



CHINMAYA VIDYALAYA

P.O.KOLAZHY, THRISSUR

CHINMAYA SAFETY POLICY



CHINMAYA VIDYALAYA – INCREDIBLE JOURNEY WITH NOBLE

MISSION AND VISION

Chinmaya Vidyalaya Kolazhy, Thrissur, like all Chinmaya Vidyalayas in the country is a School with a Difference (SWAD), with its unique way of imparting education, based on Chinmaya Vision Programme (CVP), envisaged by our Poojya Gurudev H.H Swami Chinmayanandaji. The Central Board of Secondary Education (CBSE) with over 6000 schools under its wing has featured this Educational philosophy of Chinmaya Vidyalaya in its Value Education Handbook for Teachers as one of the top Value – Based Educational programmes of the country. Even though, Chinmaya Vidyalayas have been dominating the field of education for decades, we do not merely emphasis on the subject knowledge, but also enable the students to adapt to the various situations in life in their ups and downs, through CVP which aims at the holistic development of the individual by adopting four pronged programme of Integrated Development of the personality – including physical, mental, emotional, intellectual and spiritual growth, inculcation of Patriotism, nurturing and transmission of Indian Culture along with a Universal Outlook. It concretises our Gurudev's Vision of Education 'Yathaa drishti thatha Srishti – As the Vision So the World'.

Chinmaya Vidyalaya, Kolazhy, Thrissur, a Vidyalaya with a Difference, was started to perpetuate the ideals of its founder Poojya Gurudev H.H. Swami Chinmayanandaji and his vision of 'Catch Them Young' and moulding the children to perfect individuals, in the year 1979. A group of highly dedicated devotees of Chinmaya Mission Educational and Cultural Trust, Thrissur, work behind every activity of the Vidyalaya. The Vidyalaya is affiliated to the Central Board of Secondary Education, New Delhi. The medium of instruction is English. The Vidyalaya had a humble beginning with Kinder Garten, Lower Primary and Upper Primary as an initial task. The devoted work of a group of teachers under the capable heads of the caring and efficient management, acquired the growth of lightening splash in academics and non – academics. . The Vidyalaya became full-fledged secondary school in 1990 and the Senior Secondary school began in 1991. The Vidyalaya was credited with ISO certification in 2007. The Laurels of Glory were flowing and showering on her in the form of Awards for Best School, Best Teachers' Awards, Balasree Awards, and the array goes on infinite..... making everyone spirituuous and vigorous with her clarion call 'We Can, We Must'.

The Mission of Chinmaya Vidyalaya is to impart quality education to students to enable them to face their life selflessly and fearlessly at the same time equipping

them with the skills to make their life rich and meaningful. 'Keep Smiling' is our motto, which indicates that in failures and success without losing the balance, we should tackle the situation with serenity of mind.

AIMS AND OBJECTIVES

The Vidyalaya offers to train young minds holistically enabling them to appreciate, internalize and imbibe our rich culture thereby churning out globally oriented citizens.

To groom children into morally strong individuals who can bravely face the challenges of life with smile.

To give a practical character building and personality development.

Chinmaya Vidyalaya, Kolazhy, Thrissur is enriched with approximately 2000 children. A total of 82 highly qualified and sincere teaching faculties and 20 sub staff ensure for the smooth functioning of the school. The harmony in the relationship and the co-ordination of the staff in the work is noticeable and praiseworthy. The school employs eight buses to transport children from home to school and back with safety. The School Complex includes Main Block, Golden jubilee block, Balanikethan (separate hostel for boys and girls), Saraswathi temple, Chinmaya Balkrishna – new KG block, Volley Ball Court, Badminton Court etc. The children are exposed to varieties of activities like arts, sports, orientation programme, club activities, yoga, satsang, scouts and guides, service to the society, vegetable garden, cultural festival programmes etc. to rejuvenate themselves and provide a stress free learning environment.

CHINMAYA VIDYALAYA KOLAZHY.

