Global Public School Process Map	Doc. No GPS/PM/06		Sheet 1 of 7
	Issue No. 3	Rev.No.0	Date: 31/01/2024
Process: Safety and Security	**Process Owner: AGM**		

Purpose :

- To coordinate the safety and security requirements in the school.
- To ensure that all the safety arrangements and emergency situations are safely implemented.
- To ensure that all the premises and people are safe

Objective :

- To provide a safe and secure environment to all in the campus.
- To ensure that no security breaches happen.

This process is common for Global Public School and GPS - International.

Process steps

Sl. no	Sub-process	Brief description of activities	Reference documents	Responsibility	Records
1	Campus security	● Prepare security guidelines detailing applicable instruction and checklists for security management ● Verify the credentials of the security guards posted by the security agency including police verification records ● Provide them necessary training in the practises and their role in emergency situations	Agreement with the security contractor	AGM / Director	● Credential records (External) ● Training records (Admin)

		● Prepare a weekly deployment plan indicating the location and number of guards ● Verify the behaviour and performance of the security guards ● Record of attendance of the security staff is maintained			● Weekly Deployment plan GPS/F/06/01 ● Attendance register GPS/F/06/03
2	Security at gate	● Maintain attendance register for the security guards at the gate and buildings ● Allow entry for school staff / contract staff only with valid identity proof. This can be identity card provided by the School or contractor ● When an employee is coming for work without ID, allow them after contacting the School and entering details in the employees without ID register. ● Allow visitors to enter the school campus after verifying their purpose and entering their details in the visitors register. A visitor identity card is issued and is directed to the reception. ● Conditions of entry and safety instruction for the visitors are displayed at the gate roomWhen a student arrives late at the campus or leaves the campus other than	Security regulations	AGM	Visitors register GPS/F/06/02 Without ID register GPS/F/06/03

		the stipulated school times, inquire and record the details in the register for students. Exit passes are issued to students by Reception who need to leave the school in urgent situations ● Allow the entry of vehicles other than school vehicles to the school campus only at the instruction from the office and they are directed to park at the designated lot.			Student Late Register(Reception) Exit pass (Reception)
3	Security at buildings and amenities like swimming pool / cafeteria	● Allow entry for persons with identity cards into the buildings ● If any unidentified person or objectives are observed, alert the responsible staff member. ● Keep an eye on all activities of the students. Register unsafe acts / occurrences in the incident register ● Lock rooms and facilities after the operating hours and open it only for operations. ● Maintain safe custody of the keys	Security regulations	AGM	Incident register GPS/F/06/09 Key register GPS/F/06/4
4	Control of vehicles	● Regulate the traffic at the gate for safe entry and exit of vehicles. Only school vehicle are allowed in the campus.Ensure	Security regulations	AGM	

		that vehicles are parked only at the designated areas. ● Provide road safety signs wherever required ● Allow parking only at the designated areas ● Provide danger signs when work is done on roads / campus ● Escort any vehicle coming in for specific purposes like bringing material for construction and regulate the movement.			
5	Material inward /outward	● Allow any materials inside the campus after verifying the documents making entry in the material inward register ● Allow materials outside the campus after verifying the gate pass and recording in the material outward register ● Maintain a register for receipt of the letters / couriers received for project office ● Allow tools and equipments brought inside for work after entry in the tool register		AGM	● Material inward register GPS/F/06/05 ● Delivery register GPS/F/06/10 ● custodian Reception ● Tool register GPS/F/06/06
6	Control of contractors staff / casual worker	● Details of the contractors staff / casual workers are recorded in the specific registers maintained.		AGM	Casual workers register GPS/F/06/07Contract staff

					register GPS/F/06/08
7	Security at night	● Night patrolling of the campus is done to avoid any theft / trespassing. ● Details of night patrolling done is recorded in the night patrol register placed at different locations		AGM	Incident register GPS/F/06/09
8	Special security measures regarding child and women safety	● The special security measures for the child and women safety as detailed in the legal requirements are prepared and followed. ● NIRBHAYA committee as per the rule for registering and resolving the child / women harassment is formed and the procedures are displayed ● Legal requirements regarding the ragging and bullying are also displayed. ● Any kind of drug abuse / alcohol and tobacco consumption is noticed and appropriate action is initiated internally as well as legally as required.		Principal	GPS/F/06/13
9	Security audit	● Security audits are done once in a month to ensure that all the security practices are followed.		AGM	
10	Security awareness creation	● Training is provided for all the security guards / staff members about the security arrangements to be followed.		AGM	

		● Security instructions for the students are explained in the classroom and appropriate display boards / posters are exhibited. ● Awareness programmes on drug abuse / women and child safety are planned and conducted.		Principal/Head Principal/Head	
11	Discipline Committee	● Any breach of security / unsafe acts / acts like bullying is reported to the discipline committee. ● Committee will review the nature and gravity of the act and recommend disciplinary actions . ● Principal is authorized to take necessary disciplinary actions		Principal/Head	Incident Reports GPS/F/06/12

Revision Details

Sl. No	Date	Details of revision	Rev. No
1	01/10/15	First issue	0
2	16/03/22	Second Issue: Process sharing details updated, Covid task added.	1
3	03/01/24	Third Issue: File number updated, Discipline committee,Security awareness Responsible person updated, Covid Task Removed	0