

Safety and Security Policy/Procedures

The following represents safety and security policies and procedures ALL staff, students and parents/guardians are expected to follow while at Ascot High School.

It should be noted that information in this section further represents excerpts from a larger school security policy. Key elements of that policy have been included in this handbook as they are deemed most vital for all students, staff and parents/guardians.

Policy Statement

The office of the Dean of Discipline recognizes and accepts its mandated responsibility to provide a safe and secure environment for students, staff and to some extent visitors to Ascot High School. To this end the following policies and procedures have been crafted to ensure the completion of the previously stated mandate

Where appropriate the Dean of Discipline sought expert advice from relevant stakeholders to determine the security risks and precautions required to deal with them.

It is further acknowledged that the following procedures have been reviewed and so approved by the schools administrative arms therefore all students, staff and visitors to the school are expected to comply fully with all policies as stated.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to school buildings and grounds to prevent unauthorized access to children and ensure the personal safety of staff.

It is hereby recommended that these be the control procedures for accessing the school grounds:

- The school premises, during the course of a regular school day, will have only single access entrance via reception

desk, for all visitors. This access will only be granted once the visitor has completed the following steps:

- All visitors to the school must visit the security post first before venturing anywhere on the compound. once at the security post the visitor will be required to sign in a book providing the following information: name, address, contact number, reason for visit, time of arrival, time of departure (to be provided once the visitor is leaving the compound) and signature. Once information has been provided and approved, the visitor will be provided with a visitors pass (**which must be visible at all times**) and allowed to move on to the main administrative office (approval will be sought by the guard from the main office, to allow the visitor access).
- Once at the main office the visitor will be asked to provide office staff with the following information which will be logged in a special book in the administrative office. Name, purpose of visit, time of arrival and time of departure.
- All other entry points to the schools premises will remain closed AT ALL TIMES unless authorization is given by the Principal, the Vice Principal or the Dean of Discipline to open said entry points.
- Entry to buildings by students will be authorized by the teacher responsible for that building (e.g. entrance to the

foods lab by students should be authorized by the foods teacher). The use of the building should also be supervised by the teacher responsible for said building.

- Buildings, including classrooms which are not being occupied and/or used, as much as is possible, will remain closed at all time until such time that they are being utilized.
- Waste disposal vehicles and contractor vehicles will have very limited access to school building and should be monitored by security guards at all times while on school grounds.
- Students who wish to leave the compound during the school day must have written permission, from the Principal. In the principals absences written permission can only be granted by the Vice Principal or Dean of Discipline.

Access via School Main Gate

Vehicular access to the school grounds should follow this procedure:

- Authorization for vehicular entry to the school grounds must be granted by the office staff (via communication through the intercom system). All other persons must park their vehicles on the outside of the premises.

- Once vehicular entry has been granted each the license plate number of each vehicle along with time of entry and departure (once the driver leaves the premises) should be recorded at the security post before access is allowed.
- Each driver, including staff, is to be provided with a “drivers entry pass” which must be presented once the vehicle is being driven off the compound. Failure to present the pass will result in the vehicle not being allowed to leave unless.
 1. A fee of \$100 is paid to replace the card (if lost).
 2. Security personnel can confirm that the vehicle belongs to the driver or the driver has been authorized by the owner to remove the vehicle from the premises.

Securing of Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and student’s personal property. Both are discouraged from bringing to school any valuables which may attract undue attention and as such might be stolen or damaged. Such property includes music players, video games, laptops etc. If these personal properties are stolen or damaged in anyway the school will accept no responsibility in such instances.

Lost property should be handed to the school’s Main Administrative Office where it will be kept for 6 months after which if it is not retrieved by the owner it will be appropriately disposed of.

All stakeholders are reminded of their responsibility to prevent crime within the school sphere including:

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.

All staff and students should be told the school’s policy on reporting assaults, disturbances, theft, damage and burglary.

The following is recognized as the schools policy as it relates to reporting assaults (physical or sexual) which occur on the school grounds:

- ✓ Students who are victims of the above will report such matters directly to the Dean of Discipline or Guidance Counselor who will in turn contact the appropriate legal entity i.e. police, CDA etc.
- ✓ Staffs who are victims of the above will report such matter directly to the principal who will in turn contact the relevant authorities and support the staff member in their endeavors to rectify the situation.

Staff Interaction with Challenging Students

In handling students staff should observed the following procedures:

- All students deemed of a “difficult nature” should be referred to the Dean of Discipline for intervention measures. Staff is advised never to engage in a verbal or physical confrontation of any kind with students. Records of each significant act should be kept by teacher for future reference and reprimand.
- Students who display violent behaviour will be referred to the schools SRO and the department of Guidance & Counseling. Staff is advised never to engage such students in verbal or physical confrontations. The Dean of Discipline should keep detailed records of such students.
- Police will be advised of students displaying violent tendencies and encouraged to keep running track of such students.
- It is **NOT** the prerogative of any teacher to conduct physical searches of any students under any circumstance. If it’s determined that a physical search of a student is necessary, the Dean of Discipline should be notified and he will intern request the schools SRO to conduct such searches.

