



# Health and Safety Policy

As of April 2025

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## SLT and Staff –Policy Undertaking

In alignment with Oscar Academy’s commitment to providing a safe, healthy, and protective environment for all students, we, the undersigned Senior Leadership Team (SLT) members and staff, hereby acknowledge and undertake the following:

- ✓ We have reviewed, understood, and agreed to comply fully with the Academy’s Health, Safety, and Child Protection Policies and Procedures.
- ✓ We recognize our collective and individual responsibilities in safeguarding students from harm, abuse, and neglect.
- ✓ We commit to adhering to all reporting channels, preventative measures, and response protocols outlined in the Academy’s policies.
- ✓ We will actively participate in all required training sessions related to health, safety, and child protection.
- ✓ We pledge to foster a culture of vigilance, trust, care, and respect, prioritizing the welfare of every student at all times.
- ✓ We agree to continuously uphold and implement the Academy’s standards under the guidance of the CEO and the Board of Trustees (BOT).

By signing this undertaking, we affirm our commitment to maintaining a safe, supportive, and protective educational environment at Oscar Academy.

## Health and Safety Committee

Name	School Position	Role	Signature	Date
Aseel Sameer Allouh	Principal	Leader		
Maria Cecelia Espina	Vice Principal	Assistant Leader		
Ala Sharif	Administrative Coor.	Member		
Rasha ElGhrbawy	Social Worker	Member		
Amira Farouk	Social Worker	Member		
Juvimar Arpon	Secretary	Member		
Azza ElKafrawy	Nurse	Member		
Azza Baroudi	Teacher	Member		
Kim Victorino	IT Teacher	Member		
Kamal Javed	IT Teacher	Member		
Aya Khatab	Bldg. Supervisor	Member		
Mayada Ezz Farag	Bldg. Supervisor	Member		
Samar Monir	Bldg. Supervisor	Member		
Manal Ali	Arabic Teacher	Member		
Eman AbdulGhani	Arabic Teacher	Member		
Fazeela Farouk	Social Studies teacher	Member		
Alfie Raguindin	Admin	Member		
Rashad Amana	Guard	Member		
Abdilahi Hussien Kadir	Guard	Member		
Abdul Malik Hussien	Guard	Member		

## OSCAR ACADEMY MISSION & VISION

### Mission

Oscar Academy endeavors towards quality education where students are encouraged to achieve their best potential morally, socially, and intellectually and to be an active member in their community.

#### الرسالة

تسعى أكاديمية أوسكار نحو جودة التعليم حيث يتم تشجيع الطلاب على تحقيق أفضل إمكاناتهم معنوياً واجتماعياً وفكرياً وأن يكونوا عضواً نشطاً في مجتمعهم

### Vision

Oscar Academy aims to provide our students quality educational services and to be motivated to reach their full potentials aligned with National Identity and Islamic practices.

#### الرؤية

تهدف أكاديمية أوسكار إلى تزويد طلابنا بخدمات تعليمية ذات جودة تحفزهم للوصول إلى إمكاناتهم الكاملة المتوافقة مع الهوية الوطنية والممارسات الإسلامية.

### Priorities for Academic Year 2024-2025

1. Promote Qatar Identity among students and teachers and visitors.  
تعزيز الهوية القطرية بين الطلبة و المعلم
2. Promote student's personal development, behavior, and welfare in a safe environment.  
تعزيز التنمية الشخصية و السلوك الايجابي للطلاب في بيئة آمنة .
3. Improve student's higher order thinking skills by using diversified learning strategies.  
تحسين مهارات التفكير العليا للطلبة باستخدام استراتيجيات التعلم المتنوعة .
4. Improve students' Arabic and English skills in reading and writing.  
تطوير مهارات الطلاب في القراءة والكتابة للغتين العربية والانجليزية.

### Our Values:

Kindness	اللطف	Leadership	القياد
Honest	الأمانة	Truth	الصدق
Responsibility	المسؤولية	Friendship	الصداقة
Mercy	الرحمة	Respect	الإحترام
Loyalty	الوفاء	Cooperate	التعاون

## OSCAR ACADEMY LEARNER'S OUTCOME!!!

***“Today a Reader, Tomorrow a Leader...”***

Academics	Leaders	Islamic Values
They are lifelong learners.	They are responsible.	They adhere to Islamic values and practices
They are critical thinkers and creative problem solvers.	They are decision makers.	They have good morals.
They are motivated achievers striving for their full potentials.	They are role models.	Respectful
They are bilingual.	They are active members of the community.	Truthful
They are independent.	They are environmentally friendly.	Polite
They are confident.	They are cooperative.	

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## List of Abbreviations

Term	Definition
CoSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment
PD	Professional Development
SLT	Senior Leadership Team
MoPH	Ministry of Public Health (Qatar)
HR	Human Resources
SMT	Senior Management Team
IT	Information Technology
DPIA	Data Protection Impact Assessment
HVAC	Heating, Ventilation, and Air Conditioning
PPE	Personal Protective Equipment

## Definition of Terms

Term	Definition
First Aider	A staff member trained to provide immediate care during medical emergencies until professional help arrives.
Risk Assessment	The process of identifying hazards and implementing measures to control risks associated with school activities.
Manual Handling	Activities that involve lifting, moving, or supporting loads by hand or bodily force.
Lone Working	A situation where an individual works alone without close or direct supervision.
Evacuation Drill	A planned, practiced procedure to evacuate the premises in case of an emergency such as a fire.
Hazardous Substance	Any chemical or material that can pose health risks if not properly handled or stored.
Cybersecurity	Measures and protocols implemented to protect school digital systems and data from unauthorized access or attacks.
Accident Log	A documented record of all accidents, near-misses, or safety-related events that occur on school premises.
Incident Log	A documented record of all classroom incidents, completed by the teacher at the time of the incident. It also serves as a communication tool with the social worker and administrators. Examples include: missing books, not listening, leaving the classroom without a pass card, speaking in a different language, or using foul language.

## Health & Safety Training and Awareness

The foundation of a safe and healthy school environment is the awareness and proactive engagement of all staff, students, and visitors is recognised at Oscar Academy. This policy outlines our commitment to providing comprehensive health and safety training, ensuring that all members of our school community are equipped with the knowledge and skills to identify, assess, and manage risks effectively.

In line with the legal requirements of the State of Qatar and best practices in health and safety, we are dedicated to promoting a culture of continuous learning and responsibility. Through regular training sessions, workshops, and awareness campaigns, we ensure that everyone is well-informed and prepared to maintain a safe and supportive school environment.

### Induction Training

1. All new staff receive health and safety induction
2. Basic fire safety and emergency procedures
3. First aid awareness
4. Reporting procedures for hazards and incidents

### Role-Specific Training

1. Specialized training for higher-risk roles
2. Laboratory safety for science teachers
3. Manual handling for maintenance staff
4. Food safety for catering staff

### Refresher Training

1. Annual refresher on core safety topics
2. Updates on policy changes or new procedures
3. Documentation of all training completed
4. Competency assessments where appropriate

### Emergency Response Training

1. First aid training for designated staff
2. Fire marshal training
3. Evacuation assistance training
4. Scenario-based drills and exercises



## Calendar Health and Safety

Month	Subject	Done
August, 2024	Orientation-Training for all Staff Healthy & Safety	✓
	Orientation-Training for Drivers and Bus Assistant	✓
	Child Protection Training	✓
	Evacuation Training for All Staff	✓
	Orientation-Cleaners	✓
September, 2024	Evacuation Student Training	✓
	Training for all staff-First Aid& CPR course	✓
	First Aid Workshop for Athlete by Red Crescent	✓
October, 2024	Fire Drill Training	✓
	Workshops for the students	✓
	Nutrition Food/ Global Healthy Food Workshop	✓
	Social Worker Workshop	✓
	Health and Teeth/Dental Workshop	✓
	Pink Day Breast Cancer Awareness	✓
November, 2024	Diabetes Workshop	✓
	Healthy and Safety	✓
	Anti Bullying Workshop	✓
	World Food Day Healthy Lunch Box	✓
December, 2024	Monitoring and Evaluation /Cleaners / Labors/Workers	✓
	Monitoring & Evaluation for Accidents	✓
	Survey for Staff for Health and Safety	✓
	Survey for Students/Parents for Health and Safety	✓
January, 2025	Revise Health and Safety Policy	✓
	Revise and Analysis Practicing of 1st Semester	✓
February, 2025	Healthy Lunch Box Workshops	✓
	Anti Bullying Workshop	✓
March, 2025	Monitoring Evaluation the Policy	✓
	Ramadan Time ( No Workshops)	✓

## 1. Introduction

Oscar Academy is fully committed to providing a safe, healthy, and supportive environment for all students, staff, visitors, and stakeholders. In alignment with the Health and Safety regulations and requirements of the Ministry of Education and Higher Education (MOEHE) in the State of Qatar-Guideline to Security, Health and Safety in Private Schools and Kindergarten (Circular No. 9, issued 27<sup>th</sup> of May 2024), this policy outlines our proactive approach to identifying, managing, and minimizing risks across all areas of school operations.

We recognize that the physical and emotional well-being of every child and adult in our school community is fundamental to achieving high standards of learning and personal development. Therefore, we aim to maintain a culture of safety, responsibility, and continuous improvement, ensuring that everyone is aware of their role in upholding health and safety standards.

### Our aims and objectives include:

1. Ensure full compliance with all applicable health, safety, and environmental laws, regulations, and Ministry of Public Health requirements.
2. Prevent accidents and incidents through proactive planning, risk assessments, and effective communication.
3. Provide and maintain safe and healthy working conditions, equipment, and systems of work that minimize risks across all academy operations.
4. Empower staff and students through awareness and training to actively contribute to a culture of safety and well-being.
5. Establish clear and effective procedures for responding to emergencies, including first aid, fire safety, and other critical incidents.
6. Allocate safety responsibilities appropriately, based on comprehensive risk assessments and in compliance with legal and organizational standards.
7. Continuously review and improve our safety policies and practices to align with best practices, updated guidance, and changes in the school environment.

This Health and Safety Policy applies to all school activities, both on-site and off-site, and serves as a framework for a safe, inclusive, and nurturing school environment.

### This policy will be reviewed by the Oscar Academy Governing Authority:

1. At regular intervals
2. After accidents, incidents, and near misses
3. After any significant changes to the workplace, working practices, or staffing
4. After any form of official notice has been served

## 2. Key Health and Safety Areas

This section outlines the key health and safety areas that form the foundation of the school's overall approach to maintaining a safe and healthy environment. These areas are designed to address the diverse risks and challenges that can arise within the school setting, ensuring the well-being of students, staff, and visitors alike.

Each key area focuses on specific aspects of health, safety, and well-being, from the physical environment to the management of daily school activities. By identifying and addressing these key areas, the school ensures that health and safety practices are embedded in every aspect of school life.

The following sections provide detailed guidelines and protocols for managing each of these key areas, in alignment with the standards set by the Ministry of Education and Higher Education in Qatar. These measures will help raise a culture of safety, prevent accidents and injuries, and create a secure learning environment for all.

This policy outlines Oscar Academy's commitment to maintaining a safe and supportive environment, in full compliance with the laws of the State of Qatar and international safeguarding standards. We are dedicated to promoting safe behaviour and advancing a culture of vigilance, ensuring that all members of our community are always protected and respected.

### Staff Responsibilities

1. All staff must follow the school's code of conduct and safeguarding policies
2. Staff must never use physical punishments or any form of degrading treatment
3. Staff must report any concerns about colleagues' conduct toward students
4. Staff must complete mandatory safeguarding training annually

### Student Responsibilities

1. Students must follow school rules and behave responsibly
2. Students must report any concerns about their safety or the safety of others
3. Students must not bring prohibited or dangerous items to school
4. Students must follow instructions given by staff during emergencies

### Bullying Prevention

Oscar Academy has a zero-tolerance approach to bullying. All incidents are taken seriously and dealt with promptly according to the school's anti-bullying policy.

Role	General Responsibilities
<b>Principal</b>	Ensure that safeguarding and behavior policies are in place, up to date, and effectively implemented.
	Promotes a whole-school culture of safety, respect, and accountability.
	Ensures clear procedures are in place for reporting concerns (including to the Ministry of Education if required).
	Make sure all staff receive regular training in child protection and safe behavior practices.
	Acts as the key contact for external safeguarding authorities and supports investigations where needed.
<b>Teacher</b>	Identifies and responds to signs of abuse, neglect, bullying, or unsafe behavior among students.
	Integrate health and safety in informal and formal setup
	Models respectful, safe, and inclusive behavior at all times.
	Builds trust with students so they feel safe to report concerns.
	Maintains a physically and emotionally safe classroom environment.
<b>HR Team</b>	Keeps incident records and reports promptly based on the Standard Operating Procedure.
	Ensures that all staff hired has proper background checks in order to ensure that there is no evidence of offences involving children or abuse.
	Makes sure staff understands and sign off on the school's safeguarding and behavior policies.
<b>Senior Leadership Team (SLT)</b>	Organizes ongoing training and ensures compliance with legal safeguarding requirements in Qatar
	Collaborates in creating and reviewing safeguarding and behavior policies.
	Ensures the consistent application of policies across year levels and departments.
	Provides structures for student support, such as pastoral care, counselling, and behavior intervention plans.
	Conducts risk assessments related to student safety (e.g., trips, school buses, playgrounds).

## 2.2 School Security

Oscar Academy prioritizes the safety and protection of all students, staff, and visitors. In accordance with the Health and Safety guidelines of the Ministry of Education and Higher Education in Qatar, the school implements strict security measures, including controlled entry, visitor registration, and regular site monitoring. These procedures ensure a safe, secure, and supportive environment where education can thrive.

