

**ROOTS INTERNATIONAL SCHOOLS & COLLEGES  
SAFETY & SECURITY POLICY**

## **SSP- 1: Introduction and Objectives**

### **1.1: Risk Awareness**

The school and its contents are constantly at potential risk from criminal damage, burglary, terrorism theft and arson (fire-raising). In some circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal/terrorism attack in the school will have at least one of several predictable results:

- Loss of equipment
- Loss of records
- Loss of community facilities
- Drain on resources
- Demoralization of staff and pupils
- Disruption of school life
- Displacement of staff and students
- Total loss of school

Whatever the precise outcome, any criminal/ terrorism attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. In order to identify the most appropriate, cost-effective security procedures and measures, consideration has to be given to the nature of the likely risks, previous incidents, the local environment and changing conditions, the potential cost of crime (including repair and replacement costs) and the scope of consequential losses, for example, timetable disruption and inconvenience. To this end, a security risk assessment will be conducted annually and used as the basis of this policy.

### **1.2: Aims and Objective**

Roots International Schools recognize and accept their social responsibility to provide a safe and secure environment for students, employees and visitors. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the School Management will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The RIS Management will provide staff with enough resources, information and training to implement the security procedures.
- The RIS Management 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 members of the school community.

## **SSP- 2: Roles and Responsibilities**

### **2.1: The Branch Head:**

The Branch head has overall responsibility for policy, organization and arrangements throughout the school and is responsible for the effective implementation of the security policy and for encouraging Staff, through regular monitoring, to implement security arrangements. In particular the Branch head will:

- a) Set up arrangements in school that complies with the security policy proposed and agreed by RIS security Instructions.
- b) Ensure that all staff within the school receives information, instruction and training in the security policy and procedures.

- c) Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- d) Ensure that all visitors, contractors and agency staff adhere to the security policy.
- e) Monitor the implementation of the policy and security arrangements.
- f) Ensure parents are informed of the safety & security policy.
- g) Budget for security matters;
- h) Nominate specific staff with designated security roles e.g. Safety & Security Representatives (School Managers and School Security Officer (PTI/ Supervisors).
- i) Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for security matters outlined within the Safety & Security Policy.
- j) Ensure that security is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc.
- k) The Branch head will ensure that the school has a Safety & Security Policy and that this has been implemented.
- l) Branch head will monitor the performance of the school security measures.  
This will be achieved by:
  - m) The School Security officer (PTI/Supervisors) monitoring performance on their special interest visits.
  - n) Branch Head will Reports to head office.
  - o) Implementation of security measures when they visit the school.
  - p) Branch heads will periodically review the school's security policy.
  - q) Branch heads will delegate the day to day implementation of the policy to the School staff
  - r) Branch head will ensure the checking of students' school bags on the entrance gate.
  - s) Branch head will ensure the prohibition of student's mobile usage/ weapons in the school.
  - t) Branch head will ensure no parcels/ lunch box/ books etc will be entertained by school staff/ admin office during school hours.

### **2.3: The Safety & Security Representative (School Manager)**

The Safety & Security Representative is adviser to the Branch head on security within RIS and is responsible for the co-ordination of security management throughout the school. The S&S Representative will:-

- a) Review the Safety & Security Policy monthly and when significant changes occur within the organization of the school.
- b) Have general oversight on security and monitor this on behalf of the Branch head.
- c) Undertake an monthly security risk assessment and prepare recommendations for discussion with the Branch head.
- d) Make recommendations to the Branch Head for matters requiring immediate attention.
- e) Publicize security matters.
- f) Ensure routine security checks are carried out by the School security Officer (PTI/ Supervisor)
- g) Prepare term reports for the branch head on execution of Safety and Security measures.
- h) Include security in the annual premises action plan to present to the branch head so progress and budget requirements can be planned for;
- i) Ensure all full and part-time staff receives appropriate security training at induction
- j) Ensure all incidents are reported to the Head Office.

#### **2.4: School Security Officer (PTI/ Supervisor)**

The School Security Officer will ensure:-

- a. The site is checked every 2 days during Weakened.
- b. Undertake all required security checks, including perimeter fences and checking of locks/gates
- c. All external doors and perimeter gates are secured by 4pm each day
- d. Maintain a key log.
- e. Maintain the school inventory and ensure all valuable equipment is asset tagged, labeled and included & maintained in the inventory log.
- f. Undertake an annual check of the inventory.
- g. Ensure interactive boards, projectors, metal detectors CCTV cameras, bottom mirrors, weapons and Walk through gates are secured and the terms of the Safety & Security policy are implemented.
- h. Monitor site security and liaise with police / head office as required in the event of an incident
- i. Ensure external lighting is maintained in good condition.
- j. Ensure cleaners and other contractors working in the school understand and respect school security procedures.
- k. Do not compromise school security and brief new hirers on school Safety & Security Policy.
- l. Check all doors and windows are secure at the end of the day, set alarms and check there are no trespassers on the school site.

