

J.D TYTLER SCHOOL
TO WHOM IT MAY CONCERN
STUDENTS SAFETY MEASURES BEING FOLLOWED BY THE SCHOOL

1. Support Staff on Duty from 7.30 a.m to 3.30 p.m.
2. Classrooms are only opened at 7.45 a.m. when staff assigned to Floors are on duty.
3. All Teaching Staff are in the Classrooms at 8 am.
4. Attendance of students is taken at :
 - (a) 8 am (1st Period) by Subject Teacher
 - (b) After the 4th period by Class Teacher
 - (c) In the 8th period by Subject Teacher
5. During the Assembly Period and Break, Teaching staff and support staff are on duty on the floors and in the grounds.
6. During the Assembly Period and Break , Class Teachers are in the class rooms with the Junior students of Lower Nursery to Std V, at all times.
7. Janitors and two peons/Aayas are on duty on all floors all day long. They go for their Lunch Break from 1.00 to 2.00 pm (Only one from each floor leaves) a substitute is sent if needed.
8. All support Staff wear I.Cards throughout the day.
9. Names of Support Staff are also pasted on the wall behind the chair where they sit, on the floors and outside the washrooms.
10. Three Support Staff and Two Teaching Staff are on duty on all the floors from 2 pm (Dispersal Time) till 2.20 pm and can only come down when they have verified that there is no student left on their floor. Every Classroom and Bathroom is inspected by them.
11. During Dispersal Teaching Staff and Support Staff are on duty inside the school at the Back and Front Gates and outside the Gates as well in Parking Areas.
12. a) Parents, who drop their wards, have been advised to ensure that the child enters the gates of the school.
 - b) Visiting Time for the parents is 8 a.m. to 11 a.m. and their entry is restricted to Lobby and the Lobby door which leads into the school will be blocked during this time. Parents who come in from 8 am to 11 am are to inform via Intercom, the purpose of their visit. If entry is permitted by the Director, Principal and Vice-Principal, the parents /Visitor is to sign in the Register at the Gate. He/She will then be given a VISITOR I. Card and be permitted to enter. No visitors including Parents etc will be permitted to enter the school after 11 a.m.
13. a) Van Drivers and Bus Drivers are not allowed to enter the Gates in the mornings and afternoons but in the mornings they have to ensure that all students enter the gates. Once the students have entered the school, they are not permitted to exit till school is over.

b) At Dispersal Time

- i. The Lower and Upper Nursery Students leave an hour earlier at 12.55 pm.
 - ii. Their area is Cordoned off and Teachers are on duty in the Lobby and Pathway exiting the school.
 - iii. At 12.55 , Parents with I.Cards take their children from the Lobby.
 - iv. Van Drivers are permitted to come to Classrooms 5-10 at a time to line up the students of their Van and take them to the Vans, which are parked at the Back Gate Pathway.
 - v. All Vans carry the School Logo pasted on their Wind Screen.
 - vi. All Van Drivers will wear the I.D. Card provided by the school, showing: Name of Van Driver, Vehicle Number and String bearing the school name.
14. Van Drivers/Bus Drivers and Conductors have all been advised again to get Police Verification Done and provide the PCC certificate. Supreme Court Guide Lines given to Bus Contractor. All Support Staff and Canteen Staff have been informed to get Police Verification Done as soon as possible.
15. Floor plans have been put up on Notice Boards. 28 CCTV Cameras have already been installed at strategic points. 15 more CCTV Cameras will be installed as soon as possible.
16. A separate Bathroom is being constructed at the back of the building for the Male Support Staff.
17. Committee of VIGILANCE MONITORS has been formed.
18. School COUNSELLORS Committee has been formed.
19. INTERNAL VIGILANCE Committee has been formed with teachers, parents and students.
20. Committee for Sexual Harassment cases has also been formed.
21. Junior Students (Lower Nursery to Std VII) are on the ground and First Floor.
- Seniors Students (Std. VIII to XII) are on 2nd and 3rd Floors.
 - Female Janitors are incharge of Girl's Washrooms. (Seated outside washrooms).
 - 45 Prefects (Students) are incharge of students during Dispersal Time.
 - Classes I to V leave the Building with their class teachers at 1.55 p.m.
 - Classes VI to XII leave their classes at 2.05 p.m. (ten minutes later)
 - Teachers of the last Period ensure that all students leave the class room before they themselves come out of the Building.
 - Students whose parents or Vans come late are made to stay either at the Front Gate or Back gate or in the Main Lobby.
 - If a student has to be sent home by the school, he/she is sent with a Peon/Female Attendant, depending on whether it is a Boy/a Girl.

22. a) For the Medical Cases the Doctor of the school calls the parents and they are permitted to pick up their ward from the Medical/Sick Room.
- b) Emergency cases are always rushed to the Gangaram Hospital, on Gangaram Marg accompanied by a Nurse of the school and a staff member.
- c) The school has a Doctor and three nurses and a separate Medical/Sick Room on the First Floor.
- d) Teaching Staff are sent innumerable notices with instructions on how to deal with various aspects of their duties. They are also advised by the Doctor of the school on how to deal with students with severe/chronic illnesses. Teachers are also advised by the Doctor on how to deal with Emergency cases and also how to provide First Aid.
- e) A car is stationed at the back gate area to be used in Emergencies.
- If a child is rushed to hospital, parents are always advised to reach there.
- f) The Medical Room is well equipped with Life Support and Emergency Apparatus.
23. The Forest Department has been requested again to build the wall along the Ridge Area behind the school.
24. "Jalies" will be put on all Ground Floor Classrooms and Washrooms skylights.
25. Fire Safety Measures are in place in the School Premises.
26. Dispersal Duties of Std. I to V
27. Periodic Checks of Support Staff.

Principal

Director

22.09.2017