

**SHEIKH KHALIFA BIN ZAYED ARAB
PAKISTAN PRIVATE SCHOOL
ABU DHABI, UAE**



**Child Protection &
Security Policy**

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CHAPTER -1

INTRODUCTION AND LEGAL FRAMEWORK

Shiekh Khalifa Bin Zayed Arab Pakistan Private School, Abu Dhabi believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children by a commitment to practice which protects them.

We recognise that:

- the welfare of the child is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief have the right to equal protection from all types of harm or abuse
- working in partnership with children and their parents/guardians is essential in promoting their welfare.

We will seek to safeguard children by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for teaching, non-teaching staff and other stakeholders
- recruiting staff safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents and staff
- sharing information about concerns with government agencies who need to know, and involving parents and children appropriately
- providing effective management for staff through supervision, support and training.

The purpose of the policy:

- To provide protection for the children who receive education in Shiekh Khalifa Bin Zayed Arab Pakistan Private School, Abu Dhabi.
- To provide staff with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm.

Who does the policy apply to?

This policy applies to:

- **Internal:** Students, all teaching and non-teaching staff, including Senior Leaders and the Management.
- **External:** The School Owners, Board of Directors, contract staff hired from different agencies, or any official working on behalf of various Government Organisations and Parents.

AIMS OF THE POLICY

This policy aims to:

- Create a safe, trusting, responsive and caring environment.
- Provide a personal safety skills education which specifically addresses abuse prevention for all children in the school.
- Develop awareness and responsibility in the area of child protection amongst the whole school community.
- Put in place procedures for good practice to protect all children and staff
- Ensure that all staff members are aware of and familiar with the 'Child Protection & Security Policy', the ADEC guidelines and UAE Govt. acts and regulations in this regard.
- Provide for ongoing training in this regard and related areas for all school staff.

ADec ARTICLES ON STUDENT PROTECTION



Student Protection

Target Audience School Owners, Principals, Teachers and Parents

Objective

- ▶ Respond to and emphasize on the core moral Principal of safeguarding students, protecting them from abuse or harm and promoting their welfare and wellbeing, which is strongly endorsed by relevant UAE laws.

Definition

- ▶ Harm, to a student, is any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing. Harm can be caused by physical abuse, sexual abuse or exploitation, psychological or emotional abuse, or neglect.

Articles Covered

- ▶ 5- Student Protection
- ▶ 69- Environment, Health & Safety
- ▶ 81- Bus Monitors



Key Highlights

- ▶ At all times, the school and the school *Principal must ensure* that all students shall be free of exploitation, bullying, physical and/or sexual abuse, verbal abuse, and/or harm of any kind.
- ▶ The school *Principal shall accept in loco parentis* (in the position of a parent) responsibility for all students at all times whilst they are in the school's care, including travelling to and from the school using school transport and moving between, waiting for, and taking part in, all activities organized by the school
- ▶ The school must *publish and implement a Student Protection Policy* to ensure that all students are protected from any form of harm.
- ▶ *Any teacher or other member of staff* who suspects that a student is being harmed shall immediately report these suspicions to the school Principal. Or in the case of the offence being carried out by the Principal, to the Chair of Board of Governors/School Owner .
- ▶ When dealing with any of these cases, the school Principal must *strictly adhere to the Student Protection Procedures* that are published and amended from time to time by the Council.
- ▶ The school Principal must *immediately suspend any member of staff* who is alleged to have abused a student or students.
- ▶ The school Principal must *immediately notify the Council* of any breach of student protection and send a written report to the Council within 24 hours of any actual or suspected breach.



Student Protection

Cleaning Staff (Article 69)

- ▶ Schools must ensure cleaners in schools during working hours abide with the following:

Grades	Gender During Working Hours
KG & Cycle 1 (Male/ Female Students)	Female Cleaners Only
Cycle 2 & 3 (Female Students)	Female Cleaners Only
Cycle 2 & 3 (Male Students)	Male Cleaners Only

Bus Monitors (Article 81)

- ▶ Schools shall hire a minimum of one adult as a monitor for each and every school vehicle.
- ▶ The monitor's duties shall include ensuring that all safety procedures pertaining to the transporting and arrival of students, including boarding and disembarking the school vehicle are in place.
- ▶ The monitor shall further ensure that no student is left on the bus after his/her drop off point.
- ▶ Every school transport monitor shall sign an undertaking to confirm that he/she is accountable, in loco parentis, for the safety of all students in their care at all times until the student is delivered either to a responsible person at school or to the parent(s)/guardian(s).
- ▶ Schools must ensure bus monitors accompany students as per the following:

Grades	Bus Monitor Gender
KG & Cycle 1 (Male/ Female Students)	Female Bus Monitor Only
Cycle 2 & 3 (Female Students)	Female Bus Monitor Only



