

School Safety & Security Brief

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Scope

- School Safety Framework & Guide
- Safety Watch Area
- Traffic Management during Arrivals and Dismissals
- Security during School Hours
- Common “*What Ifs/ What Happens When...*”

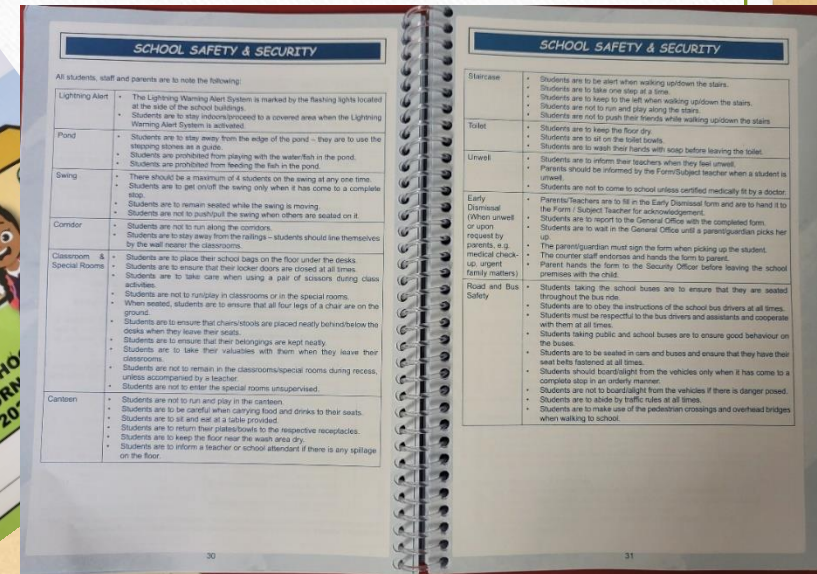
School Safety Framework

- The Safety Framework for school safety is designed to guide schools to put in place good processes and practices in order to build **a culture of safety, conducive for teaching and learning**
- CHIJ KCP School Safety Vision: **Achieve Excellence in School Safety and Security**
- CHIJ KCP School Safety Mission: **To Provide a Safe and Secure Learning Environment for Staff and Pupils**

Safety is an Individual Responsibility!

School Safety Guide - Student Journal

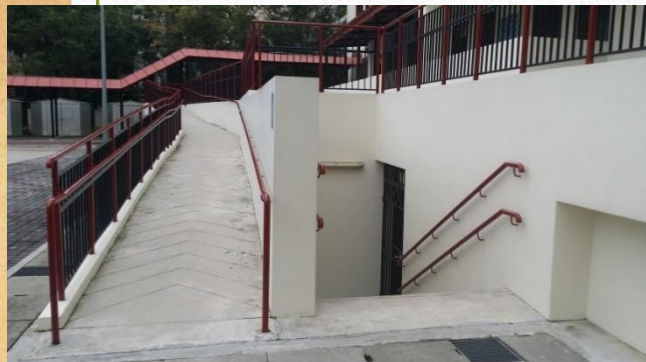
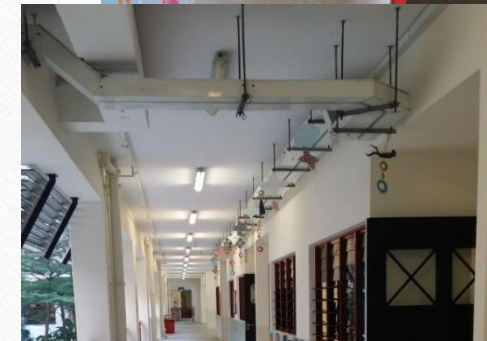
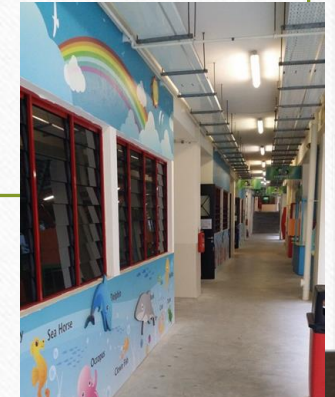
- Provides the guide to the **key safety focus areas**
- Be responsible for your friends and your own safety - **read, understand and follow the rules!**



Safety Watch Areas

No playing and running in these areas:

- Ramps
- Corridors
- Steps of stairs and Galleria
- Canteen
- Outside General Office
- Pond / Edge of Pond



Safety Watch Areas

New School Playground

- Play Safe & Be Responsible!

