

# Simple Steps

to Improve your  
School Sanitation Ratings



Ministry of Human Resource Development



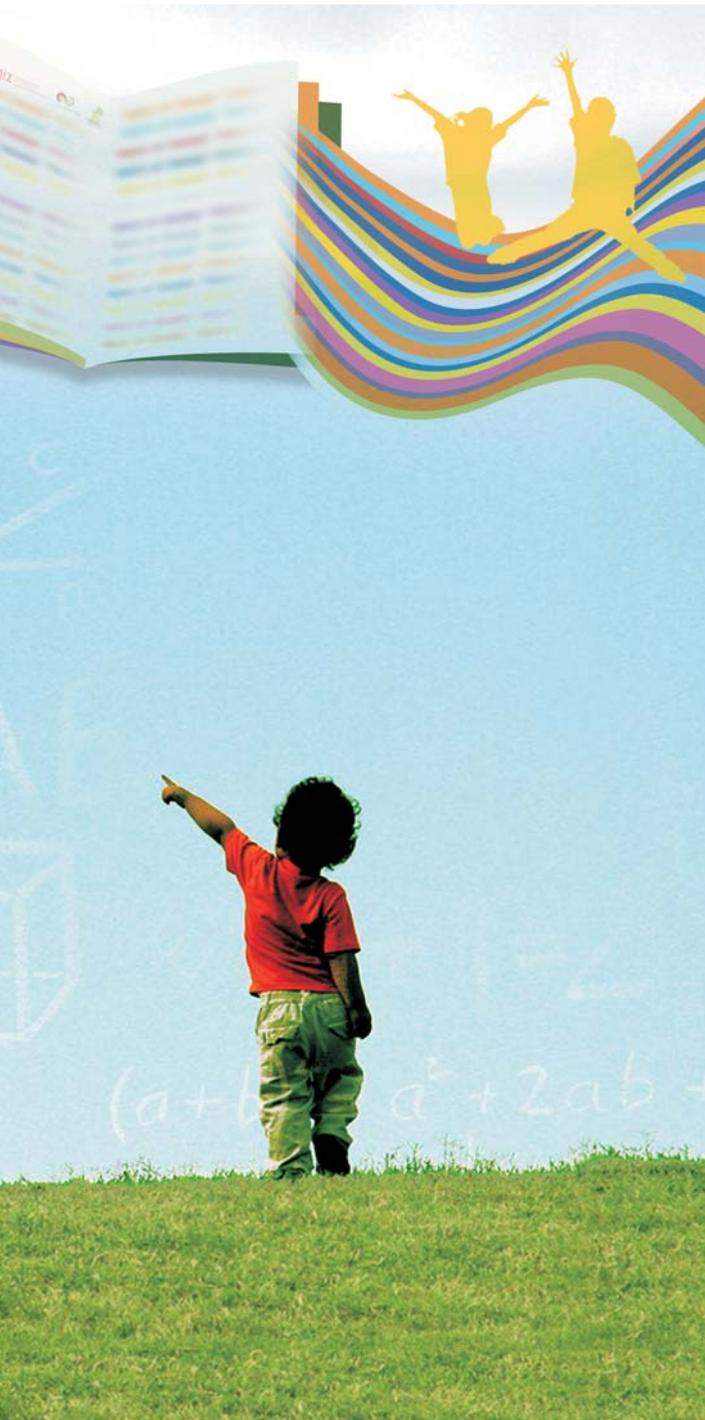
Central Board of Secondary Education

**giz** Deutsche Gesellschaft  
für Internationale  
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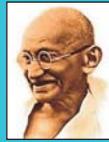


TOWARDS CITY WIDE SANITATION





## National School Sanitation Initiative



"Sanitation is more important than independence".  
*(Mohandas Karamchand Gandhi)*



"The day every one of us gets a toilet to use, I shall know our country has reached the pinnacle of progress".  
*(Jawaharlal Nehru)*



"Let us all take that one extra step to ensure that we live in clean and healthy surroundings".  
*(Manmohan Singh)*

## National School Sanitation Initiative

**Dear reader,**

**T**hank you for taking the time to learn about School Sanitation! This document provides you with the basic facts and an introduction to the National School Sanitation Initiative (NSSI). Furthermore you will learn how your school can improve its sanitation rating by following simple steps with a more focused approach.

