

Health and Safety Policy

Vision:

To redefine education by nurturing young minds through our GROWTH values, empowering them to thrive and contribute meaningfully to a just and sustainable future.

Mission:

To unlock every learner's unique potential and foster a love for lifelong learning by creating a purpose-driven ecosystem built on our pillars of happiness.

Purpose

Ensuring the health and safety of students and positively promoting health and safety is a priority and essential to the success of the school. Empyrean school wishes to create an environment where all feel safe, secure and can thrive.

Scope:

Empyrean School assumes responsibility for the well-being and safety of all students from the moment of arrival until dispersal. We prioritize collaboration with parents to ensure the welfare and well-being of our students during their time at school. Comprehensive measures are in place to safeguard the security and promote the health of children across all aspects of their school experience.

CHILD PROTECTION

Every student deserves equal access to education within a safe, protective, and supportive environment conducive to their overall development. Addressing challenges such as gender inequality, discrimination, eve-teasing, and sexual abuse in school environments necessitates raising awareness of the child protection policies. Collaboration among parents, teachers, and schools is essential to foster and maintain such an environment.

The organization implements a comprehensive Child Protection Policy, addressing various aspects of child safety including health, safety, anti-bullying, and photography. These standards are uniformly applied across the organization, and partner organizations are encouraged to uphold them when collaborating.

The Child Protection Policy espouses the principles enshrined in the UNCRC² and the Constitution of India.

"All children and young people, regardless of their class, caste, race, creed, parentage, lineage, religion, faith, sex, disability, ethnic origin and sexual orientation have a right to protection from harm and maltreatment."

COMMUNICATION

School Diary

The School Diary aims at establishing a valuable link between students, teachers and parents. It is an all-in-one ready reckoner and planner for students. Parents are requested to use the diary for communication.

It is necessary for the parent to go through the diary every day and check for any suggestions or remarks sent by the school.

School ERP(EduNext)/Google classroom

The use of the school ERP and Google Classroom for school communication purposes is central to our commitment to improving educational engagement. The ERP will provide real-time updates on your child's academic progress and keep you informed about daily school events and announcements. Google Classroom will facilitate seamless communication between teachers, students, and parents, offering easy access to assignments, feedback, and important class information.

Here is an overview of the features available through the school communication platform, Edunext:

- **My Profile:** View personal details of students and parents, including postal addresses.
- **Attendance:** Access attendance records for your ward for the entire academic session.
- **Homework/Assignments:** Review homework and assignments posted by class teachers.
- **Communication:** Contact the class teacher or school directly.
- **Circulars:** Browse the list of school circulars and updates.
- **School Calendar:** View the details of the school's annual calendar.
- **Remark:** Read remarks from teachers about your child's performance and observations.
- **Student Photo Gallery:** Access photos of various school activities.
- **Achievement:** Check details of your child's co-curricular achievements.
- **Result:** View information about your child's academic results.
- **News:** Stay updated with the latest school news.
- **Apply Leaves:** Submit leave applications for your ward, including reasons.
- **Location:** Get directions from your current location to the school.
- **Download:** Download syllabi, e-books, YouTube links, and other resources.
- **Attender:** View details of parents and guardians authorized for school visits and upload their photos.
- **Performance:** Examine subject-wise grades and overall academic performance throughout the year.
- **Syllabus:** Access the syllabus for your ward's class.
- **Transport:** Track and manage safe and efficient transportation to and from school

Change of Contact Information

Any change in contact information should be intimated to the School immediately. Intimation of any change in any contact information subsequent to that, is the responsibility of the parent. The accuracy of the information is crucial when a parent has to be contacted in an emergency.

Authorized Guardian

When both parents reside out of India, parental responsibility must be delegated with a written intimation to the school to a suitable adult who has agreed to take full responsibility for the pupil when not at school and who can, if necessary, come to school at short notice. The parents would be bound by decisions of such adults and the school shall be fully protected while acting upon instructions issued by such parents.

Change in Residence

The School must be notified in writing immediately if a pupil will be residing other than with the person who has parental responsibility, or at any other address/ Phone number.

Special Precautions

The School Principal needs to be aware of any matters that are relevant to the pupil's health, security, welfare and safety. The Principal must therefore be notified in writing immediately of any court orders or interrogating circumstances or situations of risk in relation to the pupil for whom any special safety special precautions may be needed. A parent may be excluded from school premises if the Principal considers such exclusion to be in the best interest of the pupil or of the school.