- Use the playground only when **there is a teacher around**.
- Always follow the **safety rules** when using specific equipment.
- Playground is out-of-bounds when **raining** or when surfaces are **wet**.
- Do not play tag/chasing games like 'catching'.
- Do not sling anything over your **necks** when you play.
- **Queue up and take turns** when playing.
- No consumption of food & drinks (only water allowed) at the playground.
- Place your water-bottles along the sides of the playground.
- Report any **broken equipment** or playground **hazards** to the General Office or teacher on duty.



Safety-in-Action

Safety by Security Officers



- Access Control
- Traffic Management

Safety by Teachers & Staff



- Safety Management Measures
- Assisting students during arrivals and dismissals

Safety by OSOs & Cleaners



- Ensure a clean and safe school environment
- Traffic Management during arrivals and dismissals

Safety by Our Girls



- Ensure cleanliness and hygiene in classrooms and canteen
- Observing safety rules – no running & playing along ramps and corridors

Safety is an Individual Responsibility!

School Traffic Management



Key Considerations

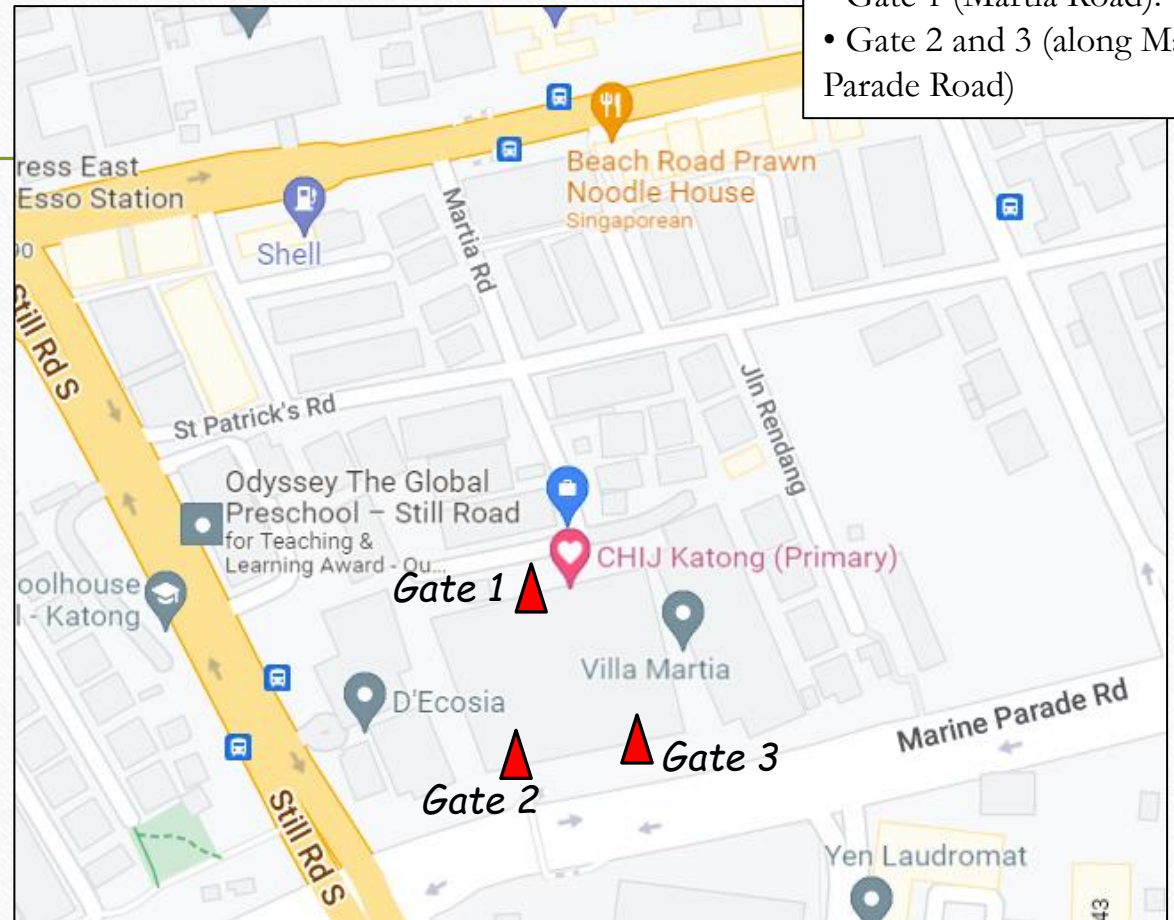
- School to put in place the initiatives, processes and diligence in ensuring traffic/vehicle safety during school drop-offs and dismissals.
- Requires effort from multiple stakeholders – school, LTA, parents, students.
- It will be an on-going and continual effort.

