Security Policy

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1. Introduction

Security, safeguarding and the protection of students and the school community is taken very seriously at RGSR. Our aim is to provide a safe and secure environment for our students, staff, parents, carers and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

2. Responsibilities

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the school. However, the Head of School has overall responsible for school security. He/She ensures that the school has and maintains policies and procedures to ensure the safety of the students, staff, parents and visitors. The Head of School is responsible for implementing the agreed Security Policy.

2.1 The Head of School will ensure:
- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training is provided as necessary;
- routine security checks are carried out on an on-going basis by the Head of School and security personnel;
- parents and carers are informed about aspects of the security policy and encouraged to help.

2.2 Security Personnel will:
- maintain the security systems and equipment;
- carry out regular routine security checks;
- raise awareness of security issues.

2.3 Staff will:
- be aware of and conform to operational procedures that affect security;
- challenge any persons on site that are not familiar to them and are not wearing either a staff issued ID, parent/carer ID, or visitor ID.
- wear their staff issued ID at all times whilst on school grounds.

2.4 Parents/Carers will:
- wear their RGSR issued ID at all times whilst on school grounds.

2.5 Pupils should
- report any persons on site that are not familiar to them and who are not wearing either a staff issued ID, parent/carer ID, or visitor ID. Pupils should not approach any stranger who is not wearing an ID but report all strangers immediately to the nearest member of staff.

3. Identification Procedures

3.1 Staff
- Staff based in the school are issued with a school ID. These come on a blue lanyard and must be worn at all times whilst on school grounds.
- Staff must challenge any persons on site that are not familiar to them and are not wearing either a staff issued ID, parent/carer ID, or visitor ID.

3.2 Parents and Carers
- We ask that parents/carers inform the school office of the names of all adults who have permission to drop off or collect their child from RGSR. These names will be added to our school database and copies kept in both the school office and at the security desk.
- All adults who have permission will then be issued with a security pass at the beginning of the school year. These come on a green lanyard and should be worn at all times whilst at school so they are visible, and adults can be identified easily.
- The school provides two passes per family free of charge. Additional passes can be purchased at a cost of 25 SAR per pass.
- We understand that occasionally a parent or guardian might forget their security pass, in which case parents and guardians will be required to show a photo ID to our security staff at the school gate, at which time they will receive a red visitor's pass in exchange.

- We only permit adults to collect students from school and will not hand any student to an individual under the age of 18.
- If someone different from usual is collecting your child, please let the school office know in advance as, unless we have been informed of this arrangement, we will not allow students to leave school with anyone other than the named adult.
- No Preparatory school students, under any circumstances, will be allowed to make their own way out of the school gates without an adult.

3.3 Visitors to RGSR
- All visitors, including contractors, must report to the security booth at the entrance to school and show their photo ID. Details will be logged in the visitor's book and visitors will be issued with a visitor's ID which comes on a red lanyard.
- Family or friends who might be visiting Riyadh on occasion and who might wish to come to RGSR are most welcome, however they must be accompanied by an adult who is listed on our database, and they must bring a photo ID to show our security staff.
- Any parent, carer or visitor who does not have an RGSR security pass or a photo ID will not be able to enter the school grounds.

4. Communication with parents and carers

4.1 Details of the security arrangements are outlined in the Parent Handbook and on the School Website.

4.2 Parents and carers should be reminded of the security strategies on a regular basis through letters and asked to help keep the school community safe by following the instructions of the security team.

5. Surveillance

5.1 Staff should remain vigilant at all times and contact the school office, Head of School or COO if they notice any suspicious or concerning behaviour.

5.2 CCTV cameras are in operation throughout the school which provide a reference point if required.

6. Personal Property

6.1 Students are discouraged from bringing valuable items to school and in the event that they do, the school accepts no liability.

6.2 Staff are responsible for their personal property.