



مدرسة الحمدانية الكبرى الخاصة
AL HAMDANYA GRAND PRIVATE SCHOOL

School Security Breach Policy

Policy Statement

Al-HAMDANYA Grand Private School is committed to ensuring the safety and security of all students, staff, and visitors in compliance with ADEK (Abu Dhabi Department of Education and Knowledge) and OSHAD (Abu Dhabi Occupational Safety and Health Center) requirements. This policy outlines the procedures for preventing, identifying, and responding to security breaches to maintain a secure school environment.

Objectives

- Protect the school community from potential security threats.
- Ensure all staff are trained to handle security breaches effectively.
- Comply with ADEK and OSHAD regulations and best practices in school security.

Scope

This policy applies to all students, staff, parents, volunteers, and visitors at Al-HAMDANYA Grand Private School.

Roles and Responsibilities

- **School Principal:**
 - Oversee the implementation of security procedures.
 - Ensure all staff are trained on security breach protocols as per ADEK and OSHAD requirements.
 - Communicate security policies to the school community.



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Safety Officer:

- Develop and implement safety and security protocols in compliance with ADEK and OSHAD requirements.
- Conduct regular risk assessments to identify potential security threats and vulnerabilities.
- Coordinate and conduct regular safety training and drills for staff and students.
- Monitor compliance with safety and security policies and procedures.
- Investigate and document all security breaches and incidents.
- Liaise with local authorities and emergency services during a security breach.
- Provide recommendations for improving safety and security measures.
- Ensure all safety equipment is maintained and functional.
- Serve as the primary point of contact for all safety and security-related matters.

Teachers and Staff:

- Follow the established security breach procedures.
- Report any suspicious activity or breaches immediately.
- Participate in regular security training sessions as required by ADEK and OSHAD.

Security Personnel:

- Monitor the school premises for security threats.
- Respond promptly to any reported security breaches.
- Conduct regular security drills and assessments in line with ADEK and OSHAD guidelines.

Students and Parents:

- Follow the school's security guidelines.
- Report any suspicious activity to school authorities.
- Participate in security drills as instructed.



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Identification of a Security Breach

- **Vigilance:** All staff and students must remain vigilant and report any suspicious activity or potential breaches immediately.
- **Reporting:** Any observed security breach should be reported to the nearest teacher, security personnel, safety officer, or school administrator.

Immediate Response

- **Alert Security Personnel:** The person identifying the breach should alert school security personnel immediately.
- **Initiate Lockdown:** If the breach poses an immediate threat, initiate the lockdown procedures. Lock all doors and keep students away from windows.
- **Notify Authorities:** Contact local law enforcement and provide details of the breach.

Communication

- **Internal Communication:** Use the school's internal communication system to inform all staff about the breach and the response actions.
- **Parent Notification:** Inform parents about the breach and any actions taken through the school's communication channels (e.g., email, SMS).

Evacuation Procedures (if necessary)

- **Safe Routes:** Identify and use safe evacuation routes.
- **Assembly Points:** Move students and staff to designated safe assembly points.
- **Roll Call:** Conduct a roll call to ensure all students and staff are accounted for.

Investigation

- **Secure the Area:** Ensure the area where the breach occurred is secured and preserved for investigation.
- **Gather Information:** Collect statements from witnesses and review any available security footage.
- **Report:** Prepare a detailed report of the incident, including the timeline, individuals involved, and actions taken.



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Resolution

- Address the Breach: Take necessary actions to address the breach and prevent recurrence.
- Repair Damages: Conduct repairs or enhancements to physical security measures if needed.
- Counseling: Provide counseling and support to any affected students or staff

Review and Update

- Debrief: Conduct a debriefing session with all involved parties to review the response and identify any areas for improvement.
- Update Procedures: Update the security breach procedures based on lessons learned and feedback.
- Training: Conduct refresher training sessions for staff and students.

Training and Awareness

- Initial Training: All staff will receive training on security breach procedures upon employment, as mandated by ADEK and OSHAD.
- Annual Refresher: Conduct annual refresher training sessions to ensure all staff remain familiar with the procedures.
- Drills: Conduct regular security drills, including lockdown and evacuation drills, to practice the procedures as required by ADEK and OSHAD.

Compliance

- Monitoring: Regularly monitor the effectiveness of security procedures through audits and assessments in line with ADEK and OSHAD standards.
- Reporting: Report any significant breaches to the appropriate authorities as required by ADEK and OSHAD regulations.

Conclusion

The security of Al-HAMDANYA Grand Private School is a shared responsibility. By adhering to these procedures, we aim to create a safe and secure environment for all members of our school community. Regular reviews and updates of these procedures will ensure we remain prepared to handle any security breaches effectively.