

**DAV PUBLIC SCHOOL  
SECTOR-14, GURUGRAM  
SCHOOL SAFETY POLICY**

**GUIDING PRINCIPLES REGARDING SAFETY**

The principles fundamental to the Student Safety Policy and procedures are:

- Every child is unique and precious
- At school each student is entitled to a treatment that –
  - respects his/her dignity
  - supports the principles of privacy
  - ensures and maintains confidentiality
  - protects him/her from any or all types of “harm”
  - promotes his/her wellbeing
  - provides a safe, caring environment that enables him/her to develop personality, talents, mental as well as physical capabilities to their full potential
- Taking care of the best interests, well-being and safety of all the students of this institution is the prime responsibility of each and every employee of DAV Public School, Sector – 14, Gurugram.
- Any lapse – intentional or unintentional, in this regard, by any employee of the institution will invite immediate and strict disciplinary action.

**STUDENT FORUMS AND AWARENESS POLICY**

Holistic education being one of the core values of the school, the students are provided with myriad opportunities to realize their potential and become the finest that they can be.

The emphasis is not only on the education of the students through academic curriculum but beyond the confines of the classroom as well. For the students to have healthy relationships and positive social behaviours, be globally minded and acquire leadership skills, the school has in place various student forums and awareness programs:

**THE PREFECTORIAL BOARD:**

This student body of trustworthy, conscientious and accomplished achievers acts as an effective conduit between the authorities and the students.

From planning and running various events and activities to assisting the school in maintaining discipline and various disaster management programs, the prefectorial board takes pride in carrying out all its duties and responsibilities with great élan. It consists of about 70 students with diverse backgrounds and interests. It is in this various mix that the school hopes to develop future leaders for the community.

### **PEER FACILITATORS**

Each class has two peer facilitators to recognize and intervene in problems identified at school. They are well versed in conflict resolution and confidentiality. They help students with a variety of issues like – peer conflicts, academic goals, career choices etc.

### **CYBER BRIGADE**

The Cyber Brigade of the school ensures online safety of the students. It is a team of students who help tackle issues like bullying, gaming addiction, piracy, under age social accounts etc.

It helps the school organize counselling sessions for parents and students by the experts in the field.

### **ACTIVITY CLUBS**

To nurture talent, hone skills and enhance the knowledge of the students, there are various inventive and efficient activity clubs viz. Robotics, Eloquence and Debating, Dramatics, Green School Club, Life skills MUN club and many more.

### **COMMUNITY SERVICE PROGRAM**

Inculcating social responsibility is an important part of senior school education. The school community service program aims at sensitizing the students towards the problems and challenges of the not so privileged.

**DAILY MORNING ASSEMBLY AND ANNUAL VEDIC SHIVIRS** are organized to strengthen the core moral values of the young minds, to make them more scrupulous and conscientious citizens of tomorrow.

**SEMINARS AND WORKSHOPS** by experts and professionals in academic and co-curriculars are regularly organized to apprise and update the students about what is relevant and latest.

### **HEALTH AND HYGIENE**

In house Doctor, well equipped medical room, trained nurses ensure that emergency help is at hand in case of any mishap or accident in the school.

Bi annual medical check-up of all the students is conducted and their health parameters are shared with the parents. Regular health awareness camps are organized to generate awareness regarding various seasonal ailments like malaria, dengue, chikungunya, swine flu etc.

### **GUIDANCE, COUNSELLING AND LIFE SKILLS EDUCATION**

In house counsellors are at hand to provide guidance and inputs to deal with various challenging issues like bullying, peer pressure, negative behaviours, harassment and other behavioral issues.

Renowned professional psychologists and counsellors are invited to address various problem areas and threats faced by the students and to equip them with various life skills to resolve conflicts and combat challenges.

## **CAREER COUNSELLING**

Regular career counselling sessions are organized for senior students to help them make a prudent and right choice regarding their university education and professional careers.

## **COMPETITIONS AND COMPETITIVE EXAMS**

Students participate in various inter and intra school competitions to showcase their talent and acumen in various academic and co-curricular fields.

NSTSE, KVPY, VIGYANIKA, MATHS SCIENCE OLYMPIADS and many other such competitive platforms see appreciable participation by the students to exhibit their ability and aptitude in the subjects.

**RALLIES, EXHIBITIONS AND VISITS** to various centres of advanced learning, vibrant interactions and meaningful confabulations help students broaden their horizons.

## **STREET PLAYS**

The very talented and gifted students of the Dramatics Club organize and participate in street plays to generate awareness about various social ills like female foeticide, dowry, drug addiction, eve teasing etc, that plague the contemporary society.

**DISASTER PREPAREDNESS:** Mock evacuation drills are organized to prepare the students to tackle calamities like earthquake, fire etc.

**SCHOOL WEBSITE, MAGAZINE, NEWS LETTERS, NOTICES AND CIRCULARS** help to disseminate information regarding important issues, upcoming events and programs. They also help apprise both students and parents regarding any policy decisions or changes.

## **DISCIPLINING A CHILD: GUIDELINES FOR TEACHERS (No Corporal Punishment Policy as per POCSO Act 2012)**

While it is the role of a teacher to make the child understand the need for discipline and accordingly face consequences for lapses, care must be taken that such consequences do not cross the line by way of being very harsh punishments that are damaging to the physical or mental health of the child. As teachers you must clearly understand which disciplinary techniques are permissible and which are not.

