



SAMA AMERICAN PRIVATE SCHOOL
مدرسة سما الأمريكية الخاصة

Sama American Private
School

Child Protection & Health and Safety Manual 2016-2017

CHILD PROTECTION, HEALTH & SAFETY

POLICIES & PRODECURES

I. CHILD PROTECTION:

1. Policy

The school fully recognizes its responsibilities to safeguard and promote the welfare of every child; it shall provide a caring, safe, positive and stimulating environment that promotes the social, physical, moral and emotional development of every child. This policy ensures that there are adequate arrangements within schools to identify, assess and support children who are suffering harm or in situations likely to lead to their abuse.

2. Scope

All adults, including employees, volunteers, and contracted workers.

3. Responsibilities

- School Director
- Designated senior person for child protection
- Health and Safety Committee members
- School guidance and recruitment staff
- All staff, volunteers and contracted workers

4. Purposes

- To provide an environment in which children and young people feel safe, secure, valued and respected, are encouraged to talk and are listened to.
- To ensure children and young people know that there are adults in the school who they can approach if they are worried.
- To raise the awareness of all employees of the need to protect children and of their responsibilities in identifying and reporting possible cases of abuse.
- To implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- To practise safe recruiting by checking the suitability of staff who work with children and young people.
- To develop and promote effective relationships with outside agencies, especially the police and social services.

5. Definitions

- Designated senior person for child protection: is the senior staff member who is notified of employee concerns regarding signs of suspected abuse or disclosure of abuse by children.
- Child abuse or harm: is any maltreatment (failure to thrive), cruelty (physical, emotional or sexual abuse) or neglect that a child or young person is subject to or suspected at risk of, wherever it happens ie at school or outside school.

6. Procedures

- The School staff shall understand and fulfill their responsibilities in regard to child protection.
- The school will have a designated senior person for child protection who has received appropriate training and support for the role.
- All staff will know the name of the designated senior person responsible for child protection and their role will be clearly explained.
- All staff will understand their responsibilities in being alert to the situations that are likely to lead to abuse, signs of abuse and for referring any concerns to the designated person responsible for child protection and will know how to report this.
- All parents and families will have an understanding of the responsibility placed on the school and staff with regard to child protection procedures through this policy and communication via school documents.
- The recruitment and selection of employees will include checks for their suitability with the appropriate national criminal records department. After recruitment, such checks will be conducted every three years.
- Written records of concerns about children will be kept by the senior person responsible for child protection, separate from main pupil files and in a locked location for which only they and the School Director will have access.
- Effective links will be developed with relevant agencies and they will be fully cooperated with should they have enquiries regarding child protection issues.

7. Responsibilities of the senior person designated for child protection

- Acting as a reference point for staff to report child protection concerns.
- Keeping written records of child protection concerns in consultation with the Director, even if there is deemed no need to make an immediate referral.
- Liaising with the Director in the referral of children to external agencies.
- Monitoring students on the Child Protection Register especially when they are absent from school without explanation.
- Liaising with the Director in the provision of child protection training for employees.
- Working with the School Director to write an annual report for the school board detailing relevant training undertaken, the number and/or type of cases and the number of students on the Child Protection Register.

8. Training

The school will provide regular training to new employees, existing employees and those responsible for child protection liaison.

9. Confidentiality

- The school recognizes that all matters concerning child protection are confidential.
- The School Director or senior person responsible will only disclose appropriate information to staff.
- All staff will be made aware that the school acts professionally in sharing information with outside agencies in order to protect students.
- All staff must understand that they cannot promise a student or any person confidentiality if doing so compromises their or others students' well-being or safety.
- The School Director will refer students to outside agencies if deemed appropriate, unless it is judged that to do so would put the child at risk of greater harm.

10. Support

- The school will support students by:
 - Encouraging self-esteem and self-assertiveness through the curriculum.
 - Not accepting any form of bullying or aggression.
 - Promoting a safe, caring and positive environment in the school.
 - Notifying the senior staff member responsible for child protection issues as soon as a concern is identified.

- Liaising and cooperating with the relevant outside agencies.
- Providing continuous support to students about whom concerns have been raised and/or verified.
- Forwarding appropriate information confidentially to the new school should any of the children on the child protection register change schools.
- Supporting staff if they become stressed and upset by children's disclosures of harm or abuse to them.

11. Allegations against members of staff

Any allegations of child abuse or harm by an employee must be referred to the School Director who will in turn refer to the Staff Conduct and Discipline Policy and to the school board as appropriate.

12. Physical Intervention

Any adult must only use physical intervention as a measure of last resort when in their judgement the child is endangering themselves or others. In such cases, the intervention should be the minimum force necessary to prevent injury to those handled.

13. Bullying

The school provides a separate policy on bullying which includes physical, verbal, emotional, racist, religious and sexual discrimination and harassment.

14. Prevention

The school will:

- Create and sustain a culture and an environment where children and young people feel secure, are encouraged to talk and are always listened to.
- Make sure that students know there is an adult in the school who they can talk with should they be worried or in difficulty.
- Include curricular opportunities for students to develop skills to keep themselves safe.

15. Health and Safety

The school Health and Safety Policy acknowledges the need to provide students with protection when within the school environment and also when on school trips or visits.

II. ANTI-BULLYING POLICY AND PROCEDURES:

1. Policy

The school fully recognises the importance of a school environment that is safe from all forms of intimidation in order to protect students and enable them to learn. Because students learn by example, all members of a school community are expected to demonstrate appropriate behavior, treat others with respect and refuse to tolerate bullying.