CHAPTER - 2

COMMITTEE RESPONSIBLE FOR OVERSEEING THE POLICY

The following personnel will constitute the School Child Protection Committee and may be responsible for safety and security of students. It should carry out evaluation of SOPs from time to time and ensure its regular updation/enforcement accordingly:

- | | | |
|----------------------------|---|-----------|
| 1. Principal | - | President |
| 2. Vice Principal | - | Member |
| 3. All Section Supervisors | - | Members |
| 4. Social Psychologist | - | Member |
| 5. Designated Staff | - | Members |

Duties of School Child Protection Committee

1. Principal:

- (i) Exercise his/her authority to ensure implementation of Child Protection Policy.
- (ii) Carry out occasional checks to find out any loophole in the Child Protection Policy.
- (iii) Immediately report a serious lapse on occurrence to authorities concerned.
- (iv) Ensure that students and parents are guided on Child Protection Policy through meetings, letters and circulars.
- (v) Non-Teaching staff be advised to remain watchful about persons visiting a Section/ Office.
- (vi) Ensure that the following actions have been taken by the concerned officials:
 - (1) Emergency evacuation plan has been prepared and practiced. All section Supervisors, teaching faculty, admin staff and students have been familiarized with emergency evacuation through mock drill.
 - (2) Ensure that First Aid Box filled with medicines is available in the school clinic for use during emergency evacuation of staff and students.

2. Vice Principal:

- (i) Assist the Principal in implementation of the school Child Protection Policy.
- (ii) In case of an occurrence, initiate action as deemed appropriate in the absence of Principal.
- (iii) Carry out checks to find out any loopholes/lapses in the Child Protection Policy.
- (iv) Occurrence of a lapse to be reported immediately to Principal.

3. Section Supervisors:

- (i) Assist the Principal in implementation of the school Child Protection Policy.
- (ii) Brief teachers about Child Protection Policy so that they remain vigilant as duty teachers.
- (iii) Develop awareness among students. They may be apprised of the measures taken by the school urging them to cooperate in implementation of the school Child Protection Policy.

4. Social Psychologist:

- (i) The social psychologist is responsible for the welfare of the students. She is at all times approachable and monitors staff and students very closely. The monitoring is both academic and about personal development. She is responsible for the students and is in close contact with the teachers who are obliged to report to her if they notice anything out of the ordinary. The social psychologist is obliged to submit a report to the Section Supervisors, Vice Principal and the Principal

5. Designated Staff Members:

- (i) Are the point of contact for staff who have concerns or information that a child or young person may be suffering abuse now, or has done in the past, or is likely to in the future.
- (ii) Are fully trained with regard to child welfare and protection.
- (iii) To ensure that all staff members in the school are responsible for creating a safe environment so that children:
 - are healthy;
 - stay safe;
 - enjoy and achieve;
 - achieve economic well-being;

- make a positive contribution.
-
- (iv) To ensure that every staff member develop his/her understanding of the signs and indicators of abuse.
 - (v) To ensure that every staff member know how to respond to a student who discloses abuse.
 - (vi) To ensure that any new employee to the school is trained with regard to child protection and security policy.
 - (vii) To ensure that all children must be taught how to ‘stay safe’ and what to do if they are worried or concerned particularly through spiritual, moral, personal, social and health education and the pastoral care system.
 - (viii) The keeping of confidentiality and storage of records in relation to Child Protection (records must be in a locked cabinet).

CHAPTER - 3

CHILD PROTECTION AND THE SCHOOL

Types of Child Abuse:

Types of child abuse are broken down in four distinct categories:

- (i) **Physical abuse:**
Including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
- (ii) **Sexual abuse:**
Including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities
- (iii) **Emotional / Psychological abuse**
Repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
- (iv) **Neglect**
The persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.

Staff/Personnel and Children:

- School Staff are required to have a professional relationship with the students: seeking to be friendly and caring but not 'over familiar'.
- Personal meetings with pupils away from the school premises are not permitted. Staff is not permitted to have personal relationships with students.
- School Staff are not permitted to be 'friends' of students or parents of the school on social networking sites. It is strictly prohibited to name or refer to students, parents or employees or to the school/company.
- All staff should be aware of confidentiality. Sensitive information must only be shared with those who need to know.

Meetings with Children:

- The purpose of 'on site' meetings should be made clear to the child and any staff directly involved with the child.
- If a member of staff is with a child on his or her own, use a room with visual access or keep the door open.

Transporting children in a car:

- The member of staff must have relevant insurance for their vehicle to include the transportation of children during the course of their work. Where possible, staff should ensure that they are never alone in a car with one child.

