

FORM II**VISIT FORMAT FOR GRANT OF RECOGNATION OF PLAY SCHOOL**

[See point 6 (b) (iii)]

Visit Format

1. Date of Visit: _____
2. Place of Visit: _____
3. Name of Play: _____
4. Name of Organisation running Play School: _____
5. Address (With Contact Details):

6. Name and designation of officials conducting visit (attach list)
7. Details of the person from organisation present during the visit (attach list)
8. Observations on the check-list on Safety & Security against Physical, Emotional & Sexual Abuse (Attached)
9. Any other observation by the visit team

10. Recommendation

Recommended	Not Recommended
(Signature and seal of visiting Official)	(Signature and seal of visiting Official)

Details of Organization/Trust/Society																	
	Name of Organization/Trust/Society																
	Date of Foundation																
	Registration Number																
	List of office bearers																
	Name official address of the Chairman and Secretary of the Play School																
	Name																
	Designation																
	Address																
	Phone (O) (R)																
	Total Income and Expenditure during last 3 Years surplus/ deficit																
	<table border="1"> <thead> <tr> <th>Year</th> <th>Income</th> <th>Expenditure</th> <th>Surplus/deficit</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Income	Expenditure	Surplus/deficit												
Year	Income	Expenditure	Surplus/deficit														

Play School Details	
1.	Name of Play School
2.	Date of First Opening of Play School
3.	Session
4.	District
5.	Postal Address
6.	Tehsil
7.	Pin Code
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Does the Play School has its own building or is it running in a rented building?
12.	Nearest Police Station
13.	Medium of Instruction
14.	Timing and Duration of Play School
15.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
16.	Total area of the Play School
17.	Built in area of the Play School

Infrastructure Details and Sanitary Conditions (Attach photograph for each)			
	<i>Area</i>	<i>Number and Average Size</i>	<i>Specification</i>
1.	Classroom		
2.	Office room-cum-Store Room- cum-Headmaster Room		
3.	Boundary wall or fencing		

4.	Pantry (if any)		
5.	Play area		
6.	Rest room for the children		
7.	Separate child-friendly and disabled-friendly toilets for boys and girls		
8.	Adequate circulation area and ventilation		
9.	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		
10.	Potable, safe and adequate drinking water facility		
11.	Fire safety measures		
12.	Periodic pest control		
13.	(a) CCTV surveillance (ensure security of data)		
14.	First Aid kit		
15.	Medicine Kit (attach list)		
16.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		

Other Facilities (Attach purchase receipt or bills)	
1.	Whether all facilities have barrier free access
2.	Provision of Teaching Learning Aids (attach list)
3.	Play material, games and Sports equipments (attach list)
4.	Reading material and Audio-Visual Aids in Library (attach list)

Check-list on Safety & Security against Physical, Emotional & Sexual Abuse

Physical Safety			
S. No	Statements	Yes/No	Remarks
1.	Are the electrical fitments in the classrooms and corridor working properly?		
2.	Switch Board/main switches working properly, are the switch board covered and cautioned?		
3.	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		
4.	Any case of electric shock or problem of any type encountered by the staff/student?		
5.	Any Sparks or Short circuit occurred in past one week?		
6.	Are the corridors and staircases clear of obstruction?		
7.	Classroom door and emergency doors clear of obstruction.		
8.	Have you ensured limited access to the area of electrical installation only to those who are required?		
9.	Floor evacuation plan displayed properly or not?		
10.	Fire extinguishers are in place or not?		
11.	Any high voltage wire there around?		
12.	Water quality from the filter is proper?		
13.	Has toilet cleanliness maintained?		
14.	Whether ceiling tiles or plaster hanging from the wall/roof?		
15.	Is there any dampness in wall?		
16.	Cross ventilation in classrooms and library maintained or not?		
17.	Are rooms properly illuminated with lighting? Are students/staff with contiguous disease/infection, attending the school? If yes, the details to be provided.		
18.	Is lightening conductor in place and working properly? (Specially prior to and during Rainy Season)		
19.	Is First Aid kit in place?		
20.	Any suggestions from students/staff for upgrading floor safety		

21.	Any stranger seen with suspicious behavior in school		
Trauma Management			
22.	Do you have the staff sensitized on trauma management to meet any accident or disaster?		
23.	Do you have the contacts available for trauma management?		
24.	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near your play school?		
25.	Do you have a separate rest room for children?		
Safety of the children with disabilities			
26.	School facilities like classrooms, play areas, toilets, are accessible by wheelchair. There are ramps and wheel-chairs for differently abled students/teachers and school environment is disable friendly.		
27.	Are there any designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency?		
28.	For safety reasons students who are differently abled are accompanied only by a Teacher or attendant when using toilets.		
29.	Teachers and Students are educated to be sensitive to fellow students who are differently abled.		
Protection against Sexual Abuse			
30.	The school has a defined mechanism against child abuse and exploitation		
31.	The School has a senior and sensitized staff designated as Child Protection Officer - who has undergone training		
32.	All teaching, non-teaching, contractual and other staff is sensitized on the mechanism against child abuse and exploitation		
33.	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of child abuse		
34.	All parents and students have been sensitized on the mechanism against child abuse and exploitation		
35.	There is a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children.		
36.	There is an active Parents Teachers Association in place and school actively consults and encourages participation of families in child protection issues.		
37.	The Child Safety Poster, e-Box details and ChildLine		

