



IDEAL INDIAN SCHOOL,

DOHA – QATAR.

ACADEMIC YEAR 2023-24.

SAFETY AND SECURITY PLAN.

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Introduction:

Ideal Indian School prioritises the safety and security of its students, staff, and visitors by implementing a comprehensive security and safety plan. This plan includes measures such as restricted access to premises, advanced surveillance systems, and vigilant security personnel. The school also focuses on emergency preparedness through regular drills and training sessions. Ensuring the well-being of students is a key aspect of the plan, which covers supervision during school hours, transportation, and extracurricular activities. By involving all stakeholders, the school aims to create a safe and secure learning environment for everyone.

Aim :

- To ensure the physical safety and well-being of students, staff, and visitors by implementing measures such as secure access control systems, emergency preparedness drills, and regular safety inspections.
- To create a secure and nurturing learning environment by implementing policies and procedures that promote the prevention of any forms of harassment, bullying, or violence.
- To establish effective communication channels to quickly and accurately share safety-related information with students, staff, parents, and relevant authorities during emergencies.
- To develop and maintain partnerships with local law enforcement agencies and emergency response team to facilitate a coordinated response in case of emergencies.
- To provide ongoing training and education to all stakeholders, including students, staff, and parents, on safety protocols, emergency procedures, and the importance of reporting any security concerns or suspicious activities.

Role of Teacher/ Staff members:

In order to ensure the safety and security of students we have various measures in place. Here are few points related to the involvement of school staff in safety and security procedures:

1. **Supervision and Monitoring:** School staff members are responsible for supervising and monitoring students both inside the school building and during transportation, such as on school buses. They may have designated duties for ensuring orderly transition and movement of students during arrival and dismissal times. Staff members also keep a watchful eye on students' behavior, looking out for any signs of aggression, bullying, or unusual activities that could compromise the safety and security of the students or the school environment.
2. **Tracking of student:** For safety reason, all teachers should keep a time track for each and every child who has left the class for any reason. Maybe for using the washroom, going

to office or any particular teacher for any work etc. The Class pass or a note signed by teacher must be given to student as they leave the class. Teachers should make sure that all the students are moving together for outside to playfields or co-curricular activities and none

3. of the children is left behind unattended. All class teachers should have easy access to student database and emergency contact number at all times.
4. **Collaboration with Security Personnel:** When the situation demands, schools staff collaborate with security personnel, including security guards, to enhance safety measures. School staff members work closely with security personnel or the designated officer to develop and implement safety plans, conduct risk assessments, and address any security concerns. Collaboration between staff and security personnel helps maintain a safe and secure learning environment for students.
5. **Educating Students about Safety:** During science practical lesson, science teachers have the opportunity to educate students about safety and security measures, including the dangers of harmful substances like acids. They can incorporate lessons on the safe handling and storage of potentially hazardous materials, instilling a sense of responsibility and awareness among students.
6. **Conducting Safety Drills:** Physical education teachers are responsible for organising safety drills, such as evacuation drills or emergency response exercises, to prepare students for various scenarios. These drills help students understand the appropriate actions to take during emergencies, ensuring their safety and minimizing panic.
7. **Maintaining a Secure Environment:** Physical education teachers along with other staff members can play a role in ensuring the physical security of the school premises. They can monitor and report any suspicious activities or unauthorized individuals within the vicinity of the sports facilities or playgrounds. By maintaining vigilance, they contribute to the overall safety and security of the school.

Overall, the involvement of school staff in safety and security procedures is crucial to ensure the well-being of students and maintain a secure educational environment at ideal.

Role of Non-Teaching staff:

The Non -Teaching staff plays a vital role in maintaining safety and security within the school premises at Ideal Indian School. Here are some ways in which they contribute:

1. **Security Personnel:** The security personnel are responsible for controlling access to the school premises. They monitor and authorize entry and exit of students, staff, parents, and visitors. They ensure that only authorized individuals are allowed to enter the school and enforce safety protocols.
2. **CCTV Operators:** The Administration staff / HOS responsible for monitoring the security cameras installed in the School campus, administration block and the Boys' section. They maintain constant surveillance and report any suspicious or unauthorized activities to the relevant authorities. This helps in identifying potential security threats and taking timely action.

