



## Environment, Health and Safety (OSH)

### PURPOSE

- To conform to Policy 64: Health, Safety and Environment of the ADEK Private Schools Policy and Guidance Manual (2014-2015), Corresponding to Article (69) of the Organizing Regulations.
- To have clear policies based on good and up-to-date practices and to set high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.
- To build a culture where everyone in the School accepts responsibility and accountability towards protection of the environment and health and safety of all individuals and the community.

### DEFINITION

For the purposes of this policy, the term Health, Safety and Environment refers to the requirement for Schools to ensure that students and staff are kept safe and healthy in School and when out of School in situations for which the School has a responsibility.

### POLICY STATEMENT

The School will develop, implement and maintain an Environment, Health and Safety Management System (“OSHMS”) for their operations in full compliance with the “Abu Dhabi OSHMS Regulatory Framework” and the “Education Sector OSHMS Requirements” and any relevant policies set out by the Council and other government entities.

The School is committed to and has set out procedures for the following:

- Maintaining a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, including the areas where students, staff and visitors use for arrival and dismissal.
- Providing a safe, risk-free and healthy environment for students and staff during extra-curricular activities (excursions and field trips).
- Complying with policies, procedures, programs and special instructions issued by the Council or any other governmental or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.
- Obtaining the necessary valid licenses and permits from the Council, Department of Municipal Affairs, Civil Defense Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.
- Equipping the School with integrated and effective protection systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires according to the specifications laid down by the Civil Defense Directorate. The School obtains the necessary valid licenses and maintains inspection records and notifications on these systems.





- Equipping the School with integrated and effective security and access systems, including procedures and records for entering School buildings and surveillance cameras.
- Providing a special clinic for regular and emergency medical services within the School buildings. The clinic is equipped with qualified and licensed staff as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. The School obtains the necessary valid licenses and maintains inspection records as required.
- Promoting and integrating health, safety and environmental education within the curriculum and School extra-curricular activities.
- The School shall regard the promotion of health and safety education as essential at all times. It shall be the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the requirements of the School's Health, Safety and Environment Policy and all other policies and regulations applicable in the Emirate. They shall also be responsible for informing the School's Principal or his delegated representative and the Council and relevant authorities, within required timeframes, of any health and safety breaches at the School.

#### **ROLE OF THE OSH OFFICER:**

- The School has a designated OSH Officer who, after the Director and Deputy Director, is the designated senior person who is responsible for all concerns and incidents which arise within the school regarding environmental sustainability and the health and safety of all individuals who occupy the school buildings or participate in activities, which extend beyond the school grounds.
- The OSH Officer is responsible for the implementation of all aspects of the environment, health, and safety rules and regulations, as set out by the Abu Dhabi Department of Education and Knowledge. The OSH Officer must communicate with and implement all policies stated by the Abu Dhabi Department of Education and Knowledge Environment Health and Safety Team. This person must take an active role in the creation and application of professional development programs to ensure that all staff is aware of their responsibilities.

#### ***The OSH Officer:***

- Manages environment, health and safety impacts, hazards, and risks arising from K-12 learning activities and operations
- Promotes awareness and encourages participation in sustainability initiatives through effective communication and consultation with faculty, staff, students, and concerned stakeholders.
- Provides training in relevant environment, health, and safety issues and ensures that all faculty and staff maintain the required level of competency.
- Prevents injuries and causes of illness by providing safety awareness campaigns to all school staff.
- Complies with applicable OSH laws, regulations, standards, and best practice.
- Continually seeks to improve the school OSH Management System and performance through monitoring and periodic review of the OSH Policy and works to promote progress toward established OSH objectives and targets.





## Security Video Surveillance Cameras (CCTV)

- The School is equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations. All security video surveillance cameras are installed according to the specifications of the Council's "CCTV Guidelines for Private Schools".
- The CCTV cameras provide coverage of the following areas:
  - All entrances and exits of School buildings and grounds.
  - All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
  - Student pickup and drop-off areas (private vehicle and bus).
  - Security areas and hazardous areas (control room).
  - Exterior areas surrounding the School grounds.
  - Certain Classrooms, Laboratories
- The security video surveillance cameras (CCTV) are not installed in certain classrooms, changing rooms or any other area where there is a reasonable expectation of privacy.
- CCTV monitors are installed in the Administration in a secure location for monitoring. Male security guards do not have access to viewing CCTV footage of female students and female staff during the school day.
- Parents/Guardians, school staff and visitors are informed that security video surveillance cameras are present with signs stating that the School is under camera surveillance.

