



केन्द्रीय माध्यमिक शिक्षा बोर्ड



(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्स्टिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

“Shiksha Sadan”, 17, Institutional Area, Rouse Avenue, New Delhi-110002.

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Circular No. Acad-40/2014

All Heads of Schools affiliated to CBSE.

Subject: Guidelines for Standard Safety Measures for the organization of Study Tours

Dear Principal,

Considering the safety of students and teachers during Study Tours, following are some guidelines that are required to be followed by schools before and during the Study Tour:

1. The Head of the Institution should ensure that the tour undertaken is required for the benefit of students and is related to the curriculum of the course in which such students are enrolled.
2. The Head of the Institution should ensure issuing security I-cards to all such students and maintain a separate data base of the personal details like guardian/local guardian, home address, mobile, email etc. of such students and the same is carried by the students on his person.
3. The Head of the Institution should ensure that written permission of one of the parents or the local guardian is submitted on behalf of every such student wanting to participate in an educational tour.
4. The Head of the Institution should ensure that there is a senior teacher accompanying the students on such an educational tour. Further, a senior lady teacher should accompany if there are girl students participating in the educational tour.
5. A briefing session must be organized before the tour to inform the students, parents and the accompanying teachers of the details of the tour, duties of every person and rules and regulations to be followed by the students. Students should be reminded of the need to follow the teachers' commands and strictly observe all the safety guidelines throughout the tour. An orientation in the area of team-spirit, discipline, manners and behavior, geographical knowledge of the area to be visited and safety measures must be provided before tour.
6. The accompanying teachers must take notice of the weather forecasts and news broadcasts of the place of visit. The accompanying teachers should be aware of the health condition of each student in order to find whether specific students(s) should not be allowed to take part in any particular activities. The accompanying teachers should also arrange medical attention for any sick member to see the doctor immediately and to take effective preventive measures. The accompanying teachers should also bring along with them the necessary safety equipment for the tour, for example, a first aid box, emergency phone numbers, torches, etc.

7. If possible each member of the tour may get travel and health insurance. The Head of the Institution should also ensure that prior permission of the organization to be visited is obtained in advance if such educational tours are undertaken.
8. **If the tour is undertaken to public places, dam cities, power plants, sea beaches etc., a written communication must be made to the District Magistrate or concerned authorities.**
9. **If the educational tour has more than 10 participants, it is necessary to hire a local tour operator who is well aware of the local conditions and can advise accordingly.**
10. **The Head of the Institution should ensure that an undertaking is taken from every participating student that they would abide by all the rules and also that they have submitted the permission' by their parents or local guardian before they participate in the educational tour.**
11. The Head of the Institution should also certify in the form of an undertaking that the institute will provide all necessary help in case of emergency or otherwise to all such students who are part of the educational tour.

The above information may be brought to the notice of all concerned teachers, students and parents.

Yours sincerely,

Sd/-

(Dr Sadhana Parashar)

Director (Academics, Research, Trainings and Innovations)

Distribution:

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. *The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.*
2. *The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.*
3. *The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.*
4. *The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.*
5. *The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.*
6. *The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111*
7. *The Director of Education, Govt. of A&N Islands, Port Blair - 744101.*
8. *The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O.744103, A&N Islands*
9. *The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.*
10. *All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.*
11. *All Associate Professor & Additional Directors/ Advisors/ Consultants*
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13. *The Research Officer (Technology) with the request to put this circular on the CBSE websites.*
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17. *The Assistant Librarian, CBSE*
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Director (Academics, Research, Trainings and Innovations)