

PRATAP PUBLIC SCHOOL

School Safety Policy

1. Purpose

The purpose of this policy is to ensure the safety, security, and well-being of all students, staff, and visitors within the school premises. This policy outlines procedures, responsibilities, and preventive measures to minimize risks and respond effectively to emergencies.

2. Scope

This policy applies to:

- All students, teachers, staff and visitors.

3. Principles

- Every child has the right to a safe learning environment.
- Prevention is the first line of defense.
- All safety incidents must be reported and addressed promptly.
- All staff share responsibility for maintaining safety.

4. Key Areas of Safety

a. Physical Safety

- Secure school gates
- Regular maintenance of buildings, playgrounds, and electrical systems
- Visitor sign-in/out procedures
- Supervision of students during breaks, movements and dispersal.

b. Emergency Preparedness

- Regular fire drills and evacuation drills
- First aid kits and trained staff.
- Emergency contact information for all students

c. Health & Hygiene

- Clean drinking water and toilets
- Health check-ups and vaccination records
- Policies for dealing with infectious diseases (e.g. COVID-19, flu)

d. Bullying and Violence Prevention

- Zero tolerance for bullying, harassment, or physical violence
- Anti-bullying programs and counseling support
- Anonymous reporting mechanisms
- Conflict resolution and peer mediation programs

e. Digital & Cyber Safety

- Internet use policy for students
- Supervised use of computers and devices
- Cyber bullying prevention education
- Monitoring and filtering of harmful online content

f. Transportation Safety

- Verified school bus drivers and conductors.
- Safe pick-up and drop-off zones
- Attendance checks on school transport

5. Responsibilities :-

Principal and Headmistress

Overall safety oversight and policy implementation

Teachers

Classroom safety, supervision, and reporting concerns.

Students

Follow rules, report dangers or bullying.

Parents

Support school rules, inform school of health or safety issues.

Security Staff

Monitor entry points, handle emergencies.

Safety Committee

Review incidents, recommend improvement.

- **All incidents must be reported to the principal or headmistress immediately.**