

## CBSE Circular 12/2018/Safety of children

**Circular**

**Subject :** Monitoring of illegal activities / discipline / sexual harassment / toilet (washroom) / movement of unauthorised and suspected persons in the school premises.

To keep strict and keen watch on the above sited subject following teachers are deputed and strictly instructed to carry out the duties with extreme care so that nothing wrong should happen and if they found anything wrong, they should inform immediately to the Principal / Administrative office so that suitable action may be taken without delay to sort out the problem. They are also allowed to check the school bags of students randomly. Any unauthorised and suspected persons found wondering in the school premises, catch hold of him and report.

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|----|------------------|---|----------------|---|------------|
| 1) | Nusrat Mam       | - | Full time      | - | 9303228763 |
| 2) | Yunus Khan       | - | Full time      | - | 9827366592 |
| 3) | Ragini Chouhan   | - | Full time      | - | 9713337268 |
| 4) | Murlidhar Pandey | - | In Free Period | - | 7611182341 |

**Duties at the time of school Closing :**

To check each and every class room , toilets (washroom), any break down electric fan switches, damages of Board ,window glass, school property , illegal activity, and all other activities as mentioned on the top of the circular .

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|----|--------------------|---|------------|
| 1) | Yunus Khan Sir     | - | 9827366592 |
| 2) | Ragini Chouhan Mam | - | 9713337268 |
| 3) | Akram Sir          | - | 9893362462 |
| 4) | Sajida Mam         | - | 8982336659 |
| 5) | Shinde Mam         | - | 9907175363 |
| 6) | Sunita Mam         | - | 9926060734 |
| 7) | Pandey Sir         | - | 7611182341 |

**All teachers :** Don't leave students for washroom in I, IV, V & VIII period, in case of emergency allow them for washroom. In other periods allow them to go for washroom (only two students) for five minutes and keep watch on their activities whether anything wrong is he / she carrying. If any teacher notice and such above activity they must also inform to the administration. Any type of health problem noticed to any of the students send him / her to principal's office to provide him first – aid / necessary medical aid arrangement. Instruct students to use ground floor toilet for the classes running in ground floor. All the classes running in first floor should use the toilet of first floor

**Pre – Primary to U.K.G. Teachers :** Give full attention on all the kids, their activities, health. They must keep watch when kids go for washroom attend them personally and make sure yourself for their presence. While relieving the kids from the school keep account of all the present kids, and assure yourself that no kid is left over.

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|----|-----------------|---|------------|----|-----------------|---|------------|
| 1) | Preeti Tapase   | - | 8236915514 | 2) | Madhvi Zarbade  | - | 7879859060 |
| 3) | Purnima Sangole | - | 8234949612 | 4) | Nivedita Sharma | - | 9826400844 |
| 5) | Mumtaz Shaikh   | - | 8435618621 |    |                 |   |            |

**Sanjeeda Khan**  
(Principal)