

HEALTH, SAFETY AND WELFARE POLICY

1 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school will be of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

2 The school curriculum

2.1 We will teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers will take every opportunity to educate children in this regard in the normal school curriculum.

2.2 We will teach children respect for their bodies, and how to look after themselves. Children learn about healthy eating and hygiene. We also will show them how to move and play safely in PE lessons.

2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

2.4 Our school will promote the spiritual growth and welfare of the children through special events such as assemblies, workshops and through the daily act of collective worship.

2.5 Each class will have the opportunity to discuss problems or issues of concern with their teacher. Teachers will help children discuss and overcome any fears and worries that they may have. Teachers will handle these concerns with sensitivity.

3 School meals

3.1 Our school will provide the opportunity for children to buy a meal at break. We will do all we can to ensure that the meal provided has suitable nutritional value.

3.2 If children choose to bring their own packed lunch, we will provide them with a suitable place to eat their lunch, and will supervise them during this time.

4 School uniform

4.1 We will always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

4.2 It will be the responsibility of all teachers to ensure that the school uniform policy is enforced.

5 Security

- 5.1** Trained teachers and trained security personnel will ensure the safety of students at all times.
- 5.2** The K.G. Block will be on the ground floor and all safety standards are maintained, with frequent inspections from the Municipality.
- 5.3** The Boys and Girls will be separate from Grade V onwards.
- 5.4** Necessary fire equipment will be installed and fire and earthquake resistant building material will be used. Drills will be conducted for evacuation procedures. The design of the building will be as per stipulations laid down by the municipality.

6 Supervision

- 6.1** Bus drivers and conductors will be trained for safety by the R.T.A. Teachers are in-charge of students in the school bus.
- 6.2** Students will be supervised by trained teachers at all times in school and on trips and tours.
- 6.3** Students will be protected at all times by trained teachers. Supervisors will be appointed to look after the students' welfare at every level:-
 - 1) KG I, II – Pre-primary
 - 2) Grade I- II
 - 3) Grade III, IV, V
 - 4) Grade VI-VIII – Girls
 - 5) Grade VI- VIII - Boys
 - 6) Grade IX- XII – Girls
 - 7) Grade IX – XII – Boys

School rules are mentioned in the Diary.

- 6.4** The Supervisors will be assisted by class teachers and class representatives.
- 6.5** Reinforcement of positive behaviour will be by acknowledgement and a reward system. Discipline will be maintained by closely monitoring students, by a prefectorial system and by punitive measures such as extra assignments for wrong doers.
- 6.6** The Principal and Vice Principal will deal with serious complaints as reported by the Supervisors. Parents will be involved in the correction procedure.

6.7 The Faculty will be expected to maintain the highest code of conduct and a zero tolerance policy for any deviations in this regard will be followed. Staff recruitment will be subject to verification of University degrees, medical clearance and criminal records in accordance with Ministry rules.

7 Inculcating Leadership in Students

A leadership program, with a designated coordinator will be initiated. All prefects will be responsible for the successful completion of a project they undertake on a monthly basis.

7.1 Prefectorial Body

Students will be appointed from Grades 9 & 10 for the following positions:-

Boys

Head Boy (Grade 10)
Student Coordinator (Gr.10)
Cultural Secretary (Gr. 10)
Sports Captain (Gr. 10)
Vice Sports Captain (Gr. 09)
House Captains (Gr. 9 & 10)
Prefects (General)

Girls

Head Boy (Grade 10)
Student Coordinator (Gr.10)
Cultural Secretary (Gr. 10)
Sports Captain (Gr. 10)
Vice Sports Captain (Gr. 09)
House Captains (Gr. 9 & 10)
Prefects (General)

In addition, students will be elected as class monitors and Bus monitors in rotation, from all classes. Students will be taught to lead, to be responsible, and to work in cohesive groups. The senior Prefectorial body will work closely with the Principal and faculty to express students' concerns, ongoing social service drives and monitor discipline in school.