Communications about Children:

- Electronic communication and feedback with regard to the student's work and progress should be professional and supportive indicating in what way student may improve the quality of their work.
- Employees are not allowed to 'befriend' students on social networks e.g. 'Facebook'.
- Employees are not permitted to write inappropriate personal notes, emails or letters to Students.
- Parental permission is required to take photographs of children. Photographs must be used for school professional use only. Permission must be sought from the Principal for use of school photographs for course work.

Physical Contact with Pupils:

Contrary to some beliefs, it is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Examples include:

- a. Holding the hand of the younger child at the front/back of the line when going to assembly;
- b. comforting a distressed pupil;
- c. congratulating or praising a pupil;
- d. demonstrating how to use a musical instrument;
- e. demonstrating exercises or techniques during PE lessons or sports coaching;
- f. administering first aid.

Practical lessons to Children:

Where possible the teacher should give verbal instructions and refrain from touching a child. If it is necessary to physically guide or support a child, such as in a PE lesson, then great care should be taken that all touch is appropriate and where possible in a group situation. In the case of one-to-one lessons e.g. peripatetic music lessons extra care must be taken that the teacher and student can be observed at all times.

Physical Restraints of the Students:

Where necessary reasonable force can be used to control or restrain students. The following are examples of where reasonable force and physical restraint may be used:

- student attacks on staff or another student;
- students engaged in deliberate damage or vandalism;
- student running down a corridor or stairway in a way likely to cause injury;
- student absconds from class or tries to run away from school;
- student behaves in a way that seriously disrupts the lesson.

In such situations staff will have received training on physical restraint and use no more than the minimum necessary force.

Students Disclosures:

Students are more likely to make a disclosure to a friend. It is important that when a child gives information that the adult:

- does not promise confidentiality
- listens to the child without directly questioning/leading him or her questions – Tell me what happened.....Explain.....Describe.....
- does not stop a child freely recalling significant events
- does not ask the child to repeat a disclosure to another adult
- makes a note of the discussion, recording time, setting and persons present as well as what is said
- completes a Child Protection Reporting Form and refer to the school's designated member of staff.

Allegations against Staff

There are occasions when students accuse staff of abusing them. Such concerns or allegations must be reported immediately to the Principal or in her absence the Vice Principal or Section Supervisors. If the allegation is against the Vice Principal or Section Supervisor, the Principal must be informed. To minimise the likelihood of such allegations, staff will:

- Always ensure the door to a room is open when alone with a child. If possible, have another adult present;
- Staff should not befriend a student and continue that friendship outside of school hours;
- Staff must not remove a child's clothing under any circumstances. In the event of an emergency where the parents cannot be contacted then the nurse or section supervisor will be present for the removal of a child's clothing.

Procedures for Reporting Incidents:

- 1) Any school staff that suspects abuse involving a child will follow these procedures for reporting the incident:
 - a. All witnessed, suspected or alleged violations of the Child Protection Policy will be immediately reported to the designated Child Protection Staff, who will record and act on these in a confidential manner in accordance with the SOPs and the best interests of the child. The school will take appropriate action to protect the child/children in question from further harm and others in the organisation during and following an incident or allegation.
 - b. The report of the suspected child abuse should contain the following information, if known:
 - Child's class, section and name of class teacher
 - Name and address of child and parents or persons responsible for child's care.
 - Child's age and birth date
 - Nature and extent of the suspected abuse including any evidence of previous abuse.
 - Explanation given for the suspected abuse

- Any other information that might be helpful in establishing cause of the abuse and identity of the abuser.
- 2) If the suspected incident of child abuse involves a staff member the following procedures will be followed:
- a. All witnessed, suspected or alleged violations of the Child Protection Policy will be immediately reported directly to the Principal, who will record and act on these in a confidential manner in accordance with the SOPs and the best interests of the child. The report of the suspected child abuse will contain the same information mentioned in clause 1.
 - b. Depending on the severity and nature of the suspected abuse incident, staff may be suspended from work or denied access to any setting involving children pending the outcome of the investigation
 - c. Corrective action will be determined by the outcome of the investigation.

Training & Education:

All the stakeholders are expected to read this policy and become acquainted with its entries. Note that no set of rules or policies can address every contingency; rules will be revised and updated when necessary. Any revisions will be communicated to the stakeholders.

- (i) Principal, Vice Principal, Section Supervisors and other management personnel should be trained & educated regarding child abuse and what signs to look for in the detection of child abuse.
- (ii) Teaching and Non-Teaching Staff who are in contact with children in their work should be trained and educated regarding child abuse, what signs to look for in the detection of abuse, both in circumstances and events which might indicate abuse and in the children themselves. Additionally, they should be given guidance on what they should avoid so as not to bring suspicion on themselves.

