



SCHOOL SAFETY AND SECURITY HANDBOOK

WHY THIS HANDBOOK?

A safe learning environment is essential for students of all ages. Without it, they would be unable to focus on learning the skills needed for a successful education and future. There is an undeniable and increasing prevalence of emergency situations in schools, coupled with increasing severe incidents of school violence. Creating a safe school not only means eliminating threats to life and property from accidents or violence, but also sensitising stakeholders and eliminating bullying, teasing, offensive touching and biases which are often precursors to larger incidents / events.

A safe school creates an environment which allows students, teachers, administrators, staff and parents/guardians to interact in a positive, non-threatening manner. School safety and security is about care, sensitivity and protection. The overriding need is to maintain a conducive learning environment, which while providing optimum level of safety and security, remains non-restrictive and non-intrusive. The key to an effective safety and security program is an individual and collective sense of awareness and responsibility.

This handbook, by MitKat Advisory Services, thus serves to provide school administrators and staff a quick check-list on essential measures to make the school a safe and secure place.

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The threat spectrum for schools is complex, dynamic and evolving

External Threats

- Murder
- Kidnapping
- Bus hijack
- Active shooter
- Terrorist attack
- Bomb threat
- Angry parents
- Theft/ pilferage/ vandalism
- Social media and on-line threats

Internal Threats

- Murder
- Bullying/ discrimination
- Physical violence
- Gangs
- Weapons on school premises
- Substance abuse/ child molestation
- Rape
- Threats from staff/ third parties

Accidents and Disasters

- Accidents during commute
- Fire
- Earthquake
- Floods
- Accidental fall
- Drowning
- Burns
- Sports related injuries
- Medical situation
- Incidents/ accidents on account of poor school structures

APPROACH TO SCHOOL SECURITY

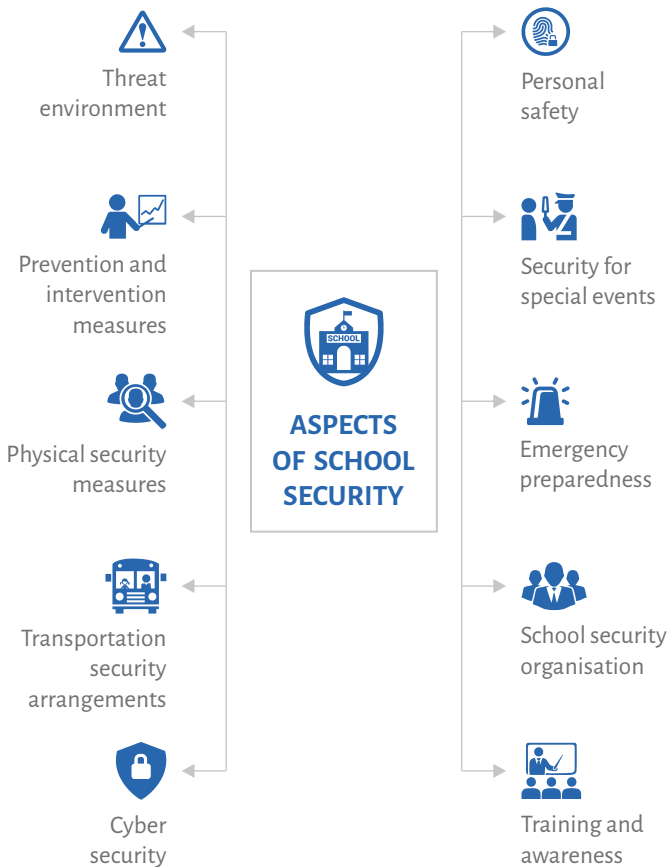
The overriding need for maintaining an appropriate environment for learning and development mandates adoption of an approach, which while providing optimum level of safety and security, remains non-restrictive and non-intrusive.

