School Security Policy
2023 – 2024

POLICY INFORMATION	
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Last review date:	September 2023
Reviewed by:	SLT
Next review date:	September 2024
Approved by:	Principal - Daspo Yiappos

1. PURPOSE

1.1 The Security policy is designed to define the Security, preventive and protective actions the Oxford School Dubai can take to control, limit and minimize the impact to life and property caused by any Security Issues

2. SCOPE

2.1 This policy applies to all in the TOS including, all interested parties, Stake holders, vendors,

and contractors associated support service within the school community.

3. POLICY STATEMENT

General Statement:

3.1 The TOS acknowledges the concerns of all parents for the welfare of their Children 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 Students,

3.2 All shall follow KHDA, Dubai Police and DM Guidelines. School shall communicate Security arrangements & expectations, so the team can get the necessary arrangements in place.

3.3 All required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

4. PROCEDURE

Controlled access and egress during the school day

4.1 Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to our students or staff.

4.2 The extent of physical controls, such as fences, has been decided by a robust risk assessment of the physical security of the school and a risk assessment of the likelihood of visitors presenting a risk and control measures are as reasonable as practicable to reduce this risk.

4.3 The Oxford School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding Students.

4.4 The school shall 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 –

4.5 Entry to the main building has only single access entrance via Gate No.3. Security which allows only authorised visitors to enter.

4.6 Gate No. 3 Timings shall be from 7.00 am to 5.30 pm Monday to Friday. Saturday 8.am to 1.00 pm (Refer Circulars for Ramadan Timings and updates)

4.7 All doors to the main building's access are restricted by authorised Security staff. The building is secured by combination padlocked gates and fencing.

4.8 All TOS staff have unlimited access to the school.

Students' Entry & Exit

Entry

4.9 Students are required follow school entry/exit "protocol"
- **Gate No. 4** - Year 1 to 13) Monday to Friday 7:10 to 7:50 A.M
- **Gate No. 6** - FS1, 2. Monday to Friday 7:10 to 7:50 A.M and supervised by staff. (Refer Circular for Ramadan Timings)

Exit

- **Gate No .4** - Year 1 to 7) Monday to Thursday 2:30 to 2.50 P.M and Friday 11:40 A.M to 12.00 P.M
- **Gate No. 6** - FS1, FS2. Monday to Friday 11:40 A.M to 12.00 P.M
- **Gate No. 7** - Year 7 to 13) Monday to Thursday 2:30 to 3.00 P.M and Friday 11:40 A.M to 12.00 P.M and supervised by staff. (Refer Circular for Ramadan Timings)

4.10   Only one Parent /Adult of FS and Year one student is allowed into the FS section upon exhibiting the Parents ID issued from the school.

4.11   Security shall alert through walkie talkie of any intruder.

4.12   Unauthorised visitors shall be challenged by staff.

Control of Visitors

4.13   The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property (See Appendix 7 for flowchart of visitor protocol).

4.14   All visitors shall enter only from Gate No.3 and report to the reception desk on arrival.

4.15   All visitors will be asked to show photographic ID.

4.16   All visitors without a current, non-registered parents' ID will not be allowed or be escorted at all times when in the building during the school day where any access to student's is possible.

4.17   All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.

4.18   Without the written consent of the school Photographing and Videotaping is prohibited

4.19   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.

4.20   Any refusal will be reported immediately to the principal. Any aggression will be reported to the police.

4.21   Visitors will not remove any items of school property without the express permission of school staff.

4.22   For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as Safeguarding, fire safety and first aid.

5. ROLES & RESPONSIBILITIES

Children

5.1 Children will be encouraged to exercise personal responsibility for the security of themselves and others.

5.2 Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy

Principal

5.3 seek any necessary expert advice to determine the security risks and precautions required to deal with them.

5.4 Liaise with BOD for provision of staff with enough resources, information, and training to implement thesecurity procedures.

5.5 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.

Safety Manager

5.6 Set up arrangements in school that complies with the security policy agreed by BOD.

5.7 Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.

5.8 Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

5.9 Ensure that all visitors, contractors, and agency staff adhere to the security policy.

5.10 Monitor the implementation of the policy and security arrangements.

5.11 Prepare and review of risk assessment with Safety committee.

Operations

5.12 Issue Badges to parents and students in a timely manner

5.14 All regular Support staff, volunteers, visitors and contractors have DBS checks/Police clearance before

working unsupervised with Students or are allowed to be unaccompanied around the school.
5.15 Ensure Logistics and Maintenance of Security equipment.
Heads and Teachers
5.16 Take part in the arrangements to ensure the safety of children, employees and others on the school site.
Parents
5.17 Ensure compliance to the policies, Procedure and be aware of School security arrangements and circulars.
Human Resources
5.18 All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS)/Police clearance on criminal records for any offence.
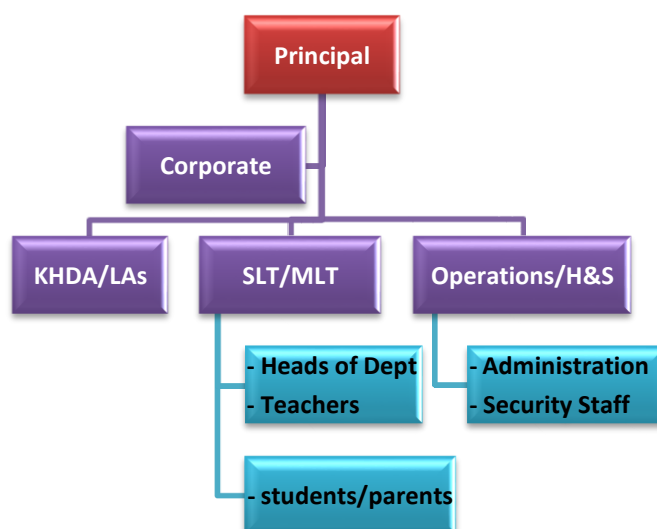**IT Department**
Shall ensure the coverage of CCTV and support in the retrieval of evidence.

6. References

6.1 https://www.dubaipolice.gov.ae/wps/portal/home/services
6.2 Emergency Procedures

7. Annexure -1- Communication

Group	Contact/details	Phone number
Police	Life-threatening or time critical emergency	999
	Non-life-threatening incident	901
Ambulance	Medical Emergency	998
Fire and Emergency Services	Fire Emergency	997

7. Annexure -1- Flow Chart- Visitor

Visitor Arrives

The person letting in the visitor is responsible for this whole process

Ask to complete sign-in book

Is there a record ofthis? You must be sure it has been seen.

Have we seen ID before? — No

Yes

Have an appointment? Do you recognise — No → Ask to produce photo ID

Even if ID has previously been seen, if you do not recognise them, ID must be seen again.

Yes

Record what ID seen & by whom in sign-in book

No — **Background check record complete?**

Yes

Give visitor badge

Parents' badge

Must be accompanied in school at all times

Can have unaccompanied access to school Reception