In keeping with the provisions of the RTE Act, 2009, corporal punishment could be classified as physical punishment, mental harassment and discrimination. Physical punishment is understood as any action that causes pain, hurt/injury and discomfort to a child, however light it may be. Mental harassment is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child.

**The following ways of punishing children are not acceptable and fall into the non-permissible category. Indulging in any of these by any teacher is a punishable offence and must be avoided at all costs:**

1. **Seclusion:** Isolating the child or locking him/her alone or in a small group in a room that is dark, small, secluded or unpleasant in any other way. Such seclusion besides being cruel also puts the child at higher risk of being abused, being more vulnerable.
2. **Restraint:** Restricting a child's freedom of movement such as tying him/her to a chair, to another child, etc. Restraint can become fatal when it prevents a child's ability to breathe. Even in jest, use of ropes, duct tape, chairs with straps etc. should not be used.
3. **Violence:** Pulling the child's hair, or causing physical harm by hitting, kicking, scratching, pinching, boxing ears, slapping, punching, throwing a book or chalk at the child or hurting him/her in any other way must be strictly avoided.
4. **Discrimination:** Treating children with bias or prejudice and discriminating among them on the basis of gender, colour, caste, creed, economic status etc. must be shunned under all circumstances.
5. **Humiliation** in other forms is also to be strictly avoided. Like the following examples:
  - a. Denying the child food or water or toilet facilities
  - b. Forcing the child to stand in the sun or in class for long period of time
  - c. Removal of any item of clothing of the child and forcing them to stand in front of the class
  - d. Making the child stand on bench or against the wall in a chair-like position
  - e. Asking the child to stand with schoolbag on his/her head
  - f. Forcing the child to hold ears through legs, kneel down in front of class
  - g. Making them sit on the floor etc.
6. **Mental Harassment:** It includes but is not restricted to the following and should be avoided in all circumstances and situations:
  - a. Sarcasm that hurts or lowers the child's dignity
  - b. Calling names and scolding using humiliating adjectives or intimidation
  - c. Using derogatory remarks for the child, including pinning of slogans
  - d. Ridiculing the child with regard to her background or status or parental occupation or caste
  - e. Ridiculing the child with regard to her health status or that of the family – especially HIV/AIDS
  - f. Belittling a child in the classroom due to his/her inability to meet the teacher's expectations of academic achievement
  - g. Punishing a child not recognizing that he/she is actually a child with special needs

- h. Using punitive measures to correct a child and even labelling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviours
- i. 'Shaming' the child to motivate the child to improve his/her performance.

### **INDICATIVE GUIDELINES THAT SHOULD BE ADOPTED IN DIFFERENT SITUATIONS**

Some of the strategies that should be employed by the teachers for disciplining and reforming the students based on the levels of severity and frequency of problem behaviours are:

#### **i. Levels 1–2: Not keeping to time, cleanliness regulations and academic issues -**

- Give the child an opportunity to explain
- Give opportunities for student to find solutions for the problem when he/she doesn't meet expectations
- Give a warning and a chance before taking any further action
- When the frequency is more, involve family members who could supervise the student
- With adolescents, work through the frustration about not achieving the goal and how to achieve it the next time

#### **ii. Level 3: Not meeting classroom expectations of school authorities, e.g. inattentive, talking in class, making noise in class, etc. -**

- Set limits (in a clear tone without being angry) for mutually agreed behaviour in class
- Strategies like seating in front to limit distractions, frequent one-to-one attention (every third task), buddy support (seating with another child who is of low risk for such behaviour), etc. should help younger children
- Try managing a problem with minimal disruption to other children
- A simple verbal warning e.g. just calling out the name of the child who is talking in the class or asking him/her question could help
- With older children, humour could be used to get across the point
- Use a time-out chair if behaviour continues, only if it has been discussed and agreed to by the children
- Check for underlying causes such as learning difficulties, attention deficit and hyperactivity, difficult home environment, trauma
- Consult the school counsellor/PT master to provide attention enhancing tasks/games
- Discuss the problem with parents, the efforts made and give them the choice of consultation

#### **iii. Levels 4–5: Troublesome behaviour, causing hurt or injury to others:**

- Not only teachers, but children also should have an idea of other children's right. When children violate the rights of others:

- Give the child an opportunity to explain his/her behaviour without threatening
- Set clear limits and discuss the possible consequences of such behaviour
- Have a plan for dealing with violence that is also discussed with students the student regrets his action have the student visualise appropriate response to provocation (other than aggression)
- Clarify if the behaviour is recent or longstanding
- Look for learning difficulty, underlying emotional disturbance/family situation that are contributing to the problem or conduct disorder or refer to school counsellor for the same
- For behaviour such as engaging in fighting/lying, when occasional , give assignments on writing down possible consequences of such behaviour, writing alternative solutions (with assistance from parents), and possible ways of dealing with anger-provoking situations
- Involve parents early; explain what was tried at school and how this is affecting child's academic and social development and overall success. Prepare the parents before suggesting consultation with a specialist for guidance as to how the problem behaviour could be tackled by school authorities
- When the issue is serious or acute – such as, unprovoked aggression, vandalising, disrupting the school routine – explain to the parents the need for immediate consultation with a child and adolescent psychiatrist to prevent harm to the child and other children
- For truancy, have parents notify school when student leaves the house in the morning; check if child is avoiding any test/class due to learning disability or fear
- Identify where school may contact the student if the student does not show up on time