2. Scope

The school community; including employees, students, parents, volunteers, and contracted workers.

3. Responsibilities

- School Director
- Staff with student protection and guidance roles eg Child Protection Officer, School Social Worker/Counsellor, School Nurse
- All parents, students, staff, volunteers and contracted workers

4. Purposes

- To provide a comprehensive and universally understood definition of bullying behaviour.
- To educate the school community that bullying is very harmful and never acceptable.
- To outline strategies for all members of a school community to deal with bullying should it occur.
- To provide clear sanctions and support for dealing with bullies and victims.
- To support students, parents and staff in preventing bullying.
- To establish and promote an anti-bullying climate in the school community.
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5. Definitions

- **Bullying:** is an intentional electronic, written, physical (direct or indirect) or verbal single act or series of acts directed at another person which occurs in a school setting or outside of school, resulting in intimidation or harm. It is difficult for victims to defend themselves against and difficult for those who bully to learn new social behaviours. It may concern a student's ethnicity, origin, gender, religion, disability, nationality, colour or accent.
- **School Setting:** is in the school, on school grounds, at any property owned or used by the school, on the school's server or electronic, web-based, or online programmes, in school vehicles, at designated bus stops, at any activity supervised or authorised by the school and any time spent travelling to and from these locations.
- **Victim:** is an individual or group who suffers as a result of intentional harassment by another individual or group where that harassment is an abuse of power for the purpose of intimidation. Victims find it difficult to counter bullying and to report their experiences to those who can help.
- **Bully:** is an individual or group who intentionally harasses another individual or group with the purpose of intimidation. Bullies may have confident or anxious personalities and may be bullies in some situations and victims in others.

6. Procedure

- The School Director will understand and fulfill their responsibilities in regard to addressing bullying.
- Staff will have training on the contents of this policy so that they know the procedures related to dealing with bullying incidents.
- All members of the school community have responsibility to recognise bullying and to take action when they see it happening or when a child reports it to have happened.
- Staff should treat all reports of bullying seriously, listen carefully and make a written account which they should then pass onto the person designated.
- Staff on duty should be vigilant about patrolling areas and situations where bullying might occur.
- Students should be assured that they have acted correctly in reporting bullying.

- The staff member being reported to should give advice on how to deal with any repeat incidents that may occur before the harassment can be dealt with.
- The person designated will co-ordinate the collection of information related to the incident/s and support for both victims and bullies and will ensure follow-up with them.
- Parents of all involved students will be contacted.
- The School Director will investigate and rule on the consequences for any person who engages in retaliation against another who reports an act of bullying or who falsely accuses another of bullying.
- All parents and families will have an understanding of the responsibility placed on the school and staff with regard to bullying through this policy and communication via school documents.

7. School Strategy

The school should use a wide range of responses to deal effectively with bullying. These could include:

- A strong school culture of challenging bullying behavior.
- Promoting a safe, caring and respectful environment in the school.
- Staff training.
- Encouraging self-esteem and self-assertiveness through the curriculum and advising lessons.
- Create and sustain a culture where children and young people feel secure, are encouraged to talk and are always listened to.
- Make sure that students know there is an adult in the school who they can talk with should they be bullied.
- Liaising and cooperating with the relevant outside agencies.
- Providing continuous support to victims and bullies.
- School assemblies.
- The Student Society – prefect and buddy systems.
- School Social Worker.
- School Nurse.

- Co-operative approaches to group work.
- Restorative justice.
- Good processes for reporting bullying.

8. Sanctions

Consequences for a student who bullies should be unique to the incident and vary in method and severity depending on the behavior, developmental age of the student, student's history of problem behaviours, and should be consistent with the school's Student Conduct and Discipline Policy and Procedures.

- A written record of the incident/s will be placed on the file of the victim and the bully or bullies.
- Parents of all parties will be informed.
- Action with the student may include:
 - o move in class seating place
 - o student report
 - o isolation at break times
 - o after-school detention
 - o verbal or written apology
 - o restorative justice conference
 - o referral of child/ren to the school social worker
 - o referral of child/ren to a relevant outside agency
 - o removal from school for a day or days
 - o removal from school permanently (with the approval of Education Authorities)

9. Support

For victims

An investigation of the incident and support will be co-ordinated by the person designated who will organise what is necessary between classes and at break times. The School Social Worker/Counsellor may be asked to work with the victim to help raise their confidence and self-esteem. Communication with parents will occur. If appropriate, a referral may be made to the relevant social agency.

For bullies:

The person designated will also co-ordinate the verification and dissemination of information about the incident and the support for bullies. This may include meeting with parents to form a plan including counseling by the School Social Worker/Counsellor, controls on movement during break times, support from other staff and a behavioural report.

10. The Role of Parent

Involvement of parents is key to successful anti-bullying initiatives. Some measures that can be taken to involve parents are:

- Communicating regularly with parents about bullying, its causes and effects.
- Recognising cultural diversity when involving and consulting parents.
- Ensuring school staff are aware of the anti-bullying policy so that they can respond appropriately if approached by a parent.
- Involving parents of bullies and victims at an early stage.
- Ongoing contact with parents of bullies and victims to ensure the issue does not re-occur.

11. Training

The school will provide regular training to new and existing employees.

