Pradnya Niketan Education Society's

THE ORCHID SCHOOL

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Minutes of the Meeting

Vidhyarthi Suraksha

Date: 24.9.26

Members Present:

Ms. Namrata Majhail	Director- Principal
Ms. Sonali Khambete	Vice principal
Ms. Amarpreet Kotkar	UH Primary
Ms. Rinku Goyal	UH Middle
Ms. Sanjukta Sen	UH SSS
Ms. Jayashri Samudra	Coordinator SSS
Ms. Shaily Bhatt	Coordinator MD
Ms. Pallabi Mohapatra	Coordinator PD
Ms. Priyanka Salagare	Counsellor
Mr. Matin Shaikh	Admin head
Ms. Nishada Patil	Head Girl (MD)
Mst. Upanshu Kulkarni	Head Boy (MD)
Mst. Palash Jain	Head BOY (SSS)
Ms. Kavya Charaborty	Head Girl (SSS)
Ms. Komal Pendrunekar	Parent representative

Points discussed

Physical and Emotional Safety

- The committee discussed measures to strengthen physical and emotional safety across the school campus and to ensure that students are aware of the support systems available to them.

Complaint and Suggestion Boxes

- The placement of the complaint boxes was discussed. The current placement of a box on the first floor may pose a safety concern and will be reviewed.
- The purpose of the boxes, including suggestions and complaints, was clarified.
- The purpose and appropriate use of the Anti-Bullying Boxes were also explained.
- Students will be briefed about the different boxes and their purposes during the school assembly.

CCTV Monitoring and Escalation

- CCTV cameras across the school premises are monitored by Uttam Da.
- Live monitoring is undertaken, and any concern observed is escalated appropriately based on the nature and seriousness of the incident.

Helpline and Support Systems

- Relevant helpline numbers have been shared with students and are displayed at appropriate locations within the school.
- Students will be encouraged to approach a trusted adult/person in the school before using the helpline, wherever possible, so that appropriate support can be provided.

Student Privacy and DPDP Compliance

- The committee discussed the need to ensure compliance with data protection and privacy requirements while using photographs of students and adults.
- Wherever possible, photographs used for school communication and display should focus on side profiles, activity-based photographs, or students engaged in an activity, rather than directly identifiable photographs, in accordance with the school's applicable consent and data-protection practices.

Responsible Use of School Premises and Social Media

- Students should not use photographs or videos taken on the school premises for personal social media statuses or posts without appropriate permission.
- Students will be reminded about responsible digital behaviour and the importance of respecting the privacy of the school community.

Awareness Session on Vulnerabilities

- Head Boy and Head girl will conduct a session with students on personal vulnerabilities, safety and awareness, with the objective of helping students identify potential risks and respond appropriately.

Road and Cycling Safety

- Students who come to school by bicycle or two-wheelers will be required to wear a helmet.
- A parent consent/undertaking will be obtained confirming that the student will follow the helmet safety requirement.

Prohibited and Illegal Substances/Weapons

- Students will be sensitised that possession or carrying of any prohibited or illegal item, including weapons or substances, may have serious consequences and may attract appropriate legal action.
- Any incident involving such items will be dealt with in accordance with applicable laws and the school's disciplinary procedures.

Bullying

- Any incident of bullying will be taken seriously and addressed through the school's established safeguarding and disciplinary procedures.
- Where required, the matter may be escalated in accordance with applicable legal and child-protection requirements.

Appropriate Behaviour on Campus

- Students will be reminded that public displays of affection (PDA) are not permitted within the school premises.
- Students will also be sensitised about maintaining appropriate and respectful behaviour while representing the school outside the campus.