#### **2.5: All Staff**

All employees have a responsibility to ensure that they act with all reasonable care with regard to the security of the premises, staff and school equipment. In particular, all staff has a responsibility to:

- Secure windows and doors when rooms are not in use and upon students' departure at the end of the day.
- Ensure the school entrance gates and external doors are closed when they leave.
- Challenge anyone walking around the school who is not wearing ID cards and ask them to report to reception to sign-in.
- Ensure the security of valuable equipment such as cameras, metal detectors, bottom view mirrors and weapons by ensuring they are locked away when not in use.
- Ensure physical search of visitors at the school gates.
- Sign in each day using the thumb impressions/ register log and sign out when leaving in the evening/going out for lunch.
- Report any security concerns to the Safety & Security Representative (School Manager).

### Duties and Responsibilities:

Listed below duties and responsibilities allocated to school staff:

Security issue	Concerned Person	Specific Duties
Agreeing and reviewing the school security policy	Branch Head/Safety & Security Representative (School Manager)	<ul style="list-style-type: none"><li>• Agree policy</li><li>• Review every months</li></ul>
Day to day implementation and management of policy.	Branch Heads / Safety & Security Representative (School Manager)	<ul style="list-style-type: none"><li>• Inform staff</li><li>• Monitor performance</li><li>• Review arrangements</li></ul>
Securing school entrance/exits as detailed in this policy	School Security Officer (PTI/ Supervisor)	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	School Security Officer( PTI/ Supervisor)	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes
Control of contractors	School Manager	Issue passes
Security of money etc	Admin staff	
Security of playground equipment	Playground coordinator/ PTIs	
Security Risk Assessment	Branch Heads / Safety & Security Representative (School Manager)	Review annually and inform Head Office of findings to use as part of policy review
Shutting doors/windows & turning off plugs	All teachers	Make sure everything is turned off, valuables locked away an. Windows/doors shut when leaving

### SSP- 3: Physical Security

The physical security of any site has three distinct aspects. These are the:

- Perimeter
- External protection of buildings within the perimeter
- Protection of specific vulnerable or sensitive areas within buildings.

Perimeter security on its own is not sufficient – it is not possible to make the perimeter of the school completely impenetrable. Instead these three aspects need to work together.

### **3.1: Perimeter**

The front of the school is protected by high metal fence, concrete barriers, sand the bags within gates for the main reception, car park, Playing ground, canteen, auditorium and back yard. The fences and locks are checked daily by the School Security Officer (PTI/ Supervisor).

### **3.2: Reception Gate**

The main reception gate has guard/office boys on duty for whole day. The reception gate is open in the morning between 7:30am and 8:10 am and again in the afternoon between 2:30pm and 3:30pm. At all other times the gate should be locked to ensure the safety of the RIS Students, staff, the security of staff cars and also the security of the overall building and safety of staff. Parents and visitors access must not be given without interrogating visitors. Parents are allowed only one day a week (Thursday) for meeting with branch heads.

All staff and staff from external agencies who work at the site every day will be issued with a visitors pass. In the event of loss, the School Security Officer must be notified immediately so the visitors pass can be replaced.

### **3.3: Car Park**

Because of the layout of the school, the car park is a main entry point for parents which dropping off and picking up their children. As such, the gate is open in the morning between 7:30am and 8:10am and again in the afternoon between 2:30pm and 3:30pm. At all other times the gate should be locked to ensure the safety of the RIS students. The security of staff cars and also the security of the overall building and safety of staff. Staff that regularly uses the car park will be issued with parking pass.

### **3.4: Playing Ground**

The Playing Ground is surrounded by a high wire mesh fence with a gate. There should be round of school guard and PTI at regular intervals. This will be used as an evacuation route in the event of a major fire or other emergency which renders the front of the school inaccessible.

### **3.5: Exterior Lighting**

The car park and walkways of the school have lighting. The School Security Officer is responsible for checking this lighting is working efficiently to ensure the security of staff cars and also the security of the overall building and safety of staff.

### **3.6: Cameras (CCTV)**

There are external cameras covering the front reception path, car park and entrance. It will be monitored whole day by branch head and head office.

### **3.7: Reception Entrance (Main Building)**

The reception door must not be left open when the school entrance gates are open unless permission has been given by the Branch head and there is adequate staff on site to supervise access.

