

LAKSHYA UNIVERSAL ACADEMY



School Policies

Introduced on: April 2019	Next Review: March 2020
Revised on: March 2020	Implemented by the: Lakshya Universal Academy Parwal

SAFETY AND SECURITY POLICY

The Lakshya Universal academy lays utmost importance on the safety and welfare of all its students and works to create an ethos in which students feel secure and cared for. The school has policies and procedures in place that safeguard and promote the welfare of children who are students of the school. It is of prime importance that all staff and the management team play an active part in protecting the students from harm and the child's welfare is of paramount concern. We believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of every child. Records will be accurate and securely stored and passage of information will always occur when it is in the best interest of the child for this to take place.

Aims and Objectives

The policy aims to support the child's development in ways that will foster security, confidence and resilience. To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulty.

- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children
- To acknowledge and develop the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils
- To provide a structured and clear direction to staff and others about expected codes of behavior in dealing with safeguarding issues
- To develop effective working relationships with all other agencies, involved in safeguarding children
- To make explicit the school's commitment to the development of good practice and sound procedures so that safeguarding concerns and referrals are handled sensitively, professionally and in ways that supports the needs of the child
- We recognize that all matters relating to child protection are confidential.
- The Principal or Designated Senior Person may disclose personal information about a pupil to other members of staff on a need to know basis only. However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

School Procedures:

All members of staff should know how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

1. Any member of staff concerned about the safety and protection of a child must inform the Principal immediately.
2. The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations
3. The Principal will decide whether the concerns should be referred to the Director Lakshya Universal Academy. Further action may be taken, if necessary, without prior discussion with the parents.
4. The Principal or Designated Senior Person may disclose personal information about the pupil to other members of staff on a need to know basis only.
5. Particular attention will be paid to the attendance and development of any child who has been identified as at risk.

Allegations against staff

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children/ parents to be conducted in view of other adults. All staff should be aware of the school's behavior /discipline policy/Employee Code of Conduct. We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal.

Safety within the Campus,

1. The children will be monitored at all times by a teacher to ensure their safety and security.
2. The cameras in the school will help in monitoring various locations in the school campus.
3. Children will not be allowed to go home without the permission of the Principal.
4. All visitors will go through the security and will not be allowed unless sanction is given by the Administrative officer.
5. Parents/strangers are not allowed to get into the classes.
6. Students bags should be searched for any unwanted /prohibited object/material/weapon.
7. Students activities should be monitored to ensure they do not join any secret cult.

8. Students should be given regular orientations on stranger danger/ internet dangers and any other aspect which the students need to be guided.
9. Students should be encouraged to report any suspicious moves or persons in the school campus.
10. The staff should ensure that students do not climb over walls or fences.

SECURITY AND SAFETY MEASURE IMPLEMENTED BY LAKSHYA UNIVERSAL ACADEMY

Lakshya Universal Academy's first and foremost priority is the security and safety of the students of the school. With this in mind the school has implemented the following security and safety features in the school.

1. **Access/Egress Protocols:**

a. **Age at which the child needs parent/guardian escort on/off school premises**

Children of the Play Group, Kindergarten and Class 1 level, not travelling by the school bus, must be escorted to and from the school, either by a parent or guardian at the beginning and end of the school day.

Note: The names of those people who are allowed to drop off or pick up the child must be recorded in the school's administrative office. Only those people on the school's records will be allowed to take the child.

b. **Age at which parents may opt to continue to escort their children onto/off the school's premises.**

Parents may choose to carry on dropping off/picking up their wards at the Junior School level that is up to class 4.

c. If parents drop off or pick up children at the school gate, it is the responsibility of the older siblings to escort the child to their respective classroom and vice versa, that is be with their younger siblings after school until picked up by their parents/guardians.

2. **Ensuring the Access/Egress points are Safe**

a. Security guards will man the access/egress points through which Own Transport students enter and exit the school. They will ensure that the gates are not blocked by parents vehicles to enable the safe entry of students into the school campus.

- b. Security guards will monitor the entry and exit of the school buses and will ensure that their path is clear to enter or exit the school.

