



Herein is an update on the present arrangements in place at the school regarding safety and security. These arrangements are being reviewed and thus, are subject to change.

St Columba's School is a unit of the Congregation of Christian Brothers in India (CCBI). The CCBI is committed to protecting the rights and dignity of children and young people, and to being alert to the potential for or incidents of abuse in whatever form. We strive to create an atmosphere that promotes safety and growth of those entrusted to our care. Accordingly, the CCBI has a Child Protection Policy in Place, namely 'Safeguarding Children and Vulnerable Adults' first published in September 2012, which is a mandatory service condition for all staff members who have been made aware of it. Under it, we are mandated to maintain a 'Child Friendly Environment' so as to create the atmosphere that promotes safety and growth of those entrusted to our care. Accordingly please find below the actions taken and systems put in place, under the heads mandated by our said policy, in our Centre.

1. Safety of children to and from school : The school has been very active in this regard over the last year.
 - a. We have ensured that Guards, hired by the school, travel on the DTC buses arranged for the travel of the students, from the starting point to the school and return. These guards all have police verification.
 - b. The school has been guiding parents on the use of private vans for the conveyance of students. The school has also sought all relevant information regarding the road-worthiness of the vehicles, the licenses of the vehicle to be used as a public utility vehicle and the license of the driver. **Parents are to submit to the school without delay :**
 - i. **The name, address and phone numbers of the OWNERS of the vehicles.**
 - ii. **Police verification for each driver**
 - iii. **The above and any information sought by the school but not as yet submitted.**
 - c. **A child leaving school between school hours must be in the custody of a designated person (teacher or designated person when going out for inter-school activities) who carries a school issued ID (guardians / staff). The child must have an out pass.**
2. Entry of persons other than students, teachers and school personnel :
 - a. Gate timings : Entry is restricted to the main gate and the gate from the church closest to the Junior school building from 7.30am to 8.30am. After 8.30am and till 12.25pm entry is restricted only to the main gate. At 12.30pm Guardians (including drivers taking KG children) are allowed entry from the latter two gates to collect the K.G. children from their respective classrooms. **Such guardians are not to remain on the campus but move out immediately with their children. Guardians of other students are not to enter the school campus at this time. All guardians dropping and collecting primary school children are to carry on show on demand the guardians' IDs been given to them.** At 1.15pm, Junior school guardians will be allowed entry only through the latter two gates. Guardians are to collect the students and leave the campus without delay. Primary children whose guardians have delayed in coming can collect the children from the classroom immediately beside the Headmistress' office. **Middle and Senior school guardians are to drop and collect the students from the gate. A special written permission shall be given to guardians of physically challenged students to drop and collect the students from the class. The system for having primary school parents drop and collect their children at the classroom is being reviewed and Junior school parents are encouraged to train their children to be dropped and collected from the gate.**
 - b. Parents and Visitors to the campus are welcomed only at the Main Gate of the school. All persons are to enter only with permission from the guard and entry of details in the register. Those who do not carry school issued IDs will have an ID given to them. They are to wear the ID while on the campus and only confine their presence to those parts of the campus connected with their visit. The school provides rest room facilities to visitors which are separate from the rest rooms for the students. Parents are to seek permission to enter and meet school personnel only after 7.40am – they are to access the main school gate – guardians cooperation with the guards at the gate is solicited.





- c. Service providers will carry appropriate identification and restrict their presence to the area designated. They use rest room facilities of the staff of the school.
 - d. Students of the Convent of Jesus and Mary are not to use the St Columba's school campus as a thoroughfare to and from school. The daughters of St Columba's School staff are to be accompanied by the staff member while on the campus.
 - e. Since the Catholic Church and the Brothers have a shared ministry, Church personnel have possession of the key to one of the gates leading to the school campus and a small gate leads from the CCBI property onto the campus to enable the residents to use the swimming pool premises after school hours.
 - i. All such persons shall carry identification when on the campus
 - ii. Any person in possession of a key to the gate takes responsibility that the key is kept safely and cannot be used by a non-cleric
 - iii. As far as possible the campus should not be accessed during school hours.
3. Teachers and Personnel on the school staff.
- a. All staff hired through agencies dress distinctively and the agencies have provided police verification for these persons or have been informed to do so at the earliest.
 - b. Details of all Educators and administrative staff of the school have been submitted to the local police station and police certification for all is awaited.
 - c. The school is awaiting clarification on the type of psychometric tests all personnel will need to do. When this is obtained all staff will be required to obtain the same.
 - d. Teachers and staff have separate rest rooms and toilet facilities from students.
4. Pratyek students and personnel
- a. Pratyek is a Christian Brother Outreach Programme working with deprived children.
 - b. All Pratyek personnel and children cared for by Pratyek are only allowed entry to the campus with Pratyek issued ID.
 - c. Children cared for by Pratyek and Pratyek staff use separate rest room facilities from the St Columba's students.
 - d. Children brought into the campus by Pratyek are restricted during class hours to separate areas from St Columba's school children except when a common programme is organized. Pratyek personnel supervise the children cared for by Pratyek at all times.
 - e. Police verification and certification after psychometric testing of all Pratyek personnel will be submitted by Pratyek to the St Columba's School office at the earliest.
5. Christian Brother and Provincialate residence
- a. The residences of the Provincialate community and the St Columba's Christian Brothers communities are on the St Columba's school campus.
 - b. Brothers not involved in the school restrict themselves to these premises during school hours.
 - c. Visitors to this area of the school identify themselves in the same way as other visitors, are given identification and are restricted to that designated area while on campus.
 - d. School students and children at Pratyek are not allowed entry into these premises.
 - e. Staff of the school and Pratyek must take the necessary permission for entry into those premises – the particular area of those premises to which they can go will also be designated.
 - f. As a rule, members of the St Columba's School staff are to meet Brothers only in their offices, sitting room or dining room.
6. Residential :