- (iii) Students in the schools should be educated about child abuse and the need to report any attempted or actual abuse to their teachers, section supervisor, vice principal, principal or designated staff member.
- (iv) Parents should be educated on what signs of child abuse to look for in their children, which may alert them to a possible problem. Parents should also be told to whom they could report incidents of suspected child abuse.
- (v) The school is required to develop educational programs regarding child abuse emphasizing the creation of a safe environment for children. The special emphasis of these educational programs will be children in school and the parents of these children.

Useful contacts

Principal 02-4485183	Vice Principal 02-4487158, Ext. 224	Section Supervisor Junior Section 02-4487158, Ext. 211
Section Supervisor Senior Section Boys 02-4487158, Ext. 209	Section Supervisor Senior Section Girls 02-4487158, Ext. 210	Section Supervisor Board Section Boys 02-4487158, Ext. 207
Section Supervisor Board Section Girls 02-4487158, Ext. 208	Social Psychologist 02-4487158, Ext. 213	Designated Staff Officer
Street No. 21, Behind Pakistan Cultural Centre, Maroor Road P.O. Box 46255, Abu Dhabi, United Arab Emirates Telephone: 02-4487158, Fax; 02-4485219 e-mail: skbzaps@yahoo.com		

Other policies that support the school in protecting the students are

- Bullying Policy
- Attendance Policy
- Student Discipline & Behaviour Policy

CHAPTER - 4

SCHOOL HEALTH, SAFETY AND ENVIRONMENT



مجلس أبوظبي للتعليم
Abu Dhabi Education Council
التعليم أولاً Education First

Date: 22 July 2013
Ref: EDO/524

التاريخ: 22 يوليو 2013
الرقم: EDO/524

To: Private School Principals,
Subject: CCTV's at Private Schools

السادة / مديري المدارس الخاصة
الموضوع: أنظمة كاميرات المراقبة في المدارس الخاصة

Dear Principals,

تحية طيبة وبعد،،،

The Abu Dhabi Education Council would like to express its gratitude for your generous efforts & sincere cooperation in serving the students.

يطيبٌ لمجلس أبوظبي للتعليم أن يتوجه لكم بخالص الشكر والتقدير لجهودكم الكريمة والتعاون الصادق لخدمة الطلبة

With reference to the Decree of the Chairman of the Executive Council, No. (26) of the Year 2013 concerning the Regulations of Private Schools in the Emirate of Abu Dhabi, and specifically Article (69) regarding Health, safety and environment:

بالإشارة إلى المادة (69) والمتعلقة بالصحة والسلامة والبيئة من اللائحة التنظيمية للمدارس الخاصة رقم (26) لسنة 2013م والتي نصت في بندها الخاص بتركيب كاميرات المراقبة في المدارس الخاصة على الآتي:

Equipping the school with integrated and effective security and access systems, including procedures and records for entering school building, surveillance cameras and the like when needed. These must be installed so as to cover school campuses, buildings and facilities, and they must be categorized as sensitive sites to ensure the safety and security of students, employees, visitors and contractors'

"تجهيز المدرسة بأنظمة الأمن والدخول المتكاملة والفعالة، بما في ذلك إجراءات وسجلات دخول المبنى المدرسي، وكاميرات المراقبة وغيرها عند الحاجة وتثبيتها لتغطي مقار المدرسة ومبانيها ومرافقها، وتصنيفها على أنها مواقع حساسة، وذلك لضمان سلامة وأمن الطلبة والموظفين والزائرين والمقاولين"

Please find enclosed the ADEC specification manual for installing and fixing CCTV's at private schools.

نرفق لكم الدليل الإرشادي لمواصفات تطبيق أنظمة كاميرات المدارس الخاصة والصادر عن مجلس أبوظبي للتعليم.

Sincerely,

وتفضلوا بقبول فائق الاحترام والتقدير،،،

المهندس حمد علي الظاهري
المدير التنفيذي
قطاع المدارس الخاصة وضمان الجودة
Eng. Hamad Ali Al Dhaheri

Executive Director, Private Schools and Quality Assurance Sector



SECURITY AT SCHOOL GATE(S)

It is essential that the school gate(s) during working hours in particular and after cease work in general are properly manned by the security guard(s) of the school. Following actions be ensured:

