

SAFETY MEASURES AND GUIDELINES SUGGESTED KEEPING IN MIND THE MHA ALERTNESS FOR SAFETY IN SCHOOLS.-

SAFETY MEASURES AND GUIDELINES TO KEEP CHILDREN SAFE

1. THOROUGH CHECKS- Under supervision of security officer and supervisor, ensure that alertness and checking of the following is done at regular intervals
  - a. Trees
  - b. Roof tops
  - c. Extended areas
  - d. Dust bins
  - e. Isolated areas
  - f. Periphery of buildings
  - g. Play area
  - h. Parking area
  - i. Any other suspected areas
2. PATROLLING- Approaches, connecting roads, surrounding area and security guards to patrol school complex frequently. Or place CCTV cameras that are monitored.
3. SECURITY ROUNDS- Security officer to make frequent rounds and must remain on move most of the time. Look for suspicious activity of strangers or baggage or packages left unattended.
4. SECURITY CHECKS-

Keeping safety in mind safety of children the following should be done-

  - I. Baggage and Purchase items- Items coming from outside / going from inside to be thoroughly checked by concerning authorities at the entrance and exit.
  - II. Security staff to check display of Identity Cards- Each employee. All parents, servants, drivers entering the building to have ID cards issued and stamped by the school office.
  - III. Prevent by Alertness- Not only security but total staff should remain alert. Any visitor or person roaming in the premise without a valid ID card should be reported immediately.
  - IV. Only authorized people should pick up children. If school does not know the person who has come to pick up then do not hand over the child. Phone the parents.
  - V. All visitors etc for open house or events should enter only after verification of who they are accompanied with. After any event, open house check if all visitors have left the school premise.
5. SECURITY OF BUSES-
  - a. Day Parking and Movement (parking area and school premises)-Proper security, locking of bus to be maintained. No bus to be left unattended. Thorough check of the bus (inside, underneath and roof area) should be done by transport and security staff before children board the bus.
  - b. During Movement-No unauthorized individuals to be allowed to enter the bus.
  - c. Night Parking-Proper check, locking, and security procedure to be maintained.
6. CCTV- if available at the school then there should be Constant monitoring of activities and detailed analysis of the information can be carried out by school security officer.
7. IMPORTANT TELEPHONE NUMBERS- of Police, Fire Brigade, Hospitals, School and management to be made available at important locations.
8. MOCK DRILLS- To deal with any contingency, mock drills to be concluded quarterly in all schools.
9. THREAT CALLS- if received by the school should be viewed seriously. All checks to be carried out. Inform local police station immediately.
10. FEAR PSYCHOSIS- All efforts to be made to control panic by ensuring staff are kept updated about everything. Staff to be trained and made alert about any such emergency contingency. Staff to lead from the front till all kids are safe.
11. SECURITY AUDIT- additionally you can call the local police to conduct a security audit of your school and follow guidelines given by them.
12. STAFF SCREENING AND VERIFICATION- it is of utmost importance that all staff like peons, bais, drivers, and security guards are screened with a thorough police verification process before employment. Keeping

in mind the present danger scenario we recommend that all staff are immediately verified for any criminal records if any.

13. SUPPLIES AT SCHOOL- Keep important supplies at school incase children or staff need to be kept overnight.

#### SAFETY INCASE OF A TERRORIST ATTACK IN THE CITY

1. If the terrorist attack happens in your area do not panic. Stay calm.
2. Do not send children home, keep them indoors.
3. Preferably keep the children in the room that is in the interior of the premise.
4. Make the security guard very alert by giving instructions.
5. No strangers to be allowed in the premise.
6. Increase your supervision in and around the center.
7. Call the police for security help.
8. Listen to the radio bulletins to keep yourself informed.
9. Close the main gate, main door, and windows for security purpose.
10. Do not let children play in the outdoors at all.
11. Follow instructions if any, received from police or other security personnel,
12. Call the parents and ask them to pick their child from the school after situation is under control.
13. Keep the children occupied with some activities.
14. Hand over the child to no one else except the parents unless specific instructions from the parent received and teacher to also confirm with the parent over the phone before handover.
15. Teachers not to leave the premise until all the children go home.
16. The Headmistress to go home after all children and staff leave.
17. Use the school transport to drop the staff off at home.

#### WHAT CAN TEACHERS DO ? TIPS FOR TEACHERS ON HANDLING ANXIETY AFTER AN ATTACK IS REPORTED IN NEWS (like the one in Peshawar-

- First and foremost cope with your own natural feelings of fear, anger and helplessness. Until you do this you won't be able to help children much.
- Start the healing process. Help the children feel relieved and soothed.
- Identify children who need the intervention of mental health professionals or other helpers beyond the classroom.

#### TECHNIQUES TO HELP CHILDREN COPE AFTER THE TERRORIST ATTACK WHEN CHILDREN RESUME SCHOOL

The teacher uses the TALK METHOD OR DRAWING METHOD to help children cope with TERRORIST ATTACKS.

#### ACTIVITIES THAT WILL HELP TEACHERS USE THE TALKING METHOD

##### TO DIFFUSE CHILDREN.

- The child tells a story.
- Use puppets to tell a story.
- Have an open discussion.

- Use pictures to facilitate discussions.
- Use a video to start discussions.

TEACHER TO NOTE THAT SHE SHOULD BE IN THE GUIDING ROLE AND NOT IN A ROLE OF "CONTROL" OF THE DISCUSSION

ACTIVITIES THAT WILL HELP TEACHERS USE THE DRAWING METHOD TO DIFFUSE CHILDREN.

REMEMBER, drawing should be given to the child as an optional activity and not as a compulsion.

- Draw/write a book together.
- Drawing as a collective group activity.
- Draw aspects of the event-positive ones. (people, places, activities)
- Create a COLLAGE.

TEACHERS TO NOTE THAT :

- THE GOAL SHOULD BE TO DRAW A PICTURE OF EXPRESSION RATHER THAN "A PRETTY PICTURE"
- The DRAWING ACTIVITY should end with the child discussing the picture drawn with the class.

FOR ANY THREAT, ISSUE CONTACT THE A.O/ G.M IMMEDIATELY AND ENSURE THAT YOU AS THE HEAD OF JUMBO KIDS ARE CALM AND IN CONTROL OF THE SITUATION AT ALL TIMES.

TEAM- PODAR JUMBO KIDS