Road Safety near the School

- Arrivals and Dismissals by foot, bus or private vehicles
- Potential safety concerns
 - Concentration of vehicles and students
 - Blind-spots (parked/illegally parked vehicles, around bends)
 - Vehicles in-a-rush (late or impatience)

3 Gates for Arrivals and Dismissals:

- Gate 1 (Martia Road).
- Gate 2 and 3 (along Marine Parade Road)



School's Actions & Initiatives

- During the beginning-of-year and mid-year Parents-Teachers Meetings, the school brief and remind parents on the safety rules and considerations when dropping-off and picking-up the students.
- Remind parents via Principal's Letter (Termly/Quarterly).
- Briefing the students during school assemblies.
- Stagger dismissals of students in 3 groups (school bus; public transport/walk; private transport pickups)
- Directing & managing the traffic situation real-time by school security officers and staff.
- Report illegal parking via LTA-online by school staff.
- Worked with LTA to deploy Parking Wardens at strategic timings

Traffic & Road Safety - Gate 1 (Martia Road)

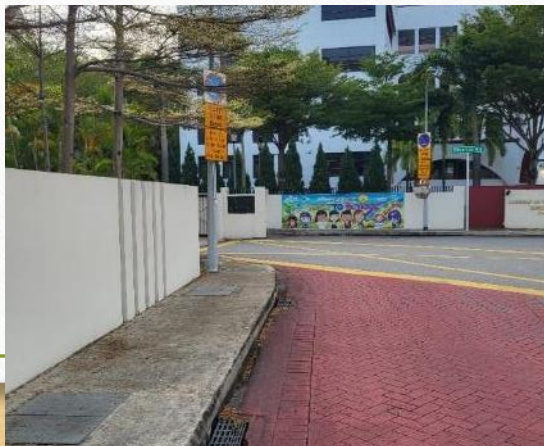
Arrival Procedures

- School buses usually arrive either before and/or around 7am
- Parents queue to drop students off
- There are 4 drop-off points to ease congestion
- Cars move to the drop-off point as directed by school staff
- Parents advised not to alight from car to escort students out or help her put on her bag



Dismissal Procedures

- Parents/Drivers advised to arrive AT or AFTER 135pm (there is less traffic, and will be able to pick students easier)
- Parents advised NOT park along the private houses or OPPOSITE SIDE as it will block the buses and cars in the private houses
- Parents queue and pick students at the waiting area



Traffic & Road Safety - Gate 1 (Martia Road)

Situation on Ground

- Illegal Parking within School Zones by public (e.g., patrons of nearby food stalls)
- Illegal Parking within School Zones by parents who arrived early for their children
- **Outcome** – traffic congestions and school buses have tight maneuvering space to drive out



