SCHOLARS
INDIAN SCHOOL

SECURITY POLICY

1. General Statement of Policy

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching take place in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the school governors.

2. Organisation

2.1 **Governors** : The school governors are responsible for:
(a) ensuring that they are organised to exercise their responsibilities. To do this the Finance, Buildings, Health & Safety Committee of Governing Body is responsible for this;
(b) arranging to consult and inform all staff about security;
(c) resource allocation and approving training for security in consultation with the Principal;
(d) arranging to monitor and review the policy, including the frequency and nature of reports from the Principal;
(e) identifying their own training needs to enable them to understand their responsibility for managing security.

2.2 **The Principal is responsible for**:

(a) ensuring that this policy works, is understood by all staff and is reviewed annually;
(b) ensuring that this policy is monitored as required by the Governing Body;
(c) identifying training needs and arranging for training;
(d) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
(e) raising awareness of pupils to security and personal safety issues (see 2.5 below);
(f) developing and encouraging close links with others (see 2.4 below).

Scholars Indian Private School Security Policy adopted 8th November 2015 Version 3/ Last Reviewed 30th December/Review Cycle Annual Revision Ref Author/Owner Finance & Premises Committee Scholars Indian Private School – Security Policy (November 2015)

2.3 **Delegation of Responsibility**

(a) Senior Teacher/Health and Safety co-ordinator: The following are delegated by the Principal to the Health & Safety Co-ordinator. In addition the responsible person(s) will: • familiarise themselves with the necessary rules, advice and to ensure that they are able to perform the above duties;

- ensure that advice, support and information is obtained from the Director of Education and in particular will seek advice from the Education Department's Health and Safety Unit;
- ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages; by Individual Staff Members.

All staff members have a responsibility for ensuring

- the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults:-
- that property is safeguarded;
- that they know when to contact the police;
- how to implement the school's emergency plan;
- their own actions do not expose themselves or colleagues to unacceptable risks

2.4 **Involvement of Other Groups**: The Principal is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

2.5 **Pupils**: The Principal is responsible for ensuring the raising of pupils' awareness in relation to:
- their own personal safety and welfare and the safety of others in and out of school (first aid courses, drug and health programme);
- the safe use of the accommodation (eg anti-bullying campaigns, school councils);
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action. Scholars Indian Private School – Security Policy (November 2015)

2.6 **Information**: The Principal will ensure that the following key documents are available to all staff;
- A copy of this policy, and the other policies of the School.
- Improving Security in Schools,
- School Education, Health and Safety Manual.
- A legal toolkit for schools by MOE
- Dealing with Troublemakers / Behavioural violation
- Education Service Advisory Committee

3. **Arrangements**

3.1**Risk Assessment**: The Principal will ensure that a formal security risk assessmenttakes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy as:
Appendix 1. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as:
Appendix 2. 3.2 Incident Reporting:
All security incidents should be reported to the Principal through the Incident reporting form and recorded on the attached log.
(Appendix 3) which will be kept in the school office. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body. All staff should ensure that the security incidents to be recorded which include trespass, vandalism,bullying, online incidents,

theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse. In addition the Principal will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Forms given by the EHS Directorate.

3.3 **Training**:

As part of his/her responsibility for training, the Principal will ensure that opportunities will be provided for:

(a) specific training on security issues within the school's overall development plan priorities;

(b) training of new staff including supply of temporary staff.

This is a restatement of the commitment contained within the school's Health and Safety Policy. Scholars Indian PrivateSchool– Security Policy (November 2015)

3.4 **Personal Security**:The Principal will review measures for combating violence to staff and pupils.

They will include:

(i) ensuring priority is given to personal security training;

(ii) fully co-operate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers;

(iii) ensuring appropriate legal advice is obtained from the lawyer following incidents in which the police will not prosecute;

(iv) sending formal letters to people making threats or verbally abusing staff as inappropriate;

(v) fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the MOE Council Counselling Service;

(vi) ensuring appropriate investigation of all incidents of violence that take place.

4. **General**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

5. **Local Security Practice**

5.1 Registers to be marked at the beginning of the morning and afternoon session, as laid down by the EHS and sent down to the office;

5.2 Visitors to school (including caretakers in classrooms, contractors) to sign the visitors' book .

5.3 Visitors (including contractors) out of hours to sign-in and sign-out on the visitors book;

5.4 Any people on the premises unauthorised to be challenged;

5.5 Cleaners to unbolt toilets for playtimes, then bolt them again for school session times;

5.6 All external doors to be secured after playtimes; It is important that we all maintain the levels of security at school:

6. Digital Security Practices

6.1 All school systems are protected with ESET Nod Antivirus 32, which protects the system from inappropriate sites, helps in detection and blocking of malicious contents, also blocking of scam and phishing websites.

6.2 Whole school network is Next generation firewall and router firewall (Cisco Meraki MX) by Etisalat.
6.3 We have a data recovery plan for the safe keeping and retrival of school data.
6.4 All social media sites are blocked.

6. **Appendices**
Appendix 1-Security Risk Assessment (see 3.1 above)
Appendix 2-Security Risk Action Plan (see 3.1 above)
Appendix 3-Security Incidents Log (see 3.2 above) Scholars Indian Private School-Security Policy (November 2015)

7. **Document History Jan12 Re-adopted without revision (30-Jan-2015)**
Security Policy during Face to Face classes (during Covid times)

- Testing/screening staff regularly.
- Maintaining Physical distance
- Comply with health and safety guidelines.
- Limiting gatherings, suspending group activities.
- Sterilising school buildings, classrooms.
- Not allowing support/maintenance staff enter th school when students are present.
- Giving the parents flexibility to choose mode of learning.
- Notifying the school if suspected cases at the child's home.
- School staff/ students to wear PPE during class hours.
- Entry/pick- up and visit procedures.
- Collecting travel history ,Covid test results.

Adopted: April, 2015 **Reviewed and updated: April, 2025**

Hameed Ali Yahya K. M.
Principal