HEALTH AND WELL BEING

The Student Care Center policy outlines the guidelines and procedures for managing health-related incidents and emergencies within Empyrean School. It ensures that students, staff, and visitors receive timely medical care and support, reinforcing a culture of health and safety.

Scope

This policy applies to all students, staff, visitors, and any individuals present on the school premises who may require medical attention. It covers the services provided by the infirmary, including first aid, chronic condition management, emergency response, and health education.

Procedure

1. Infirmary Setup and Staffing:

- The infirmary, also known as the Care Center, is fully equipped with necessary medical supplies, including first aid kits, medications, and emergency equipment.
- The Care Center is situated on the first floor of the school and is managed by a qualified nurse during school hours to provide care and administer medications.
- A doctor is on call to assist with medical situations requiring professional medical assessment or advanced care.
- The infirmary is accessible during school hours and for any school-related events outside regular hours.

2. Health Record:

- The health record form in the School Diary must be filled out accurately and submitted to the school before the commencement of the academic year.
- The school should be updated in writing about any major changes in the information given in the health form.
- Parents are advised not to send children to school if they have a bad cold, cough, fever, or are suffering from a contagious or infectious disease.

3. Medical Care and First Aid:

- Any student or staff member feeling unwell or sustaining an injury must report to the infirmary.
- The school nurse will assess the individual and provide appropriate first aid or care. If the condition requires further evaluation, the doctor on call will be contacted.
- For severe cases, parents/guardians will be notified, and arrangements will be made for the individual to receive further medical treatment, including transportation to a hospital if necessary.
- A first aid kit will be readily available on the school premises and during trips. The nurse is responsible for maintaining the inventory and ensuring all products are within their expiry date.
- First Aid training will be provided to at least 25% of the staff members, with 10% also trained in providing CPR.

4. Chronic Condition Management:

- Parents of students with chronic conditions (e.g., asthma, diabetes, severe allergies) must submit a medical management plan from their healthcare provider.
- The school nurse will maintain a record of students with chronic conditions and ensure staff are informed of any specific needs.
- Medications related to chronic conditions will be securely stored in the infirmary and administered as per the prescribed schedule.

5. Medication Administration:

- The nurse is permitted to administer medicine only if the medicines are provided by the parent along with a letter specifying dosages and timings, signed by the parent.
- Oral instructions from parents will not be accepted; all communication must be in writing.
- The nurse will maintain a log of all medications administered, including the time, dosage, and any observations.
- Parents will be informed if their child has been sent to the Care Center from class, through school ERP (EduNext)

6. Allergies or Daily Medication:

- Any allergies a child has should be informed to the school and the nurse in writing.
- If any medication needs to be administered regularly, the nurse should be informed in writing, specifying the dosage and intervals.

7. Doctor on Call:

- The school has a doctor on call to assist with medical issues beyond the nurse's capacity.
- In cases requiring the doctor's intervention, the nurse will contact the doctor immediately, who will either provide guidance over the phone or visit the school if necessary.

8. Health Screenings and Immunizations:

- Periodic health screenings (e.g., vision, hearing, dental) will be conducted as part of the school's health program.
- Students' immunization records must be up to date and submitted during admission.
- Parents/guardians will be informed of any required vaccinations in accordance with public health guidelines.

9. Emergency Response:

- The school has a clear emergency response plan, including procedures for medical emergencies.
- In the event of an accident, parents will be informed immediately. If a parent is unavailable and there is an emergency situation, the school may act on behalf of the parent and accompany the student to the hospital.
- The parent or guardian who is collecting the student from the Care Center must sign and carry the permission slip duly signed by the principal and leave it with the security before leaving the gate.
- It is the parents' responsibility to ensure that their children are well enough to return to school after an illness, to avoid spreading infections to other students.

10. Medical Fitness:

- A student suffering from an infectious disease such as viral fever must not attend school without clearance from a doctor and a medical certificate. The following are the guidelines followed by the school:

Disease	Duration of Absence	Minimum Absence Period
Chicken Pox	Till the scabs fall completely	Not less than 15 days
Cholera	Till the child has completely recovered	Not less than 15 days
Measles	Two weeks after the rash disappears	Not less than 15 days
Mumps	Until the swelling has gone; about one month	Not less than 15 days
Whooping Cough	Till the doctor certifies	Not less than 20 days
Hepatitis	Till the doctor certifies	Not less than 20 days
Swine Flu	Till the doctor certifies	Not less than 15 days
COVID-19	Till the doctor certifies	Not less than 15 days

11. Minor/Major Injuries:

- The school has appointed a doctor on call who will visit the school as and when required.
- In the unfortunate event of an accident or a student falling ill, the first step will be to take the child to the Care Center. If the incident is minor, the nurse will administer the treatment, and the class teacher will note it in the school diary.
- The Nurse/Admin team will also make a phone call to the parent. However, in the case of a major incident, the school may need to call the doctor on call, and parents will be informed of the incident by the Nurse/Admin team as soon as possible.