- If it is determined that a student may have in his possession a weapon of any kind, staff are instructed **NOT** to approach that student or try to disarm him in anyway. Such situations should be reported to the Dean of Discipline and schools SRO immediately. Students found in possession of such weapons will face serious reprimand by school officials and the police will be encourage to prosecute such students to the fullest extent of Jamaican law.
- Due to the unfortunate increased accusations of misconduct and excess levied against staff that have, in the past, attempted to physically break-up fights, it is advised that in the event of a fight, if a member of staff attempts to brake-up a fight they do so at their own risk. Staffs have been advised to first secure the safety of all other students and not to attempt to break-up any fight if in their assessment their own safety or that of other students may be at risk. it should be noted that students involved in fights will face swift and resolute reprimand from the office of the Dean of Discipline.

Staff Interaction with Challenging Parents

In handling parents of students, staff should observe the following procedures:

- As much as is possible all meetings between staff and parents should be scheduled i.e. spontaneous meetings should be avoided. This provides the staff member the opportunity to properly prepare for the meeting.
- Were spontaneous meetings are unavoidable, such meetings should be held in the presence of another member of staff in the school's waiting area or in an open area visible to others. As much as possible the Dean of Discipline and SRO should be made aware of all such meetings.
- It is advised that all meetings with parents be hosted by at least two members of staff. As much as is possible staff should never host a meeting on their own.
- If it is obvious or apparent that a parent is becoming agitated and potentially boisterous, the staff member is advised to *respectfully* end the meeting, and solicit assistance from another member of staff or from the Dean of Discipline and/or SRO in addressing the parent.
- Once a parent/guardian has been tagged as being uncooperative, aggressive or violent, future meeting with such person should be held in the presence of the Dean of Discipline and SRO.

Invasion by Outside Influences

The following is recommended as procedures which should be followed in the event of an invasion of the schools compound by any outside influence:

- ❖ Once it is recognized that an unauthorized individual has breached schools perimeter, staff of students should make no attempt to subdue or interact with the invading party in anyway. The Schools SRO and Dean of Discipline should be notified immediately for them to take appropriate actions
- ❖ Staff should ensure that all students in classes remain in classes and classroom doors are to remain locked. Students not in a class are advised to report to the closest classroom and remain there with teacher until the situation has passed.
- ❖ If the invasion occurs during the lunch break or at a time when students are, on mass, outside of classes, all efforts should be made by staff to confine students to an area away from the invading party.
- ❖ Under no circumstance should staff or students attempt to trap or capture the invading party. If such persons make an attempt to leave, LET THEM LEAVE. To this end the main gate area should be opened to allow the invading party to leave once of the compound entry points should be closed and immediate contact made with the police.

Students and Staff on the Compound, after Dismissal

The following is recommended as procedures which should be followed in the event of a student or staff member becoming injured or falls ill while at school:

- ❖ All staff hosting extracurricular activities after regular school hours must do so with the authorization of the Principal and the Knowledge of the Dean of Discipline. Once authorization has been given, a list of all students and staff who will be participating in the activity, the nature of the activity, commencement and dismissal times as well as measure to ensure the safety of all involved should be submitted to the Dean of Discipline. No extracurricular activity should extend past 5:00 pm unless so authorized by the principal.
- ❖ Approximately 30 minutes after dismissal for the day all entrances to the compound should be again closed. Entry procedures for visitors during the regular school day should still prevail until 4:00 pm when the Main Office closes for the day.
- ❖ Form teachers and grade supervisors are to ensure that once school has dismissed for the day, all students have vacated the various areas for which they have responsibility. Approximately 30 minutes after dismissal the Dean of

Discipline and SRO's will make a final sweep of the premises to ensure all unauthorized students have vacated the compound after which all buildings not in official use should be closed.

- ❖ All members of staff wishing to host detentions and other disciplinary actions after the dismissal of regular school must first advise the school's Dean of Discipline who will grant authorization to do so and advise them of the procedures for taking such actions.

Procedures for hosting detention sessions:

- It is advised that all detentions be held after an official letter re the reason for the detention and duration of the detention is sent to the parent/guardian of each student after advising the Dean of Discipline of same. Detentions of this nature should never exceed 2 hours.
- If a situation arises that a detention is required on the same day as the offence committed after advising the Dean of Discipline of the action a letter must be provided to the child advising his/her parent of the detention, why it was issued, and what time the child was released. In such cases the detention must never exceed 1 hour.

Use of Grounds by a Third Party

The following is recommended as procedures which should be followed in the event of the school grounds being used by a third party for activities not directly related to the school:

- All events must be conducted with the permission of the Principal. As the responsible officer it should be noted that though the school is a public institution it is the prerogative of the Principal to refuse the use of the school, by any entity, for any reason if in his/her wisdom they believe that:
 - The activity may cause severe damage to school infrastructure.
 - The event may compromise the safety of students and staff
 - The event is of questionable moral standing and may negatively affect the image and perception of the school.
- All parties wishing to host events at the school will be required to complete an enforceable contract which will ensure the following:
 - That all infrastructures are not damaged and returned to the state at which they were found once the event has ended.
 - Participants do not adversely exceed approximated number of persons who will be involved in the event.
 - Commencement and dismissal times for event.
- An inventory check of all assets and property belonging to the school will be conducted before the event and after the event. A copy of the inventory records taken before the event will be provided to the event organizers and copying in the administrative offices of the school.