

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT, DELHI – 110054**

NO.de.23(564)/Sch.Br./2016/411

Dated: 02/03/16

CIRCULAR

Sub: Ensuring Safety of Students in Schools.

Parents send their children to our schools because they trust that their children are in safe hands. Life of every single child, who comes to our schools, is more precious than anything else. Therefore, safety of students is one of the first and foremost responsibilities of all staff working in the school, especially the Head of the School.

Of late, it has been observed that some students try to bunk classes simply to enjoy roaming at public places, parks, roads etc. Innocent students do not realise that by bunking classes, they are not only causing loss to their studies, they are also endangering their own lives and the hopes of their parents!

It is all the more important for teachers and HoSs to ensure that No Student Leaves the School before the School is Off. Once a student has come to the school, the Class Teacher, the Subject Teachers, the PET and the HoS must ensure that the student does not leave the premises till the last period is over.

In case of emergency, a student can be allowed to leave the school premises only with the written permission of the HoS.

HoSs can take the following measures to ensure safety of their students:


- Now that an Estate Manager and Ministerial Staff have been provided in most of the schools, the Heads of Schools should focus more on the academic side.
- Principals and Vice-Principals should interact with students and take their feedback.
- The Principals and Vice-Principals must take frequent rounds of the entire school.
- The HoS must ensure that all teachers reach classes within two-three minutes of the ringing of bells. No leniency in this regard at the level of HoS/Teachers can be justified.
- Class teachers must specifically ensure that they take attendance, at least, twice a day. If a student is found absent from the class (after having been present in the

assembly), his/her parents must be called to school promptly through written notice/phone call and advise the parent that their ward should remain in the school throughout the day and not bunk the classes.

- All subject teachers must fill the attendance in Monitor Diary after taking attendance carefully. No teacher should attempt to fill attendance in Monitor Diary for more than one period, in one go.
- Further, teachers should not ignore students crossing over the school walls or leaving the premises through some unauthorised exit. Such students must be counselled proactively.
- Teachers must appreciate that it is not the duty of HoS/PET alone to dissuade children from such activities. The whole staff must take this initiative as a team.
- Furthermore, wherever there is need to raise/repair/heighten the boundary walls or install wiring over the walls, the HoS must move the proposal immediately.
- Duty of members of House on Duty during recess period and at the time of closing of school at school gate to be monitored.
- Guards on duty at the school gate must be told to remain vigilant and get the entry of the persons entering & leaving the school recorded in the Gate Register.
- All CCTV Cameras installed in the schools should be functional.
- The SMC members must be involved in ensuring regular attendance of students in schools so that there is no truancy.

Lastly, the Department is contemplating strict action against those HoSs/Teachers whose students are found roaming out of school after having got their attendance marked in school.


This issues with the prior approval of the Competent Authority.


02/3/16
(Dr. Sunita S Kaushik)
Addl.D.E. (School)

Heads of All Govt./Govt. Aided/Unrecognized Private Schools.

Copy to:

1. P.S. to Principal Secretary (Education)
2. P.S. to Director of Education
3. All Addl.DEs/RDEs/DDEs/EOs
4. Director & Head-CII, Delhi State Office
5. OS (IT) to paste on website
6. Concerned file.


02/3/16
(Usha Rani)
DDE (School)