3. **Cleaning staff / Housekeeping Staff:** The cleaning staff / housekeeping staff plays a crucial role in maintaining cleanliness and hygiene within the school, which indirectly contributes to the safety of students and staff. They are responsible for regularly cleaning classrooms, corridors, restrooms, and other common areas to minimize the risk of accidents and the spread of diseases.
4. **Maintenance Technicians/Team:** The maintenance technicians are responsible for ensuring the proper functioning of various safety equipment and infrastructure within the school. They conduct regular checks and inspections of fire alarm systems, emergency exits, lighting, and other safety equipment. They promptly report any issues and facilitate quick repairs or replacements to maintain an effective safety system.
5. **School Bus Drivers and Attendants:** The school bus drivers and attendants play a critical role in ensuring the safety of students during transportation. They strictly follow traffic rules, speed limits, and safety guidelines while driving the bus. They also keep a vigilant eye on students, ensuring they board and alight from the bus safely, and maintain discipline during the journey.
6. **First Aid and Medical Staff:** School Nurse is available in the school to provide immediate medical assistance to students and staff in case of emergencies or accidents. They are trained in basic first aid, CPR, and handling medical situations. They also maintain medical records, administer prescribed medications, and conduct health screenings to promote a healthy and safe school environment.

Overall, the support staff at Ideal Indian School plays a crucial role in maintaining the safety and security of students, staff, and the entire school community. Their collective efforts ensure that the school premises are well-protected and conducive to learning.

Safety and Security procedures:

1. **Entry and exit procedures:** We implement strict entry and exit procedures to ensure the safety of students and staff. This can include movement register, visitor register and/or security guards at designated entry/exit points. Parent/ visitors are issued gate pass by security and their details are recorded in the register.
2. **CCTV surveillance:** Security cameras are placed at strategic locations in the school premise that includes the Administration block and Boys' section. Regular monitoring is done for any suspicious activities.
3. **Emergency response plan:** There is an emergency response plan that includes procedures for medical emergencies, fire drills, and other similar situation. We conduct regular drills to familiarize students and staff with these procedures.
4. **Security personnel:** School deploy trained security personnel to monitor the school premises and provide a visible security presence. They are easily identifiable in their uniforms and are trained in emergency response procedures.
5. **Secure infrastructure:** The school building is well-maintained and has secure doors, windows, and gates. We conduct regular maintenance checks to identify and address any safety concerns.

6. Alarm systems: School has installed alarm systems in all the block/section that can be triggered in case of emergencies, such as fire alarms. Regularly test and maintenance is done to ensure their functionality.
7. Access control: We have restricted access to certain areas of the school, such as administrative office, School laboratory, school library etc. Students can visit these places only after proper authorization or under the guidance of teacher. Movement between sections is controlled and monitored by implementing access control systems like Class pass for student, and movement register for teachers.
8. Cybersecurity: We have a robust cybersecurity measures to protect students' and staff's personal information and prevent unauthorized access to school systems. We regularly educate students on the same.
9. Regular drills and training: School conduct regular safety drills, including fire drills, to ensure that students and staff are well-prepared in case of emergencies. All concerned team member are briefed about the safety procedures and first aid.
10. Parent communication: School maintain open and transparent communication channels with parents, ensuring that they are aware of safety and security procedures. We share regular updates on safety measures and involve parents in safety-related discussions and activities.

Safety and Security plan for School Transport:

1. Adequate supervision: The school ensures there is proper supervision on the school bus, with trained bus conductor who can effectively manage and monitor the behavior of students during the journey. This supervision helps maintain discipline and prevent any untoward incidents.
2. Bus safety protocols: The school establishes and enforces strict safety protocols for students boarding, exiting, and traveling on the school bus. This includes designated seating arrangements, and following rules related to behavior, such as remaining seated, keeping aisles clear, and refraining from distracting the driver.
3. Emergency preparedness: Schools has emergency preparedness plans specifically for school bus incidents such as break down of the bus. This may involve staff and students on evacuation procedures, communication procedure or others.

Thus by having strict implementation of guidelines/ protocol /SOP and alertness of all school staff (including teaching and non-teaching), Ideal Indian School tries to create a safe and secure environment conducive to learning and growth of students.

Next Review in April 2024.