## **Handling difficult circumstances -**

### **i. Dealing with verbally confrontational students**

- Do not lose your temper, raise your voice, or use sarcasm
- Try to actively listen and allow the child to calm down, call the child later when he/she is calm to debrief
- Avoid involving other students
- If things escalate, call for additional assistance from administration
- Meet the parents–Though some may not be receptive, it is still important
- Address anger management issues

### **ii. Dealing with children who can get physically aggressive in class -**

- Remain as calm as possible
- Call for assistance by another adult
- Have a student designated to get help from another teacher
- The safety of the other students is important, send the other students from the room if it appears they could get hurt
- iii. Handling disclosures

- School systems also need to be empowered to handle disclosure/detection in an appropriate way. When the child confides about being abused to the teacher, either in the school context or otherwise, it is important that the teacher:
- Is open and supportive of the child
- Does not undermine or doubt the child's information
- Does not blame the child and assures him/her of confidentiality
- Explains to the child that necessary help needs to be taken to prevent further abuse in future

### **POSITIVE ENGAGEMENT WITH CHILDREN**

Some examples -

#### **A. Pay positive attention -**

- Notice children being good and appreciate them verbally
- Focus on the positives of every child, even the most difficult ones
- Identify good efforts even if ultimately unsuccessful
- Never compare performance with that of other children but refer to the child's own previous attempt
- Use motivational award chart (for younger children) or points or additional marks for good behaviour
- Award children for demonstrating values such as responsibility, honesty, caring, etc.
- Be accommodating of children who require additional time and input, while providing additional tasks to children who finish work earlier

#### **B. Ignore minor incidents or lapses -**

- This is the best strategy; the situation may aggravate in the short-term but it disappears later

#### **C. Set clear limits -**

- Explain clearly the classroom behaviour expectations that the children have framed together
- Use 'I need you to ...' rather than 'You need to ...' statements
- Give clear commands on what is expected, e.g., 'stay quiet' instead of 'be good'
- Avoid 'Don't' commands
- Enable children to set clear limits for themselves
- Use a 'firm and calm' manner – avoid an angry tone

#### **D. If behaviour continues, take away privileges in consultation with the children (negative reinforcement – this encourages the child to follow good behaviour to keep his privilege, therefore it is not considered punishment)**

- Do not give star/point/mark on his chart for the day or give negative point/marks

- Take away 15 minutes of any privilege time (child and teacher mutually agree) for recurrent misbehaviours
- Discuss the consequences well ahead with children so that there is consensus regarding plan of action when a particular behaviour occurs
- The negative reinforcement should be appropriate and fair
- It should be consistently employed

(source:ncpcr.gov.in)

## **DISCIPLINE POLICY WITH REGARD TO STUDENTS' CONDUCT**

The nature of water is to flow where gravity takes it. If there is no canal to give it a fixed path, it will disperse everywhere. It becomes useless for the farmer because his fields are still dry. In the same way, a student's mind is playful by nature, it will go in every direction unless the student is given a fixed path (discipline) to follow.

Discipline refers to orderliness in life which results from our adherence to certain code of conduct prepared by experienced and learned people. It also implies our respect to physical and moral laws in our society. The behavioural issues among students which are of generic and very mild nature will be handled by the respective class/subject teachers themselves or/and in coordination with the respective school counsellor under the guidance of Supervisory Head of the specific wing/ department in a day to day routine manner.

The behavioural issues of serious nature will be referred to the school **Discipline Committee** comprising of the Principal, Supervisory Heads, Counsellors and members of the Prefectorial board. It will meet as and when a need arises and address the students' issues. Any problem brought up to the committee will be dealt with after a fair hearing. If there is reasonable cause, then the matter will be raised up to the school management and appropriate action will be determined.

### **General Rules and Regulations -**

#### **A. Code of Conduct for Students:**

1. Students should treat school staff with respect at all times and be courteous to fellow students.
2. Students should refrain from damaging any form of school property. The school reserves the right to be compensated by the student for any such damages.
3. Students should refrain from littering and should strive to keep the school premises clean.
4. Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, neglect of homework, disruptive behaviour, loitering and disrespectful



behaviour towards staff or fellow students will result in serious disciplinary action like a note in the diary, a call to the parents, etc.

5. Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
6. Any misbehaviour or violation of school discipline will be dealt with by the disciplinary committee and corrective action like counselling will be taken. In serious or extreme cases parents will be called in to discuss the child's behaviour and may lead to suspension or expulsion from the school.
7. The medium of instruction is English, and students are expected to communicate in English at all times (except Hindi and Sanskrit periods).
8. It is compulsory to bring the school issued ID card to school every day and wear it around their neck throughout the day. Not bringing the ID card could result in the child not being allowed into the school premises.
9. Carrying mobile phones, tabs, data cards or any other similar electronic devices to school is strictly prohibited, until and unless prior permission is granted by the Supervisory head concerned. If such devices are found, they will be confiscated and kept in school till the child passes out from the institution.
10. The school firmly believes in ***No Corporal Punishment policy***. Students are expected to behave in a manner that punishment is not required at all. Efforts are made to improve the students' behaviour through counselling, yoga, meditation, nukkad natak, spiritual discourses, vedic chetna shivirs etc.

