

Health, Safety, Security, and Nutrition Policy

Our Vision:

To prepare a generation that is faithful to its origins, mature, proud of its identity, committed to ethical values, academically distinguished, and connected to humanity.

In alignment with the Academy's vision and mission to provide a safe, healthy, and psychologically supportive environment, and in support of the goals outlined in the Students' Ethical Charter—while enhancing a risk-free learning environment consistent with the Student Protection and Care Guidelines—the Academy is committed to delivering high-quality services that meet the highest safety standards according to applicable health, safety, and nutrition regulations.

Stakeholders Responsible for Developing the Policy

- School Administrative Deputy
- Head of Buildings, Stores, and Maintenance Department
- Relevant staff (nurses, Head of Student Affairs, IT Department, etc.)

Approval Authority

- Chief Executive Officer
- Academy Director

Policy Review Cycle

- As needed

General Provisions

Safety and Security of Entry and Exit Points

The Academy ensures the safety and proper functioning of all educational and administrative building entrances and exits to maintain smooth movement and protect students, staff, and visitors by adhering to the following:

- Clearly identifying and organizing all entry and exit points, with separate access for students, staff, visitors, and emergency exits when possible.
- Keeping all entrances and exits free of obstacles that may impede movement or pose safety risks.

To prepare a generation that is faithful to its origins, Rashed, proud of its identity, committed to values, dedicated to academic excellence, and connected to humanity

- Providing administrative and security supervision during arrival and dismissal to manage traffic and prevent overcrowding.
- Ensuring doors, locks, access-control systems, and emergency exit mechanisms are fully functional.
- Allocating clearly marked emergency exits that are accessible and not used for other purposes.
- Conducting routine inspections (daily, weekly, monthly) to ensure compliance with approved safety standards.
- Providing ongoing awareness for students and staff on safe entry and exit procedures and emergency evacuation protocols.

Safety of Electrical Devices

The Academy applies high safety standards in handling electrical equipment to protect facilities and ensure continuity of the educational process through the following:

- Conducting periodic inspections of all electrical devices and wiring by building supervisors and the general maintenance team.
- Ensuring all electrical devices meet approved technical and safety specifications.
- Immediately repairing electrical malfunctions and prohibiting the use of any device suspected to be unsafe.
- Preventing unauthorized or unsafe use of electrical equipment within classrooms and facilities.
- Ensuring electrical control panels are safe and not overloaded.
- Training staff on proper use of electrical devices and reporting hazards.
- Coordinating with certified electrical maintenance companies to perform necessary repairs.
- Documenting all inspection and maintenance activities in the records of the Maintenance and Stores Department.

Safe Storage and Handling of Chemicals and Equipment

The Academy follows stringent safety standards in storing and using chemicals and equipment to protect students, staff, and facilities by:

- Allocating secure, locked storage rooms away from classrooms and student areas.
- Classifying chemicals/equipment and labeling them with clear identification: name, hazard level, and safe-use instructions.
- Complying with approved safety regulations and prohibiting storage of unauthorized materials.
- Restricting the use of chemicals to trained and authorized staff only.

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- Labeling containers with opening and expiration dates and disposing of expired items promptly.
- Providing personal protective equipment when handling chemicals.
- Conducting periodic inspections by the Safety Committee and relevant department heads.
- Ensuring safe disposal of expired chemicals through certified waste-management companies.
- Documenting all storage, usage, inspection, and disposal procedures.

Visitor Access Control

- Receiving visitors at the designated entrance and identifying the purpose of visit.
- Security reviews the visitor's ID and records personal information.
- Directing the visitor to the appropriate staff member.
- Issuing visitor badges as needed.
- Ensuring visitors sign out upon departure.
- Updating visit logs and documenting observations.

Student Arrival and Dismissal Procedures

First: Arrival Procedures

- Establishing official school start times and assigning supervised morning duty.
- Providing security guards at gates for safe student drop-off.
- Assigning attendants for KG students to receive them at the gates.
- Deploying administrative supervisors in receiving areas.
- Closing the main gate after a designated time to minimize tardiness.
- Recording late arrivals in a designated log and contacting parents when necessary.
- For bus students:
 - Restricting student movement through bus-only gates.
 - Organizing bus drop-off points.
 - Supervising students during disembarkation.
 - Escorting KG and secondary students to their respective areas.

Second: Dismissal Procedures

- Implementing staggered dismissal times for KG, primary, preparatory, and secondary levels.
- Assigning designated pick-up areas.
- Deploying adequate supervision to ensure safe dismissal.
- Releasing students only to authorized guardians with identification.
- Verifying guardian identity when required.
- Keeping a supervisor with remaining students until all have left.

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- Allowing early dismissal only with guardian authorization and proper documentation.
- Organizing bus-student gathering and escort procedures.
- Ensuring surveillance cameras monitor all entry and exit points.
- Developing emergency evacuation procedures and training students accordingly
- Documenting cases involving students with medical or special conditions and establishing customized dismissal plans.

Continuous Student Supervision

Supervision is a shared responsibility among all school staff to ensure:

- Student safety
- A secure and motivating learning environment
- Reduced negative behaviors
- Increased discipline and responsibility

Classroom Supervision

- Teachers must remain in the classroom throughout the lesson.
- When a teacher must leave, administrative supervision is arranged.
- Students may leave the class only with permission.
- Administrative supervisors continuously monitor classroom corridors.

