**ONE INTERNATIONAL SCHOOL SECURITY POLICY**

The safety and security of learners and staff at ONE International School is taken very seriously.

An assigned security guard for ONE I.S. is located in the guardhouse at the entrance to Atmosphere Resort. The guard is present and active throughout the hours that school staff, children, visitors and managers may be on-site (7am-6pm), and CCTV cameras monitor activities along the perimeter of the school premises at all times.

Absolutely NO unauthorised personnel will be granted access under any circumstances, and all visitors entering the grounds must provide their details for the Visitors Log before receiving a Visitors Pass from the school reception at which point they will be escorted by a staff member for the duration of their visit.

Security personnel are unable to exercise any flexibility with regard to the safety of our learners and staff. Any queries with regards to the security procedures, please contact the Head Teacher.

**PUPILS:**

Must report any persons on site that are not familiar to them and are not wearing a visitor ID badge. Students are reminded they should not approach any stranger who is not: accompanied by known staff or wearing a Visitors Pass, but should report all strangers immediately to the nearest member of staff.

**TRESSPASSING:**

Any person who is not authorised by the security guard, Head Teacher or member of school management and enters without permission is a trespasser and will be asked to leave.

**VISITOR ACCESS CONTROL:**

Our school operates a simple workable access control system and therefore:

We respectfully ask everyone who is not a member of staff or student report to the main entrances Reception Staff at any time of day so that they can go through our normal visitor reception procedure. This procedure identifies legitimate visitors and monitors their arrival, visit and departure. Visitors/guests/volunteers will:

* be asked to state the reason for their visit and have this approved/confirmed by an appropriate staff member
* be issued a Visitors Pass which must be worn throughout their visit and accept a copy of the Visitors Code of Conduct which guests will be asked to sign to indicate they have read and understood same.
* be escorted by relevant staff for the duration of their visit
* be reminded that they may not move freely throughout the school
* be asked to return their passes to the Reception Staff when leaving

**OFFENCES NOT INVOLVING ASSAULT:**

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

**AN INCIDENT INVOLVING PHYSICAL ASSAULT:**

In the event of any person assaulting or battering another person, (staff, pupil, manager, other adults or children involved in school activities):

* The school may restrain the assailant with reasonable force to protect the victim.
* In all cases the school will refer to the police any assaults, which appear to involve bodily harm. The school will also report to the police incidents, which they are informed or become aware of that have occurred in and around school related grounds, i.e. car parks
* Where possible those involved should make an immediate note of witnesses or other individuals, who are in a position to provide evidence of the assault.
* The school will be ready and willing to provide a substantive account of what led up to the incident. Where possible, this will be filled out on a ONE I.S. Incident Report and filed under the Child Protection and Safeguarding protocols.

**OFFENSIVE WEAPONS:**

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. A member of staff who is of the same gender as the student being searched must undertake searches.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Head Teacher, followed if necessary by referral to the police.

Under any other circumstances e.g. an agitated/distressed student, an ongoing fight, any situation where a member of staff feels uncomfortable, a search for offensive weapons should not be undertaken by anyone other than the police.

**PERSONAL PROPERTY:**

Pupils are discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable i.e. on special occasions then arrangements should be made in advance with the Head Teacher regarding temporary safe keeping.

Staff are responsible for their personal property.

**REPORTING AND RECORDING INCIDENTS:**

ONE International maintains record of all incidents. Forms contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. Examples of incidents that should be recorded:

•Trespassing

•Aggressive behaviour by persons other than students around the school building

•Matters reported by pupils

•Any other incidents giving cause for concern

The Head Teacher will monitor completed incident reports to ascertain if any patterns are emerging and will consider and decide on the need and form of consequent actions.

**SITE SECURITY:**

All staff are responsible for the security of buildings and property. At the end of the school day the last member of staff to leave the respective building should ensure that all windows and external doors are securely fastened prior to a final check by the school admin.

Adequate security lighting is installed and maintained/monitored by site staff.