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

GEMS EDUCATION

OOS Preventive and Precautionary Measures Policy

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1. Introduction

Our Own English High School, Sharjah(Girls)-OOS is committed to providing a safe, secure, and supportive learning environment for all learners, staff, and visitors. In line with the directives of the Sharjah Private Education Authority (SPEA), this policy sets out the preventive and precautionary measures to be implemented to safeguard learners and ensure an effective and positive educational environment.

This policy is developed in alignment with the **Policy of Preventive and Precautionary Measures in Private Schools and Nurseries** issued by SPEA and shall be implemented across the school campus.

2. Terminology and Definitions

Term	Definition
Authority	Sharjah Private Education Authority (SPEA).
Preventive and Precautionary Measures	Approved organizational and operational procedures designed to ensure the safety and security of learners.
School Facilities	All physical spaces and assets within the school campus, including classrooms, laboratories, restrooms, clinics, corridors, courtyards, playgrounds, entrances, exits, and buses.
School Campus	All indoor and outdoor areas within school boundaries.
Parent	A learner's legal guardian or authorized caregiver.
Supervision	Continuous monitoring to ensure learner safety and compliance with regulations.
Emergency Plan	A set of pre-approved procedures activated during health, safety, or security emergencies.

3. Purpose

This policy aims to:

- Establish a unified framework for implementing preventive and precautionary measures.
- Ensure a safe, risk-free, and secure educational environment.
- Promote responsible behaviour and positive discipline.
- Ensure readiness to respond effectively to emergencies.

4. Scope

This policy applies to:

- All learners across all educational stages.
- All teaching and non-teaching staff.
- Parents, visitors, and contractors while on school premises.
- All school facilities, school buses, curricular and co-curricular activities, and school events conducted during official working hours or under school supervision.

5. Core Principles

The implementation of this policy is guided by the following principles:

1. **Shared Responsibility** – Safety is a collective responsibility of school leadership, staff, learners, and parents.
2. **Prevention** – Proactive measures are implemented to minimise risks before incidents occur.
3. **Flexibility** – Procedures are reviewed and updated in response to emerging risks or regulatory updates.
4. **Transparency** – Clear communication of safety procedures, expectations, and responsibilities.

6. Provisions and Regulations

6.1 General Provisions

- The school shall comply with all safety and security requirements issued by SPEA, including Administrative Resolution No. (22) of 2023 or any subsequent directives.
- An integrated monitoring and supervision system shall be maintained to ensure learner safety at all times.
- A school-specific precautionary procedures manual shall be implemented, covering movement in corridors, courtyards, laboratories, and common areas.
- Learners and staff shall receive regular training and awareness sessions on safety and security procedures.
- Supervision duties shall be clearly assigned, and staff presence ensured at all designated points.
- Surveillance cameras shall be installed and functional at entry/exit points, corridors, and courtyards.
- Serious security incidents shall be reported immediately to the relevant authorities.
- Parents shall acknowledge, in writing, their awareness of and compliance with this policy.
- All safety-related violations shall be documented in official inspection or monitoring records.

6.2 Learner Arrival and Dismissal

- Organised procedures shall be followed for learner arrival, dismissal, and early dismissal.
- Dismissal timings shall be staggered by grade level to avoid congestion.
- Early dismissal during class hours is permitted only in urgent cases with official approval and proper documentation.
- Learners shall be released only to authorised parents or guardians after identity verification.
- School transportation rules approved by SPEA shall be strictly followed.
- Bus supervisors must be informed whenever a learner leaves during school hours with a parent or authorised person.

6.3 General Safety Regulations

- Emergency drills (fire, evacuation, bus evacuation, and accident scenarios) shall be conducted annually.
- Emergency systems, alarms, and equipment shall be regularly inspected.
- Gates shall remain secured, with guards assigned during arrival and dismissal.
- Learners shall not congregate unsupervised in courtyards or near gates.
- Shaded and safe seating areas shall be provided during breaks, considering weather conditions.
- Clear pedestrian and vehicle pathways shall be maintained at drop-off and pick-up points.
- Records related to safety and supervision shall be maintained securely in approved systems.

6.4 Non-Compliance Procedures

- Non-compliance with this policy may result in administrative actions in accordance with SPEA regulations.
- The school reserves the right to apply internal disciplinary procedures where required.
- Appeals, if any, shall be submitted in line with SPEA Administrative Resolution No. (19) of 2019.

7. Roles and Responsibilities

7.1 School Administration

- Ensure effective implementation and monitoring of this policy.
- Develop supervision schedules and assign staff duties.
- Provide regular training and updates on safety procedures.
- Ensure compliance with arrival, dismissal, and emergency protocols.

7.2 Teachers and Supervisors

- Supervise learners during movement, breaks, arrival, and dismissal.
- Escort learners to designated dismissal points.
- Ensure safe handover of learners to parents or bus supervisors.
- Report safety concerns or incidents immediately.

7.3 Learners

- Follow all safety instructions issued by staff.
- Act responsibly and report any unsafe situations or concerns.

8. Review and Monitoring

This policy shall be reviewed annually or as directed by SPEA to ensure continued compliance with regulatory requirements and emerging safety needs.

9. References

- SPEA Administrative Resolution No. (19) of 2019 – Regulation of Private Education in Sharjah.
- SPEA Administrative Resolution No. (22) of 2023 – Safety Requirements in Private Educational Institutions.
- SPEA School Transportation Policy.
- Ministry of Education Guidelines for Security Procedures in Schools.