'Simple Steps to Improve Your School Sanitation Ratings' gives you a brief outline of the most important facts of sanitation and the NSSI. First, the document sheds light on the topic of sanitation and how better sanitation can improve environmental and hygienic conditions in your immediate surroundings. Second, the document provides you with an outline of governmental action on sanitation. Here you learn about the 'National Urban Sanitation Policy' (NUSP) of the Government of India (GoI) and the 'National School Sanitation Initiative' (NSSI). The National School Sanitation Rating is the key instrument of the NSSI. By getting your school rated, you will find out the extent to which your school already provides proper sanitary facilities to the students. It will also point out simple steps you should undertake in order to improve the sanitation situation at your school. The basic steps you need to complete for getting your school rated will be described in the third part of the document.



## Background

Sanitation is one of the basic determinants of the quality of life and human development. The concept of sanitation was earlier limited to the disposal of human excreta and construction of lavatories only. Today it includes personal hygiene, safe drinking water, food hygiene, environmental sanitation and disposal of human excreta, wastewater and solid waste.

According to the Census 2011, about 15 million urban households in India do not have access to toilets at home. Five million of these people use public latrines and 10 million defecate in the open.

Besides loss of human dignity, this state of affairs has a severe impact on environmental and health issues; lack of sanitation and unscientific disposal of waste also lead to contamination of surface and ground water. Diseases arising from poor sanitation take their toll not only in terms of human suffering but also in economic loss to the family and society.

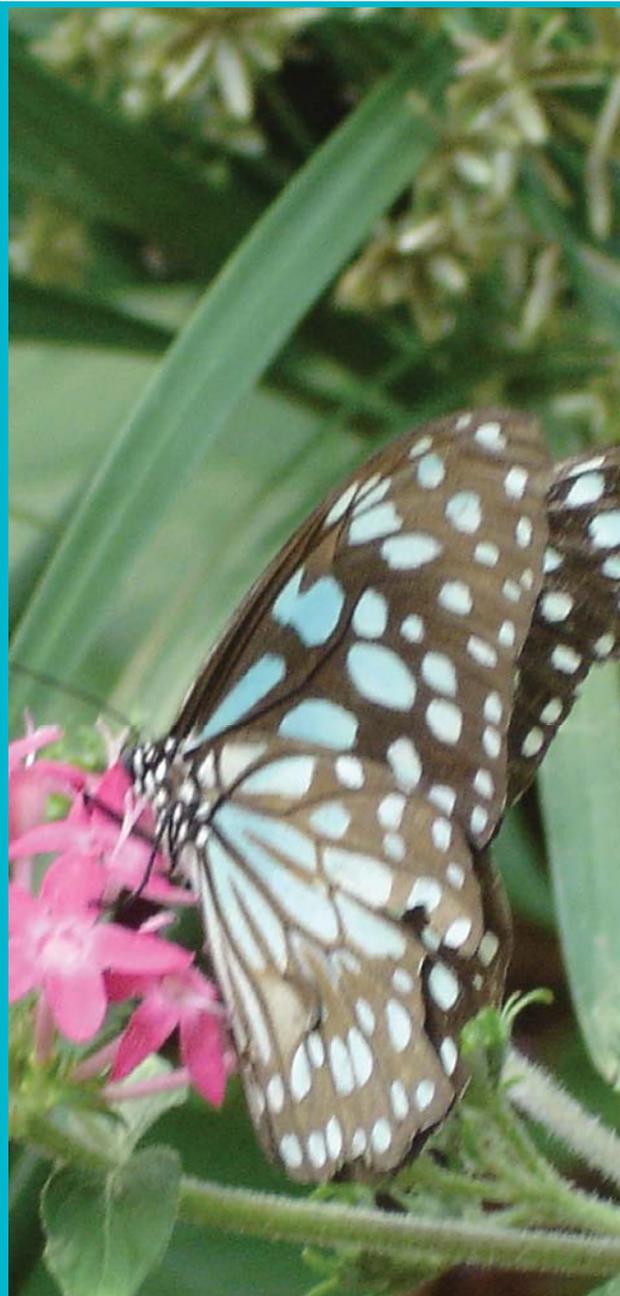
Private households are not the only ones affected; the problem is also very acute in schools. Many schools lack hygiene facilities and safe drinking water and mostly, separate toilets are not available for girls. Even if toilets for girls are available, many of them are poorly maintained or inadequate in number. This results in girls absenting themselves from classes for long spells of time or, in extreme cases, dropping out of school. Thus, the adequacy of sanitation facilities has a direct bearing on the enrolment and retention of girls in schools.



