

CHANDIGARH COMMISSION FOR PROTECTION OF CHILD RIGHTS
(Union Territory)



Ms. Harjinder Kaur
(Chairperson)

Ref No. CCPCR/2018/
Dated-

**ADVISORY TO ENSURE SAFETY & SECURITY OF CHILDREN
IN SCHOOLS OF CHANDIGARH**

School Policy

- School must have a Child Protection Policy that should cover all aspects including prevention, awareness generation, and managing/redressal of complaints. The Policy shall be made as per existing Children laws. The policy shall be strictly adhered to.
- Monthly safety walks to identify loopholes in security in the premises. Safety Audit to be conducted every year to identify all risk spots in the school premises.
- Grievance committee to be set up for dealing with issues of violation of Child Rights and Child Protection.
- Cyber security Guidelines to be developed in accordance with existing cyber and IT laws which includes installation of firewall, filtering and monitoring mechanisms in all computers in the school premises, regular review of filtering and blocking policies and procedure.
- No child shall not be handed over to any unauthorized person.
- Proper policy to be in place for Children who come late to school and in no situation shall the child be sent back from the gate.

Staff Appointment

- School must get conducted background check of all staff members including contractual / outsourced employees.
- Copies of all credentials of the employee should be available in the Personal File of all employees.
- Induction training of all newly appointed staff with focus on Child Protection / Safety protocol enforce in the school.
- Ensure that the non-teaching staff such as bus drivers, conductors, peons and other support staff be employed only from authorised agencies and that proper records be maintained

Staff

- All staff to be given a basic training of Children's Laws.
- All staff to be circulated copies of all guidelines/ Advisories issued from time to time by competent authorities.
- 2 Counsellors (1 male + 1 female) for co-educational schools to be appointed / arranged though visiting counsellor. All children should have access to the counselling services. Counselling case files / session to be maintained while ensuring confidentiality.

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- Proper monitoring of all complaints (through complaint box and otherwise) by any child, shall be maintained by the counsellor/authorized person.
- Basic training on First Aid for all staff members

Students

- Students to be made aware of good touch and bad touch and about when, where and to whom to report incidences of abuse.
- Students to have access to complaint box that will only be opened by the authorized personnel. No complaint by any child shall go unaddressed.

Parents

- All parents to be given a basic training on Children's Laws in general and School Child Protection Policy in particular.
- All staff to be circulated copies of all guidelines issued from time to time by competent authorities.
- Training of parents on warning signs of sexual / physical abuse of children.

Duty assignment

- Only Male staff not be given duty for an activity involving female students (accompanying female staff mandatory).
- Male sweepers shall not to be given duty to clean Female student/staff washrooms.
- Cleaning of washrooms to be strictly ensured before and after school hours.
- Special care of students during excursions, outings, camps etc to be taken by the accompanying staff. Co-curricular activities held beyond school timings be supervised by at least two teachers
- Visits to laboratories, sports room, auditorium, library, computer room, gymnasium and assembly hall and the like should be under direct supervision of relevant teachers.

General infrastructure guidelines

- Ensure CCTV cameras in Schools to cover entry gate of washrooms, entry gate of building, labs, classrooms, play grounds, corridors and Parking Area.
- All CCTV footage to be maintained for a minimum period of 30 days.

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- Clear signage showing the Name of Child Protection offices and officers and their contact numbers shall be displayed at prominent place in the school.
- Proper visitor record and pass to be issued at gate which shall be worn by the visitor during the time in the premises of the institution.
- Digital visitor management system with visitor sign-in information and photo ID badges to increase the level of security in schools may be installed.
- Sanitization of building before lock up under the supervision of a staff is mandatory.
- All schools shall have fully functional first aid boxes.
- Display of awareness material on child protection issues in schools.
- To ensure separate and adequate number of toilets for boys, girls and staff in the school.