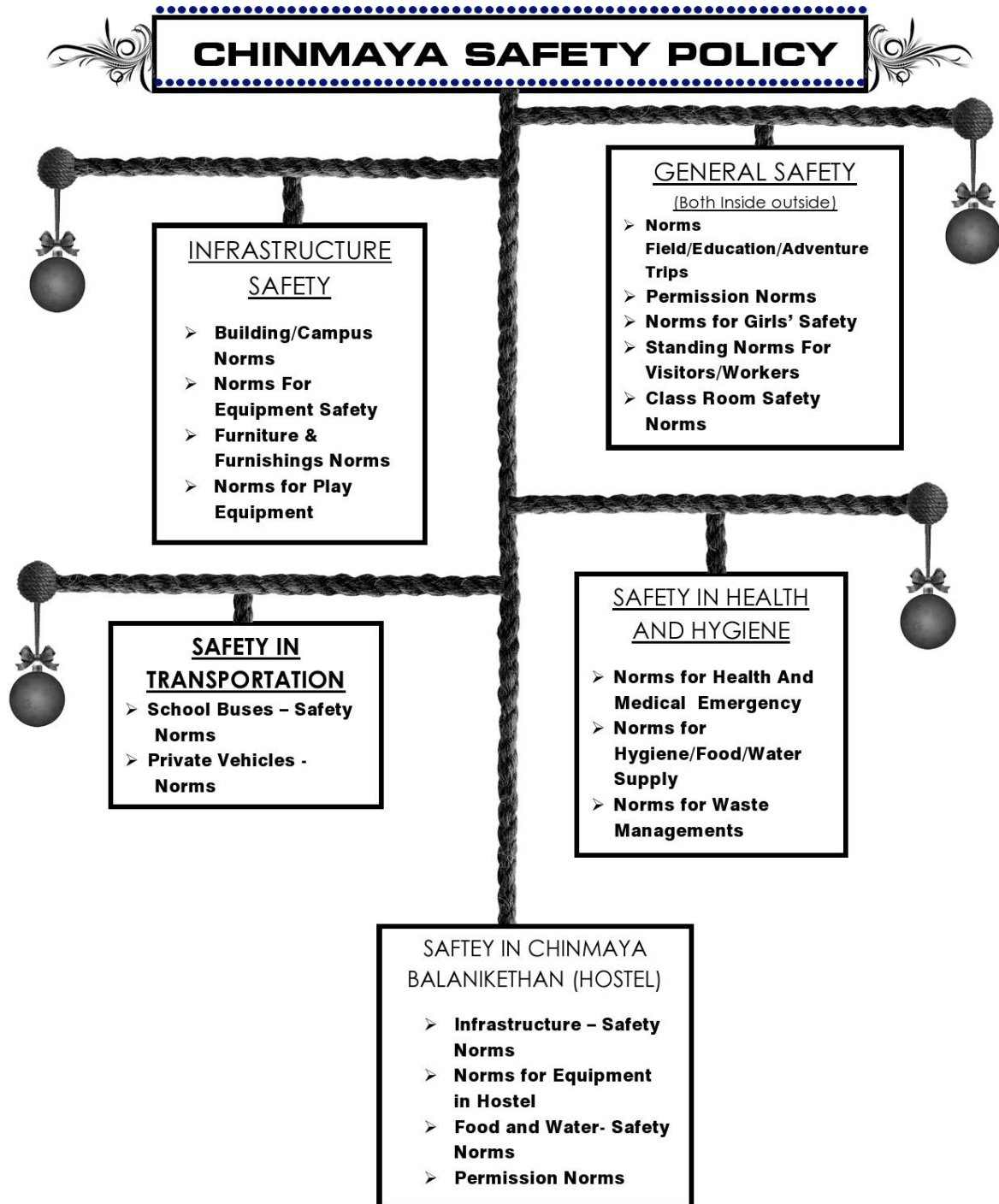
SAFETY POLICY

Chinmaya Vidyalaya, Kolazhy considers the Safety and Health of all the Students, Faculty and Staff (Office staff & sub staff) as relevant as the academics in the smooth functioning of the school and environment. The School's safety and health policy is designed to be appropriate to the hazards and risks of the organisation's work activities. The policy is surely practicable and includes a commitment to protect its employee and members of the public, who are associated with the school and its activities.

OBJECTIVES

- Promote personal safety which includes physical, psychological, emotional and social security health and wellness to all the people associated with the institution.
- Promote occupational safety to the teaching staff, office staff and sub staff to render their service in a safe and healthy atmosphere.
- Provide necessary information to the faculty, staff and students about the risks and hazards that may occur in the school premises and to identify and prevent them at proper time.
- Encourage the students, faculties, staff and sub staff to report any kind of potential hazards to the notice of the authorities so that necessary actions can be taken immediately to avoid challenging situation.
- Ensure all the students, faculties, staff and sub staff are well- trained for handling the safety measures adopted in the institution at any time of emergency without being panic, but to face with confidence.
- Ensure all the students, faculties, staff and sub staff are having training sessions periodically (minimum once in a year) especially about the latest technologies and methods adopted in the institution as a part of renewal.
- Provide calm and stress free environment to be more productive and energised in all kinds of activities that leads the institution in high order of esteem.
- Communicate effectively about every aspect of the safety policy adopted in the institution to the people inside and outside so that it will be beneficial to them in need, as they have to keep in touch with the institution.
- Conduct activities in a manner protective of the environment, and inform the Chinmaya community regarding environmental impacts associated with institutional operations.

