مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

Child Safety and Supervision in Public Places Policy

DEVELOPED BY: Zahid Rehman(MSO)

Implemented : April 2016

Reviewed : May 2026

Next Review : May 2027

Approved by: Ms. Asma Gilani, Principal & CEO

Purpose

To promote the safety and wellbeing of students in public places by providing clear guidance on supervision, hazard awareness, safe conduct, and timely response to risks.

Scope

This policy applies to all students, staff, parents, guardians, visitors, and service providers involved in student supervision, movement, or safety during school-related activities in public places.

Roles and Responsibilities

- School leaders will ensure that appropriate risk assessments, supervision arrangements, and safety procedures are in place for school-organised activities.
- Staff will maintain active supervision, follow approved procedures, and report hazards, incidents, or concerns immediately.
- Parents and guardians are expected to reinforce safe behaviour before school trips, ensure their children understand and follow trip instructions, and support the school by providing accurate consent, health, and emergency contact information.
- Students must follow safety instructions and seek help from a trusted adult if they feel unsafe or separated.

STOP	**Children are naturally curious, especially in unfamiliar public places. Adults must remain vigilant and proactive to keep children safe.**
STUDY	**Read this policy with parents, caregivers, staff, and students as appropriate, and discuss the possible hazards in an age-appropriate manner.**
ACT	**Teach children how to respond safely to hazards without creating fear, and ensure that adults take immediate action to prevent accidents or injuries.**

1. **Car Parks**

Children are at significant risk of injury in car parks as they may be less visible to drivers and may not fully understand traffic-related risks.

CAR PARKS
Teach children about road safety and make them understand that car parks are dangerous and require the same caution as roads.

Keep play areas separate from parking areas and never allow children to play near moving vehicles.
Hold children’s hands when entering or leaving vehicles and keep them safely away from the car while parking or reversing.
Drive slowly in car parks and follow the permitted speed limit at all times.
Watch carefully for pedestrians, especially young children who may move suddenly.
Do not park in front of school gates, hospital entrances, or emergency access areas.

2. LIFTS AND ELEVATORS

Lifts and elevators have moving parts and must be used carefully by children under adult supervision.

LIFTS AND ELEVATORS
Hold the child’s hand while entering or exiting a lift.
Children must not use lifts without adult supervision.
Do not allow children to run in or out of lifts, as they may get trapped between moving doors.
Do not place hands between lift doors. Use the door open or close buttons instead.
If the doors do not open, press the alarm button and wait for assistance. Do not force the doors open.
Use staircases during a fire emergency and follow exit signs carefully.
Keep lift entrances and exits clear for safe movement.
Do not stand too close to lift doors, especially when wearing loose clothing.

3. ESCALATORS

Escalators can cause serious injuries if children fall or if their hands, feet, clothing, or belongings get caught in moving parts.

ESCALATORS
Hold the child’s hand when getting on and off the escalator.
Remind children that escalators are not play equipment and that they must remain within adult sight at all times.
Children should stand still, face forward, and avoid sitting, running, or playing on escalators.

Do not allow children to lean over the handrail or balustrade.
Use a lift when travelling with a stroller. If unavoidable, carry the child and ask another adult to carry the empty stroller.
Ensure shoelaces are tied and clothing, scarves, and bags are kept away from moving parts.
In an emergency, press the emergency stop button or call for immediate assistance.

4. STRANGER SAFETY

Children should be taught how to stay close to trusted adults, seek help safely, and respond confidently if they feel uncomfortable or unsafe.

STRANGER SAFETY
Encourage open, age-appropriate conversations with children about personal safety.
Teach children to stay close to parents, guardians, or supervising adults in public places.
Children should know how to identify trusted adults and where to seek help if separated or unsafe.
Teach children that they have the right to say “no” if they feel uncomfortable or unsafe.
Do not force children to show physical affection if they are uncomfortable.
Parents or guardians must accompany young children in trial rooms, washrooms, and unfamiliar public areas where supervision is required.

5. FALLS

FALLS
Supervise children closely near stairs, balconies, handrails, windows, playgrounds, and other fall hazards.
Hold children’s hands when walking up or down stairs or near unsafe edges.
Do not allow children to lean over balconies, handrails, or balustrades.
Ensure playground surfaces are safe, soft, and well maintained.
Use age-appropriate and approved strollers, prams, high chairs, swings, and safety equipment.
Teach children to stay away from open drains, wet floors, open windows, unstable racks, and high shelves.

Ensure children wear suitable protective gear during sports and adventure activities.
Do not leave children unattended in shopping carts or other raised seating areas.

6. DROWNING

Drowning is a possibility in public areas, particularly at fountains, ponds or open drains.

DROWNING
Keep children away from water bodies, fountains, ponds, open drains, buckets, pools, and other water sources unless closely supervised.
Never leave a child unattended near water, even for a short period.
Maintain full attention when children are near water and avoid distractions such as mobile phones.
Parents and caregivers are encouraged to complete basic first aid and CPR training.
Empty buckets, bathtubs, paddling pools, and containers immediately after use.
Keep toilet lids closed when young children are present.

Review and Monitoring

This policy will be reviewed annually, or earlier if required due to regulatory updates, incident reviews, safeguarding requirements, or changes to school procedures.