

**ST. VINCENT PALLOTTI SCHOOL, SANGAM VIHAR, DELHI**  
**SCHOOL SAFETY COMMITTEE**

**Date & Time:** Thursday, 20<sup>th</sup> APRIL, 2023, 11.00 am.

**Venue:** Principal's Office

**Attendees:** Fr. Sijo Chacko, Smt. Meena Sharma, Mr. Arun Grover, Smt. Sushma Negi, Mr. Anoop Ekka.

**Agenda:** Formation of School Safety Committee.

**Summary of Meeting:**

The meeting began at 11:00 AM, with a warm welcome from School Principal Fr. Sijo Chacko to all committee members. Prior to School Safety Committee formation, the principal provided a comprehensive overview of the meeting's purpose and highlighted the imperative need for establishing the committee within the school.

The members of the School Safety Committee for the year 2023-24 are as follows:

<b>NAME</b>	<b>DESIGNATION</b>
Fr. Sijo Chacko	Chairperson
Ms. Meena Sharma	Member
Mr. Arun Grover	Member
Mr. Anoop Ekka	Member
Ms. Sushma Negi	Member

Principal read out the few aims and objectives of school safety committee in CBSE schools as per the guidelines given by CBSE:

1. **Ensuring Student's Safety:** The primary aim is to ensure the safety and well-being of students within the school premises. This includes safeguarding them from physical harm, accidents, bullying, and other safety concerns.

2. **Creating Safe Learning Environment:** The committee aims to create a secure and conducive learning environment where students can focus on their studies without worrying about safety issues.
3. **Emergency Preparedness:** Developing and implementing emergency response plans and procedures to address various contingencies such as natural disasters, fires, medical emergencies, or security threats.
4. **Regular Safety Audits:** Conducting periodic safety audits of the school infrastructure and facilities to identify potential hazards and ensure compliance with safety standards.
5. **Safety Training:** Organizing training sessions for staff and students on safety protocols, including fire drills, first aid, and evacuation procedures.
6. **Promoting Awareness:** Raising awareness among students, staff, and parents about the importance of safety and security within the school premises.
7. **Handling Safety Complaints:** Establishing a mechanism for students and staff to report safety concerns and addressing these concerns promptly.
8. **Collaborating with Local Authorities:** Collaborating with local law enforcement, fire departments, and other relevant authorities to enhance security and safety measures.
9. **Regular Review Improvements:** Continuously reviewing and improving safety policies and procedures based on feedback, incidents, or changing circumstances.
10. **Crisis Management:** Developing a crisis management plan that outlines the roles and responsibilities of the committee members during emergencies.
11. **Communication:** Ensuring effective communication with parents and guardians about safety measures, emergency drills, and any incidents that may occur within the school.

**12.Security Measures:** Implementing security measures such as access control, surveillance, and visitor management to prevent unauthorized access and ensure the security of students and staff.

**13.Documentation and Record Keeping:** Maintaining records of safety-related activities, incidents, drills, and safety committee meetings.

After sharing these initial ideas and objectives, the principal expressed heartfelt gratitude to the committee members for their invaluable contributions in enhancing the safety and security measures within the school premises. The principal acknowledged the vital role the committee plays in making the school a safe and secure haven during school hours, ensuring the well-being of our students and staff.

The meeting adjourned at precisely 12:30 PM, marked by Mr. Arun Grover delivering a vote of thanks to all attendees.

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
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Ms. Meena Sharma	Member	
Mr. Arun Grover	Member	
Mr. Anoop Ekka	Member	
Ms. Sushma Negi	Member	