The 'National Urban Sanitation Policy' (NUSP) was launched in 2008 with the objective of achieving 100% sanitation coverage in urban areas. This is to be achieved by awareness generation and behaviour change. In the school-going age, the human mind is most impressionable. Educating the young is the key to behaviour change, and hence school children are the ideal target group to generate change. The success of “no tobacco” and “no crackers” campaigns in schools gives us hope in this regard. Those who grow up in a satisfactory sanitary environment will form good hygienic habits and behaviour in the adult stage. It is hoped that once students are accustomed to better sanitation at school they would act as “Agents of Change” amongst their families and community.

Keeping faith in the strength of the younger generation, the 'National Urban Schools Sanitation Initiative' was launched by the Ministry of Urban Development (MoUD), Government of India, on 26th February 2009 in New Delhi. More than 100 schools from all over India, affiliated to the Central Board of Secondary Education (CBSE), participated in the initiative. Due to the encouraging response it was decided to widen the scope of the initiative and rename it as the National School Sanitation Initiative (NSSI).

The NSSI Advisory Group endorsed the idea of publishing a comprehensive National School Sanitation Manual. Additionally, the National School Sanitation Awards were instituted to create positive inducements for schools to





improve their sanitation situation. In this context, the Ministry of Urban Development (MoUD) and the Ministry of Human Resource Development (MoHRD) put up a united effort in collaboration with the Central Board of Secondary Education (CBSE) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH<sup>1</sup>, Germany.

A Baseline Survey on National School Sanitation, which was conducted by GIZ, was used while preparing the manual. Detailed studies done by UNICEF and other organizations also provided inputs. Furthermore, contributions from organizations such as Sulabh International, Ecosan Services Foundation, Pune and SEECON International, Switzerland have also been incorporated. After a year of hard work and a series of meetings, workshops and training cum exposure visits organised by GIZ, the Advisory Committee endorsed the School Sanitation Manual and the structure of the National School Sanitation Awards in December 2009.

Under the National School Sanitation Initiative, it will be incumbent on the schools to emphasise personal hygiene, proper sanitation, clean toilet habits, safe drinking water, separate toilets for girls and boys, proper disposal including recycling of waste water, waste segregation and composting, food hygiene and creation and conservation of green spaces. Thus, schools, students and teachers are expected to play a vital role in attaining the goals of the National Urban Sanitation Policy (NUSP) by becoming better citizens of the future.

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<sup>1</sup>GIZ was formerly known as Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH

## What do schools have to do with sanitation?

Schools are not only places of learning, but also crucibles to encourage, stimulate and initiate change. Sanitary facilities in schools together with motivation by teachers can catalyze adoption of good sanitary and hygiene practices amongst students. Schools also play an important role in influencing communities through outreach activities since they are in touch with a large proportion of the households through their students.

