team of three nurses round the clock for any first aid and emergency. The dispensary has 2 separate wards, one for girls and another for boys with 24 beds each. It also has other facilities like isolation ward, dental clinic and an emergency room.
2. Parents need to submit all the medical documents at the time of admission to the school.
3. School has the right to deny admission in case the medical history is of severe nature.
4. Special care and diet is extended when children are unwell.
5. Check-ups like height, weight, oral care and ENT check-up are administered on regular basis.
6. The dispensary keeps the health record of all the students and staff and provides them with an appropriate medication whenever required.
7. All medicines kept in the dispensary are periodically checked and expired medicines are disposed.
8. The dispensary staff are well equipped to handle first aid emergency of all sorts.
9. School has a tie up with the KG hospital in the city and in case of any persistent medical issue, students are sent to the KG hospital for check-ups.
10. The resident doctor keeps the parents updated on the treatment given to the student.
11. In cases of infectious ailments, students are kept in isolation and/or sometimes sent home to avoid the disease/infection to spread in the campus. This is done after consulting with the Principal.
12. In case of any emergency, the medical doctor provides the basic first aid and immediately takes the child to the hospital.
13. Parents are consulted by the Principal in case of the need for any emergency medical procedures.
14. In any outbreak of epidemic, the school organises, as preventive measures, for vaccines/medication for all students and staff.

3.2. Hygiene/ Food/ Water:

1. Children are continuously guided through presentations, talks on health and hygiene. They are also made aware, to inform the RHPs and medical doctor immediately in case of any medical issue.
2. All washrooms and hand wash area have soap dispensers and are monitored for refilling frequently.
3. Catering Services is outsourced to SODEXO. Menu suggestions are based on the recommendations of the nutrition specialist.
4. A quality assurance manager is deployed for ensuring quality of the food supplied.
5. All expired materials are removed by the quality assurance manager.
6. Cooking and washing areas are kept separately.
7. Deep cleaning of the kitchen and kitchen appliances happen regularly.
8. All dining hall serving staff are well trained. They wear uniform and serve with Gloves and Caps.
9. Kitchen staff are regularly administered medicines for worms.
10. There are pest-o-flash placed at different locations inside the dining hall.
11. There are air blowers at the door to prevent flies and insects from entering the dining hall.
12. Pest control measures are taken up periodically in the campus.
13. While on tours, students are provided only with safe water and food.
14. The sample of all the food cooked and served every day is preserved in a deep freezer for three days for testing in case of Food Poisoning.
15. Water testing is done regularly through TWAD, Tamil Nadu Water Supply and Drainage Board.
16. The school has a Reverse Osmosis water filtration plant which provides safe drinking water to all the stakeholders in the campus.
17. The RO water filtration plant is cleaned during vacations.
18. All water dispenser areas are maintained with proper drainage facility and cemented/tiled flooring.
19. All drain pipes are separated from the drinking water pipelines.

3.3. Waste Management:

1. School has a Sewage Treatment Plant (STP) plant and is monitored by a vendor. Such treated water is used for gardening purposes in the campus.
2. The school advocates the policy of plastic free zone.
3. Collection of waste is done by the housekeeping staff under the supervision of the housekeeping supervisor.
4. Segregation of the waste is done at an allocated open place far from residential/school blocks.

5. Segregated waste, including e-waste, chemicals, glassware and sanitary napkin, are disposed as per the norms given in the waste management policy.
6. School has a tie up with vendors who collect the plastic and paper waste for recycling, at regular intervals, to keep the campus clean and green.
7. All bio waste materials generated in the kitchen are circulated through the bio gas plant and utilised as bio-fuel.