Record Keeping

Health Records:

- The nurse will maintain detailed health records for each student, including medical history, immunization records, and special health needs.
- All medical incidents, treatments, and medications administered at the infirmary will be documented in a logbook.
- Health records are confidential, with access restricted to the nurse, doctor, and authorized personnel.

Incident Reports:

- Significant medical incidents or emergencies will be documented in an incident report.
- Incident reports will be reviewed regularly to enhance the school's health and safety protocols.

Confidentiality and Privacy

- All health-related information is treated with strict confidentiality.
- Parents/guardians will be informed of their child's health status and any treatment provided unless the student requests confidentiality and it does not compromise their safety.

Mental health and well-being for students and teachers

Students face diverse challenges both personally and developmentally. While managing work, peer pressures, and the demands of a fast-paced life can be demanding, they also present valuable opportunities for growth and self-discovery. Overcoming these challenges can lead to greater resilience and a deeper understanding of ourselves, helping us develop strategies to enhance our mental well-being and find fulfilment.

Role of Student Counsellor/ Special Educator

The School counsellor/ special educator provides technical support to teachers and students inside and outside the classroom to support the learning of students.

The School Counsellor/special educator develops an IEP/ICP with the consent and approval of the parent/guardian related directly to the special needs or challenges of students with additional requisites that should take place inside the school. The special educator ensures the involvement of parents of students with additional requisites in the educational processes of their children.

Teachers too increasingly face many challenges in a wide range of areas, mainly in those related to their workload, a constant endeavour to strike a balance between personal and professional life and catering to the needs of their students

Headed by the School Counsellor, the department of 'Student Support Care' extends their helping hands to students, teachers, parents and any stake holder requiring support.

The department also conduct sessions to help students and teachers cope with anxiety, depression and several other similar issues.

Well-being Initiatives for Parents, students and teachers at Emphyrean School

Emphyrean Premier Leagues: To promote physical fitness and community bonding, Emphyrean School organizes the *Emphyrean Premier Leagues* for parents. These leagues include Cricket and Football tournaments, providing a platform for parents to engage in friendly competition and showcase their athletic skills.

Emphyrean Parent Clubs: Led by parents themselves, these clubs serve as a space for parents to connect, share experiences, and participate in activities that support their well-being. The clubs may include interest-based groups such as reading, cooking, or fitness, fostering a strong sense of community among parents.

Parent-Child Activities: Emphyrean School regularly organizes various activities that involve both parents and their children. These events are designed to strengthen the parent-child bond, promote collaboration, and create lasting memories. Whether it's a fun sports day, a creative workshop, or a community service project, these activities are integral to the school's holistic approach to family well-being.

EIRENE – Mental Health Month: As part of our commitment to mental well-being, Emphyrean School hosts *EIRENE*, a month-long program dedicated to mental health. This initiative includes a variety of creative activities, workshops, and sessions aimed at promoting mental wellness among parents,

students and teachers. The program now incorporates specially designed spaces and activities during Parent-Teacher Meetings, encouraging active participation from both parents and students.

Anubhuti: *Anubhuti* is a special event led by our teachers, where they get the opportunity to express themselves creatively. Teachers come together to dance, sing, recite poems, and engage in whatever creative pursuits they choose.

SECURITY

Our aim is to provide a safe and secure environment for our students, staff and visitors. Parents and other visitors are requested to cooperate with the security personnel at all levels.

CCTV surveillance

- CCTV is installed at all strategic locations.

Entry to school

- All visitors are expected to come to the security cabin at the main gate, sign in the Visitor's book, wear a visitor's badge and report to the Help Desk. Visitors must present visitors' badge, if asked by school staff to avoid inconvenience.
- All parents who make an appointment to meet with a member of staff must follow the same procedure as above.
- Students should not come to school unescorted.
- During emergencies the emergency protocol will be followed.
- We strongly recommend that children should not be sent or picked up by new house maids or drivers. In case this is unavoidable and there is a change of the staff, the class teacher should be informed of the same immediately.

Parent pick up

Empyrean School does not allow half days or early departures from School.