The focus on school hygiene, sanitation and water is very vital for achieving a healthy nation. If a school hygienically collects its solid waste, has clean and functioning toilets, functioning hand-wash facilities with soap, provides sufficient and safe drinking water and develops adequate life skills on hygiene, it creates a huge positive impact on the lives of its students. These efforts also help children to be healthier and thus perform better in school.

A survey among school children in India revealed that about half of the ailments they suffer are related to unsanitary conditions and lack of personal hygiene. Schools often do not provide safe hygienic facilities such as safe drinking water, toilets or urinals. Separate facilities for girls may not even exist at many schools and where they do exist, they are so poorly maintained, or so few in number, that they are unusable. Instead children find unsafe places to relieve themselves such as a stinking corner of the school's compound or even places outside the school.





The lack of separate and safe sanitary facilities for girls has been a factor in discouraging parents from sending girls to school and also contributes to their dropping out of school, especially when girls reach adolescence. Growing girls find it difficult to attend schools that have no or few badly maintained facilities. Thus it is critical to have separate toilet facilities for girl students as these facilities have a direct bearing on enrolment and continuation of their studies in schools.

Schools and students can play a very vital role in attaining the goals under the 'National Urban Sanitation Policy' (NUSP) and making its vision a reality. Schools are considered the most important and basic links through parents, individual families and consequently the community. It is a universal fact that children are far more receptive to new ideas and can be influenced to cultivate good hygiene and sanitation habits. The promotion of personal hygiene and environmental sanitation within schools can help children to adopt good sanitation habits during formative years of their childhood and adolescence. If children learn appropriate hygiene practices in school, they are much more likely to apply them in future when they themselves become parents.

## What does the government do about School Sanitation?

In 2008 the Government of India launched the National Urban Sanitation Policy with the following vision:

**“All Indian cities and towns become totally sanitized, healthy and liveable and ensure and sustain good public health and environmental outcomes for all their citizens with a special focus on hygienic and affordable sanitation facilities for the urban poor and women.”<sup>2</sup>**



In order to achieve this vision the Government of India identified awareness generation and behaviour change as key factors. It was realized that the best target group would be school children because of the possibility of educating them young.

In collaboration with the Ministry of Urban Development (MoUD), Ministry of Human Resource Development (MoHRD), Central Board of Secondary Examination (CBSE) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH the ‘National School Sanitation Initiative’ (NSSI) has been launched to effectuate a quantifiable achievement in the provisions and practices of sanitation in the country.

<sup>2</sup>National Urban Sanitation Policy, Ministry of Urban Development, Government of India, page 7; <http://www.urbanindia.nic.in/programme/uwss/NUSP.pdf> (accessed 30.10.2012)

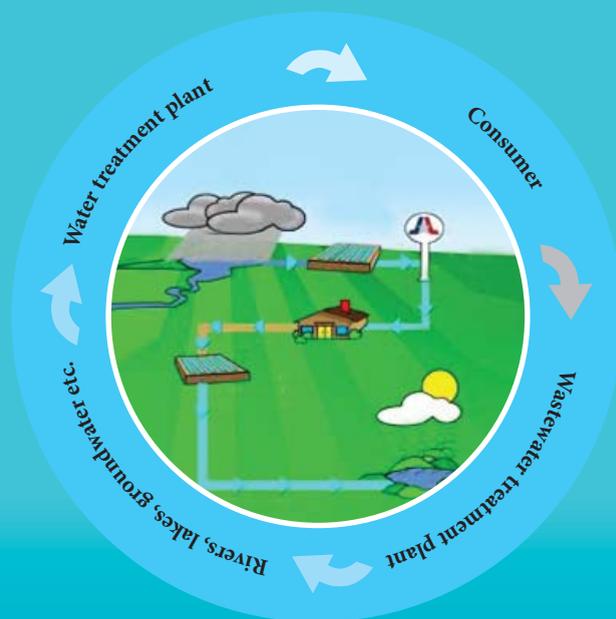




Under NSSI, it will be made compulsory for schools to focus on the practical aspects of sanitation, with emphasis on the following aspects:

