

Ahlcon International School  
Mayur Vihar, Phase-1  
Delhi-91

Report on Safety and Security in all the Departments  
2017-18

The Principal convened a meeting of Section Heads with their colleagues to discuss the Safety and Security issues related to transport, School Campus and all employees of the School. After discussions and deliberations, the following points have been concluded:

Sr. No.	Present aspects of Safety and Security	Future aspects/ Actions to be taken	Action to be taken by-
1.	<p><b>Deployment of Security Guards</b> 11 Security Guards are on duty from 7:00 am onwards. Thorough training has been given to them and they know their job completely. There are 3 gates in the school and all the gates are manned by 2 guards from 7:00 am. A lady guard is deployed at Gate no. 1.</p>	<p><b>Preprimary Section-</b> No action Required <b>Primary Section-</b> 2 female sweepers required for monitoring toilet entry for toilet entry on Ground floor(B Block) and First floor (A Block) <b>Middle School-</b> 1 Aaya required to monitor the toilet entry and exit on 3<sup>rd</sup> and 4<sup>th</sup> floor. <b>Senior School-</b> 1 male &amp; 1 female security guard is needed in Senior Section for the purpose of rounds on the floor and to check the movement of students.</p> <hr/> <p>It has been proposed that two Male security guards each should be deployed from 7:00 am – 4:00 pm on all the 3 gates. In addition one female guard should also be put on duty on gate no 1 and 2 each</p>	<ul style="list-style-type: none"> <li>• Recruitment of Group D staff by admin</li> <li>• Recruitment by the Admin Department</li> <li>• Supervision of Aayas, Security Guards, Group D employees – By the Section Heads and Admin Officer</li> </ul> <p>Recruitment and supervision to be done by Admin officer</p>



	<p><b>Preprimary-</b>  Bus dispersal- 6 teachers on duty everyday who monitor the arrival of children. They are there from 8:15 am to 8:45 am to receive the Ahlconites. During dispersal time. 4 bus incharges take attendance very carefully and the line is taken to the bus escorted by female helping staff. After being seated, again a head count is done and the child is handed over to the Guardian with great care.</p> <p><b>Primary-</b></p> <ul style="list-style-type: none"> <li>• Bus Users (265 students)- Duty teachers take attendance in the waiting area and are then students are taken to the respective buses. Attendance is being taken during dispersal</li> </ul>	<p><b>Every bus is proposed to have a Lady Attendant for security issues.</b></p> <p><b>Preprimary-</b>  The same practice will be continued in the future too.</p> <p><b>Primary-</b>  Van Users- Duty teachers will be allotted 5 vans each for the dispersal with waiting venue and vehicle number.</p>	<p>-By Admin Department</p> <p>-Under Section Head</p> <p>-Under Headmistress</p>
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	<p>time only.</p> <ul style="list-style-type: none"> <li>• Van users – (375 students) – Classes I-III are handed over to van drivers from Onfooter dispersal area by checking authority cards. Classes IV-V are dispersed from the open area opposite the reception by teachers on duty.</li> <li>• On footers (263 students)- Students of Classes I- III - are handed over Class teachers and Duty teachers from Onfooter dispersal area near the Gate no. 2.</li> </ul> <p><b>Middle-</b></p> <ul style="list-style-type: none"> <li>• Bus users (266 students)- Bus teacher incharges take attendance in the bus area. Attendance is being taken during dispersal time only.</li> </ul>	<p>Authority card to be issued to all the van users and onfooters from classes I-IV</p> <p>Onfooters- No student will be handed over to the parent incase the authority card is not shown.</p> <p><b>Middle-</b></p> <ul style="list-style-type: none"> <li>• Bus users (266 students)- A pilot initiative will be taken up for the bus users in the Middle &amp; Senior Section from 6<sup>th</sup> October 2017 onwards wherein the students will assemble in the</li> </ul>	<p>-Under Headmistress</p> <p>-Under Headmistress</p> <p>-Under Section Head</p>
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	<ul style="list-style-type: none"> <li>• Van users (170 students) &amp; on footers (133 students) disperse from gate no. 2.</li> </ul>	<p>allocated venues on the first &amp; second floor of the Senior school. The bus teacher incharge/ teacher on duty will mark the attendance and escort the students to the respective buses. The dispersal of the students from the classes will be at 2 pm &amp; bus teacher incharge will ensure that the children should board the buses by 2:15 pm. The buses will leave the campus at 2:20 pm.</p> <ul style="list-style-type: none"> <li>• Van users– (170 students) – The van users of classes VI – VIII will be escorted to Gate No. – 2 by the teachers on duty. The van users are expected to vacate the school campus by 2:15 pm. In case they don't leave the campus on time, the gate will be closed &amp; they will be held back till 2:30 pm.</li> <li>• On footers (133 students)- The van users of classes VI – VIII will be escorted to Gate No. – 2 by the teachers on duty. The</li> </ul>	<p>-Under Section Head</p> <p>-Under Section Head</p>
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	<p><b>Senior-</b></p> <ul style="list-style-type: none"> <li>• Bus users (360 students)- Bus teacher incharge take attendance in the bus area. Attendance is being taken during dispersal time only.</li> </ul>	<p>van users are expected to vacate the school campus by 2:15 pm. In case they don't leave the campus on time, the gate will be closed &amp; they will be held back till 2:30 pm.</p> <p><b>Senior-</b></p> <ul style="list-style-type: none"> <li>• Bus users (360 students) - A pilot initiative will be taken up for the bus users in the Middle &amp; Senior Section from 6<sup>th</sup> October 2017 onwards wherein the students will assemble in the allocated venues on the first &amp; second floor of the Senior school. The bus teacher incharge/ teacher on duty will mark the attendance and escort the students to the respective buses. The dispersal of the students from the classes will be at 2 pm &amp; bus teacher incharge will ensure that the children should board the buses by 2:15 pm. The buses will leave the campus at 2:20 pm.</li> </ul>	<p>-Under Section Head</p> <p>-Under Section Head</p>
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	<ul style="list-style-type: none"> <li>• Van users ( 175 students) &amp; on footers (222 students) disperse from gate no. 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Van users– (175 students) – The van users of classes IX – XII) will be escorted to Gate No. – 2 by the teachers on duty. The van users are expected to vacate the school campus by 2:15 pm. In case they don't leave the campus on time, the gate will be closed &amp; they will be held back till 2:30 pm.</li> <li>• On footers (222 students)- The van users of classes IX – XII will be escorted to Gate No. – 2 by the teachers on duty. The van users are expected to vacate the school campus by 2:15 pm. In case they don't leave the campus on time, the gate will be closed &amp; they will be held back till 2:30 pm.</li> </ul>	<p>-Under Section Head</p> <p>-Under Section Head</p>
4.	<p><b>Campus security-</b> Utmost care is being taken for the security of Ahlconites.</p> <p><b>Preprimary</b> A Vigilance squad had been formed in the Preprimary Department</p>	<ul style="list-style-type: none"> <li>• Washroom for guards, Drivers, Conductors and Group D employees to be separate than the ones used by the students. Male teachers and office staff to use Staff Toilet on the Ground</li> </ul>	<p>-Under respective Section Heads and Admin Officer</p>

