

Al Ittihad Private School Al Mamzar



Safeguarding Policy AY 2024-2025

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I. Introduction

1.1 Purpose

This policy is designed to ensure the health, safety, and well-being of all individuals within the school environment. It provides clear guidelines and procedures to maintain a safe and secure environment for students, staff, parents, and visitors.

- Ensure the health and safety of all users on school premises.
- Establish effective safety procedures for students and staff during school activities and off-campus events.

1.2 Scope

This policy applies to all members of the school community, including students, staff, visitors, and contractors, both on the school premises and during off-campus activities such as field trips.

1.3 Objectives

1.3.1 General Safety

- Ensure that all reasonable steps are taken to safeguard the health, safety, and welfare of all users of the school premises.
- Establish safe working and operational procedures for staff and students.
- Provide a safe and conducive environment for both educational and extracurricular activities

1.3.2 Health & Safety Measures

- Take all reasonable steps to ensure safety on school premises and during school activities.
- Maintain safe working procedures for staff and students.

1.3.3 Emergency Preparedness

- Develop clear emergency procedures for fire, accidents, and other incidents.
- Regularly conduct safety drills and ensure staff is trained in emergency protocols.

1.4 Alignment with UAE and KHDA Guidelines

This policy is in full alignment with local health and safety regulations as prescribed by UAE law and the Knowledge & Human Development Authority (KHDA). All necessary standards for educational institutions' safety protocols will be followed.

II. Principles

This policy is developed based on the following principles:

2.1 Legal Compliance:

- a. Ensure adherence to local, regional, and national laws and regulations related to health and safety in educational institutions.

2.2 Risk Assessment:

- a. Conduct thorough risk assessments to identify potential hazards and risks within the school environment, both in classrooms and common areas.

2.3 Preventive Measures:

- a. Implement proactive measures to prevent accidents, injuries, and the spread of illnesses. This may include regular maintenance of facilities, safety inspections, and hygiene protocols.

2.4 Emergency Preparedness:

- a. Develop and communicate clear procedures for responding to emergencies, such as fire drills, evacuation plans, and first aid protocols.

2.5 Inclusive Approach:

- a. Consider the diverse needs of students and staff, considering factors such as age, abilities, and health conditions, to create an inclusive and safe environment for everyone.

III. Values

This policy becomes effective because we value the following:

1. Safety and Well-being
2. Respect for Individuals
3. Commitment to Excellence
4. Accountability

5. Inclusivity and Diversity
6. Legal and Ethical Compliance

IV. Health & Safety Procedures

4.1 Supervision

- Students should be always supervised. KG and Elementary students should **never** be left without adult supervision at any time for any reason. Middle and High-school level students should never be left unattended for more than 5 minutes at a time.
- If a teacher or other staff member needs to step away from a class, he/she must first call for a supervisor or other support staff to supervise the students in his/her absence.
- KG level students should always be supervised while using the washroom.
- In the Elementary section, support staff must always be present in corridor areas to supervise the safety of students walking to and from the restroom, etc.
- Students should always be supervised by an adult while occupying the gymnasiums, playgrounds, basketball courts and other sports grounds.
- A break duty schedule is prepared for faculty to assure adequate supervision during breaks.

4.2 Accidents and Incidents

Accidents and incidents should be avoided whenever possible, but in the case of incident or accident personnel should:

- Immediately tend to the pupil or adult in need and remove them from immediate danger if necessary and possible without increasing the risk of harm.
- Call the supervisor for assistance, while staying by the side of the injured person.
- Never move an injured person without the instruction or advice of a medical professional.
- Inform the parent of the child immediately when an ambulance is called for a student, a member of the school must accompany the child to the hospital until the parent arrives.
- Fill out an “Incident-Accident” form (separate document) within 24 hours of the incident or accident.
- Have the HOS sign the “Incident-Accident” form, file the documents in the section’s “Health and Safety” file and send a copy of the document to the “Health and Safety” coordinator within 48 hours.

- Minor incidents like a scrape, bruised knee etc. should be treated by the school's clinic and documented. Parents should be informed at the discretion of the Head of Section and documented by the school's clinic. All minor injuries and contacts to parents by the clinic should be recorded and kept on file in the clinic for the current school year.

