



**GREENFINGERS GLOBAL SCHOOL,
KHARGHAR**

SCHOOL SAFETY AND SECURITY POLICY



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Aligned with Applicable NCPDR Guidelines, CBSE Directives and Maharashtra State Regulations

1. PREAMBLE

Greenfingers Global School is committed to providing a safe, secure, inclusive and child-friendly learning environment. The school shall take appropriate measures to protect students from accidents, abuse, neglect, bullying, harassment, exploitation and other safety risks, in accordance with applicable laws, regulations and child protection guidelines.

2. OBJECTIVES

- Ensure the physical, emotional, psychological and digital safety of students.
- Prevent accidents, abuse, bullying, harassment and unsafe practices.
- Define responsibilities and establish effective reporting mechanisms.
- Promote age-appropriate safety awareness among students.
- Ensure preparedness for emergencies and continuous improvement in safety standards.

3. SCOPE AND APPLICABILITY

This policy applies to all students from Pre-Primary to Class XII, teaching and non-teaching staff, management, transport personnel, contractors, vendors, visitors and other stakeholders. It covers the school premises, school transport, educational trips, events and all school-organised activities.

4. LEGAL AND REGULATORY COMPLIANCE

The school shall comply with applicable provisions of:

- Right of Children to Free and Compulsory Education Act, 2009.

- Protection of Children from Sexual Offences (POCSO) Act, 2012, and applicable rules.
- Juvenile Justice (Care and Protection of Children) Act, 2015.
- Applicable provisions prohibiting corporal punishment.
- Relevant CBSE circulars, NCPCR guidelines and Maharashtra State regulations.
- Applicable fire safety, building safety, medical and school transport requirements.

6. STAGE-WISE SAFETY MEASURES

6.1 Foundational Stage – Pre-Primary

- Ensure continuous adult supervision and age-appropriate, child-safe infrastructure.
- Maintain safe play equipment and child-proof electrical fittings.
- Follow authorised pick-up and drop-off procedures with identity verification.
- Ensure safe toilet assistance, hygiene and respectful child handling.
- Prohibit corporal punishment, intimidation and inappropriate behaviour.

6.2 Primary Stage – Classes I–V

- Supervise classrooms, stairways, playgrounds and dispersal.
- Promote personal safety, appropriate behaviour and anti-bullying awareness.
- Ensure access to first aid and medical assistance.
- Provide age-appropriate digital safety guidance.

6.3 Middle Stage – Classes VI–VIII

- Ensure supervision in laboratories, sports areas and other activity spaces.
- Conduct anti-bullying, peer-support and cyber-safety programmes.
- Provide access to counselling and grievance reporting.
- Conduct emergency evacuation drills.

6.4 Secondary Stage – Classes IX–XII

- Maintain controlled campus access and appropriate CCTV monitoring in common areas.
- Promote mental well-being, respectful relationships and responsible digital use.
- Provide awareness of child rights, harassment prevention and reporting procedures.

- Ensure access to confidential and child-sensitive grievance mechanisms.

7. HEALTH, HYGIENE AND MEDICAL SAFETY

- Maintain clean drinking water, hygienic toilets and safe sanitation facilities.
- Keep first-aid kits accessible and ensure designated staff are trained in first aid.
- Arrange timely medical assistance and inform parents or guardians, as appropriate.
- Maintain records of injuries, medical emergencies and action taken.
- Inspect classrooms, laboratories, playgrounds and equipment periodically.

8. TRANSPORT SAFETY

- Verify the validity of driver licences, required background checks and vehicle documents.
- Ensure vehicle fitness, required safety equipment and compliance with applicable transport rules.
- Provide appropriate attendants and supervision, particularly for younger children.
- Maintain student boarding and drop-off checks and emergency contact details.
- Report and document transport-related incidents promptly.

9. VISITOR AND ACCESS CONTROL

- Record visitor details and verify identity at the entry point.
- Issue visitor identification where applicable and ensure visitors are authorised and escorted.
- Restrict unauthorised access to classrooms and student areas.
- Maintain entry and exit records and follow established student release procedures.

10. REPORTING AND GRIEVANCE REDRESSAL

10.1 Reporting Procedure

- All safety concerns, suspected abuse, accidents and security breaches must be reported promptly to the Principal or designated authority.

- Serious incidents must be escalated immediately to the appropriate authorities wherever required by law.
- Suspected sexual offences against children must be reported in accordance with the POCSO Act, including Section 19. Internal procedures must not delay mandatory reporting.
- Incidents and the action taken must be documented and followed up appropriately.

10.2 Confidentiality and Child Protection

- Protect the child's identity, dignity and privacy.
- Handle complaints sensitively and restrict access to information to authorised persons.
- Prohibit intimidation or retaliation against anyone reporting a concern in good faith.
- Ensure the child's immediate safety and arrange appropriate support.

13. DISCIPLINARY ACTION

Any violation of this policy shall be investigated and addressed in accordance with applicable school rules and law. Appropriate disciplinary action and statutory reporting shall be undertaken wherever warranted, ensuring the safety, dignity and rights of the child.

14. POLICY APPROVAL AND DECLARATION

This policy shall be approved by the School Management Committee and communicated to all relevant stakeholders. All staff and other persons covered by this policy are required to comply with its provisions.

Principal: _____

School Seal: _____