### Access Control

1. All visitors must fill in the visitor's book at the security guard post
2. All visitors must report to the main reception upon arrival
3. Visitors must sign in, wear visible identification, and be escorted if necessary
4. Access to the school premises is controlled through electronic access systems
5. CCTV cameras monitor key areas of the school

### Perimeter Security

1. The school perimeter is secured with appropriate fencing and gates
2. Gates are locked during school hours except for designated entry/exit times
3. Security personnel monitor the perimeter throughout the day

### Staff Responsibilities

1. Staff must wear identification badges at all times
2. Staff must challenge unidentified visitors and report concerns
3. Staff must not share access codes or keys with unauthorized individuals
4. Staff must ensure doors and gates close securely behind them

### Emergency Lockdown Procedures

1. Lockdown procedures are in place for situations requiring immediate security
2. Staff and students practice lockdown drills regularly
3. Clear communication systems are established for lockdown situations

Role	General Responsibilities
<b>Principal</b>	Oversee the implementation of effective measures to keep the school campus secure from unauthorized individuals, ensuring a safe learning environment for all students and staff.
	Monitors the arrival and dismissal of students to ensure that parents or guardians remain within designated pick-up and drop-off zones.
	Conducts routine checks on the maintenance of the visitor logbook and reviews the daily incident report, sharing important information with the Administration Officer, relevant staff, and Oscar Academy leadership as required.
	Communicate any significant updates or developments regarding school safety with staff members when appropriate.
	Ensures that the school premises are locked and secured promptly after school hours. No students should remain on-site without prior approval from the Section Head and proper notification to the Administration Officer.
	Ensure there are designated waiting and meeting areas for guests and that all administrative and teaching staff understand how to direct visitors appropriately.
<b>Security Guard</b>	Monitors and secures the school entrance during official school hours, including designated times before and after school.
	If positioned at the school gate, verifies that all individuals entering the premises have proper authorization. This includes parents or guardians picking up students, visitors with appointments, scheduled guests, or Oscar Academy staff.
	Requires all visitors to identify themselves before entering the building. Denies access uncooperative or suspicious individuals and immediately informs the Principal if such action is taken.
	Issues visitor badges to guests who are not acting as guardians, are not employed by Oscar Academy, or are not present solely for student pickup. (Reception staff may issue passes depending on the academy's structure.)
	Directs visitors to the appropriate area — whether for student collection or to the Reception for further assistance.
	When stationed inside the building, ensures that all visitors arriving outside of dismissal times report to Reception to sign in. Restricts any unauthorized adult from entering classroom areas unless they have properly registered. Ensures all individuals collecting students remain within the approved waiting zones.
<b>Staff members</b>	Remain alert and attentive to any potential security risks or suspicious activity on the school premises.
	Immediately report any concerns or suspicions of unauthorized individuals or potential trespassers to the Principal and on-duty security personnel.
	Document any incidents that may impact the safety and well-being of students, staff, or visitors by completing an entry in the incident log at the school office.
	When holding meetings with external visitors, ensure the discussions take place in designated meeting rooms — not in corridors or open school areas — to maintain security and minimize disruption.

<b>Administration Officer</b>	Collaborate with the Principal to implement actions addressing any identified security risks, including overseeing the placement of evacuation signage by the Fire Marshall or other designated staff.
	Ensure all security access systems, such as the intercom/entry phone and key codes, are functioning properly. Regularly update electronic key codes for doors and alarm systems, especially when staff changes occur.
	Monitor visitor presence during evacuations, ensuring that all visitors are accounted for and that all rooms are cleared, with clear signs indicating room status.
	Assist the Principal in maintaining the security of the school by ensuring that scanners or detectors are in place, and support the enforcement of policies that restrict students from bringing phones onto school premises.
<b>Teachers</b>	At the beginning and end of each school day, ensure that any adults dropping off or picking up students remain in designated or permitted areas only.
	Prevent any unauthorized adult from entering a classroom if their visitor badge does not clearly identify them or if the adult is behaving in an aggressive or hostile manner.
<b>Receptionist</b>	Ensure that all adult visitors sign in and out of the Visitors Book at the reception area and wear an identification badge at all times while on school premises. (Note: In some academies, security may oversee the Visitors Book.)
	Direct visitors to the designated waiting area or room as advised by the Head of School/Principal.
	In the event of a fire or other emergency requiring evacuation, pass visitor information to the Administration Officer to ensure that all visitors are accounted for.
<b>Senior Leadership Team (SLT)</b>	Assist the Principal in ensuring the security of the campus and the well-being of staff and students. Review and approve requests for funding aimed at improving security measures on school grounds.
	Regularly monitor and assess the effectiveness of security and safety procedures to maintain a secure environment for everyone on campus.



## 2.3 First Aid and Accidents

The health, safety, and well-being of all students, staff, and visitors are of utmost importance. The school is committed to providing immediate and effective first aid support in the event of illness, injury, or accidents. In line with the Ministry of Education and Higher Education guidelines in Qatar, trained personnel, appropriate equipment, and clear procedures are in place to ensure that incidents are managed promptly, professionally, and with care. All accidents are recorded, reported, and reviewed to maintain a safe and responsive school environment.

### First Aid Provision

1. Designated first aiders are available at all times during school hours
2. First aid kits are located at strategic points throughout the school
3. A medical room is available for treating injuries and illness
4. The school nurse is on duty during school hours

### Accident Reporting

1. All accidents must be reported in the accident book
2. Serious accidents must be reported to the Health and Safety Coordinator immediately
3. The Principal must be informed of all serious incidents
4. Major incidents will be reported to the relevant authorities as required by law

### Emergency Medical Procedures

1. In case of serious injury, school nurse will call emergency services (999)
2. Parents/guardians will be contacted as soon as possible
3. A staff member will accompany the injured person to hospital if necessary
4. All emergency contact information is stored securely and is accessible to authorized staff

### Medication Administration

1. Only prescribed medication will be administered by authorized staff
2. Written parental consent is required for administration of any medication
3. All medication must be stored securely in the clinic
4. Records of all medication administered will be maintained



Role	General Responsibilities
Principal	Holds overall responsibility for managing First Aid provision and accident response procedures across the school, ensuring a safe and supportive environment for students, staff, and visitors.
	Ensures that there is an adequate number of trained First Aiders (minimum of eight) available on-site and that their names and roles are clearly communicated to all staff.
	Ensures all staff are familiar with the school's First Aid procedures, the location of First Aid Kits, and the process for reporting incidents and injuries.
	Oversee the maintenance of up-to-date medical information for students, ensuring that staff are made aware of specific medical needs and that First Aid Kits are readily available for use during break times and off-site school activities.
	Takes leadership in the event of an accident or medical emergency, ensuring that appropriate first aid is administered, emergency services are contacted if needed, and proper communication is established with parents or next of kin.
	Ensure that all accidents and incidents are recorded accurately in the school's official log and that these records are stored securely and confidentially in the school office.
	Reviews the accident and incident logs regularly, identifies any trends or recurring issues, and takes corrective actions where needed, including updating risk assessments and staff protocols.
	Notifies the SMT of serious incidents and ensures that resources and support are allocated as required to maintain high standards of health and safety.
Nurse	Responsible for managing the administration of medication and supporting the school's First Aid and health care procedures, ensuring that all practices align with approved safety standards and parental consent requirements.
	Maintains awareness of each student's medical history, including known allergies and prescribed medications, and conducts appropriate risk assessments before administering any treatment.
	Maintains accurate and up-to-date medical records for all students, regularly reviewing and updating them as new information is received.
	Shares relevant medical information with teaching and support staff at the start of each semester and provides immediate updates if changes occur during the school year.
	Ensures that medical details of students participating in extracurricular activities and school trips are communicated to supervising staff, and that appropriate medical resources and plans are in place.
	Maintains fully stocked First Aid Kits, ensuring availability for staff during break times and off-campus activities. Regularly checks kits for completeness and expiry of supplies.

	Coordinates, or in collaboration with the Administration Officer, arranges for basic or specific medical training for relevant staff, such as training in the use of EpiPens or other emergency medications.
	Provides immediate first aid when necessary, monitors students recovering from minor ailments, and advises on further medical steps if required, referring serious cases to the Principal and/or emergency services as needed.
Nominated First Aider	The Nominated First Aider is responsible for providing immediate assistance in the event of an injury or medical emergency involving a student, staff member, or visitor.
	Provides Basic First Aid support promptly and effectively, remaining calm and reassuring while managing the situation until further medical help is available.
	Immediately notifies the Principal, School Nurse, or the next available senior leader of any incident requiring medical attention or further intervention.
	In coordination with the Principal or senior leader, contacts emergency services (ambulance or medical assistance) when required, ensuring clear communication of the nature and severity of the incident.
	Completes a detailed and accurate incident report, ensuring it is recorded in the school's official log. The report must include the date, time, nature of the incident, actions taken, and any follow-up required.
	Maintains confidentiality and ensures that the incident log is submitted to the appropriate school authority for secure filing and further review if necessary.
Administration Officer	Responsible for overseeing the logistical coordination and support of the school's First Aid and health safety systems, ensuring that all procedures and resources are maintained to a high standard.
	Ensures that notices identifying the location of First Aid containers and the names of trained First Aiders are clearly displayed in prominent areas throughout the school for easy reference in an emergency.
	Regularly checks that a First Aid container is stationed in the appropriate school office and that it includes a current First Aid guide and emergency procedures manual.
	Oversee the maintenance of all First Aid containers across designated areas of the school, ensuring they are fully stocked at all times. Works with assigned staff in each area to monitor stock levels and replenish supplies as needed.
	Organizes and coordinates First Aid training and refresher courses for staff, ensuring that a minimum of eight trained First Aiders are always maintained on-site. Ensures that the names and contact information of these individuals are clearly displayed in key locations around the school.
	Verifies that enough trained First Aiders are present during all school operating hours and that at least one trained First Aider accompanies students and staff during trips, excursions, and school events.

	In the event of the presence of bodily fluids (e.g. blood, vomit, or excrement) on school grounds, ensures the area is immediately cordoned off and properly cleaned in accordance with hygiene and infection control protocols.
	Take all necessary safety precautions when dealing with any biohazard material, including the use of disposable gloves and adherence to basic hygiene procedures.
<b>All School Staff</b>	Expected to read, understand, and comply with the Health and Safety Policy, and report any situation they believe could compromise the safety of students to the Principal or Head of School without delay.
	Staff are responsible for ensuring that all curriculum-related and extracurricular activities under their supervision are conducted in a safe manner. If any risk to student safety is identified, the staff members must conduct a risk assessment and share it with the Head of School before the activity begins.
	Maintains awareness of relevant medical information for students under their care—whether during regular classes, extracurricular activities, or school excursions.
	Collects First Aid Kits for use during break duties and school trips as directed by senior leadership.
	In the event of an incident or injury, contacts a Nominated First Aider immediately. If none are available, the School Nurse or Principal must be contacted without delay.
	Provides immediate assistance to injured students where appropriate, including offering comfort and support while waiting for First Aid personnel to attend.
	For students feeling unwell (e.g. experiencing a headache, stomach ache, asthma symptoms, nosebleeds, or vomiting), escorts or refers them to the school office or health clinic, where the Nurse or a First Aider can provide appropriate care.
	Reports all accidents and injuries immediately to the Head of School and cooperate fully with any investigation into the cause or circumstances surrounding the incident.
	Completes the appropriate First Aid Log and communicates with parents regarding any minor accidents, illnesses, or injuries. Staff are responsible for filling in and sending home the relevant First Aid Form (standard accident/sickness form or head injury form). While this task is typically carried out by the School Nurse, staff may be required to complete the documentation if they are the first responder.
	Ensure that First Aid and Accident forms are completed immediately and in sufficient detail following treatment and that the documentation is added to the First Aid and Accidents Folder.
	Notifies the Administration Officer in the event of any bodily fluid (e.g. blood, vomiting, excrement) being found on site to ensure proper hygiene measures are taken.

	Does not administer any short-term medication (e.g. painkillers) to students unless written parental consent has been provided. In emergency situations, verbal parental consent via a phone call is required and must be documented accordingly.
<b>Senior Leadership Team (SLT)</b>	Plays a key strategic role in overseeing and maintaining high standards of safety for students, staff, and visitors across the school.
	Works collaboratively to review existing Health & Safety and First Aid policies and procedures, ensuring they are up-to-date, relevant, and compliant with current regulations and best practices. Updates are made in consultation with relevant staff and stakeholders.
	Ensures that all approved and revised policies are circulated to the school Principals, who are responsible for disseminating them to all staff members and ensuring awareness and implementation.
	Undertakes quality assurance checks on Health & Safety and First Aid systems, procedures, and records to verify consistency, effectiveness, and compliance.
	Supports the Principal and designated staff in the implementation and evaluation of safety protocols, and facilitates access to necessary resources, training, and support.

<b>Qualified First Aid certified by Red Crescent last September 5, 2024</b>	
Ma. Cecelia espina	Pernalyn Cabasal
Mohammad Kamal Javed	Tirhas Haddush Kahsay-KG
Kim Jerico Victorino	Yolanda De Guia Mendoza
AmiraHanafy Farouk	Maria Pilar De Guzman-KG
Mayada Ezz Farag	Florence Lazatin
Martina Ugbor	Nashwa Abdelmoniem Abdelaziz-KG
Nancy Mohamed Farid	Eugenia Castro-KG
Jeremy Villanueva	Rasha Nagi Ibrahim
Fritz Ann Rodrigues	Esmeralda Santos

## 2.4 Managing Infections, Communicable Diseases, and Head Lice (Covid-19 Policy)

The school is committed to effectively managing the risks associated with infections, communicable diseases, and head lice in accordance with the guidelines of the Ministry of Education and Higher Education in Qatar. Clear procedures are in place to prevent the spread of illnesses, ensure timely communication with parents, and maintain a healthy school environment for everyone.