- a. One security guard must be present at a gate at all time during working hours.
- b. Close Circuit TV (CCTV) will be installed at various locations as per ADEC guidelines (ADEC Letter no. EDO/524 dated 22nd July, 2013).
- c. Ensure smooth movement of students while coming in / going out of the school.
- d. A security guard is to remain alert at the gate, till all students leave for their homes / collected by the parents / guardians / authorized persons.
- e. Maintain proper Visitors' Register by making entries of visitor's name, ID number, address, purpose of visit, time of arrival / departure along with signatures.
- f. Issue passes to visitors after making entries in the visitors' Register. Ensure the passes are returned by the visitors when leaving the school.
- g. Visitors be allowed preferably during visiting hours fixed for the purpose.
- h. Maintain self-control and restraint of temper in all circumstances.
- i. A telephone link may be maintained between security guard(s) at entry gate(s) and the school administration.
- j. Any suspicious person, movement or items lying near the school must be reported to the Principal / Vice Principal Immediately.
- k. During peak hours the security guard is to remain active and regulate traffic in front of school gates.
- l. Ensure that the parents do not park their cars in front of school gates when coming to collect children.
- m. In case a serious occurrence like fire, theft, damage to a school building due to any reason takes place after working hours, the security guard on duty is required to inform immediately the Principal / Vice Principal of the school.
- n. Security guards at the gates must be instructed to be polite and courteous but at the same time firm in their dealing.
- o. It is to be ensured that students are not allowed to leave the school before closing time of the school. In special cases, students must carry permission slip from Section Supervisor which they must deposit at the gate.

- p. Management should hold regular meetings with security staff for updates and reinforcement.

PARKING OF VEHICLES OF PARENTS / VISITORS

Security guard(s) must be directed to ensure that no vehicle is parked in front of school gates during morning hours and at the time of closing of the school/dispersal of students from school.

- a. Security guards keep a watch on movement of vehicles in the parking area.
- b. Presence of a suspicious person in the parking area or in a vehicle be checked by the guards and the same be reported to the Principal / Vice Principal immediately.
- c. Security guards remain alert and ensure safety and security vehicles of the school staff and visitors parked outside the school.
- d. The security guards need to be more watchful at closing hours time. Some of the students while waiting for their transport sit on the vehicles and damage components. At times students throw some items on each other as fun and during their over enthusiasm they damage windscreen / side mirrors of vehicles. To avoid this all, students should not be allowed to stay in the parking area.

CHAPTER 5

SECURITY WITHIN SCHOOL PREMISES

Teaching and admin staff be briefed about security measures adopted by the school to counter security hazards.

Teaching and admin staff including PE Teachers be advised to remain watchful when moving around within school premises. If a visitor is found suspicious or roaming around unnecessarily in the school, the matter may be reported to VP / Section Supervisor immediately.

Teaching /Admin staff planning to do work in the school after cease work time are required to inform the Principal / VP specifying the reasons.

To ensure security of building against any threat at night time, security lights CCTV surveillance system be installed at prominent points around the building so that guards have adequate visibility to keep the premises safe.

Fire extinguishers be kept at appropriate places.

Security guards be provided necessary information and training about the use of different types of fire extinguishers.

In case of small fire during or after working hours, security guards be given standing instructions to make dedicated efforts to extinguish the fire and inform VP immediately.

In case of huge fire during or after working hours, security guard on duty is to inform the Civil Defense / Police on telephone. He is also to inform the Principal / Vice Principal immediately. The security guard on duty is to make dedicated efforts to extinguish the fire. Moreover, with the help of available staff, try to remove burnable material from the place of fire.

Security Awareness

School staff, students and parents may be briefed periodically by school management about prevailing security environment and precautionary measures being taken by the school. In this regard:

- a. The school Principal may talk about school security in a rational manner in the morning assembly and apprise the staff and students of the security measures taken by the school to keep them safe.
- b. Educate staff and students on the role that everyone should play to maintain safe environment.
- c. Advise staff to remain calm in a difficult situation.
- d. Students and parents should be guided on security matters through meetings, letters and circulars.

Security of Water Points

- a. Security of water tanks may be ensured through school security system. Periodic check of water tank(s) may be carried out.
- b. The place of water inflow where water valve may also be fixed over underground water tank be covered properly. It is appropriate that a metallic cover with provision of lock be fixed over the place of water inflow. The cover may be opened and locked after removing it and checking water level in the tank. A metallic cover with lock will help in keeping the water safe from all hazards.
- c. Cleaning of water tanks be carried out at regular intervals. Winter / Summer break is more appropriate time for the purpose.
- d. Lab test of drinking water be carried out at regular intervals. This is to ensure that the water has no contamination and is fit for human consumption.

Safety of the School Building

For the safety of the student and staff, school building, furniture and fixture must be properly maintained and periodic checks will be made by the administrative manager and maintenance committee to ensure that everything in the building is in proper condition and according to the Civil Defense and ADEC guidelines.

List of Important Telephone Numbers

A list of important telephone numbers be prepared and maintained by school Telephone Operator, Security supervisor and at the entry gate(s) for security guards.

