

United Arab Emirates



Safeguarding Policy

Academic Session

2017-2018

Declaration of Policy

In order to ensure the safety of the students and staff, SRAMPS are bounded to adhere to strictly ensure a healthy, safe and sound environment for students and staff. To achieve this purpose, every individual at school must be fully aware of 'Health and Safety' protocols and conscientiously abide.

Goal

The purpose of this policy is to safeguard the students and staff within the bounds of school timings by outlining the responsibilities and duties of the school and its employees. It dwells on developing, maintaining, and exercising the guidelines to empower employees to be on guard and be on safe side with the students at all times.

This policy focuses on the following key areas:

Environment, Health and Safety

SRAMPS is committed to:

- a. provide a safe, hygienic and user friendly environment to students, employees and visitors;
- b. ensure that safe practices are followed by those who use school buildings, and laboratory equipment; and
- c. involve the community with regards to the maintenance, improvement and development of buildings, playground and equipment.

In order to achieve the above goals we at SRAMPS are responsible to:

- a. employ contractors to clean the school, mow the main playing field and other lawns;
- b. all staff members oversee a tidy and safe environment;
- c. appoint an individual from the school staff to look after Health and Safety related aspects and to oversee the maintenance and development of buildings, equipment.
- d. students are taught health, safety, and hygiene protocols, and educate them about environmental related issues;
- e. emergency and evacuation routines are practiced at least once per term; and
- f. administration manager ensures that the building, equipment and

grounds are maintained and improved appropriately.

Educational Trips

SRAMPS believes that learning is not confined in the four corners of the classroom. The school believes that it will:

- a. enrich the classroom programme and enhance learning by providing first hand experiences and by sharing knowledge and experience with others; and
- b. enables children to appreciate the different aspects of their local environment related to recreational, rural, social, urban, biological, physical, and cultural.

During educational trips SRAMPS are bounded to abide the following rules:

- a. educational objectives relating to the curriculum and class programs must be established and approve by the school principal;
- b. waver is duly agreed and signed by the parents stating, rationale of the trip, transport arrangements and timings;
- c. before the trip students are brief about the route, stops, toilets, parking, meeting place, cell phone contact and other important related things;
- d. list of students along with the transportation to be used should be given to the office prior to travel;
- e. first priority is given to utilize the resources of the local and nearby area;
- f. buses transporting children should provide seat belt for each passenger;
- g. students must be seated at all times during travel unless they are directed to do so by bus supervisor;
- h. one teacher must accompany each bus and must ensure that all students are accounted before leaving the school and the venue; and
- i. buses should must be in good condition.

Fire Safety

SRAMPS apply all possible measures for the security and safety of students especially during fire by:

- a. Educating the students and the staff on fire safety protocols to ensure zero casualty.

In order to maintain zero casualty the following guidelines are set:

- a. teachers present in the class are responsible to guide students towards exit points;
- b. class-register should be with them;
- c. ensure critical appliances are turned off;
- d. avoid collecting personal belongings from any part of the premises;
- e. all students and teachers should move quickly and quietly but not running;
- f. teachers should take note Students of Determination who may require assistance;
- g. lead the students in the play-ground/assembly area;
- h. report to Assistant Principal/ Principal if designated area is clear;
- i. no person will be allowed to re-enter the building until instructed to do so by the Civil Defense Department; and
- j. emergency contacts details of Police, Ambulance and Fire- Brigade are to be placed at every nook and corner of the school.

School Cafeteria and Lunch Boxes

SRAMPS believes that there is a strong correlation between maintaining healthy eating patterns and showing of full potential by students – spiritually, academically, socially and emotionally.

In order to achieve the above goal, following should guidelines are set:

- a. students are encouraged to take responsibility for their own health through classroom activities;
- b. staff are responsible to model healthy eating habit;
- c. food providers consult the appropriate personnel before making changes to the canteen items;

- d. procedures are followed when discouraging the consumptions of foods high in fat, sugar or salt,
- 4.1. **Cafeteria.** Under the revised guidelines of Health Policy and Strategy Sector, Dubai Health Authority (DHA), cafeteria contractor has to ensure that:
 - (1) Junk food is not served to students.
 - (2) Stored food items are protected from contamination by insects, dust, etc.
 - (3) Perishable food items are stored appropriately in a fridge or freezer whichever is appropriate.
 - (4) Food handlers must ensure to:-
 - (a) have clean hands and clothes
 - (b) wear disposable gloves when handling food
 - (c) Use tongs where necessary.
- 4.2. **Lunch-Boxes.** Teachers to monitor the lunch boxes of the students. Items banned in the guidelines will not be allowed to be eaten in schools like:
 - (1) Teachers ensures that students carry healthy meals from home in their lunch boxes each day.
 - (2) Parents are guided by providing a list of healthy foodstuff.

Water Dispensers

Provision of clean and safe drinking water to the students in dispensers are installed nearby each class-room so that students will be encouraged to drink plenty of water.

- a. school management/cleaning company ensure the cleanliness of all installed water dispensers;
- b. cleaning staff at school ensures the area around dispensers is dry and clean at all times; and
- c. teachers ensure that all students bring their own water bottles that can be refilled from dispensers and the habit of drinking water with hands must be rooted out.

