



SCHOOL SECURITY POLICY AND PROCEDURES

Policy statement

This Security Policy outlines procedures to create a safe environment for students, staff, and visitors. It details the school's security management system and methods for improving the safety and security of all individuals potentially affected by school activities.

Objectives

Key points for effective risk management and security policy implementation:

- Promote strategic leadership for a collaborative approach to risk management.
- Enhance security culture and accountability.
- Continuously improve and review security measures and controls.
- Consult, inform, and train staff in security practices.
- Conduct and regularly update formal risk assessments.
- Communicate the security policy to parents and students, seeking their support.
- Ensure transparency by explaining security measures and their purposes to the school community.
- Establish an ongoing review system for staff and student well-being.
- Annually review the security policy for updates and improvements.

Essential functions of school security guards

- Perform a variety of complex, basic duties requiring good communication skills, including assisting others in the workplace
- Maintain order, safety and security
- Unlock doors and school facilities
- Observe students between classes, lunch and break periods
- Assure timely return of students to class
- Respond to calls regarding classroom disturbances, behavioral problems or related situations
- Escort students to office for disciplinary action if required
- Utilize good communication skills to prevent student conflicts and fights according to established guidelines and intervene as necessary
- Advise students of consequences if rules are violated

- Enforce school rules, regulations and policies for the safety and security of students, staff and property
- Report unusual activities or unauthorized people on campus to appropriate personnel
- Prevent illegal parking and loitering on school grounds according to established procedures
- Assist in the investigation of illegal activities
- Search backpacks and lockers for weapons, cigarettes, drugs, drug paraphernalia and related items according to established procedures and policies
- Maintain positive relationships with students, parents, staff, and community
- Operate a two-way radio to communicate with the school office and other security personnel
- Communicate school policies, enforcement procedures, and consequences to students, staff, and visitors to ensure understanding.
- Monitor various school environments to enforce regulations, mediate issues, and maintain a safe learning atmosphere.
- Patrol school facilities to ensure security, deter crime, and foster relationships with students and staff.
- Provide positive reinforcement to students, serving as a role model and supporting school-wide discipline and individual objectives.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines
- Responds to emergency situations (e.g. Fights, injuries, incidents, suspicious activities, etc.) for addressing immediate safety concerns
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Adhere to safety practices
- Sound the alarm for fire drills, assist in evacuation

PROCEDURES

Controlled access and egress during the school day

- Perimeter fencing prevents unauthorized entry.
- Designated entry/dismissal gates for each student division.
- Random bag searches for high school students.
- Staff must wear ID badges and notify the Division Principal and Head of Security about late work hours.

Buildings and Grounds

- The school will implement measures to restrict unauthorized access to the building and grounds to protect students and staff.
- The numerous external doors present a significant security risk.
- After school, the last person in a room is responsible for securing it (closing windows, turning off equipment).
- Cleaning staff are responsible for securing the school, including locking doors and windows.
- Security guards conduct checks to ensure building security.

Control of Visitors

- Visitor control is crucial for safeguarding people and property.
- Visitors may only enter through two designated gates.
- Visitors must present their Civil ID to receive a visitor's badge.
- Visitor information (name, contact details, reason for visit) is recorded.
- Departure time is recorded, and the Civil ID is returned upon leaving.
- Visitors should be escorted to the reception area; meetings are encouraged to be held in the meeting room.
- Visitors require permission to remove school property.

CCTV Cameras

The CCTV system is in operation and monitored from the control room.

The purposes of CCTV are to:

- Increase personal safety and reduce cases of vandalism, assaults, disturbances bullying
- Protect the School buildings and their assets
- Assist in the management of the school

Dealing with an emergency

In case of an emergency, the security guard is required to inform the Superintendent and Division Principals. All security guards have a landline in their Security kiosk with a copy of telephone numbers for key staff members. The emergency number for the police, ambulance and fire services is 112.

The following crucial information must be given to the emergency services:

- Name of caller
- Location: Dasman Bilingual School, Bin Misbah street, Sharq, Kuwait City
- State what the emergency is
- Direct them to the exact gate they need to come to

DOCUMENT CONTROL

COMPLIANCE	
<i>Compliant with</i>	Local legislation

AUDIENCE	
<i>Internal</i>	Security staff in Dasman Bilingual School

VERSION CONTROL	
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