

Safety and Security Policy

The ISSH provides a safe and caring environment for all community members. It is our goal to:

- **prevent accidents** that need external medical treatment and minimise other accidents
- **minimise incidents** that could have led to an accident
- continually **raise safety awareness**

These goals will be achieved by assessing all risks as they are identified and implementing appropriate corrective measures.

Responsibilities

Each member of our community shares responsibility for promoting safety through safe and responsible behaviour.

Any unsafe condition is to be reported to a member of staff as soon as it is noticed. The member of staff will act appropriately to ensure that the unsafe condition is corrected as appropriate. Staff should follow up on accidents, speaking to the students involved and investigating ways to avoid such incidents in the future.

The Head of the School is responsible for ensuring that the school provides a safe environment for students and employees.

The Board is responsible for providing the Head with support and resources to fulfil this.

Risk Assessments/Safety Checks

A risk assessment has been completed for the school and all its activities. It is updated when a significant risk is identified or at least annually whichever is sooner.

The risk assessment update is performed by an external, appropriately qualified person with a senior member of staff.

Identified measures to lower the risk to acceptable levels will be implemented in accordance with the risk.

The risks and the corrective measures will be discussed with the Staff and the Board annually. A safety tour/check is performed as part of the annual review. The result of the safety check is communicated to the Board. Measures to be taken are included in the annual school development plan when appropriate. The Safety Policy is reviewed annually and submitted to the board for approval.

Supervision of Students on School Grounds

The school day in Primary starts at 8:15 am and ends at 15:30. The secondary school day starts at 8:25 and ends at 15:30 (gr.6-10) and 17:00 (gr.11+12). During this time the students are under the school's supervision inside the school building. Supervision of the playground outside the school building is provided during the break times but not before or after school. Before and after school times and during school events outside school times the students' supervision is the responsibility of their parents.

Students quickly learn their way around school. All students including EY and Primary are allowed to move around school alone or in small groups during lesson times e.g. walking to and from the Library/Media Centre, going to the toilet, delivering messages to the office and to other classrooms etc. We expect the students to act responsibly and their movements outside the classroom should be controlled and purposeful.

The boarding school students are under the supervision of the Head of Boarding. The safety and security rules regulating the boarding are published in the boarding student/parents handbook and in the boarding staff handbook.

Break times

A minimum of one teacher is always on outside duty during break time. The person on duty circulates around the outside play area. He or she is proactive and helps students to increase "safety awareness" and intervenes when necessary.

Accidents

Accidents are categorized as follows:

Category I: Bruises, stings, cuts etc are minor

accidents. They are to be treated by the staff member on "nurse" duty. An incident is rated minor when a student after having been treated is happy to go back outside or to the classroom.

Category II: (Classed as serious). These will always be reported to the parents. These are accidents involving student's head (bumps), accidents where students show signs of shock or when they are unable/unwilling to go back to the normal routine. In all cases parents will be informed immediately via telephone, so that the parent can take a decision on whether they want to pick up the student or whether the student stays in school.

Category III: These are major injuries that require professional medical treatment. In urgent cases we will either call an ambulance, take the student directly to hospital or to our school doctor. For this category we will immediately contact the parents.

The Head of Administration informs the Teacher, the Principal and the Head of School of all accidents Cat. II and III via email and records them in the Accident Log Book. The record contains date, name of student, description of what happened. The principal is responsible for determining whether any preventative measures should be taken. The principal will record the measure taken in the Accident Log and is responsible for implementing the measure.

Principals will follow up on accidents Cat.III with parents on the same day or latest the next morning. They will also follow-up with the student. The purpose of following up is to get the perspective of the student/parents as input for potential measures.

Accidents of category III will be immediately reported to the Board.

Illness

When a student is ill in school parents are informed and asked to take their child home. Whilst waiting to be collected the student is kept as comfortable as possible in a quiet and supervised place.

