Safety and Security Policy

We are committed to ensuring the highest standards of safety and security for the UPS students, staff and visitors and we are committed to creating safe working environment at all times.

Policy aims:
This policy aims to create a secure organization, outlining basic rules, guidelines and definitions that are standardized across the whole school.

To implement the policy, the following procedures need to be followed:

1. Building Supervisor responsibilities regarding Building Security:
Maintaining school security is important as it ensures staff and student safety and reduces the risk of vandalism or theft. Therefore, it is the responsibility of the Building Supervisor to:

- Manage key security
- If multiple keys are issued, keep a key register
- Ensure keys are kept unmarked
- Ensure all classrooms and buildings are secure, windows closed and doors locked
- Report any security breaches to the UPS administration, namely the Quality Assurance Vice Principal and the school Principal.
- Ensure that lost or stolen key(s) and locks must be immediately changed or lost access cards immediately disabled.
- Ensure that no students, staff or visitors loiter in the school premises or around it.
- Ensure that anyone who wishes to access the building must get a written permission from the principal to access the building and would be under the supervision of the Building Supervisor until he/she leaves.
- Ensure that any maintenance work takes place after school hours and that any maintenance worker has a completed and approved Permit to Work (PTW) Form.
- Ensure that each campus has its own security officer that is available 24 hours a day, 7 days a week at the main gate of the campus.

Security Awareness Training:
UPS"s staff members need to be notified and trained on the rules and regulations of the security policy by the IT and Buildings Manager, the EHS Officer, Pastoral Care VP, QA VP, Principal and/or external security entities once a term at minimum.

Visitors /Special access:
 Authentication:
All above mentioned categories of visitors must hand their Emirates ID to the Receptionist/Front Desk Officer and register in the Visitor's Log. IDs can be collected by visitors prior to their departure from the Front Desk.

- A visitor must remain in the reception area and respect the privacy of all school departments. Other areas in the school should not be accessed without permission from the administration until directed or escorted by the concerned UPS staff member.
- If a visitor needs to reach certain areas in the school that are not usually accessible to visitors, they need to obtain special approvals given by a Vice Principal or the Principal after registering in the Visitor's Log, giving his/her Emirates ID and wear a Visitor's ID Card.
- Ensure that parents, visitors, education consultants, trainers, former UPS staff members or students are not allowed to access any of the buildings without properly registering in the Visitor's Log in the reception area after entering the campus from the main entrance only.
- In the event that a visitor/supplier/trainer….etc. is coming to meet a school employee, the visitor is greeted by the Front Desk Office, registers in the visitor's log as mentioned above then waits in the reception area for the designated staff member to come to the reception and escort the visitor to the conference room. Meetings are held ONLY in the Principals' Office, Vice Principals" office or the conference room.

Closed Circuit TV/ Surveillance Cameras:
- The IT and Buildings Manager is responsible to ensure that the security systems and alarms are always functioning properly with effective equipment and software. This will help keep the campus community safe.
- Daily CCTV logs are kept by the CCTV Operator and are shared daily via email to the Quality Assurance Vice Principal and Principal.
- Security breaches that are caught on the CCTV are immediately forwarded by the Principal or QA VP to the Complaints, Students" Affairs and Investigations (CSAI) committee to be investigated.

Staff and Students' Safety:
- Staff safety is of a great importance and UPS endeavors to make the school a safe learning environment. At the start of each school year, staff will be provided with a staff information pack that provides details of all school policies and procedures. Regular communication throughout the school year will also ensure staff are provided with and remain up-to-date around safety matters.

Students are only allowed to leave school in the accompany of their parents, legal guardians or authorized people.

UPS Safety and Security policies will be shared with students via the Homeroom session and such policies will be shared with parents via the school portal.

- UPS safety policies cover Environment, Health and Safety Policies,
- Risk Management
- Staff Code of Conduct
- Students Code of Conduct
- Behavior Management
- Medication, accident and first aid policy
- Anti-bullying Policy
- Protecting Students from Cyber-bullying Policy
- Emergency and Critical Incidents Policy
- Grievance and Complaints Policy
- Students" Supervision Policy

OUR VISION - Inspiring our students to love learning and helping them achieve their potentials and build their social, emotional and physical wellbeing.

- UPS has several assets and may purchase new assets. All equipment that can be easily moved or carried will be marked, and securely stored to prevent theft or damage. The following guidelines will be used by UPS for marking school property:
- An inventory of equipment and property will be kept and maintained by the Building Supervisor on the Asset Module on Campus. The inventory will assist if there is a need to make an insurance claim, report a theft and to manage finances.
- All school assets will be marker with a label generated from the Asset Module which makes assets trackable.
- Asset labeling must not void manufacturers' warranties, cause damage or create a risk to safety.
- Disciplinary action will be taken by the school against students or staff in the event that they commit an intentional theft or damage to school property.

The Building Supervisor MUST contact the designated authorities in case of theft or damage to the school property only when it is approved by the principal.

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Incident Management:
- School leaders do not meet visitors or parents alone; the Social Worker is invited to meetings with the Heads and Operational VPs and a VP is invited to visitors or parents' meetings with the Principal. All such meeting must be documented, minutes taken and shared with parents and the concerned staff.
- In the event that a visitor with no access permissions insists on entry to areas he/she is not allowed to enter, the security guard and the Building Supervisor are immediately paged on the walkie talkie to escort the visitor/ intruder outside campus.
- Refusal to sign in the Visitor's Log and/or submits an Emirates ID to the Receptionist/Front Desk Officer, gives the school the right to escort the visitor outside of the campus or call the designated authorities.
- And last but not least, the most important thing to take into consideration is being quick, wise and smiling when dealing with any uncomfortable situation efficiently to control the situation and not let it escalate.

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