



1.0 ACCESS TO THE SCHOOL CAMPUS

- 1.1 The school perimeter is fully secured with Cortina Fencing.
- 1.2 No vendors are allowed onto the school premises during school hours without prior permission.
- 1.3 Teachers too strictly adhere to the 'no meeting' policy during school hours.
- 1.4 All parents must be in possession of the school ID card while visiting the school. Entry without this will not be permitted. The person carrying the school ID card becomes authorised by the parent to collect their child.
- 1.5 Parents, guardians, house help and drivers are not allowed to enter or leave the school premises without showing their identification.
- 1.6 No child will be allowed to go home during school hours except in case of dire emergency.
- 1.7 Vendor vehicles and staff cars are checked upon entry into the school.
- 1.8 All support staff are frisked by the school security both at arrival and at departure.
- 1.9 Parents are requested to make an appointment prior to meeting any member of the management of the School/or any School staff.
- 1.10 In case of any inappropriate behaviour by any School staff, the parents are required to bring the matter to the attention of the management by means of a written communication. The management shall then proceed to make an inquiry and take suitable action. The parents are strongly advised to not take up matters in their own hands.

- 1.11 In the interests of safety and security, the management reserves the right to restrict/regulate the entry of parents into the School and around the campus area.

2.0 IN SCHOOL MEASURES

- 2.1 Teachers have been allotted duties in the morning as well as during break and disbursal. This ensures that the children are under supervision.
- 2.2 The administrative staff takes periodic rounds of the washrooms, lunch areas, classrooms and open spaces during and after school hours.
- 2.3 CCTV cameras have been placed at strategic locations. We are in the process of further expanding this network.
- 2.4 The children of Uditayan are accompanied by their teachers to activity classes and by maids to the washrooms.
- 2.5 Class Out Passes are used in all the classes to keep tabs on students leaving the class room.
- 2.6 A head count of students is done regularly in all the classes.
- 2.7 All staff is hired only after a thorough identity verification through Voter card or Aadhar card etc. Police verification is also carried out for the staff.
- 2.8 The school is currently in the process of undergoing a security audit from the concerned police station.
- 2.9 Disbursal of all students from the campus is monitored by a senior staff member.
- 2.10 The school buses have been fitted with a GPS System to help us track their location.
- 2.11 The school has teachers/female support staff on duty in buses.

3.0 PARENT ADVISORY

- 3.1 Children using private vehicles should leave school latest by 2.30 p.m.
- 3.2 All private vehicle operators should have valid background and identity checks as also police verification.
- 3.3 At the time of alighting from the school bus at the designated stop, picking up of the child should be strictly against the presentation of the Parent Identity Card.
- 3.4 Students who need to leave the school premises during school hours on account of medical reasons are handed over to the parent only after due check from the school and verifying the gate out pass.
- 3.5 Use of electronic gadgets such as mobile phones, tablets etc. are strictly prohibited within the school campus.

Mrs Bharati Pandey

Director