- Identify potential incidents and disasters
- An integrated security system (people, process and technology)
- Robust response mechanism
- Crisis committee
- Warning signals, emergency and crisis instructions and mitigation actions for different levels of response
- Evacuation routes, and knowledge of safe spaces and shelter locations
- First-aid and basic life support
- Availability of personal and group counselling and support following a disaster
- Periodic updates to the disaster management plan

RESULT OF A ROBUST SECURITY SYSTEM

- Lower risk and improved response to threats
- Effective allocation, utilization and management of security personnel and other staff
- Procedures and practices for supporting positive student behaviour throughout the school day
- Improved collaboration with law enforcement and other government agencies

ASPECTS OF SCHOOL SECURITY



PREVENTION & INTERVENTION MEASURES

Engagement with Students, Discipline & Supervision

- Ensure measures that support communication between students and adults about their concerns and problems
- Comprehensive curriculum that addresses emotions, attitudes and behaviours that facilitate and trigger violent acts
- Train school staff in detecting early and imminent warning signs of potential violent behaviour
- Firmness and consistency in dealing with indiscipline
- Child abuse monitoring committee



Engagement with Parents

- Periodic interaction with parents and participation of parents in school events
- Parents Association to take up important issues with the School Management



Personnel and Internal Security

- Detailed background checks on all personnel employed in the school
- Clear protocol on investigation of a reported misconduct
- Firmness and consistency in dealing with cases of misconduct



Perimeter & Gates

- Wall/ grill/ wired fence to be of adequate height, fence to be clear of foliage, wires to be taut, anchorage to be strong
- Ideal is a metal gate electrically operated with manual back up as high as the perimeter barrier and strong enough to be able to withstand forced entry
- Gates to be kept minimum. Ideally material movement to be from an exclusive gate
- Standard signage at all entrances
- Regular inspection by a patrol with a detailed check list

Entry Control & Barriers

- Positive identification of students and staff upon entry, ideal would be to have a photo ID coupled with an automated system that would also serve the purpose of attendance management
- Identity of all visitors must be established using Government issued photo ID
- Visitors must be appropriately badged and escorted while on school premises
- Staff and students must be trained to report unescorted visitors/strangers

CCTV Coverage & Management

- CCTV must cover primary entry/ exits, entrances to all critical/hazardous areas, debussing and boarding areas, passages leading to toilets and isolated areas, critical identified areas
- Cameras at gates to capture facial area of person entering
- Central CCTV monitoring room with dedicated staff

Screening of Personnel, Vehicles & Goods

- Screening of vehicles, vendor personnel and visitors for dangerous objects and stickers should be provided for staff vehicles
- Dropping of parcels/food packets by parents/relatives must be discouraged to prevent potential hazards for slipping in dangerous material into the school
- Stores must be a secure area with restricted access with adequate fire protection
- Routes for movement of vehicles should be completely segregated from pedestrian movement to avoid accidents
- Pick-up and drop-off areas for school transport are vulnerable areas from the perspective of crime (eve-teasing/ assault/ kidnapping etc.) and should be accordingly protected by proper siting, deployment of security staff and CCTV coverage

Access Control

- School campus should be categorized into open, controlled and restricted areas
- Separate ID badges for students, teachers, visitors and parents
- An automated electronic key control system, control and logging of key movement activities should be implemented
- Critical/ hazardous should be identified and notified as such with appropriate warning signs. These could include labs, swimming pool, gymnasiums, DG rooms, record rooms etc
- Separate toilets for students, faculty, staff and visitors. Toilets for adults and children to be completely segregated. Passages leading to toilet areas to be preferably covered by CCTV
- Adequate illumination and security patrolling in the corridor

