



Safety and Security Policy

Objective: This document details the safety and security policies that are approved by the Executive Committee of the DPS Modern Indian School and are to be used as terms of reference for any security and safety related matters in the school.

Structure: The document is structured into safety and security related headers and clauses that are detailed description of the intended policy. In case any action is not directly covered by the policy headers or clauses then the President of the Executive Committee will be the point of reference for how to infer from the existing policy or refer the matter to the Executive Committee for decision.

Policy:

Personal Safety and Security

Clause 1. It is the duty of Security staff to keep all staffs, students and visitors in the school aware of their safety and security while in the school premises and to ensure that they are safe and secure. Any lapse in the way students and staff behave on campus that may lead to a safety or security threat must be dealt with appropriately by the security staff. This could even mean removing the related person or people from the school premises.

Clause 2. While in school provided accommodation or while travelling by school provided transport it is the duty of the staff to take care of their own safety and security. School does not provide security and safety personnel in the accommodation and transport. It will endeavor to make and provide accommodation and transport in a condition that is safe and secure for the use of staff.

Clause 3. Staff other than the security and safety staff who feel that a particular situation can lead to a threat in the safety and security situation of the school have to report the matter at the first instance to the Head of Security and the Principal and to ensure that the situation is well explained verbally or in writing as to why it can lead to a future threat. The Head of Security in liaison with the Principal has then to decide the course of action to be taken and cannot be forced to make any decision with regard to the situation by the staff that reports the matter or incident.



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Clause 4. Physical abuse by use of hands or legs or even verbal abuse by any member of staff or student must also be reported at the first instance to the Head of Security. The Head of Security has then to decide the course of action in liaison with the Principal of the school and either of them cannot be forced to make any decision with regard to the situation by the staff or student that reports the matter or incident.

Safety in case of Fire, Electrical and other Hazards

Clause 5. Safety and Security issues resulting from hazards that cannot be handled with the expertise of on-campus security and safety staff must be immediately reported to the Civil Defense and Emergency services in the State of Qatar.

Clause 6. Selected Staff to be trained to function as Fire Wardens during Safety fire drills, evacuations and emergencies. They will be trained to handle the safety equipment and fire fighting equipment. Safety fire drill and evacuation drills are mandatory for all staff and students.

Clause 7. Security and Safety staff patrolling the premises should look out for potential future safety and security hazards from fire, electrical and other hazards and to keep the Head of Security informed of the same. The Head of Security should also inform the Manager, Facilities to take immediate action on the same.

Incident Monitoring and Reporting

Clause 8. All incidents escalated to the Head of Security should be recorded in a written daily incident report during the same day and the report should be forwarded to the Director of Safety and Security by phone or email. Records of Daily incidents should be maintained for a period of 2 years and then purged.

Clause 9. Disciplinary action against staff or students causing a threat to the safety and security in the school or causing dangers such as fire hazards etc., will be decided by the Principal in liaison with the Director of Safety and Security based on the incident reports from the Head of Safety and Security.

Clause 10. Safety and Security staff causing incidents of any nature to happen in the school will also be recorded in the daily incident reports and the staff should be subject to disciplinary action immediately.



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Access Control and Reporting

Clause 11. All Staff of the school will be provided with access control identity cards that they will use to enter the school premises. In case staff repeatedly misplace or forget their identity cards they will be reported to the Head of Security for appropriate action.

Clause 12. Staff leaving school premises during school hours should obtain written permission from Principal in the prescribed form and show the same to the security at the gate.

Clause 13. Visitors to the school premises during or after school hours will be provided with access control temporary identity cards and their whereabouts within the campus will be tracked by the patrolling security staff.

Clause 14. On event days, visitors and guests will have to enter the premises through designated gates using either an invitation card or identified by a management member or staff as a person who could be allowed to enter the premises for the event. Security and Safety staff will increase patrolling and monitoring on event days to ensure that all visitors and guests are aware of the safety and security requirements of the school when they are on campus. They should also not violate any safety and security standards of the school.

Clause 15. The list of visitors to the school on a daily basis should be recorded and filed for a period of six months by the Head of Security and then the data can be purged.

Clause 16. Clause 6. The Executive Committee of the school is the sole authority to revise and approve changes to this Safety and Security Policy. Recommendations to change policy should be raised to the Executive Committee by the President.

Principal
DPS-Modern Indian School
Doha, Qatar