



مدرسة الحمدانية الكبرى الخاصة
AL HAMDANYA GRAND PRIVATE SCHOOL

School Safeguarding Policy

1. Introduction

This document outlines the specific policy to implement the Safeguarding Policy at Al-HAMDANYA Grand Private School. It provides step-by-step guidelines for ensuring the safety and security of all students, staff, and visitors.

2. Purpose

To provide clear, actionable steps to uphold the school's Safeguarding Policy, ensuring a safe, secure, and conducive learning environment.

3. Scope

This policy applies to all school-related activities and locations, impacting students, staff, visitors, and contractors.

4. Definitions

- **Safeguarding:** Measures and protocols implemented to ensure the safety, health, and well-being of students and staff, protecting them from abuse, harm, and neglect.
- **Security Personnel:** Licensed individuals or teams contracted to maintain the security and safety of the school premises.
- **CCTV Surveillance:** Use of video cameras to monitor and record activities within school premises to enhance security.
- **Incident:** Any event that poses a threat to the safety and well-being of the school community.



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5. Roles and Responsibilities

5.1 Safeguarding Committee

- Composition: Includes the School Principal, Safeguarding Lead, senior teachers, and a parent representative.
- Responsibilities:
 - Develop and review safeguarding policies and procedures.
 - Monitor the implementation of safeguarding practices.
 - Provide guidance and support on safeguarding issues.

5.2 School Leadership

- Responsibilities:
 - Ensure the integration of safeguarding measures in all school operations.
 - Allocate resources for safeguarding training and equipment.
 - Uphold the school's commitment to maintaining a safe educational environment.

5.3 Security Personnel

- Responsibilities:
 - Monitor school entry points and conduct regular patrols.
 - Maintain logs of all visitors and incidents.
 - Respond to emergencies and coordinate with local law enforcement when necessary.

6. Procedures

6.1 Safeguarding Leadership and Policy Management

- Annual Review: The Safeguarding Committee conducts an annual review of the policy to assess its effectiveness and relevance.
- Updates and Amendments: Any changes required post-review are documented and communicated to all stakeholders.



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6.2 CCTV Surveillance Management

- Installation: Coordinate with an MCC-licensed vendor to ensure strategic placement covering all critical areas.
- Maintenance: Schedule monthly maintenance checks; address repairs immediately to ensure operational continuity.
- Audit: Perform semi-annual audits to evaluate the coverage and functionality of the system.

6.3 Security Personnel Management

- Hiring: Ensure all security staff are licensed as per ADEK standards and contracted through an MCC-licensed vendor.
- Training: Provide biannual security training including crisis response, patrol policy, and guest management.
- Performance Evaluation: Conduct quarterly reviews to assess performance and adherence to security protocols.

6.4 Visitor Management

- Entry Policy: Implement a digital logging system for visitors at all entry points, capturing essential details and reasons for visit.
- Visitor Badges: Issue temporary badges that must be visible during the visit.
- Monitoring and Escorts: Assign staff or security to escort visitors to their destinations within the school.

6.5 Student Arrival and Departure Protocols

- Communication: Establish clear communication channels with parents regarding approved drop-off and pick-up times.
- Monitoring: Use entry and exit logs to monitor student movements, supported by CCTV surveillance.
- Notifications: Implement an automated system to notify parents when students arrive or depart.



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6.6 Emergency Policy and Drills

- Emergency Plan: Maintain an up-to-date emergency response plan including evacuation routes and assembly points.
- Drills: Conduct emergency drills twice a year to ensure everyone knows their roles during different scenarios.
- Evaluation and Feedback: After each drill, gather feedback to improve the policy.

6.7 Training on Safeguarding Practices

- Initial Training: Ensure all new employees receive comprehensive training on the safeguarding policy within the first month of employment.
- Ongoing Training: Provide annual refresher courses for all staff.

6.8 Maintenance and Servicing of Security Systems

- Scheduled Maintenance: Regular maintenance checks of all security systems including alarms and communication devices.
- Servicing Records: Maintain logs of all maintenance and servicing activities for auditing purposes.

6.9 Incident Reporting and Management

- Procedure: Establish a clear protocol for incident reporting, available on the school intranet.
- Response Team: Form a rapid response team to address incidents immediately.
- Documentation: Keep detailed records of all incidents, responses, and outcomes.

7. Monitoring and Compliance

- Internal Audits: Conduct internal audits semi-annually to ensure compliance with the safeguarding policy.
- External Audits: Engage third-party auditors annually to review compliance and provide recommendations.



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8. Communication

- Updates: Regularly update the school community about any changes to the policy via newsletters, emails, and meetings.
- Awareness Campaigns: Run annual safeguarding awareness campaigns to reinforce the importance of security and safety at the school.

9. Review and Improvement

- Continuous Improvement: Encourage feedback from students, parents, and staff to improve safeguarding measures.
- Policy Review: The Safeguarding Committee reviews and updates the policy annually based on feedback and new challenges.

10. References

- OSHAD-SF v3.1
- OSHAD-SF v3.1 CoP 9.2 Managing Work-Related Stress
- Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.)
- ADEK Private School Regulations