



LITTLE FLOWER ENGLISH SCHOOL

DUBAI

SECURITY POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2024
Date of next review	18-03-2025
Signature	



LFES SCHOOL SECURITY POLICY

Introduction:

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

Roles and responsibilities

Management Responsibility

School security is shared between the IT Administrator, Administrator and Principal (the board).

Role of the Board

The Board is responsible for formulating the Security Policy and monitoring its implementation.

LFES Primary the "Premises, Health, Safety and Security Sub-Committee" of the Board monitor the policy on a term by term basis. Any key issues that arise are taken to the full Board and resource implications to the Resources Sub-Committee for discussion. The Board's reporting to parents will include a statement on school security.

Role of the Principal

The Principal will be responsible for implementing the security policy agreed by the Board.

The Principal will ensure:

- The staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training as necessary.
- Parents are informed of the security policy and encouraged to help.
- Formal risk assessments are conducted by an outside body and updated on a regular basis. The last risk assessment was carried out in Month/Year and will be updated Month/Year.
- There are annual risk assessments conducted by the Principal and project manager.
- In addition routine security checks are carried out on an on-going basis by the IT Administrator.
- Timely reports are made to the Premises, Health, Safety and security Sub-Committee of the Board.
- All crimes are reported to the Police.

Guidelines for school security

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff:

- Staff based in school are the only staff to know the combination of the door lock.
- Staff to contact the office or senior staff in an emergency.
- Staff to have meetings with parents in the Conference Room or on the benches outside the office.
- All staff must challenge visitors who are not wearing a visitor's badge.

Visitors:

- All visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitors' book and wear a visitor's badge.
- All parents to make an appointment to meet with a member of staff. To follow the same procedure as above.
- All other services based in the School must sign in at the office.
- Contractors reporting to Nursery entrance must report to the office, sign in and wear a visitor's badge.
- Parents to be reminded of our security strategies on a regular basis through "Premises, Health and Safety" Newsletters written by the Principal.
- All staff must ensure that the people trying to gain entry to the School should enter via the office. They should not gain entry through the car park door.

Hardware:

- Push button combination locks operate on the main entrances to school.
- All external doors to be kept closed (doors can be opened internally but not externally).
- All rooms containing equipment that may pose a risk to be kept locked - caretaker's room, I.T. server room, parents' room, science cupboard, telephone room, I.T. room, school kitchen and rooms containing cleaning equipment.
- All upstairs windows to be secured. They do not open fully.

Outside School:

- School gates to be kept locked out of school hours.
- School gates to be kept closed and bolted during school hours.
- Children must not play in areas marked as out of bounds - by the school gates and by the school sheds.
- All staff to challenge visitors on the school grounds during playtimes.
- For school netball and football matches, the internal door must be locked so that access can be gained to the girls' toilets without need to enter the main building.

Security of Equipment:

Inside School Building

- All expensive, portable equipment to be marked as belonging to the School.
- All valuable and recognisable equipment to be photographed.
- The infra-red intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.
- Staff to "sign out" equipment which is taken home, e.g. lap-top computer, tape recorder.

Outside School Building

- Climbable walls and drain pipes to be coated with anti-climb paint and inspected regularly.
- Security fencing to the front and side of the school to prevent intrusion.
- Security of Staff, Visitors, Pupils and Equipment during whole-school events.
- All CD's, cameras and personal belongings to be stored in storage containers and locked in cupboard by Principal's office.
- All televisions to be stored in rooms that are locked.
- All rooms apart from classrooms, kitchen and staffroom to be locked.
- Staff to meet with parents in the Hall.

Fundraising Events

- All rooms apart from those required to be locked.
- All CD's, cameras and personal belongings to be stored in storage containers and locked in cupboard by Principal's office.
- For outside events - football matches, fairs, internal doors by toilets to be locked so people have access to toilet facilities without having access to school building.

Monitoring of strategies

- Informally through verbal reports from staff and visitors.
- Formally through weekly premises meetings, regular "Premises, Health and Security" Sub-Committees and full Board meetings.
- All staff to take shared responsibility to ensure the security strategies are implemented.