



مدرسة سمارت فيجن
SMART VISION SCHOOL

Smart Vision School

Security Policy

2018-19

1. Policy Statement

The Principal and Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Smart Vision School. The school's security procedures will operate within the framework described in this policy. Where appropriate the Principal will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Principal and Governing Body will provide staff with enough resources, information and training to implement the security procedures. The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Roles and Responsibilities

Organization

The following groups and/or individuals have responsibilities for ensuring the security of the school.

A. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved:
 - Via the Principal's reports to Governors.
 - By all Governors observing its implementation when they visit the school.
- Governors will review the school's security policy annually.
- Governors will delegate the day to day implementation of the policy to the Principal.

B. Principal

The Principal will:

- Set up arrangements in school that complies with the security policy agreed by governors.
- Ensure that all staff within the school receives information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

C. Staff

- All staff will comply with this policy and the arrangements made by the Principal to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue Specific Duties	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	Agree policy Review every 12 months
Day to day implementation and management of policy.	Principal	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy. Ensuring pupil security and safety during the school day	Guards	Opening and locking external gates and building doors. Opening and locking bus park gates. Ensuring facilities are securely locked when not in use. Monitoring all visitors to the school.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Guards	Part of normal daily duties to check physical integrity of security devices.
Control of visitors and contractors	Guards	Issue badges Confirm Identity Ensure visitors are directed to school reception
Security of money etc.	Accountant	Safe used for storing cash overnight No large amounts of cash kept at school

D. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school.

3. Security Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

A. Information and Communication

- All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include an overview of their role within school security.
- These arrangements will be communicated to all third parties that use the premises and grounds.
- All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play.

B. Controlled access and egress during the school day

- Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.
- Smart Vision School will, through risk assessment, balance the need to remain a welcoming environment to the community and safeguarding pupils.

C. Buildings

- The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main entrance to the school has access through a gate monitored directly by a security guard in place from 07:15 through 16:30.
- EYFS entrance is unlocked from 7:30-8:00 a.m. and from 13:00 through 13:45 p.m. EYFS school entrance is monitored by EYFS receptionist and Security guard on duty.
- Primary entrance is unlocked from 7:30-8:00 a.m. and from 14:30 through 15:00 p.m. Primary school entrance is monitored by Security Guard on duty.
- Bus park road entrance is opened and closed by Guard during arrival and departure of buses.
- Bus parking and Staff Parking – gate is Opened and closed by the Security Guard. Gate if opened at 6.30 for staffs and bus to park and Gate is closed by guard at 8:15 a.m. Gate to remain closed until Security guard opens for exit of bus pupils at lunchtime. Gate is closed by guard after departure of bus to remain closed until bus nanny opens for exit of bus pupils at 2:30 p.m. Gate will be opened again from 3.30 pm to 5.00 pm for staffs to exit the campus.
- The main building has access entrance via Security Booth.
- All doors to the main building from playgrounds and the main entrance are unlocked from 6:30 a.m. through 4:00 p.m.

D. Security of the Building

- Security guards are on duty 24 hours per day. Two guards are on duty during the school day and one-night guard during the night-time.
- Security lights are on whilst the premises are occupied after dark.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- Security Guards will make 2 rounds around the school before 6.00 pm to make sure all the doors and windows are closed.

E. Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and gates.

- External boundary of campus - walled in on all sides by walls or railings and gates.
- Playground – walled in on all sides by school buildings, boundary walls and security gates.

The access arrangements for the grounds are:

- The school site has a manually activated automated gate for cars at the front entrance, a manually activated automated gate for buses at the rear of the campus and two gates for pedestrians.
- Only authorised visitors are allowed access to the school site during the school day; all visitors, without SVS identification badges are required to sign in at the guard station, leaving identification.
- Activity Days – access to school grounds under control of security guards stationed at front and rear entrances. Staff would professionally challenge any unfamiliar person.
- Staff would professionally challenge any person not wearing a school visitor badge.

F. Pupil Access to Outside Areas

As pupils require access to outside areas at all times the governors have ensured that a secure outside playground area has been provided that has a suitable perimeter fence., within the school's perimeter fence, separating play areas from the bus park and swimming pool.