- Personal Hygiene
- Proper Sanitation
- Clean Toilet Habits
- Safe Drinking Water
- Separate Toilets for Girls
- Disposal of Waste Water
- Human Excreta Disposal/Toilets
- Waste Water Recycling
- Waterless Urinals
- Waste Segregation and Composting
- Food Hygiene and
- Creation and Conservation of Green Spaces

## The Wastewater Treatment Cycle



To ensure public health in a city it is important to maintain the wastewater treatment cycle. Wastewater must be treated in wastewater treatment plants before being discharged into rivers, lakes and groundwater from where, drinking water will be collected and then processed in water treatment plants before being delivered to the consumer. Only a well-functioning water treatment cycle can ensure public health and well being in a city.

A prerequisite to maintain the wastewater treatment cycle is that people have access to adequate sanitation facilities. But today, in India, 19% of the urban households suffer inadequate access to sanitation facilities. Consequently many affected people are forced to defecate in the open.

Open defecation is not only an issue of human dignity; it also results in unsafe disposal of human excreta, which has a severe impact on environmental and health outcomes. The inadequate and unsanitary disposal of excreta leads to contamination of ground water and water bodies such as lakes and rivers. Subsequently not only those who are forced to practice open defecation suffer from the effects. An entire city population can be affected indirectly. Once in the water cycle germs and bacteria can cause many people, children in particular, to fall ill or even die.

### Steps to get your Online Rating:

- STEP 1 : Login to [www.schoolsanitation.com](http://www.schoolsanitation.com)
- STEP 2 : Register your school by filling up the membership form
- STEP 3 : Get your Unique Identification Number (UIN)
- STEP 4 : Login with UIN and password
- STEP 5 : Generate the rating by duly filling in the questions
- STEP 6 : Obtain your rating

## National School Sanitation Ratings

### How can I be part of NSSI?

The 'National School Sanitation Initiative' (NSSI) calls for the provision of safe water and appropriate sanitation facilities as basic first steps in the creation of a healthy learning environment. Because facilities alone are not enough to achieve the desired improvements in both health and education outcomes, the NSSI also calls for skills-based health and hygiene education and partnerships with families and the community to ensure that facilities are maintained and used properly.

The National School Sanitation Rating under the NSSI program rates the sanitation situation in your school and helps to initiate the actions to improve the same. In order to simplify the School Sanitation Ratings, the entire procedure will be filled out online and your school is expected to register and obtain a sanitation rating by following the due process. Once your school registers and rates its sanitation situation, a team of software experts associated with the website

and sanitation ratings would assist and provide all the guidance required. According to the rating achieved a certificate will be issued to your school.

***Do not panic if your school receives a low rating!*** The rating simply indicates where improvements can be made in your sanitary conditions. The National School Sanitation Manual gives clear guidance on how to increase your sanitary conditions and therefore your rating. If your school improves its sanitation situation by appropriate means it can obtain a fresh certificate after a two-month gap by filling in the online rating form again.

If your school received a good rating or improved the rating after some time you can use the results easily for promotion purposes. By ministerial order, schools are directed to display their current sanitation ratings in the form of a coloured circle at the right hand corner of all their correspondence. In addition, National School Sanitation Awards will be presented from time to time for schools that have been rated online for sanitation and taken innovative steps for the improvement of sanitation.