Emergency Preparedness and Response

- Policy on emergency response including guidelines for staff, students and parents in case of various crisis situations
- Appropriately organized Crisis Team with well defined and realistic goals and objectives
- Evacuation and lockdown procedures duly supported by adequate infrastructure. Resources should be available for response in a crisis situation
- Periodic risk assessments and associated review and modification of policies and processes
- Periodic testing and rehearsal of plans
- Guidelines on communication with emergency response agencies
- Availability of first aid kits at various location on the school premises
- Emergency kit to be available—emergency contacts, communication equipment with extra batteries, flash lights, tapes, tools, student & staff directory with contact details and health records, floor plans, bus routes, prefabricated signs
- Evacuation plans displayed at various locations on the school premises
- System for mass messaging and sending notifications to parents
- Availability of adequately trained personnel on fire response, first aid including CPR, traffic control etc.
- Regular liaising with government agencies such as police, fire brigade etc.
- Specialised training of Crisis Team on critical aspects of emergency response
- Periodic mock drill involving government agencies such as police, fire brigade etc should be arranged

Transportation Security

- School buses should be hired after due diligence on quality, permits, licenses and vendors should ensure all aspects of safety and security
- An orientation training for drivers - on driving etiquette, road sense, behaviour aspects, reporting any incident, dealing with parents and emergency response procedures. They should be screened on the same
- Periodic feedback from students on the driver and staff
- All buses must have a first-aid kit, drinking water and sufficient lighting
- The children's boarding & de-boarding area should be as close to the entry gate as possible and should preferably be monitored by CCTV and presence of staff
- Provision to be made for a well-trained lady attendant in each bus.
- No outsiders other than authorised students and staff should be allowed to board the transport
- There should be a process for reporting on arrival at school that should include number of students. Similarly head count should be taken before departing from the school
- Children must be dropped at the designated drop-off point and nowhere else. There must be a requirement for the children to be picked up by parents or designated person at the drop-off point
- The vehicles must be GPS enabled with central monitoring and the system must have provision for initiating alerts in the case of over-speeding, deviation from the pre-designated route, break-down, etc.
- Vehicles should have CCTV surveillance and must have a panic alarm to be used in case of emergency which will remotely immobilize the vehicle

School Security Infrastructure

- Professional leadership of school Security Team
- The security team to have participation of teachers, staff and students to facilitate awareness and engagement
- Periodic specialized training including hard and soft skills
- Comprehensive guidelines for building security into new school campuses. Security must be built-in and not bolted-on
- Adequate number of female guards must be deployed in the school

Training and Awareness for Staff and Students

- All teaching staff and other employees (including contractual) must undergo an annual refresher on security
- Formal and informal awareness sessions for students covering reporting, being vigilant, do's and don'ts
- Information sharing and collaboration between security team and school management

Information Security

- A comprehensive Information Security policy covering all relevant assets of the school, IT security as well as social media
- The school must have a cyber bullying policy and make it aware to staff, parents and students
- Educating and training parents/ teachers on social media monitoring and safeguards
- A proper record room with adequate measures for security as also protection against natural and manmade disasters
- The school must have a defined and documented policy on carriage and use of mobile phones

OTHER SUPPORT SERVICES

Medical

- Provision of a medical room with facilities for first aid
- Adequate space for retention till evacuation to a nearby hospital
- Availability of a trained nurse on premises, and of a doctor on call
- Arrangements for priority attention at a nearby hospital including ambulance on-site or on call



Sports

- Sports facilities should be maintained to a sufficient standard to ensure health and safety of the students
- Critical aspects are quality of surface, clear from pebbles and obstructions, slippery surfaces
- Sports equipment should be appropriate for the age group and well maintained
- Adequate supervision of sports activities by suitably qualified staff



Food Services

- Detailed background checks on all staff to include informal means of getting information on a person's background
- Regular check for hygiene and quality
- Availability of CCTV coverage in cafeteria



Personal Safety of Staff

- Procedure for handling of angry parents, prevention of interruption in school curriculum, attendance by other members of staff etc.
- Specially designated meeting rooms for potentially difficult meetings
- Staff to be trained on personal safety aspects when intervening in fights between students
- School to have well established policies and procedures for use of force by staff against students