If, due to certain exigencies, a parent is picking up a child early then they must take the prior written permission of the Principal and the child will leave only if the permission slip is signed by the Principal. If permission is granted, the following rules will be observed:

- A written request must be submitted by the parent at the Relationship Desk.
- The parent's copy of the Parent Card must be produced.
- Permission of the School Principal is sought.
- The Permission Slip is signed by all concerned authorities and shown at the security gate before leaving the campus.

Closure of school during emergencies

The School will remain closed when there is curfew in the area, serious warning from the city authorities on floods/earthquakes/riots etc., or the Govt. declares a holiday as per the negotiable instruments act. This decision is made by the School Authorities keeping in mind children's safety.

Emergency Dispersal of Students

The school will take a decision to disperse the students in case of civil unrest or any natural calamity. Parents will be informed and will have to pick up their ward from the School. This will be done for the safety and security of the Students.

Package Handover

Any package to be given to a student during school hours must be handed over to the security personnel at the school gate. The admission number, name, class and section must be written clearly on the package. The bearer of the package must carry the student pick up ID card.

TRANSPORT

Bus facility is available depending upon the feasibility of the bus route and availability of seats in the bus. Every bus has a female attendant who will accompany the students on all routes.

School Transport guidelines

- A student using the school bus is expected to be at the bus stop at least 5 minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus.
- Parents are requested not to board school buses to see off or receive their ward.
- Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants. This act will lead to strict disciplinary action.
- If parents are facing any problem with respect to the driver or the attendant, a written communication should be forwarded to the Relationship Team.
- Under no circumstances should students touch or tamper with any equipment or operate any part of the bus.
- If any parent whose child is availing school transport service wishes to take their ward privately in his/her own transport, he/she has to collect the Permission Slip from the school authorities 1 hour before the end of the last class.
- Students are allowed to use only the allotted bus and bus stop. No change will be allowed.
- If a student misses his/her allotted bus he/she should not try to board any other bus. It is the responsibility of the parents to drop off their wards to the school. However, the student will return by the allotted bus.
- The buses will not wait for latecomers.
- Boarding and alighting buses should be done in silence and in an orderly manner.
- No student should travel standing on the footboard.
- Students must not move around in the bus when it is in motion.
- Students must make sure that the aisle of the bus is clear, school bags and other belongings are placed properly.
- Students must not put any part of their body outside the bus. They should not put their hands out even for waving.
- No object should be discarded inside or thrown outside the bus.
- Unruly behaviour like shrieking, shouting and playing foul is strictly prohibited. Courteous behaviour is expected at all times.
- The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus students.
- In case of any change, of a temporary or permanent nature, in transport pick-up / drop point or transport route, the permission for the same has to be sought by making an application to the Transport Desk at the School office.

- Parents have to ensure that their wards do not go to and from the bus stops, unescorted.
- Bus services will be discontinued without further notice for children who do not follow bus rules, damage accessories in the bus, offend passers – by with their actions or words.
- If any student is reported to be throwing objects from the school bus or found playing inside the school bus, necessary corrective action will be taken against him/her.
- **Anti Bullying statement-** The school has a zero-tolerance policy towards bullying in any form, including during transportation. All students are expected to treat each other with respect and kindness while on the school bus. Any incidents of bullying, harassment, or inappropriate behaviour will be taken seriously and dealt with promptly. Students found engaging in bullying may face disciplinary action, including suspension of bus privileges and expulsion from school. It is the responsibility of both students and parents to report any bullying incidents to the school authorities immediately to ensure a safe and supportive environment for all.
- **Child Protection:** The safety of students during transportation is our top priority. All transportation staff undergo child protection training. Parents must ensure children follow bus rules and board promptly. Any concerns about staff behaviour or student safety should be reported to the school immediately.

Student Pick up and Drop Off

The following guidelines have been framed keeping the safety of the child and convenience of all students using the transport facility.

Every student will be given a student pick up ID card which would authorize us to hand over custody of the student to the person carrying the ID card.

The person picking up the student at the bus stop will need to show the ID card to the lady attendant. In cases where no person receives the child any day, the student will not be dropped off at the designated bus stop. Parents will have to pick up the student from the School in such cases. Same also will be done in case a person comes to pick up a student without a pick up card.

The bus will wait only for 2 minutes at the specified bus pick up points.

Students who arrange to be picked up by their private vehicles after school would be permitted to leave only with the person producing the student pick up ID.

FIELD TRIPS

Field trips are an extension of concepts explored in the classroom. Children learn better when they are provided with a 'hands on experience'. Field trips are carefully planned, reviewed and monitored by our staff to ensure the safety of the children.