#### **B. Guidelines for Parents:**

1. For safety and security, parents should refrain from sending money with their child without specific written notice from the school.
2. For the same reason, parents should refrain from sending valuables like expensive jewellery, electronic items, etc. to school.
3. Sending expensive gifts, sweets, cakes or any other gifts to staff and students is strictly not allowed for birthday celebrations.
4. Parents can meet teachers only during parent teacher meetings. Meeting teachers during school hours is strictly prohibited, unless parents have been called by the teacher or Supervisory Head. In case it is very urgent they need to take prior appointment.

#### **C. Dress Code:**

1. Washed and well ironed uniform is compulsory on all working days.
2. Proper uniform is to be worn as per the day order.
3. Winter uniform is incomplete without a neck tie and full sleeved shirts, for both boys & girls.
4. Shoes should be maintained neat and tidy with the laces properly tied. School socks should be washed & changed every day.
5. Wearing I cards to school everyday, is mandatory.

6. Avoid fancy, costly items or any attractive accessories (long ear rings, bangles, watches, rings, etc.). The school shall not be responsible for loss of any such items.
7. Gold & Silver ornaments are strictly prohibited for the safety of the students
8. Boys should trim their hair periodically and girls should tie their hair neatly in a plait or a pony tail using black berets. No fancy hairstyles are allowed in school.
9. Nails should be periodically cleaned and trimmed.
10. A few sets of uniform are available in the medical room, in case of an emergency. However, the same should be returned after washing and ironing within two days.

**D. Attendance and regularity:**

1. The students should attend their classes punctually with the lessons well prepared.
2. They must set their bags as per the time-table and do not over load it.
3. Students should reach their stops 5 minutes before the stipulated time to avoid any delay in boarding the bus and commute of other students.
4. Frequent or long absenteeism will be severely dealt with.
5. Reported absence without leave application or unexplained absence for more than six consecutive days renders the students liable to have his/ her name struck off the rolls unless there is a genuine reason for the same and necessary documents have been submitted.
6. No leaves are allowed during the Unit Tests or Term exams, re-opening or closing day of a term. Request for re-test for Term Assessments will not be encouraged.
7. Students will not be allowed to go early under any circumstances unless there is a medical or any other emergency. In case it is really un-avoidable, prior permission needs to be sanctioned through an application duly signed by the parents.
8. Students should complete their home task regularly, in neatly maintained notebooks, which are scrutinised for internal assessment.
9. Students are expected to be present in class before the arrival of the teacher.
10. Under no circumstances can they miss or skip any class while being present in the school.
11. One month written notice to the School Management is compulsory, whenever the withdrawal of a student from the school is required

**INSTRUCTIONS REGARDING MOVEMENT OF STUDENTS IN AND OUTSIDE SCHOOL**

1. The school gates will open at 7:05 am in summers and 7:35 am in winters.
2. Students must reach the school not early than twenty minutes from the designated school time.
3. In case any student arrives quite early, then they should stay at the designated area in the school premises, earmarked for the early comers and must not roam in the campus or floors unattended.
4. School gates will close at 7:30 a.m. in summers and 8:00 a.m. in winters. Students must reach school before the gates close.

5. Students coming late must report at the school's reception escorted by the teacher on gate duty.
6. All the students should be inside their respective class rooms before the first bell rings in the morning at 7:25a.m. in summers and 7:55 in winters.
7. The students going for morning sports practice must inform their class teacher before going to the playground and reach back to the class as soon as the zero period ends.
8. All the students are expected to move quietly and in a disciplined manner in the corridors and staircases while going to their classes, library, playground or auditorium.
9. No student is allowed to move out of the class without a class pass or written permission from the class teacher/Supervisory Head.
10. Movement of students from one wing to another is prohibited, e.g. students from the senior or secondary wing are not allowed to enter the primary or the middle wings and vice versa. The students will be allowed to enter another wing only with prior permission from the teacher/ Sup. Head that too for specific genuine reasons.
11. Running, loitering and wandering unnecessarily in the corridors is strictly prohibited.
12. Student entry in any of the labs - Computer, Science, Home Science, Math or Photography lab, without written permission and in the absence of teachers concerned is strictly prohibited.
13. All the students must be escorted by the respective teacher/s for the periods allotted for labs.
14. No student should enter the staff room for any reason as student entry in the staff rooms is prohibited. Teachers will come out and address the needs/problems of the students.
15. At no time during the school hours should the student/s be found unattended in the labs, activity rooms, knowledge centre, library resource centre or in the playground.
16. Students are advised to bring their own water bottles so that they are not required to move out of the class every now and then on the pretext of drinking water.
17. If the students need to visit the medical room in case of any ailment or medical problem, they should inform their class teacher and carry their student diary along.
18. Students going for preparation or practice for any competition/ event must carry written permission issued by the respective Supervisory Head.
19. All the students availing school bus service must assemble in the designated room assigned to their respective route for bus attendance at the time of dispersal as soon as the first bell rings in the afternoon and should move out escorted by the teacher/lady guard once their bus number is announced.
20. They should move in proper bus lines towards the back gate for boarding the bus. On reaching back gate they should wait inside for their bus to arrive and stop near the gate.
21. Students should not run or break the bus line under any circumstances in order to uphold their own safety and of everyone.
22. Bus boarding will start in a proper queue only when the bus has stopped, that too under the guidance of bus teacher and the lady attendant assigned for respective buses.
23. Students' stay back for extra classes, competition/sports/cultural event practice or their movement out of the school premises for a trip/tournament/event or a competition will be allowed only after receiving written consent from the parents.