Parked cars blocking gate access – potential safety hazard



School's Initiatives

- Work with LTA to deploy Parking Wardens during (a) first few days of each new term, and (b) 15-30min (about 1-1.15pm) before school dismissals
- Deploy cones during dismissals to prevent cars parking illegally and form bottle-necks (within the school zone timing of 12:45pm-4pm)

Parents' Cooperation: Come after 1:35pm and do not park illegally



Traffic & Road Safety - Gate 2 & 3 (Marine Parade Road)

Arrival Procedures

- Parents advised not to
 - Queue to drop students off
 - Cut in from the middle lane to prevent collision with the cars or school buses already in the queue
 - Stop their cars, alight and walk your daughter to the gate
 - Stop your car at the bus bay at any point of time



Dismissal Procedures

- Parents advised not to
 - Park and wait in the middle lane of Marine Parade Road
 - Wait in the middle lane and ask students to cross the first lane to get to the middle lane
 - Park at the bus bay and alight



Advisory/Instruction from LTA for Marine Parade Road:

- Allow queuing of vehicles between lamp post 40A to 46A on one lane
- **Strictly no waiting/parking along the bus bay** and at the junction between Marine Parade Road and Still Road
- This includes parking abreast of another queuing vehicle.

Traffic & Road Safety - Gate 2 & 3 (Marine Parade Road)

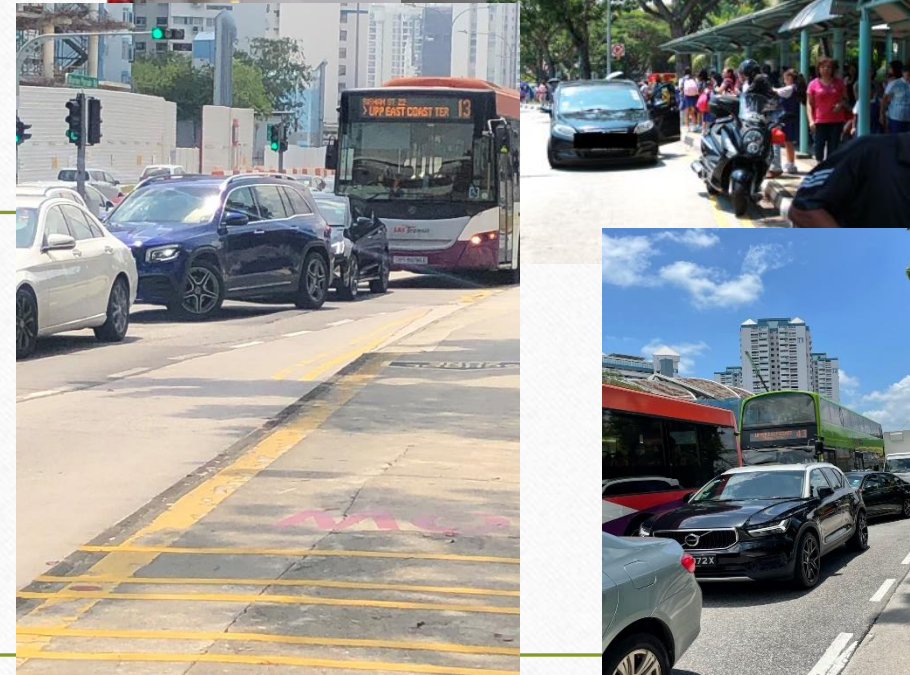
Situation on Ground

- Parents who arrived early for their children parked illegally, at times up to the bus bay
- Parents picking up students from outer lane
- **Outcome** – safety of students getting up the bus at the bus-stop and squeezing in-between cars to get into their parents' car



School's Initiatives

- Work with LTA to deploy Parking Wardens during (a) first few days of each new term, and (b) 15-30min (about 1-1.15pm) before school dismissals
- Deploy school security/staff 10-15 mins prior to dismissals to remind cars from parking at/up to bus bay



Parents' Cooperation:

- Come after 1:35pm and do not park in the bus bay or blocking the bus entry/exit-path
- Pickup your child **ONLY** from Gate 2 (for private cars)

Road Safety near the School

Tips and Suggestions to ensure traffic safety and to ease congestion:

