

SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR
SAFETY & SECURITY MANUAL

STUDENTS DISCIPLINE AT SHANTINIKETAN INDIAN SCHOOL
DISTINCTIVELY EXCELLENT EDUCATION

1.1 Introduction:

SIS aim is to provide a safe and secure environment for our students, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve the aim of the policy.

1.2 Role of the students:

- 1.2.1 The Teachers should engage students in a security and safety campaign in the school. The campaign should promote students' alertness in relation to matters of security and encourage them to convey pertinent information about security and safety risks to school personnel.
- 1.2.2 Students must be informed and consulted about the security and safety rules, their rights and responsibilities and the consequences associated with the non-compliance of these rules.
- 1.2.3 Students should be made to develop a sense of responsibility for contributing to the improvement of school order and safety.
- 1.2.4 Students should participate actively in the planning, implementation, and enforcement of disciplinary policy and programmes.
- 1.2.5 Students are supposed to interact with all the staff politely. Shouting, manhandling, using bad signs, gestures, actions are considered as serious offenses.

1.3 Role of the parents and guardians:

- 1.3.1 Parents are critical stakeholders in attaining a secure and safe school environment. The Section Head is expected to involve parents in communicating, drafting and reviewing the security and safety procedures of the school.
- 1.3.2 Parents should be familiar with the School Safety Plan, Code of Conduct and the Disciplinary Policy of the school.
- 1.3.3 Parents are required to be role models as law abiding citizens. Parents should abstain from all prohibited steps in their life. Parents should show the correct path to the students and make them always alert about the safety aspects.
- 1.3.4 Parents are required to follow, respect and abide by the school's safety policy, instructions and communications.

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1.3.5 Parents should recognize that they too are responsible for monitoring the behavior of their sons, daughters and neighbors. Parents are expected to maintain proper behaviour while interacting with the School staff and authorities. Shouting, manhandling, using bad signs, gestures, and actions are considered as serious offenses.

1.4 **Safety**

Safety measures are created to protect people and property from injury or loss by circumstance, accident, or negligence.

1.4.1 It is mandatory that all stakeholders will follow the safety and security guidelines and communications from the School. The communications will be in the form of Printed or written communications, circulars through email and parent portal.

1.4.2 The students and parents are required to follow the safety plans, instructions and guidelines related to the students' arrival, students' late arrival, Students' early release, Students' late pick up, parking of vehicles, Steps to be taken during Medical Emergencies. All stakeholders are responsible to know and act upon the policies mentioned above or timely changes made in the procedures (Refer Student Discipline Manual). If any malicious or deliberate attempt is found under the school's investigation related to any incident, the school will initiate necessary actions that may lead to suspension, dismissal or handing over to prosecution or police.

1.4.3 In the event of a fire emergency students should strictly follow the evacuation plan as displayed in each class room and in the common areas.

1.4.4 Students are advised not to operate without reason or make any damage to the safety devices.

1.4.5 The School campus is under CCTV surveillance for safety and any incident will be investigated based on the footage.

1.5 **Security**

The Security service and system protects all the stakeholders from planned, malicious and criminal incidents and provide safety of the school premises and properties.