### Prevention Measures

1. Enhanced cleaning protocols for high-touch surfaces
2. Hand hygiene facilities available throughout the school
3. Education on hygiene practices for students and staff
4. Regular health checks and monitoring for signs of illness

### Response Procedures

1. Immediate isolation of suspected cases
2. Communication protocol with parents and health authorities
3. Implementation of enhanced cleaning protocols
4. Possible closure of affected areas or temporary school closure

### Notification Requirements

1. Reportable diseases will be notified to Qatar public health authorities
2. Parents will be informed of any infectious disease outbreaks
3. Regular updates will be provided during any outbreak
4. Confidentiality of affected individuals will be maintained

### Return to School Guidelines

1. Clear criteria for when students/staff may return after illness
2. Medical clearance requirements where applicable
3. Accommodation for extended absences due to illness
4. Support for students returning after prolonged absence

Roles	General Responsibilities
<b>Principal</b>	In the event of an outbreak or suspected outbreak of a communicable disease (defined as an unusual number of cases within a specific time frame), the Principal is responsible for immediately contacting the Ministry of Public Health (MoPH) to seek guidance and support.
	Maintains a detailed record of all communication with MoPH, including the names of officials contacted and the advice provided. The Principal follows all instructions issued by MoPH and any additional directives from relevant governmental agencies they are referred to.
	In the case of a head lice outbreak, ensures that any affected student is discreetly removed from the classroom environment and that they are prevented from having prolonged head-to-head contact with other students until the issue is resolved.
	Communicates promptly and respectfully with the parents or guardians of affected students, clearly outlining the concern and providing relevant health information and treatment guidelines.
	Follows up with families to confirm that appropriate treatment has been administered, and that the student is clear of infection before returning to the classroom setting.
<b>Nurse</b>	Ensure that students and staff exhibiting signs of illness remain at home in accordance with health guidelines and recommendations from medical professionals to prevent the spread of infection.
	Implements and monitors appropriate health precautions for pregnant staff members, including conducting individual risk assessments and advising staff to consult their General Practitioner (GP) should they have any medical concerns related to communicable disease exposure.
	In the event of a head lice outbreak, they communicate with parents to request that a thorough lice check is conducted at home for the affected student and all household members, offering guidance on treatment where necessary.
	If a student is identified as having recurrent cases of head lice, initiates a referral to an appropriate community health professional and follows up with any recommended actions to safeguard the wider school community.
<b>Receptionist / Registration Staff</b>	Ensures that emergency contact details for all students and staff are accurately always recorded and kept up to date.
	Works in coordination with the Human Resources (HR) department and other relevant teams to obtain, verify, and update emergency contact information as needed.
	Oversees and maintains the centralized records of emergency contacts, ensuring that changes are logged promptly and accessible to authorized personnel in the event of an emergency.
	Acts as the key point of contact for collecting updated contact information from parents, guardians, and staff, and ensures that this information is securely stored in accordance with data protection protocols.
<b>All School Staff</b>	Immediately notify the School Nurse if a student is suspected of having head lice or if a parent reports that their child has lice, to ensure appropriate follow-up and discretion.



	<p>Notifies both the School Nurse and the Principal if made aware of any suspected or confirmed outbreaks of communicable diseases, ensuring a prompt and coordinated response.</p> <p>Always promotes and models good hygiene practices within classrooms and around the school. Encourages students to follow proper hygiene procedures and reinforces guidance provided by the School Nurse to support a healthy school environment.</p>
<b>Administration Officer</b>	<p>Supports the Principal in ensuring that all health and hygiene guidance issued by external authorities (e.g., Ministry of Public Health) and communicated by the Principal or School Nurse is implemented consistently across the school.</p> <p>Takes an active role in applying and monitoring compliance with the guidance provided, helping to maintain a safe, hygienic, and healthy environment for students, staff, and visitors.</p> <p>Follows all health-related instructions provided by the Principal or School Nurse in response to directives from outside agencies, ensuring that necessary precautions and procedures are properly executed.</p>
<b>Senior Leadership Team (SLT)</b>	<p>Ensures that the SLT is promptly informed of any suspected outbreak of a communicable disease and is kept regularly updated on developments, actions taken, and guidance received from health authorities.</p>

## 2.5 School Trips and Activities

School trips are an important part of the educational experience, offering students the opportunity to enhance their learning beyond the classroom. All trips are carefully planned and supervised to ensure the safety, well-being, and enjoyment of every participant, following the health and safety regulations set by the Ministry of Education and Higher Education in Qatar. Aligned with the Ministry of Education and Higher Education (MOEHE) –Guidelines for School Activities in Private Schools and Kindergartens in Qatar Second Edition 2023-2024.

### Planning and Approval

1. All trips require advance approval using the school's trip planning form
2. Comprehensive risk assessments must be completed before approval
3. Parent/guardian consent must be obtained for all off-site activities
4. Transportation arrangements must meet safety standards

### Supervision Requirements

1. Appropriate staff-to-student ratios based on age and activity risk (1 teacher : 10 students)
2. A First Aid kit must be available at all times. At least one staff member must be first-aid trained
3. Clear roles and responsibilities for all supervising staff

#### 4. Emergency contact arrangements for all trips

#### Safety During Activities

1. Pre-visit site checks where possible
2. Safety briefings for all participants
3. Communication systems between staff and with the school
4. Regular head counts and supervision throughout
5. Activity providers must demonstrate appropriate safety standards and insurance

#### Emergency Procedures

1. Written emergency response plan for each trip
2. Medical information and emergency contacts carried by staff
3. First aid kits and necessary medication available
4. Clear procedures for incidents, accidents, or student illness

Roles	General Responsibilities
<b>Principal</b>	Ensures that all staff involved in organizing or supervising school visits and excursions are provided with and adhere to the Educational Visits Policy.
	Confirms that comprehensive risk assessments are completed for all trips and activities, and that appropriate safety measures are in place to safeguard students and staff.
	Keeps SLT informed of any Health and Safety matters related to off-site activities, ensuring that necessary resources and support are available to maintain a high standard of safety throughout.
<b>Nurse</b>	Prepares and circulates a list of students with medical conditions to relevant staff prior to any educational visits or school trips, ensuring that appropriate arrangements are in place to support students' health needs throughout the activity.
<b>Receptionist</b>	Ensures that emergency contact details for students and staff are accurately maintained and regularly updated, coordinating with HR and relevant departments as needed to keep records current.
	Monitors daily student attendance and informs the Educational Visits Organiser of any absentees relevant to planned trips or trips.
<b>All School Staff</b>	Liaises with the Registrar to ensure that a completed consent form from parents is obtained for all school trips. This includes the generic consent form signed by parents upon their child's enrolment. As outlined in the form, written consent is generally not required for on-site activities (except for KG students), as these are considered part of the normal school curriculum.
	Ensures communication with parents by sending letters detailing the destination, purpose, and any additional safety measures associated with planned trips, so that parents are fully informed about where their child will be and what precautions are in place.



	Follows the provided health and safety checklist for school trips, which serves as a comprehensive guide to identify key health and safety considerations for all staff involved. This checklist can be utilized by teachers, teaching assistants, premises staff, or department heads, and should be tailored to meet the needs of each specific trip or activity.
<b>Trip Leader</b>	Organizes and leads school trips, ensuring that comprehensive risk assessments are conducted to identify potential hazards at trip venues, and taking necessary actions to manage and control risks.
	Visits the trip venue in advance to assess the location and potential risks, ensuring all safety measures are in place prior to the trip.
	Evaluates the effectiveness of existing safety measures at the venue to ensure risks are reduced to an acceptable level. If additional measures are required, the Trip Leader decides on appropriate actions to minimize risks further.
	Ensures that a First Aider is present on the trip when needed to provide medical assistance in case of an emergency.
	Communicates all relevant information about the trip to colleagues, students, and parents, including any necessary precautions or safety measures. This communication should occur during the routine briefing/induction prior to departure to ensure everyone is informed and focused on safety.
	Responds to accidents or incidents during the trip, calling the First Aider to the scene. If necessary, the Trip Leader will contact emergency services and notify the school, which will then inform the parents of the situation.
<b>First Aider</b>	A First Aider must be present on all school trips to provide immediate medical assistance when needed.
	If, for any extenuating reason, a First Aider cannot attend, the Trip Leader will take responsibility for carrying the first aid container and will serve as the first point of contact in the event of an emergency.
<b>Administration Officer</b>	Ensures that a trained First Aider is available to accompany approved school excursions, ensuring the health and safety of students during the trip.
	Coordinates with the school's First Aiders to ensure that there are sufficient trained First Aiders remaining on the school premises during the trip, to handle any first aid needs that may arise on-site while the trip is taking place.
<b>Senior Leader Team (SLT)</b>	Collaborates with senior leaders to regularly review existing policies and procedures, ensuring they are <b>updated as necessary</b> to align with the latest safety standards and best practices.
	Circulates updated policies to Principals for <b>dissemination to staff</b> , ensuring all staff are informed and equipped to follow the latest protocols.
	Ensures quality assurance of processes and procedures related to the safety and well-being of both students and staff, taking steps to continually improve and maintain high standards of safety throughout the school.

## 2.6 Fire Safety and Emergency Evacuation

The Fire Drill and Evacuation Policy of Oscar Academy has been developed through comprehensive consultation with staff members and the school's safety team. The policy's primary aim is to ensure the safety and well-being of students, staff, and visitors during a fire emergency or any other event that requires evacuation. This policy reflects the school's commitment to maintaining a safe environment for all stakeholders and complies with relevant health, safety, and welfare regulations.

In addition to the outlined procedures, the following provisions are included:

**Yearly Contract with Aldeyaa:** Oscar Academy maintains a yearly contract with Aldeyaa to ensure the provision of regular safety checks, fire safety equipment maintenance, and support for fire drills. Aldeyaa's involvement is integral to ensuring the school's compliance with fire safety standards.

**Annual Fire and Safety Training:** All staff will undergo yearly training on fire safety and evacuation procedures, ensuring they are equipped with the knowledge and skills needed to respond effectively in case of an emergency. This training will be reviewed and updated regularly to reflect any changes in regulations or best practices.

**Upgraded School Exits:** In line with safety recommendations and to further ensure the well-being of all building occupants, the school's exit doors have been upgraded to fire-rated doors this year. These upgrades provide enhanced fire resistance, ensuring that the evacuation routes are safe and effective in the event of an emergency. This policy outlines the procedures for fire evacuation, detailing the roles and responsibilities of all staff members and the measures in place to facilitate a swift and effective evacuation. It also includes the school's commitment to regular drills, risk assessments, and staff training to ensure preparedness in the event of an emergency.

By implementing these procedures, Oscar Academy School seeks to minimize the risks associated with fire and other emergencies while ensuring the safety of all individuals on the premises.

### 2.6.1 Fire Evacuation Procedures

In the event of a fire alarm being activated, the immediate priority for all staff members is the safety and well-being of the pupils under their supervision. Staff members are responsible for leading their classes to safety, taking the most appropriate and secure evacuation route. Classroom teachers will lead from the front, while Teaching Assistants, where available, will act as designated Fire Marshals, ensuring the room and adjacent toilets are fully evacuated and following at the rear.

The Head Teacher, or a delegated member of the administrative staff in their absence, will be responsible for checking the staff toilets and administrative areas on the ground floor. Clearly

marked fire escape routes and evacuation maps will be visibly displayed in each classroom and communal area.

**Hot File** – A file kept in each classroom containing all students' names, contact information, and color-coded cards: green for completed medical cases and red for ongoing or incomplete medical cases.

Roles	General Responsibilities
<b>Safety Leader</b>	Responsible for ensuring the school complies with all civil defense regulations, working closely with Aldeyaa to meet safety needs and standards. This collaboration ensures the school's safety systems and procedures align with local safety requirements.
	Maintains detailed records and monitors the civil defense equipment, ensuring it is regularly maintained with checks done monthly, quarterly, and annually to guarantee functionality and compliance. In addition, the Safety Leader ensures the school's safety licenses are always updated by liaising with the relevant authorities to keep operational permits current.
	Prepare and organize yearly professional development (PD) sessions for all staff, focusing on safety procedures and evacuation training. These sessions ensure that staff are equipped with the knowledge and skills needed to respond to emergencies effectively. Additionally, the Safety Leader organizes training for students at the start of each academic year to ensure they are familiar with safety protocols and evacuation procedures.
	Responsible for preparing and leading the school-wide evacuation drills, ensuring they are executed smoothly and the evacuation process is monitored for efficiency and safety. In the case of an emergency, the Safety Leader must act swiftly by triggering the school alarm and notifying the Ministry of Defense for a rapid response to protect everyone on campus.
	Responsible for reviewing and updating the school's safety policies and evacuation map on an annual basis, ensuring they reflect any changes in building layout, safety requirements, or lessons learned from previous drills or emergencies.
<b>Principal</b>	Ensures that fire safety and emergency evacuation procedures are clearly established and regularly reviewed.
	Makes sure all staff and students are aware of and trained in emergency protocols.
	Leads the implementation and monitoring of safety drills and evacuation practices.
	Promotes a culture of safety and preparedness within the school.
	Communicates regularly with the Senior Leader Team (SLT) regarding health and safety matters.
	Ensures the school receives adequate support and resources to maintain high safety standards.
	Oversees compliance with health and safety regulations and internal policies.

