

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

No. DE 23 (399)/Sch Br/ 3103-3108

Date. 25/09/2009

CIRCULAR

Sub: Regarding Safety of Children in Schools

1. It shall be the responsibility solely of the Principal/HOS of a school to ensure that after close of teaching hours in the schools, no child has remained behind either in any of the class rooms, laboratories or in the toilets of the school. The Principal shall invariably, and on daily basis, take a personal round of the schools, visit all class rooms, laboratories as well as toilets or any other rooms available in the school after school closing, to ensure compliance. During these rounds the Principal shall also ensure that all lights, fans and other electrical fixtures are switched off. The principal is, however, free to put in place the system whereby some nodal officer who may be a teacher or other responsible regular employee of the school, may be designated to carry out these duties. A register shall be maintained for this purpose and this shall be duly signed by the Principal or the nodal officer as the case may be. In the event that the register is being maintained by the Nodal Officer, the principal shall nevertheless ensure that the duties are actually carried out and shall also countersign the register.

2. To ensure the safety of every school child, every HOS/Principal shall designate a nodal officer/teacher for the school, who shall be a regular employee of the school to stay back in the school after children have left, to attend to possible complaints of any child having not reached home. To facilitate dissemination of information to all parents, the name, designation and place of availability of the Nodal Officer, alongwith atleast two operational telephone lines, shall be communicated through every child to the parents/guardians. The principal shall ensure that the Nodal Officer is available after closing of school at the designated office and the telephone lines for this purpose should be operational.

3. Heads of the schools are also to ensure that students are escorted at all times by the concerned class teacher/subject teachers in queue when they are either disbursed from Morning Assembly or go to Labs/Libraries/Activity Room/Sports etc so that proper discipline is maintained in the school, and overcrowding is avoided.



Whether or not a Nodal Officer is required to be designated in compliance of the above directions, responsibility for making and maintaining these arrangements shall lie solely with the Principal/HOS of the school.


(CHANDRA BHUSHAN KUMAR)
DIRECTOR OF EDUCATION


All Heads of Govt/Govt. aided/Unaided Recognised Schools/EOs/DDEs

No.

Date.

Copy for information to:-

- 1.PS to Minister of Education
- 2.PS to Pr. Secretary (Education)
- 3.Director (Education) MCD
4. Director (Education), NDMC
5. Director (Education), Delhi Cantonment Board.


(Dr. (Mrs) Sunita Kaushik)
Addl Director of Education (School)