

Our School Safety Plan:

Safety of students, staff and others at the Hyderabad Institute of Excellence High School is a priority. The safety committee, which is a group of Administrators, Teachers and Management team ensures that School has an organized protocol to deal with any situation on campus.

Procedure:

The School Safety Committee has an advisory and consultative function. The Safety Committee meets regularly to review the measures taken to ensure health and safety at work and to promote the effective cooperation of all members of the School. The Committee aims to review all policies and practices and consultative arrangements in the School. Regular review aims to ensure that all safety issues are being addressed and consultative arrangements are effective.

Duties:

- Teachers are the most important human resource whose positive intervention in generations and maintenance of a safe and conducive academic environment work makes learning enriching. The right attitude and owning up the responsibility for smooth functioning of the school can play valuable role.
- Every teacher must be made aware of responsibilities as protector of children in his/her custody, and carry out the same with diligence. Teachers are particularly well-placed to observe and monitor children for signs of abuse, to recognize and respond to such abuse. They are the main caregivers to children outside the family and have close contact with children on a regular basis and accordingly can play a key role to prevent/detect abuse.
- Apart from responsibilities relating to education and imparting knowledge and skills to children, every teacher has additional responsibilities as care-giver to the child.
- Unauthorized vendors, carts, shops and other establishments in the immediate area and boundary of schools must be removed.





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- CCTV surveillances.
- ID card is must for all students, teaching and non-teaching staff members.
- Staff managing toilets should only be female. No male staff should be present on school premises in support roles like toilet cleaners/ attendants.
- In case, children have to stay back for after school activities, there should be a reliable authorized adult in charge, preferably a permanent teacher who takes responsibility to ensure safety of children till the final dispersal.
- The school puts in place a system to ensure absence of a child from school is noted early in the day which makes it easier in case of accident/kidnapping. If a child is not attending school, parents must inform the teacher by email or sms not later than 10 minutes after the official start of school.
- No entry of plumbers, electricians, carpenters, labourers, etc. is to be permitted on premises during school hours in case of repairs or new construction, unless it is to attend to an emergency, in which case the person must be accompanied by a school admin. All children must be taught in open classrooms, the doors of which should not be locked under any circumstances.
- Ensure safe drinking water.
- Fire Safety.
- First Aid Kits to be kept in schools to meet out any eventuality.
- Emergency telephone numbers and list of persons to be contacted in case of any eventuality shall be displayed on the notice board and other prominent places in the school premises.
- Issue of gate pass for students leaving early due to personal/ medical emergencies.
- Noting down the details of visitors entering the campus and restricting their movement within the office area.

NORMS TO BE FOLLOWED:

All staff of the School should have responsibility to themselves and others to:

- Adhere to the school health and safety policies and procedures





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- Promote and provide consultation for safety related issues through ongoing activities of the School Safety Committee, so that members of the School can contribute to decisions affecting their health, safety and welfare.
- Provide training and supervision to ensure work is carried out safely.
- Monitor and assess the school environment. Monitoring areas under their supervision to ensure that they are safe to use.
- Reporting and investigating all accidents and taking all reasonable steps to rectify identified hazards.
- Checking that necessary safety equipment required by regulation or recognized code of practice is available and used.
- Providing information, training and supervision to the staff and students.

Committee members:

1. Ms. T. Veena Murthy, Principal - Committee Chairman

2. Mrs. Geeta, Headmistress

3. Colonel Abdul Majeed, Chief Administrative Officer

4. Mr. Sheikh Ismail, Transport Incharge

5. Mr. M.S. Rao, Chief Security Officer

6. Ms. Keerti, Special Educator

7. Mr. Naresh, Nurse (Male)

8. Ms. Sandhya, Nurse (Female)

