

# Security policy

The security policy of TARBIYAT INSTITUTE is essential to ensure the safety and well-being of students, staff, and visitors. While specific security policies may vary depending on unique circumstances, here are some key components that are commonly included:

1. Access Control: Implement measures to control access to the school premises. This includes locked entry points, visitor management systems, ID badges, and regular monitoring of who enters and exits the campus through double doors monitored by security guards during school hours.
2. Emergency Preparedness: Develop and regularly update an emergency response plan that covers various scenarios such as natural disasters, medical emergencies, lockdowns, and evacuations. Conduct drills and training sessions to ensure staff and students are familiar with emergency procedures.
3. Surveillance and Monitoring: WE Installed security cameras in strategic locations throughout the campus to monitor activities and deter potential incidents. We ensure that surveillance footage is regularly reviewed and stored securely.
4. Staff Training: Provide comprehensive training to staff members on security protocols, emergency response procedures, recognizing and reporting potential threats, and maintaining a secure environment. Training should cover topics such as first aid, crisis management, and student supervision.
5. Visitor Policies: Establish clear guidelines for visitor entry, including check-in procedures and visitor badges. Require all visitors to sign in and provide identification. Designate specific areas where visitors are allowed and ensure they are accompanied by authorized staff members.
6. Communication Systems: Implement effective communication systems, such as two-way what's up text to enable quick and efficient communication among staff members during emergencies or security incidents.
7. Student Release Procedures: Implement strict protocols for student release to ensure that students are only released to authorized individuals. Maintain accurate records of authorized individuals and require proper identification during student pick-up.
8. Bullying Prevention: Develop and enforce policies and procedures to prevent and address bullying incidents. Provide training to staff and students on recognizing and reporting bullying behavior and establish a confidential reporting mechanism.
9. Cybersecurity: Establish guidelines for safe and responsible internet use, including internet filtering and monitoring systems. Educate students about online safety, privacy, and responsible digital use. IT team will work on updating accordingly every month.

10. Access to the first floor and second floor entry door to be closed all the time once school starts .All the security guards are not allowed to enter any rooms at any time .

It is important to regularly review and update the security policy in response to changing threats and advancements in security technology. Involving all stakeholders, including school administrators, staff, parents, and local authorities, in the development and implementation of the security policy can help ensure its effectiveness and compliance.