## Access to CCTV Recordings

- CCTV recordings are considered confidential. The School Director and Deputy Director are the only school-based staff authorized to view and retrieve CCTV recordings at the School.
- CCTV records are retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal or Vice Principal will immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident.
- No copy of any recordings may be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director. Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) of 2006 on the prevention of information technology crimes.

## School Clinics

- Emirates Future International Academy maintains School Clinics which adheres to ADEK and HAAD regulations, policies, and standards relating, directly or indirectly, to the establishment and management of the clinic and the provision of School health services to all students.
- The School renews the HAAD healthcare facility license for the School Clinics annually. A copy of each School Clinic's valid HAAD healthcare facility license is displayed at all times in the School Clinic along with a copy of the School Nurse's valid HAAD healthcare professional license. These licenses may never be removed or tampered with.
- The School employs full-time nurse that hold a valid HAAD healthcare professional license.
- The School Nurse shall be available on School premises on a full-time basis, every school day,





including exam days, according to the Council-approved School calendar. School Nurse shall comply with professional qualifications requirements set for School Nurses by HAAD, and meet the expectations for their performance criteria.

- Nurse attend students as ADEK and HAAD guidelines.

### Administration of Medication

The School Nurse shall ensure that they fully understand and strictly adhere to all HAAD standards that regulate the administration of medications. The School Nurse will procure the consent of Parents/Guardians before administering medications (whether prescribed by a HAAD-licensed physician for acute or chronic conditions or as required in an emergency situation). Consent must be renewed annually or every time there is a change in the medication administration requirements. According to HAAD standards, medications that can be administered by the School Nurse in emergency cases are limited to the following:

- Adol syrup.
- Salbutamol Inhalers.
- Paracetamol.

### Health Screening

The School shall ensure that the School Nurse conduct all mandatory health screening on students in accordance with HAAD standards for school health screening. All screening results shall be maintained in the students' health records.

### School-Based Immunization Program

- The School shall allow access to HAAD-appointed health providers and will facilitate their task of conducting the School-based immunization program to ANNS students. The School shall ensure that complete vaccination records for all students are kept in the School Clinic at all times and are made available to HAAD-appointed health providers, as required.
- The School shall regularly follow up on behalf of the HAAD-appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and completed and signed consent forms.
- The School shall ensure that, as required, staff shall attend mandatory health and safety awareness workshops conducted by HAAD, the Council or HAAD-appointed health providers, as required.

### General Safety Measures

Additionally, the School will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained in safe working condition.
- Relevant staff bears responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.





- The School carries out all regular safety assessments (e.g. fire safety) as required by the Council and all other applicable government entities, including emergency evacuation plans. Evacuation Plans are posted in all classrooms and offices, and regular evacuation drills are carried out during the year.

## **ROLES AND RESPONSIBILITIES:**

*The School Director and Deputy Director will:*

Assist the OSH Officer in actively promoting HSE culture and awareness, and monitoring and enforcement of all policies and wider laws, which exist within the United Arab Emirates, concerning HSE related declarations. Participate in OSH training as required.

*The OSH Officer will:*

Be accountable and responsible for the implementation of the HSE Policy and requirements within the schools. Play an active role in the promotion of HSE culture and awareness, monitoring and enforcement. The OSH Officer must communicate with and implement all policies stated by the Abu Dhabi Department of Education and Knowledge Health, Safety and Environment Team. Serve as the first point of contact for HSE issues and concerns raised within the school.

*Teachers will:*

Comply with the School's HSE policies, programs and procedures. Be aware of the importance of environmental sustainability and undertake roles, as suited to their positions at the school, which reflect positive values regarding environmental concerns. Be vigilant to ensure that all aspects of the school environment pose no threat of potential danger to students or the individuals who work in and visit the school. All possible threats must be reported to the OSH Officer immediately. Encourage students to engage in sustainability activities like recycling and reusing materials and direct students to dispose of all waste responsibly.

*Students will:*

Participate in campaigns, which seek to improve behavior and to result in good outcomes when engaging in environmentally friendly activities. Facilitators must participate in professional development activities to ensure that they are aware of all issues related to OSH policy objectives.





## PROTECTION FROM THE DANGERS OF THE INTERNET

### PURPOSE:

- To conform to Policy 65: Protection from Dangers of the Global Information Network (the internet) corresponding to Article (70) of the Organizing Regulations.
- To protect students from morally offensive, inappropriate or other undesirable content on the Internet and preventing access to websites that contain such materials.
- To educate students on the proper use of the Internet and sharing of personal information.
- To promote good practices in using secure Internet systems.