<b>Teacher</b>	Acts as the Fire Marshal for their class if teaching or on duty, and is responsible for the safe and swift evacuation of all pupils under their care.
	On hearing the alarm, immediately stops teaching and evacuates the class using the nearest safe exit route, ensuring students walk calmly and do not run.
	Does not delay evacuation to collect personal belongings, tidy up, or engage in conversation.
	Guides students to the designated assembly point and lines them up in an orderly manner.
	Takes the class register to ensure all students are accounted for.
	Only returns to the building when instructed by the designated Fire Marshal who has confirmed it is safe.
	Assists any visitors by directing or escorting them safely to the nearest exit.
<b>Building Supervisors/Admin</b>	Conducts daily checks of all escape routes, emergency exits, and passageways to ensure they are free from obstructions and combustible materials and are in good condition.
	Performs weekly checks of all fire extinguishers to confirm they are in the correct locations and operational.
	Ensures the fire alarm system is tested weekly, verifies that the fire alarm panel is active, and records the test in the fire alarm log.
	Oversees the inspection of all fire safety signs and notices to confirm they are legible, correctly placed, and intact.
	Carries out monthly testing of emergency lighting, records the results in the emergency lighting log, and reports any faults to the Principal immediately.
	Organizes and conducts a fire drill once every term involving all staff and students.
	Ensures annual servicing of emergency lighting, fire extinguishers, and the fire alarm system by a qualified technician.
	Verifies that all weekly, monthly, termly, and annual checks are logged and completed by a senior member of staff.
	Informs staff that the designated assembly point is outside the school car park or another clearly identified area.
	Makes sure signage and notices are appropriately placed throughout the school to identify escape routes, firefighting equipment, and call points.
	Ensures signs include clear instructions on how to use fire extinguishers and the actions to take during a fire.
	Regularly checks signs and notices to maintain visibility and legibility.
<b>Nurse</b>	Monitors the sign-in log daily to ensure all staff and visitors are accounted for during an evacuation.
	Assists in the safe evacuation of students, particularly those with medical needs, disabilities, or injuries.

	Ensures that emergency medical supplies (e.g., first aid kit, student medication) are easily accessible and brought to the assembly point if safe to do so.
	Provides first aid to anyone injured during the evacuation process or while at the assembly point.
	Maintains up-to-date medical records and emergency information for all students, especially those requiring special evacuation support.
	Participates in evacuation drills and supports staff in responding to health-related concerns during emergencies.
	Informs the Principal immediately of any health issues or injuries that occur during or after an evacuation.
	Helps ensure calm and reassurance among students during emergency situations.
	Assists in checking student health conditions post-evacuation and keeps records of any incidents.
<b>Fire Marshalls</b>	Takes overall responsibility for leading and coordinating the evacuation of assigned areas during a fire or emergency.
	Ensures that all occupants in their designated zones are evacuated safely, including staff, students, and visitors.
	Checks all rooms, restrooms, corridors, and hidden areas to confirm no one is left behind before exiting.
	Closes doors and windows (if safe to do so) to prevent the spread of fire and smoke.
	Wears a high-visibility vest or armband to be easily identifiable during emergencies.
	Guides individuals calmly to the nearest safe exit and toward the assembly point.
	Communicates with the Principal or Emergency Lead to report that their zone is clear.
	Prevents re-entry into the building until the all-clear is given by emergency services or authorized personnel.
	Participates in fire drills and supports staff training related to evacuation procedures.
	Reports any hazards, obstructions, or concerns found during routine fire safety checks.
<b>Senior Leader Team (SLT)</b>	Assists in maintaining order and reassurance among students and staff during evacuations.
	Oversees the development, implementation, and regular review of the school's fire safety and emergency evacuation procedures.
	Ensures all staff are trained and aware of their roles and responsibilities during emergencies.
	Coordinates with Fire Marshalls, the Principal, and administrative staff to ensure all zones are cleared and accounted for.

	Supports the organization and supervision of termly fire drills and evaluates their effectiveness.
	Maintains clear communication with emergency services and provides them with relevant information upon arrival.
	Ensures accurate and up-to-date records of fire safety equipment checks, drills, and staff training are kept.
	Supports the inclusion of students with special needs or medical conditions in evacuation planning.
	Monitors the sign-in/out records to ensure all individuals (staff, students, visitors) are accounted for during an evacuation.
	Reviews and addresses any concerns or incidents reported during fire drills or real emergencies.
	Promotes a culture of safety and preparedness across all levels of the school.

## 2.7 School Bus

Safeguarding of students during transportation is regarded as an essential extension of our duty of care. This policy outlines our commitment to ensuring that all school transport services operate to the highest standards of safety, supervision, and efficiency. Aligned with the Ministry of Education and Higher Education (MOEHE) **Circular No. 9 – Guidelines for Security, Health, and Safety in Private Schools and Kindergartens**, 1st Edition, dated **27 May 2024**.

In strict adherence to the legal requirements of the State of Qatar and aligned with recognised international best practices, we are dedicated to maintaining well-regulated transport procedures, thorough vehicle maintenance, and the promotion of appropriate student conduct. Through the cooperation of staff, parents, and service providers, we strive to provide a secure and respectful environment for every student's journey to and from school.

Roles	General Responsibilities
<b>Principal</b>	Ensure that the school's transportation services comply with local regulations and safety standards.
	Oversee the implementation of school bus safety policies and procedures, including regular inspections and maintenance schedules.
	Ensure that all school bus drivers and attendants are properly trained, licensed, and briefed on student safety and emergency protocols.
	Monitor the daily operation of school transportation to ensure punctuality, efficiency, and the safety of all students.
	Collaborate with the transportation coordinator and administration officer to address any concerns related to bus routes, behavior, or driver performance.
	Respond promptly to any incidents or emergencies involving school transport, ensuring that appropriate actions and follow-up measures are taken.
	Communicate with parents regarding school bus procedures, schedules, safety rules, and any changes in transport arrangements.



	Ensure that clear records are maintained for bus rosters, driver documentation, vehicle inspections, and incident reports.
	Promote a culture of safety and responsibility among students while using school transportation.
	Evaluate and improve school transport services regularly to meet the needs of students and ensure their safety and well-being.
<b>Bus Supervisor</b>	Ensure the safety and well-being of all students during pick-up, transit, and drop-off.
	Take daily attendance of students boarding and leaving the bus to ensure that no child is left behind.
	Assist younger students in boarding and exiting the bus safely and in an orderly manner.
	Ensure students remain seated, wear seatbelts (if available), and follow bus rules throughout the journey.
	Maintain discipline on the bus by managing student behavior calmly and respectfully.
	Report any incidents or concerns related to student behavior or safety to the Principal or designated school staff.
	Ensure that emergency contact details and student lists are always available and updated.
	Assist the driver in keeping the bus clean and safe, reporting any issues or damage immediately.
	Support the driver in managing emergency situations, including evacuations, breakdowns, or accidents.
	Communicate respectfully with parents during pick-up and drop-off, and report any issues or concerns to school authorities.
	Ensure that students are picked up and dropped off at the correct designated locations as per the approved list.
<b>Administration Officer</b>	Supervise and double-check all school buses in the morning after students are dropped off to ensure that no student or item is left behind.
	Organize a dedicated staff group to receive and verify photographic confirmation that all buses are empty after student drop-off.
	Monitor and confirm the safe arrival of each bus to the school every morning.
	Double-check each bus in the afternoon before departure to ensure that all assigned students are present, seated safely, and accounted for.
	Maintain communication with bus drivers and assistants to track bus movements and address any concerns promptly.
	Ensure all buses follow the approved schedules, routes, and safety protocols.
	Coordinate with the Principal and SLT to address any delays, incidents, or safety violations.
	Keep a log of morning and afternoon bus checks, including student attendance and any issues noted.

	Ensure clear communication between the school, drivers, assistants, and parents regarding student transport.
	Support emergency procedures related to school transportation, including ensuring readiness for fire, breakdown, or security threats during transit.
<b>Teacher</b>	Ensure that students are safely escorted to and from the designated bus boarding area.
	Help maintain order and discipline among students during bus boarding and dismissal times.
	Report any concerns related to student behavior, safety, or punctuality during transport to the Principal or Administration Officer.
	Reinforce school bus safety rules with students and remind them of proper conduct while riding the bus.
	Collaborate with the bus supervisor to ensure that students are accounted for and safely handed over to parents or guardians.
	Support students with special needs or younger children during boarding and drop-off as needed.
	Immediately report any observed safety hazards or transportation issues to school authorities.
	Encourage students to be respectful toward drivers, bus supervisors, and peers while on the bus.
	Ensure that students do not run, push, or engage in unsafe behavior near bus zones.
	Ensure the safe and timely transportation of students to and from school and on approved school trips.
<b>Bus Driver</b>	Conduct daily pre-trip and post-trip inspections of the bus to ensure it is in safe operating condition.
	Follow all traffic laws, transportation regulations, and school policies during operation.
	Maintain a clean, well-maintained bus environment that is free from hazards.
	Drive safely and attentively, prioritizing student safety at all times.
	Communicate respectfully and professionally with students, parents, and school staff.
	Collaborate with the bus supervisor to ensure that all students are safely boarded, seated, and accounted for during the journey.
	Immediately report any vehicle issues, safety concerns, or behavioral incidents to the school's Administration Officer or Principal.
	Follow the designated route and ensure pick-up and drop-off occur only at approved stops.
	Ensure that emergency equipment (such as fire extinguishers and first-aid kits) is present and functional on the bus.
	Act appropriately and calmly during emergencies, including accidents or breakdowns, and follow the school's emergency protocol.



<b>Bus Assistant</b>	Assist students in boarding and exiting the bus safely and in an orderly manner, especially younger children and those with special needs.
	Ensure students are seated properly and wearing seatbelts (if available) throughout the journey.
	Maintain order and supervise student behavior on the bus to ensure a safe and respectful environment.
	Take attendance of students during pick-up and drop-off to ensure no child is left behind.
	Help students safely cross the road or reach their guardians during drop-off when needed.
	Support the bus driver in maintaining safety and discipline throughout the trip.
	Report any incidents, injuries, or concerns immediately to the school administration.
	Ensure students are picked up and dropped off at the correct designated locations as per the list provided.
	Maintain regular communication with the school regarding any changes, delays, or concerns during transportation.
	Ensure emergency exits are accessible and assist in evacuating students safely during emergencies.
<b>Security Guard</b>	Monitor the arrival and departure of all school buses during morning drop-off and afternoon pick-up to ensure student safety and order.
	Assist in maintaining a secure and controlled environment at the school gates and bus loading zones.
	Help guide buses into designated parking areas and ensure smooth, safe traffic flow during busy times.
	Support the Administration Officer and SLT in double-checking that no students or belongings are left on the bus after drop-off.
	Verify student movement from the bus to the school building and vice versa, watching for any unusual activity or concerns.
	Stay alert for unauthorized vehicles or individuals near the bus areas and take immediate action if needed.
	Report any safety hazards, suspicious activity, or transportation-related concerns to the Principal or Administration Officer.
	Ensure that students board the correct buses in the afternoon and assist with managing crowd control during loading times.
	Assist in emergency evacuation procedures if an incident occurs during bus operations.
	Maintain a visible and approachable presence to reassure students, staff, and parents during school transportation hours.
<b>Senior Leader Team (SLT)</b>	Oversee the implementation and enforcement of the school's transport safety policies and procedures.
	Monitor and evaluate the effectiveness of the daily bus monitoring system to ensure student safety.

	Support the Administration Officer in organizing and supervising morning and afternoon double-checks of all school buses.
	Ensure staff members are assigned and trained to verify that no student or belongings are left on the bus after arrival.
	Supervise the creation and management of communication groups used to share photos and confirmations of empty buses after student drop-off.
	Address any issues or incidents reported by the bus team and ensure corrective measures are taken immediately.
	Communicate with parents and guardians regarding transport-related concerns and updates.
	Conduct periodic reviews of bus routes, timings, and staffing to improve safety and efficiency.
	Ensure that all transport staff, including drivers and assistants, adhere to school standards for student care and conduct.
	Promote a safety-first culture within the transport system by reinforcing accountability and active supervision.

### 2.7.1 Drop-Off and Pick-Up Policy

**Aim:** This policy outlines the procedures and responsibilities during student drop-off and pick-up times to ensure the safety, security, and orderly movement of all students on school premises. It complements our school transportation policy and reinforces our duty of care during critical transition periods of the school day. Aligned with MOEHE Circular No. 9 – Guidelines for Security, Health, and Safety in Private Schools and Kindergartens (1st Edition, 27 May 2024)

#### General Guidelines

All parents, guardians, drivers, and staff must adhere to the following rules during drop-off and pick-up to maintain a secure, efficient, and respectful environment.

#### Drop-Off Procedures (Morning Arrival)

1. Student Supervision:
  - The guardian must accompany the student to the school gate and ensure that the child has entered the premises safely.
  - Do not leave students unattended or allow them to walk alone into the school.
2. Traffic Safety:
  - Vehicles must be fully parked with the engine turned off while students are exiting.
  - Avoid blocking access points or creating traffic congestion.
3. Line Formation:
  - Follow the designated school lanes and do not reverse your vehicle unnecessarily.
  - Line up in an orderly manner to ensure smooth flow of traffic.
4. Electronic Device Use:

- Guardians must not use mobile phones while walking with the child or while driving near school zones.
- 5. Responsibility Transfer:
  - **Do not rely on the school security or other students to receive your child.** It is the guardian's responsibility to confirm safe handover.

### **Pick-Up Procedures (Afternoon Dismissal)**

1. **Designated Areas:**
  - Students will be dismissed only from assigned pick-up zones under the supervision of school staff.
2. Student Hand-Over:
  - Students will only be released to authorized guardians or designated drivers, as per school records.
3. Guardian Conduct:
  - Guardians should remain visible and alert, keeping their child in front of them at all times.
  - Do not allow the child to walk unaccompanied through the parking or traffic zones.
4. Traffic Management:
  - Park in assigned areas and wait for your turn in queue to avoid congestion.
  - Do not double park, block exits, or create traffic delays.
5. Late Pick-Up:
  - Students not picked up on time will be directed to the school's designated waiting area and may be subject to late supervision procedures.

### **Violations and Consequences**

In case of any safety violations, including but not limited to unsafe driving, child neglect during drop-off, or unauthorized pick-up:

- Parents, drivers, or guardians will be held legally accountable by school administration and may be reported to the relevant authorities.
- Repeated violations may result in revocation of drop-off/pick-up privileges and require the guardian to meet with school leadership for corrective action.

### **Important Notes**

- ✓ Student safety is a shared responsibility between the school and families.
- ✓ Cooperation with security and staff is essential to ensure the well-being of all children.
- ✓ Clear communication and adherence to school protocols help maintain a safe and respectful environment for all.