### **3.8: Front Doors (Main Building)**

The doors at the front of the school leading to the classes which are utilized by the children at break times and lunchtime as well as in the morning. However, one door must be locked into position so the doors cannot be opened from outside when the school entrance gates are open at the beginning and end of the day. The School Security Officer (PTI/ Supervisor) is responsible for securing these doors at the end of the school day to ensure the safety of equipment and staff working late in the building.



### **3.9: Playground Equipment**

Playground equipment must be locked away when not in use.

### **3.10: Office**

The office should be secured whenever it is unattended and the filing cabinets locked.

### **3.11: Vigilance**

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Pupils who encounter anyone whom they do not recognize as a legitimate visitor should report their concerns to staff. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

## **SSP- 4: Controlled Access during the School Day**

Controlled access is a combination of measures to ensure that un-authorized visitors do not present an unacceptable risk to pupils or staff. RIS has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorized access to children and ensure the personal safety of staff.

### **4.1: Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safe guarding of both people and property.

Our policy is that:-

- No access must be given to the site without visitors being interrogated
- All visitors shall provide CNIC to the school gate.
- All visitors are issued with a visitor pass to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception.
- Any person on site without a visitor pass will be asked to accompany a member of staff to the admin office or asked to leave the site. Any refusal will be reported immediately to the Branch Head. Any aggression will be reported to the police.
  - Visitors will not remove any items of school property without the express permission of school staff.
  - No vendors should be allowed during school timings.
  - The School operates a signing in /signing out system for all staff/ students who are late / leaving early.

## **4.2: Staff Access**

Domestic staff will not enter the school premises once and will not go out till pack up time and without informing branch head/ school manager.

A staff signing in system has been installed which allows us to know who is in the school in the event of a fire or other emergency. Staff should wear their employee ID cards at all times and make sure they have introduced the card to the school guard when they arrive in the morning, even if they are going out to lunch and when they leave in the evening.

## **SSP- 5. Students Involvement**

### **5.1: Students**

Children are encouraged to be vigilant and responsible at all times. Children should not open the gate to visitors under any circumstances and, if they see someone walking around the school without a visitors pass (or not accompanied by a member of staff), they should report this to their class teacher or the nearest member of staff. Students should be counseled about safety and security measures. Students should move out of the school in piecemeal not in bulk.

### **SSP-6: Action in event of incidents**

All security incidents should be reported to the Safety & Security Representative (School Manager) and Branch heads either at the time of occurrence. School Manager will report all security incidents to the branch head and the RIS-Head office.

Branch head maintain records for insurance and other reporting purposes. The following actions are to be adhered to:-

- If there is a breach of security and the intruders are still on site, the police should be contacted immediately.
- If the intruders have departed, the police should be informed immediately.
- All breaches of security are to be reported to the School Manager the next working day and an incident report form (at annex A) completed and sent to the Head office.

### **SSP- 7: Physical Training of Staff / branch heads:**

Training of school staff, which are legally and morally responsible for the safety of children, should be the focused. Teachers, administrators, safety & security officers, staff, lower staff and PTIs should continue to take the primary lead for protecting students.

#### **Branch head should:**

Ensure the physical fitness of all the staff including teachers, management, PTI's and office boys.

- Ensure daily exercise in the school playground including warm ups, running to keep their selves active and fresh.
- Ensure training of all the staff against terrorism and disaster situation through nearby police station.
- Ensure fitness of security guard/ maintenance of weapons/ standard uniform of security guards.
- Special technical assistance taken by district administration and police authorities.



**7.1: Ensure Lock down drills:** The purpose of a school lockdown drill is to protect and keep as safe as possible the children and adults in the building from a potential emergency such as the presence of a school shooter. These drills are usually designed and implemented with input and assistance from local law enforcement officials. Ideally, these drills should be conducted several times a year at different times of the day and without pre-announcement (during lunchtime or recess, during classes, or during drop-off or dismissal, for example), to give students and staff the opportunity to practice what to do in different scenarios.

**7.2: School lockdown drills also usually include the following procedures:**

- Students are moved to the safest part of the room, away from windows and doors, to the interior walls.
- Everyone drops to the floor or out of the line of vision from the door.
- Any windows in doors are covered (to prevent an intruder from seeing into the room). Window shades are pulled down.
- Classroom lights are turned off.
- Never lock the class room doors in emergencies.

**7.3: Ensure Evacuation Drills:** Evacuation drills are designed to prepare students, teachers, administrators, and other people in the school to leave the building quickly and in a pre-planned and organized fashion in the event of danger such as a bomb threat, when conditions outside the building are safer than the conditions inside the building.