<p>in 2016 itself consisting of 4 members of the staff. The duration in which the Ahlconites are in school, they take rounds to ensure the safety of the children. A stock is taken about the safety measures in every Staff meeting. The 4 gates are locked as soon as the arrival of students is over and opened at dispersal time only.</p> <p><b>Primary</b> -Floor Duty teachers are appointed during both arrival and Dispersal in the corridors, canteen, swings and Gates. The teachers ensure smooth flow of students during dispersal.</p> <p>-Teachers on Gate duties record the late coming of Vans and onfooters in the morning and daily report is submitted to HM for further action. The parents and van users are daily pointed out at the gates.</p> <p>-AHMs Ms. Kavita Shah &amp; Ms. Shipra and HOD Ms. Sangita Sahni are on Duty during dispersal time.</p>	<p>Floor.</p> <ul style="list-style-type: none"> <li>• 1 washroom to be made near the Library on the First Floor.</li> <li>• Stickers to be put on the vehicles which are parked inside the campus.</li> <li>• In case of Cleaning being done in the toilets – ‘CLEANING IN PROGRESS’, ‘WET FLOOR’ Board has to be put outside so that the children do not enter.</li> <li>• Signboards for the washrooms of all the the respective departments to be displayed eg - ONLY FOR PREPRIMARY CHILDREN</li> <li>• Entry of only 1 person per Authority Card (To collect on footer children) to be implemented for all sections.</li> <li>• No repair work to be done during School hours unless there is an emergency. Such work to be taken up at the weekends.</li> <li>• No gifts/sweets will be received on birthdays and reception/gate.</li> <li>• Terrace Washroom – Outer latches to be repaired.</li> </ul>	<p>-Admin Officer</p> <p>-Admin Officer</p> <p>-Admin Officer</p> <p>-Admin Officer</p> <p>-Under Section Head</p> <p>-Admin Officer</p> <p>-Admin Officer</p> <p>-Admin Officer</p>
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	<p>-The Bus duty teachers ensure attendance and smooth dispersal of buses.</p> <p>-Junior Student Council is on rounds during Break time and they report to HM weekly.</p> <p><b>Middle-</b> The discipline &amp; monitoring of the section is ensured at following levels:</p> <ul style="list-style-type: none"> <li>• Discipline Coordinator (Ms. Namita Bhagat who ensures overall discipline of the section.</li> <li>• House on Discipline Duty are put on duty during break &amp; dispersal to ensure safety</li> <li>• Floor incharge teachers are on duty during arrival &amp; dispersal time to cater the needs of children.</li> <li>• House on discipline duty – the teachers of a particular house are put on duty during the break</li> </ul>	<ul style="list-style-type: none"> <li>• Fencing needed outside above the wall of the school.</li> <li>• Fencing needed for the wall next to the Splash Pool.</li> </ul> <p><b>Middle</b> The discipline committee will be formed which will comprise of the following members</p> <ul style="list-style-type: none"> <li>• Discipline Committee (Ms. Namita Bhagat (Coordinator), Mr. Sunil Agrahari, Ms. Vandana Awasthi &amp; Ms. Bhanuja.</li> </ul> <p>All the sports &amp; activity teachers will be deployed to extend the cooperation to facilitate the students, traffic flow during the arrival &amp; dispersal time.</p>	<p>-Admin Officer</p> <p>-Admin Officer</p> <p>-Under Section Head</p> <p>-Under Section Head</p>
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	<p>time to ensure discipline in the corridors.</p> <ul style="list-style-type: none"> <li>• Student Council members are active participants &amp; help the teachers for the event management &amp; to maintain discipline in the classrooms, corridors &amp; school programmes/ events</li> <li>• Sports department is the integral part of discipline committee &amp; extends cooperation during the school programmes, securing &amp; monitoring of sport complex premises during the arrival, interval &amp; dispersal.</li> </ul> <p><b>Senior –</b></p> <ul style="list-style-type: none"> <li>• Discipline incharge (Mr. Rajeev Jha) looks after all the discipline issues</li> </ul>	<p><b>Senior-</b></p> <ul style="list-style-type: none"> <li>• All the sports &amp; activity teachers will be deployed to extend the cooperation to facilitate the students,</li> </ul>	<p>-Under Section Head</p>
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	<p>along with three members of discipline committee (Mr. Shambhu, Ms. Karishma &amp; Ms. Nidhi Sharma).</p> <ul style="list-style-type: none"> <li>• House on Discipline Duty are put on duty during break &amp; dispersal to ensure safety</li> <li>• Floor incharge teachers are on duty during arrival &amp; dispersal time to cater the needs of children.</li> <li>• House on discipline duty – the teachers of a particular house are put on duty during the break time to ensure discipline in the corridors.</li> <li>• Student Council members are active participants &amp; help the teachers for the event management &amp; to maintain discipline in the classrooms, corridors &amp; school</li> </ul>	<p>traffic flow during the arrival &amp; dispersal time.</p>	
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	<p>programmes/ events</p> <ul style="list-style-type: none"> <li>• Sports department are the intergral part of discipline committee &amp; extends cooperation during the school programmes, securing &amp; monitoring of sport complex premises during the arrival, interval &amp; dispersal.</li> </ul>		
5.	<p><b>Vulnerable Areas</b></p> <p><b>Preprimary</b> – Splash Pool Area, Area behind Nursery D</p> <p><b>Primary-</b> Balcony outside III-F, Previous senior Art Room and Previous Primary Math Lab (A Block)</p> <p><b>Middle –</b></p> <ul style="list-style-type: none"> <li>• Outer staircase towards the basketball court,</li> </ul>	<ul style="list-style-type: none"> <li>• Area behind Nursery D to be cleared and the Recycling machine to be removed. Doors to be locked.</li> <li>• Balcony outside III-F to be locked</li> <li>• Area under the bridge near the swings to be covered with net.</li> <li>• ‘Emergency Exit’ signage to be placed on all the exits.</li> </ul> <p><b>Middle</b></p> <ul style="list-style-type: none"> <li>• Latches of the terrace washrooms have to be removed &amp; replaced by</li> </ul>	<p>By Admin Officer</p> <p>By Admin Officer</p>



