



The National Evangelical School in Nabatieh

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Security and Safety Policy

1. Policy Introduction

At National Evangelical School Nabatieh, the safety and well-being of our students, staff, and school community are paramount. This policy reflects our commitment to creating a secure, inclusive, and respectful learning environment, aligned with our school's core values of responsibility, integrity, care, and collaboration.

We recognize that a safe campus is essential for effective teaching and learning. As part of our holistic approach to student development, we aim to minimize risks through clearly defined protocols, accountability measures, and community cooperation. This Visitor Management and On-Campus Access Policy outlines the procedures that govern school access and ensure the protection of all stakeholders while preserving the welcoming nature of our educational environment.

This policy has been developed in alignment with local regulatory expectations and the requirements of our school's accreditation process. It serves as a guiding framework for preventive safety measures, controlled access, and emergency preparedness, and promotes a culture of transparency, vigilance, and mutual respect.

2. Policy Statement

All visitors to the school must follow strict entry, identification, and supervision procedures. This ensures accountability, enhances emergency preparedness, and protects students from unauthorized contact or access.

3. Procedures and Access Categories

3.a Gate Guards Procedures

Security personnel stationed at the school gate must wear official uniforms and identification badges. They serve as the first line of monitoring for anyone entering the premises. Upon a visitor's arrival, security personnel will initiate an oral communication to ask about the purpose of the visit. Identification will only be requested if the security personnel do not personally know or recognize the visitor.

3.b Visitor Procedures

All visitors must:

- Enter only through the main school entrance.
- Security guards will give visitors a permission entry tag.
- Have their full name, time of arrival, relationship to the student, and purpose of visit recorded.
- Visitors should always Wear a visible visitor badge.
- Unauthorized access or bypassing reception is strictly prohibited.

3.c Parent Access Procedures

Parents dropping off or picking up children:

- Are only permitted access during morning and afternoon drop-off/pick-up times. If for any reason parents arrive during the day, they follow visitors' procedures at the main gate.
- Must notify the school in advance if a different person will collect the student; that individual must present his/her ID.
- Are not permitted to enter classrooms or campus during the school day and must wait at reception if needed.

3.d School Staff Identification

All teachers, administrators, and staff members must wear clearly visible ID badges that include their full name and position. This helps maintain professional visibility and enhances on-campus security.

3.e Bus Driver Procedures

Although private transportation services are contracted directly by parents, the school enforces safety measures by requiring:

- Full compliance with entry protocols to ensure student safety.

4. Monitoring and Evaluation

This policy is enforced and monitored by the School Principal, Department Heads, and Administration. Regular audits and reviews will ensure compliance and address any procedural gaps.

5. Success Criteria

- 100% compliance with visitor check-in procedures and ID requirements.
- Zero incidents of unauthorized access.
- Up-to-date visitor logs always maintained.
- Positive feedback from staff and security teams on safety protocol effectiveness.