12. Confidentiality

- The School Director or senior person responsible will only disclose appropriate information to staff.
- All staff will be made aware that the school acts professionally in sharing information with outside agencies in order to protect students.
- All staff must understand that they cannot promise a student confidentiality if doing so compromises their or others students' well-being or safety.
- The School Director will refer students to outside agencies if deemed appropriate, unless it is judged that to do so would put the child at risk of greater harm.

13. Allegations against members of staff

Any allegations of child bullying by an employee must be referred to the School Director who will in turn refer to the Staff Conduct, Discipline and Grievance Policy and to the school board.

14. Health and Safety

The school Student Health and Safety Policy and Procedures acknowledges the need to provide students with protection when within the school environment and also when on school trips or visits.

15. Policy on Unlawful youth gathering

School Governing Board policy prohibits all student organizations other than those approved by the Governing Board.

“Unlawful youth gathering” is defined as any non-school-sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Staff members should be alert to the following indicators of youth gang activity:

Surreptitious recruitment and/or initiation riots.

Hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a group.

Gang tattoos and/or displaying gang markings or slogans on school or personal property or clothing.

Possessing literature that indicates gang membership.

Fighting, assault, hazing, extortion, establishing turf, use of hand signals, etc.

Gang vocabulary and nicknames.

Possession of weapons or explosive materials.

Possession of alcohol, drugs.

Attendance at functions sponsored by a known gang member.

Being arrested or stopped by police with a known gang member.

Selling or distributing drugs for a known gang member.

Helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Evidence of bullying 'including 'members of a class group.

Intervention Procedures

Any or all of the following steps may be taken if a student in any school activity is suspected of, or identified as, being a member of a gang, showing interest in joining a gang, initiating or participating in any gang-related activity, or having been approached for recruitment.

Parents/Guardians will be contacted immediately and appropriate intervention will be initiated.

The student may be referred to counseling and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.

Police, Juvenile Court and other appropriate authorities including the MOE will be notified in case of violence and/or illegal activities.

The student may be suspended from school or from a school-sponsored activity.

Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

III. Health and Safety Policy and Procedures

1. Policy

The school fully recognises that it must provide an environment which is stimulating and safe to work and to study in and which upholds high health and safety standards. It is also important that staff and students understand that they also have a responsibility to look after their own health and safety and that of others that may be affected by their actions.

2. Scope

All staff, students, visitors and contractors.

3. Responsibilities

- School Director
- Health and Safety-related positions/roles, such as the Health and Safety Officer, the designated senior person for child protection, School Social Worker, School Nurse, and security guards.
- All other staff, students, visitors and contracted workers

4. Purposes

- To promote a health and safety culture and environment within the school which is adopted and practised by all staff, students and visitors.
- To conduct all activities to ensure, as well as reasonably possible, that staff and students are not exposed to risk of injury or ill health.

5. Definitions

Health and Safety: are all the policies, plans and procedures which relate to preventing injury or illness to all people on school grounds or outside school on school-related business or activities.

6. Responsibilities of the School

- The School staff will understand and fulfill their legal responsibilities in regard to health and safety, including regular reviewing and updating of the school's compliance with health and safety requirements and legislation, and the involvement of staff, students, visitors and the school community in health and safety procedures.
- The School Director may appoint a staff member who is responsible for health and safety. This person's role would be to oversee all the school programmes and procedures for the management of health and safety. In the absence of this position, the School Director will be directly responsible.
- The school will have effective methods to identify, control and manage potential hazards through regular risk assessment and monitoring procedures.
- The school will have effective procedures for the management of health and safety, that are compliant with all relevant legislation, through:

- Emergency Management – an evacuation plan and drills and dealing with traumatic incidents.
- Sickness and Injuries – first aid and health care, accident register.
- Health Education – induction programmes and briefings for students and staff, nutrition, physical activity, and road safety.
- Health and Safety of Staff and Students – staff training; buildings, grounds and equipment cleanliness, safety-checking and maintenance; sun smart initiatives; shady outdoor areas; attendance registers; student pastoral care and guidance; student supervision; reporting of suspected abuse or harm; school transportation guidelines; parent and volunteer involvement; use of the internet; student and staff behaviour and discipline; canteen provision; anti-bullying; guidelines for the use of specialist areas (play areas, labs etc); risk assessment of school events and activities.
- Health and Safety of Contractors and Visitors – sign in and out procedure, supervision, knowledge of emergency evacuation.
- School Security.
- Smoke free Environment.
- Inform Education authorities of any serious incident, particularly those which cause serious harm or injury.

7. Responsibilities of the Staff, Students, Contractors and Visitors

- All staff, visitors, contractors or students should take all practical steps to ensure their own safety and that no action or inaction on their part causes harm or injury to others, such as using specialist protective equipment when required, making proper use of all equipment and behaving in a safe and responsible manner.
- If any person becomes aware of a potential hazard or of an actual accident they should report this to the Health and Safety Officer or the Director as appropriate.

IV. School Health Clinic Policy and Procedures

1. Policy

Clinical services in the school clinic should be provided by a professionally-qualified school nurse who is licensed to practice by Ministry of Health. The nurse should cooperate and communicate with the visiting general practitioner and school administration in order to assure consistent and quality care to protect and improve students' health thereby enabling better educational outcomes.

Scope

The school's community; staff, students and families.

2. Responsibilities

- School Nurse
- School Director(s)
- School Board

3. Purposes

- To provide health services for the school community which are based on best practice guidelines.
- To advise and assist in school health education programmes.