## 2.8 House Keeping

Effective housekeeping is essential to maintaining a clean, safe, and orderly environment . Good housekeeping practices help prevent accidents, promote health and hygiene, and create a positive atmosphere for students, staff, and visitors. All members of the school community share responsibility for keeping the premises clean and hazard-free, in line with the health and safety standards of the Ministry of Education and Higher Education in Qatar.

Roles	General Responsibilities
<b>Principal</b>	Ensure the school environment is maintained in a clean and hygienic condition to reduce health hazards.
	Oversee that all areas of the school, including classrooms, corridors, bathrooms, and common spaces, are regularly cleaned and sanitized.
	Ensure that the school's facilities, including furniture, fixtures, and equipment, are well-maintained and safe for use.
	Regularly assess the condition of school grounds, buildings, and classrooms to identify and address potential safety hazards.
	Collaborate with cleaning and maintenance teams to ensure that tasks are carried out efficiently and in compliance with health and safety regulations.
	Ensure that waste disposal and recycling processes follow safe and environmentally responsible practices.
	Enforce and ensure that health and safety policies are being followed by all staff and students.
	Regularly review health and safety protocols and update them as needed.
	Make sure that classrooms and other spaces are adequately ventilated and properly lit to support a safe and healthy learning environment.
	Promptly address any health or safety concerns raised by staff, students, or visitors, taking corrective actions when necessary.
	Maintain records of incidents, inspections, and actions taken to rectify safety issues.
	Ensure that all staff members are trained in basic health and safety protocols, including emergency procedures and cleanliness practices.
	Raise awareness among students and staff regarding the importance of maintaining a clean and safe school environment.
	Foster a culture of wellness by encouraging healthy habits to prevent illness and promote well-being.
<b>All School Staff</b>	Maintain cleanliness in classrooms, corridors, bathrooms, and other shared spaces.

	Ensure personal workspaces and areas used by students are free of hazards and clutter.
	Follow health and safety protocols for hygiene, including proper handwashing, sanitizing surfaces, and using cleaning supplies safely.
	Report any health and safety hazards, such as broken equipment, spills, or unsanitary conditions, to the Principal or Administration Officer immediately.
	Assist with waste disposal and recycling, ensuring proper procedures are followed.
	Ensure that all furniture and equipment are in good condition and safely arranged to prevent accidents.
	Take necessary precautions when handling materials or supplies to avoid accidents or exposure to health risks.
	Participate in health and safety training and be aware of the school's emergency procedures.
	Follow the school's guidelines for ventilation, lighting, and temperature to create a safe and comfortable environment for learning.
	Ensure that fire exits, emergency routes, and equipment are clear of obstructions.
	Encourage students to maintain a clean and organized environment in their classrooms and personal spaces.
<b>Administration Officer</b>	Ensure that the school's housekeeping staff are carrying out their duties effectively and in line with health and safety standards.
	Monitor and maintain a clean and safe school environment by regularly inspecting classrooms, hallways, bathrooms, and other common areas for potential hazards.
	Oversee the proper storage and disposal of cleaning supplies and materials to prevent contamination or accidents.
	Ensure that any health and safety concerns, such as maintenance issues, spills, or damaged equipment, are reported to the Principal for prompt resolution.
	Keep track of the school's cleaning and maintenance schedules, ensuring tasks are being completed on time.
	Ensure that all waste disposal and recycling practices meet health and safety regulations.
	Coordinate with external cleaning and maintenance contractors to ensure compliance with school health and safety policies.
	Maintain records of cleaning and maintenance activities, including any inspections and actions taken.
	Ensure that health and safety signs (such as emergency exits, fire safety, and hygiene protocols) are clearly visible and in good condition.
	Assist the Principal in ensuring that all staff are properly trained in health and safety protocols.
	Ensure the proper functioning and cleanliness of the school's sanitation facilities, including toilets and handwashing stations.

	Conduct regular checks of school supplies, including cleaning agents, to ensure they are safe to use and properly stored.
<b>Senior Leader Team (SLT)</b>	Support and supervise the implementation of the school's health and safety policies related to cleanliness and hygiene.
	Monitor the effectiveness of housekeeping routines across all school areas and ensure consistent standards are maintained.
	Conduct regular walkthroughs and inspections to identify any health or safety issues within the school premises.
	Ensure that staff are aware of and follow proper hygiene and housekeeping procedures to maintain a safe learning environment.
	Liaise with the Administration Officer and Principal to address any issues related to cleanliness, repairs, or hazards.
	Ensure that learning and office spaces are organized and free of unnecessary clutter or obstructions.
	Promote awareness among staff and students about maintaining a clean, safe, and organized environment.
	Support and reinforce waste disposal, recycling, and sanitation procedures throughout the school.
	Take part in reviewing and updating the school's health and safety housekeeping guidelines as needed.
	Encourage a school culture where cleanliness, orderliness, and safety are a shared responsibility.

## 2.9 Manual Handling

Oscar Academy is committed to upholding best practices in accordance with recognized standards for Manual Handling Operations. Manual handling refers to tasks involving lifting, carrying, moving, holding, pushing, lowering, pulling, or restraining objects or individuals.

To ensure a safe working environment for all staff and students, the Academy will provide appropriate information, instruction, and training related to safe manual handling for everyday duties. Where reasonably practicable, the Academy aims to eliminate or reduce the need for manual handling tasks that present a risk of injury.

Risk assessments are conducted by the Principal to identify potential hazards. These assessments guide the development of safe working systems and determine necessary measures to reduce risks to the lowest practicable level.

While the Academy takes steps to minimize workplace risk, all staff and students are expected to take personal responsibility in line with health and safety legislation and school policy.

<b>Roles</b>	<b>General Responsibilities</b>
<b>Principal</b>	Ensures that all activities are planned and conducted in a way that eliminates the need for manual handling wherever possible.

	Maintains an up-to-date manual handling guidance file in the school office for staff to access further information and recommended safe handling practices.
	Arranges induction and refresher training for all staff, along with providing regular updates and relevant information to promote a safe working environment for employees, students, and visitors.
<b>All School Staff</b>	Take responsibility for their own health and safety, as well as for others who may be affected by their actions.
	Follow safe systems of work as outlined by risk assessments and school policy.
	Use mechanical aids provided for lifting or moving objects, ensuring they are used as instructed and reporting any faults immediately.
	Operate all equipment according to the manufacturer's instructions.
	Attend all required manual handling training sessions and apply the learned techniques in daily tasks.
	Report all accidents, incidents, or near misses to their line manager, whether or not they resulted in injury.
	Inform management if they are unable to perform manual handling duties due to health or physical limitations.
	Avoid attempting any manual handling task they believe is beyond their capacity or unsafe.
	Follow school policy on suitable attire, such as footwear and removal of jewelry, to prevent injury during manual handling.
	Avoid unnecessary lifting, carrying, pushing, or pulling tasks whenever possible.
	Use trolleys, hoists, or other equipment to mechanize handling tasks that cannot be avoided.
	Ensure risk assessments are followed, considering the task, environment, and their individual capacity.
<b>Administration Officer</b>	Ensure that manual handling tasks are planned and organized to eliminate or minimize risk whenever possible.
	Keep an up-to-date manual handling guidance file in the school office, accessible to staff for reference on safe handling techniques.
	Organize induction and refresher training sessions on manual handling for all employees.
	Provide relevant information and updates to staff to promote a safe working environment.
	Monitor staff compliance with manual handling procedures and follow up on any reported concerns or difficulties.
	Coordinate with the Principal to review risk assessments regularly and implement necessary safety measures.
	Ensure mechanical aids and equipment are available, functional, and properly maintained for staff use.
	Record and report any incidents, near misses, or concerns related to manual handling operations.
	Would you like to include this in a broader health and safety manual?



<b>Senior Lead Team (SLT)</b>	Lead in promoting a culture of safety and adherence to manual handling procedures across the academy.
	Ensure that all departments are implementing safe manual handling practices as outlined in school policy.
	Support the Administration Officer and Principal in organizing regular training, risk assessments, and updates related to manual handling.
	Monitor staff compliance and address any reported incidents, near misses, or challenges related to manual handling operations.
	Ensure that necessary equipment and mechanical aids are available and appropriately used across the school.
	Collaborate in reviewing and updating manual handling risk assessments to maintain a safe working environment.
	Reinforce staff accountability for maintaining safe practices and using equipment correctly.
	Oversee the communication of manual handling expectations during staff meetings, trainings, and briefings.

## 2.10 Lone Working or Late Stay

Ensuring the health, safety, and well-being of all individuals who may be required to work alone on school premises or during school-related activities is a critical responsibility. This policy outlines the measures in place to manage the specific risks associated with lone working and to ensure that appropriate support and protection are provided at all times.

In accordance with the regulations of the State of Qatar and recognized international best practices, Oscar Academy is committed to fostering a culture of risk awareness, clear communication, and shared responsibility. We aim to ensure that all lone working or late-stay activities are conducted safely, with full regard for the welfare and security of every member of our school community.

<b>Roles</b>	<b>General Responsibilities</b>
<b>Principal</b>	Ensure that all staff members are aware of the policy and procedures related to lone working or staying late on school premises.
	Conduct risk assessments to identify and mitigate any potential hazards related to lone working or late stays.
	Provide training to staff on the safe practices for working alone, including emergency procedures and communication protocols.
	Designate a colleague or supervisor for all staff who may be required to work alone, ensuring regular check-ins before and after the lone working period.
	Ensure that all staff have access to working communication devices (such as mobile phones or radios) during late stays or when working alone.
	Develop and maintain emergency contact information for staff working alone and ensure they are aware of evacuation procedures.



	Regularly monitor and review lone working arrangements to ensure the safety of individuals and address any emerging concerns.
	Ensure that any staff working alone or staying late are aware of the potential risks and have clear procedures to follow in case of an emergency.
	Foster a culture of open communication, where staff feel comfortable reporting any safety concerns related to lone working or late stays.
	Review and update the lone working policy periodically to ensure that it aligns with school safety standards and regulations.
<b>Administration Officer</b>	Ensure that all administrative staff are informed of the policy and procedures related to lone working or staying late on school premises.
	Monitor and keep a record of staff members working late or alone, ensuring that they have checked in and out with a designated colleague or supervisor.
	Ensure that all staff working alone or staying late have access to working communication devices, such as mobile phones or radios, to maintain contact with school authorities.
	Assist in conducting risk assessments for tasks requiring lone working, ensuring that safety protocols are in place.
	Maintain and regularly update emergency contact details for staff working alone and ensure they are aware of evacuation procedures.
	Ensure that any staff members working alone have clear access to emergency resources, such as first-aid kits or fire extinguishers, if applicable.
	Organize and oversee regular check-ins for staff working alone to ensure their safety and well-being.
	Report any safety concerns, incidents, or near misses to the Principal or relevant authorities, and ensure follow-up actions are taken.
	Assist in ensuring that staff working alone are aware of the risks involved and are properly trained in emergency procedures.
	Maintain a log of all lone working arrangements, check-ins, and any incidents, and review these regularly to ensure compliance with the policy.
<b>Staff</b>	Adhere to the policy and procedures related to lone working or staying late, ensuring that safety measures are followed at all times.
	Check in with a designated colleague or supervisor before starting the task and check out upon completion to ensure their whereabouts are known.
	Ensure that communication devices, such as mobile phones or radios, are kept in working order and are readily accessible during lone working activities.
	Be aware of and follow the school's emergency procedures, including knowing the location of emergency exits, first-aid kits, and other safety resources.

	Notify a colleague or supervisor immediately if experiencing any difficulties, health concerns, or unusual situations during lone working hours.
	Attend any required training on risk management, emergency procedures, and safe working practices for late-stay or lone working activities.
	Report any incidents, accidents, or near misses to the Administration Officer or Principal for documentation and follow-up actions.
	Take reasonable precautions to minimize risks while working alone, such as ensuring that work areas are secure and well-lit.
	Ensure that any tasks involving lone working are within their physical capabilities and do not put their health or safety at risk.
	Remain in contact with the designated colleague or supervisor throughout the lone working period to ensure immediate assistance can be provided if needed.
<b>Guard</b>	Ensure the security and safety of the premises during late-night shifts or when staff are working alone.
	Monitor the entrances and exits to ensure that only authorized personnel remain on the premises after hours.
	Be aware of the location of all individuals working alone, ensuring they are in safe areas and following established safety procedures.
	Maintain constant communication with the Administration Officer or designated school supervisor to report any concerns or emergencies.
	Be prepared to respond promptly in the event of an emergency, including providing assistance with evacuation, first aid, or other safety measures.
	Conduct regular checks around the school premises to ensure no security risks or hazards are present, especially when lone working or staff are staying late.
	Report any incidents, unusual behavior, or safety hazards to the Principal or Administration Officer as soon as possible.
	Assist staff who are staying late or working alone by providing a visible presence to ensure they feel safe and supported.
	Follow all procedures for the use of communication devices, ensuring that mobile phones or radios are in working order and available for emergencies.
	Ensure that the premises are securely locked after the staff member has finished their work and has left the premises, if applicable.

## 2.11 Building and Site Maintenance

Maintaining the school's buildings and site is vital to ensuring a safe, functional, and welcoming environment for students, staff, and visitors. Regular inspections, timely repairs, and proactive maintenance activities are essential to prevent hazards and uphold high standards of health, safety, and accessibility. This school committed to adhering to the guidelines set by the Ministry of Education and Higher Education in Qatar, ensuring that all facilities are maintained to promote the well-being and security of the entire school community.