- Maintain risk based management programme to reduce the impact of emergency events to Chinmaya community.
- To have a process of continuously measuring the progress against the agreed standards and benchmark (as per CBSE norms) for a Safe School environment.





I. INFRASTRUCTURE SAFETY

THREATS:

- The building may have cracks and crevices as the years pass by or due to climate change or natural calamities.
- New constructions or renewal of building may cause damage to the old blocks.
- When the strength of the institution is increased, the space of the rooms in old blocks may be insufficient.
- The equipment like electrical wires especially if they are open or damaged, furniture, slippery floors, electronic gadgets, water tank, sports items etc. can cause accidents if regular maintenance or inspection is not done.
- Leakage of water in pipe lines can cause accidents and discomforts.
- Free access is possible in prohibited areas like laboratories where chemicals and equipment needed, are kept.
- Long power cuts may cause hindrance to the smooth functioning of the institution and anti-social behaviour may take place in dark areas.
- The absence of knobs for doors and windows especially of toilets may cause unnecessary issues.
- The threats due to natural calamities, unexpected animal threats, long branches of the trees or falling of small branches etc. may hurt children.
- Children may fall in the rugged or slippery ground or in the small pits of the ground and that causes injuries or fracture.

SAFETY NORMS ADOPTED

I. 1 Building / Campus Norms

- The timely constructions are done with proper planning and the guidance from well – known professionals.
- Even when the new constructions are going on, the old blocks maintenance and painting works are also done without any fail during summer vacations or as per the requirement.
- Changes in the structure of building and other necessary works are carried out as per the requirement.
- All the maintenance works are strictly monitored by the designated staff.
- Railings are provided and safety measures are taken to prevent accidents as per the building fitness requirement suggested by Fire and Rescue Services, Kerala.

- Doors and windows have knobs and adequate ventilation is provided in all the class room, office room, staff rooms laboratories, library etc.
- As the strength is increased, new blocks or class rooms are constructed for providing seating arrangement.
- All drain hole pipes, bore wells and water tanks are covered properly.
- Proper rain water drains are placed, covered and maintained to avoid water logging.
- The school campus is protected with a strong contiguous fence so that animal threat can be controlled.
- Security guards are vigilant at all the gates during day and night on all days and supervisors are also keen - eyed to make the campus safe and secure. CCTV cameras are installed at prominent locations and observed periodically or in need.
- All the class rooms have Public Address System to make emergency announcements.
- The branches of the trees are pruned every six months or in need.
- The ground is levelled occasionally if the necessity is observed.
- Permanent staff is appointed to look into the garden so that weeds is punctually removed and the animals will not intrude to make harm the children.

I.2. Norms for Equipment

- Electrical auditing is done by certified government electrical engineers once in a year and the reports are recorded and maintained by the supervisors.
- Regular maintenance work is carried out yearly and signatures from the respective in charges are obtained confirming the same.
- Reports, received from the in – charges are directly monitored by Principal.
- As there is a small kitchen functioning in the Vidyalaya, gas stove is serviced regularly or when in need.
- Generators / Air Conditioners are serviced regularly.
- All fans and lights are checked twice in a year and replacements are done immediately if found faulty.
- The generator/ transformer areas are covered and access is prohibited for unauthorised person.
- Generators provide continuous supply of power during power cuts in the auditorium and supervisors are alert to do the needful.
- Fire hydrant with the capacity of 10,000 gallons of water is installed in our school to repress fire break outs.
- Proper earthing of electrical gadgets is done to avoid shock
- Fire Extinguishers are placed at strategic locations of the building and necessary training is given to students, staff and sub staff to activate them at the time of emergency.
- Fire-fighting drills are conducted by the fire service people once in a year. Fire evacuation drill is conducted by the school.

- All laboratories have proper ventilation, safety electrical tripping devices and fire extinguisher.
- Safety instructions are provided by the teachers and also displayed as signage inside the labs.
- Safety goggles/spectacles and lab coats are provided for students conducting the experiments in the Chemistry lab.
- All chemicals are labelled and stored in the store room which is out of reach from the students.