4. Definitions

- **A School-based Health Clinic:** is a centre for the provision of health and health education services operated within a school.
- **Clinical Services:** are the diagnosis, treatment and referral, and health education services provided through a school-based health clinic.
- **School Nurse:** is a professionally-qualified health professional who is licensed to practice in a school by HAAD.
- **General Practitioner:** is a licensed doctor who operates from a local medical centre and who visits the school health clinic on a regular or part-time basis.

5. Procedures

- a. The school, through the Director and with the approval of the board, will enter into agreements with a suitably qualified and licensed nurse and doctor for the provision of health services to students and staff.
- b. The clinic will offer clinical and health education services to the school community as bound by the code of practice of licensed health care professionals and in agreement with all applicable policies of the relevant government health authority.

- c. The Director will oversee the running of the health clinic, ensuring that standards of care are of acceptable quality and in compliance with the recommendations of auditing bodies.
- d. The clinic will publish and advertise a list of services, referral guidelines, patients' rights and responsibilities and health material such as infection control guidelines and the correct hand-washing method.
- e. On admission, the school will collect student medical and health information and the school nurse will inform relevant teachers of any student health issues that may require their specified intervention, with explanation on how to respond. Parents will be requested to inform the school of any changes to this information and the school will check it at least annually at re-enrolment time to ensure that it remains up-to-date.
- f. The health clinic professional will assist in health-related educational programmes as requested by the school administration.
- g. Anyone who wishes to make a complaint related to the health clinic should follow the procedures outlined in the school Complaints Policy.
- h. This policy should be read in conjunction with the Student Health and Safety Policy.

V. Healthy Food Policy and Procedures

1. Policy

The school believes that the food and beverages we consume have a major effect on health, physical well-being and ability to work and learn. Proper and adequate nutrition is linked to educational outcomes and health throughout life.

2. Scope

The school's community; staff, students and parents.

3. Responsibilities

- School Director(s)
- Health Education teachers
- All staff, students and families

4. Purposes

- To support the teaching of good nutrition in the school curriculum.
- To increase the knowledge of staff, students and families about food and nutrition.
- To encourage and develop a school environment that supports good nutrition.
- To monitor the type of food students are bringing to school and encourage healthy options.
- To ensure school cafeteria and school events comply with the intents of this policy.

5. Definitions

- **Nutrition/Healthy Food:** is the food and beverage necessary for health and growth.
- **School Cafeteria:** is the place on the school site where staff and students are able to purchase food and beverages.

6. Guidelines

- a. The school curriculum where appropriate, should promote healthy eating.
- b. Staff and families are expected to role model healthy food within the school environment and at school events/trips.
- c. Adult education will be provided through regular newsletters and talking with individual families.
- d. Food brought to school by students will be monitored by supervisors and any concerns relayed to administrators for follow-up.
- e. Food served at school, either through the cafeteria or for school functions (staff and community) will reflect the healthy food philosophy and Guidelines.
- f. The school may operate a canteen committee which includes staff, student and parent representatives. However, the choice of food items for sale in the school cafeteria will ultimately be the responsibility of the school director.

VI. Smoke-Free School Policy and Procedures

1. Policy

The school is committed to promoting the health and well-being of staff and students by maintaining an environment which supports the entire school community to remain smoke free.

2. Scope

All staff, students, parents, visitors and contractors.

3. Responsibilities

- School Director(s)
- Health-related school staff such as the School Nurse and Social Worker
- All other staff, students, parents, visitors, repair people and contracted workers

4. Purposes

- To demonstrate commitment as a health-promoting school.
- To protect non-smokers from the adverse health effects of environmental tobacco smoke in the school environment.
- To provide information and support to those wishing to stop smoking.

5. Definitions

Smoke Free: is the complete absence of environmental tobacco smoke in all school premises and grounds, including provided staff accommodation and during school-related Education Outside The Classroom activities.

6. Procedures

- The school is a smoke free environment.
- The school will display appropriate signage at all entrances.
- Where appropriate, visitors to the school will be advised of this policy.
- All prospective employees will be notified of this policy and on employment adherence to it will become part of the employment contract.
- Employees who smoke will be asked to ensure they smoke off the school grounds, cannot be seen smoking by students, do not display cigarettes or cigarette packages and do not smell of smoke. If sought, they will be offered information and support to help them quit smoking.
- Students are forbidden to smoke at all times. Disciplinary action will be taken towards those found smoking. They will also be offered assistance and referred to the School Social Worker/Counsellor. Parents will be contacted with the emphasis on how they can assist their child.

- Parents will be informed of the school's smoke free status through messages provided to the school community eg school newsletters.
- When school premises are used for purposes other than school activities, this policy will remain in force.
- While not being confrontational, any person seen smoking on school premises or during school-related activities should be kindly requested to cease, or the observer should report the matter to a senior member of staff for action.
- Smoke free messages, information and skills will be incorporated into the curriculum.
- All complaints involving smoking should be dealt with in accordance with the Complaints Policy.
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VII.School Policy on Transportation

It is the policy of the Governing Board to provide transportation for students and teachers who live far enough away from the school to make this service necessary. This is an optional service. There will be a fee to cover the transportation expenses.

School buses are either purchased or rented. The Principal, assisted by the Vice- Principal and the supervisor, may recommend smaller vehicles for reasons of economy or efficiency of operation.

The Governing Board may enter into a contractual agreement with a qualified contractor for the transportation of students.

Vehicle routes will be established so that an authorized vehicle stop is available within reasonable walking distance of the home of every resident student entitled to transportation service.