	<p>vigilant and alert.</p> <p><b>Middle &amp; Senior</b> – The faculty is alert &amp; no visitor is allowed to enter the middle section without prior permission of Section Incharge.</p>	<p><b>Middle &amp; Senior</b> - The teachers &amp; the support staff has been appropriately oriented to be vigilant &amp; alert throughout a day. The various advisories related to response mechanisms in case of injury/ accidents, role of class teacher, steps to cater to the needs of new admission children have been framed &amp; thoroughly discussed with the teachers. The role of house master, discipline committee, sports department, activity teachers &amp; student council has been revisited &amp; briefed in detailed.</p>	<p>-By Section Heads</p>
<p>7.</p>	<p><b>Communication with stakeholders</b>  <b>From time to time, advisory has been sent to update and sensitize them.</b></p>	<p>The same practice will be continued in the future too. A copy of the advisory will be provided to the admin, reception, and transport Incharge, as has been the practice till now.</p>	<p>-Under Section Heads</p>

This report has been compiled after taking inputs from all Section Heads and teachers whose names are listed below.

Sr. No.	Name	Designation
1.	Mr. Ashok k. Pandey	Principal
2.	Mr. Puneet Duggal	Senior School Incharge
3.	Ms. Dimple Puri	Middle School Incharge
4.	Ms. Sunita Rajiv	Asst. Headmistress
5.	Dr. Vishal Chaudhary	HOD Sports
6.	Mr. Rajeev Jha	Discipline Incharge
7.	Ms. Divya Kapoor	Academic and Examination Incharge
8.	Ms. Sangita Sahni	HOD Sports (Primary)
9.	Ms. Pallavi Singh	IT Coordinator - Preprimary

Ms. Anju Gupta

Headmistress