*Note: Annual contract with Valence Company for building maintenance and air conditioning (AC) services.*

Roles	General Responsibilities
<b>Principal</b>	Oversee and ensure that regular building inspections are carried out as per the established schedule (monthly, quarterly, annually).
	Ensure that documented checklists for maintenance staff are in place and followed.
	Review reports on maintenance issues and ensure timely resolutions.
	Supervise the implementation of the preventative maintenance program and ensure it is followed to minimize future repairs.
	Ensure the proper functioning and maintenance of facility systems, including HVAC, electrical, and plumbing, through regular inspections and servicing.
	Oversee the inspection and maintenance of external areas, ensuring that playground equipment, sports facilities, and pathways meet safety standards.
	Approve contractor lists and ensure that contractors meet all safety and regulatory requirements.
	Ensure that contractors follow the permit-to-work system and are properly supervised during hazardous activities.
<b>Administration Officer</b>	Organize and track scheduled building inspections, ensuring they are carried out and documented according to the schedule.
	Ensure that maintenance staffs have access to checklists and are completing necessary tasks during inspections.
	Establish and manage a reporting system for maintenance issues and ensure timely follow-ups and resolutions.
	Oversee the preventative maintenance program and ensure it is implemented effectively.
	Keep records of HVAC system maintenance, electrical inspections, plumbing checks, and structural monitoring.
	Ensure external areas, including playground equipment and sports facilities, are regularly inspected and maintained.
	Maintain clear communication with contractors to ensure they meet safety requirements, follow permit-to-work procedures, and complete their work according to school standards.

<b>All School Staff</b>	Report any maintenance issues, safety concerns, or needed repairs immediately through the established reporting system.
	Ensure that all school areas, both internal and external, remain clean, organized, and in good repair during daily activities.
	Cooperate with maintenance staff during regular inspections by providing access to areas as needed.
	Support the maintenance of external areas, including keeping pathways clear and reporting any hazards.
	Ensure playground equipment and sports facilities are used safely, reporting any malfunctions or wear to the Administration Officer.
	Assist in maintaining appropriate lighting in external areas, reporting any lighting issues to the Administration Officer.
	Follow safety protocols when contractors are on the premises and report any concerns or irregularities to the Administration Officer or Principal.

## 2.12 Bomb Threats

Oscar Academy prioritizes the safety of all students, staff, and visitors and has clear procedures in place in the event of a bomb threat. The goal is to ensure a calm, efficient, and safe response while minimizing risk.

If a bomb threat is received, it is important that the individual receiving the threat remains calm and gathers as much information as possible. In the case of a phone call, the exact words of the caller should be noted, along with the time of the call, any background noises, and distinguishing features of the caller's voice. Efforts should be made to ask where the bomb is located, what it looks like, when it is set to go off, and why it was placed. If the threat is received in writing or electronically, the message should be preserved without being handled unnecessarily.

Once a threat has been identified, emergency services must be contacted immediately. The school will also notify the appropriate educational authorities. Any decision to evacuate the premises will be made based on guidance from emergency responders.

If evacuation is required, it must be done swiftly and calmly. Everyone will exit the building using the safest and most direct routes available. Assembly points may differ from the usual fire evacuation location depending on the nature and location of the threat. Personal belongings should not be collected during the evacuation, and mobile phone use near the suspected area is to be avoided, as it could pose a risk of triggering a device.

At the assembly area, all individuals will be accounted for using attendance registers and sign-in logs. No one will re-enter the premises until the site has been inspected and declared safe by the appropriate authorities.

Once the situation is under control, the school will issue timely and accurate information to families and stakeholders through official communication channels. Emotional support and

follow-up care will be available to those affected, and a full review of the incident will be conducted to strengthen future preparedness.

Oscar Academy remains committed to maintaining a secure environment by regularly reviewing and practicing emergency procedures, including those for bomb threats.

Roles	General Responsibilities
<b>Principal</b>	Responds promptly to a bomb threat and makes the decision to evacuate or shelter-in-place.
	Notifies emergency services and the SLT.
	Communicates with parents, staff, and other stakeholders to provide timely updates.
	Directs the safe and orderly evacuation of the school.
	Ensures accountability of all students, staff, and visitors at the assembly point.
	Coordinates with emergency services and ensures the building is cleared and safe to re-enter.
	Leads a debriefing session after the incident and ensures emotional support is provided to those affected.
<b>Receptionist (or Staff Receiving the Call)</b>	Remain calm and attentive when receiving the bomb threat.
	Gather as much information as possible from the caller, such as the location of the bomb, when it will go off, what it looks like, and any other details about the threat.
	Record the exact time of the call, any distinguishing features of the caller's voice, and background noises.
	Avoid hanging up on the caller and try to keep them on the line for as long as possible.
	Immediately inform the Principal and other senior staff members about the threat.
	Contact emergency services without delay to report the bomb threat.
	Preserve any written or electronic bomb threat messages for further investigation.
	Follow any instructions from the Principal or emergency services, including coordinating with staff for evacuation or lockdown procedures.
	Ensure that all visitors and staff entering or exiting the building are informed and directed to safety as needed.
<b>All School Staff</b>	Remain calm and ensure the safety and well-being of students and visitors.
	Follow instructions from the Principal, Senior Leadership Team (SLT), or emergency services promptly.
	If aware of a bomb threat, immediately report it to the Principal or the designated staff member handling the situation.

	Evacuate students calmly and quickly using designated fire or emergency exits, ensuring no one is left behind.
	Follow pre-established evacuation routes and do not stop to collect personal belongings.
	Guide students to the designated assembly point without rushing, ensuring they remain calm and safe.
	Ensure that all students are accounted for at the assembly point and report any missing individuals to the Principal.
	Refrain from using mobile phones near the suspected threat area to prevent triggering any potential device.
	Do not return to the building until officially cleared by emergency services or the Principal.
	Provide support and reassurance to students, especially those who may be anxious or distressed.
	Participate in post-incident debriefs and follow-up actions, including any necessary emotional support or counseling.
<b>Administration Officer</b>	Receive and log any bomb threat information accurately, ensuring details such as the time, location, and nature of the threat are recorded.
	Immediately inform the Principal, Senior Leadership Team (SLT), and emergency services about the bomb threat.
	Maintain clear communication with staff, ensuring they are aware of the threat and follow the evacuation procedures.
	Ensure that visitor logs and staff registers are readily available to account for all individuals on school grounds during the emergency.
	Assist with coordinating the evacuation process, ensuring all staff and students are directed to the appropriate exit routes.
	Oversee the management of the assembly point, ensuring all students, staff, and visitors are accounted for and no one re-enters the building without authorization.
	Act as a liaison between the Principal, SLT, emergency services, and Ta'allum Head Office, providing updates on the situation as needed.
	Ensure that all emergency communication channels (phone, email, etc.) are operational and available for use during the incident.
	Support the Principal in ensuring that post-incident reports and evaluations are completed and that any necessary follow-up actions, including counseling or support, are arranged.
<b>Senior Leader Team (SLT)</b>	Immediately respond to the notification of a bomb threat and assess the situation in coordination with the Principal and emergency services.
	Ensure that all staff members are informed of the bomb threat and follow the appropriate evacuation or lockdown procedures.
	Support the Principal in making critical decisions, including whether to evacuate the building and determining the safest assembly points.



	Oversee the evacuation process to ensure that all students, staff, and visitors leave the premises safely and efficiently.
	Assist in directing staff to their designated areas for evacuation, ensuring that all students are accounted for at the assembly point.
	Coordinate with the Administration Officer to ensure that all visitor and staff registers are available for tracking and accountability.
	Monitor communication with emergency services, keeping the Principal and staff updated on any new developments or instructions.
	Ensure that no one returns to the building until it has been declared safe by emergency services.
	Lead or assist in post-incident debriefings with staff, addressing any concerns, reviewing the response, and implementing any necessary improvements.
	Facilitate the communication with parents and guardians, ensuring they are informed of the situation and the safety of their children.
	Support any required follow-up actions, including arranging counseling or emotional support for students and staff affected by the incident.

## 2.13 Environmental Statement

Oscar Academy acknowledges its responsibility to educate students about the importance of caring for the environment and the world we live in. We believe the best way to instill this value is through leading by example. Our goal is to promote sustainable practices within the school community by:

1. Reducing our consumption of natural resources.
2. Supporting the sustainable production of materials by purchasing renewable, reusable, recyclable, and recycled products.
3. Minimizing the use of toxic substances and ensuring that any necessary use complies with local environmental regulations.
4. Promoting recycling across the school through accessible recycling bins, integrated into the curriculum and classrooms.
5. Taking active steps to reduce the amount of waste generated, while encouraging strategies to reuse and recycle waste that cannot be avoided.

## 2.14 Workplace Safety

Oscar Academy is committed to ensuring that the school environment and workplace remain safe for students, staff, and visitors. This includes maintaining tidy, organized classrooms and corridors that are free from safety hazards, such as loose wires. We expect all individuals to wear appropriate clothing and exhibit good conduct, as these practices contribute to a safe and healthy environment.



## 2.14.1 SCIENCE LAB POLICY

### Aims:

1. **Enhancing Mastery of Subject Matter:**  
Laboratory experiences are integral in enhancing students' understanding of scientific facts and concepts, as well as how these concepts are organized within various scientific disciplines.
2. **Developing Scientific Reasoning:**  
Lab experiences promote students' ability to identify scientific questions and develop concepts that guide scientific inquiry and reasoning.

### School Science Lab Safety Guide:

The safety of students and staff in the science laboratory is a priority. This guide outlines the safety measures for the safe storage and handling of potentially hazardous chemicals and materials.

- ✓ **Administration Support:**  
Effective safety requires the strong support of both administrative staff and teachers. Administrators must provide resources, assign authority and responsibility, and ensure training and accountability for all involved.

### Laboratory Policies

1. **Equal Access:** The lab is open to all students committed to learning and discovery in life sciences.
2. **Efficiency & Cleanliness:** Everyone must work efficiently and keep the lab clean and organized.
3. **Shared Responsibility:** Teachers and students share responsibility for lab upkeep.
4. **Safety Program:** The Science Department manages lab safety and ensures all safety rules are followed.
5. **Labeling:** All containers must be clearly labeled with content names and hazard warnings.
6. **No Food or Drinks:** Eating, drinking, or storing food in the lab is not allowed.
7. **Approved Activities Only:** Only authorized experiments are permitted.
8. **Proper Attire:** Wear lab coats or aprons during lab work.
9. **Personal Hygiene:** Wash hands, face, and arms before leaving the lab.
10. **No Solo Work:** Never work alone in the lab.
11. **Permission for Materials:** Do not remove lab items without SMT approval.
12. **Session Records:** Keep records of each lab session (date, topic, teacher, attendance).
13. **Electrical Safety:** Ensure all electrical devices are grounded to avoid shock.

### Science Teacher Responsibilities:

Science teachers are responsible for ensuring the safety and efficiency of laboratory activities.

### Their duties include:

- ✓ **Leading by Example:**  
Teachers must adhere to lab safety rules, procedures, and recommendations, using the required personal protective equipment (PPE), and promoting safety practices.
- ✓ **Ongoing Monitoring:**  
Teachers must continually monitor for unsafe conditions and conduct regular self-inspections to ensure compliance.

- ✓ **Corrective Actions:**  
Teachers should take prompt and effective corrective actions when necessary to address unsafe conditions.
- ✓ **Enforcement of Safety Rules:**  
Teachers are responsible for enforcing lab safety rules and maintaining discipline where appropriate.
- ✓ **Pre-Experiment Safety Review:**  
All lab experiments should be reviewed for safety prior to implementation, ensuring that potential hazards are identified and addressed.
- ✓ **Prohibition of Labware as Containers:**  
Lab equipment and glassware must not be used as food or beverage containers.
- ✓ **Emergency Procedures:**  
Teachers must ensure that emergency procedures are in place and that safety measures are prominently displayed in the lab.
- ✓ **Safety in Lab Storage and Facilities:**  
Teachers are responsible for ensuring that safety precautions are in place in both laboratory and lab storage areas.

Science Lab Committee:

The Science Lab Committee is responsible for overseeing the implementation of safety policies and practices in the laboratory. The committee includes:

- Senior Management Team (SMT)
- Academic Supervisor
- Team Leaders
- Science Teachers
- Building Supervisors

### **Allowed Chemical Equipment**

- ◆ Basic Glassware & Plasticware  
(Prefer plastic where possible for safety)
  - ✓ Plastic beakers (100–250 ml)
  - ✓ Plastic test tubes with racks
  - ✓ Graduated plastic measuring cylinders
  - ✓ Plastic droppers and pipettes
  - ✓ Funnels (plastic)
  - ✓ Stirring rods (plastic or glass)
- ◆ Safe Heating Tools *(used under supervision only)*
  - ✓ Spirit lamps or candle burners (not Bunsen burners)
  - ✓ Heat-resistant mats
  - ✓ Small hot plates with safety shut-off
  - ✓ Tongs and heat-proof gloves
- ◆ General Lab Tools
  - ✓ Magnifying glasses
  - ✓ Measuring spoons and cups
  - ✓ Spatulas (plastic or stainless steel)
  - ✓ Watch glasses (for small samples)
  - ✓ Mortar and pestle (plastic or ceramic)

- ◆ Safety Equipment
  - ✓ Child-size safety goggles
  - ✓ Lab aprons or smocks
  - ✓ Gloves (nitrile or vinyl)
  - ✓ First aid kit
  - ✓ Eye wash bottle
  - ✓ Fire blanket (in teacher's reach)
  - ✓ Clearly labeled chemical storage box (teacher-only access)
- ✓ Additional Safety Guidelines
  - ✓ All chemical experiments must be pre-approved by the Science Lab Committee.
  - ✓ Only low-risk materials (e.g., vinegar, baking soda, salt, sugar, food coloring) may be used by students.
  - ✓ All activities must be teacher-led, with no solo or unsupervised experiments.
  - ✓ Clear, child-friendly lab rules must be displayed and reinforced.

## 2.15 Occupational Health and Managing Work Related Stress

The institution recognize that the health, safety, and wellbeing of all staff are fundamental to maintaining an effective and supportive learning environment. Our Occupational Health commitment ensures that employees are protected from work-related illnesses and injuries by promoting good health practices, early intervention, and the provision of appropriate support. In line with the Ministry of Education and Higher Education guidelines in Qatar, the school strives to create a workplace where physical, mental, and emotional wellbeing are prioritized, enabling all staff to perform their duties safely and effectively.