4.3 Sports/PE courses

- To avoid injury in sports. Students and teachers must be appropriately dressed for the activity. All necessary safety gear must be worn during sport activities.
- Jewelry of any kind should not be worn during PE courses and sporting activities.
- PE teachers must evaluate the environment and playing surface before engaging students in sports activities. (The surface is free from litter, broken glass, potholes, standing water and other potential hazards)
- Pupils with special needs participate in lessons in a manner appropriate to their ability and the safety of themselves and others.
- Everyone has a unique fitness level; students should be challenged to perform but should never be pressured to perform beyond their ability.
- The equipment used in sporting activities must be safe and in good working order.
- Damaged or broken equipment should be immediately removed, repaired, or disposed of.

4.4 Heat Stress

- Heat protection should be considered during times of extreme heat.
- Teachers must monitor children for signs of heat-related stress (tiredness, irritability,
- nausea, headaches, vomiting, dizziness or faintness).
- If a child does present with signs of heat-related stress, give them water and allow them to rest in a cool, shaded area. If their condition does not improve, or they become disoriented, confused or non-responsive, then seek urgent medical attention. Severe heat-related illness (heat-stroke) is potentially life-threatening.
- Ensure children always have access to water. Encourage children to have regular drinks and not large amounts of water all at once.
- Avoid doing outside or sporting activities with children in the hottest part of the day (generally between 11 am and 3 pm). If activities are conducted during hot weather, avoid direct sun and have regular drink/rest breaks.

4.5 Labs

- The practical work is carried out or supervised by a qualified science teacher with suitable knowledge of biology, chemistry, or physics (as appropriate) and the equipment used.
- Practical work is conducted in a properly equipped and maintained laboratory.
- Student behavior conduct is strictly enforced. o Lab equipment is regularly inspected; properly maintained and appropriate records are kept by the teacher before use by students.
- Students are taught safe and careful techniques for engaging in laboratory operations such as handling chemical substances and hazardous equipment.
- Eye protection or goggles are worn whenever risk assessments require it.
- Hand-washing facilities are readily available and used in the laboratory.
- First aid facilities and First Aid certified personnel are available within the school.

4.6 Canteen

- The layout of the canteen, including the kitchen and the dining area, should be approved by the Food Control Department of Dubai Municipality.
- Working surfaces (including surfaces of equipment) in areas where foods are handled, and those in contact with food, shall be made of smooth, washable, corrosion-resistant, and non-toxic materials. They shall be maintained in a sound condition, durable a easy to clean and disinfect.
- There should be adequate workspace for food preparation, food storage, storage of equipment/utensils, installation of sanitary fitments, and cleaning facilities.
- Employees handling food to be consumed by students and staff should wash their hands with soap and water before contacting food and supplies. o All food service personnel must wear gloves while preparing or serving food.
- The person in charge should always monitor food safety activities and effectively manage food safety issues.
- The Food Control Department performs regular inspection of canteens to evaluate the safety status of the food and canteens. The person in charge should follow the recommendation of the Food Inspection Officer.

4.7 Facilities/Maintenance

The school has a “Facilities Manager” who is responsible for the maintenance and upkeep of the school. The facilities manager delegates and oversees the responsibilities of the cleaning crew, groundskeeper, drivers, security guards and all other facilities staff.

- Faculty members are responsible for reporting risks of harm related to the upkeep of the school and classrooms to the leadership team in their section.
- Repairs/maintenance concerning the safety of children, faculty and visitors should be addressed prioritized and dealt with promptly.
- Maintenance requests should be emailed to the Facilities Manager, the Health and Safety coordinator and appropriate HOS should be copied.
- All people involved should follow up regularly until the repair is complete.
- The school’s Health & Safety Coordinator must check all repairs concerning safety matters and sign that the job was completed and meets safety standards.
- Evacuation routes and exit signs are clearly visible throughout the school.
- The evacuation routes must be always kept clear.
- Fire extinguishers must be in place and inspected regularly by a certified vendor. o Security and fire alarm systems are working and properly monitored. (i.e., fire alarms, security camera systems etc.).

4.8 Cleaning & Upkeep

- Students should be encouraged to clean up after themselves and care for the upkeep of their school.
- The cleaning crew performs the daily cleaning of the school after the dismissal of the students.
- Only approved cleaning products can be used on the school’s premises.
- Containers of chemicals are clearly marked and if the chemicals must be diluted and transferred into spray bottles, the bottles should be clearly marked with a permanent marker stating which chemical is contained within.
- When not in use, all bottles and containers, plus any equipment, should be locked and stored away.
- Chemicals should never be mixed as they can release toxic fumes. Cleaning staff should always ask their supervisor before mixing any chemicals.
- Appropriate protective gear must be worn while handling cleaning products and performing cleaning duties.

