



# LOVEDALE INTL. KINDERGARTEN AL-WUKAIR, DOHA-QATAR



## SAFETY AND SECURITY POLICY 2024-2025

## **Health and safety**

The policy of Lovedale International Kindergarten is to provide and secure safe and healthy working conditions for all of our employees and students and to encourage a culture of safety within the Kindergarten.

The Kindergarten provides information to determine the need for training and provide supervision as needed for the health and safety of staff and students.

Management will be responsible for the health and safety of everyone related to its activities. Within the Kindergarten curriculum, we teach children about health and safety, to equip them with the skills, knowledge, and understanding to enable them to lead a positive, successful, and healthy life.

## **Security Guard**

The Security Guards are responsible for securing the Kindergarten gate and are responsible for the security and safety of students and staff during the entry and exit of staff and students. They are responsible for preventing unauthorized access to the campus.

A visitors register will be maintained by the security personal to keep track of the visitors.

## **Child safety**

- Teachers should ensure that curriculum activities are safe.
- Students use the digital materials as (online media) related to study with prior permission from parents.
- Kindergarten behavior instructions and Kindergarten rules are written for the safety of all, and they must be adhered to.
- Children are directed to take care of themselves and others:
  - In the classroom.
  - When using devices and tools.
  - When playing at Kindergarten
  - On educational visits
  - Children are supervised on the playground, every morning, and during the breaks by the faculty.

A special student observation officer is appointed every day, to ensure that all children have left Kindergarten after dispersal.

## **Accidents**

- In the event of an accident that resulted in the injury of a child, all incidents are recorded in the accident book and we will notify the police depending upon the severity.
- When the accident causes an injury to a child, it is dealt with either by the principal or the child's teacher/ Kindergarten Nurse.
- If there is any serious injury, we will use a trained paramedic (Kindergarten Nurse) to deal with it.

- When handling injuries, employees should wear sterile gloves.
- If there is a serious injury, the Kindergarten will contact the parents.
- If the parent cannot be contacted, and the Kindergarten deems it is necessary, the family doctor or emergency services will be contacted.

## **First-aid supplies**

The principal is responsible for checking the contents of first aid kits periodically

The first aid box will contain the following:

- ❖ a pair of scissors
- ❖ Bandages
- ❖ Medical plasters
- ❖ Single sterile napkins
- ❖ Sterile gauze
- ❖ Gloves for single-use

## **Emergency evacuation**

- ❖ In the event of a real emergency, the principal or deputy to the principal of the Kindergarten is responsible for contacting the emergency services.
- ❖ The Kindergarten is equipped with fire extinguishers. One in each classroom and other common areas.
- ❖ Fire extinguishers are available in various centers throughout the Kindergarten.
- ❖ All fire extinguishers, blankets, and alarms will be checked and maintained annually
- ❖ Fire Exit plans are pasted where ever necessary.
- ❖ Fire Drills / Evacuation drills are conducted periodically

## **CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage informs people of this.

## **TEACHING SCHOOL BUS SAFETY TO OUR CHILDREN**

The goal of the 'Bus Drill' activity was to teach the students about how to be safe in the bus without creating fear or anxiety. Children learnt about the safety and the rules to be followed in the bus.