## **ANTI-BULLYING POLICY**

Bullying is a form of anti-social behaviour used by an individual or a group, usually repeated over a period of time wherein a student or a group of students/member(s) of the staff intentionally hurt(s) a student or a group either physically or emotionally.

### **Bullying may be related to:**

- Nationality
- Gender
- Religion
- Culture and Tradition
- Physical or mental disability
- Physical appearance or one's health condition

### **VARIOUS FORMS OF BULLYING BEHAVIOUR(S)**

1. Emotionally hurting a student/staff member like being unfriendly, mocking, teasing with actions like hiding books, pens etc., or giving threatening gestures etc
2. Intentional pushing, kicking, biting, hitting or punching or any other use of physical violence
3. Racial remarks about one's cast and creed
4. Uncalled for physical contact or sexually abusive comments/gestures or acts
5. Verbal bullying: name-calling, mocking, humiliating
6. Cyber bullying like abusing or threatening on Twitter, Facebook, Whatsapp etc.

The school is committed to provide a caring, friendly and safe environment for all students so that they can learn in a relaxed and conducive atmosphere which has no place for oppression or abuse. We understand that bullying is an anti-social behaviour and affects everyone. Bullying is painful and no child deserves to be bullied. All the students have a right to be treated with respect and dignity. Students who bully others also need to learn different positive ways of behaving.

At DAV all types of bullying are unacceptable and the school has a policy of **Zero Tolerance** towards this menace. The school authorities and staff try to ensure that all students feel free to bring bullying behaviour (if any) to our attention and a prompt action is taken. This means that anyone who is aware of any type of bullying incident, he/she is expected to inform the staff or person concerned immediately. The school tries to ensure that bullying doesn't happen at all as it is entirely contrary to the values and principles of our institution.

The purpose of this policy is to give direction and guidance to school authorities, school personnel and parents in preventing and dealing with bullying behaviour amongst its students. The policy applies to all wings namely pre-primary, primary, middle, secondary and senior wings of the school. School authorities and school personnel are required to adhere to these policies in dealing with incidents of bullying, if any. All students have a right to enjoy learning at school free from intimidation and fear. The school and its staff are committed to make the premises a no-bullying zone.

### **RESPONSIBILITIES OF ALL STAKEHOLDERS**

**Stakeholder 1: School staff - their responsibilities -**

The DAV staff will:

1. Work to foster among students - self-esteem, self-respect and respect for others, so that the idea of bullying doesn't develop among them.
2. Display examples of high standards of personal and social behaviour which may inspire our students behave positively.
3. Ensure a comfort zone for all the students right from Kindergarten to Class XII so that each and every student learns about their safety and the damage antisocial behaviour like bullying can cause to both the victim as well as the perpetrator.
4. Show immediate and quick action in responding to signs of distress and other possible indications of bullying or any form of abuse.
5. Work in close coordination with the parents and community in order to eradicate bullying of any form.
6. Follow-up on any complaint by a parent about bullying

### **Stakeholder 2: Our students - their responsibilities -**

We expect our students to:

1. Abstain from being a part in any kind of bullying
2. Come forward and join hands with the school and community in bringing an end to bullying.
3. Reporting instances of bullying to the concerned teachers/supervisory heads/counsellors.

### **Stakeholder 3: The parents - their responsibilities -**

We urge all the parents to support their children and the school by:

1. Watching for signs of distress or unusual behaviour in their children, which might be because of bullying.
2. Encouraging their wards to report any bullying incident
3. Telling their wards not to retaliate violently to any forms of bullying.
4. Being sympathetic and supportive towards their children, and not judging them.
5. Reporting all the instances of bullying which take place within the school to the school authorities.
6. Informing the school of any suspected instance of bullying, even when their ward is not involved.

### **Preventive measures that we have adopted in order to deal with issues of bullying:**

We at DAV use the following preventive measures to combat bullying:

1. Circulating set of school rules to all the students
2. Asking students to take anti-bullying oath
3. Conducting workshops to create awareness against bullying
4. Conducting regular discussions about bullying and why it needs to be eradicated

### **Procedures for dealing with incidents of bullying behaviour -**

We at DAV have following methods in place to deal with bullying behaviour:

1. Contacting parents/guardians of all students concerned in the bullying incident.

2. Investigating each incident
3. Feedback to those concerned
4. Regular counselling sessions with the school counsellor

**Students who have been bullied will be supported by:**

1. Reassuring them that this will not happen again
2. Rendering continuous support to them
3. Restoring their self-esteem and confidence with the help of professionals
4. Discovering why the students were involved in such an incident
5. Establishing the wrong doings and the needs to change
6. Counselling parents on the need to change the attitude of their wards.

