



Government of Jammu & Kashmir
SCHOOL EDUCATION DEPARTMENT
Civil Secretariat, Jammu

Subject: WPPIL No. 24/2015 titled Shivam Mahajan V/S State and others -Guidelines with regard to safety and security of the children studying in their institutions.

Circular No: 11-Edu of 2017
Dated: 27.12.2017

Whereas, the Hon'ble High Court in the above-titled Public Interest litigation (PIL) vide its order 01.11.2017 directed the School Education Department to issue guidelines for school management to ensure safety and security of the school-going children; and

Whereas, since the children are spending most of their time in schools, the concern of parents about the safety of their wards is increasing day-by-day regarding their physical safety, mental & emotional health as well as child abuse, owing to increasing incidents involving safety and wellbeing of school-children; and

Whereas, the onus for safety and security of school-going children in school campus shall solely lie upon the school authorities; and

Whereas, it is a fundamental right of a child to engage and study in an environment where he/she feels safe and is free from any form of physical or emotional abuse or harassment; and

Whereas, educational institutions should also strive to promote a better understanding amongst their teachers and staff on the laws protecting the safety, security and interests of the students and devise a mechanism to take immediate remedial and punitive action against such violations; and

Whereas, the directions passed by the Hon'ble High Court on 01.11.2017 have been examined and it is hereby ordered that all the Heads of the Schools and Private educational institutions in Jammu and Kashmir State shall adhere to the following guidelines for ensuring safety and security of the school-going children:

- 1) Each School management shall ensure that no school-children are handed-over to anyone except parents/ or those authorized by the parents.
- 2) No minor female student shall be left alone with male staff.
- 3) School managements should install sufficient CCTV cameras on its premises and also facing road, entry/ exit and peripheral points.
- 4) In case of any emergency, the School principal shall personally authorize custody of the child to a female teacher until the parent/ guardian arrives.
- 5) School management shall ensure that there are separate male/ female students and both are at some distance from each other.
- 6) School management shall compulsorily insist upon police verification certificate with antecedents and address verification while appointing/ hiring teachers, physical instructors, lab technicians, drivers, janitors and other support staff, including the security.

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- 7) Managements of private schools should appoint security guards, both male and female, for deployment at entrance/ exit gates during school hours.
- 8) School managements should make security guard responsible for inspecting the entire School premises including classrooms after the school is over in order to ensure that nobody is there and accordingly report to the Principal or Senior Teacher.
- 9) School managements shall send a Circular to the parents of the wards who are using private vehicles or any other form of transport to obtain a certificate of conduct and antecedents along with proper address of the drivers and conductors.
- 10) School managements shall ensure that all areas within the school premises like classrooms, play-grounds, canteens, corridors, etc. should be regularly monitored and any unauthorized person found loitering around should be questioned for his presence.
- 11) School managements shall appoint certain staff members as vigilance monitors on rotation basis in order to keep an eye on activities of kids arrival and departure from schools, during playtime, meal times, or near toilets etc.
- 12) School managements shall ensure that no child should be given dark room or solitary confinement punishments.
- 13) School management shall set up an 'Internal Vigilance Committees' comprising staff, parents and education department officials, which shall meet periodically and discuss the issues concerning the deficiencies in security and other related matters and recommend corrective measures.
- 14) All Schools shall nominate coordinator/ counsellor for parents to inform them about their concerns.
- 15) School managements shall periodically, or during their meetings with both teaching and non-teaching staff, discuss issues concerning safety of children and take feedback from them.
- 16) All Schools shall take attendance of children at the time of opening and closure of the School and in case any student is found missing, the matter shall be immediately brought into the notice of the parents/ guardians as well police authorities.
- 17) The school principals shall give strict instructions to the van/ cab drivers/ attendants not to pick up any unauthorized person(s) in order to ensure safety of school-children.
- 18) The bus the driver/attendant shall not allow the child to get down anywhere other than the exact place of his/ her residence from where the child is picked.
- 19) School managements shall install display boards regarding 'Dos & Dont's' in front of the School premises.
- 20) Transport Guidelines:
 - a. School buses should be painted yellow and on the back and front of the bus "School Bus" must be written boldly. If it is a hired bus, 'On School Duty' should be clearly indicated.
 - b. Buses should have First-Aid Boxes.

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- c. Buses should be fitted with speed governor of specified standard.
- d. The windows of buses should be fitted with horizontal grills.
- e. There should be a fire extinguisher on each school bus.
- f. School Name and Telephone Nos. must be boldly written on the bus.
- g. The doors of the bus should be fitted with reliable locks.
- h. To keep the school bags safe, there should be a space fitted under the seats.
- i. There must be a qualified attendant in the bus to attend to the children.
- j. The bus driver must have at least 5 years' experience of driving heavy vehicles.
- k. A driver who has been fined more than twice in a year for offences like red light jumping, violation of lane discipline or allowing permission for boarding of bus to unauthorized persons cannot be employed. Similarly, a driver who has been fined even once for the offence of over-speeding, drunken driving and dangerous driving etc. also cannot be employed.

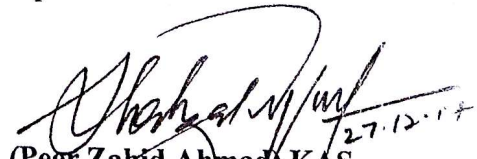
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(Farooq Ahmad Shah) IAS
Secretary to the Government
School Education Department
Dated: 27.12.2017

No: Edu/L/J/Misc/50/2016-I

Copy to the:

1. Advisor to the Hon'ble Chief Minister.
2. Divisional Commissioner, Jammu/ Kashmir.
3. Transport Commissioner, J&K Srinagar.
4. Inspector General of Police (Traffic), J&K, Srinagar
5. Director School Education, Kashmir/ Jammu. *The copy of the Circular should be endorsed to all Chief Education Officers for further transmission to the Heads of Government/ Private Schools in their respective jurisdiction for strict implementation.*
6. Secretary, J&K Board of School Education.
7. Sh. Ravinder Gupta Ld. Additional Advocate General, Jammu.
8. Principal Private Secretary to the Chief Secretary, J&K.
9. Private Secretary to Secretary to the Government, School Education Department.
10. Circular File


(Peer Zahid Ahmad) KAS
Under Secretary to the Government
School Education Department