Security for School Events

- A risk assessment to be conducted to identify threats and security measures specific to an event
- Provisioning of additional security staff to cater for traffic control, crowd control etc.
- Adequate medical cover – medical room, doctor on-site and ambulance

Security for Outbound Activities

- Risk assessment of the venue from the perspective of security and safety
- Due diligence on the transport covering vehicle fitness, driver and staff
- Process for carriage of food, water and first aid kit during outbound visits
- Process for communication by the visit in-charge with school and children
- Process to ensure safe dispersal of all children and staff after the visit



ARIYUR NATARAJAN

Global Head – Services at Servion Global Solutions

In today's context on safety for school children - it does not necessarily mean providing protection and measures for the physical safety of the children – it also has a larger connotation – safety of the school children against digital (online) crimes which are becoming far more fatal, both physically and psychologically. The awareness of sexual misbehavior, offences and assaults which are also more prevalent is another important parameter of child safety measures. Physical safety measures in the campus should be mandated and stringent actions against violation should be made compulsory with more awareness of sexual crimes and their reporting. The role of teachers and more importantly of counsellors in child safety measures and awareness at schools cannot be less emphasized.

What today's children in the digital world require is a forum to communicate.



Capt. RAJESH SHARMA

Managing Director, IFM and Asset Services at
Cushman & Wakefield

Schools are one of the most important part of any child's life. Every now and then, an incident happens that raises concerns on the safety and security aspect of children while they are at school.

Some of the basic steps the schools need to follow are:

- Every employee working at the school should be thoroughly vetted, verified and reference checked prior to being appointed
- All visitors to the school should be verified and security checked before being allowed entry into the school premises
- As far as possible, all common areas in the school should be CCTV monitored
- Schools should ensure that all outdoor activity/ sports are conducted under the guidance and supervision of qualified and trained professionals
- Proper medical facilities should be maintained on the premises and there should be a doctor on call to attend to emergencies
- A teacher or a responsible staff member should always be the first one to board and the last one to disembark from a school bus

While the overall responsibility for children's safety rests with the schools right from the time a child boards a school bus to the time the child is dropped at home in the evening, it is also important for parents to brief the children on basic common sense steps that would go a long way in ensuring that the children are not unnecessarily exposed to any danger or harm.



SANTOSH UPADHYAY

Vice President – Admin, Commercial & CRE at
Bharat Financial Inclusion

Great piece of work by Mitkat & GACS as no task is as important as creating a safe learning environment for our kids and this school safety guidelines booklet covers all such aspects. As we know, among all the public facilities, children in schools are among the most vulnerable groups during any disaster. Constructing safe schools should be a priority for architects, engineers, policy makers, administrators and emergency response planners. School bus transportation is one of the major factors for kids safety by school & parents, as it has maximum exposure and cases reported. Hence, parents need to be attentive and ensure full support and follow guidelines laid out by the school. Periodic drills ensuring safety should be mandatory for all schools.



KAPIL KHERA

Head – Infrastructure at IDEMIA

Our children generally spend between six to eight hours in school, hence it is not wrong to conclude that their behavioural growth is affected more by their school environment than their home environment. As a response to this, the continuous effort towards improving the school environment should be carried out. The green school design should be looked upon as one of the elements that may influence the student's outcome. There are many elements and components that formed the green school design and some of the important components are building orientation and indoor environment quality. The school needs to work on meeting the needs of today without compromising the ability of future generations to meet their own needs and I believe that a sustainable “building a fully integrated whole building” approach to design, construction and operations will provide optimal environmental & economic performances for the schools.



VIBHU NARAYAN

India Head, Corporate Services at JIO

The safety & security of our future generations, our children is of paramount importance. Children, Parents, Teachers & Administrators are the four important components which are integral to school safety as given below:

Children:

- Child should be aware of: Role and Responsibilities; Do's & Don'ts
- All children to participate in implementation of policy

Parents:

- Should be aware of school safety plan
- Should have open communication with children
- Should be vigilant of the behaviour of their children

Teachers:

- Should be aware of school safety plan
- Should respond to students in a caring and non-shaming manner

Administrators:

- Should establish a continuous incident tracking system
- Should have zero tolerance policy on bullying
- Should have crisis management procedure in place



SAMEER SAXENA, MRICS

India Real Estate Leader at
Marsh & McLennan Companies

Kids are the future of the country and it's imperative that they experience the right kind of safety and security in school.