- First aid box is available in the labs, physical education room, in the office and in all the primary classes.

I.3. Furniture & Furnishings Norms

- The desks and benches are checked for sharp edges to prevent children getting hurt.
- Cup boards in the office room, staff room and class rooms are repaired regularly during vacations or as per the requirement.
- All windows in the classroom are well-ventilated. They are periodically checked and serviced for loose clamps, bolts and window stoppers.
- All windows and corridors have grills for safety.
- All Blackboards/Smart boards/Projectors are attached to the wall/ceiling and periodically checked for safety.
- The furniture in the auditorium like chairs, podium, mike equipment etc. are regularly checked and replaced in need.

I.4. Norms for Play Equipment

- Strict monitoring of the play items children keep with them is done cautiously.
- Cycles provided by from school to children are serviced by vendors regularly to avoid accidents.
- All indoor play arrangements are done keeping safety in mind and are monitored circumspectly by the Physical Education teachers.
- Children are monitored by the PE teachers while they are using the play equipment like discus/ shot put etc.
- First Aid kit is available in all PE rooms.
- Ground is maintained properly. Ground is levelled.
- As the strength of the school is huge, the intervals of different sections are arranged at different time so that the clashes between seniors and juniors can be avoided and students get more opportunity to use the play equipment.
- The Physical Education teachers monitor the children during intervals and after school coaching sessions.
- All the teachers have attended training session on First Aid



2. GENERAL SAFETY: BOTH INSIDE & OUTSIDE CAMPUS

THREATS:

- Children are in the campus for almost 9 months in a year during day time and are also travelling out regularly during Education tours, adventure trips, field trips and during outings. Children also move out of the campus on special occasions like unexpected death of a relative, diseases etc.
- Injuries/ accidents may happen while playing, careless falling etc.
- The naughty one may bully others knowingly or unknowingly.
- Cyber threats can happen either intentionally or accidentally or circumstantial.
- Sometimes personal grudge or insecurity feeling or failures or misunderstanding can lead the children to physical assault to make his/her mates suffer seriously.
- It is possible to have unexpected threats or accidents or injuries while visiting a site.
- The aim, attitude temperament of the visitors cannot be predicted. Unidentified visitors create a lot of problem. Children may be compelled or instructed to leave the campus with those who are in acquaintance with, other than parents can create unnecessary situations.

SAFETY NORMS ADOPTED

2.1. Norms for Field/ Education/Adventure Trips

- Educational tours, field trips, spiritual trips etc. are conducted by professional team.
- The destinations are selected very carefully in order to avoid any kind of difficulty. The destinations will be beneficial and interesting to students on the whole so that they don't feel bored or get depressed. Educational value of the place is also taken into consideration.
- During educational tours, field trips or spiritual trips, concerned teachers (as per the requirement) are assigned to accompany the children. A ratio of one teacher to 10 – 15 students is followed.
- Enough number of sub staff also accompany the children so that they are looked after well with parental care.
- The tour committee verifies the designated places and discusses with the Principal before fixing up the destinations and they are checked physically by a team to ensure that the stay and safety arrangements are good.
- While planning tours, vendors are verified considering their client lists.
- The documents of the transport arranged are inspected before the trip.

- The food provided during the tours is selected according to the season and the hygienic quality is ensured. The restaurants selected are always noticeable for hygiene.
- Written statements are collected from the owners about the conduct of drivers and helpers.
- Consent letters are obtained from the parents.
- The escorting teachers and sub staff are given necessary and strict instructions and the school is updated regularly during the trip. The teacher – in – charge often contacts the Principal to give latest information.
- Bathing in water bodies are strictly avoided as a part of policy.
- Parents staying outstation are informed well in advance and are contacted in case of any emergency support.
- In case of any sudden illness of a child, it is clearly documented that the tour operator will make arrangements to send the child back to the campus along with the escorting teacher.
- No visitor is allowed to meet the child during tours.
- Financial transaction is not permitted without the supervision of the teachers
- Children can have the access of mobile phones only with the permission of the escorting teacher.
- A list of students and staff is drawn out and the same is forwarded to the DEO as per the Government order.
- Teachers ensure that the children are personally handed over to their parents after they return school from the trip.
- Children suffering from contagious diseases are not allowed to join for the tour.

