



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN  
क्षेत्रीय कार्यालय, आगरा / REGIONAL OFFICE, AGRA  
(मानव संसाधन विकास मंत्रालय के अधीन, भारत सरकार)  
(Under Ministry of HRD, Govt. of India)  
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F.30350/2017-18/KVS RO/Agra/Safety & Security

date :- 14.09.2017

The Principal

All the Kendriya Vidyalayas

Agra Region

**Most Important**

**Sub:- Student's Safety in Kendriya Vidyalayas reg.**

**Ref:- F.11029/2014/KVS(HQ)/Acad./SOP/1402-1429 dated 13.09.2017**

Madam/Sir,

With great concern and sensitivity towards children, recent mishaps reported in some schools of the country challenging safety of students have moved everyone alarmingly including me. These unsavory incidents compel us to relook into the safety norms we are following in our Vidyalayas and awaken to strengthen the existing system to let students feel safe in our premises.

As the head of the institution your prime concern must be to protect children from abuses (verbal, physical or sexual) and bullying/threats from any teaching/non-teaching/contractual/outsourcing staff or older students. It becomes mandatory on your part that children are kept safe from any mishap inside the campus and in the vicinity including accidents/kidnapping at/ outside premises while boarding buses or crossing roads or travelling while on school trips.

Some suggestive measures are given below for your kind attention to ensure safety of students entrusted to your care.

1. Entry/Exit gates must never be left unguarded.
2. Entry of unauthorized people must be restricted i.e. Bus Driver near children's toilets or Canteen boy near sports field must not be allowed.
3. Parents/visitors/suppliers/vendors must not be allowed without entry in the visitor register maintained by the gatekeeper at the entrance.
4. Surveillance system of the Vidyalaya must be well maintained and monitored.
5. Work/performance of watch and ward services must be monitored properly.

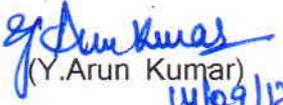
6. Police verification of all staff engaged on contract/ outsource basis must be ensured unfailingly.
7. Toilets/ Blind spaces in the Vidyalaya must be closely watched.
8. Ensure that children have safe and secure entry and exit in the supervision of the concerned teachers/ responsible persons while boarding or getting down from the means of transport.
9. Special care must be taken to ensure proper sealing and monitoring of the area which are unoccupied or used less - through CCTV cameras frequent rounds by the authorized persons.
10. Hazardous, dangerous and inflammable materials in labs and godowns should be stored safely beyond free access of students.
11. Slippery floors, open sumps, water pits and open tanks must not be found in the Vidyalaya premises.
12. Low hanging power lines, improper placing of furniture must also not be found in the premises.
13. Escape routes of all emergency exits must be obstruction free.
14. Cracks in building and loose false sealing must be fixed without delay.
15. Parts of building, terrace, boundary walls or any part prone to collapse must be demolished, repaired properly to keep students safe from sudden fall of the dilapidated portion.
16. Campus must be free from rusty rods, sharp edged swings and slides, pointed glass, thorny bushes and barbed wires lying here and there.
17. Stickers/ placards must be displayed to alert students of no entry zone or dicey areas.
18. Construction/repairing work must be carried out only after Vidyalaya hours.
19. Even in emergency child must not be handed over to unknown guardian/ relative without confirming identity and reasons.
20. Drop- off points and pick points must be in the range of CCTV cameras and well guarded by security personnel/ reliable teachers etc.
21. Children from class-V or below must not be allowed to leave the Vidyalaya premises on their own.
22. Presence of speed breakers and painted zebra crossing on both sides of the Vidyalaya entrance on the main road are to be ensured.

23. Whereabouts of the present children if not in the class must be in the notice of the class prefects and concerned teachers.
24. Students must be sensitized to report an offence rather than remain silent. Fear of reporting must be dispelled from their minds with the help of Vidyalaya counsellors.
25. Do's and Don't's related to various activities must be displayed prominently.
26. Complaint box must be opened unfailingly. Complaint and suggestions must be attended. Students must also be sensitized to make use of complaint/ suggestion box if they are hesitant to report in person.
27. Every Vidyalaya must have Vidyalaya Safety Committee to ensure safety of students and audit safety measures of the Vidyalaya from time to time. This committee should be comprised of Principal, Vice-Principal, HM, Counsellor and at least 4-5 parents.
28. Children with special needs must be taken care of on priority regarding safety issues.

All the above observations are suggestive in nature if you have better ideas regarding safety measures they are most welcome to be implemented in view of the local needs to ensure safety of students in your care. The above measures so suggested must be complied with to have a safe Vidyalaya. Instructions issued from time to time by KVS HQ in this regard must also be followed.

**All the Principals of the region have to attend one day meeting at KV Mathura Cantt to discuss some important issues including safety of students on 29.09.2017 at 09:00 AM sharp.**

Yours faithfully

  
(Y. Arun Kumar)  
29/09/17  
Deputy Commissioner

Copy:-

1. Principal KV Mathura Cantt to make necessary arrangement for one day meeting on 29.09.2017.
2. All the Assistant Commissioner, KVS RO Agra to ensure compliance of the above safety measures in the concerned Vidyalayas.
3. Additional Commissioner (Acad.), KVS HQ, New Delhi for information.