The Principal is responsible for developing and implementing the policy for bus stops and safety guidelines for this policy which is lined up with the

TRANSPORTATION FOR FIELD AND OTHER SCHOOL-SPONSORED TRIPS

It is the policy of the School Board to use school buses for regular or special purpose trips. Exceptions must have the approval of the principal.

The school will provide vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a charge may be assessed to cover the cost of the driver and fuel. All field trips will be supervised by members of the staff. When students are on the vehicle, at least one (1) staff member is expected to ride in the vehicle where they will also be required to supervise students upon return to the school and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor, by the parent, in writing or in person, to allow an exception. Exceptions will be recorded, and approved by the Principal.

Only students registered in the school will be permitted to ride on the trip vehicle. Others need prior approval from the principal.

No student is allowed to drive to any field trip.

The Principal will prepare administrative guidelines to ensure that all transportation is in compliance with the Governing Board.

VIII . School Security Policy and Procedures

1. Policy

The school considers that the provision of a safe and secure environment for students, staff and visitors is a priority. Criminal and anti-social behaviour can cause disruption to the work of the school, physical and mental damage to people, damage to buildings and fear amongst students, staff and parents.

2. Scope

The whole school community.

3. Responsibilities

- School Director(s) and School Board
- Staff who have authority within security delegations
- All staff, students and visitors to the school

4. Purposes

- To ensure that all student, visitors, school personnel and school equipment and premises are kept safe and secure.

- To limit the possibility of harm to school users caused by insufficient knowledge of staff, breaches in security arrangements or other reasons.

5. Definitions

School Security: is the planning a school undertakes, and the procedures it implements in order to ensure staff, students, visitors and premises remain safe and secure.

6. Responsibility for School Security

- School security is the joint responsibility of the school director and school board, with the director primarily responsible for implementing the policy.
- The school director will ensure that:
- specific personnel are appointed for the school's security functions, and ensure they have job descriptions, training for their roles, ongoing support and that their performance is monitored and assessed. Specific roles, which may be within wider positions, could include:
 - Facilities Officer
 - Emergency Officer
 - School security guards
 - Key Administrator
 - Banking Officer
- the appointed school security personnel will be provided with or be assisted to formulate school security processes which will include regular inspections and checklists, appropriate registers, reporting functions, sign-in procedures, evacuation plans and regular practices, and communication plans
- staff appreciate the importance of security and understand the school's policy, guidelines and their responsibilities at least on induction, and at the beginning of each school year, e.g. conditions of key use, reporting security breaches, borrowing school equipment, and the use and storage of staff personal property on site
- staff training needs are kept under review and training is conducted as necessary
- parents are informed of the School Security Policy

- formal, regular security checks are conducted by appropriate outside bodies
- timely reports are made to the school board
- all crimes, antisocial behaviour and security hazards are reported to the Director
- all crimes are reported to the Police

7. Guidelines for School Security

Security Strategies for Students, Staff and Visitors

Students and Staff:

For building security either or both of these two facilities will exist:

1. A security guard is stationed 24 hours/day at all official school entrances who will monitor all arrivals during working hours and allow admittance outside regular work times.
2. There is an alarm system in the school, which may either trigger an audible or inaudible siren, but which is monitored externally. Alarm systems are checked each term. Staff will be shown how to deactivate and reactive the alarm.

Keys:

1. The school has a security key system.
2. One senior member of staff is the designated key holder and has the authority to issue keys, maintain the key register and open locked doors for staff without keys to the room.
3. Master keys are held by the school director, designated key holder and school security guards.
4. Staff have a key for their office only.
5. Staff are informed to keep their keys secure eg not label their keys, give them to students or any unauthorised person, or leave them in door locks.
6. Loss of keys will be immediately reported to the school director and designated key holder.

7. Keys are to be returned to the designated key holder when employment ceases.
8. The designated key holder will check all keys against the register at the end of each school year.

Locking Procedures:

1. Staff are responsible for locking their own offices and classrooms as appropriate, including doors and windows, and turning off lights and a/c at the end of the day.
2. Supervisors are responsible for checking that windows are closed, lights and a/c are off and that offices are locked in their sections.

Working Outside School Hours:

1. Staff who enter the school building outside of work hours will either have to gain admittance through the security guard, or deactivate the alarm on arrival and reactivate it on departure.
2. Staff working outside of school hours in a school without security guards must ensure the building is locked at all times for their personal security and that they have a mobile phone with them in case of emergency.
3. Unusual behaviour in the school grounds should be reported to the security guard or senior staff as appropriate. Staff should have the numbers of senior staff and police in their mobile phones.

Emergencies:

Staff are to contact the reception (during school hours) or senior staff (outside school hours) in an emergency.

Meetings:

Staff will have meetings with parents in their office or in other rooms as designated by the school.

Visitors:

1. Clear school signage will direct all visitors to the main reception where sign-in procedures and visitor badges are managed.
2. No visitors, including parents, are permitted to go past the reception without first explaining their visit and completing the correct procedures.
3. All staff will challenge visitors who are not wearing a school Visitor or Volunteer Badge and direct them to the reception. In case of difficulty, they should get help from other staff nearby to ring the reception who will inform senior personnel.
4. Students are to be encouraged to tell a staff member if they see a stranger in the grounds or buildings alone and without a visitor badge.

Privacy:

Documentation of a sensitive and private nature will be kept securely in locked files in appropriate places such as the director's office.

Personal Items:

1. Any personal belongings that staff bring to school are their responsibility. The school may provide a locker or cabinet for storage of such items and these should be utilised.
2. Students will be requested not to bring valuable items to school. Such items may be kept in the main office for safe keeping until the end of the day when the student will be reminded to leave them at home.
3. Teachers should not 'mind' students' valuable items as they may lose them.