Playing in the Grounds

Physical well-being is an integral part of the curriculum. The school has the responsibility to promote safe and secured play area for the students by adhering to the following:

- a. play areas and equipment are check to assure that they meet safety standards;
- b. encourage any form of aggressive or potentially harmful behavior including bullying and intimidating others verbally as well as physically, or any kind of rough play;
- c. students are prohibited to climb trees or buildings, throw stones or use objects that could harm and hurt others;
- d. students are restricted within the boundaries of playing area during play time;
- e. students are not allowed to move to the playing area without supervision from the staff or coach.

Wash Rooms

Students are given proper toilet training in school and use of wash rooms. Wash room are used more 6 hours a day. Therefore, it should remain clean and tidy at all times by following some guidelines:

- a. an attendant is present outside each wash-room to oversee the cleanliness inside the wash-rooms and to check unnecessary frequent visits of students;
- b. attendant keeps an eye on the students' activity inside the wash rooms;
- c. hand-wash and tissues are available always; and
- d. floor, commode and area around wash- basins kept clean and dry.

Laboratories

Teachers are mandated to ensure safety and a healthy environment during the course of practical studies in laboratories specially in using hazardous materials like chemicals, burners and electric units. Thus, guidelines for safe use of laboratories are set:

- a. no electric wires are exposed and no over loading of electric connection are

- use;
- b. chemicals are placed with closed lids and equipment are properly cleaned after use;
- c. placement of combustible materials should be away from flames;
- d. ensure that all knobs and temperature gauge are working properly.
- e. cooked and uncooked food is placed in a proper place to avoid contamination and other hygienic concerns;
- f. wearing of face-masks, gloves and aprons in the labs is a must; and
- g. loud talking and playing are not allowed.

Head Lice (Pediculosis) & Termites

Spread of lice and termites is seen as much health issue in school since it can have significant influence on a student's emotional, social and educational development. To minimize this menace, the following is to be ensure:

- a. develop a cleaning habits to students;
- b. educate parents their prime responsibility for the detection and treatment of head lice on their children and to lead a healthy living;
- c. educate students about head lice transmission, measures and prevention;
- d. students suspected of having live head lice or eggs present in their hair will tie the hair back or cover their heads and will be issued a letter for the family requesting commencement of immediate treatment;
- e. students with head lice should shave the head or cut the hair to a shorter length;
- f. instructions should be extended for the treatment of inanimate objects such as clothes, furniture, carpets or car interiors; and
- g. school staff to undertake treatment only under exceptional circumstances when the principal has determined it necessary for a student's well-being and educational development. Treatment undertaken at school must have parental approval (written or verbal).

First Aid

School ensures students health and safety practices as per the mandate of Health and Safety regulation of emirates. Any accidents within the premises should be handled immediately with care. The following are the guidelines:

- a. first aid supplies are provided for persons who may be injured at school;
- b. medical staff ensures to provide first aid to every person injured at without delay;
- c. nurses and or trained staff member are assigned to take charge of all first aid supplies;
- d. register of accidents is kept for recording first aid treatments given at school;
- e. portable kits for trips are available;
- f. first aid supplies will be topped-up as necessary; and
- g. first aid awareness is highlighted among teachers and students.

Transport Facility

Transport facility provided by the school is a great help to parents and the students. In order for the students to be on the safe side always, the following guidelines are set:

- a. buses should provide seat belt;
- b. students should be seated at all times and is not allowed to leave their seats unless directed by the bus supervisor;
- c. buses hired for school trips must have adequate seating for the number of students;
- d. on school trips one teacher must accompany each bus and must ensure that all students are accounted for;
- e. any bus that is deemed, by the teacher, that will endanger the safety of children is to be reported to the Principal; and
- f. teachers should educate students about traffic rules and Road Signs

Social Media Policy

This policy is intended to help students to make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn etc. as discussed in the Social Media Policy of the school. (please refer to SRAMPS Social Media Policy) .

Child Protection

All possible steps are taken to ensure that students are protected and safe from all abuse and harm as stated in the Child Protection Policy of the school. (please refer to SRAMPS Child Protection Policy)

Health and Safety Team (HST).

1. Principal
2. Administration Manager
3. Medical Staff
4. Head of Inclusion
5. Head of Sections

Duties and Responsibilities of School.

1. Ensure the institution of effective policies and procedures on Health and Safety;
2. Ensure that the school organize and convene Health and Safety Team (HST);
3. Conduct capacity building activities for the members of the HST, teachers, students and staff;
4. Ensure that the safety of students and staff should be prioritize at all times; and
5. Coordinate with appropriate offices and other agencies or institutions if deemed necessary.

Functions of Health and Safety Team (HST)

1. Initiate in the information dissemination of programs and safety of students;
2. Developed guidelines and procedures in dealing with existing and potential student and school incidents;
3. Monitor the implementation of positive measures and effective procedures in providing the emergency plan if an incident happens;
4. Ensure that students and school personnel's are aware of the school's HST.
5. Disseminate information/guidelines on the role and responsibilities of the HST through but not limited to schools' newsletter/bulletins and advisories for parents, students and staff.