
Safety and Security policy

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This policy is to be read in conjunction with the school communication policy and Handbook.

Parents entrust their children to us with a lot of faith. Which is why, the students' health and safety are paramount to us the moment they enter the school premises.

We at RGS strongly believe that safety of every individual is our prime responsibility.

IBO AND RGS Mission Statement

We at RGS have aligned our mission statements with the IBO and our safety and security policy and protocols directly relates to both the mission statements mentioned below



As advocated by IBO we at RGS ensure that safety and security is the prime responsibility and its procedures are implemented, understood and supported by the entire school community. Parents are informed about the policy through parent meetings, the school website handbook, curriculum booklet and Parent-Teacher conferences.

Ryan Global School is committed to ensuring the safety and security of members of the school community and any visitors, as well as providing adequate protection of school property. The school has in place a number of measures to minimize risks and protect persons and property physical and virtual setup.

Objective: Ryan Global School is committed to providing a safe and supportive environment for both students and staff which:

- Minimizes risk of harm and ensures all members of the school community feel safe and secure.
- Supports the overall development of students.
- Provides student / teachers welfare policies and pastoral care programs that develop a sense of self-worth and foster personal development.
- Helping students to grow , learn , engage in a safe learning environment fostering and supporting students physically , socially and emotionally.

For every individual to stay safe and secured in the school environment there are 4 main domains that define levels of security in virtual and physical environments.

Personal Level

Every member of the school community has a right to stay safe at personal level with the right comes the responsibility which all the members (students / teachers / parents / leadership) follow to contribute in keeping the school environment safe and secured.

<u>RIGHT</u>	<u>RESPONSIBILITY</u>	<u>ACTION</u>
To have a respectful learning environment with freedom to express perspectives	To be open minded and respect personal opinion and respecting others perspectives. Communicating and reaching out for support when required to a trusted source acknowledged by parents.	Reach out for social / emotional support when you need it
To have a secured and safe learning environment	To be vigilant and report when something is not normal / acceptable norm of learning environment	"See something, say something" about suspicious activity
	Wearing appropriate dress code to school presenting their identity along with THE ID CARD	
	Watch for behavioral changes	Being communicator by sharing any form of behavioral changes observed in students within / outside school.
To have a safe learning infrastructure	To respect school property and follow rules of the place from class to play grounds.	Be observant of traffic and surroundings at bus stop
	Participating in school drills and following all the safety protocols and instructions in and around the school.	Understand and follow safety instructions and drills
To have a safe and secured virtual learning environment.	Use social media responsibly and escalate to immediate authorities incase of any malpractices	Be vigilant and not indulge into any practices which are not enriching you academically or helping one grow personally and professionally. Students / parents and teachers are expected to be mindful , respectful towards each other in physical and virtual environments. School administration will not be responsible for any disagreements , banter , incidents outside the school setup.

SCHOOL LEVEL

In order to minimize the risk of harm to members of the school community, the following policy and procedures have been established at school level

<u>RESPONSIBILITY</u>	<u>ACTION</u>
Expanded visitor, vendor and volunteer screening	<p>If you see something, say something - any person on any campus should immediately report concerns or possible threats to school staff for response.</p> <p>Approved persons:</p> <ul style="list-style-type: none">● Only approved persons are to enter the school grounds during normal school hours. To assist in identifying a person as approved:● All visitors to the school, including contractors and canteen workers, must report to reception areas where they will be issued with an official visitor's tag. They will be required to sign in on arrival and sign out when leaving.
Lockdown and active survival training in all schools	<ul style="list-style-type: none">● Appropriate emergency evacuation procedures are in place and potential threats to students within the school have been identified.● At least twice a year, we conduct lock-down drills during which students and staff practice emergency procedures to block access to rooms. These lock-down procedures are evaluated for improvements after each drill.● All the teachers and administrative staff in schools are trained for emergencies and staff know to contact law enforcement anytime there is a perceived threat to safety and security. <p>Emergency Evacuations : RGS periodically conducts evacuation drills to practice safe and efficient evacuation procedures. Students are reminded that evacuation procedures must be conducted in an orderly and quiet manner. Should a crisis ever occur, it is vital that the communication of information be accurate and quickly available. Teachers will review procedures with students at the start of the year. Students are also advised to familiarize themselves with the designated evacuation routes from classrooms. Evacuation procedures are posted in every classroom. Any new students who arrive later during the school year will have the evacuation procedures and exits explained to them by a staff member. In case of an emergency, the teaching staff will initiate the emergency procedures in conjunction with the security personnel, who are fully trained for emergency response. The Assembly Point is on the football field.</p>
Locked entrances / accesses and monitored access points	<p>School is a closed campus, meaning exterior access doors are locked and admittance controlled. Violations should be reported to school staff.</p>
Facility improvements including new locks, fencing in key areas, reinforcement of vulnerable areas(physical areas)	<ul style="list-style-type: none">● Grounds and buildings are well maintained to minimize the risk of accidents and injuries to anyone who enters the school grounds.● Facilities are secure and under constant vigilance physically and virtually.● There are adequate levels of student supervision during normal school hours.● The school boundary is suitably fenced to all neighboring properties and