### POLICY STATEMENT:

For the purposes of this policy, protection from dangers of the global information network includes the measure taken by Schools to:

- Protect students from exposure to online harmful materials, communications and behaviors, by means that shall include the use of a reliable filtering system that alerts the School's Director and teachers to inappropriate Internet usage by students and prevents students from gaining access to offensive and other unsuitable websites.
- Prevent unauthorized persons from gaining access to School data.
- The School Director shall prepare, implement and regularly review an Internet Security Policy which includes the following points:
- The School will install an Internet filtering and security system. The School will monitor students' Internet use. Through the monitoring system, the School will ensure the safety of its students from morally and socially inappropriate materials. The School seeks to protect its students from contact with materials that are not consistent with the moral obligation, decency, or public order.
- The School's ICT department will monitor the Internet usage of all individuals involved in the school community.
- School staff will take an active role in protecting students from the dangers of the Internet. They will monitor the websites that students access while they are present in the school buildings. Teachers and other school leaders will also monitor students during trips, which take place away from the school's premises in case they have access to electronic devices that are connected to the Internet.
- School staff shall guide students in on-line activities that will support learning outcomes, depending on the student's age and maturity.
- The School prohibits the use of the Internet to attempt unauthorized access to other computers, information, or prohibited services.
- All individuals within the Emirates Future International Academy community are instructed to not open e- mails or attachments from unknown sources.
- School staff and students must not download or copy any copyrighted material. This material includes software, books, articles, and photographs etc. which are not licensed for use by the school.
- School staff must ensure the protection of the School's network from viruses or other malicious software.





- Educators are encouraged to use Internet materials that will positively support learning outcomes established by the school. All materials should be age-appropriate. Teachers must review all materials thoroughly before their use in the classroom. All materials must uphold the core values and the moral obligation advocated by the school.
- School staff must use email services responsibly and for work-related material during school hours.
- No member of school staff must engage in commercial activities using Internet services while in attendance at school.
- School staff will abide by all OSH policies regarding Internet safety and cyber security.
- A complaint form will be completed, which states a request for the offending behavior to be investigated by the School Director and the IT Coordinator.
- If a violation has occurred, a meeting will take place during which all individuals involved in the situation will discuss the offence and determine appropriate consequences for the inappropriate behavior. Documentation of all events will occur. The student's file will hold a record of the event. If the offense infringes the school rules and IT policies, the offending student will be prohibited from using the school's internet facilities for the school year. If the offense violates UAE laws, the appropriate authorities will be notified.
- The School shall ensure that the personal information placed on the School's Internet and intranet is secure, even for a password-protected website.
- The School shall endeavor to communicate with ADEK using available technologies (e.g. email, etc.), ensure safe confidential lines of communication.

## ROLES AND RESPONSIBILITIES:

### *Schools will:*

- Ensure that an effective and reliable Internet filtering system is in place.
- Develop and implement an Internet Security Policy that includes, by way of example, the requirements prescribed in this policy.

### *Principals will:*

- Schedule continuing professional development to keep teachers aware of the most recent Internet safety developments.
- Periodically review the School's technology infrastructure with appropriate technology staff, make improvements as needed.

### *Teachers, librarians and other staff members will, at a minimum:*

- Educate students not to open e-mail or attachments from unknown sources.
- Ensure there is an academic purpose before allowing students to go online (students should not be allowed to surf the Internet without a specific purpose).
- Educate students on the types of information that are safe to share with others online, and information that should never be shared as it could put them at risk.
- Teach students to recognize the various forms of cyber-bullying and know what steps to take if confronted with that behavior.
- Inform students of all aspects of the School's Internet Policy.





## HEALTHY LIFESTYLE

### PURPOSE:

- To establish the importance of a collaborative approach to the importance of an optimistic outlook on life.
- To encourage awareness among all community members of their personal responsibility regarding their physical, emotional, and mental health.

### POLICY STATEMENT:

- Emirates Future International Academy seeks to ensure the creation of a positive approach to a healthy lifestyle. Personal responsibility will be encouraged. Adults within the school community will create a comfortable, accepting, and respectful school climate. Students will observe role models who exemplify kindness and confirmation of every child's worth as a valuable and unique individual.
- Curriculum will be reviewed periodically to ensure that healthy lifestyle activities are included in the curriculum. The School is committed to providing healthy food in line with ADEK standards.
- School staff will guide students to understand the importance of healthy lifestyle choices. Including eating nutritious food, getting enough sleep, exercising regularly, and spending time with family and friends.
- School staff will support children in all of their endeavors as positive healthy role models. Special skills will be enhanced. All children will receive opportunities to explore their current interests and to discover new worthwhile pursuits.
- Staff and student relationships will be based on mutual respect. School staff will show care and ensure that students are nurtured and emotionally supported.
- Teachers will develop behavioral management strategies that reflect these ideals.
- Parents will receive regular communication regarding healthy lifestyle choices and activities that are taking place within the community which highlight these goals.