2.2. Permission Norms (To move out of campus during school hours):

- The parents are strictly instructed to make their presence to collect the children in case of emergency. Only genuine cases are taken into consideration.
- If the parents are not in a position to make their presence, only the local guardian will collect the children when the consent letter of the parents is provided. The concerned teachers call the parents and ensure the genuinity of the person sent.
- The students especially senior students are not allowed to go with parents of other children.
- The parent or the guardian has to sign in the register kept in the office, mentioning the reason for taking the child.
- The parents or guardians are provided with a permission pass at this particular situation specifying the relation of the person with whom the child is leaving.
- The security at the gate collects this permission pass and checks thoroughly before leaving the child from the campus.

- Day scholars who are going to take lunch are issued 'Lunch Pass' and it is monitored by the security when they go out or come in. The security guards at all the gates ensure the return of the children after lunch.
- In case of emergency like an accident or an injury or any unexpected diseases, the children are taken to the hospital in the school vehicle accompanied by one PHE teacher and the class teacher/concerned teacher.
- The occurrence of unexpected situations like block or any traffic issue which may lead to the school dispersal early than the regular scheduled time will be communicated to the parents through SMS facility.
- The attendance is taken twice a day to ensure the presence of child in the campus till the last bell.
- The special classes or the cancellation of classes, if happens on any emergency, are informed to the parents at the earliest through SMS facility.
- Seminars are conducted to make the children aware about the dangers around so that they themselves will be conscious about their safety without falling into strangers' trap.
- The children who are leaving the campus to attend any exam or competition will always be accompanied by the concerned teachers till they reach back in school and the teachers ensure that they are handed over to the parents if the arrival is after school hours.
- When the practice sessions are going on relating to any function or programme, it will be specifically informed to the parents and the teachers- in-charge remain in the campus till the children are taken back home by the parents.
- The other coaching classes or training sessions will be informed to the parents and the trainers or coaches are instructed strictly to ensure the children go with parents without any fail.

2.3. Standing Norms for Visitors/ Workers

- The vehicles of visitors are not at all allowed inside the campus during school hours, only the person is permitted if the case is genuine.
- All the visitors are compelled to sign in the register mentioning the details and purpose of visit when they enter into the campus by the security.
- CCTV captures the visitors and their movements and activities wherever they go in the campus.
- Staff members are requested to inform the office or the administrative department about the details of visitors whenever they have visitors.
- All vehicles are checked for security when they leave the campus.
- The speed of the all vehicles inside the campus is restricted to 20kmph only.
- Parents are allowed to meet the Principal only with prior appointment during permitted hours.
- Drivers are not allowed to take the vehicles without permission.

- Visitors are not permitted to take photographs either of any students or group of students or the campus.
- No direct interaction is permitted between the students and the strangers.
- Proper verification is conducted for the workers whether they are permanent or temporary.
- Police verifications are carried out if required.
- Temporary workers need to wear the ID card while at work and deposit their mobile phones with security.
- While cleaning toilets, supervisors need to stand outside to avoid children entering the toilets at the same time.
- Only lady cleaners are allowed inside the girl toilet.
- Any repair/ maintenance works happen only in the presence of the staff on working days after school hours.
- During the school visit parents/guardians/elder siblings or workers are not allowed to smoke/drink inside the campus and or bring in materials like alcohol and tobacco products, objectionable materials, outside food or mobile phones.
- A mobile app support ensures that all the vehicles are monitored by the Principal and the Manager.

2.4. Girl's Safety Norms

- All the students are given equal status in school activities and to be the part of students' administrative wing or in day today programme without any gender discrimination.
- While changing the classes for language study, art or craft education, practices, games etc. either the students will be accompanied by the teachers or they move in group.
- The entry into the girls' toilet is prohibited for all the boys and male employees.
- The special classes and the practice sessions if any, will be informed in advance.
- The consent letters will be collected, if the girls are taken for any programme, especially, if they undergo any practice session after school hours or if they are taken for competitions, site visits etc.
- The practice session will be monitored by a lady staff especially after school hours. PT female staff or female teacher - in - charge will remain in the school till the girls leave the campus.
- A few lady staff is given special duty to observe that the girls remain in the campus only till 4.30 P.M which is their allotted time.
- If the girls are sick or get injured, the school ensures that a lady staff accompanies the child till the arrival of the parents in the hospital.
- A lady staff is appointed to handle Yoga classes for girls.