Emergency Numbers	
Ambulance:	999
Air ambulance:	999, the police will dispatch a helicopter to transport the injured, if the accident is deemed serious.
Fire emergency:	997
General Directorate of Abu Dhabi Police:	999
Marine emergencies, accidents or suspicious activity (Critical National Infrastructure Authority):	996
Water and electricity emergencies :	800 2332
Emergencies concerning Municipality of Abu Dhabi City:	993
Weather condition and earthquakes emergencies:	+971 2 666 7776
Directory Enquiry Services	
Etisalat:	181
Du:	800 155 (from any UAE phone) 155 (direct from your du mobile)

CHAPTER 6

FIRE PROTECTION

Fire is a chemical process known as combustion. For all practical purposes, combustion may be considered as the combination of burnable material with oxygen i.e. oxidization. Fire is of different categories.

Classes of Fire

Fire is classified into the following categories:

- a) **Class 'A' Fire.** Fire which occurs as a result of combination of vegetable material such as wood, paper, straw and minerals such as coal and magnesium is termed as class 'A' Fire. It is also known as solid fire.
- b) **Class 'B' Fire.** Fire which involves material such as petroleum, gasoline, oil, greases, fats, spirits, alcohol and rubber is classified as class 'B' fire.
- c) **Class 'C' Fire.** This fire involves electrically operated instruments and appliances. It is also known as electrical fire.

Methods Employed For Extinguishing Fire

Fire Control. Controlled fire has been accepted to be benefactor of mankind but it is also potential destroyer of mankind and works of civilization. It is therefore imperative that we learn to prevent out breaks of fire and extinguish it when it erupts. There are three methods employed for extinguishing fire.

- a) **Cooling.** By reducing temperature below the ignition point. It can be done by using water, foam or fire extinguishers.
- b) **Smothering.** By reducing the oxygen content within the area below the burnable limits. Use of foam or Co₂ or by throwing cloth on burning fire also helps in smothering fire.
- c) **Starvation.** By removing fuel from scene of fire.

Proper selection of an extinguishing agent is the most important factor in fire fighting operation.

Class 'A' fire is to be fought with water or air agent containing water so that the deep seated embers of wood, cloth and other class 'A' material can be reached by absorption and penetration.

Class 'B' fire (flammable liquids) normally requires those extinguishing agents which have smoothing effects i.e. CO₂ foams or dry chemical powder (DCP).

Class 'C' fire (electrical fire) is to be extinguished with carbon dioxide, carbon tetrachloride and dry powder.

Fire Fighting Appliances

Water Extinguisher. It is used on small solid or class 'A' fire. As it is primarily a cooling agent which has quality of penetration into the deep seated embers, it reduces the temperature to below ignition point.

Dry Chemical Powder Fire Extinguisher. It is used on small liquid fire. Being non conductor of electricity, it can be used to extinguish electric fire.

Carbon Dioxide (Co₂) Gas Cylinder. Carbon Dioxide (Co₂) is used on all types of fire Specially on liquids and electric fire. The gas is applied direct to the seat of fire.

Water Point. Some of the buildings have provision of special water points to extinguish fire. In case the water point is not fitted with water pipe, then canvas water pipe be procured and fixed on the water point(s). The water pipe will be much needed to extinguish fire in case of any fire occurrence other than electric fire.

The water point may be used on some Weekends to wash some classrooms. Purpose is to test satisfactory functional state of the water point.

Action by School Staff in case of Big Fire

Upon discovering a fire, school staff is required to take the following actions:

- a. Switch off mains (electricity), in case of electric fire.
- b. Inform Principal of the School immediately.
- c. Inform Fire Brigade/Civil Defense & Police immediately and give complete address of the school.
- d. Meanwhile make effort to extinguish fire by the available fire extinguishers/ all other means using staff help as a joint effort.
- e. During working hours, students be evacuated from the building of fire occurrence.
- f. During evacuation, all procedures of emergency evacuation be followed as listed at chapter 8.
- g. Help the injured to evacuate the area.
- h. Call nurse/first aid trained staff available in the school for assistance and to attend to those injured until help arrives.
- i. Contact nearest hospital centre for ambulances to shift injured students / staff to a hospital for emergency treatment.
- j. Principal is to inform the Competent Authorities.
- k. Detail PE teachers to prevent crowding of students at the scene of fire.
- l. Security staff be detailed to facilitate civil fire brigade to reach the scene of fire.
- m. In case fire breaks out after working hours when buildings are closed, security guard is to open the building involved in fire.
- n. Security guards is to inform the Principal / VP on telephone immediately.
- o. File an incident Report.
- p. Post evaluation of crisis.
- q. Review SOPs and make amends, if needed.

WARNING

It is to be ensured that water is NOT USED to extinguish fires caused due to electric short circuiting or chemicals.

