

Thursday, 14th September , 2017

Circular No: QVS/2017-18/CC-22

Classes : Pre School-Class XII

Subject : Safety and Security Measures



Dear Parent

The unfortunate incidents which have taken place recently in school premises have created an atmosphere of anxiety and concern amongst parents, guardians and schools.

We, at Queen's Valley School are concerned about the well-being of our girls. Safety and security of the Queens has always been given importance in the school.

The school would like to share with parents some of the safety measures which are already being followed in the school

- High definition CCTV cameras are installed within the school premises and around the school periphery. The school peripheries are high and have barbed wires
- Police verification of all support staff including drivers and conductors is done before appointing any member.
- We conduct regular meetings with all our staff, teaching and non-teaching and reiterate the importance of student safety in the school.
- Teachers arrive before the students and leave after/ in case of bus usage along with the students to ensure safe arrival and dispersal of students.
- Every floor has the required lady support staff who is posted outside the washrooms and who also cleans the washroom every hour.
- We have a separate washroom for our male support staff, which is outside the building and they do not use the washrooms on the classroom floors. However, lady support staff uses the girls' washroom on their respective floors. This is permitted to ensure that they do not leave their duty points.
- We have a proper exit plan in case of an emergency. We also use the public-address system to ensure timely and safe evacuation during an emergency.
- We conduct fire drills on regular basis for students to know their exit routes.
- We do not tolerate bullying or any kind of vandalizing of school property. Regular announcements are made during assembly and in the classes reiterating this message. Strict action is taken in case there is any such incident.
- All visitors/parents entering the school have to provide complete details about themselves, the purpose and the person being met. A register is maintained at the gate to log all these details.

We are implementing some more measures to make the school a safer place for our students and look forward to parents for cooperation to implement them.

- No student will be allowed to enter school before 7.30 am as our support staff comes only at 7.30 am. Students who come for coaching will also enter school premises once the concerned sports teacher arrives.
- For the safety and security it is necessary that the parents pick up their wards within 15 minutes of the dispersal time . Instruct your van drivers in accordance.
- All washrooms will not open before 8 am, except the one on the ground floor, which will be fully monitored.
- We are implementing a buddy program for the Junior section where all students will move in pairs outside the class-be it washroom or school grounds.
- We have started Yoga classes for the drivers and conductors to help them 'de stress' after the traffic that they face on Delhi roads.



**QUEEN'S VALLEY
SCHOOL**

- CCTV cameras are being installed in all the school buses.
- Now all our buses will be having a lady supervisor who will travel till the last bus stop.

Further to make our children more safe and secure we would like to enlist your support in emphasizing following points with them regularly:

- Talk to them about safe touch and unsafe touch, about avoiding interaction with strangers and reporting any and every concern /incident, however irrelevant it may seem.
- Talk to them about internet safety. They should not divulge personal information. Monitor internet usage to protect them from internet stalking.
- Avoid over usage of mobile phones and phone apps which lead to children becoming a participant of games like 'blue whale'.
- We request parents to volunteer for CCTV monitoring on a daily basis and to accompany the school supervisor for monthly home visits of class IV employees. This will ensure team building between parents, support staff and school authorities.
- If you notice any change in your child's behavior, please inform the school authorities and meet the school counsellor so that we can help the student at the right time. Appropriate and timely action can help a young life.
- We request you to be our 'eyes' on the other side. Do inform us if you notice anything that is 'off' the routine and standard procedure.
- Keep the channel of communication open with your children and give them a patient hearing for even the smallest of matters.
- If a child is not attending school, you must inform the school not later than 10 minutes after the official start of the school.
- Please do not talk in a derogatory manner about the teacher/ school in front of the student as it obstructs the bond between the students and the school. If you have any concern you can discuss the same personally or over the phone.
- **FROM NOW ON ALL PARENTS WILL NEED TO CARRY THEIR SCHOOL ID CARD WHEN VISITING THE SCHOOL OR PICKING UP THE CHILDREN. PARENTS WHO DO NOT BRING THEIR ID's WILL NOT BE ALLOWED IN.**

I am sure we, school and parents want our children to be safe and happy and it will be our endeavour to give them an environment conducive to their growth as good and responsible human beings. It is the need of the hour that we work together to maintain a healthy and safe environment for our Queens. Together we will continue working with conviction and faith in each other towards a safe and secure future for our children.

Looking forward to your cooperation.

Dr N Sharma
Principal