



# Cambridge Foundation School

Rajouri Garden Extn., New Delhi - 110027



## SAFETY AND SECURITY OF THE STUDENTS OF CAMBRIDGE FOUNDATION SCHOOL – OUR CONCERN

The recent unfortunate incidents which have occurred in a couple of Schools of Delhi and NCR, has caused a lot of anxiety and concern amongst the parents regarding the safety of their children.

It is for the appraisal of the parents and the public in general regarding the safety and security of the students of Cambridge Foundation School which is paramount in the present scenario to ensure that no incident of any type or unethical situation occurs.

### 1. Installation of CCTV Cameras

- a. CCTV cameras have been installed at all vulnerable locations of the School, i.e. corridors, entry and dispersal gates and activity areas.
- b. CCTV cameras are installed in all the Laboratories, Library, Music and Dance Rooms and in all classes.
- c. The regular functioning of the CCTV System is closely monitored.

### 2. Fire Fighting Equipment

- a. The Fire fighting system is installed and completely functional and appropriate remedial courses and workshops are periodically conducted to enable smooth evacuation and disaster management procedures in case of any untoward events.
  - b. The availability of all materials i.e. source of water and validity of Fire Extinguishers are periodically checked and maintained.
  - c. A proper Compliance Certificate is issued to the School by the concerned department every two years which is a standard statutory requirement.
3. The School has a proper exit plan in case of an emergency or any disaster which have been displayed in all corridors. Mock Evacuation Drills are conducted every week on a regular basis for the students to be aware of the exit routes.
  4. **Hygienic Drinking Water** – An Industrial grade RO System is installed which provides safe drinking water for the students. The system is regularly checked and maintained by competent personnel.
  5. All Visitors/Parents entering the School are required to provide complete details about themselves, the purpose of their visit and the person they wish to meet, which are duly entered in the Visitor Register and on the Visitor Computer Database after which they are issued with a Visitor/Parent Entry Pass.
  6. All Parents and Private Van drivers carry the School Identity Card when visiting the School or picking up the children.
  7. **Mode of Conveyance**
    - a. Students attend the School using one of the ways -
      - Transport arranged by the School through its own source i.e. School buses.
      - Through Private Vans arranged by the Parent(s) on their own.
      - Walking students.



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The School has taken the following preventive measures to ensure the safety and security of the students and avoid any untoward incidents –

b. All School buses are equipped with the following –

- GPS
- Fire Extinguisher
- First Aid Medical Box

c. **Verification of Character and Antecedents –**

- The School has already taken up the matter with the SHO to verify the character and antecedents of all drivers and helpers, who are responsible to ply the buses to ferry the students.
- To be more cautious and also to maintain discipline in the bus, the School has specifically arranged to send one teacher of the School in the bus every day.
- Teachers are responsible to maintain discipline, to ensure that students are not inconvenienced during the trip and that students embark/disembark the vehicle properly and at the registered stop and handed over to the concerned, identified person/parent.

d. **Verification of Drivers, Conductors/Helpers –**

- Every bus is driven by the Driver who is assisted by a Conductor/Helper, who assist each and every student while they embark/disembark.
- In case no authorized person is available to receive the student at the designated Bus Stop, the student shall be brought back to School for further appropriate action.

**8. Restricted movements of Drivers, Conductors/Helpers, Watchmen & Security Staff.**

- a. A separate washroom has been earmarked with facilities for their use.
- b. They have instructions to perform their duty in proper uniform with the Identity Card.
- c. Their entry is restricted in the School premises during School hours.
- d. They have been advised to be more disciplined and not to interact with the students.
- e. They are not to chew tobacco, gutka, smoke or consume alcohol during duty hours.
- f. In case they face any difficult situation to handle parents of the students using the School bus, they are to bring it to the notice of the teacher in the bus who shall be responsible to take care of the matter.

**9. Co-ordination solicited from the Parents –**

- a. Parents using their own vehicles (Driver driven) or Private Vans –
- b. To get the character and antecedents of the Driver and Helper (if any) verified from the Police Station.
- c. A copy of the verification report to be submitted in the School with proper acknowledgement.
- d. To ensure that the Driver of the vehicle is carrying his Identity Card and that no child is sitting on the CNG cylinder.



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- e. That the vehicle is equipped with –
- First Aid Medical Box
  - Speed Governor
  - Fire Extinguisher
  - GPS
  - Particulars of students travelling in the Vehicle along with contact numbers of Parent(s)/Guardian.
- f. The number of students should not exceed the seating capacity of the vehicle
- g. The Parents should invariably check the credentials and behaviour of the Driver including the number of students travelling in the Vehicle and also by rotation accompany (travel with) the student on the designated route.
- h. The Driver should not take up two shifts to ferry the students, as this causes anxiety, pressure and stress for the Driver and may lead to accidents.
- i. The time schedule of the Vehicle must be regulated properly, checked by Parents to ensure that the Driver is carrying the students from to the School and vice versa timely.

## NOTE:

1. The School Timings are:
  - a) Classes I & II - 7:40am to 1:15pm
  - b) Classes III to V - 7:40am to 1:30pm
  - c) Classes VI to XII - 7:40am to 2:00pmIn no case should the child be dropped off at School before 7:25am
2. Parents are advised not to encourage students to come to School in self-driven vehicles to avoid any untoward incidents.
3. Bringing Mobile phones to School is strictly prohibited vide CBSE Circular No. CBSE/Aff./Circular/2009/26580 dated 29.7.2009.

Sd/-  
Principal