

## Security Policy

Security, Safeguarding and the protection of pupils and the school community is taken very seriously at the RGSQ. Our aim is to provide a safe and secure environment for our pupils, staff, parents and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

### Responsibilities

The Head of School is responsible for school security. He ensures that the School has and maintains policies and procedures to ensure the safety of the pupils, staff, parents and visitors. The Head of School is responsible for implementing the agreed Security Policy.

#### The Head of School will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training is provided as necessary;
- routine security checks are carried out on an on-going basis by the Head of School, Head of Security and Facilities Engineer;
- parents are informed about aspects of the security policy and encouraged to help.

#### The Head of Security and Facilities Engineer:

- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Raise awareness of security issues.

#### Staff:

- Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School. Staff should be aware of and conform to operational procedures that affect security e.g.
  - Key control procedures
  - Visitor monitoring

New employees will be informed of this during their induction training. All staff will be issued with a staff ID badge on a green lanyard and will display these whilst on the premises.

#### Pupils:

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge, parent ID badge, or a visitor ID badge. Pupils should not approach any stranger who is not wearing an ID badge but report all strangers immediately to the nearest member of staff.

## Security Strategies in School

### Staff:

- All staff based in school are issued with official school ID badges. These come on a green lanyard and must be worn at all times around school;
- Staff should contact the School Office, Head of School or Deputy Head in an emergency;
- All staff must challenge adults who are not wearing an official school ID badge with either green, white or red lanyard.

### Parents and Guardians Dropping Off/Collecting pupils:

- We ask that parents inform the school office at the start of the school year of the names of all adults who might drop off or collect their child from the RGSGQ. These names will be added to our school database and copies kept in both the school office and at the front security desk with the Head of Security.
- All parents and guardians will be issued with an official school ID badge at the beginning of the school year. These come on a white lanyard and should be worn at all times whilst at school so they are visible and adults can be identified easily.
- The School provides two passes per child free of charge. Additional passes can be purchased at a cost of QR25/- per pass.
- We understand that occasionally a parent or guardian might forget his/her security pass, in which case parents and guardians will be required to hand a photo ID (QID, Driving Licence, Passport) to the security staff at the school gate. In exchange the parent/guardian will receive a visitor's ID badge on a red lanyard.
- Any adult collecting a pupil must have either a parent ID badge with a white lanyard or a photo ID to exchange for a visitor's ID badge with a red lanyard, **AND** be listed on the school database as being authorized to collect the pupil.
- If someone different from usual is collecting a child, parents should inform the School Office in advance. Unless the school has been informed of this arrangement in advance, the school will not allow any pupils to leave school with anyone other than the named parents or guardians.
- The school only permits adults to collect pupils from school and will not hand any pupil to an individual under the age of 18.
- No Primary School pupils, under any circumstances, will be allowed to make their own way to the school gates or parking bays.

### Parents, Guardians and Visitors Visiting School:

- All visitors, including contractors, must report to the security guard at the entrance to school and exchange their photo ID for a visitor's ID with a red lanyard. Details will be logged in the visitor's book. The visitors badge must be worn at all times and the visitor should be accompanied at all times by either a member of school staff or a parent with a parent ID badge with a white lanyard.
- Family or friends who might be visiting Qatar from time to time and who wish to come to the School are most welcome, however, they must be accompanied by an adult who is listed on the database, or be listed on the database themselves, and they must bring a photo ID to hand to the security staff in exchange for a visitor's ID with a red lanyard.
- Any parent, guardian or visitor who does not have either a parent ID badge or a photo ID to exchange for a visitor's ID badge will not be able to enter the school grounds.

### Communication:

- Details of the security arrangements are outlined in the Parent Handbook and on the School Website.
- Parents should be reminded of the security strategies on a regular basis through letters and asked to help keep the school community safe by following the instructions of the security team.

#### Surveillance:

- 43 x digital CCTV cameras are in operation in school. This provide a reference point if required. The system is monitored by the Head of Security. Recordings are kept for 90 days.

#### Security of Equipment

##### Hardware:

- All rooms containing equipment that may pose a risk are to be kept locked if left unattended - resource room, server room, and rooms containing cleaning equipment.

##### Security of Staff, Visitors, Pupils and Equipment During Out of School Hours:

- All rooms, apart from those required, to be locked.
- For outside events – access only to be given to toilets and necessary rooms, all other areas to be locked down. Internal supervision to be provided at all times.
- Following events, a full caretaker 'sweep' to be carried out to monitor damage and check building is empty.

##### Personal Property:

- Pupils are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability.
- Staff are responsible for their personal property. Teachers and administrative staff have lockable draws and cupboards in classrooms. Teaching Assistants and Facilities staff are provided with a locker.