- The gates to the bus park, doors to the swimming pool and doors to buildings are monitored throughout the day by guards.

G. People Management

The school acknowledges the concerns of all parents for the welfare of their pupils and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with pupils. The Governing Body and the teaching staff take this aspect of the management of the school extremely seriously.

The following rules apply to all individuals who come into contact with pupils:

- All staff are fully vetted before joining the school team. This includes the taking up of references and checks through a Police Clearance regarding criminal records for any offence.

- A single central register of visitors to the site is maintained by Administration/ Principal.
- Any regular volunteers have Police Clearance checks before working unsupervised with pupils.
- Any contractors have Police Clearance checks before being allowed to be unaccompanied around the school.
- Visitors at the school must wear identification badges to enable the identification of unauthorised visitors by staff and pupils.

H. Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors report to the guard station on arrival.
- All visitors without a SVS identification badge will be asked to show photographic ID and be issued with a SVS visitor identification badge.
- All visitors will be escorted at all times when in the building during the school day where any access to pupils is possible.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Principal. Any aggression will be reported to the police.

I. Supervision of pupils

Arrivals

- The school is open from 7:30 a.m. for pupils. Pupils should then wait in the playground until called to enter the building. Pupils should then go to their respective classrooms.
- A register shall be taken by the classroom teacher by 8:00 a.m.
- Pupils who arrive after 8.00 a.m. must report to the reception to sign in.

J. Supervision on School Grounds

- During the school day all pupils are supervised when in the playground. This is by teachers and support staff.

K. Leaving School at the End of the Day

Pupils are either:

- Collected by a known adult with carer ID.
- Taken home by school bus transport.
- Parents must give permission in writing, and verified as legitimate, for any other person to collect pupils leaving at the end of school or during the school day. This person must be able to produce photographic ID so that their identity can be verified.
- All adults arriving to collect pupils must be wearing a Carer ID ; staff must be vigilant in checking this identity against registered adults authorised to collect a pupil, and their legitimate right to be taking a pupil from the school.

- No pupil is allowed out of school during the day for an appointment unless a known adult with Carer ID arrives to collect them from the school office. The departure and return of pupils is logged by office staff.

L. Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

- Community use – community groups must sign a form that states that they have appropriate child protection, first aid arrangements in place and have received information regarding health and safety, security and emergency procedures. The school can only be locked and unlocked by school security staff. Visitors in unauthorised locations will be challenged by staff.

M. Supervision of contractors

Contractors and maintenance personnel will not always have been Police checked. However, if they have not been Police checked, they should not have unsupervised access to children and will therefore be escorted on school grounds at all times.

- All non-Police checked contractors will be supervised at all times by school staff while on school premises at times when pupils are on site.
- If the school has been advised by his/her employer that the contractor has a clear, current Police clearance they will be able to move around on site unaccompanied.

All contractors will be controlled as follows:

- Contractors will be asked to provide photographic ID to prove their identity.
- All will be given school badges and be expected to wear them.
- Contractors will only park where authorised to do so.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.

N. Trespass and Nuisance

- In the first instance, members of the Senior Leadership or guards should consider the level of risk and may approach an unauthorised member of the public.
- If pupils are outside, pupils should be taken back to their classrooms.
- Where such measures fail to resolve the situation, recourse to the police will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual.

4. Duties of Security Guards

There are three security guards; two guards work during the daytime and a third guard provides security during the night.

- Guards are responsible for maintaining the security of the campus, pupils, staff and visitors.
- Guards check credentials of all visitors, provide SVS identification cards to visitors who identify themselves with ID.
- Guards prohibit access to any person without identification.
- One guard is always on duty at the security station.
- One guard is on duty in the bus park area in the morning and in the afternoon, ensuring security of pupils arriving and departing by school bus.
- One guard patrols the internal campus, throughout the school day, ensuring that all gates are closed and secure and all non-main building facilities, (i.e. swimming pool, cafeteria etc.) are locked.
- Meal and convenience breaks are taken by guards at alternate times, maintaining overall security of the campus and safety of pupils, staff and visitors.
- Monitoring all areas of school physically and via CCTV.
- Facilitating guidance for parents and visitors.
- Ensure security for school operations and special events.
- Be familiar with and ensure school health and safety policy and behaviour policy for all members and visitors.
- Keep alert for people with unusual behaviour /attitude around the school.
- Participate in Fire Drills and liaise with government security departments in case of an emergency.
- Patrol and monitor assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
- Detect, investigate and report unauthorised or suspicious persons, vehicles and activities.
- Be responsible for storage, manage, issuance and record of all facility keys.
- Unlock and lock all areas of school securely as per communicated timings.

