

Policy Statement

Our aim is to provide a safe and secure environment for our students, parents, staff and visitors. SISD's Security & Safety Policy ensures that we have in place effective procedures to enable us to achieve this aim. The school's security procedures will operate within the framework described in this policy.

Site Security

The school will take all reasonable efforts to restrict access to the building to prevent unauthorized access to children and ensure the personal safety of students, parents and staff. SISD employs qualified and well-marked guards on the school grounds who are responsible for ensuring that unauthorized persons do not enter the campus and that students do not leave on their own initiative.

The access procedures for the campus buildings are:

- Access to the school outside parental dropping-off and collecting times is only through the main entrance.
- Visitors accompanying parents must sign in and register at the main entrance security desk.
- Visitors will then be issued with a temporary 'Visitor' pass and specific colored lanyard which should differentiate them from employees' and contactors' cards.
- Visitors should report to the Security Gate house at the main entrance of the school. If a visitor attempts to enter the site without reporting to the Security Gate House, it is the duty of the security guard to politely stop the visitor and respectfully ask them to report to the Security Desk.
- At the beginning of the day, children are closely supervised in the classrooms until all parents have left the school buildings and the entrances have been locked.
- At the end of the day, children are returned to their parents or other authorised guardians only.
- During the school day, all staff are encouraged to challenge any person not wearing a parents' or visitor's badge
- All gates to the school grounds will be locked during the school day.

Security officers are always on duty on the school campus. Outside of school timings, security officers ensure academic buildings are properly locked. On weekends, security officers are present to assist visitors to the campus. In case of an emergency, security officers have access to a telephone.

Parent ID card procedure

Parents must obtain a parent ID card. There are two ways of obtaining a Parents ID:

1. **Visit the Campus Security Office** during our business hours from 8.00am to 3.00pm and have your picture taken and ID printed on the spot before school open after the summer holidays. This will ensure an easy first day drop-off.
2. **Online photo submission:** send a photo of yourself and your children to have the ID ready for pick-up when you arrive on campus. [Click here and complete the online SISD Photo ID Submission Form](#) to ensure your ID is ready when you arrive on campus on the 1st day of school.

For parents with older siblings already at SISD please resubmit the form as we will issue new parent badges mentioning all children at SISD.

When completing the online form, you will be requested to electronically submit a color passport-sized photograph. Please make sure that your photo adheres to the following requirements:

- Must have a white smooth background - no other people or objects in photo.
- Must be in color (black and white photos will not be accepted).
- Sufficient lighting with no shadows.
- Must be a full front view of your head and shoulders only with face filling at least 80% of frame.
- Cropped from just above the top of head to collarbone.
- You must be looking straight at the camera (No side profiles).
- No hats or sunglasses.
- This picture is for identification purposes. The picture must clearly identify you as a person.
- The file must be in jpg or jpeg format. Other formats will not be accepted.
- File size cannot exceed 5MB.

Please be advised that ALL student ID cards require the student to be in official school uniform tops. Please submit your photo as soon as possible before the start of the School year to ensure timely pick up. You must present a government issued photo ID for the Campus Security Office to provide you with your SISD ID. All parents who do not have official SISD Parent ID on the first day of school will be required to go directly to the security desk to secure a visitor's pass. To avoid any inconvenience, please make sure you have your parent ID with you on the first day of school.

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School Parking

Parents and guardians are reminded that they are responsible for their children in the car park and they should always be closely supervised. All drivers must exercise due care and attention when driving and manoeuvring in the car park to protect the safety and security of our children who are not always aware of road safety guidelines. The school parking area is particularly busy during drop off and pick up times. Parents are requested to take extra care when parking/reversing/driving within the school car park and follow the signed parking rules. Parking within the school premises is strictly on first come first basis, make sure you have a school parent ID card displayed on the dashboard in order to access the school car park. Without your ID you will be asked to park in the visitors parking.

When entering the school car parking, please maintain the Speed limit 10km/h. This speed limit sign is posted at the entrance to the car park and the entrance to the school. Ensure that it is maintained throughout.

Here are some general parking rules:

- Speed limit within the car parking is 10km/h.
- Follow Security Instruction when in the car park.
- Vehicles must be parked within the indicated boundaries and marked parking lanes/spaces. Do not Double Park.
- Avoid using cell phones while driving within the school car park.
- Be alert & patient when in the school car park.
- No Parking at the Drop off and pick up zone.
- Do not use your horn in the school car park.
- **Never leave your child unattended in the car. It is illegal to do this.**
- Always hold your child's hand in the parking lot if your child is age Pre-KG to Grade 1, while in car park.
- SISD parent ID card should be displayed when entering and exiting in the school car park.
- No one should enter or exit a vehicle before it is 'standing' in a designated parking spot or drop-off bay.
- Pedestrians always have the right of way.
- Switch off the Vehicle engine when the car is parked in parking lot.
- Walk across the road and meet your children after school (never call out to them from the other side).
- Try to leave home early to avoid arriving at the busiest times.