- a. There are 6 residential persons on campus
 - b. One staff member is resident with family
 - c. 5 have bachelor accommodation :3 are connected with the canteen services, another with housekeeping services to the Brothers and the third with the school care programme to the homeless.
 - d. From 5pm to 6am the following morning a section of the campus is opened for Hansen's (leprosy) patients – this is part of the school's caring programme for these vulnerable people
 - i. These persons leave the campus before any students arrive
 - ii. They use separate toilet facilities from any other student or staff member
 - iii. One of the resident persons on campus is connected with the cleanliness of the premises after their use by these persons
 - e. All resident persons are required to submit police verification to the school authorities.
 - f. No student is permitted to enter the residential premises of these persons on any grounds.
 - g. These persons are directed to confine themselves to part of the premises for which they provide services.
 - h. During the winter months the school runs a night shelter in Edmund Rice Hall Basement. This service is undertaken in partnership with Chetnalaya
 - i. Chetnalaya personnel are in-charge of the entry, exit and conduct of these persons from the campus.
 - ii. Persons using the night shelter are given access only from 6.30pm to 6am on school days.
 - iii. The toilet, bathing and shelter facilities used are cleaned before the commencement of classes each day.
7. Student activity beyond school hours.
- a. Coaching / Evening or Saturday evening or Sunday catechism and other classes take place on campus outside school hours.
 - b. Coaches / Tutors are in-charge of the safety of the students at such times.
 - c. Coaches / Tutors are present on campus before the entry of the students and leave after seeing the students safely off the campus. In case a guardian is inordinately late, the student is kept under the care of the guard at the school gate – the child is advised to restrict his presence to this area while waiting.
 - d. All coaches / tutors and students have necessary identification.
 - e. Details of the coaches / tutors have been submitted for police verification.
 - f. Coaches / Tutors use separate rest rooms facilities from those designated for students. Separate rest room facilities for girl and boy students have been delineated.
 - g. Tutors and Guides of other agencies (e.g. Sunday Catechism teachers, etc.) submit to the school police verification and certification post psychometric testing to the school.
 - h. Guardians are to drop and collect the children at the main gate of the school.
8. CCTV coverage
- a. The school has attempted to cover all appropriate areas by CCTV – this is for the safety and security of all personnel on the campus.
 - b. The display screens from the cameras are in the offices of the Principal, the offices of the Section heads and the administrative staff of the school.
 - c. The school regularly reviews the coverage by CCTV
 - d. The school undertakes maintenance of the CCTV infrastructure as and when required and are under a regular maintenance contract.
9. Supervision of students' toilet areas
- a. Designated Grade IV staff have duty immediately outside all student toilet areas.
 - b. Cleaning staff try and clean the spaces when the usage is less.
 - c. Designated staff assists students only when requested to by the student.
10. Supervision of students during school hours





- a. The teacher assigned to a class is responsible for the behaviour, safety and security of the children.
- b. Students observe decorum as they move from one class to another under the leadership of the class prefects.
- c. Students must carry a class out-pass when leaving the rest of the class. The student may be required to show the out-pass by any member of the staff (teaching or non-teaching). Teachers are also to give a written note to a student if he is being sent on a particular assignment – the note must specify the time-limit of the pass.

11. Supervision duties of St Columba's Staff

- a. All St Columba's staff are assigned supervision duties.
- b. The Principal welcomes children to school in the morning. This has been extended as follows : The Middle School Headmistress and Senior School Administrator shall welcome and see off the students from 7.10am to 7.30am in the mornings and see off the children from 1.25pm to 1.45pm in the afternoon at the Middle School Gate and the Main Gate respectively. The Principal shall welcome and see off the students at the Church gate at the same times in the morning and afternoons.
- c. School Guards and peons man the crossings outside the main gates of the Senior and Middle schools before (7am to 7.30am) and after (1.15pm to 1.45pm) school. They are assisted by the Administrative staff person in-charge of transport. They also direct traffic into and out of the school.
- d. At the end of the school day, Designated teachers patrol the areas immediately around the school caring for the safety of the children as they cross roads, get into buses and transport and checking children's behavior. Designated gent teachers monitor students' entry at the Church gate in the morning.
- e. Designated members of the staff patrol the corridors in the buildings before and after school.