8 Redressal of Complaints

- 8.1** Parent Teacher Meetings will be scheduled 3 times a year and time is scheduled for every parent to meet teachers and Supervisors with their concerns.
- 8.2** A feedback form will be filled in by every Parent and concerns noted and addressed by the school.
- 8.3** In addition, parents can write to any teacher or Supervisor or Principal on the mails and will receive a quick response. They can also ask for an appointment during working hours to express any concern.
- 8.4** Students can voice their concerns during their home-room period, every day to the class teacher or directly speak to the Supervisor in-charge. They can also speak directly to the Vice Principal or Principal if their concerns are not addressed. The counselor is available during school hours for advice and mentoring. Regular feed back is actively sought from students by teachers informally as well as through feed-back forms on various issues.
- 8.5** Parents may take an appointment with the teacher concerned or supervisor or with Vice Principal for any issue pertaining to the well being of a child. We solicit regular feedback from parents in writing as well as informally at P.T.M's three times a year. In case of an emergency the parent may contact the Principal. The doctor and nurses address any medical emergency by administering first aid, immediately informing the parent and referring the case to the nearest hospital.

9 Student Guidance and Pastoral Care

- 9.1** Counselors are appointed.
- 9.2** Home-room period every day.
- 9.3** Moral Science/Islamic Studies periods every week.
- 9.4** Life-skill workshops will be regularly held.
- 9.5** A special cell for identification and support of students with special needs.
- 9.6** A programme for identification of gifted students will be established. Special classes will be held for these students in different subjects and they may appear for a higher level paper every term in a particular subject.
- 9.7** Detailed health records will be maintained for each child by the school nurse and doctor as per the stipulations of the Ministry of Health. Regular Health check ups will be conducted. Medication will be only administered by the doctor after consultation with parents.

9.8 Parents will be informed immediately if any serious incident or emergency arises. In case of a medical emergency, students will be taken to a nearby hospital for treatment.

9.9 Regular homework will be given to children as per a schedule, so that no child is overburdened. Parents of young children will be encouraged to bond with their children by reading with them during weekends.

9.10 Assignments will be posted on the school portal. Regular assignments will be given from the Academic Window which comprises of additional worksheets designed at the beginning of an academic term.

10 Communication

10.1 The School portal will be an effective tool of communication between parents, teachers, students and administrators. Regular P.T.Ms will be held.

10.2 Informal meetings will be conducted with prior appointment by both teacher and parent.

11 Safety and Welfare of Students and Staff

11.1 The school building will be built with fire and earthquake resistant material. Fire equipment, safety drills are in place. There will be trained security personnel. Teachers will supervise students at all times.

11.2 Bus drivers and conductors will be trained by the R.T.A.

12 Staff Welfare

12.1 The staff will be provided with secure shared accommodation as per requirement. There is an ongoing in-service training programme in school. Teachers are regularly sent to attend workshops to hone their academic, emotional and administrative skills.

13 Recommendations to guardians

13.1 To get the best from the School for their child, parents are advised to maintain close contact with the School. We earnestly recommend parents and guardians to look into their ward's School Almanac every day and see that the lessons and home work assigned for the day is done.

13.2 The student should be encouraged to cultivate neatness. Remarks put down in the diary should be seen and counter signed regularly. Should you feel that your ward is not making the desired progress the Principal /in-charge should be contacted.

13.3 Children will not be allowed to go home during School Hours. Parents are requested not to make any social engagements or medical appointment during working hours. To ensure better discipline parents are requested not to send children to school on the day they have any such appointments.

13.4 **Should there be any infectious disease in your home please report the fact to the Vice Principal / Principal at once, and do not send your ward to class till the infection period is over.**

All parents will be requested to impart Health Education to their children so that they.

a. Maintain personal hygiene like trimming of nails and being neat on a regular basis.

b. De-worm all children at least once a year. Advice to be taken from the family physician

c. Dental and ophthalmic checkup to be done once every year by a Dental surgeon and ophthalmologist.

d. Students suffering from diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough, and Jaundice must observe the prescribed period of Quarantine before returning to class:

(a) Chicken Pox - Till complete falling of the scabs.

(b) Cholera - Till the child is completely well.

(c) Measles - Two weeks after the rash disappears.

(d) Mumps - Until the swelling has gone; about one month.

(e) Jaundice - Six Weeks after recovery.

13.5 Students suffering from infectious diseases like Conjunctivitis, Dermatitis, Scabies, etc. should not be sent to school.

13.6 Students suffering from chronic diseases like Asthma, Epilepsy, Rheumatic health disease, etc. are advised to be under continuous Medical supervision of a Specialist Doctor. History of their illness must be filled up in the Almanac along with the treatment being taken.

13.7 Kindly inform the school if there is any change in the address/phone number.

13.8 All parents would be required to login to the school website and check CLP (Comprehensive Learning Platform) regularly.