

Child Safety, Abuse and Protection Policy

Overview

We at de la Salle are always concerned with our children's wellbeing and safety. We believe that in order to empower, inspire and guide our future life-long learners, they need to have complete physical, mental and emotional security. Therefore, we have developed and implemented a safety and security policy.

School Safety

In order to ensure safety in and around our school premises we have implemented certain procedures.

1. Upon entering the school, all visitors must go through our reception area. They need to fill in their information and their reasons for visiting before guiding them to their designated destination.
2. All sections of school are separated by gates so movement between sections and floors is always secured. In case of an electrical failure, all gates open automatically.
3. All school premises, facilities and classrooms are monitored by security cameras to ensure maximum safety. Cameras continue to work even if there was an electric failure.
4. All classrooms have enough space for students and teachers to move safely and comfortably.
5. All floors have clear signs showing the exits for emergency purposes.
6. Most classrooms have lockers with keys so students can safely put away their personal and educational belongings.

Transportation Safety

We understand that part of our school security is Transport. Therefore, we have implemented the following procedures:

- All buses go through regular check-ups and maintenance.
- All bus drivers are licenced and experienced.
- Every bus has a designated assistant.
- Each bus assistant has a seating chart which is enforced to ensure students' safety during rounds.
- A GPS system is installed in every bus to ensure safety and accessibility of tracking.

Child Safety

We at de la Salle stand firm against any form of child abuse. Child Abuse as defined by our school is any neglect, exploitation, inappropriate behaviour and/ or violence towards children whether physically, emotionally or mentally. We believe that our children only thrive and succeed in a stable and safe environment; this can be achieved when we nourish them mentally, emotional and physically.

- All staff members are responsible for the safety of our children against any form of child abuse.
- All staff members are trained in detecting and preventing cases in collaboration with the school's Pastoral Team.
- In confirmed cases, the school is obligated to report the incident to the Family Protection Department.
- Parents are provided with regular counselling sessions as part of our PTA workshops.
- Students are offered sessions on how to detect, prevent and/ or deal with abuse. Furthermore, they are taught how to report abuse incidents in a safe environment.
- Teachers and counsellors are encouraged to build healthy and positive relationships with students within appropriate and professional limits.

Child Protection Guidelines

All staff, students and general school community must commit to the following Code of Conduct:

- Opposing all forms of violence; verbal, emotional, physical or even psychological.
- Giving and showing respect among all community members no matter their age, gender and/ or position.
- Maintaining the students' best interest in all aspects of school life.
- Encouraging morals and values in an environment that both celebrates and respects diversity and open-mindedness.
- Enforcing accountability and facing consequences in all members of the community.
- Encouraging and promoting students' voices in expressing their opinions, thoughts and emotions.
- Involving all students without discrimination or favouritism in all aspects of school life.
- Ensuring that all students are aware of their rights and responsibilities as well as this Code of Conduct guidelines.

Guidelines for Precautionary Procedures

All teachers and staff members must follow these procedures to ensure that all students feel safe.

Everyone must

- obtain proper permits before bringing outside visitors into the school premises;
- supervise the students at all times and never leave students of all ages and sections unattended;
- meet students in open spaces or in the presence of another students or staff member;
- never abuse their positions or authority to make any sort of demand personal things from the students;
- never use any form of verbal, physical and/ or emotional violence towards any of the students;
- and report any incident of physical, verbal, emotional and/ or psychological abuse towards any of the students immediately.

Fire Drill

Fires are a very serious matter and the cause of concern to any educational facility. Therefore, we have implemented the following procedures.

- The Civil Defense Department conducts annual check-ups on the school to ensure maximum safety.
- The Civil Defense Department conducts biannual training sessions for teachers in the following areas:
 - First-aid
 - Fire Extinguishing
 - Evacuation and Rescue
- The Civil Defense Department in coordination with the school assigns teams of teachers and school personnel to take charge of the above areas on every floor and in every section.
- The Civil Defense Department prepares a clear and detailed Evacuation Plan that is shared with the rest of the school community.
- Students go through two fire drills a year; one in each term. They also go through an unannounced fire drill.
- There are working fire hydrant boxes and hoses on every floor, which get regular check-ups from the civil defense departments.

Evacuation Plan

1. Evacuation starts from top floors all the way down to the bottom level.
2. Evaluation occurs through emergency exits.
3. The designated Assembly Points are:
 - KG → Back Field
 - Grades 1, 2 and 3 → Lower Playground (Section A)
 - Grades 4 - 7 → Lower Playground (Section B) and Upper Playground (Section A)
 - Grades 8 - 10 → Upper Playground (Section B)
 - Grades 11 and 12 → Upper Playground (Section C)
4. It is prohibited to return inside the school when an evacuation occurs until specialists and/or safety leaders can confirm its safety.

Key Roles

1. Homeroom Teachers

Homeroom teachers are the first line of safety; as they are students' mentors and guardians.

- They monitor and guide the interactions between students.
- They are responsible for creating a judgement-free, safe environment in their classrooms.
- They have daily check-ins with their students to ensure that everyone starts the day with a healthy and positive mindset.
- They are responsible for reporting any medium or major incident that occurs to the right personnel.

2. Duty Teachers

Teachers on duty are responsible for the safety of students during morning assembly as well as break time.

- Students' safety is our utmost priority. Teachers on duty are expected to keep an eye on all students in their area.
- Teachers on duty are expected to be proactive and ready to deal with any unexpected or sudden situations.
- It is the teacher's responsibility, when on duty, to listen to any complaint by any student.

3. Counsellor

The school counsellor is essential in guiding all relationships on campus.

- They help train teachers in dealing with certain issues.
- They support and guide students who are struggling emotionally or even academically.
- They attend lessons and monitor students' behaviours and interactions to ensure a healthy environment.
- They act as a liaison between the school and parents in issues regarding the students.
- They maintain a healthy and trusted relationship with students.
- They are responsible for communicating tools to cope with stress, anxiety and other mental and/ or emotional issues with the entire school community.
- They prepare small sessions for students when necessary. They can work one-on-one, in small groups or with an entire class depending on the needs.
- In confirmed abuse cases, emotional or physical, the school counsellor is responsible for reporting it to administration.

4. Discipline Counsellors

The discipline counsellors are responsible for maintaining and enforcing the school's Code of Conduct. They are firm but fair in dealing with students' infractions.

- They ensure that all students follow school rules and proper conduct.
- They are authorised to give verbal and written warnings to students who break medium or major school rules according to the school's Code of Conduct procedures.
- They contact parents when needed.
- They refer repeated major infractions to the administration's office for expulsion processing.

5. School Doctor

All students in the school have health insurance. The school doctor is well-trained in handling school-related injuries. In major cases, students are transferred to a designated hospital and parents are immediately contacted. In emergency cases, 911 is immediately contacted.

6. School Guards

School guards are responsible for maintaining security all around the school premises. There is a guard on each school entrance.

Measures to be taken

Since we are always aspiring to provide the best education in the best conditions, we are in the process of:

- getting all our school staff certified in First-aid,
- training teachers to detect emotional and physical abuse,
- training teachers in reporting procedures.