4.9 Field Trips

- Before a trip is planned, a risk assessment must be done by the Activity Coordinator considering factors outlined in the Field Trip policy (separate document).
- A field trip must be approved by the HOS and General Director before commencing the planning of the trip.
- Permission slips must be sent home to parents for approval before a student may attend a field trip.
- Supervising staff must accompany students on field trips according to the ratio for supervision outlined in the Field Trip policy (separate document).
- Students **must always** be under the supervision (within eye-site) of a member of staff during a field trip.
- A “buddy” system should be implemented when visiting an open area where direct supervision is complicated.
- Transportation should be provided whenever necessary and must follow all “transportation” and “bus” policies/procedures.

4.10 Student Transportation

- School transportation is subcontracted to a third party; the school should ensure the following procedures are being met.
- Supervising staff must ensure that all students are aware of transportation rules and regulations.
- Faculty, parents and students should be made aware of the transportation rules before transportation by the third party.
- A supervising adult other than the bus driver should always be present with students (according to the ratio policy).
- Student Code of Conduct should be followed during transport of any student.

4.11 Bus

- The bus should be checked at the start of each day to ensure good working conditions. (Tires, A/C, oil, gas, mechanics etc.)
- The bus must always have an equipped First Aid kit on board.
- A fire extinguisher should be present on every school bus.
- o Seat belts should be worn by all students as made available.
- Only the intended number of students should be seated in a seat. (1 seat, 1 student)
- Students should not stand or be out of their seat while the bus is in motion.

- The driver should not be distracted by conversations, devices or an unreasonable volume of noise while driving.

4.12 Emergency Procedures

- Clear and direct policies/procedures must be in place for emergency situations (fires, earthquakes).
- Evacuation procedures must be clear and practiced by faculty and students each term.
- Records of Fire and Earthquake drills must be kept in each section.
- The Health and Safety coach in each section is responsible for assuring those new teachers are trained in evacuation procedures in their section.
- Feedback on each drill must be recorded and kept on file for the current academic year.
- Supervising faculty is accountable for their designated group of students until the care of the student is assumed by a parent or another supervising faculty member.
- Teachers should always have a working mobile phone with them in case of emergency.

4.13 Healthy Practices-Hygiene/Handwashing

- Good Hygiene must be encouraged and promoted at every level.
- Regular handwashing should be practiced by students and faculty (before and after eating, handling, or preparing food, using the washroom or handling bodily fluids).
- Nannies and other faculty should wear gloves when assisting students with using the washroom or changing soiled clothing.
- Proper hand-washing procedures must be posted at eye-level near every sink used by students and faculty.
- Anti-bacterial hand-soap must be made available to faculty and students.
- Food handlers shall maintain a high degree of personal cleanliness, wash hands thoroughly, and wear clean and suitable clothing. (Clean uniforms, hair nets and shoes)
- All food handlers in canteens should successfully complete basic food hygiene training.

4.14 Infection Control

- Students identified with an infectious illness should be removed from a group environment and brought to the school clinic until parents are able to pick the child up.
- Students confirmed with a contagious fever (above 100.4/38) should be sent home and not return to school until 24 hours free of the fever.
- Healthy social interaction practices should be encouraged and promoted amongst faculty and students (handwashing, covering mouth when coughing or sneezing etc.)
- Teachers and faculty with a contagious illness should avoid contact with others and are recommended to take the day off in accordance with the “sick day” policy.

4.15 Clinic

- School clinic is a health care facility within the school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required.
- The school clinic must meet all expectations set by the “School Clinic Regulation MOH (Ministry of Health)”.
- The school must report communicable diseases, and the number of individuals affected. (UAE Medical Liability Law 10/2008).
- The school clinic must maintain current records of all incidents, accidents or illnesses referred to the school clinic.
- The clinic must keep records of contacts made to parents regarding an injured or ill student.

4.16 Fitness & Lifestyle

- Healthy lifestyle and nutrition campaigns should be held at least twice in an academic year.
- Healthy eating and fitness must be promoted and encouraged throughout the year.
- Sports and physically active programs and activities must be made available to students.
- Faculty must demonstrate healthy lifestyle practices to serve as an example to students.
- Nutritional foods and drinks must be made available to students in the canteen.

- Water must be available to all students and faculty members, especially in extreme heat and during physical play and sports activities.

V. Roles and Responsibilities

The **Senior Leader Team** will check and supervise the implementation of the health and safety policy and school safety precautionary matters.