## 2.16 Selecting and Managing Contractors

It is essential that any company or individuals contracted to carry out work on the school premises or maintenance activities adhere to the highest health and safety standards. They must also be fully aware of Oscar Academy's policies and procedures.

The Principal, in collaboration with the Administration Officer, is responsible for selecting and overseeing the management of contractors.

Subject	Contractor name/ Agency	Renewal Date
CCTV	Al Tamyeez Security Systems	2 Years Contract
Fire Alarm/ Fire Protection	Aldeyaa Fire Protection & Eng. services	Annual Contract
IT Department	Valence Group	Annual Contract
Water Cooler/ Tank	Doha Pearl	Annual Contract
Garbage	Green Waste Magement	Annual Contract
AC	Jawad Company	5 Years Warranty

## 2.17 Control of Substances Hazardous to Health (CoSHH)

The safe management of substances that may pose health risks is essential to maintaining a safe school environment. The school guarantees that all hazardous substances used or stored on the premises are identified, assessed, and properly controlled in line with the health and safety standards set by the Ministry of Education and Higher Education in Qatar. Staff must be trained to handle such substances safely, and appropriate measures must be taken to minimize exposure, prevent accidents, and protect the health of students, employees, and visitors.

Roles	General Responsibilities
<b>Principal:</b>	Oversee the development and implementation of procedures related to hazardous substances.
	Ensure compliance with local health and safety regulations regarding hazardous materials.
	Ensure regular reviews of hazardous substances inventory and risk assessments.
	Facilitate staff training and awareness on safe handling, storage, and emergency procedures.
<b>Facilities Manager or Administration Officer:</b>	Maintain and regularly update the inventory of hazardous substances on site.
	Ensure that safety data sheets are available for all hazardous substances.
	Monitor the proper storage of hazardous substances, ensuring they are correctly labeled and stored according to compatibility.
	Ensure the availability and proper functioning of emergency response equipment such as spill kits, eye wash stations, and emergency showers.
	Conduct regular risk assessments, implementing control measures and reviewing alternatives for safer substances.
<b>All School Staff:</b>	Follow safe handling, storage, and disposal procedures for hazardous substances as per the school's guidelines.
	Report any incidents or safety concerns related to hazardous substances immediately.
	Ensure that hazardous substances are used only for their intended purpose and in compliance with the prescribed safety measures.
	Participate in training sessions regarding the safe use of hazardous substances and emergency response procedures.
<b>Cleaners:</b>	Follow the specific handling and disposal procedures for hazardous cleaning substances.
	Ensure that hazardous cleaning products are properly stored in designated areas.
	Report any issues or accidents involving hazardous substances to the Facilities Manager or Administration Officer.
	Use personal protective equipment (PPE) when handling hazardous substances.

## 2.18 Canteen Policy and Students Meals Policy and Procedure

Oscar Academy recognizes the vital role that nutrition plays in supporting the health, well-being, and academic success of our students. In alignment with the Ministry of Education and Higher Education guidelines in Qatar, our Canteen Policy aims to ensure that all food and beverages provided within the school environment promote healthy eating habits, contribute to students' physical and cognitive development, and adhere to the highest standards of food safety and hygiene.

This policy establishes clear procedures and expectations regarding the management and operation of the school canteen. It outlines the responsibilities of canteen staff, school management, and other stakeholders in maintaining a safe, clean, and nutritionally balanced food service. It also emphasizes our commitment to creating a supportive environment where students learn to make informed and positive choices about their diet.

The policy is reviewed regularly to ensure compliance with national regulations, to reflect best practices, and to respond to the evolving needs of our school community.

Aligned with the Ministry of Education and Higher Education (MOEHE) **Circular No. 9 – Guidelines for Security, Health, and Safety in Private Schools and Kindergartens**, 1st Edition, dated **27 May 2024**, which has been actively involved in promoting healthy eating habits among students through various initiatives and regulations, this policy aims to reinforce the importance of nutrition for our students.

### Canteen Hall :

1. The size of the canteen hall shall be proportional to the number of students, and it shall be located within the school walls.
2. Sanitary facilities such as drinking water and sanitation shall be appropriate, with appropriate lighting and ventilation and hand-washing basins provided.
3. The canteen floor shall be sound, smooth and easy, free of cracks or fractures, and prevent falls.
4. Providing an electric shock device for insects.
5. Providing the canteen with waste drums with covers.
6. Fixing all health certificates for canteen workers in a visible place on the walls of the canteen in the designated place.
7. Providing a healthy drinking source by eliminating unhealthy foods.
8. Providing a canopy in front of the canteen to protect students from the summer heat and winter rain.
9. Providing a price list fixed in a clear place, taking into account the sensitivity that students suffer from when choosing food.
10. Providing meals for students with diabetes.
11. Ensuring that there are no cartons in the canteen.

#### Canteen Furniture :

1. Providing non-iron cabinets to place and organise food.
2. Providing a refrigerator and a cooling fan.
3. Ensuring that foods are kept in closed containers to ensure that they are not exposed to bacterial and insect contamination.
4. Providing the canteen with a fire extinguisher.

#### The Canteen Supervisor and Staff:

1. Ensuring the presence of an employee responsible for ensuring the suitability of food.
2. The supervisor is responsible for supervising the health, security and safety of children and students.
3. The supervisor shall be free of diseases and healthy.
4. The supervisor shall maintain a good appearance and wear appropriate clothing.
5. Workers shall adhere to personal hygiene, trimming their nails, and use hair covers and gloves while working. Workers shall commit to washing their hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer with a concentration of no less than 70%.
6. It is necessary to conduct medical examinations for all employees in the canteen, along with providing the relevant health certificates.

Note: School follows no nut policy. Any item with nuts should be submitted to the management.

### Canteen Procedure

#### Procedure:

1. Canteen will be open three times in a day during the break time of the classes.
2. All students from grade 1 and 2 must be accompanied with teacher or assistant teacher.
3. Assistant teacher/teachers make sure that students are buying in a queue.
4. All duty teachers during break must ensure smooth transition of students from classes to the canteen.
5. Two teachers should be assigned near the canteen for break time of grade 3 to 6
6. Duty teachers ensure that students are buying in queue.
7. Duty teachers ensure that buying procedure is fast and students leave the place as soon as they buy.

#### Student Meals Policy



1. Students are permitted to bring food from home, provided it is in appropriate portions that suit their age, dietary needs, and eating habits.
  2. Students also have the option to purchase healthy meals and snacks from the school canteen.
  3. Parents are kindly requested not to send large quantities or a wide variety of food items in order to promote healthy decision-making and to limit excessive choices.
  4. It is recommended that parents vary the types of food provided periodically to maintain students' interest and encourage a balanced diet.
  5. Students may only eat during designated break times as scheduled by the school.
  6. Teachers will encourage students to eat in a positive and supportive manner; however, they are not responsible for compelling students to eat if they refuse.
  7. The heating or reheating of any food on school premises is strictly prohibited.
  8. Should parents wish to provide food for a special occasion (such as a birthday or class celebration), they must inform the school secretary in advance and follow school guidelines regarding approved food items.
- Any food items that are prohibited by the school's health and safety standards will be removed and returned to the student's parent or guardian at the end of the day.

Allowed Foods	Prohibited Foods
Healthy sandwiches	All types of carbonated drinks
Juice or milk (in cartons or plastic)	Sweets (gum/candies)
A type of fruit or vegetable (cut)	Ice cream
Yogurt / Crème caramel	All types of chips
Pasta / Nuggets (not daily)	Liquid foods (soups, etc.)
Biscuits	

### Role and Responsibility:

Role	Responsibilities
<b>Administrative Coordinator</b>	<ul style="list-style-type: none"> <li>- Oversee implementation of the Canteen and Student Meals Policy.</li> <li>- Ensure compliance with MOEHE regulations.</li> <li>- Coordinate communication between school management, canteen staff, and external stakeholders.</li> <li>- Monitor and approve all food-related communications and updates sent to parents.</li> </ul>



Role	Responsibilities
	<ul style="list-style-type: none"> <li>- Maintain records of policy reviews and updates.</li> <li>- Ensure all food safety certifications and licenses are up to date.</li> </ul>
<b>Admin/Social Worker</b>	<ul style="list-style-type: none"> <li>- Supervise student behavior during meal and break times.</li> <li>- Support teachers in maintaining order in the canteen area.</li> <li>- Address student concerns related to food or peer behavior during meals.</li> <li>- Observe and report any food allergy or nutritional concerns to the Nurse and parents.</li> <li>- Liaise with parents regarding acceptable food practices and school guidelines.</li> <li>- Assist in educating students on healthy eating habits and social conduct in the canteen.</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>- Inspect cleanliness and hygiene of the canteen daily at 8:00 a.m. with the Canteen-in-Charge.</li> <li>- Check and record expiration dates of food items and notify the accountant of any expired goods.</li> <li>- Ensure all canteen staff have valid health certificates and conduct periodic health checks.</li> <li>- Educate staff and students on proper hygiene and nutrition practices.</li> <li>- Provide emergency care for food-related allergic reactions or accidents.</li> <li>- Monitor compliance with the no-nut policy and report violations.</li> </ul>

## 2.19 Health Care Policy

The health and safety of every individual on our premises is a fundamental priority, and we recognize the vital role that effective healthcare provision plays in promoting a positive learning environment. Hence, this policy is regulated by the following:

1. Parents are required to provide complete and accurate health information at the time of registration, including any specific medical conditions, previous surgeries, or ongoing treatments. The Academy will not be held responsible for any medical conditions that have not been disclosed in advance.

2. Students exhibiting any of the following symptoms should not attend school: a high fever ( $\geq 40^{\circ}\text{C}$ ), vomiting, diarrhea, jaundice, skin rash, redness or swelling of the eyes, or excessive nasal discharge.
3. Students diagnosed with any contagious or communicable disease must remain at home until they are medically cleared to return to school.
4. In the event of a student's absence due to illness lasting more than one day, parents must notify the school administration promptly.
5. Should a student exhibit symptoms of illness during the school day, the parent or guardian will be contacted immediately using the emergency contact numbers provided during registration. Parents must be prepared to collect their child from school if requested.
6. No medication should be sent to school with the student without prior notification to the administration (nurse or secretary). Parents must complete and sign the required consent form in person, authorizing the school nurse to administer the medication as prescribed.

## 2.20 Risk Assessment

The school is dedicated to creating and maintaining a safe environment for all students, staff, and visitors. Risk assessments are an essential part of our health and safety management system, identifying potential hazards and implementing appropriate control measures to minimize risks. In accordance with the Ministry of Education and Higher Education guidelines in Qatar, risk assessments are regularly conducted, reviewed, and updated to ensure that all school activities, facilities, and operations uphold the highest standards of safety and well-being.

Roles	General Responsibilities
Principal	Oversee the entire risk assessment process to ensure compliance with safety regulations and school policies.
	Ensure that all risk assessments (general, specific, and dynamic) are conducted regularly and are aligned with Oscar Academy's safety standards.
	Review and approve risk assessments for school trips, events, and activities.
	Promote a culture of safety across all levels of the school by encouraging proactive risk identification and mitigation.
	Ensure that all staff are trained in risk assessment principles and practices.

<b>Trip Organizer / Event Organizer</b>	Conduct specific risk assessments for all school trips and events, considering potential hazards associated with activities and locations.
	Ensure that dynamic risk assessments are performed as needed, especially during off-site activities.
	Communicate the findings of risk assessments to all staff involved in the trip or event.
	Coordinate with relevant school personnel to implement control measures and ensure the safety of students and staff during trips and events.
<b>Supervisors</b>	Actively participate in the risk assessment process by identifying and reporting potential hazards in their respective areas.
	Ensure that all activities under their supervision are carried out following the control measures specified in risk assessments.
	Monitor the effectiveness of the implemented control measures and make adjustments when necessary.
	Ensure staff and students adhere to safety protocols during school activities and special events.
<b>Administration Officer:</b>	Maintain records of all risk assessments, ensuring they are regularly reviewed and updated.
	Ensure that relevant staff members receive the necessary training on risk assessment principles and procedures.
	Facilitate communication of risk assessment findings and control measures to the school community.
	Support the Principal and other staff in ensuring compliance with safety regulations and risk mitigation strategies.
<b>All School Staff</b>	Stay informed about risk assessments relevant to their roles and responsibilities.
	Follow all safety protocols and apply the control measures outlined in risk assessments.
	Immediately report new or potential hazards to supervisors or administration.
	Participate in relevant training and safety briefings.
	Remain vigilant and perform dynamic risk assessments during unexpected or changing situations.
	Support the school's mission to maintain a safe learning and working environment for everyone.
<b>Senior Leadership Team (SLT)</b>	Provide strategic oversight for the risk assessment process, ensuring alignment with the school's vision and commitment to health and safety.
	Ensure that all staff, including teachers and support staff, understand and implement risk assessment procedures in their daily activities.
	Lead the review and revision of risk assessments based on feedback, incidents, or changes in regulations.
	Ensure that adequate resources, training, and support are available to staff for carrying out effective risk assessments.

## 2.21 Cyber Security and Data Protection Policy

Oscar Academy is committed to maintaining a secure and resilient digital environment that safeguards the personal, academic, and operational data of our students, staff, and broader school community. This policy outlines comprehensive guidelines and procedures to protect the confidentiality, integrity, and availability of our information systems while ensuring compliance with applicable data protection laws.

As an educational institution operating in Qatar, we recognize our legal and ethical responsibility to implement strong cyber security and data protection measures aligned with international best practices and local regulations, including Qatar's Data Protection Law. This policy also supports our mission to foster a culture of digital responsibility, cyber awareness, and safe data handling across all levels of the school community.

