



TITIKSHA
PUBLIC SCHOOL

Ref.No.F.TPS/School Safety/2018-19/3852

July 23, 2018

SAFETY OF STUDENTS AND STAFF AGAINST SEXUAL OFFENCES

Ensuring safety and security of students and staff so long as they are in the school is a sacred obligation of the school. The process of achieving this goal is a participatory and cooperative endeavour; no single individual or department can exclusively be assigned this responsibility nor can such an abdication of duty ever work. All stakeholders i.e. the management, the staff, the students and their parents are equal partners in this noble task. The need is to sensitise them to the nuances and seriousness of the problem and how a minor lapse can result in a major disaster with far reaching consequences.

In view of the above, the school has constituted a committee as prescribed in the Prevention of Children from Sexual Offences (POCSO) Act in accordance with its provisions. The Committee will look after the safety and security issues pertaining to students in general and others related to sexual offences against the female gender. A proper reporting and redress mechanism has been put in place to look after various sensitive issues pertaining to the students. The staff members have also been briefed through talks, meetings, circulars, workshops and seminars to fine-tune their clinical observation and supervision to help ward off any untoward incident of sexual offences against students.

In view of the above, as an initial step, a committee comprising the below named members of the staff is hereby constituted to monitor the security scenario in the school and come up with measures from time to time to ensure that there is zero tolerance to any laxity or lapse in vigil:-

Charu

[Signature]

S. NO.	NAME	DESIGNATION	CONTACT NO.	EMAIL ID
1.	MS. VIMMI JOLLY	PRINCIPAL	27572591 27570592 9540938181	principal@titikshapublicschool.com
2.	MS. INDU CHAWLA	PGT (PHYSICAL EDUCATION)		Indu.chawla@titikshapublicschool.com
3.	SH. DEVENDER DUTT GAUR	PGT (PHYSICAL EDUCATION)		devender.dutt.gaur@titikshapublicschool.com
4.	MS. RASHMI CHHABRA	TGT (ENGLISH)		rashmi.chhabra@titikshapublicschool.com
5.	MS. RUCHIKA AGARWAL	TGT (SANSKRIT)		ruchika.agarwal@titikshapublicschool.com
6.	MS. KAVITA DUDEJA	VIGILANCE/SECURITY OFFICER		kavita@titikshapublicschool.com

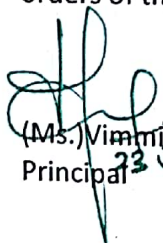
Off.
[Signature]
Rashmi
Ruchika
Kavita

7.	SH. SANJAY DAHIYA	PARENT (PTA MEMBER)	8800664810	sanjayteacher99@gmail.com
8.	MS. PRITI SHARMA	PARENT (PTA MEMBER)	9891243425	royalpriti@gmail.com

The terms of reference of the committee shall be as follows:-

1. To publicise among and sensitise the students and the staff of the school to the need and importance of safety and security of the students;
2. To provide for a Code of Conduct each in the form of guidelines for the students, the staff and the parents as to how they can contribute to the maintenance of a secure environment in the school;
3. To identify the weak areas within the school precincts which have the potential to become positive risk factors and to suggest practical steps to plug the loopholes;
4. To identify such students/employees whose conduct may cause a dent in the security system of the school;
5. To allot duties to different members of the staff to keep a watch on the movement of the students within the precincts of the school and to report any suspicious activity they come across;
6. To involve students' representatives and Houses in the task of maintaining security;
7. To conduct surprise checks, with due permission of the competent authority, during non-working hours to have a firsthand knowledge of the state of vigilance and alertness of the security staff;
8. To strengthen the security network in the school;
9. To set norms and standards for the entry of outsiders into the school precincts particularly at the time of functions, celebrations and other gatherings;
10. In case of any lapse in security, function as the enquiry committee, fix responsibility and submit a report to the undersigned for appropriate action along with suggestions to prevent recurrence of the lapse; and
11. To take all steps necessary or incidental to security in the school to the confidence and satisfaction of the students, their parents and the staff.

The committee shall meet at least once in a month and as often as convened by or on the orders of the undersigned.


(Ms.) Vimmi Jolly
Principal
23 July 2018

Distribution :

1. Chairperson of the school, for information
2. The Manager, for information
3. Each member of the committee for information and necessary action
4. Guard File
5. Office copy