The School takes adequate safety measures, precaution and also necessary care during transit. However, the School or its Management or its Bus Contractor shall not be held responsible for any unavoidable injury, accident or damage.

CAFETERIA

The canteen offers nutritious options for hot snacks and lunches. Children who bring their own snacks may also sit and eat in the canteen and may purchase additional food items with coupons. A varied snack menu is designed which is rotated on a weekly basis. The school authorities reserve the right to make any changes in the menu as well as the pricing of snacks.

Parents are requested not to send junk food, especially packets of chips and aerated drinks to school.

ACCEPTABLE USE OF IT

This is a brief overview of the policy. For more details, please refer to the full **Acceptable Use of IT Policy** document available from the school administration. It applies to all students, staff, visitors, and parents, ensuring responsible, legal, and ethical use of the school's IT resources.

Key Points:

- **Access and Use:** IT resources are provided for educational and professional purposes. All users must respect the privacy and work of others, and use these resources responsibly.
- **Internet Usage:** The internet should primarily be used for educational and school-related activities. Access to inappropriate content is strictly prohibited.
- **Email and Communication:** School-provided email and communication tools must be used for school-related matters only. Communication should always be respectful and professional.
- **Software and Hardware:** Use only authorized software and hardware. Report any issues immediately and do not alter school equipment.
- **Cybersecurity:** Users must follow best practices for cybersecurity, including maintaining strong passwords and avoiding actions that could compromise the school's IT systems.
- **Data Protection:** Handle all personal and sensitive data with care, ensuring confidentiality and compliance with the school's Data Protection Policy.
- **Monitoring and Compliance:** IT use may be monitored. Violations of this policy could lead to disciplinary action or restricted access.
- **Personal Devices:** Personal devices used on school premises must comply with the school's IT policies. Their use in classrooms requires teacher approval.
- **Social Media:** Use social media responsibly. Posting inappropriate content or information that could harm the school's reputation is prohibited.
- **Academic Honesty Principles:**
 - **Honesty:** Ensure all work is original and properly credited. Avoid plagiarism and cheating.
 - **Trust:** Maintain trust by conducting academic work honestly and respecting others' work.
 - **Respect:** Respect intellectual property by giving proper credit and avoiding unauthorized use.
 - **Responsibility:** Everyone in the school community is responsible for upholding academic integrity.

RISK ASSESSMENT

Fire Risk Assessment

A fire risk assessment has to be undertaken, where the physical fire precautions, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire must be assessed.

- Evacuation plans based on the outcomes of the risk assessment have to be produced and these must be displayed.
- Fire drills must be carried out two times a year.
- All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used

Fire extinguishers

Fire extinguishers are subject to an annual check by the contractor and on a weekly basis the extinguishers are checked by the Safety in Charge, to ensure that they are in position and that the pins are in place.

Fire Extinguishers should be maintained properly and regularly checked for adequate pressure through appropriate Annual Maintenance Contract with qualified vendor. At least 50% of the Housekeeping and 100% of the Security Staff must be trained in using Fire Extinguishers.

Hazardous substances

Hazardous substances are those identified as corrosive, irritant, toxic, harmful which will include dusts, e.g. pottery, wood etc. and biological hazards. They must be out of reach for students at all times, and be kept under lock and key.

Laboratory equipment

Potentially hazardous substances in laboratories like chemicals cannot be accessed by students without supervision of the teacher and lab supervisor.

Chemicals are stored in a separate room.

The laboratories must be locked at times there is no supervisor or teacher in the same.

Cleaning agents, detergents are all kept at child-safe distance.

CONFIDENTIALITY

The school will take care to preserve the confidentiality of information concerning the pupil.

Empyrean School will take proactive measures to ensure that any disclosure of personal or child-related details in its written, printed, or social media platforms is done with prior consent from the individual. In cases where necessary, the school reserves the right to alter the individual's name to safeguard the welfare and interests of those involved

Photographs/Videos

The school may include some photographs or images of the pupils in the school promotional materials such as prospectus and website. Parents who do not want their child's photograph or image to appear in any of the school's promotional material must make sure their child knows this and must write to the School Principal requesting an acknowledgement of the letter.

REVIEW

This policy may be revised or amended from time to time, by the Management of the School or by a committee appointed for this purpose.

RELATED POLICIES TO BE READ

Child Protection Policy
Code of Conduct Policy
Student Care Center Policy (Infirmary)
Acceptable Use of IT Policy
Student Support Care Policy
Transportation Guidelines Policy

Name, Signature and stamp of Principal

Soumyabrata Mukherjee



Principal
Empyrean School
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School stamp

