# ANNEXURE - GUIDELINES-PROTOCOLS FOR SCHOOL AUTHORITIES

**Annexure A** - Hygiene

**Annexure B** - Disaster Management – Accidents - Medical Emergencies

**Annexure C** - Cyber Safety/Hygiene

**Annexure D** - Transport

**Annexure E** - Excursions – Events - Extra Classes/Activities

**Annexure F** - Nutrition - Substance Abuse - Tobacco-Free Zone

**Annexure G** - Guardianship in a Divorce

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**Annexure A** - Hygiene

1. There are separate, nearby, and adequate toilets for boys and girls.
2. Toilets for the differently abled person/children.
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6. ---------------------------------------------------
7. ----------------------------------------------------
8. Ample running water and soap are available in the toilets.
9. Adults' and children’s toilets are separate.
10. Menstrual hygiene management facilities are provided, including soap, adequate private spaces for changing, sufficient water for washing clothes, and proper disposal facilities for menstrual waste, such as incinerators or dustbins.
11. -----------------------------------------------------.
12. Learning about hygiene, including menstrual hygiene, is inherent to the school syllabus for children.

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## **Annexure B** - Disaster Management – Accidents - Medical Emergencies

1. The school organises regular safety drills for emergencies like fire, earthquakes, terrorist attacks and other natural calamities.
2. --------------------------------
3. -----------------------------------------------
4. A medical room with a nurse and first aid kits is operational. An ambulance is called in case of a serious incident. Suppose there is a delay in an ambulance. The child may be taken to the nearest clinic or hospital in a non-ambulance vehicle.
5. -------------------------------------------------------------
6. Learning about disaster management/accidents/medical emergencies is inherent to the school syllabus for children.

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**Annexure C** - Cyber Safety/ Cyber Hygiene/ Cyber Security

The school hereby complies with the following Cyber Safety Policy to ensure the safe and responsible use of digital technology by students, staff, and the wider school community:

1. All digital or electronic recording of children’s activities—such as performances, events, or excursions—must be carried out only by designated staff members.
2. School CCTV footage is securely stored by authorised staff, and access ------------.
3. All passwords -----------------------.
4. Computer teachers and lab assistants ---------------------.
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20. Cyber safety education is embedded in the school syllabus for students, and regular sensitisation sessions are conducted for parents and staff.

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**Annexure D** - Transport

The school shall arrange transport for children/students—either on a regular basis, to and from designated pick-up and drop-off points, or on a case-by-case basis, such as for field trips.

The school hereby complies with the following Transport Safety Policy.

1. **Vehicle Registration and Fitness**
2. **Driver and Conductor Requirements**
3. ----------------
4. Drivers and conductors must undergo thorough background checks and training in child safety and first aid.
5. -------------------------
6. The designated transport Incharge is responsible for ensuring driver verification and compliance and will hold the transport provider accountable for any violations.
7. **Safety Features in Vehicles**
8. Emergency exits, fire extinguishers, and first aid kits must be available and maintained on all transport vehicles.
9. ----------------------------.
10. Vehicle doors must have reliable locking mechanisms.
11. ------------------------------------------------------------.
12. ----------------------------------------------------
13. **School Transport Route and Stops**
14. Routes should be planned prioritising safety and efficiency, minimising travel time for children.
15. Pick-up and drop-off points -----------------------.
16. Only parents, guardians, or authorised persons ---------------------.
17. **Supervision and Monitoring**
18. A responsible adult from the school staff should accompany children during transit, particularly younger students.
19. ---------------------------------------.
20. ---------------------------------------.
21. -----------------------------------.
22. **Insurance**
23. **Parental Communication**
24. **Emergency Numbers**
25. **School Bus Identification and Behaviour Protocol**
26. School buses shall be painted a uniform yellow colour unless it is a military vehicle, with the name of the school prominently displayed on both sides.
27. The words **“School Bus”** must be written on the front and back of the vehicle. For hired vehicles, **“On School Duty”** should be clearly indicated.
28. ------------------------------------.
29. ----------------------------------.
30. Drivers and conductors must avoid unnecessary movement around the school and refrain from engaging in needless conversations with children.
31. **Additional Measures**
32. Staff and teachers are responsible for maintaining a record of students using the transport facility and the corresponding service providers.
33. -------------------------------.
34. -------------------------------.
35. -------------------------------.

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**Annexure E -** Excursions/Events/Extra Classes-Activities

1. Written consent must be obtained from parents or guardians before students are taken outside the school premises for any excursion, activity, trip, or outing.
2. ---------------------------
3. Details including the exact route, destination, schedule, and mode of transport must be shared with parents well in advance.
4. -----------------------------.
5. ---------------------------------.
6. For outstation travel or overnight trips, a minimum of one teacher must accompany every 40 students.
7. ----------------------------------.
8. ------------------------------------.
9. These guidelines may be modified or expanded based on the school’s experience, specific requirements, ethos, and established practices.

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## **Annexure F** - Nutrition/Substance Abuse-Tobacco-free zone

* 1. The school prohibits smoking on its premises and in the immediate vicinity outside the premises. Furthermore, the school is declared a tobacco-free zone.
	2. The school restricts and discourages the availability of junk foods or HFSS foods, i.e., foods high in fat, sugar, and salt, in its premises/canteen/mess, any school function/event and its immediate vicinity outside its premises.
	3. ----------------------------
	4. -----------------------------------.

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**Annexure G** - Guardianship in a Divorce

The school is committed to supporting every child/student whose parents are undergoing divorce proceedings or are legally divorced. The following measures are in place to ensure the emotional, academic, and legal well-being of the child:

## Emotional and Psychological Support

* + Ensure the child/student feels safe, supported, and emotionally secure within the school environment.
	+ ----------------------------------------.
	+ ----------------------------------------.
	+ ----------------------------------.

## Neutral and Non-Biased Approach

* + Maintain strict neutrality in parental disputes and avoid taking sides.
	+ ---------------------------------.
	+ ------------------------------------.

## Legal and Administrative Responsibilities

* + ----------------------------------------.
	+ Update school records based on legal guardianship or custody decisions.
	+ -----------------------------------------.
	+ --------------------------------------------.

## Academic and Behavioural Support

* + Monitor any changes in academic performance or behaviour resulting from emotional distress.
	+ --------------------------------
1. ----------------------------------------.
2. -------------------------------------------------.
3. --------------------------------------------.

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