2.5. Classroom Safety Norms

- All classrooms have a Public Address System to make emergency announcements.
- The timetable is set, displayed in office room, all staffrooms computer lab etc. to ensure the children are engaged systematically and the follow up is done by the administrators directly and ensure the same periodically.
- Cyber security measures are strictly applied and monitored in the campus. Access to social media sites are banned in campus.
- Only licenced soft wares are used in the campus.
- All measures are taken to prevent children getting into cyber bullying.
- The concerned teachers need to escort the students to the PE/ lab/library classes.
- Medicines are not allowed to be kept in the custody of students. In case of emergency, first aids like betadine, cotton, volini spray, balm etc. are provided from the school and administered under supervision.
- No student is allowed to bring any kind of sharp or unnecessary objects to the school. The possessions of the children are checked often by the office bearers and the class teachers quiet often.
- Regular orientation programmes are conducted to create awareness on cyber security and the other threats the children may face in their day today life and the preventive and sensible measures taken.
- Students are not permitted to possess any audio equipment or equipment with video facilities.
- Staff is strictly not allowed to physically, sexually or verbally abuse children. Corporal Punishment is strictly not permitted. Severe consequences are given for non-adherence.
- Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.
- No staff should engage the child of opposite gender in any secluded place in or outside the school.
- Gender education is provided to all the students by the professional counsellors every year.
- A counsellor and a special instructor are taking an active role in finding disturbances in children and give out proper solution for the same whether academic, personal, emotional or social.
- The class teachers and teacher mentors keep in touch with the parents periodically to ensure that the children are comfortable in all ways and if any irregularity is observed, the remedial measures are taken immediately.
- All kinds of ragging is strictly prohibited. Non-adherence will result in expulsion of the student from the campus.
- No student is allowed to engage with any other student of the opposite gender in any secluded place in or outside the school.

- The children are expected to use only appropriate language with teaching faculty, sub staff or any person who happens to be in the campus for any reason.
- Parents and Guardians are restricted from sending couriers or parcels to the student directly. In case of any emergencies, prior permission is taken from the school before sending courier or parcels. Any material sent to the school is opened to check for unauthorised materials before handing it over to the children.
- All the children are given awareness to identify the touch of other people or other behaviour in their favour or not.



3. HEALTH & HYGIENE:

THREATS:

- The changing and unpredictable climate causes many diseases including contagious diseases.
- The unhygienic and contaminated food causes poor functioning of organs, poor health and poor concentration.
- The skipping of food by various reason causes great health issues.
- The overuse of junk food, packet food and fast food damages proper functioning of the organs and even affects the studies.
- The possibility of water contamination through various means like rains, pets and rodents etc.
- Possibility of food poisoning from the food provided in the canteen.
- Unhygienic/ contaminated food caused by either the use of pesticides or the careless preparation.
- Students are educated on the correct hand-wash techniques.
- Unexpected attack of pests and insects need medical support.
- Lack of cleanliness in staff who serve food may cause infection.
- Poor style of waste management may lead the children and staff to be affected with various diseases.
- The rejection of food may lead the children to be unhealthy, anaemic, deficiency in vitamins etc.
- Unhealthy food habits of children create health issues.

3.1. Norms for Health and Medical Emergency

- The Parents are guided to submit the medical record of the children in detail in the beginning of the academic year.

- The medical records are verified properly and kept in the office for reference in case of emergency.
- The learning problems or behavioural problem or any other distractions will be monitored in the early years of academics and bring to the notice of the authorities.
- The counsellor and the special instructor are assigned immediately to look into the matter and effective follow up is done after taking the consent of the parents.
- The children are given proper care and if any injury is observed by PT teacher, first aid is given.
- If the sprain or the injury is severe, the child is shifted to the hospital in school vehicle itself accompanied by the teaching staff.
- Check-ups like Height, weight, oral care and ENT check-up are administered on regular basis.
- An eye check – up is administered once in a year.
- In cases of infectious ailments, students are kept in isolation and sometimes sent home to avoid the disease getting spread in the campus. This is done after consulting with the Principal.
- Parents are consulted by the Principal in case of the need for any emergency medical procedures.
- Children are continuously guided through presentations, talks on health and hygiene.
- The school campus including the classrooms, office rooms, staff rooms, laboratories, library etc. is swept and cleaned regularly.
- The toilets are cleaned after each interval and after the dispersal.
- If the children who get drenched while playing, are given spare uniforms kept in the school to change the dirty dress so that no other health issues will happen.
- Pest control measures are taken up periodically.
- Students are monitored for clean and tidy uniforms and proper grooming of hair and nails.
- Medical camp and health check - up are organised for KG to +2 classes every year and medical records are maintained.
- Teachers are given training on First Aid requirements by medical experts.
- The tablets or injections as per Government protocol are administered.

