

## SAFETY RULES AT OPG WORLD SCHOOL

OPG World School has the following Safety Rules in place for ensuring safety of the children:

- Reporting time for teachers is 7:30 am while for children is 7:40 am. Class teachers head for their classrooms straightaway so that teachers are there in the rooms for the supervision of students, whereas miscellaneous teachers (Physical education, music, dance, IT) and non-class teachers and helpers are assigned duties at the gate and stair areas. Headmistresses, both junior and senior supervise these areas as children tend to run and are likely to injure themselves. No parent / visitors can access the classrooms or any other area of school premises without permission.
- Washrooms at all times have female attendants for the students of Foundation to class III. Female attendants outside girl's washroom and Male attendants are posted outside the washrooms meant for boys of classes IV-XII. The washroom area is never left unattended at any point of time during school hours.
- During break-time the class teachers are present in their classrooms and have their meals with the children.
- Students are not allowed to sit in the classrooms unsupervised.
- Cameras have been installed in passages, corridors, classrooms and outside areas so that most of the areas are under surveillance.
- During dispersal in the afternoon, those students who go in buses are accompanied by teachers-on-duty and the nannies while students going by vans/cabs are accompanied by the class teachers to the gate area where the students are picked by their authorized guardian/parent/authorized van driver on showing of the I Card. In case the I Card of the authorized person is not on him/her a permission slip has to be made at the office which is then shown to the class teacher for receiving of the child.
- In case a child is unwell he or she is immediately sent to the infirmary by the teacher in the class. The nurse calls the parent if she deems fit that the child needs to be sent home. Even if there is nothing serious parents are informed. If the child insists on going home the parent can come to the school to collect the child.
- Counselling is done on a regular basis. The students are told not to touch each other or get into a physical fight. A fight has to be reported to the teachers immediately. The teachers are already made aware of how corporeal punishment is a cognizable offence. Reminders are given during staff meetings.
- Teachers are aware that students with behavioural issues are to be referred to the school counsellor. Some students can have behavioural issues. The school counsellor takes care of these stray cases by constantly consulting parents and having intervention sessions with the children.
- Emergency/disaster management drills are done to help children keep themselves safe in case of such eventualities.