**The following disciplinary steps can be taken:**

1. Stern warnings to the students responsible for bullying
2. Detention for a certain period of time
3. NO- GO zones in school premises

**Continuous professional development of staff**

We at DAV understand the need to continuously educate our staff on the need to eliminate the scourge not only from school but from society at large, thus we conduct regular development workshops of our staff from time to time:

We intend that all students, teachers and other members of the school staff, parents and the wider community will know that at DAV bullying doesn't happen at all, in case it so happens , then :

1. There will be an immediate action to any form of bullying.
2. All bullying incidents are taken seriously.
3. Staff will act effectively if they suspect bullying in school premises

We all need to work together to combat and to eradicate bullying. Assembly on the assigned days.

**(Under POCSO Act 2012)**

Management and staff of DAV Public School, Sector – 14, Gurugram recognize that children are our national asset and we as an educational institution have a great responsibility towards their over-all development and protection from all kinds of harm and abuse - irrespective of their age, religion, racial identity, caste, gender, place of birth, class, language, disability, sexual orientation, social, economic or any other status. We understand that every child has a universal

and an inalienable right to a dignified life, free from exploitation, hence, safety and security of all children at home or at school becomes integral to their well-being.

Our school believes that every child or a young person should be provided with a safe, healthy, positive and an empowering environment to create avenues for his or her all round development, without experiencing abuse of any kind ever. It is hence our responsibility to promote physical, mental and emotional well-being of all our students and to keep them safe from all kinds of harm or abuse. The welfare of all children and young persons in our school is of prime concern to us and we are committed to follow practices to ensure their protection.

The CHILD PROTECTION POLICY of our school covers the Management, Principal, all teaching and non-teaching staff members who have direct or indirect contact with children. This also includes the contractual support staff and the professionals contracted or invited to provide services to children in school.

**The students will be made aware of:**

- Good touch, Bad touch
- Safety from strangers
- Saying No
- Yell, Run & Tell
- Dangers from known people
- Internet/Cyber Safety
- Identifying signals of danger
- Breaking the code of silence

**Children will be made to understand the kind of things they should report:**

- Something that happened to them personally by way of bad/strange behaviour
- Something of this nature that happened to another child they may be aware of directly or indirectly.
- Something they saw in another person's belongings/bag (be it another student/ any other person on school premises) they should not have such as a knife, gun, cigarettes, etc.
- something that tells them another child is in danger – a wound, blood stains, a cut on a wrist, etc. which are unexplained and the child does not want to talk about

**Children will be encouraged to break the code of silence in case of situations described above by:**

- persuading the other child to tell a trusted adult
- offering to accompany them, or tell someone on their behalf

- if the affected child insists they want to keep it secret, then they can help by going themselves to a trusted adult and reporting the problem in strict confidence

Children will be reassured that there will be no negative consequence of reporting any incident that makes them uncomfortable, and the only consequence will be the positive one of improved safety for all children/ the child in particular.

**The school will ensure that all Staff members:**

- Are carefully recruited with keeping the principles of Child Protection Policy in mind.
- Are appropriately trained in issues of child protection.
- Are aware of the Child Protection Policy, procedures and guidelines through regular training and awareness sessions.
- Understand their roles and responsibilities in ensuring the safety of children at all times and take it as their primary responsibility to be vigilant, have knowledge and awareness of the indicators or neglect, potential or actual abuse.
- Report any concerns, suspicions or allegations of suspected abuse immediately to the designated authority.

**Guidelines to be followed by the staff members to ensure safety and well-being of children and young people in school:**

- Make welfare of each child and young person as your first and prime concern
- Respect all children, listen to them and value their views, opinion, or feedback
- Provide positive and enabling environment for over-all development, mental, physical and emotional well-being of the students
- Be inclusive in your approach and involve all children without any bias or discrimination on the basis of gender, disability, religion or any other pretext
- Set an example you wish and expect others to follow, treat all young people equally with respect and dignity, avoid favouritism and respect a young person's right to personal privacy
- Challenge unacceptable, objectionable attitudes or behaviour from other members of staff or students and take special measures to protect the vulnerable children especially the younger ones from peer and adult abuse.
- Make studying a fun filled and enjoyable experience for all the students: promote fairness, equality and impartiality.
- Be aware of high risk peer situations like unsupervised mixing and mingling of older and younger children in the playground during recess and possibilities of bullying.
- Work in an open environment by keeping windows and doors of the class rooms/labs open and avoiding private or unobserved situations and encouraging open communication.
- Maintain decent, respectful and ethical demeanour as others may misinterpret your actions, no matter how well intentioned. Maintain a safe and appropriate distance with young children in your care and avoid unnecessary physical contact with them.



