



Najd National Schools  
International Program

# Security Handbook



**Najd National School for Boys**  
**International Program**  
**Security Handbook**



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## **I. Policy Statement**

Najd National School is committed to the security and safety of students, faculty, staff, and visitors on its campus. We are responsible for devising security measures in order to create a secure educational environment free from any hostilities. All individuals on Najd National Schools' premises will abide by our security measures. The responsibility of applying and modifying security measures rests with the concerned departments, under the supervision of the school principal.

## **II. Scope**

This policy applies to students, faculty, staff and visitors.

## **III. Objectives**

The main objective of this policy is to protect Najd National School educational environment against any acts of hostility taking place on school premises. This policy will help:

- Regulate access and prevent unauthorized people from entering the premises
- Preclude intruders from harming students, faculty, staff, visitors, or property
- Protect students against all non-faculty members
- Ensure that students follow the right access and exit routes when they come or leave school
- Prevent trespassing during and after working hours
- Protect students against violence from non-students
- Prevent stalkers from annoying students or faculty


- Guard students against non-student knife attacks or shootings
- Prevent intruders from placing suspicious objects on school premises
- Protect school against terrorist attacks
- Utilize photo IDs and swipe cards to regulate access to school premises
- Employ various measures to ensure that no unauthorized people can access school premises
- Train security personnel to handle various security scenarios
- Design a system of reporting in case of any security hazard
- Review the policy at the end of every year in the light of effectiveness
- Recuperate and return to regular functions after any security breach

## **IV. Procedures / Responsibilities**

### **IV. 1. Designing a Safe Physical Environment**

The school security officer and team will utilize all strategies in order to ensure that all security measures are suitable for our school context. The school security team needs to be prepared to deal with any security breach immediately and to reduce the likelihood of having a major security incidence.

The school is surrounded by reinforced concrete walls that are three meters high making it very hard for anyone to climb. The main gates are made of reinforced steel that can block any forced attempt to access school premises; these main gates are locked after the morning assembly, and opened during final recession. All



lampposts will be available ubiquitously around school, and they should be lit all night.

## **IV. 2. Managing Security**

The security team and the security officer will carry out the following chores:

- Manage security during daytime
- Secure school against arson, vandalism, or unidentified objects
- Implement measures to secure money collected from tuition fees
- Report security breaches to the security committee
- Report any impairment in school security system
- Make sure that the school security system is functioning at the beginning of every academic year
- Delegate tasks among security personnel and make sure they abide by their required tasks
- Implement security measures that coincide with the needs of school activities held outside working hours
- Take measures to secure valuable school equipment against theft or vandalism

### IV. 3. Closed Circuit Television (CCTV)

The security officer will use video surveillance in order to observe all movement in critical places inside school or surrounding it. All movement will be recorded on CCTV system that will be utilized in order to:

- Enhance the learning environment
- Keep an eye on students, faculty, staff, and visitors
- Monitor student behavior
- Counteract bullying between pupils
- Identify offenders with hostile intents towards other pupils
- Detect and apprehend trespassers and offenders
- Secure school entrances and exits
- Prevent the likelihood of the occurrence of cases of abuse
- Contribute to any police investigation
- Guard student possessions or valuables
- Protect school property against robbery or vandalism
- Monitor the movement of contractors in order to assure that no communication
- Support Najd National School code of conduct for interaction

## IV. 4. Monitoring Visitors

The security department or principal at Najd National School are responsible for managing visitors in order to ensure the safety of all people on school premises. The following strategies will help manage visits:

- External gates that lead to student facilities will be locked after the morning assembly.
- All gates will be unlocked by security personnel when the school bell rings at the end of the day.
- All visitors will report to the school reception desk and provide details about the purpose of their visit and the name of the person they want to see.
- All visitors must obtain badges at the school entrance and wear them at all times
- Collect visitor-ID badges from visitors before they leave.
- All visitors should sign in before entering school premises and sign out as they leave
- All visitors will wait in the reception area until they are met by the person they came to see.
- The vicinity in front of the main entrance will grant visitors access to the school administration and accounting department only.
- Inner gates should be locked all the times in order to divide elementary, intermediate, and secondary schools.
- Visitors will stop at the inner gates, show their visitor-ID badge before they are given access to their desired destination.
- Doormen are responsible for keeping the inner gates locked.