## Colour codes of the rating

Outline School Sanitation Ratings have been instituted with the purpose of recognising those schools that are taking significant steps towards effective sanitation and improvement in service delivery leading to the desired behavioural and attitudinal changes towards hygiene and sanitation. In furtherance to the National School Sanitation Initiative it has been decided that all Indian schools, including CBSE schools, will be rated according to their sanitation status in five colour categories pertaining to Infrastructure, Institutional Sustainability, Environmental Sustainability, Health & Hygiene and Pedagogics as follows:

	Infrastructure	Institutional sustainability	Environmental sustainability	Health & Hygiene	Pedagogics	% Adherence to the norms	Remarks
Green						91%-100%	Excellent
Blue						75%-90%	Very good but scope for improvement
Yellow						50%-74%	Fair – can improve
Black						34%-49%	Poor – needs considerable improvement
Red						Below 33%	Grim – needs immediate action

As you can see from the table, points are given to each aspect and the school's performance is decided according to its performance in providing infrastructure, institutionalizing water and sanitation activities, promoting environmental sustainability measures, taking care of health and hygiene and creating awareness on water and sanitation amongst our future generation i.e. our students.

A school is rated green when the school performs best and red when the performance is weak. A school is rated blue when it has good infrastructure, institutional set-up and is taking care of environmental sustainability measures but needs to improve its activities in health and hygiene and pedagogics. A yellow rated school is a school that performs satisfactory in all aspects. Black schools have a satisfactory performance in infrastructure and environmental set-up, but are lacking environmental sustainability measures, health and hygiene and pedagogic activities.



## How to improve your rating?

### Are you a Green School?

Congratulations 

As per the rating and analysis of the baseline data given, you are doing fabulous works in water and sanitation infrastructure, ensuring environmental sustainability, managing institutional responsibility and also empowering the younger citizens of the country with knowledge on safe water and sanitation practises.

Continue your efforts and please ensure your school:

-  Provides water and sanitation facilities for students as per NSSI manual
-  Has adequate water storage and drinking water facilities
-  Practices source separation and treatment for grey water and black water
-  Practices collection, segregation and composting of solid waste
-  Has water harvesting and water management measures
-  Has green spaces, wherever possible



- 😊 Has a well managed institutional setup for operations and maintenance (O & M) of water and sanitation facilities
- 😊 Has a student/staff committee for water and sanitation activities at school
- 😊 Conducts an awareness drive for students to increase their understanding on safe water and sanitation practices
- 😊 Has well functioning health and nature clubs
- 😊 Arranges periodic health check-ups at least once in every year
- 😊 Maintains health records of teachers and students
- 😊 Keeps a quality control over food in canteen or vendors
- 😊 Trains teachers, students and administrative staff on safe water and sanitation practices
- 😊 Includes sanitation, health and hygiene as part of the curriculum.

## Are you a Blue School?

Congratulations 

As per the rating and analysis of the baseline data given, you are doing very good work in water and sanitation infrastructure, ensuring environmental sustainability managed by a well-supported institutional set-up. Great going!

To reach the next level of the rating, action has to be taken on the following points:

- 😊 Ensure water and sanitation facilities for students as per NSSI manual
- 😊 Ensure at least one drinking water source, which is safe

- ☺ Ensure source separation and treatment for greywater and black water
- ☺ Ensure water harvesting and water management measures
- ☺ Ensure green spaces, wherever possible
- ☺ Ensure a well managed institutional set-up for operations and maintenance (O & M) of water and sanitation facilities
- ☺ Practice collection, segregation and composting of solid waste
- ☺ Form a student/staff committee for water and sanitation activities at school
- ☺ Create an awareness drive for students to increase their understanding on safe water and sanitation practices
- ☺ Establish well functioning health and nature clubs
- ☺ Arrange periodical health check-ups atleast once in every year
- ☺ Maintain health records of teachers and students
- ☺ Keep a quality control over food in canteen or vendors
- ☺ Train teachers, students and administrative staff on safe water and sanitation practices
- ☺ Include sanitation, health and hygiene as part of the curriculum.

## Are you a **Yellow** School?

Congratulations for Yellow rating of your school 

As per the rating and analysis of the baseline data given, you are doing a fair job in physical infrastructure, environmental sustainability and health and hygiene aspects. But you are missing some steps in ensuring the standards.