3.2. Norms for Hygiene/ Food/ Water Supply

- The children are instructed to bring healthy home-made food for snacks and lunch. The items with vegetables, fruits etc. are highly appreciated and encouraged.

- The teachers in KG and lower primary classes remain in their respective classes during break time so that they can keep up the warmth in the relationship with the children. The teachers observe if the children bring healthy and nutritious food and eat completely.
- Menu suggestions in the canteen are based on the recommendations of the Teachers and Students' representatives.
- The cleanliness of the kitchen is ensured as a small kitchen is functioning in Vidyalaya also. The cooking and washing area are kept separately.
- Deep cleaning of the Kitchen and Kitchen appliances happens regularly.
- Health check-up for people who handle food is done regularly and certificates are issued.
- Water testing is done regularly by Kerala Water Authority/Medical College.
- The school has a Reverse Osmosis water filtration plant which provides safe drinking water to all the stakeholders in the campus.
- The water RO plant is cleaned every six months or as and when necessary.
- The water coolers are fixed at particular area in the campus to have purified water.
- Quality of water is checked by Kerala Water Authority/Medical College and records are maintained.
- Overhead tanks are cleaned every month and log is maintained.
- Well water is chlorinated every week.

3.3. Norms for Waste Management

- School has a STP plant and is monitored by a vendor. Such treated water is used for gardening purposes.
- The students are advised to avoid the use of plastics. The school advocates the policy of plastic free zone.
- Collection of waste is done by the housekeeping staff under the supervision of the housekeeping Supervisor.
- Segregation of the waste is done at an allocated open place far from other blocks.
- Segregated waste, including e-waste, is disposed by designated staff in consultation with Principal.
- School has a tie up with vendors who collect the plastic and paper waste for recycling, at regular intervals to keep the campus clean and green.
- Pest control measures are taken up periodically.
- While on tours, students are provided only with safe water and food.



4. SAFETY IN TRANSPORTATION

THREATS:

- Unexpected accidents may happen.
- Hijacking of the vehicle for monetary benefit can create tension.
- Injuries can happen to the children while travelling in the buses due to the carelessness of staff in the buses can cause confusion like leaving the child in the campus, sudden break etc.
- Cleanliness in the buses may become a serious issue when the children throw waste, lack of regular cleaning etc.
- The disputes among the children or staff may cause clashes or in the buses.
- The safety of children in private vehicles is a matter of concern.

4.1 School Buses – Safety Norms

- School buses have installed GPS system.
- The school vehicles are cleaned daily.
- Constant updates of children's whereabouts are done systematically.
- The licence, background and the skill of the drivers are checked properly.
- Health record of drivers/helpers is maintained.
- Strict instructions regarding the behaviour of drivers/helpers especially with girl students are given and monitored.
- Any issues, if arisen is dealt judiciously.
- Details/background of private vehicle drivers is maintained.
- Attendance registers for children in all buses are kept and maintained and the attendance is taken fore noon and after noon.
- First Aid box and drinking water is provided in all buses.
- Speed of all the vehicles including school buses, inside the campus is restricted to 20kmph only.
- A special app is working to identify the location of vehicles in Principal's mobile.
- The buses display the name of the drivers as well as the vehicle co-ordinator.

4.2 Private Vehicles – Safety Norms

- Details/ background of the drivers of the private vehicles are maintained.
- The details of the private vehicles authorised by the parents are maintained.
- Parents are instructed to look into the safety of children while coming in private vehicle.
- The parents are instructed to inform the change in school timings (Exams and celebrations etc.) if any to the private vehicle drivers.
- The entry and the exit of the private vehicles are strictly monitored.



5. CHINMAYA BALANIKETHAN

THREATS:

- The safety of the people in the building to be protected from anyone from outside is important.
- Protection from pests, insects are important
- The insufficiency of the convenience in the rooms may cause insecurity and uneasiness.
- The unhygienic appearance of the place makes the children unhealthy.
- The distaste and the different style of cooking can compel the children to avoid food.
- Lack of enough space to study causes poor performances in exam.
- Lack of proper guidance and monitoring mislead the children.
- Some unhealthy issues can happen if they are not interfered or monitored.
- Staying away from the parents may cause depression or uneasiness.

