



School security guard policy and action plan

Objective

Provide a safe learning environment for students, teachers and administrators, and prevent any threats or intrusions that may affect the security of the school and the safety of those in it.

Basic Responsibilities

1. Securing the school gates and monitoring the entry and exit process.
2. Record visitors' data and verify their identities before allowing them to enter.
3. Ensure that no student leaves the school without official permission.
4. Monitor the school perimeter and prevent the entry of strangers or street vendors.
5. Cooperating with the administrative body in organizing the movement of the morning queue and school exit.
6. Immediately report any abnormal behaviour or emergencies.
7. Monitor security cameras (if any) and ensure the safety of devices.

Daily Procedures

- Attend 30 minutes before the start of school hours.
- Opening gates, receiving students and ensuring their entry discipline.
- Follow up the portal during the school day and not leave it unattended.
- Carrying out inspection tours in the courtyard, corridors, and unattended areas.
- Closing the gates after entering the students, and not opening them without administrative permission.
- Ensure that students go out with their parents or official transportation.
- Document any daily observations in the school security record.



Professional Conduct

- Commitment to uniform and decent dress.
- Treat students, teachers and parents with kindness and respect.
- Maintain calm nerves, especially in dealing with children.
- Commitment to confidentiality and non-disclosure of any information related to the school.

Dealing with emergency cases

- In case of quarrel or violence: intervene wisely, isolate the parties, and inform management immediately.
- In case of fire or disaster: activation of the evacuation plan in cooperation with the administration, use of safety tools.
- If a stranger enters: prevent him from entering, inform the administration, and ask for help if necessary.
- In case of student health emergencies: contact the nurse or medical staff at the school immediately

