



## SCHOOL SAFETY POLICY: RETURN TO CAMPUS

### 1. Policy Statement

The school is committed to providing a safe, secure, and healthy learning environment for all students, staff, and visitors. This policy establishes mandatory safety protocols for the return to campus, aligned with KHDA and relevant UAE authorities' guidelines. The core principles are: student safety, staff safety, emotional wellbeing, learning continuity, and emergency preparedness.

### 2. Scope

This policy applies to:

- All enrolled students
- All school staff (teaching, administrative, support, and transport)
- Parents and guardians
- Visitors and contractors
- Any individual accessing school premises or using school-provided transport

### 3. Definitions

Term	Definition
• KHDA	Knowledge and Human Development Authority, Dubai
• Emergency	Any situation requiring immediate action to protect life, health, or property (e.g., fire, security threat, health alert).
• Lockdown	A protocol restricting movement due to external threat.
• Shelter-in-Place	Staying inside a designated safe area within the building.
• Evacuation	Moving students/staff to a pre-designated assembly point.
• Student of Determination	A student with special educational needs or disabilities requiring additional support.
• Next OS/LMS	The school's digital learning platforms.

### 4. Roles and Responsibilities

Role	Responsibility
• Principal	Overall implementation, communication with authorities, final decision-maker during emergencies.
• Safety Committee	Conduct audits, drills, and reviews; update procedures.
• Teachers	Supervise students, follow emergency protocols, provide emotional reassurance.
• Security Personnel	Control entry/exit, verify IDs, monitor CCTV, enforce access restrictions.
• School Clinic	Manage health screenings, isolation procedures, and reporting of contagious illnesses.

- Counselors Support student wellbeing, intervene in distress cases.
- Transport Team Ensure safe boarding/disembarking, monitor attendance, communicate delays.
- Parents Follow arrival/drop-off rules, update emergency contacts, keep sick children home.

### **5.1 Campus Access Control**

- Authorised Entry Only
- Only students, staff, and pre-approved visitors may enter.
- Security checks may be conducted at any time.

### **5.2 Parent Access**

- Parents may not enter campus during school hours without prior approval from the administration.

### **5.3 Visitor Management**

- All visitors must present valid ID, sign in, and wear a visitor badge. Security personnel are stationed at all entry points.

## **6. Student Arrival & Drop-Off**

### **6.1 Parents must:**

- Ensure students arrive on time.
- Avoid crowding near school gates.
- Follow designated drop-off zones and procedures.
- Ensure students enter campus immediately.
- Obey instructions from security staff.

### **6.2. Late arrivals must report directly to the reception.**

## **7. Transportation Safety**

- Students must board only their assigned buses.
- Bus attendance is taken daily. Seat discipline must be maintained.
- Parents must keep emergency contact details updated with the transport team.
- The transport team will communicate any delays or emergencies immediately via official channels.

## **8. Safe Learning Environment**

- The school shall maintain:
- Secure classrooms and supervised corridors.
- CCTV monitoring in all common areas.
- Clearly marked emergency exits and fire safety systems.
- Regular maintenance checks of all safety equipment.
- Designated emergency safety areas within each classroom.

## 9. Health & Hygiene Protocols

### 9.1 The school will provide:

- Clean, sanitized classrooms and washrooms.
- Regular disinfection of high-touch common areas.
- Access to the school clinic for first aid and assessment.
- Isolation procedures for symptomatic individuals.
- Immediate reporting of any confirmed contagious illness to public health authorities.

**9.2 Parents must not send a sick child to school. Any child with fever, vomiting, diarrhoea, or a known contagious condition must remain home until fully recovered (or cleared by a doctor).**

## 10. Attendance During Government Emergency Alerts

### 10.1 Parents shall:

- Wait for official school communication (do not rely on social media rumours).
- Follow school instructions exactly.

### 10.2 Students shall:

- Remain calm.
- Follow teacher instructions.
- Move to designated safe areas if directed.