5.1 Infrastructure – Safety Norms

- Chinmaya Balanikethan is well - built with all kinds of security system and it is not easy for anyone to enter into it without permission.
- 24 hours security system is arranged and the main door is closed at 9:00 PM after which entry or exit is impossible.
- The rooms are well furnished and well ventilated.
- Necessary furniture is provided in all the rooms, dining room, kitchen etc.
- Maintenance and painting works are done once in a year or according to the necessity and strictly monitored by the designated staff.
- All the drain holes, bore wells and water tank are covered and cleaned a regular basis. To avoid water logging, proper rain water drains are placed, covered and maintained.
- All the rooms, study area and dining hall have Public Access System to make emergency announcements.
- Separate study hall with tables and chairs and prayer hall are there to do the work with full concentration and comforts
- Regular electrical maintenance is carried out systematically.
- Generator provides 24 hours continuous supply of power during power cuts
- The furniture maintenance is done regularly.
- Timings for wake up, bath, prayer, food etc. are scheduled properly to make children stable and healthy academically, mentally, emotionally, spiritually.
- Any kind of mental strain like ragging is strictly prohibited in the hostel.

- Boys and girls are kept in separate building under the supervision of different wardens.
- Security guards are vigilant during day and night.
- Fire extinguishers are placed at prominent locations in the building.
- Curtains are replaced every three months after washing.
- Cup boards are repaired regularly during the vacation.
- The kitchen, the dining space and wash area are separated.
- Only lady cleaners and cooks are allowed in the hostel.
- The man who come to iron the dress has the permission on day time especially when the children are in the school.
- Any repair or maintenance is done only in the presence of staff only.
- Visitors' vehicle is not allowed to enter in the hostel.
- Staff is strictly not allowed to physically, sexually or verbally abuse children. Corporal Punishment is strictly not permitted. Severe consequences are given for non-adherence.
- Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.
- No staff should engage the child of opposite gender in any secluded place in or outside the school.
- Prayer and meditation is conducted regularly for overall mental and emotional development.

5.2 Norms for Equipment used in Hostel

- Kitchen and Kitchen appliances are cleaned deeply and regularly.
- Electrical Geysers / water coolers are checked regularly and records are maintained with dates.
- AMCs are taken for dryers to ensure proper maintenance.
- Generators and water heaters are checked regularly or in need.
- The furniture in all the rooms are checked periodically to ensure their quality.
- Electrical lights, fans etc. are replaced, if they are damaged.

5.3 Food / Water – Safety Norms

- A well-balanced diet is provided in the hostel.
- The menu suggestions in the hostel are set under the strict monitoring of the warden.
- The opinion of the administrators, teacher representatives and student representatives are well – incorporated.
- It is Chinmaya policy that only vegetarian food is served to help the students to maintain good health.
- Fixed timetable is set concerning the dishes and all kinds of Kerala food is included.
- The groceries, vegetables etc. are bought from reliable stores and are stored in clean room.

- All dining hall serving staff is well trained.
- No compromise is done concerning the quality of the ingredients used.
- The dishes served at a time will not be served again at any cause.
- The food for the boys and girls are served at different time in order to avoid unnecessary issues.
- Boiled water is provided.
- The children are not permitted to bring food from outside to the hostel.
- The purifiers and coolers are checked systematically.
- Electric heater is kept to take hot water to bathe.
- The Chef who prepares food and the helpers are periodically dewormed.
- Special care and diet is extended when children are unwell.
- All bio waste materials generated in the kitchen is circulated through the bio gas plant and utilised well as fuel.
- There are many pest-o-flash at different locations of the dining hall.
- Routine blood tests and other tests are carried out and safety certificates are issued to all the staff involved in handling food and products by the FSSAI

5.4 Permission Norms

- Children in the hostel are allowed to go home only with parents or any person authorised by his/her parent. Details of the person with whom the child is leaving is noted in the register maintain by the warden.
- The children are not permitted to go out without permission or escorting person.
- Under any emergency like sickness, the child will be taken to the doctor or to the hospital by the warden and other helpers.
- The phone calls of the parents will be routed through the warden.
- Parents are allowed to visit the child only with the prior note.
- Students are not permitted to possess any kind of electronic gadgets including mobile phone.
- No direct interaction is allowed between the strangers and the students.
- The children are permitted to play in the campus after school hours till the fixed time in the evening.
- The children are not permitted to go home quite often.
- The children are expected to follow the hostel timings strictly.
- The children are not allowed to change rooms without the permission of the warden.

We expect the Almighty, the one and only omnipresent and omnipotent God to embrace us and keep us safe without being touched by any problem in our day today walks of life. Humble Pranams at the Holy feet of our Poojya Gurudev H.H. Swami Chinmayanandaji for all the blessings, being showered relentlessly.

HARI OM !