- Students will help call the attention of staff to people who do not wear their badges on school premises.
- Visitors with inappropriate behavior will be escorted outside the school premises by security personnel; inform the police department if the visitor refuses to comply.
- Visitors will be accompanied by a security personnel during their presence on school premises, and then escorted outside school.
- Inform the school principal of any unexpected visit by police or any official body.
- Any visitor who doesn't wear a visible ID-badge shall be asked politely to do so.


## **IV. 5. Monitoring Contractors**

Najd National Schools has adopted a five-step child protection system. This system is always under scrutiny in order to ensure students' right to approach any staff member with confidence. The five steps will help us maintain a safe environment:

### **IV. 5.1 Segregate**

All contractors must be segregated either by physical means or by time. All building modifications should occur outside working hours. In the case of any building modifications that are essential for school safety and require working around the clock, we need to ensure that no physical contact will take place between students and contractors. The following rules must be applied in order to ensure maximum safety for students:

- All workers must work behind a separating fence that hinders any contact with students.

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- If emergency building modifications were to take place during school hours, it is preferable that all work should take place when students are in their classes. Workers will take their break during morning and mid-morning recess.
  - Put a work schedule that defines the times and areas that contractors will be permitted to access.
  - Apply safeguarding procedures during extracurricular activities, scout meetings, or any activity that takes place outside working hours.
  - Supervise any kind of contact between contractors and students.

#### **IV. 5.2. Supervise**

Supervision is one key element in securing riskless practices at Najd National School.

Measures must be instigated in the case of contact between contractors and students in order to eliminate the likelihood of having any potential cases of abuse.

The following extra measures will help you supervise interaction:

- Ensure that all contractors wear their specific garb whenever they are present on school premises.
- Ensure that you inform all staff and contractors about our up-to-the-minute safe practices.
- If the work at hand requires the contractors' physical presence, the CPO or a vetted security guard must be present throughout.

### IV. 5.3. Code of Conduct for Contractors

Najd National School follows a strict system when dealing with contractors. All contractors, including the vetted, have to abide by our school code of conduct. Any breach of this code of conduct shall be reported to the CPO immediately.

- You are responsible for the safety of the children.
- Do not put yourself in a situation where you are in direct contact with children without the presence of a staff or security member.
- You are accountable for your behavior when you are within school premises; any suspicious behavior will entail a thorough investigation.
- Never share your personal contact details with children, including social networking and social media.
- You need to sign in and out every day.
- Stay within the work area; you have to obtain permission to leave the site
- Do not use profane or inappropriate language.
- Book an appointment prior to your initial school visit.
- Inform the school administration of any work arranged to be undertaken outside the agreed schedule.
- Use the agreed routes upon entering or leaving school premises.
- Najd National Schools operates a 'no smoking policy' over its premises and around school, and compliance is compulsory to all contractors.

#### **IV. 5.4. Identify**

All contractors who wish to gain access to school premises must produce an access ID badge which will allow them to access school. The nature of the job that the contractor will undertake will determine the means of identification we will choose.

The identification could be branded work wear, photo IDs, or ID badges. Contractors who fail to produce these IDs will not be granted access to school premises.

When contractors reach the school main entrance, they need to sign in at the main desk before receiving their badges. They must hang these badges visibly whenever they are on school premises. At the end of their working day, contractors need to return the badge to main desk, sign out and leave the premises.

#### **IV. 5.5. Vetting**

In line with our child protection policy, all contractors will be vetted as part of the employment procedure. All contractors must present a valid criminal record before being recruited.

All contractors who work at school will undergo Najd National Schools full employment check. All the contractors whom we couldn't have a full background check about them, will be supervised by vetted security personnel while they are on our school premises. The assessment will be done based on how much contact will there be between students and contractors.

## **IV. 6. Policy Review**

The security committee at Najd National School will revisit the security policy at least once a year in order to modify or add measures that would help us tighten up on security.

## **V. Legal Framework**

Najd National School Safety Policy operates within the following legal framework:

Saudi Private Schools' Organizing Regulations (1975)

Saudi Arabian Guide for Safety and Security (2018)

## **VI. Definitions**

### **Contractors**

Kiosk staff, security staff, custodians, doormen, helpers of children with specific needs, plumbers and electricians