The **Health & Safety officer's** responsibility is to ensure the day-to-day adherence to the school health and safety policy. He/she will:

- Guiding and alerting the proper staff member of any hazardous practices, equipment, or building issues and follow-up with the head of the section for a prompt resolution.
- Assure that health and safety training for all staff is conducted.
- Carry out investigations into accidents and produce reports/statements for any violations of the school's policy that may arise.
- Conduct several health and safety workshops for staff, parents, and students.
- Meet with the Facilities Manager regularly to ensure any building/ground issues are dealt with promptly.
- Ensure risk assessments are suitable and reviewed regularly.
- Promote a positive, open health and safety culture in school.
- Organize and arrange (when possible) staff safety training and new hire training.
- Interpret and advise on new legislation affecting the working environment.
- Draft and/or advise on policies, procedures, and guidance for health and safety.
- Hold regular meetings with the H&S representatives to instruct and support.

The **Health & Safety coaches** handle checking the day-to-day adherence to the school health and safety policy in their section. He/she will:

- Offer guidance and support to staff on health and safety issues.
- Keep up to date with new developments in Health and Safety issues for schools.
- Promote a positive, open health and safety culture in school.
- Provide advice and guidance to support each section to fulfill their health and safety responsibilities.
- Answer queries from staff and students on health and safety issues
- Conduct regular checkups of the school section facility and give advice on all aspects of new and existing health and safety policies and procedures.
- Perform regular risk assessments to submit to the HSO, Facility Manager, and HOS.

- Collect information on accidents and incidents to report to HOS/HSO where necessary.
- Attend meetings with HSO to advise on occupational safety issues.

The **Section Principal** handles the day-to-day running of the section. He/she will:

- Ensure risk assessments are right, suitable, and reviewed regularly.
- Promote a positive, open health and safety culture in school.
- Seek advice from other organizations or professionals, such as the Health and Safety Coordinator, safety coaches, etc. as and when necessary.
- Ensure that all staff co-operates with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff has access to proper training.
- Meet with the Facilities Manager regularly to ensure any building/ground issues are dealt with promptly.
- Assure that health and safety training for all staff is conducted and accurate records of participants are kept.
- Carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise.

The **Facilities Manager** handles day-to-day maintenance and other building/ ground issues. He/she will:

- Ensure that any work that has health and safety implications is prioritized.
- Report any concerns unresolved hazards in school to the senior management team at once.
- Ensure that all work under their control is undertaken in a safe manner.
- Conduct daily checkups of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff is aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances, and manual handling.
- Carry out a regular test of the fire alarm.
- Ensure all contractors are ‘inducted’ and shown the relevant risk assessments and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure any contractors on site are competent in health and safety matters.

All School Staff will:

- Read and adhere to the Health and Safety Policy.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom/playground/office in a tidy and safe condition.
- Follow safety instructions when using the equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment, or physical conditions that may be hazardous to their HOS and/or the appropriate member of staff.
- Follow the incident-accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessment.

Following the school rules and procedures on discipline, **students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions from teaching and support staff, especially in an emergency.

VI. Glossary

- **Accident** – An unplanned event that results in injury, illness, or damage to property.
- **Incident** – Any event that may lead to or has led to an accident, injury, or violation of school safety protocols.
- **Supervision** – The active responsibility of staff members to monitor, guide, and ensure the safety of students during school hours and activities.
- **Heat Stress** – A condition caused by prolonged exposure to high temperatures, leading to symptoms such as dizziness, dehydration, and fatigue.
- **Emergency Drill** – A practice exercise conducted to prepare students and staff for emergency situations, such as fire evacuations or earthquake responses.
- **Evacuation Plan** – A set of procedures outlining how students, staff, and visitors should exit the school safely in case of an emergency.
- **Risk Assessment** – The process of identifying potential hazards and evaluating risks to ensure the safety of students and staff.
- **Infection Control** – Measures taken to prevent the spread of infectious diseases within the school environment, including hygiene practices and quarantine procedures.
- **First Aid** – Immediate medical care given to an injured or ill person before professional medical assistance is available.
- **Personal Protective Equipment (PPE)** – Safety gear such as gloves, masks, and helmets used to protect individuals from health and safety risks.
- **Fire Drill** – A routine exercise where staff and students practice evacuation procedures in case of a fire.
- **Safeguarding** – Policies and actions taken to protect children and vulnerable individuals from harm, including physical, emotional, and psychological risks.
- **Security Guard Responsibilities** – The assigned duties of school security personnel to ensure campus safety and enforce visitor policies.
- **Incident Report** – A documented record of any accident, injury, or unusual event that occurs on school premises.
- **Designated Assembly Point** – A safe location where students and staff must gather during an evacuation or emergency drill.

VII. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School – Al Mamzar. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Date created:

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