Break and Playtime Supervision

- Preparing a supervision schedule for teachers and supervisors.
- Assigning supervisors to cafeterias, playgrounds, hallways, and stairways.

Supervision During Activities

- Preparing an activities plan and obtaining approval.
- Allocating adequate supervision based on student numbers.
- Providing safety instructions prior to activities.
- Ensuring safety rules are followed during equipment use.

End-of-Day Supervision

- Supervisors stationed at designated dismissal areas.
- Remaining with late students until all are picked up.

Internet Safety Controls

The school adheres to Ministry of Education guidelines for secure digital use by:

- Applying content-filtering systems to block harmful or inappropriate websites.
- Restricting internet access to educational purposes only.
- Setting defined internet-use periods during the school day.
- Protecting student data and ensuring encrypted communication.
- Using updated digital security tools including antivirus and firewalls.
- Ensuring all student devices have approved security programs installed.
- Maintaining secure network infrastructure.
- Conducting regular data backups.
- Monitoring student internet activity on school premises.
- Providing digital safety awareness programs and workshops.
- Preparing an incident-response plan for cybersecurity threats.
- Ensuring full compliance with ministry policies.

Handling Medical Emergencies

- In emergency medical cases, the nurse contacts the ambulance and provides accurate medical details.
- Students or staff may not be transported to hospitals in private vehicles.
- Parents are notified immediately.
- The nurse accompanies the patient in the ambulance and at the hospital during work hours.
- Follow-up communication is maintained with parents.
- An incident report is filed after each emergency.

Emergency Situations (e.g., Fire)

Emergency Plan Requirements

A trained Safety and Security Team is established to implement preventive and responsive measures.

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Preventive Measures

- Preparing an evacuation plan and conducting drills at least twice each semester.
- Ensuring emergency exit doors remain unlocked and open outward.
- Keeping all emergency paths clear and clearly marked.

Fire Response

- Upon hearing the alarm, contact Civil Defense immediately (999).
- Attempt to extinguish small fires using the appropriate fire extinguisher if safe.

Teacher Responsibilities

- Cease all activity immediately.
- Escort students to assembly points via designated emergency exits.
- Instruct students not to run.
- Conduct headcount and report missing students using the red card.
- Do not re-enter the building until clearance is given.
- Cooperate fully with Civil Defense upon arrival.

Security Guard Responsibilities

- Prevent entry of unauthorized individuals.
- Prevent anyone from re-entering the building until the emergency is over.
- Guide Civil Defense teams to the incident location.

Handling Injuries

Injuries vary from minor to severe. The school provides:

- A licensed medical clinic equipped with first-aid supplies.
- A qualified nurse.
- Procedures include:
 1. Immediate reporting and transferring the student to the clinic.
 2. Nurse assessment and first-aid administration.
 3. Determining whether the student should return home, to class, or to a hospital.
 4. Documenting all injuries.
 5. Informing parents.
 6. Calling an ambulance for serious injuries.
 7. Implementing prevention programs and educational materials.
 8. Identifying causes of recurring injuries and mitigating risks.

First Aid Policy

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- The policy applies to all students, staff, and visitors.
- A licensed school clinic must be available.
- A licensed and certified nurse must be present.
- First-aid kits must be placed across the campus and checked regularly.
- Staff must be trained in first aid.
- Student medical records must be maintained and updated.

First Aid Procedures

1. Assess the environment for safety.
2. Provide initial first aid within authorized scope.
3. Call an ambulance for emergencies.
4. Notify parents immediately.
5. Notify administration in emergency cases.
6. Document the incident.
7. Prepare individualized first-aid plans for students with chronic conditions.
8. Follow all Ministry health directives.
9. Implement preventive and treatment-support plans for chronic cases.

School Clinic Procedures

- The clinic may not be used in the nurse's absence.
- Cases must be referred to a designated administrative lead if the nurse is absent.
- Eating or drinking is prohibited in the clinic.
- The clinic is used only for medical treatment or reporting medical cases.

Licensing and Permits Procedures

- Ensuring all institutional licenses and permits are obtained and renewed on time.
- Complying with all technical and administrative requirements.
- Coordinating with relevant government bodies regarding updates to regulations.
- Keeping updated copies of all licenses in official records.
- Renewing licenses proactively to avoid interruptions.
- Documenting all correspondence and procedures related to licensing.

Healthy Meals Provision

- The school provides healthy meals through a restaurant approved by the Ministry of Public Health and the Ministry of Education.
- A Canteen Committee is responsible for:
 1. Inspecting meals and ensuring nutritional labels are present.
 2. Removing foods high in fats or added sugars.
 3. Communicating with the vendor regarding violations.
 4. Selecting approved meals at the beginning of each academic year.
 5. Avoiding fast food and sugary drinks.

Promoting Positive Eating Habits

- Integrating healthy-eating behaviors into lessons and activities.
- Empowering students to adopt healthy habits.
- Forming student health committees to promote health awareness.
- Organizing health-education activities aligned with ministry policies.

Promoting a Culture of Health and Safety

- Providing a safe, healthy learning environment for students, staff, and visitors.
- Adopting clear policies on physical and psychological safety.
- Displaying awareness posters and evacuation maps throughout the school.
- Observing ministry health events and campaigns.
- Conducting training workshops for staff on first aid and emergency procedures.
- Ensuring ongoing development of the nursing team according to ministry requirements.