Student Supervision:

1. Students can be expected to be supervised by members of staff throughout the school day both inside and outside the classroom and while on school trips.

2. Student bathrooms and doors that lead to roofs will be checked regularly during the school day.

Visitors:

1. All visitors, including contractors, will go to the main entrance, report to reception, sign in the Visitors' Book and wear a school Visitor Badge.
2. All parents should make appointments to meet with any member of staff. They will follow the same procedure as above.
3. Parents are to be reminded of school security strategies on a regular basis through information included in school newsletters.
4. All staff must ensure that people trying to gain entry to the school should enter via the main reception eg they should not gain entry through separate student access ways.

Handling Money:

1. All cash will be paid directly to the appropriate member of the administration, eg cashier.
2. Should money be asked to be collected by anyone other than the designated person, it should be in a sealed envelope and clearly marked.
3. The personnel from the point above will itemise the envelopes collected and send them immediately to the cashier.
4. Money will be recorded and receipted on the day it is received and kept in a locked safe until the daily banking occurs.

Outside School:

1. School gates and students' entrances will be monitored by the security guard or staff on duty during school hours as appropriate.
2. School gates will be kept locked outside of school hours.

3. Children must not play in areas marked as out of bounds eg by the school gates.

Security of Equipment

Inside School Buildings:

1. All expensive, portable equipment will be marked as belonging to the school and recorded in the School Asset Register.
2. All valuable and recognisable equipment will be photographed.
3. Valuable assets are either fixed in classrooms, rooms they are in are locked when a teacher is not there, or stored inside rooms.
4. Staff using borrowed equipment are responsible for returning it to the secure area.
5. Staff are to “sign out” equipment which is taken home, e.g. laptop computer, tape recorder.
6. All rooms containing equipment that may pose a risk or temptation will be kept locked when school personnel are not present, eg caretaker’s room, I.T. server room, science classrooms, library, school kitchen and rooms containing cleaning equipment.
7. All upstairs windows will be secured; they will not open fully.
8. All rooms apart from classrooms, bathrooms and staffroom will be locked outside school hours.
9. Staff are to record items requiring maintenance in the log book. Items related to safety and security will be prioritised. Items requiring immediate attention will be dealt with straight away or safety measures will be implemented.
10. Regular inspections of the buildings, equipment and grounds will occur as per the Maintenance Policy and schedules.

Outside School Buildings:

1. Any climbable walls and drain pipes will be coated with anti-climb paint and inspected regularly.

2. There will be security fencing on all sides of the school to prevent intrusion.
3. Security lighting will be checked and maintained.

School Events:

1. All rooms apart from those required will be locked.
2. Any personal belongings that staff bring to such occasions will be their responsibility.
3. For events – parents’ evenings, fairs, shows etc. school administrators and workers will supervise corridors and the rooms used.

Monitoring of Strategies:

1. The school director will have overall responsibility.
2. Informally through verbal reports from staff and visitors.
3. Formally through daily and weekly checks by designated personnel.
4. All staff will take shared responsibility to ensure the security strategies are implemented.

VII. Cyber Safety Policy and Procedures

1. Policy

The school believes that the internet is a valuable tool in the support of administration, teaching and learning. This policy defines the safe and acceptable school practices to minimise and manage the risks involved with internet use.

2. Scope

The school's community; staff, students and parents.

3. Responsibilities

- School Director(s)
- All staff, students and families

4. Purposes

- To develop and maintain rigorous and effective internet safety practices which maximise the benefits of the internet for student learning and school administration while minimising and managing the risks.
- To provide a code of conduct for staff and students which outlines the rules in relation to the safe and acceptable use of the internet.

5. Definitions

Code of Conduct in Relation to Internet Use: is a set of regulations that set out the conditions under which the internet is made available to staff and students.

6. Guidelines

The internet is made available to staff and students under the following conditions:

- a. Staff (administration and teachers)
 - for the carrying out of work functions which require the internet
 - for accessing information and resources related to teaching and learning
 - for the professional development of staff through research and the gathering of information and resources
- b. Students
 - when under the supervision of staff for curriculum purposes

7. Code of Conduct in Relation to Internet Use

- a. All users of the internet will be required to sign a 'Code of Conduct in Relation to Internet Use' before they may use the school internet facilities.
- b. The Code will detail the safe and acceptable practices of internet usage.
- c. The regulations within the Code will be fully explained; to new staff and enrolling students and their parents.

- d. Staff will sign the Code on recruitment and parents will sign on behalf of their child as part of the enrolment process.
- e. Signed Codes of Conduct will be kept in HR files for staff and in admission files for students.
- f. Alleged violations of the code will be investigated by the Director or his nominee.
- g. Breaches of the Code will be dealt with under the Staff Conduct and Discipline or Student Conduct and Discipline policies.

Code of Conduct in Relation to Internet Use

This Code of Conduct in Relation to Internet Use applies to all users of the internet within the school.

General Statement

The internet is provided for work-related administration, education, the improved delivery of curriculum material and professional development. Internet users are encouraged to make use of the service for these ends.

Email

Access is only for work-related email through the school email address.

