

# ROTARY PUBLIC SCHOOL, SEC-22, GURUGRAM

Dear Parent  
Greetings

Cir/off/20/09/2017

Child safety and security is the prime concern of Rotary Public School, Gurugram. The School and the management is committed to the welfare of the students. I would like to apprise you with our security plan already in place.

## Safety & Security Measures in RPS:

- CCTV Cameras covering all areas including buses and has 90 days backup.
- Well trained guards at all the gates and staff on duty area wise.
- Escort cards for all parents .(Seniors under process)
- Separate I-cards for support staff, visitors, vendors who are not part of the school. Visitors log-book is maintained at the entry gate by the Security Guard.
- Separate washrooms for the drivers, conductors and all supporting staff outside the school building.
- Female support staff in all female toilets.
- All buses have First Aid Kits and Fire Fighting Equipment. Estate officer along with teachers/ nurse monitors the same regularly.
- All buses have CCTV cameras and are GPRS enabled ( the details have already been shared with you).
- The support staff is frisked before and after their duty hours by the Security Guards (Male & Female Guards)
- No one is allowed into the class rooms except for the faculty members during school hours.
- Any repair & maintenance work involving outsourced vendors is done after the school hours or on a holiday or if urgent, under supervision.
- During school hours we reiterate the use of class passes which help us to check the exit and entry of students from the class.
- School has an active student council. Their work is to check bullying / reporting immediately to the class teacher, class representative, Headmistress, Vice Principal / Principal.
- Regular sensitization and training sessions for drivers, conductors and the entire support staff are conducted. First Aid Training is organized with the help of Red Cross Society.
- School Security Committee and Internal Complaint Committee are in place (details available).
- A standard reporting flow in case of an untoward incident is in place.
- A well –equipped medical room with a trained Doctor and Nurse(female) are employed. Medical tie up with nearest hospital with ambulance services.
- Floor duty by teachers during arrival, break and dispersal time area wise are being done and recorded.
- We advise you to please ensure that the private van / cabs in which your ward commutes are safe and your ward is picked up and dropped in a secure manner. Walker students must be picked up by 2.00 p.m. sharp.
- Students are not permitted self driven vehicles as per Surakshit Vahan Policy.
- Traffic outside school is regulated by teachers and guards.
- Safety audits are regularly done.

We strive to create a safe environment for our children with your support.

Thank you for maintaining faith in the School.

Best Wishes

(Principal)