	number is on display in prominent locations of the school		
38.	School has a qualified Child Counsellor/Psychologist – part time or full time or on call consultant one can access when there is a requirement or an emergency.		
39.	All children are regularly oriented on safe and unsafe touch and behaviour, helped to understand her/his right over her/his body, and right to say No. Children also receive training in how to protect themselves from abuse and other safety measures. Parent training or awareness on the same is conducted.		
40.	School conducts awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action.		
41.	School has regular discussions to promote child participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.		
42.	In the event of serious sexual offences incidences, school authorities have taken immediate steps to restrict the access of the alleged offender to the children.		
Social and Emotional Safety			
43.	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships		
44.	Children are sensitized to recognize and deal with negative peer pressure		
45.	Through conducting sessions on life skills students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students		
46.	All types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.		
47.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor		
48.	Misconduct and inappropriate social behaviour is monitored and addressed .Like stealing /needless		

	writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
49.	Behavioral Management and modification program in place and students are aware of it.		
50.	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary and safety issues are quickly addressed.		
51.	Yoga and meditation as part of PT and wherever possible stress management are held.		
52.	There is a ban on corporal punishment and emotional harassment of students by teaching and non-teaching staff.		
53.	Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities		
Cyber Safety			
54.	Access to computer rooms and use of electronic and technological devices is supervised by teachers		
55.	There is Internet Security that restricts use by children		
56.	Social Networking sites are blocked at all times in the school		
57.	Students are regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, mobile games, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.		
58.	Students are educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc		
59.	Parents are sensitized on the safe usage of technology, internet, and how to avoid taking risks and measures for redressal.		
60.	Cyber-bullying or harassment is handled with utmost care.		

Fire Safety Management			
1.	Do you have adequate fire fighting systems in place to meet any emergency?		
2.	Are you in touch with local fire fighting agencies for mock drill training to a crisis management group?		
3.	What emergency steps are in place in the school for fire safety management?		
4.	Is there a trained management team available in the school for initial fire hazard management?		
5.	Are you in touch with the local fire safety authorities for training and retraining the people?		
6.	Has your building been certified as safe including for fire-safety for housing the students by the local authorities?		
7.	Are there any cracks in the school structures and are steps being taken to repair them?		
8.	Is your school located near any rail track? Has the impact of such locations being examined by the local authorities for the safety of the students?		
Earthquake Management			
9.	Is your school situated in the earthquake risk zone?		
10.	How safe is your construction to face a natural disaster of this kind? Do you need to make modifications in consultation with local authorities?		
11.	What emergency steps are in place in the school for disaster preparedness?		
12.	Have necessary steps been taken during construction of the building for earthquake safety for the building?		
13.	Is there a trained disaster management group available in school for initial response? Are you in touch with the local disaster management authorities for training and retraining them?		
Flood/Cyclone/landslide Management			
14.	Is your school situated near seashore or a river?		

15.	Have you any contingency plans to meet floods, cyclones, cloud bursts and heavy rains?		
16.	Is there a transport mechanism in place for emergency transport of students or do you have any contacts for their arrangements?		
17.	Is your school situated on hilltops or where there is a possibility of landslide		
18.	Is your school located near an industry or a chemical factory producing fatal chemical products?		
Safety from Constructional Hazards			
19.	Does your school have any ongoing construction?		
20.	Have you put barricades and signboards in the construction area prohibiting the movement of students?		
Safety in the Playground			
21.	Is your playground safe for the students to play games? Are they being maintained well?		
22.	What are the different sports facilities available in the play school?		
23.	Are the SAI guidelines followed in providing these facilities? (give details)		
24.	Have you taken adequate precautions for the safety of the students?		
Water Safety			
25.	Is the drinking water safe in the school plant? Is the water source well protected?		
26.	Is the water provided to the students tested by the local authorities periodically?		
27.	Do you ensure safe potable water always?		
28.	Do you have a water management system in the event of a fire? Is there access to such sources?		
Transport Management and Safety			
29.	Is the school owning/ running buses on lease for students?		
30.	In case children are using other means of transport, how is school monitoring such arrangement?		

31.	Is there a first-box in the school vehicle?		
32.	Have you complied with the rules and regulations stipulated by the local transport authorities?		
33.	Are your teachers' delegated responsibilities for transport management?		
34.	Are your drivers trained and have a regular license?		
35.	Do they ensure whether the students are cautioned to keep a safe distance before starting the bus?		
36.	Are there speed governors in your school buses?		
37.	Have your students been trained in orderliness in buses? Have they been exposed to traffic rules?		