

School Safety Audit

The Safety Practice Review conducted by Enfold, will entail working with the school to ensure that the KSCPP and POSH Act, 2013 guidelines are followed and a safe environment is created for students, educators and all staff.

Scope of Review: Enfold will review the safety practices followed in the school against the recommendations outlined in the KSCPP and Posh Act 2013, and provide recommendations for improvement of safety practices in the school at the end of this review. The implementation of the recommendations remains the responsibility of the school.

1. The Student Safety Practice Improvement Review Process:

- A.** School will do a self-evaluation using a Safety Diagnostic Tool we will provide. This will help the school and Enfold assess what is in place and what needs improvement.
- B.** A two-day face to face interaction with the Enfold team will be organized during which
 - Documentation of policies, procedures and actions taken, pertaining to safety of students, will be checked (a comprehensive list will be given before the date).
 - Standard operating procedures will be discussed
 - Focused Group discussions will be held with the school management, teachers, non teaching staff, and students; to understand their knowledge of standard operating protocols and procedures as well as any issues they currently face.
 - A meeting with the school safety committee, counsellors will be held to understand handling of prior incidents and review of documentation.
- C.** A verbal feedback along with suggestions/ concerns will be shared with the management at the end of the two days.
- D.** A detailed report will be sent by Enfold within 1 week of the review.
- E.** Post audit help with designing structures/procedures and training can be arranged, if required by the school.

2. Staff Safety Practice Improvement Review Process:

- A.** School will do a self-evaluation using a Safety Diagnostic Tool we will provide. This will help the school and us assess what is in place and what needs improvement as well as provide a focus to the next step in the review process
- A.** A one day face to face interaction with the Enfold team will be organized during which
 - Documentation of several aspects pertaining to safety will be checked (a comprehensive list will be given before the date).
 - Standard operating procedures will be discussed

- Sensitization and training schedules for concepts of Sexual harassment and guidelines of the POSH act will be reviewed
- Focused Group discussion of half hour each will be held with the school management, teachers, non teaching staff, and students; to understand their knowledge of standard operating protocols and procedures under the POSH Act.
- A meeting with the school ICC committee will be held to understand handling of prior incidents and review of documentation.

A. A verbal feedback will be given at the end of the two days to the management along with suggestions/ concerns.

B. A detailed report will be sent by Enfold within 1 week of the review.

C. Post audit help with designing structures/procedures and training can be provided, if required by the school.

Enfold would suggest this review be conducted yearly to ensure robust safety practices. For details contact info@enfoldindia.org