

The Future Foundation School

Safety Measures

1. Safety measures at entry / exit points.

A clear record of both insiders and outsiders present on the premises available at any point of time.

- Use of a biometric time attendance device for all teachers and staff.
- A register is maintained for all visitors including parents of students
- A register is maintained for outsourced staff.
- The security and designated staff supervise the entry and exit of outsourced staff.
- Every person on the premises has a valid Identity Card.

2. Arrival and Dispersal of students

Safeguarding the entry/ exit of students during arrival and dispersal.

- Administrative staff, Physical Education teachers, Scout masters and students on duty supervise the entry and exit of students.
- Escort Cards are used for dispersal for students of Classes 1 to 5.
- Teachers, Support Staff and Student Council members are on duty at the school gate and other venues to monitor discipline and safety of students.
- Teachers, traffic police, security guards, staff members and on-duty students monitor traffic near the school gate during arrival and dispersal.

3. Safety of students availing the school bus

(School does not have its own transport, but an outsourced NGO which gives employment opportunities to Bengali youth –Swayambhar, coordinates directly with parents for ferrying students up and down.)

- An attendance register is maintained when students board the buses from pick up point and again during dispersal.
- Administrative staff, teachers and support staff are at the gates to escort students to the buses during dispersal.
- Students are not allowed to leave the premises if Escort cards are not produced by the attendants.
- On a quarterly basis the bus staff are briefed about cleanliness, first aid, handling of students, safety of students, speed device installed so that maximum speed does not cross beyond 60 km/h and medical record of students, if any, in case of emergency.
- In case of emergency breakdown or accident, the bus attendant gets in touch with the school authority as well as service provider. A vehicle is arranged immediately to take the students to safety. Parents are kept informed. Telephone numbers are available to the attendants in the bus.

4. Safety of students while at school

Ensuring well being of students

- Safety of electrical installations is monitored every month by qualified electricians.
- All electrical wiring is insulated and installed following regulations.
- Fire extinguishers are placed at appropriate places.
- Fire Drills are carried out periodically involving security, staff, teachers, housekeeping staff and designated senior students.
- Evacuation exercises involving students and staff are carried out at least twice a year. Expert help is sought if necessary for training.
- Daily and Periodic maintenance of gas burners in the Chemistry Laboratory is done.
- The chemicals used in the laboratory are stored in a safe manner.
- Safe and filtered drinking water is provided. The drinking water is tested every year and documents are maintained.
- There are nine trained security guards. They are provided with a list of phone numbers/contact numbers of local police station, Fire Services, administrative staff of the School, etc so that they may be contacted in case of an emergency.
- More than 150 CCTV cameras are installed in all classrooms, laboratories, examination hall, libraries, staircases, corridors, play areas, open spaces and other strategic locations like entrance of staff rooms and washrooms.
- A designated staff views the camera and recordings of CCTV on a daily basis and informs the concerned authorities of any untoward incident.
- The system is regularly serviced.
- The school has a medical unit with a nurse who is equipped to administer first aid as and when required. The school also has arrangements with at least one hospital/nursing home in the neighbourhood so that students/teachers/staff can be taken there during an emergency.
- Washrooms for Girls and Boys are separate and are checked and cleaned by female and male support staff all through the day..
- Staff members also do a routine daily check of floors as well as washrooms under the supervision of School Administration.
- Chemicals (cleaning solutions) meant for cleaning washrooms are stored out of students' reach and the support staff do regular checks to ensure students' safety is not compromised.
- Play areas especially Roof Tops are covered with a thick padding material to ensure safety and minimum injury on impact, if any.
- Teachers and Staff members are assigned with various duties to supervise students in between classes, breaks, play time, arrival, dispersal etc. Students are at no point of time left unattended.
- Student Council members are empowered to monitor activities of small children, prevent bullying, fighting, etc.during tiffin break.
- Discipline Committee, comprising teachers, addresses issues related to discipline, safety and security.
- A detailed policy regarding sexual and other unlawful harrasment is in place which has been put up in the School Prospectus and School Website.
- Students are exposed to different forms of self defence through regular classes (yoga, karate, etc) as well as specialised workshops conducted by resource persons.

5. Field Trips and Excursions

Ensuring safety of students throughout the trips

- For Field Trips, a format is in place where the details of transport, teachers accompanying, attendance (number of students dispersed/arrived) are maintained.
- For Excursions, phone numbers of parents and medical history of students are kept with the Teacher-in-Charge of the excursion.
- First Aid equipment is carried and administered if necessary. Parents are kept informed.
- For any medical emergency, a doctor is consulted and parents have the discretion to withdraw the child from the trip after making their own arrangements.
- Individual needs of girl students are catered to by female staff only.

6. Awareness Sessions

Orientation and information dissemination about roles and responsibilities

- Briefing sessions are held once in a month by the School Administration.
- Support staff comprising female attendants, support Staff are given specific 'Do's and Dont's' including listing the kind of accidents and incidents that they can prevent.
- Positive parenting workshops are organised once in a year for parents.
- Every teacher signs and accepts a 'Code of Conduct' which is intended to endorse the teacher's acceptance of responsibility as custodian of children in their care.
- Regular Life Skills classes are held for students. Children are taught about the difference between a “Good Touch” and a “Bad Touch.”
- Cyber security/internet safety, netiquette are part of the ICT curriculum and awareness sessions are conducted by external resource persons.
- Traffic awareness programme by police officials are conducted.
- Fire fighting personnel from the Fire Brigade conduct mock fire drills once a year.
- Role of parents - guidelines for parents are mentioned in the School Prospectus on rules for entry, exit, identity cards, pick-up, absentee intimation, medical information which parents must comply with.

7. Feedback Mechanisms

To provide checks and balances

- Regular psychological counselling sessions are held by School Counsellor in groups as well as with individuals for students and parents to address problems and advise the School Management on specific interventions as and when required.
- Suggestion Box is made accessible to parents.
- Satisfaction Survey Forms are distributed to students, parents, teachers and support staff to collect information and work on the areas to improve.
- Parent feedback is collected through mails, meetings, Open House, telephone calls and acted upon.