- Where any form of manual/physical support is required it should be provided openly and with the consent of the young person - preferably by person of the same gender.
- Try to ensure that other students and if possible other staff members are present if physical contact is prolonged or sensitive - for example to comfort a crying child, if someone is injured, if you have to separate fighting children or if you have to help a student with physical disability.
- Ensure you work in pairs with the appropriate gender of staff for supervising the students in the changing rooms once they come after sports practice, swimming or a cultural performance.
- Recognise the developmental needs and capacity of young people and disabled adults by avoiding excessive training or competition and not pushing them against their will.
- Keep a written record of any injury that occurs, along with the details of any treatment given. This should be recorded in the medical room register as well as student's diary.
- Inform the designated person to take charge of the situation and inform the parents about the injury at the earliest.

**Notice Possible Indicators of Abuse, don't ignore them and report to the designated person/authority to take appropriate action:**

- Sudden lack of interest in studies or school activities or poor attendance of the child in school
- Child paying too much or too little attention to his/her appearance
- Extreme attention seeking behaviours or extreme inhibition
- Sudden lack of self-esteem or obsessive behaviour
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper, inappropriate sexual awareness or engaging in sexually explicit behaviour/language
- Nightmares, sleep problems, sudden or unexplained personality changes/mood swings; child shows significant changes in eating patterns and habits.
- Play, writing, drawings or dreams include sexual or frightening images.
- Has stomach aches or illness, often with no identifiable reason, leaves clues that seem likely to provoke a discussion about sexual issues.
- Child having unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- A young person describes what appears to be an abusive act involving them
- Another young person or adult expresses concern about the welfare of a young person out of any context
- An older child behaving like a younger child, e.g. bedwetting or thumb-sucking, develops fear of particular places or resists being alone with particular child or young person for unknown reasons.

- Child shows resistance to routine bathing, toileting or removing clothes even in appropriate situations.
- Child refuses to talk about a secret he/she has with an adult or older child.
- Child uses new or adult words for body parts; engages in adult-like sexual activities with toys, objects or other children.
- Develops special relationship with older friend that may include unexplained money, gifts or privileges.
- Child intentionally harming himself or herself, i.e. drug/alcohol use, cutting, burning, running away.

### **If a child makes a disclosure of abuse-**

- Stay calm
- Listen to the child with patience and be attentive while he/she reports an incident or a physical discomfort
- Be sensitive while discussing the incident or its details with the child
- Tell the child that - he/she is brave
  - has done the right thing in telling you
  - you believe him/her
  - he/she is not at fault that he/she has been abused
- Write the record as soon as possible whilst information is still fresh in your mind.
- Write exactly what the child told you – be precise and accurate.
- Quote the actual words used by the child – show these as “direct speech”
- Maintain high level of confidentiality
- Report the incident to the designated person/authority to:
  - take charge of the situation
  - raise a concern with people close to the child
  - ensure medical examination immediately
  - report the incident of abuse to the nearest police station
  - call child helpline at 1098

### **What not to do –**

- Do not blame the child
- Do not ignore when child complains about a person or an incident
- Do not send the child to the person /place where the child has been abused
- Do not react in extremes, condemn or judge the alleged abuse
- Do not make assumptions about the child’s feelings
- Remember the child is extremely frightened and nervous, so do not pressurise the child or ask any leading questions.
- Do not ask the child to keep it secret or not to seek help from others
- Do not give false reassurances. You will have to pass the information on, so do not promise to keep it a secret.
- Do not examine the child yourself, lift clothing, or ask to see bruises/injuries

- Do not ask the school nurse to examine the child
- Do not tell anyone in school if they do not need to know about it
- Do not talk about your suspicions where others may overhear & spread rumours related to the incident
- Do not disclose the child's identity to other people or to the media
- Do not talk about the case with anyone outside the school except for the authorised persons and authorities dealing with the case
- Do not fail to take action even when you are aware of the abuse taking place in the vicinity
- **Do not investigate the incident yourself, you are not authorised to do it. The responsibility to investigate allegations of child abuse rests with the designated School Authority/Committee, Parents and the Police.**
- The protection of the child is of course our main concern. However, it is important that we also protect ourselves. It is very important that when dealing with cases of child protection that we adhere to the set rules and procedures in letter and spirit.

DAV Public school, sector – 14, Gurugram is committed towards protection of children against all kinds of harm and abuse and also to reviewing our policy and practices annually. The school has also constituted a POCSO Committee to protect children against Sexual Abuse.

## **COMMUNICATION WITH PARENTS AND OTHER DISTRICT AUTHORITIES**

### **A. The school will communicate with the parents by using the following means:**

1. **Student Almanac** – For informing parents about the vision and policies of school and for giving teachers' feedback regarding behaviour of the child, not in proper uniform, home work-class work-assignment not done, also for informing them about medication given, if any, in case of an ailment or injury happened during school hours.

Parents also use the almanac for providing student details, undertaking regarding mode of transport opted by the child to commute to the school, sending leave application or any other message to the class /subject teachers/Supervisory Heads.

2. **Parent-Teacher Meets:** To communicate and interact with the parents directly in person to discuss their child's progress and academic performance. Also to discuss the problems faced by him/her, if any, and find out their solutions with the consent of the parents.
3. **Circulars (in hard copy), School's Website, Uolo App, Edmodo, and General mass SMS (in soft format):** For sending important notices, assignments, syllabus, date-sheet and information about holidays to the parents and also to inform them about achievement of students.