5. CCTV Policy

Policy Statement

The school site is to be equipped with protection systems, including surveillance cameras that meet or exceed the standards set by the KHDA and other relevant government entities in accordance with the standards that are applicable in the Emirate.

Aims

Close Circuit Television is installed in the School in order to meet the following aims:

- The promotion of a safe learning environment.
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- The prevention and detection of crime, vandalism, unlawful behavior and inappropriate conduct.
- The protection of School buildings and their assets.

Practice and Procedure

The School develops and implements CCTV systems in accordance with the guidelines issued by KHDA, and any relevant policies set out by the Council or other government entities.

The School is equipped with integrated and effective security and access systems including surveillance cameras. These are installed so as to cover School campuses, buildings and facilities.

CCTV System

The school is equipped with integrated and fully functioning access and security systems which cover the

- School buildings and facilities
- The promotion of a safe learning environment.
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- The prevention and detection of crime, vandalism, unlawful behavior and inappropriate conduct.
- The protection of School buildings and their assets.

Coverage

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the school buildings.

The following areas are covered:

- All entrances and exits of School buildings and grounds.
- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas (private vehicle and bus).
- Exterior areas surrounding the School grounds.
- Buses (footage managed and stored by our bus provider and the police)

CCTV monitors is installed in the CCTV Room which shall be accessed only by the School Principal or other members of the School Leadership Team (Head of Section). Some access to these monitors is allowed to members of the Security team during the investigation of specific events (in which they are supervised by a member of the School Leadership Team) or for the purpose of monitoring the facilities outside of school hours and overnight.

Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day (unless unavoidable during the investigation of a specific event which will happen under the supervision of a member of School Leadership) Parents/Guardians, School staff and visitors are informed through signs posted at the entrances of the School that surveillance cameras are present in the school.

Access to CCTV Recordings

CCTV recordings are considered confidential. School Principal and other members of School Leadership Team (Head of section) are the only School-based staff authorised to view and retrieve

CCTV recordings at the School. CCTV recordings of female students and staff shall only be monitored by female members of School Leadership Team. In the event of an investigation of a specific event, this will be led by a member of School Leadership Team who will ideally be female unless unavailable.

All other School based staff members are strictly prohibited from accessing recordings unless under the direct supervision of a member of School Leadership team.

CCTV on Bus Transport

The School ensures that its contracted bus service operator is compliant with the requirements as specified in the aforementioned KHDA policy. Each School bus is equipped with a CCTV camera system that continuously records on a video recording system the maximum possible interior coverage of the bus.

The purpose of the camera system is to record the activities of the pupils during the transport service and to record the bus supervisor's final sign indicating that the bus is empty of students at the conclusion of the route. The recordings produced by the camera system begin with the entry of the first pupil and continue without interruption until the final signal of the bus supervisor indicating that there are no more pupils on the bus.

The recordings may be used to justify the need for disciplinary punishment for student misbehavior or other improper actions as evidenced by the recordings. The recordings are considered to be the property of the School and shall be kept in a secure location and be used only for official School purposes. It is the School's responsibility to maintain these recordings and to prevent dissemination, publication or access to the recording by unauthorized personnel.

Assessment and Record Keeping

CCTV Records Retention

CCTV records must be retained for a period of 30 days.

Creating Copies of CCTV Records

No copy of any recordings may be shared with any person or entity unless requested by a judicial order. Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) of 2006 on the prevention of information technology crimes.

Bus CCTV Records

The Bus CCTV recordings must be securely preserved for 30 days or longer if so requested by the Council or another government department.

Monitoring and Review

This policy will be reviewed annually or following any update of Government Policy Guidance, whichever comes first, and updated as necessary.

Approved by

Principal on behalf of the School:

Chairman on behalf of the Governors: