

## SAFETY & SECURITY @ THE SAMHITA ACADEMY

### OUR COMMITMENT

It is one of the primary responsibilities of the Samhita School Management to ensure a safe and secure environment for students, staff and visitors.

- ✓ School safety measures deal with the policies and practices to prevent accidental incidents
- ✓ Security deals with the measures taken to prevent wilful acts intended to harm

TSA has a dedicated Safety and Security Officer who has been appointed by the highest levels to ensure policies and practices for the safety and security of all are defined, practiced, monitored and reported. Safety and Security officer also reports to the Trustees on major violations in matters related to safety and security.

Listed below are measures on school and transport, safety and security.

---

### TRANSPORT SECURITY

- Buses have been deployed with lady support staff
- Daily huddle is carried out for drivers
- Orientation for new drivers are ammas are carried
- Self-drop authorization is taken from parent
- Buses are equipped with CCTV cameras and GPS systems
- Falcon – and RFID tracking solution is provided for monitoring pick up and drop off to authorized person. Parent alerts are sent informing them of drops
- Daily Alcohol check is conducted on drivers
- Police verification is done for all drivers
- All drivers have been instructed on the limits of their role with respect to physical handling of children

---

## TRANSPORT SAFETY

- There is strict supervision and monitoring of bus boarding and alighting at the school
- All lady support staff are trained on the proper handling of young children onto, in and off buses
- A surprise check is carried out during the afternoon bus drop by the safety security officer
- All transport staff are trained on the use of the Falcon RFID system
- Training on emergency preparedness best practices is also offered for school bus drivers and transportation staff
- Eye check-up of drivers is done annually
- Bus and driver papers and equipment checks are done monthly
- First aid and fire extinguishers are provided in every bus and expiry date checks are scheduled
- Speed governors are installed in all buses and speed tracking is done using the GPS system
- All buses are fitted with reverse horn

---

## CAMPUS AND SCHOOL BUILDING SECURITY

- There is a 6-12 Ft high boundary wall around the perimeter of the school campuses with barbed wire protection on top
- There are security personnel at all gates
- There is 24X7 security personnel on the campus with regular and supervised beats and checks enabled with walky talky communication equipment
- Training on security and emergency preparedness is also offered for all security personnel
- CCTV cameras installed in all corridors, day care rooms, isolated areas and rooms and around the campus
- CCTV monitoring is done by a lady security. Working condition checks and backups are scheduled and monitored
- Background verification of all personnel is done including security/driver/maintenance/canteen staff/outsourced male staff/male employees

- Extra- curricular and outsourced male teacher spaces are monitored by a lady teacher / security coordinated with school timetable and monitoring checked
- A strict visitor management system is practiced
- A documented and controlled key management system is followed
- Access is controlled to sensitive areas like electrical rooms, server rooms, labs, terraces, utility areas
- Outdoor staff have separate toilet facilities outside the school building
- Male staff working within buildings and students have separate toilets
- Student toilets are separate for boys and girls
- There is a lady helper in the toilets for younger students
- Anti -Bullying policy is annually disseminated and students educated on the same. Incidents of bullying
- No form of corporal punishments is tolerated in the school. All teaching staff are informed of the same at the time of joining and annually at the beginning of every year
- Sexuality sessions and student education on matters related to safe/unsafe touching rules are done annually for all grades
- Cyber safety sessions are done for students
- 'Helping hands' box is kept on all floors for students to unobtrusively report issues if any faced by them. Reports and analysis of issues that come in are regularly monitored by the Principal
- Suggestion boxes kept in the school can be used by any stakeholder to drop in complaints. The boxes are only opened by the Principal or the Trustee
- Computers used by students have access to only limited websites as required for school endorsed programs
- Anti-sexual harassment policy is formulated and communicated to all personnel. A committee with an external female member has been constituted to address any complaints.
- All male staff (Gardeners/Security/Housekeeping/Maintenance/Bus Drivers and Attendants/Canteen staff) are annually trained on the anti-sexual harassment policy
- All male faculty are made aware of proper conduct and handling with respect to children

---

CAMPUS AND  
SCHOOL BUILDING  
SAFETY

- Heights of steps kept very child friendly
- Security training is carried out once a month
- Night beats are carried out twice in a month
- Scheduled maintenance of play equipment's is carried out regular
- Banisters and railing heights, and, space between vertical segments of railings have been consciously taken care of
- Fail safe net has been used in the quadrangle
- Drinking water tests are conducted monthly
- Pest control is done (every alternate day) throughout the year in all the buildings and on the campus
- Fire and Safety audit of the school and campus done on a regular basis
- Training on firefighting equipment is done periodically
- Fire drills are conducted in all buildings of the campus
- Smoke detectors and fire alarms are placed in the canteen, lab and other sensitive areas
- Science lab chemicals are kept under lock and key and access is controlled and quantities are strictly monitored
- Gas banks are kept outside of buildings and scheduled leak checks are done
- All inflammable materials and cleaning materials are kept under lock and key
- ELCBs (Earth Leakage Circuit Breaker) are checked monthly
- There is an Infirmary with a fully qualified nurse
- No medication is given without parent consent
- First aid boxes are available at several points in the building
- Expiry dates on all medication in infirmary and first aid boxes are checked periodically
- Students are supervised by teachers during breaks on the playground
- Students from grades Pre Primary to 3 are accompanied by teachers during transition to other spaces (e.g. Classrooms, library and the play grounds)

- Prior consent of the parent is taken before students are taken outside campus on field trips
- Field trip location is checked out and permission got prior to the visit
- Attendance is taken at several points during the trip
- Full time School Counsellor/Psychologist for different grades is available for students to access during school hours

---

#### CONTACT

In case of any safety or security concerns the Principal or the Chairperson can be contacted at [principal@thesamhitaacademy.com](mailto:principal@thesamhitaacademy.com) or [chairperson@thesamhitaacademy.com](mailto:chairperson@thesamhitaacademy.com)

For further details or clarifications on these measures, kindly send out an email to [info@thesamhitacademy.com](mailto:info@thesamhitacademy.com)