	<p>roads. There is one entry and exit to the school which is monitored during normal school hours. Fences and gating is monitored and maintained by the property department.</p> <ul style="list-style-type: none"> ● All rooms with external access are normally locked outside of school time (except for cleaning) and staff is requested to keep rooms locked when not in use during the day. ● New staff undergo security induction training and are issued with a staff manual which includes policies and procedures about use of keys, the alarm system, security procedures, supervision and duty of care responsibilities. ● Grounds and buildings on campus are monitored and maintained daily by the property department to minimize the risk of accidents and injuries to anyone who enters the school grounds.
<p>Safeguarding all the login details and not communicating it with members outside the trusted circle of family.</p>	<ul style="list-style-type: none"> ● Virtual learning environment is safe and secured with all the required certifications and safety measures. ● Students / parents / teachers and administrators have access to these platforms which can only be accessed on authentication and valid username and password. ● All staff and students have been provided induction training on creating and maintaining safe and secured virtual learning environments. ● Communication and transaction among school community is virtually done through administered app's <ul style="list-style-type: none"> ○ Administration purpose : Myclassboard ○ PYP Academic Purpose (communication , teaching learning , assessments) - TODDLE ○ IGCSE (communication , teaching learning , assessments) - GOOGLE CLASSROOM ○ READING PROGRAMME - RAZ PLUS ● We ensure safety and security of students during school engagement time / school environment (virtual and physical) set up where school is ● Involved. Any banter outside the school setup will not be tolerated and entertained. ● Only authorized students of respective classes will be allowed in a synchronous learning environment. ● Asynchronous learning and assignments are accessed only through administered application. ● All meetings are locked on attendance being taken to ensure there are no unauthorised members to enter the class meetings. <p>If a person on site is unidentifiable as an approved person then the following procedure shall apply:</p> <ul style="list-style-type: none"> ● Verifying the member entered the meeting ● If identified unauthorised to maintain safety meetings should be immediately ended or the unauthorised member will be thrown out of the meeting. ● Incidents will be escalated to the IT incharge and leaders of the school to deal immediately with safety standards and based on the incident it will be escalated to the related department within and outside the school .

Expanded digital surveillance	<ul style="list-style-type: none"> ● Child to staff ratio of 10 :1 is maintained ● CCTV camera vigilance and recording for the safety and security of the students. ● Lobby area technology provides screening for all visitors, with alerts to staff provided when persons who should not be on campus attempt to be admitted
"Stand Up Speak Out Against Bullying" reporting	<ul style="list-style-type: none"> ● Counseling and support services are always available. Parents can contact school staff if they notice disturbing changes in behavior or think their children may need mental/emotional support for any reason. ● We have complete zero tolerance policy regarding bullying , preferential treatment , physical / verbal / gestural abuse among or within the school community.

SAFETY AND SECURITY AT TRANSITS (TRANSPORTATION)

<u>RESPONSIBILITY</u>	<u>ACTION</u>
Look out for school buses and obey traffic law	<ul style="list-style-type: none"> ● Ensuring students safety during travel / transit between school and home. ● All buses are equipped with the requirement following the rules and laws laid by the government and education department. ● Providing easy access to all the stakeholders of students real time updates during travel to and fro to school. ● GPS integration and performance of drivers is constantly gauged with the love tracking app assuring the parents of their child's safety at all times. ● There are attendants in the bus accompanying students and taking care of their safety , security and discipline on travel.

HEALTH CARE AND WELLBEING

<u>RESPONSIBILITY</u>	<u>ACTION</u>
Providing students with health support services in school to administer their medical requirements.	<ul style="list-style-type: none"> ● Medical room equipped with required resources to administer children during health. ● All teachers and staff at school are trained by medical practitioners to give students first aid when in need. ● Having tie up with nearby hospitals and medical centers to access in case of emergencies.
Schools culture supporting students wellbeing and health regime	<ul style="list-style-type: none"> ● Conducting students regular medical checks and maintaining their file in consent with parents. ● Celebrating yoga routines , wellbeing sessions on a weekly basis to help students and teachers and school culture to be conducive supporting students and teachers emotionally and psychologically. ● Students are encouraged to share and find their sharing buddy in teachers / students' parents creating an environment for students to emotionally connect and share their heart out and share emotional comfort. ● Exploring SEE LEARNING to support students' health and wellbeing.

Resource : <https://www.cms.k12.nc.us/cmssafety/Pages/CMS-Circle-of-Safety.aspx>