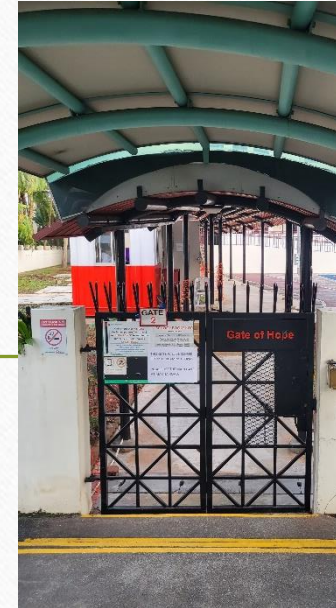
- Bags and lunch bags should be packed and ready the night before
- Kisses and hugs should be given at home
- Your daughter should be ready to exit the car - bag ready, masks on (if needed), allowance given
- Seat her to the left
- There is no need: (1) to sit at the back with her or (2) exit the car with her, hug her, then get back into the front seat

Remember:

- We need to work as partners for the safety of our girls – Be On-time, Be Patient, Be Considerate
- Watch out for dangerous mindsets – *“It is okay, just this once”, “There are no cars behind me”....*

School Security

- Parents/Guardians are not allowed on the school premises
- This is to ensure the safety & security of the girls while they learn and when they arrive or are being dismissed
- Our aim is to prevent any intruder from entering the school premises
- All visitors need to be registered at the security officer's counter
- Parents who are picking up their daughters during curriculum time should register with the security officer. Your daughter will then be brought to you
- At arrival and dismissal, parents are only allowed to wait at Gate 1 (Martia Road). They are not allowed to enter the school by any other gate
- Turnstiles are installed to ensure the safety of the girls and to prevent intruders



What Ifs / What Happens When...

Scenario

- My daughter was playing during recess and fell and hurt herself
- She has a cut on her knee and it is bleeding

Follow-up Actions

- Teachers will assess the injury and clean up the cut/graze first
- If your daughter calms down, she will head back to class
- If she is still in pain, she will be sent to the General Office/Sick Bay where she will be taken care of
- Teacher will then call parents to update

How else can we support

- Most times, we want the girls to be brave, toughen up as falls and cuts will be common
- You may hear a different version of the story – Be patient, don't react immediately. Give the Form Teacher a call/email to clarify

What Ifs / What Happens When...

Scenario

- My daughter doesn't know how to respond during a fire or emergency

Processes-in-place

- School conducts periodic Fire Drills, Lockdown Drills with the students
- Students are briefed on what-to-do prior to the drills
- Responses and processes are debriefed and reviewed
- Annual reports are submitted to MOE

How else can we support

- Talk to the girls about fire safety and security in school
- Encourage them to listen attentively during school safety and emergency-drill briefs

What Ifs / What Happens When...

Scenario

- I want to reach the school earlier to fetch my daughter from the main gate



Partially blocked road became single-lane (one-way traffic)



What Ifs / What Happens When...

Scenario

- The school bus did not pick up your daughter in the morning

Follow-up Actions

- Call the bus driver first
- If he is uncontactable, call the bus coordinator
- Calling the General Office may not be as effective because the bus company does not belong to the school
- Give your feedback to the bus coordinator on the experience

How else can we support

- Feedback to the school if you assessed that safety or security of your daughter is compromised

What Ifs / What Happens When...

Scenario

- My daughter is not eating the food in canteen / does not want to eat the canteen food because she finds it bland / "not nice"

What you can do

- Discuss with her on healthy/unhealthy food and encourage her to have a balanced diet
- Encourage her to eat more fruits and vegetables

How else can we support

- School will work with the canteen vendors to be creative in their healthy meals, and provide day-specific special menu

Scenario

- My daughter does not have money / enough money to buy her food

What you can do

- Prepare sufficient allowance for your daughter (based on the menu price shown earlier), especially if she needs to buy items from the bookstore
- Ensure that she carries her allowance with her, and have the appropriate denominations

Thank You