In the event of a contagious disease, parents are requested to notify the office as soon as the illness has been confirmed. Before returning back to school a medical certificate must be provided to the office. Other parents will be informed via email so that they can identify symptoms easily.

In the case of serious public health issues the school head and board will take appropriate measures to ensure the safety of the community. This could include obligatory medical checks for families who may have been exposed to a risk.

First Aid Kits

The office keeps a variety of medical materials like band aid, bandages and household remedies in First Aid Kits. (Parents who do not wish their children to take these remedies are requested to indicate this on the health record sheet of the Application Form.) The kits are checked and updated regularly by the office.

Medicine

The medicines of children who need specific occasional treatment (i.e. allergies, diabetes) are kept in a specific access controlled container in the office. These medicines must contain clear instructions written on the container including the child's name and the dose required.

In case of other medical treatment, the office administers essential medicine during specific agreed times. Parents must give clear written instructions on dosage.

School Trips

During routine excursions (ones which occur more than once a quarter) we use the following procedure:

- Establish system before leaving, making sure that students and group leaders are aware of who is in their group
- Whenever there is a change/new start teachers count the group
- When travelling by public transport teachers count getting on and getting off the transport.
- Before going off in smaller groups or individually we agree on a meeting place.
- One person stays at the end of the group. Teachers carry mobiles on trips.

Rules to be given to students in case somebody gets lost:

- Stay where you last saw the group and wait.
- Don't panic
- Be patient and wait
- Stay together

Teachers will make sure to take:

- Current class list with contact details of parents
- Current emergency line numbers
- First Aid Kit
- Specific emergency medication for individual children

Non- routine excursions will have an appropriately documented risk assessment prior to the excursion. This includes a check on companies offering the

scheduled activities to ensure professionalism in the services offered.

Measures to ensure the safety of the group will be completed before the excursion. The risk assessment and safety measures will be submitted to at least one Board Member for approval. For trips outside of Switzerland, we follow the advice of the US-Government worldwide travel alert system.

The staff to pupil ratios will be approximately

- 1 adult for every 5 pupils for EY 1+2, ages 3-5
- 1 adult for 6-8 pupils for Trans + Gr 1, ages 5-7
- 1 adult to 10 -15 pupils for Gr 2+3, ages 8-10
- 1 adult to 15 – 20 pupils for Gr 4 and above.

The ratio may vary depending upon the nature of the trip.

Alarm Systems

Fire Alarm

The School Buildings are equipped with an automatic fire alarm system detecting smoke and an automatic sprinkler system reacting to heat. These systems will go off if the sensors identify smoke or heat in a room. The floors 1-4 of the main building are equipped with a fire escape staircase leading through the light court onto the parking lot.

The fire procedure is specified in the staff handbook and on display in the classrooms. There are two emergency evacuation trainings per year, one of which is announced to the staff (and young students) beforehand, the second one is unannounced.

On hearing the fire alarm all those in the building will evacuate, in an orderly fashion, to the collection point where a role call will be taken.

The Cantonal Fire authorities inspect the school regularly. Any recommendations will be implemented in accordance with their advice.

Lock-Down Alarm

In the case of needing to secure the building and to protect the occupants, a lock-down procedure is in place. The lock-down procedure is also practised twice a year.

Windows

All windows in the first, second and third floors of the main building are equipped with security devices, ensuring that the window openings are not dangerous. Windows of these floors cannot be opened entirely – the opening only allows for sufficient air circulation.

Stairs

Students are not allowed to run on the stairs. All stairs have handrails. Students are encouraged to use the handrails when walking up or down the stairs.

Security Alarm System

The security alarm will be activated in case of any threat as appropriate.

For communication in case of an emergency there is a current document containing all the emergency contact details of board and leadership team members, PA members, members of staff and a separate emergency alarm system for the notification of parents.

Covid Protection scheme

ISSH currently works under the ISSH Covid-19 Protected Scheme which is regularly updated and published on the ISSH website.

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