Use of the Internet

- Internet passwords are for individual users only and must not be shared or used by other people except by network administrators for connectivity and management issues.
- No foul language is to be used in any email messages.
- The internet must not be used for personal financial gain or illegal activity.
- Deliberate actions to gain access to sites that are illegal, or offensive (religious, racial, pornographic) will be considered a serious breach of the Code of Conduct.
- Anyone who accesses an inappropriate site by mistake should exit immediately and inform the IT Director.
- Vandalism will be considered a serious breach of the Code of Conduct. This is defined as any malicious attempt to alter or destroy data or equipment or to interfere with any

secure site. It includes, but is not limited to, uploading, downloading or creation of computer viruses and any activity generally known as ‘hacking’.

- Students must gain staff permission before printing from the internet.
- All copyright, privacy and international laws must be abided by at all times.
- All internet site traffic is logged by the server and the school has the right to monitor, access and review all use.

Liability

The safety of students is of paramount concern. The school has taken all possible precautions to ensure the safe and responsible use of the internet. This Code of Conduct is written and enforced in the interest of the effective educational use of the internet. The school will supervise internet usage and investigate all allegations of misuse but cannot be held responsible for any damages arising from the deliberate or accidental misuse by users.

Staff Agreement for Internet Use

I understand and agree to abide by this Code of Conduct in Relation to Internet Use. I understand that access is intended for work and educational purposes and that the school takes precautions to ensure safe and responsible use. I further understand that should I commit any breach of the Code, my internet access privileges will be removed for a set period of time and I may face further disciplinary action.

Name: _____ Signature: _____ Date: _____

Parent Agreement for Student Internet Use

As the parent of _____ (child’s name), I have read this **Code of Conduct in Relation to Internet Use** and it has been explained to my child. I understand that access is intended for educational purposes and that the school takes precautions to ensure safe and responsible use. I further understand that should my child, named above, commit any breach of the Code, their internet access privileges will be removed for a set period of time and they may face further disciplinary action.

Name: _____ Signature: _____ Date: _____

VIII. Emergency Evacuation Policy and Procedures

1. Policy

The school's emergency planning has been designed for the safety of all school personnel. There are various emergency situations which may necessitate the safe evacuation of school buildings, which include:

- fire or fire alerts
- extreme weather
- epidemics or pandemics
- failure of school infrastructure

Emergency planning will involve a methodical and constant assessment of real or potential risk of harm to individuals. Regular re-assessments of risk will be conducted during any emergency and the implementation of emergency plans.

2. Scope

All school personnel, including students, staff and visitors.

3. Responsibilities

- School Director
- All staff
- All students and visitors

4. Purposes

- To protect all members of a school's community in the event of a threat to health and safety.
- To provide procedures for the safe and orderly evacuation of school buildings in emergency situations.
- To plan for and practise the safe and orderly management of a school emergency.

5. Definitions

- **An Emergency:** is an event or circumstance which threatens harm to people in school buildings and grounds for which evacuation needs to occur.
- **Harm:** is any threat to the health and safety of school personnel.
- **Evacuation:** is the orderly exit of people from school buildings and areas of school grounds and the process of ensuring that all evacuees are accounted for in a safe place.

- **Emergency Evacuation Plan:** is the set of specific documents a school has which outline the procedures and responsibilities in the event of an evacuation.

6. Procedures

- a. The school will formulate its own emergency evacuation plan.
- b. This plan will be communicated to all regular school personnel; staff and students so that everyone knows what they must do in the event of an emergency.
- c. The plan will be displayed in every room of the school.
- d. Emergency evacuation practices will occur regularly at least once a term.
- e. Feedback from the evacuation practices will be used to refine the plan.
- f. The School Director will ensure that all elements of the plan are in place and that all preparation has been done.
- g. The Director will notify the school board and applicable authorities of all emergencies as soon as possible on evacuation.

EMERGENCY EVACUATION PLAN

Upon discovery of fire or smoke or when a notice is made to evacuate:

1. Sound the building's fire alarm. This is done by breaking the glass of the fire alarm station. If no fire alarm station is close, call the school receptionist.
2. Security guards open all gates and outside doors.
3. The main gate guard switches off the main electricity switch.
4. The receptionist calls the fire department (997 in the UAE) and other emergency services as appropriate.
5. Teachers carry a copy of the student roll for each of their classes, which they will take with them and evacuate students according to the routes posted in the classroom.
6. **Teachers are responsible for counting all students.** Teachers take class rolls with them when evacuating. Everyone should leave their bags and personal items behind.
7. Close all classroom and office doors on the way out (do not lock doors).

8. The designated administrator must have on hand student class rolls by grade with parents' contact numbers and also a list of the staff who work in the administration area. This document should be prepared in a file called "**Emergency Evacuation File**" ready for emergency situations.
9. All receptionists must have the current
 - List of absent students
 - List of absent staff
 - List of visitors and their locations
10. The designated emergency manager meets the emergency services at the main gate, with all school maps and security plans. This document should be prepared in a file called "**Emergency Evacuation File**" ready for emergency situations (it is kept at the main reception).
11. Building re-entry can occur when authorised by the fire official in charge or it has been determined that no emergency exists.

Evacuation

1. Upon activation of the fire alarm, discovery of smoke or fire or other threat to safety for which evacuation is necessary, all persons shall evacuate in accordance with the Evacuation Plan.
2. People should evacuate following the plan from where they are at the moment of alarm or notice to evacuate, so if they are:
 - In any of the classrooms, support classrooms, other rooms, laboratories or library, teachers should take all their students out towards the nearest safe exit and proceed to their correct Assembly Point (notes: students must stop everything they are doing, such as packing, moving around or searching in a locker. In the labs, the teacher must report to the person in charge at the Assembly Point, any issue that could threaten safety such as a current experiment or an opened toxic chemicals container. Also they must remember to pick up the attendance roll for their class, and remember if any students are in the toilet, at the clinic or elsewhere).