To reach the next level of the rating action has to be taken on the following points:

-  Ensure water and sanitation facilities for students as per NSSI manual
-  Install at least one drinking water source, which is safe
-  Practice collection, segregation and composting of the solid waste
-  Install water harvesting and water management measures
-  Create and conserve green spaces in the school as far as possible
-  Establish a well managed institutional setup for operations and maintenance (O & M) of water and sanitation facilities
-  Form a student/staff committee for water and sanitation activities at school
-  Create an awareness drive for students to increase their understanding on safe water and sanitation practices
-  Establish well functioning health and nature clubs
-  Arrange periodical health check-ups atleast once in every year

- 😊 Maintain health records of teachers and students
- 😊 Keep a quality control over food in canteen or vendors
- 😊 Train teachers, students and administrative staff on safe water and sanitation practices
- 😊 Include sanitation, health and hygiene as part of the curriculum.

## Are you a Black School?

We truly appreciate your efforts in getting your school rated



Your school has been rated Black. As per the rating and analysis of the baseline data given, the infrastructure related to water and sanitation is not up to the standards set by NSSI. You are also missing some steps in ensuring environmental sustainability, institutional set-up and health and hygiene aspects.

To reach the next level of the rating action has to be taken on the following points:

- 😊 Ensure water and sanitation facilities for students as per NSSI manual
- 😊 Install at least one drinking water source, which is safe
- 😊 Proper water storage tanks holding adequate volume of water must be present in the school
- 😊 Safe and adequate number of drinking water facilities should be provided
- 😊 Provide appropriate number of toilets with proper facilities such as soap trays with soaps
- 😊 Practice collection, segregation and composting of the solid waste
- 😊 Install rain water harvesting and water management measures
- 😊 Create and conserve green spaces, in the school as far as possible

- ☺ Establish a well managed institutional setup for operations and maintenance (O & M) of water and sanitation facilities
- ☺ Form a student/staff committee for water and sanitation activities at school
- ☺ Create an awareness drive for students to increase their understanding on safe water and sanitation practices
- ☺ Establish well functioning health and nature clubs
- ☺ Arrange periodical health check-ups at least once in every year
- ☺ Maintain health records of teachers and students
- ☺ Keep a quality control over food in canteen or vendors
- ☺ Train teachers, students and administrative staff on safe water and sanitation practices
- ☺ Include sanitation, health and hygiene as part of the curriculum

### Are you a **Red** School?

We truly appreciate your efforts in getting your school rated



**Y**our school has been rated Red. As per the rating and analysis of the baseline data given, the infrastructure related to water and sanitation is not up to the standards set by NSSI. You are also missing some steps in ensuring environmental sustainability, institutional setup and health and hygiene aspects.

To reach the next level of the rating action has to be taken on the following points:

- ☺ Ensure water and sanitation facilities for students as per NSSI manual
- ☺ Install at least one drinking water source, which is safe

- 😊 Proper water storage tanks holding adequate volume of water must be present in the school
- 😊 Safe and adequate number of drinking water facilities should be provided.
- 😊 Provide appropriate number of toilets (especially for girls) with proper facilities such as soap trays with soaps
- 😊 Practice collection, segregation and composting of the solid waste
- 😊 Install rain water harvesting and water management measures
- 😊 Create and conserve green spaces in schools as far as possible
- 😊 Establish a well managed institutional setup for O & M of water and sanitation facilities
- 😊 Form a student/staff committee for water and sanitation activities at school.
- 😊 Create an awareness drive for students to increase their understanding on safe water and sanitation practices.
- 😊 Establish well functioning health and nature clubs
- 😊 Arrange periodical health check ups at least once in every year
- 😊 Maintain health records of teachers and students
- 😊 Keep a quality control over food in canteen or vendors
- 😊 Train teachers, students and administrative staff on safe water and sanitation practices
- 😊 Include sanitation, health and hygiene as part of the curriculum



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