The dedicated Drop-off and pick-up zone for Primary students is available in main carpark. Please note it is strictly a NO PARKING ZONE and it can only be used to drop off and pick up children.

You Must:

- Use the area like a quick moving taxi rank Ex. Mall Taxi Queue.
- Do not walk away from your vehicle, you can get out of your vehicle to quickly help your children get in and out safely (once in the designated area)—however you must not walk away from your vehicle.
- Parents are allowed a maximum of 2 minutes in the designated area, if your children are not ready to get straight into your vehicle at pick-up time, you will need to exit the drop-off zone and enter from the back of the queue.
- Only let your children exit the car once you have pulled into the drop-off bay (it is dangerous to let them out while waiting in a queue).
- Teach your children to look out for your vehicle and to get in quickly when you pull up.
- Do not enter the drop-off zone by reversing.
- Always follow the instructions of the School Security officer. They are here to ensure everyone's safety.

Child safety is always a paramount concern. SISD Security officers work very hard to keep the school premises and car parking area during the school day safe for you and your children. We have implemented disciplinary procedure for those who do not abide by the above rules and policies in the school car park. Whether it is a parent or Driver everyone must follow the instruction laid out in the policy when in our car park.

Also, be aware that we are working with RTA to improve and implement our Car Parking rules and policy and RTA have ensured us to be involved if required to enforce the rules for the safety of our children/parents and staff. To avoid any disappointment, we advise you to always follow the SISD car parking rules.

Dedicated drop-off and pick-up zones for Secondary students are available and are located at the back of the Secondary building. Please note that these are strictly NO PARKING ZONES and can only be used to drop-off and pick-up children. Secondary parents can park inside the school car parking if they would like to avail the school parent's café facility.

You Must:

- Use the area like a quick moving taxi rank Ex. Mall Taxi Queue.
- Do not walk away from your vehicle, you can get out of your vehicle to quickly help your children get in and out safely (once in the designated area)—however you must not walk away from your vehicle.
- Parents are allowed a maximum of 2 minutes in the designated area, if your children are not ready to get straight into your vehicle at pick-up time, you will need to exit the drop-off zone and enter from the back of the queue.
- Only let your children exit the car once you have pulled into the drop-off bay (it is dangerous to let them out while waiting in a queue).
- Should teach your children to look out for your vehicle and to get in quickly when you pull up.
- Stay in the right lane and follow the queue.
- Do not overtake the other cars, this will create the traffic on the road for Primary school parent coming out from the school parking.
- Do not enter the drop-off zone by reversing.
- Always follow the instructions of the School Security officer. They are here to ensure everyone's safety.

Please note that gate will stay closed before and after drop off and pick up timing, if you are late or early then please drop your child in the main car park.

Fire Alarm

SISD's school campus is fitted with a fire alarm system. Throughout the year, fire drills take place in order to familiarize pupils with the procedures of an emergency evacuation. When the alarm is sounded, students and visitors should leave the building immediately in an orderly fashion using the designated exit, following instructions provided by designated fire wardens. After leaving the building, students and visitors should report to their designated assembly point for an attendance check. Emphasis is placed on remaining quiet and observing rules and directions during the fire drills.

The designated assembly points for parents and visitors are in the Bus parking and in the main car park near entrance, during the emergency evacuation security officers will be there to assist you, please always follow the instructions of our security officer.

Lockdown Procedure

Schools may face a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, faculty and staff from danger by instituting a school lockdown. SISD's comprehensive lockdown procedure is limited to SISD staff and students only. In the event of a lockdown, any parent or visitor present in the school premises must follow the guidelines and instructions of SISD security officers.

Standard Procedure: move into the nearest room/toilet, if safe to do so. If not safe to move, sit quietly against the nearest wall. Remain in the safe area until you are advised otherwise by an SISD security officer or SISD staff.

Lost and Found

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

- Student Lost Items:

We have separate lost and found areas for Primary, Secondary and Sports buildings where we keep all the general items like water bottles, lunch boxes etc. All valuable items like mobile phones or laptops are kept with security at the main security desk. Items marked with the student name will be delivered to their classrooms.

- Parents and Visitor Lost Items: items left by parents or visitors are kept with the security at the main security desk.

Note: The school has the right to dispose of lost property during the long holidays (Christmas, Easter and Summer).