CHAPTER 7

FIRST AID

Availability of First Aid Boxes duly filled with medicines be ensured by the school administration. During emergency evacuation of students and staff, a First Aid Box must be made available in the assembly areas of students.

Principles of First Aid The rules of first aid depend on circumstances. Nevertheless, the following principles are to be observed:

- a. Rescue the patient or remove the cause.
- b. Arrest bleeding.
- c. Treat the shock.
- d. Dress the wounds.
- e. Immobilize the fracture.
- f. Remove as little clothes as possible to avoid disturbance to the patient. Apply warmth by bed sheet, blanket etc.
- g. Do not interfere with injuries.
- h. Do not thoughtlessly change position of the patient.
- i. Do not give any drink or stimulant to the patient when haemorrhage is present but keep his / her lips moist by sips of water.
- j. Nothing should be given to the patient by mouth when he is unconscious or in case of injuries to mouth, throat and abdomen.
- k. Contact the parents immediately.
- l. Contact qualified medical assistance at once.
- m. Keep the patient calm and warm.
- n. Prevent crowding, calm other children, and be reassuring.
- o. Have all students, other than the patient, return to their activities as quickly as possible.

CHAPTER 8

EMERGENCY EVACUATION PLAN

Evacuation Plan/ Mock Drill

Evacuation plan may be chalked out and exit routes may be clearly marked. School administration is to organize a mock drill of evacuation plan for students and staff to make them familiar with exit routes. The objective of mock drill should be to prepare the students and staff about the scheme and procedure of evacuation in case of an emergency.

The salient features of emergency evacuation plan are:

- a. Exit points are to be clearly marked on all floors of a building.
- b. Classes in all blocks are to be given clear indication about their exit points.
- c. Teaching and Admin staff be briefed about evacuation plan.
- d. The designated teachers and Admin staff are required to supervise exit points at all floors of a building.
- e. Section Supervisors are to ensure that attendance registers of all classes are taken along by class teachers to the assembly area.
- f. The warning for an evacuation will be sounded by ringing the school Alarm bell intermittently for two minutes.
- g. If there is no electricity, an admin staff member will warn classes that the school is to be evacuated.
- h. Once the warning has been given, students must line up against the walls inside the room that they are occupying at the time.
- i. Prefects will lead their respective classes while teachers accompanying classes will ensure orderly movement of students in lines by a pre-determined route. No running or crowding should be allowed.
- j. On reaching the designated assembly area, roll call of each class is to be taken. In case of any absentee, necessary action be taken to locate the missing person.
- k. Admin staff must check that all rooms, including washrooms, are empty.
- l. Electric and gas supply (Gas Cylinders if any) be shut off during the drill/emergency.

- m. First aid box be taken to the ground to provide medical aid if required.
- n. Permission to return to the building can be given only by the Principal of the school or his/ her substitute.
- o. Assembly area should be away from the buildings in case of flying debris.

CHAPTER 9

INTRUSION

Security guard is to make an attempt to block the intruder(s) path.

- a. Inform the Principal / VP on telephone.
- b. Similar action in case intruder enters from area other than the gate.
- c. In case the intruder appears to be armed or exhibits hostile posture, call and Police immediately.
- d. Approach the intruder and determine the nature of their presence.
- e. Ask for identification.
- f. Direct or accompany them to the proper office.
- g. If they have no acceptable purpose, ask them to leave.
- h. If they refuse, call Police station.
- i. If situation is serious, communicate to all Sections Supervisors / teachers to lock / bolt classes from inside. On arrival of police force, standby for final outcome of the incident.
- j. Principal is to inform the Competent Authorities.
- k. When the intrusion is over, the intruder(s) arrested and taken away by the police, communicate opening of classrooms.
- l. file an incident report.
- m. Complete information to report charges.

CHAPTER 10

EARTHQUAKES

What is an earthquake?

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Buildings or trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake. Earthquakes can occur at any time of the year.

What hazards are associated with earthquakes?

When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

What are aftershocks?

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.



Practicing Emergency Response during an earthquake:

- a. School Principal and Emergency Response Team (Child Protection Committee) shall conduct regular practice drop, cover, and hold-on drills throughout the year to ensure staff and students are aware of how to respond during an Earthquake (see picture). Drills should include all areas of the school including classrooms, outside assembly areas and playgrounds. Frequent practice will help reinforce safe behavior. When an earthquake or other disaster occurs, many people hesitate, trying to remember what they are supposed to do. Responding quickly and automatically may help protect you from injury.
- b. School Principal and Emergency Response Team shall identify safe places in the school.

Safe Places. A safe place could be under a sturdy(strong) table or desk or against an interior wall away from windows and bookcases, or tall furniture that could fall on you. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured.