4. **Sending daily SMS:** To inform parents about child's absenteeism on daily basis.
  5. **Sending Newsletters:**To inform parents about a number of events organised in school and a number of weeks observed on special themes.  
  
Newsletters are also sent to create awareness among parents on important issues like – health, safety & security of students, cyber safety, being prepared for handling disasters etc.
  6. **Telephone and Email:**For sending information and receiving information/complaints from the parents on regular basis.
  7. **Online Fee Payment Portal:** Regarding payment of fees online.
  8. **Conducting Workshops, Seminars:**To sensitize the parents on important issues affecting their child and family like workshop on Anger Management, Cyber Safety, and Career Counselling etc.
  9. **Organising Functions, Exhibitions and Special Assemblies:**To showcase the performance of students in the cultural, artistic and scientific fields.
  10. **Through School Counsellor:** For counselling of students and/or parents on referral or request.
- B. Communication with Government bodies/Authorities:** Through Postal Communication, E-mail, Courier Service or letters/packets delivered in person by hand.

### **SCHOOL TRANSPORT POLICY**

The school has a tremendous responsibility for the safety and security of the students in the school premises and while travelling to and from school. Although, students have the option of using their own means of commutation to school, the school provides buses on 46 routes in the morning at 7:25 am in summers and at 7:55 am in winters.

<b>BUS NO.</b>	<b>AREA</b>
1	BLUE BELLS, SECTOR - 4
2	SECTOR – 17, MDI

3	BAL BHAVAN, CCA SCHOOL, SECTOR - 4
4	SECTOR - 7 EXTENSION
5	COSCO, NEAR RAILWAY STATION
6	SECTOR - 5
7	SECTOR - 7
8	CCA SCHOOL, SECTOR 4
9	SECTOR - 9A, HBC
10	GAV ACADEMY
11	SECTOR - 4,7, DAYAL MARKET
12	MIANWALI COLONY
13	SECTOR - 9
14	SECTOR - 10
15	SECTOR - 10A
15A	SECTOR - 10A
16	HOPE APARTMENTS, HEWO APPTS, SEC- 15 PART II
17	SECTOR - 82, 82-A, 83 & 85
18	TIKONA PARK, SOHNA CHOWK
19	SECTOR - 10
20	CIVIL LINES
21	GEETA BHAWAN, NEW COLONY
22	GABA KI KOTHI, NEW COLONY
24	MARUTI VIHAR
25	MOTHER DAIRY, SECTOR - 15 PART II
26	CIVIL HOSPITAL, VIJAY RATTAN VIHAR
27	SECTOR - 31
28	SECTOR - 30
29	SECTOR - 46
29A	DPS SECTOR 45, SOUTH CITY
29B	SECTOR - 47, IRWO
30	DLF PHASE II & III

31	SECTOR - 57
32	SISPAL VIHAR, ORCHID PETALS
32A	UPPAL SOUTHEND, SECTOR 48-49
32B	PARKVIEW I, GOODEARTH
33	PWD, SECTOR - 27 & 28
33A	VALLEY VIEW APPTS, FARIDABAD ROAD
34	SECTOR - 21, 22 & 23
34A	SECTOR - 23A, PARKVIEW APPTS
34B	SECTOR - 23, J& K BLOCK, PALAM VIHAR
35	INDUS SCHOOL, MALIBU TOWNE
37	SUSHANT LOK, SUNCITY
38	SECTOR - 56
39	ARDEE CITY, SECTOR – 51 & 52
40	TULIP PETALS, SECTOR - 86, 89, 90 & 91

There are two routes in the afternoon, one at 12:20 pm (summers) or 12:50 pm (winters) for students from classes 1-3 the other one at 2:00 pm (summers) or 2:30 pm (winters). KG route runs separately,

There is also a provision for school transport for students staying back after school for extra classes, sports practice etc.

### **HIERARCHY:**

Transport In-Charge: Reena Sharma

Transport Managers: Dharam Chand & Subhash Chawla

Transport Officer: Charu Dureja

### **INSTRUCTIONS FOR STUDENTS:**

1. Students must reach their bus stops in time to board the school bus in the morning, as the school bus will not wait for any student in the morning.
2. In case a student misses his bus in the morning or the afternoon, parents will have to drop and pick up the students, themselves.
3. Students should report to their respective bus rooms for attendance immediately after the first bell.

4. They should maintain decorum in the rooms and in their buses.
5. They should be compassionate and empathetic towards their fellow students.
6. Care should be taken that there is no bullying and such cases, if any, should be brought to the notice of the bus in charge, immediately.
7. Senior students should aid the lady attendants and teachers to maintain discipline in the bus.
8. No student should get down from the bus on the wrong side unattended.
9. The buddy system should be followed conscientiously to ensure accountability of every student in the bus.
10. Any change in bus routes is not possible mid-session. However such applications should be handed over to the Accounts office.
11. Applications for withdrawal of Transport facilities are accepted only at one month's notice and no later than 31 August.
12. In case of any short term emergency changes in the bus route, applications written by parents should be submitted to the Transport In-Charge in time to get approval.
13. Children leaving school early should be listed and information sent to the respective Supervisory Heads to ease out the process of verification during dispersal.( Whether the child is missing or gone home)