## 11. Emergency Response Procedures

**The school will activate one or more of the following protocols based on the threat:**

<b>Protocol</b>	<b>Description</b>
<ul style="list-style-type: none"><li>• Shelter Protocol</li></ul>	Students remain inside secure designated areas (e.g., during severe weather or external hazardous material release).
<ul style="list-style-type: none"><li>• Evacuation Protocol</li></ul>	Students move safely to pre-designated assembly areas (e.g., fire)
<ul style="list-style-type: none"><li>• Lockdown Protocol</li></ul>	All movement restricted, doors locked, lights off, away from windows (e.g., intruder or external threat).

**Regular drills (fire, evacuation, lockdown) are conducted at least once per term.**

## 12. Student Wellbeing Support

### 12.1 The school ensures:

- Calm, supportive learning environments.
- Immediate access to school counsellors.
- Teacher supervision and emotional reassurance.
- Immediate intervention for distressed students.

## **12.2 Staff receive annual training on supporting students during stressful situations.**

### **13. Students of Determination – Additional Safety Measures**

- For each Student of Determination, the school will:
- Develop an individual evacuation plan.
- Assign dedicated support staff as needed.
- Provide accessible movement arrangements (e.g., wheelchair-safe routes).
- Make medical accommodations (e.g., medication availability, sensory equipment).
- Ensure special supervision during drills and actual emergencies.

### **14. Digital Learning Continuity**

If campus closure becomes necessary (e.g., pandemic, emergency), learning will continue through online platforms (Next OS/LMS). Teachers will maintain academic continuity and **provide remote support**.

### **15. Official Parent Communication**

**All official communications will be sent only via:**

- School email
- SMS
- Parent portal
- Official WhatsApp alerts
- Next OS platform
- Principal's office communication

Parents must not contact teachers directly during emergencies. For urgent matters, call the school's land line number.

### **16. Parent Responsibilities**

**Parents are required to:**

- Keep emergency contact and medical information updated.
- Read and follow all school safety communications.
- Cooperate with safety procedures (e.g., drop-off, health checks).
- Inform the school of any changes to their child's medical or mental health condition.
- Ensure punctual arrival and pick-up.

### **17. Prohibited Actions During Emergencies**

**The following actions are strictly forbidden:**

- Spreading misinformation or unverified rumours.
- Sharing photos or live videos of the emergency situation.
- Rushing to the school unless officially instructed to do so.
- Ignoring official safety directions.
- Attempting to pick up a child before the "all clear" is given (unless notified).
- Violations may result in disciplinary action, including restriction of campus access.

## **18. Regular Safety Audits & Training**

### **The school conducts:**

- Fire, evacuation, and security drills (scheduled and unannounced).
- Staff safety training (including first aid and CPR).
- Regular compliance reviews against KHDA and civil defence standards.
- Annual review of this policy by the Safety Committee.

## **19. Policy Enforcement & Non-Compliance**

### **Failure by staff or parents to comply with this policy may result in:**

- For staff: disciplinary action up to and including termination.
- For parents: restricted access to campus, transfer of student to remote learning (if violations persist), or other measures as permitted by school enrolment terms.

## **20. Review and Amendments**

This policy will be reviewed annually or after any major incident. Amendments require approval by the School Board and will be communicated to parents at least 14 days before implementation, except in emergency circumstances.

**Policy Code: BPS/027/2026**

**Policy Number: SSP-2026-01**

**Effective Date: April 2026**

**Reviewed by: Senior Leadership Team**

**Next Review Date: March 2027**

**Approved By: Mr. Donald Weilson (Principal)**

**Policy code: BPS/009/2026**

**Policy Reviewed: March 2026**

**Effective from: April 2026**

**Reviewed By: Head of Teaching and Learning**

**Next Review: March 2027**

**Approved By: Mr. Donald Weilson (Principal)**

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