## HEALTHY EATING

### OVERVIEW

- Good health is vital and healthy eating, being one of many contributors to this, can influence physical, mental and social well-being. Emirates Future International Academy is dedicated to helping each child understand the role of healthy eating in achieving good health.
- The School believes that adults (including staff and parents) should be good role models and should support children in understanding how balanced nutrition contributes to a person's health, happiness and general well-being. ANNGS is a healthy eating school and encourages children to eat a balanced, nutritious diet which will help them to enjoy long-term health and well-being.

### AIMS

At Emirates Future International Academy we aim to:

- Provide opportunities for each child to gain knowledge, understanding and skills related to healthy eating so that they may make informed choices.
- Raise awareness of the concepts of 'healthy eating' and 'balanced diet' and their importance in maintaining good health.
- Encourage positive attitudes towards food and a healthy diet.
- Support students in making informed choices about what, when, where and why they eat.
- Ensure that packed lunches brought from home provide children with healthy and nutritious food.
- Help children understand that some foods should be eaten in moderation.
- Ensure that staff are trained and informed so that children receive a consistent message.
- Protect staff and students with food and nut allergies.

### CURRICULUM ORGANIZATION

- Emirates Future International Academy regards healthy eating and healthy lifestyle education as whole-school issues. The School ensures that opportunities to teach about the importance of living a healthy lifestyle occur throughout the curriculum.
- Morning Assembly programs offer opportunities to explore health and food related issues.
- The importance of balanced nutrition and healthy food choices is explicitly taught through the Science and Physical Education curriculum.

### PACKED LUNCHES

- Parents are encouraged and expected to provide healthy lunchboxes for children. Packed lunchboxes should offer balanced nutrition.
- Students are not allowed to bring in chips, candy bars, hard candy, chocolate, seeds, nuts, fizzy drinks (such as Coke or Pepsi), or energy drinks (e.g., Red Bull). Chewing gum is also not allowed. Staff will take away these prohibited food items if found with students.
- Students are also asked not to bring in cakes, pastries, or biscuits as everyday snacks.
- Over the course of each week, parents are encouraged to offer a variety of healthy foods. Where possible, every effort should be made to ensure your child's packed lunches are:
- Reduced in fat, sugar and salt





- High in fiber
- Full of a wide range of freshly prepared salads and vegetables
- Include fresh fruit or tinned fruit in natural juices
- Include healthier options such as yoghurts
- The contents of students' lunchboxes will be checked and monitored.
- Children are taught not to share packed lunches and parents are reminded about the need to avoid sending nuts in lunchboxes. We do not allow nuts on campus out of consideration for staff and students who are allergic to them.
- At special events such as National Day parties, food contributes to a sense of celebration and sharing. On these occasions party food may be allowed, but the staff will remind students that this is an "occasional" treat and not "every day food". Details of such events will be shared with parents through email and the weekly newsletters.

## SCHOOL CANTEEN

- Current: Canteens are temporarily closed due to Covid-19 Pandemic.
- General: The school has onsite canteen where prepared meals and snacks, in line with ADEK and ADFCA regulations, are available for purchase. These are made fresh each day and include items such as pasta, sandwiches, salads, and fruit cups.

## DRINKING WATER

- It has been recognized that drinking plenty of water improves behavior and concentration. Water is available throughout the day in the school canteens.
- All children are encouraged to bring in a fresh, filled water bottle to school daily. These are kept in their classrooms and are easily accessible at all times.

## BIRTHDAY PARTIES

- Birthdays are an exciting time for many children. We do understand that some families would like to bring birthday cakes and treats to school to help their child celebrate, but our experience is that birthday parties intrude on precious learning time. Cakes and sugary sweets go against the spirit of our healthy eating environment. Furthermore, birthdays are not always celebrated. Therefore, birthday parties are not allowed in school.
- Birthday parties should be held outside of school. Please do not bring or send birthday cakes to school. Any food sent to school to celebrate a birthday will be taken by staff and can be collected afterschool from the administration.

## MONITORING & EVALUATION

- The Senior Leadership Team is responsible for monitoring the Healthy Eating Policy.
- Monitoring and reviews of more general aspects of healthy eating will be carried out through observation at break times, lunchbox inspections, and on-going discussion via informal talks with students and staff meetings.
- Surveys for staff, students and parents are another means of seeking opinions about ways to improve this aspect of school life.