Security Practices:

- School areas should be clearly demarcated by walls or fencing
- Drop-pick up area, core school block & the administrative blocks should have restricted access
- Implementation of access based ID cards for students that intimates parents on the on & off boarding of school transport
- Coverage of perimeter walls and the common areas with CCTV's

Safety Practices:

- Importance around safe practices should be reinstated through various exercises, interactions and visual messaging
- Periodic health checks for the kids as well as the staff should be undertaken
- Evacuation drills to be made mandatory for schools so that they become aware of its importance & flow
- Awareness around road safety will make a huge change in the way students think & thereby initiate a change in the society

This handbook will certainly initiate a change in the way schools think about security & will thus translate into action.



SAHIBJEET SINGH GREWAL

Vice President, Facilities and Projects at
InterGlobe

Globally, School Safety Guidelines are of paramount importance & should have serious focus & should be obeyed by school staff, kids & parents conscientiously. Mitkat has done a great job in creating the School Safety Guidelines which will give insight to parents & staff to be more cautious and vigilant and help to reduce untoward incidents which have been reported over the years in India. This will go a long way if it can be disseminated to all schools. GACS has partnered with Mitkat to make an ongoing effort to ensure maximum impact. The value of safety needs to be ingrained in school kids right from the beginning. This will help build a safer nation. Hope you enjoy a good read and benefit from it.



RAHUL LAL, MRICS

National Head for Infra, Facilities, Real Estate & Security at Dalmia Bharat Group

Generation Z is way more opinionated, aware and entitled than their predecessors. In today's age of technology, it becomes imperative to reach out to school goers in more than one way - both via kids & parents. Policies can be made and not followed, it's the approach of how we create policies that can get us the desired result. Awareness, Involvement and Implementation are the 3 pillars for success. Generating awareness amongst school staff, students and parents is the first step. Involving them in the decision making is the second step and then leveraging all for the implementation is the final step. If students and parents were to be involved in charting down steps for their security, acceptance will be much higher. It's the institutions like the respective schools or the entities like Mitkat and GACS who are being the thought leaders and adapting new and better ways of doing the same thing; they believe in change being constant. I wish Mitkat good luck in driving this change and as any responsible citizen I will do my bit by spreading the word.

The MitKat Advantage

- School Safety and Security Audit designed by ex-military team
- Children's Safety and Awareness Training conducted by experienced women trainers and former educators
- Training customised to locations and school specific

Information Services

- Risk Monitoring and Threat Intelligence
- Research on Demand
- Advisory and Protective Intelligence Services
- Travel Risk Management
- Command Centre Support
- External Environment Management
- 24x7 Helpline

Security Consulting & Design

- Threat Vulnerability Risk Assessment
- Security Engineering and Design
- Project Management
- Critical Infrastructure Protection
- Safety and Security Audits
- Event Security and Executive Protection
- Security Transformation and Cost Optimization

Cyber Security & Resilience

- Security- Advisory, Implementation and Sustenance
- Embedded Cyber Security Managers
- BCM-Advisory, Implementation and Sustenance
- Managed Security Services (MSS)
- NexGen SOC

Workforce Development

- Training
- Simulations and Exercising
- Play Books and Manuals
- Veteran Empowerment and Transition
- Skills and Entrepreneurship Development

Integrity Risk Management

- Business Intelligence
- IPR investigations
- Fraud Risk Management
- Due Diligence

Managed Services

- Embedded Security leadership
- Security Operations Centre
- Operational Support in Challenging Environment
- Emergency Response
- India Entry Support

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MITKAT ADVISORY SERVICES

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