12. Significant overall measures :

- a. Infrastructure
 - i. Adequate water purifiers are in place, providing sufficient drinking water to the students.
 - ii. Fire extinguishers are periodically serviced and placed at strategic points. Grade D staff and some teachers have been trained to use these.
 - iii. Inspection of electrical equipment, doors, windowpanes, wiring is done on a periodic basis.
 - iv. Major maintenance work is taken up during the school holidays.
 - v. The infirmary (Middle & Junior schools) is well equipped and is under the care of a trained nurse (in each of the sections). The nurse maintains a log book with details of students visiting the infirmary.
 1. There is a first aid kit in the staff room on each floor of each building
 2. Teachers shall be given first-aid training
 3. Each section of the school has a doctor on call
 4. RML hospital authorities are aware of the presence of St. Columba's School in close proximity to the hospital. The hospital has Emergency facilities. The hospital authorities have assured the school that due care will be taken of school personnel brought to the emergency.
- b. Behaviour:
 - Staff Verification Statement – Declaration Form seeking information on any criminal offence is mandatory.
 - Staff selection system incorporates character reference letters.
 - The school through its Head has developed a Code of Protective behaviour in consultation with the Professional Ethics Commission.
 - Protection Officers have been appointed for the different departments. They ensure that all protective measures for safeguarding children and young people are in place.
 - There is a mandatory revisit of Code of protective behaviour every year during the staff orientation programme.
 - Staff sign and receive the revised code every year.
 - All individuals of the school abide by the code.
 - Staff members are not to shame, humiliate, belittle or degrade the child when correcting them.
 - Coarse and abusive language are not used.
 - Things of personal nature such as assistance with toilet and changing clothes are not done by staff.
 - Hitting or smacking is not done by any member of the staff.





- Photographs and videos of personal nature or which can be offensive are not shown to the students.
 - Holding, kissing or cuddling or any behaviour reflecting abuse is not practiced.
 - Parents have been issued notices to check on the safety of their children while availing private or public transport to school.
 - No staff member is under the influence of alcohol or illegal drugs during duty hours.
 - Unauthorized communication with the parents or students by any staff member through the use of internet or social media is not done.
 - Students are made aware of the ill use of the internet or social media through assemblies and value education classes.
 - Codes of responsible behaviour are signed by the parents, teachers and students when the students participate in excursions, picnics, tournaments or such activities taking place outside the school.
 - Rules are present for out of class movements.
- c. Information:
- Principals attended a 5 day workshop on safeguarding children and vulnerable adults in the year 2012. The policy and procedures for the same was put in place in the institution thereafter.
 - The staff members including the support staff attended workshops for the understanding and implementation of the code of protective behaviour.
 - Meeting with the parents held at the time of implementation of the code.
 - Each year the principal, administrative staff, teachers, grade D Staff are made to revisit the code through workshops and orientations.
 - A Handbook, with guidelines and information on Abuse, so as to enable the taking forward of our Child Protection Policy in a systematic and accountable manner is provided to the staff members.
 - Awareness among the parents and students is brought about by printing in the school diary Extracts from Safeguarding Children and Vulnerable Adults: Policy and Procedures (CCBI) – September 2012.
 - Names of the Protection Officers are mentioned in the school diary.
 - Teachers are trained to conduct Comprehensive Sexuality Education (CSE).
 - CSE classes are conducted with the students of all classes once a month to create awareness.(eg. Good touch , bad touch).
 - Parents of all students have been met over a period of time to sensitize them on this issue.
 - The expectations of pupils, guardians and parents, the disciplinary code of conduct are printed in the school diary.
 - Specific discipline codes are displayed in classrooms and around the campus.
 - Police verification for all group D staff, vendors and contractors has been initialized.
 - Teachers are on duty daily before school hours and during the break to supervise the movement of the students
 - Staff meetings are held periodically to sensitize the staff members on aspects of security.
 - The trustees visit the school regularly to ensure that safety measures are in place.
- d. Reporting:
- Names of Protection Officers of the school are printed in the diary for students, parents or teachers to report any act of abuse – sexual or otherwise.
 - A Professional Ethics Commission is in place whose objective is to assist the Society Protection officer in his task of Safeguarding Children and Vulnerable Adults in the school as per the policy guidelines.
 - A Society Protection Officer is in Place to oversee the Protection Systems in our school. The SPO has been delegated the responsibility and authority to act in all matters relating to safeguarding the children and vulnerable adults.
 - There is mandatory reporting of all Concerns or Allegations, of inappropriate behaviour.
 - An independent Inquiry system is in place, through the Professional Ethics Commission.
 - While responding to a complaint of abuse it is ensured that proper process of law are neither interfered with nor hindered and the rights of both the Complainant and Accused are protected.
 - The designated Protection Officers on campus ensure that all protective measures for safeguarding children and young people are in place and implemented through regular meetings.
 - The Protection officers report all matters of abuse to the SPO and an independent inquiry is done.

