



M. E. S. INDIAN SCHOOL

STUDENTS SAFETY POLICY

1. Purpose:

The purpose of the policy aims to provide safe and congenial environment for the students.

2. Aims of Policy

2.1 To ensure safety of students.

2.2 To provide medical first aid, if any injury caused and arranging for medical support for major injuries/accident during the school hours.

3. Key elements constituting the Students Safety Policy are as follows:

3.1 The School's Vision and Mission statements

3.2 Rules of the Ministry of Education and Ministry of Civil Defense, State of Qatar

4. Policies:

4.1 General Safety:

4.1.1 The school campus should be free of hazardous elements/equipment.

4.1.2 The school infrastructure should be monitored regularly.

4.1.3 Depute security staff at all gates/school entrances.

4.1.4 Regular safety checks should be conducted by the security team to ensure the school safety.

4.1.5 All the exits will always be kept clear and will be highlighted with illuminated sign boards.

4.1.6 The school shall be equipped with Fire Alarm & Fire Fighting System and the same shall be tested and maintained as the guidelines of QCDD.

4.1.7 School shall insure the students in the public liability insurance also during the transit in the school buses.

4.1.8 Regular safety checks should be conducted by the security team to ensure the school safety.

4.1.9 Visitors register will be maintained with all details of the visitors.

4.1.10 Maintain gate pass for inflow and out flow of vehicle and substances.

4.1.11 Students will be only allowed to leave the gate with their guardian and a proper Gate Pass during the school hours.

4.2 Emergencies/Accident & Incidents:

4.2.1 School shall implement & monitor an effective Emergency action plan.

4.2.2 School Shall maintain an Emergency response team.

4.2.3 School shall conduct Mock drills to evaluate, exercise the effectiveness of its plans, procedures and train the students and staff.

4.2.4 All the emergency contact numbers shall be communicated to the students through notice boards and other evacuation sign boards installed in the hallways and corridors.

- 4.2.5 Any Accident or Incidents will be reported as per the school procedure and the school authorities shall investigate these to identify & eliminate the root causes so as to prevent re-occurrences.

4.3 Transportation Safety:

- 4.3.1 School shall be responsible to provide a safe transport to all students availing the facility.
- 4.3.2 Attendance shall be properly monitored in the bus by the conductor.
- 4.3.3 Students below the age of 11 shall only be dropped at the door-step to a custody.
- 4.3.4 The students will be only picked up and dropped at their designated stop.
- 4.3.5 Vehicles shall be periodically maintained to ensure safety.
- 4.3.6** All drivers and conductors will be properly trained.
- 4.3.7** Upon completing each trip, the conductor, driver and the security shall ensure no students are left behind.
- 4.3.8 Disciplinary action will be taken against Students misbehavior in the bus.
- 4.3.9 The Bus Safety rules shall be posted in the bus and communicated to the Students.

4.4 Field Trips/Educational Tour:

- 4.4.1 Field trip/ educational tour shall only be conducted with prior approval from the relevant authorities.
- 4.4.2 Students are only permitted to join the trip with written consent from the parent.
- 4.4.3 The students shall be accompanied by teachers in a ratio of 10:1.
- 4.4.4 Students shall only leave for such trip from the school and shall report back to school for security verification.
- 4.4.5 An itinerary of the trip shall be prepared and sent to the parent.