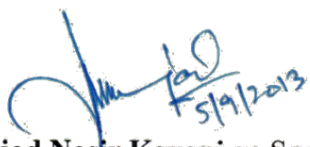
During the Earthquake:

- c. If indoors, teachers shall direct students to a safe place and move no more than a few steps, practice drop, cover, and hold-on in each safe place (see picture). Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. Practice these actions so that they become an automatic response.
- d. If outside, in the assembly area or in the playground in an earthquake, move away from buildings, trees, fences, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, fences, streetlights, and power lines may also fall, causing damage or injury. **Do not attempt to run outside**


After an earthquake:


- e. Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.
- f. Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- g. Evacuate the building **ONLY**, if and when instructed by **School Principal** and **Emergency Response Team**.
- h. If you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire. As a precaution, use the stairs.
- i. During the evacuation, follow the approved evacuation plans and procedures.


Monitoring and Evaluation


Policy Prepared by:  **Mr. Amjad Nasir Kayani** on September 05, 2013

Policy Reviewed by on September 08, 2013:


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Section Supervisor, SSB


Mr. Muhammad Asif
Teacher, BSB


Mrs. Laila Naheed
Teacher, SSG


Ms. Tabinda Alghizala
Principal

Policy Approved by: Board of Directors on 9.9.2013

This policy will be monitored and reviewed by the Board of Directors on an annual basis and when the need arises.


CHAIRMAN BOD

References:

- The Bilo of the Private Education Law, Ministry of Education,
- Chairman of the Executive Council Resolution No. (26) of 2013 Concerning the Organising Regulations of Private Schools in the Emirate of Abu Dhabi
- Guidelines of Abu Dhabi Education Council (ADEC)

RECOGNISING ABUSE

It is not always obvious that a child is being abused. Frequently it is the culmination of information that is important. Always share any concerns with the Principal. The signs and types of behavior listed below are not in themselves evidence of abuse, but may suggest abuse, particularly if a child exhibits several of them, or if a pattern emerges of when or how the child exhibits such signs or behavior.

- Repeated minor physical injuries e.g. bruising, cuts.
- Physical injuries e.g. broken bones, bruising particularly above the knees, two black eyes, cigarette burns to the body, belt marks, burn or scald marks.
- Children who are dirty, smelly, poorly clothes or who appear underfed.
- Children who have lingering illnesses which are not attended to.
- Deterioration in school work or significant changes in behaviour.
- Aggressive behaviour, severe tantrums.
- An air of “detachment”.
- Overly compliant, “watchful attitude”.
- Sexually explicit behaviour, e.g., playing games and showing awareness which is inappropriate for the child’s age.
- The child is reluctant to go home or is kept away from school by a parent for no apparent reason.
- Does not join in school social activities, has few school friends.
- “Tummy pains “, “headaches” etc for no apparent reason.
- Eating problems, including over-eating, not eating.
- Disturbed Sleep, nightmares, bed wetting.
- Running away from home.
- Self-inflicted wounds.
- Reverting to younger behaviour, depression, withdrawal
- Relationships between the child and adults which are secretive and exclude others.

CHILD PROTECTION REPORTING FORM (Original Notes)

This form should be used when a pupil discloses to any member of staff that they or another pupil is suffering or is at risk of abuse.

Dos:

- allow the pace of the conversation to be dictated by the pupil;
- ask neutral questions which encourage the pupil to talk such as, 'Can you tell me what happened?'
- accept what the pupil says and do not ask for further detail;
- acknowledge how hard it was for he or she to tell you;
- reassure the pupil that he or she has done the right thing;
- explain whom you will have to tell and why.

Don'ts:

- burden the pupil with guilt by asking such questions as, 'Why didn't you tell me before?'
- interrogate or pressurise the pupil to provide information;
- ask any questions that start with the word 'why';
- undress the child or examine clothed parts of the child's body;
- criticise the perpetrator;
- promise confidentiality or make promises that you cannot keep such as 'it will be all right now.'

Report Details (include current date, time, and location)

Date		Time		Place	
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Referrer's Details

Your Name	
Your designation	
Date	

Child's Details

Class, Section and Name of Class Teacher	
Name of the Student	
Date of Birth / Gender	
Address	
Name of parents/person responsible for child's care and contact number.	

The Abuser

If the student has named or described the alleged abuser, note the details.	
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The Disclosure

- Record what was said by the student and you.
- Use the exact words and phrases used by the student.
- Clearly distinguish between fact, observation, allegation and opinion.
- Note the non-verbal behaviours and the key words in the language used by the student.

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Did the student describe or name any witnesses?	
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Was the student able to provide written consent for you to share the information? Record what you said and how the student responded.	
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Any other information that might be helpful in establishing cause of the abuse and identity of the abuser.

Designated Staff member:

Name	
Signed	
Date	

Further referred to (for action):

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