3. **Attendance of Play Group/Kindergarten/Junior School:**

- a. Teachers will be required to take attendance of their respective classes once the children enter the class after assembly. Teachers will then inform the administrative office of any absentees and the administrative office will text the parents enquiring about the absent child. Parents will be required to reply to these texts.
- b. The same procedure will be followed by the Middle and Senior School teachers.

4. **Children leaving school during the day – policy and procedure:**

Parents of children leaving school during the day [before 2.00pm] must meet the administrative officer and obtain an exit-slip duly signed by the secretary and counter-signed by the Headmaster, before taking the child out of the class. The exit-slip must be shown to the respective teacher and handed in at the gate before departing the school.

- b. If a child is leaving the school premises with someone other than the parent, the secretary in the administrative office **must call** the concerned parents to confirm the identity of the person and confirm if the said person has their authority and permission to take the child home. We will request parents to provide written notes to such people, which is to be handed over to the Headmaster.

5. **Provision of Identity Tags:**

All students of the school will be provided with Identity tags which will have their photograph, class, age, home address and phone number, parent's name and blood group mentioned on it. **Students will be required to wear their identity tags on every school day – even at functions.**

6. **Provision of family pass and visitors pass:**

A 'Visitors' pass will be provided to the parents or visitors who enter the school during the school day. They will also be required to sign the entry register at the gate, before being issued a pass. The pass is to be returned to the security guard and an exit entry must be made in the register along with the time, when the visitor leaves the school campus. **The 'Visitors' pass will be issued and collected by the Security Guard. The visitor**

will be required to enter his/her name, mobile number time of entry/exit in the register.

7. **School duty of care responsibilities during start and end of day.**

Teachers are on duty from 8.00 a.m. to 8.30 a.m. and then again from 1.55 p.m. to 2.10 p.m. to keep a check on children who arrive early and leave late. However, parents of own transport children, will be requested to only drop their children off at or after 8.00 a.m. **School maids will take care of the children from the play group up to class 3, if they arrive early.**

8. **Responsibilities during activity or extra classes after school hours.**

Teachers who hold after school activities/extra classes, have to ensure the safety of all children under their care. They are responsible to ensure that all children leave the school campus before they, themselves leave. Clear pickup timings must be given to parents.

9. **Security and Safety during and after school events/functions.**

All teachers and auxillary staff will be on duty during events/functions held in the school. They will be assigned designated areas of responsibilities. Staff and Auxillary Staff will ensure that all students depart the school premises safely, be it by school transport or Own transport.

10. **Intimation to parents**

All communication will be done through the school diary or by the school administration office. Circulars will be sent to parents, if and when any event or function is held wherein children have to stay back after school.

11. **Attending school programmes**

Parents are required to attend Parent/Teacher Meetings; Orientation Programmes; Open House and other school events, which will help them to interact with teachers.

ADDITIONAL MEASURES:

1. **Installation of Cameras:**

To ensure that students are safe in the school, cameras will be installed at strategic areas around the school. Cameras will also be installed in classrooms, to monitor any disciplinary issues and disorderly conduct.

2. **Surprise checks:**

Surprise checks will be carried out randomly, at twice a month, whereby students' bags will be searched for illegal and potentially dangerous substances. These will then be confiscated and the student advised not to bring such material to the school. Parents will also be informed of the same.

3. **Awareness Talks and Sessions:**

Staff members will hold awareness talks with the students, [especially with classes Play Group/LKG/UKG/Class 1to 3 students] about the dangers of talking to strangers. These talks will focus on the importance of **NOT** sharing personal information of any kind with strangers.

4. **Monitoring students during break:**

Auxillary staff, student council members and the P. E. teacher will monitor students during the break time, to ensure that students don't hurt themselves or others. The student council members will ensure that all students return to their classes in an orderly manner after break.

In conclusion it should be noted that it is the school's first priority to ensure the safety and security of the students. However, it must be understood that sometimes freak and unusual accidents may occur and parents are requested to be understanding and reasonable and not hold the school to ransom through no fault of it, in spite of every precaution that has been taken.

A security check will be conducted by the Security team every week to ensure electrical wires are in place and the campus is safe and secure for students.

LUA POLICIES