- In the clinic, all clinic students must evacuate with the nurse knowing exactly the number and the names of these students to report them later in case anyone is missing. In all cases the nurse should have the **first aid kit** with them.
- (*For students*) in the toilet: stop whatever they are doing, leave at once towards the nearest safe exit and proceed to their correct Assembly Point.
- In any of the prayer rooms, go directly towards the nearest safe exit and proceed to their correct Assembly Point. People can get assistance through reading the exit signs, or by getting help from a staff member who is sent to check this area.
- All administrators should proceed through the nearest safe exit, go to the nearest Assembly Point and there report to the person in charge.
- (*For visitors*) in any of the reception areas, the receptionists should instruct all guests to leave through the main door (unless it is impossible), and strictly prohibit them from going back inside the building to look for their children.
- At each of the Assembly Points, students should line up in their classes for attendance checking under the direction of their teachers and then stay there.

Evacuation of Disabled

Upon activation of the evacuation system, disabled persons are to be moved outside the building to the nearest Assembly Point or to “safe rooms” inside the building (if not on ground level).

Personnel Responsibilities

1. School Director or designated person:
 - Prepare (in liaison with the School Director) the emergency evacuation procedures, notices and practices
 - Prepare and post evacuation notices in every room/area of the school

- Fix exterior Assembly Point signs
- Work with school leaders to rectify gaps or issues with emergency evacuation

2. Teachers:

- Go over the evacuation plan at beginning of the school year with students,
- Signal the students to evacuate upon hearing the fire alarm, seeing smoke or fire or being notified to evacuate,
- Bring the class roll with you to check students are all present at the Assembly Point,
- Close doors to classrooms or offices upon evacuating (do not lock the doors),
- Ensure that all students are evacuating properly (KG helpers assist KG teachers),
- Assemble at designated Assembly Point outside the building,
- Report any missing students at the Assembly Point to the person in charge.

3. Other Staff:

- Evacuate building using the closest exit and report to nearest Assembly Point,
- Perform other duties as specifically outlined in this plan or as directed by the Director.

4. Person/s in charge at Assembly Points:

- Assembly Point leaders will make sure that:
 - They have their mobile phone with them,
 - Ensure they have the Director's mobile number with them,
 - All students line up in front of their class signs,
 - All students are counted by their teachers and all supervisors report any missing students eg in the toilet, with the nurse or in a different location,]
 - Receive reports about missing staff or visitors,
 - Inform the Director of any missing students, staff or visitors.

5. Director:

- Ensures activation of alarm,
- Ensures notification of fire department or other emergency services as appropriate,
- Proceeds to the nearest Assembly Point with mobile phone,
- Ensure to have all Assembly Points Leaders mobile numbers
- Ensures evacuation of students and staff,
- Receives attendance feedback from the person in charge at each Assembly Point via phone,
- Ensures that staff are following the evacuation plans,
- Assists the fire department and other emergency responders,
- Advises the following people of the situation (as time permits):
 - The School Board

6. The Secretary:

- Determines location of incident (from fire alarm system),
- Meets the fire department at the main gate with mobile phone,
- Acts as liaison with fire department,
- Provides access to all areas for firefighters and other emergency responders.

7. Designated Health and Safety Officer

- Ensure alarm systems and fire extinguishers are checked and function correctly,
- Ensure all exits are labeled,
- Have on hand a list of school drivers and workers and report missing staff to
- Assembly Point leader.

General notes

- When evacuating a place, never turn back unless you find the way forward blocked or in danger.
- Remember to close the doors behind you (without locking them).
- If you see any smoke ahead of you, keep your head close to the ground, because smoke always goes up.

- Never look for your relatives or friends, because by that you will be interrupting the evacuation process and endangering whoever is in your care. Know that everyone is being taken care of.
- Do not panic, scream or run.
- If you reach the Assembly Point by yourself or with a group of students who are not in your grade, remember to report your presence to whoever is checking the attendance there as soon as you arrive.

Preparation

- Checking all alarm systems are functioning well.
- Defining all exits.
- Checking all exit signs.
- Defining several Assembly Points that are safe and preferably outdoor.
- Dividing missions and tasks over adequate staff.
- Distributing to all involved personnel a map where exits, fire extinguishers and water pumps are well shown.
- Defining authorities in case of partial and/or total evacuation.
- Training for both students and staff.
- Having an evacuation drill periodically and making it as real as possible.

Requirements

- Assembly Points signs to be fixed in the Assembly areas.
- Class signs in the Assembly Points to organise the line-up.
- Evacuation maps and information in each classroom, hall, specialist room, corridors and offices.

Related Material

- Registrar Emergency Evacuation File
- Evacuation maps and information

Emergency Plan Information

1. People developing this plan (*List names and positions*):
 - Head of Safety Committee and members

2. History of Revision (*Write when this information is due to be revised - at least annually*):

NB:

1. Revision

These policies will be reviewed every 3 years or as needed if changes to legislation dictate or there is a request for policy review from an internal source.

2. References

Relevant laws and regulations of the UAE

Glossary

1-CHILD

For the purposes of this document, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

2- CHILD ABUSE

According to the World Health Organization, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’

3-CHILD PROTECTION

A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organizations - and individuals associated with those organizations - towards children in their care.