Through this policy, Oscar Academy ensures that data is collected, processed, stored, and shared in a secure, lawful, and transparent manner. The school is committed to protecting sensitive information from unauthorized access, accidental loss, and misuse, while empowering students and staff with the knowledge and tools to act as responsible digital citizens.

### 2.21.1 Roles and Responsibility

Roles	General Responsibilities
<b>Senior Leadership Team (SLT)</b>	Lead the strategic implementation of cybersecurity and data protection across the academy.
	Approve and periodically review the Cybersecurity and Data Protection Policy to ensure alignment with legal requirements and best practices.
	Allocate resources and ensure staff are trained and supported in maintaining a secure IT environment.
	Respond to major cybersecurity incidents, coordinating with relevant authorities and stakeholders.
	Ensure third-party providers comply with school policies on data access and security.
<b>IT Department</b>	Manage and secure all school-owned networks, systems, and digital infrastructure.
	Implement technical controls such as firewalls, antivirus software, encryption, and user access restrictions.
	Monitor systems for potential threats, vulnerabilities, or breaches.
	Maintain a secure backup and disaster recovery system.
	Support incident response efforts and conduct regular system audits.
	Ensure software, hardware, and systems are updated and compliant with security standards.

<b>Data Protection Officer (if designated) or Assigned Personnel</b>	Oversee compliance with data protection laws and internal school data handling procedures.
	Maintain and update the data inventory (including sensitive and personally identifiable information).
	Conduct Data Protection Impact Assessments (DPIAs) when required.
	Train staff on data privacy, secure data handling, and incident reporting.
	Serve as the contact point for data protection inquiries and liaise with regulatory bodies when needed.
<b>All School Staff (Teaching, Administrative, and Support)</b>	Use school IT systems and data responsibly and in accordance with the policy.
	Protect login credentials and report any suspicious activity or data breaches immediately.
	Ensure sensitive student or staff data is stored securely and only shared when authorized.
	Avoid using unauthorized applications or devices on school networks.
	Participate in training sessions on cybersecurity awareness and data protection.
<b>Students</b>	Follow the school's acceptable use policies when using school devices, networks, or systems.
	Keep passwords confidential and never attempt to access unauthorized systems or data.
	Report any cyberbullying, suspicious activity, or data-related incidents to a teacher or staff member.
	Use technology respectfully and responsibly, both in school and remotely.
	Understand the basic principles of digital safety and responsible online behavior as taught in class.

### 2.21.2 Access Control Policy

Oscar Academy implements user access management based on the principle of least privilege, ensuring that each user is granted only the minimum level of access necessary for their role. All users are required to have unique identifiers (usernames), and access rights are reviewed on a quarterly basis. When a user's role changes or their employment/enrollment ends, access rights are promptly updated or revoked.

Access authorization is formalized, requiring approval from system owners before access is granted. All access requests must be documented and approved by the relevant supervisors, with temporary access clearly specifying an expiration date. Privileged access rights are strictly controlled; administrative access is limited, and all activities under such accounts are logged and monitored. These privileged accounts must not be used for daily, routine activities.

Multi-factor authentication is mandatory for all administrative access, remote access to school systems, access to sensitive data, and use of school email accounts. This ensures an additional layer of protection against unauthorized entry.

### **2.21.3 Data Classification and Protection**

School data is categorized as public, internal, confidential, or restricted. Each classification level has defined handling procedures regarding storage, transmission, sharing, and disposal. Confidential and restricted data must be encrypted when stored and should reside only on approved school systems, not personal devices. Regular backups are required for all critical data.

Data is retained only for the duration necessary for its purpose, with retention periods adhering to Qatari education regulations and laws. When no longer needed, data must be securely disposed of in accordance with established procedures.

### **2.21.4 Network Security**

Oscar Academy's network is segmented to differentiate administrative, staff, student, and guest traffic. Security is enforced through firewalls, intrusion detection and prevention systems, and the use of strong encryption for all wireless connections.

Only authorized devices may connect to the network, and guest access is restricted to a separate, isolated network. All network access is monitored and logged. Remote access is conducted through secure VPN connections and protected with multi-factor authentication. Idle remote sessions are configured to automatically disconnect. All network traffic is continuously monitored for threats, and suspicious activities are logged and investigated.

### **2.21.5 Device And System Security**

All school-owned devices must run approved antivirus and anti-malware software, which is regularly updated. Personal devices used for school work must comply with minimum security standards. A patch management system ensures that all operating systems and applications are kept up-to-date with the latest security fixes.

Mobile devices owned by the school are enrolled in a Mobile Device Management (MDM) system and are password-protected. Lost or stolen devices must be reported immediately. Use of removable media such as USB drives is restricted, and all media must be scanned for malware before use. Confidential and restricted data may not be stored on such media unless encrypted.

### **2.21.6 Email and Communication Security**

Email security is maintained through filtering mechanisms to minimize spam and malware. Staff and students are trained to recognize phishing attempts, and sensitive data must not be transmitted via email unless encrypted. School email accounts must be used strictly for school-related communication. Automatic email forwarding to personal accounts is not allowed, and any suspicious emails must be verified before responding.



Only approved communication platforms may be used for school activities. Secure messaging options are made available, and video conferencing tools must be configured with appropriate security settings.

### **2.21.7 Internet Usage**

Internet access is intended for educational and administrative use only. Access to inappropriate or illegal content is prohibited, and users are not allowed to bypass internet filters. A web filtering system blocks unsuitable content, with different levels of filtering applied to staff and students. Requests to unblock educational content are reviewed promptly. Internet usage is monitored to ensure compliance and security, and users are informed that privacy is not guaranteed when using school internet services. Monitoring activities are conducted in accordance with privacy laws.

### **2.21.8 Password Management**

Passwords must be at least 12 characters long and include uppercase letters, lowercase letters, numbers, and special characters. Easily guessable elements such as names and birthdates are not permitted. Passwords must be changed every 90 days, cannot be reused for a year, and must differ across systems.

Password confidentiality is critical—passwords must never be shared or written down in unencrypted formats. Users are encouraged to use secure password managers for storage.

### **2.21.9 Incident Response**

Any suspected cybersecurity incident must be reported immediately through a clear and accessible procedure. Reports are encouraged and protected from retaliation. A Cybersecurity Incident Response Team (CSIRT) is established, with defined roles and publicly available contact information.

When an incident occurs, the school follows a structured response process: assess the situation, contain the threat, eradicate the cause, recover affected systems, and document lessons learned to improve future responses. Notifications to affected individuals, authorities, and the school community are made according to Qatari laws.

### **2.21.10 Staff Training and Awareness**

All staff participate in a cybersecurity awareness program, which is refreshed annually and addresses current threats and best practices. IT personnel and staff handling sensitive data receive specialized training, and the effectiveness of training is regularly reviewed. Security bulletins and updates are shared with staff, ensuring timely communication of new threats and reminders of secure practices.

### **2.21.11 Student Cybersecurity Education**

Cybersecurity is integrated into the student curriculum, teaching age-appropriate skills in online safety, privacy, and digital citizenship. Students are encouraged to report concerns and are recognized for demonstrating positive cybersecurity behavior. Parents are also engaged through resources, workshops, and open channels for communication on security issues.



### 2.21.12 Remote Learning Security

Oscar Academy ensures that only approved and securely configured learning platforms are used. Online classroom access is restricted, and teachers are responsible for monitoring security during remote sessions. Student privacy is a key priority. Families receive guidance for securing their home learning environments, and support is provided for resolving security issues. Remote assessments are conducted using secure and fair methods.

### 2.21.13 Third-Party Service Providers

All third-party providers must meet the school's minimum security standards, which are clearly defined in service contracts. Providers handling sensitive data are required to implement strong safeguards. Prior to engagement, providers undergo a security assessment, and periodic reviews are conducted thereafter. Providers must notify the school of any data breaches. Formal Data Processing Agreements are signed, complying with Qatari legal requirements and ensuring lawful data transfer mechanisms.

### 2.21.14 Compliance With Qatar Laws And Regulations

This policy complies with Qatar's Data Protection Law, the Ministry of Education and Higher Education guidelines, Communications Regulatory Authority standards, and the Cybercrime Law (Law No. 14 of 2014). Personal data is handled lawfully, with privacy notices provided to all stakeholders. Data subject rights are respected, and the school monitors its legal obligations to ensure continued compliance. Compliance gaps are addressed promptly, and legal updates are reflected in the policy.

### 2.21.15 Policy Review and Updates

The Cybersecurity Policy and Data Policy is reviewed annually, considering technological developments, evolving threats, regulatory changes, and stakeholder feedback. Updates are formally approved by school leadership and clearly communicated to all affected parties. A version control system ensures that policy changes are tracked. Continuous improvement is achieved through regular testing of controls, analysis of security metrics, and the adoption of emerging best practices.

## 3. Record Keeping, Monitoring and Review

Oscar Academy is committed to maintaining the highest standards of health and safety across all areas of school life. This policy outlines our approach to record keeping, monitoring, and the regular review of our health and safety practices, ensuring ongoing compliance with the legal requirements of the State of Qatar and international best practices.

We understand that effective record keeping and monitoring are essential for tracking safety performance, identifying areas for improvement, and ensuring accountability. Through systematic documentation, regular audits, and a structured review process, we continuously assess the effectiveness of our health and safety measures, making necessary adjustments to uphold the safety and wellbeing of all members of the school community.

### 3.1 Health & Safety File

#### Content of the File:

Includes the current health and safety policy, risk assessments, emergency procedures, safety data sheets, inspection reports, accident records, and training records.

#### Maintenance of the File:

A designated member of staff, usually under the supervision of the Administration Officer, maintains the file with regular updates. Outdated documents are archived, and both electronic and hard copy versions are maintained.

#### Access to Information:

The location of the file is made known to all staff. Clear guidance is provided regarding confidentiality and procedures for accessing information, with regular communication about updates and changes.

### 3.2 Health and Safety Records

These include accident and incident reports, staff training records, inspection and maintenance logs, and risk assessment documentation.

#### Documentation Control:

All documents are version-controlled and stored securely. Sensitive records are accessible only to relevant staff. Regular audits are conducted to ensure consistency, completeness, and currency.

### 3.3 Performance Monitoring

Performance is monitored using key indicators, including incident frequency, training compliance, and inspection outcomes. Regular reports are presented to the Senior Leadership Team (SLT), and trend analysis is used to identify recurrent issues. Benchmarking is done against similar institutions to maintain high standards.

### 3.4 Policy Review

The health and safety policy is reviewed annually or as required following significant changes in regulations or internal incidents. Lessons learned from incidents are incorporated into updated practices. Input from staff, students, parents, and external experts may be considered during the review.

### 3.5 Roles and Responsibilities

Roles	General Responsibilities
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<b>Principal</b>	Holds ultimate accountability for the school's health and safety performance.
	Ensures that resources are allocated for maintaining effective health and safety systems.
	Oversees the annual policy review and ensures implementation of regulatory changes.
	Communicates key safety updates to the school community and external authorities as necessary.
<b>Senior Leadership Team (SLT)</b>	Supports the Principal in leading the school's health and safety strategy.
	Monitors the implementation of the health and safety policy at all levels.
	Reviews performance reports, audits, and incident trends.
	Coordinates with the Administration Officer and relevant staff to ensure timely updates of records.
	Ensures all staff receive appropriate training and are aware of safety responsibilities.
<b>Academic Team (Heads of Departments, Coordinators, and Teachers)</b>	Implements safety protocols within classrooms and learning environments.
	Conducts and updates risk assessments for academic activities, labs, and educational trips.
	Reports incidents and hazards promptly and participates in investigations when necessary.
	Ensures students follow safety rules and guidelines during all activities.
	Provides input during policy reviews based on observed risks and operational needs.

# COOLER MONITORING CHECKLIST

A.Y. 2024-2025

**APRIL**

Date	S	M	T	W	TH	S	M	T	W	TH	S	M	T	W	TH	S	M	T	W				
	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
Electricity																							
Cooling																							
Filter Change																							
Cleaning																							

Remarks:-

.....  
.....  
.....

**Supervisor:** .....

**Signature :** .....

## CCTV MONITORING LOGSHEET

Date	Day	Name	Time In	Time Out	Reason for Viewing	Signature

## TOILET MONITORING CHECKLIST

APRIL 2025	S	M	T	W	TH	S	M	T	W	TH	S	M	T	W	TH	S	M	T	W					Morning Signature
	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30					
Refill Toilet Papers																								
Refill Female Sanitary Napkins																								
Toilet Seat Cleaned																								
Mirror Cleaned																								
Washstand Clean																								
Refill Soap																								
Empty Trash																								
Refill Paper Towels																								
Floor Cleaned																								

Remarks:-

.....  
 .....  
 .....

Supervisor: .....

Signature : .....

## WEEKLY MONITORING SHEET FOR CYBER SECURITY CURRICULA


	TOPIC OF VIDEO SENT FOR						Comments	Signature
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6		
<b>January</b>								
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								
<b>February</b>								
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								
<b>March</b>								
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								




## BUILDING MAINTENANCE CHECKLIST

No.	Location	Date Checked	Equipment Description	Action Completed	Person Responsible for Checking	Signature	Due Date for Next Check

## Incident Report Monitoring



OSCAR ACADEMY  
Under the Supervision of Ministry of Education and Higher Education  
A.Y. 2024-2025  
'Oscar Builds Readers and Leaders'  
الريادة في توفير فرص تعلم دائمة ومبتكرة ذات جودة عالية للمجتمع التعليمي



### INCIDENT REPORT

Date	Student Name	Description of incident	Subject	Teacher Name	Social Worker Sign

رسالتنا تهدف نحو جودة التعليم حيث يتم تشجيع الطلاب على تحقيق أفضل إمكاناتهم معنويا واجتماعيا وفكريا وأن يكونوا عضوا نشطا في مجتمعاتهم.

Our Mission is to endeavor towards quality education where students are encouraged to achieve their best potentials

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