



# IDEAL INDIAN SCHOOL, DOHA QATAR

## SAFETY AND SECURITY COMMITTEE

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### INTRODUCTION

The Safety and Security Committee at Ideal Indian School is dedicated to ensuring a safe, secure, and supportive environment for all students, staff, and visitors. In line with school policy and Ministry of Education guidelines, the committee oversees the implementation of safety measures, emergency preparedness, and stakeholder awareness. This document outlines the committee's core aims, objectives, and operational procedures, reinforcing the school's commitment to protecting its community and maintaining high standards of safety and well-being.

### AIMS

1. **To provide a safe, secure, and supportive environment** that protects the physical and emotional well-being of all students, staff, and visitors.
  2. **To ensure effective implementation and continual improvement** of safety policies and procedures in compliance with national regulations and MOE guidelines.
  3. **To coordinate and lead emergency preparedness and response initiatives**, ensuring readiness for any crisis or emergency.
  4. **To foster a culture of safety awareness and responsibility** among all stakeholders, including students, staff, parents, and service providers.
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### OBJECTIVES

1. To **monitor, review, and evaluate** safety and security protocols, including infrastructure, internet safety, health facilities, and emergency procedures.
  2. To **ensure regular training and awareness programs** for students, staff, and parents on health, hygiene, safety practices, and crisis management.
  3. To **coordinate routine safety inspections and audits**, ensuring that facilities (classrooms, labs, canteens, playgrounds, etc.) meet safety and hygiene standards.
  4. To **ensure compliance** with all legal and regulatory requirements, including Ministry of Education safety mandates, fire safety, food safety, and healthcare standards.
  5. To **establish a clear reporting and feedback mechanism** for safety concerns, ensuring transparency and responsiveness.
  6. To **promote stakeholder engagement** through communication and consultation on safety policies, drills, and improvements.
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## OPERATIONAL PROCEDURES

### 1. School Safety & Security Committee

Sr.No.	Members	Responsibilities
1	Overall Coordinator	Mr.Azam Khan
2	Section Heads	Dr.Nazima ,Mr.Sajid,Ms.Sherly,Ms.Lipsy Sabu
3	Facilities Manager	Mr.Mayoof
4	Maintenance	Mr.Pradeep-Hills Engineering-Supervisor
5	Parent Representative	Ms.Dhanya.PTA(President)
6	IT Officer	Mr.Sajith
7	Safety Coordinator	Mr.Satender
8	Department of PE	Mr.Noufal
9	Health Officer/Nurse	Ms.Varnisha
10	Student Council	Head Boy, Head Girl

### 2. Regular Meetings and Reporting

- Committee meets **monthly** to review safety concerns, inspection reports, and incidents.
- **Quarterly reports** submitted to school leadership and shared with stakeholders.
- **Emergency meetings** called in case of critical incidents or regulatory changes.

### 3. Supervision and Monitoring

- **Daily supervision duties** by designated teachers during arrival, breaks, and dispersal.
- **Weekly inspection reports** compiled by section heads for classrooms, washrooms, and shared spaces.
- **Real-time reporting of urgent issues** to the maintenance department or administrative office.

### 4. Maintenance and Safety Inspections

- **Classrooms and Facilities:** Checked weekly; AC units, electrical safety, smart boards, and furniture.
- **Playgrounds and Sports Facilities:** Inspected monthly by PE staff and maintenance team.
- **Laboratories:** Inspected for chemical storage, labeling, and disposal; follow MOE lab safety protocols.
- **Fire Safety:** Extinguishers and alarms checked monthly; fire exit signs reviewed weekly.

## 5. Emergency Preparedness

- **Mock drills conducted twice a year** (minimum) for fire; additional drills for earthquakes, lockdowns, and medical emergencies.
  - **Evacuation maps and exit signage** displayed in all classrooms and halls.
  - **First-aid kits** maintained on every floor and updated quarterly.
  - **Assembly zones** clearly designated and communicated during drills.
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## 6. Health and Medical Safety

- Licensed nurses to **monitor student health**, manage minor injuries, and maintain medication logs.
  - **Vaccination drives** and health awareness sessions conducted in collaboration with MOH and certified providers.
  - Regular **equipment checks and health room inspections** to comply with MOH guidelines.
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## 7. Digital Safety and Internet Use

- Implementation of **school-wide firewalls**, content filters, and usage logs.
  - IT Officer to **audit systems quarterly** and report cybersecurity concerns.
  - Conduct **student and teacher awareness sessions** on cyber safety and digital responsibility.
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## 8. Canteen Oversight and Hygiene

- **Routine inspections** conducted by Heads of Section and School Nurse.
  - Food provider must maintain **valid licenses** and comply with food safety laws.
  - **Monthly quality check reports** submitted to the committee.
  - Promotion of **homemade food and sustainable practices**, including minimizing single-use plastics.
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## 9. Visitor and Access Control

- Strict protocols for **visitor identification and entry log**.
  - **CCTV surveillance** reviewed weekly for unusual activity.
  - **Security personnel stationed** at all six entry and exit points during operational hours.
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## 10. Stakeholder Awareness and Communication

- **Annual workshops** for parents and staff on child protection, health, and safety.
  - **Safety guidelines published** and regularly updated on the school website.
  - **Feedback system** (e.g., suggestion boxes, online forms) to collect community concerns or suggestions.
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## Conclusion

The Safety and Security Committee at Ideal Indian School plays a critical role in ensuring a proactive, structured, and compliant safety framework that supports the physical, emotional, and digital well-being of all stakeholders. By aligning operations with MOE guidelines and internal policy, the committee strengthens the school's ability to prevent, respond to, and recover from any safety or security concern with resilience and responsibility.

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