

For Academic Year 2019 - 20

Members of the Child Protection Committee

- 1. Bro. Titus Anto (Principal)**
- 2. Bro. Michael Sebastin D'Cunha (Administrator)**
- 3. Mrs. Tessa John (Academic Supervisor)**
- 4. Mr. Narayana Swamy (P E Teacher)**
- 5. Mr. Chandrashekar P (P E Teacher)**
- 6. Mr. Paul P Chacko (Teacher)**
- 7. Ms. Rita Joyce Anthony (Teacher)**
- 8. Trupti L (School Captain)**
- 9. Allen Saju (School Captain)**
- 10. Shiny Pinto (School Vice Captain)**

PRINCIPAL

For Academic Year 2018 - 19

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- 5. Mr. Chandrashekar P (P E Teacher)**
- 6. Mr. Paul P Chacko (Teacher)**
- 7. Ms. Rita Joyce Anthony (Teacher)**
- 8. Ms. Soujanya M Bhat (School Captain)**
- 9. Ms. Trupti L (School Vice Captain)**

Floor wise vigilance staff appointed for the safety of children

First floor

- 1. Mr. Chandrashekar P**
- 2. Ms. Rita Joyce Anthony**

Second floor

- 1. Mr. Paul P Chacko**
- 2. Mrs. Rajeshwari Desikan**
- 3. Mrs. Mary R**

Third floor

- 1. Mr. Narayana Swamy**
- 2. Mrs. Rukmani Pundir**

List of safety measures available in the school

- Formed CHILD PROTECTION COMMITTEE comprising principal, administrator, academic supervisor, PE teachers, students representatives etc.
- Floor invigilators are appointed.
- Police verification of each staff is done.
- Entry pass for all parents is issued.
- Maintained a file on personal details and scanned copies of the same of all employees of the school.
- Maintained a file on personal details and scanned copies of the same of all outsourced personnel for the various activities conducted in the school.
- Maintained a file of security contract.
- Maintained a file on CCTV & GPS services.

Safety Check Measures

- Security personnel are functional at the gate 24 hours.
- 24 CCTV cameras are installed at all the sensitive areas and class rooms.
- GPS system is installed in all our school buses.
- A sick room with first aid kit is set up in the school to meet any eventuality.
- Parents are issued entry pass. Entry of strangers is checked.
- Outside vehicles and parents' vehicles are not allowed to be parked in the campus.
- Written and oral instructions regarding safeguarding the children and not indulging in any misbehaviour are issued to the staff.
- Conductors and drivers are called periodically and instructed about the do's and don't's.
- Lady conductors are appointed in the school bus.

Number of CCTV cameras installed = 16

CCTV camera points installed in the school building for the safety of children

1. Entrance 1
2. Entrance 2
3. Fee counter
4. Towards 1st floor
5. Entrance of 1st floor toilet
6. First floor veranda
7. Entrance of 2nd floor toilet
8. Second floor veranda
9. Class room 9 A
10. Class room 9 B
11. Class room 10 A
12. Class room 10 B
13. Third floor veranda
14. Entrance of 3rd floor toilet
15. A. V. Room
16. Entrance of Principal's office

PRINCIPAL

Dear Parents, Guardians & Students,

The recent incidents in the city have caused great concern with regard to child safety in the institutions and in society at large. In view of this, the school has brought out a Child Safety / Protection Plan which includes the following safety measures and guidelines to all the students, parents and the staff.

➤ We at the school level have formed a ‘ Child Protection Committee ’ comprising following members :

- | | |
|--|---|
| 1. Bro. Titus Anto (Principal) | 2. Bro. Michael Sabastin D’Cunha
(Administrator) |
| 3. Mrs. Tessa John (Academic Supervisor) | 4. Mr. Narayana Swamy (P E Teacher) |
| 5. Mr. Chandrashekar P (P E Teacher) | 6. Mr. Paul P Chacko (Teacher) |
| 7. Ms. Rita Joyce Anthony (Teacher) | 8. Ms. Felcy Francis (School Captain) |
| 9. Ms. Deeksha P (School Vice Captain) | |

SAFETY MEASURES

1. Securities at the gates are functional 24 hours.
2. 24 CCTV cameras are installed in all sensitive areas within and outside the building.
3. Entry of strangers is checked at the gate.
4. Parents’ or any private vehicles are not allowed to be parked inside the campus.
5. Staff members have been given vehicle stickers for their entry.
6. We have obtained history and background, photograph and other details of all staff and of outsourced persons for various activities.
7. Written instructions are issued to the teachers / staff regarding safeguarding the students ; not to indulge in any misbehaviour or any form of corporal punishment towards the children.
8. Lady conductors have been appointed.
9. During the break time and lunch time lady helpers are present near the toilets and ground to help the children.
10. Sick room and first aid facilities are available in the school to meet any eventuality.
11. Conductors / drivers are called periodically and instructed about the do’s and don’ts. Few of them are listed below :

- They are instructed to keep all the documents of the vehicles in the bus in order, including their driving license.
- The medical aid kit / fire extinguishers are to be kept in the school bus and checked for expiry.
- They are instructed to behave in a presentable manner with the children / parents. They are not supposed to indulge in unnecessary loose talks with the children / parents.
- They are not supposed to receive any gifts from parents or favour anyone.
- They are made to sign the attendance register when they are present in the school for both morning and while leaving.
- When on duty they are instructed to be present in staff uniform, present themselves neatly and tidily.
- Strict instructions have been given to Drivers and Conductors not to drink and drive while on duty. Follow traffic rules properly and to maintain distance between the vehicles while at signal and driving. Drivers are strictly instructed not to use their mobiles while driving.

RESPONSIBILITIES OF THE PARENTS

- **Parents while sending your children to school, especially of the Nursery and Primary classes should create awareness by advising them not to talk / converse or develop friendship with strangers / persons not known to them. Please advise them not to give out any personal information to even known persons without your knowledge.**
- **Parents should always keep track of phone calls and messages being received by your wards on the mobiles and in case of instances where they receive instigating SMS, obscene pictures on mobile or through any other mode, such instances should be immediately reported to the nearest police station.**
- **Make aware of the Children Helpline Toll Free No.1098 available 24 x 7.**
- **If parents need to take your ward between school hours on emergency cases, they need to approach office first.**
- **You are advised not to send the child to school, if the child is sick.**
- **To avoid any type of inconvenience, please see that the books / lunch bag / short break snacks are sent with the child itself in the morning.**
- **Parents are strictly instructed not allow your children to carry any electronic gadgets / mobile / camera to the school. If it is found with the children in the school, it will be confiscated.**
- **Children must come neatly dressed in school uniform. They are allowed to wear colour dress only on their birthdays, if they so desire, in decent outfits.**

Parents will be allowed into the campus only during the timings mentioned on the school gate to pick your wards at the end of the day.

For any queries regarding child safety, please approach the Principal.

School counsellor is available to discuss issues / problems related to your wards during the school hours on Tuesday , Thursday and Saturday after taking an appointment from the school office.

We highly solicit your co - operation and support in making the school a safe environment for the children and help in the smooth functioning of the school.

With best wishes,

PRINCIPAL