

SECTION 14  
**HEALTH AND SAFETY**

# HEALTH AND SAFETY

## 14.1 Introduction

The school views the health and safety and well-being of students as a major priority. There is a health and safety committee that meets on a regular basis to discuss issues, formulate policies and procedures, and review any major incidents. The committee includes members of the senior leadership, nurses, teaching staff, facilities staff and regular safety checks are conducted throughout the campus. The school is guided by a set of policies and procedures that meet strict local Civil Defence regulations and demanding international standards.

## 14.2 Emergency Evacuation

ISL Qatar has a documented evacuation procedure for use in a number of eventualities. This is practised on a regular basis. Should you be in the school building or on campus when the emergency evacuation alarm sounds, you are expected to vacate the building as quickly and quietly as possible, according to our published procedures.

## 14.3 Lock-down

ISL Qatar has a documented lock-down procedure for use in a number of eventualities. Should you be in the school building or on campus when a lock-down is announced through the school public address system, you are asked to remain in your room, which will be locked by the teacher, and take shelter according to our published procedures.

## 14.4 Excursions and overseas trips

There are regular excursions and trips organized by school. Excursion and trip organizers are required to complete a risk assessment and gain approval from the Head of Early Years, Primary and/or Head of Middle and High School as well as the Ministry of Education for any excursion or other event involving students. A detailed Trips Policy and Procedures document ensures that Trip Leaders receive detailed guidance and support on a range of possible outcomes.

### Overseas trips

Overseas trips are organized during the school's Week Without Walls. Each trip has been selected for educational purposes. The trips are being organized through experienced school trip providers and our own staff who will lead each trip. Extensive risk assessments are made leading up to the trips.

## 14.5 Health

To maintain regular health records and to enable safe health care to be given, parents are required to update the medical information for each student at the beginning of each year. A medical form is sent to all parents for this purpose and you are asked to update the medical staff of any changes to a student's medical situation. See Section 16 for more details.

## 14.6 Emergency Contacts

In order for us to contact parents, please ensure that the phone and email records held by the school are up-to-date and any changes are communicated to the relevant Early Years, Primary and/or Middle and High School Academic Assistant in a timely manner.

## 14.7 Visitors to School

The school aims to check all visitors to the school. If you are visiting school outside morning and afternoon start and finish times, please check in with the security guards at the main entrance. If you are issued with a visitors or parent badge, please wear this at all times. If you are sending drivers or other staff to school, it is important that you make them aware of this regulation.

## 14.8 ISL Qatar Online Safety

The goal of the online learning policy is to ensure learning continues in the event of school closure for more than three school days. The goal is to carry on learning, but not necessarily replicate a traditional school day as per the timetable. Students should be able to extend their learning independently, with the direction of the teacher:

We will continue to seek to offer a rigorous program of learning and assessment, that:

- Provides a high level of detail for all learning experiences.
- Specifies formative and summative assessments submission procedures.
- Continues to assess via projects and tests/quizzes (tests can be posted at a specific time with a stated expectation of the time to be taken to complete).

Considerations that teachers will be aware of:

- Many families have more than one child attending school; children may have to share a device particularly at the primary level; some families may provide their younger children with iPads rather than computers.
- With the exception of EC1, EC2 and KG, parents should not be placed in the role of teaching; students should be able to carry out the tasks assigned by teachers independently, including being able to access the material.
- Learning should be authentic and can occur either online or offline (e.g. reading, writing, drawing, playing, constructing etc. are perfectly acceptable online school tasks that can be photographed or videoed).

### General Expectations EC1 – Grade 12

- Work for the students should be posted no later than 8:00 am (Qatar time) on the day(s) of online schooling. Where possible, assignments should be posted the evening before. No new work should be posted after 8:00 am (Qatar time).
- Teachers will be available to students online for four hours per day; this can be continuous or split into segments. Teachers will inform the students of these hours.
- Assignments should be communicated through our online platforms:
  - EC1 – Grade 8 Toddle
  - Grade 1 – Grade 12 Microsoft Teams/ManageBac Grade 9 – Grade 12
- If a student has difficulty accessing the online platform, the teacher will support the student/family via email.
- Where possible, the teacher may use online group conversations (e.g., Google, Hangout, Zoom).
- The teacher will maintain regular communication with families (e.g. Grade Level News, etc.)

### Early Childhood: EC1 - KG Expectations

- Toddle will be the virtual platform used to communicate and share learning with families.
- PHE and Arts teachers will also communicate through Toddle using the homeroom class. Language teachers will communicate through their own class spaces on Toddle.
- Teachers will provide instructions for parents/caregivers to carry out learning tasks with the child. Examples may include:
  - Reading a book with your child (not language specific), reflect on pictorial reflection of story.
  - Learning walk outside - connect classroom theme (unit) to learning walk experience.
  - Physical activities.
  - Create opportunity for students to engage in creative play - puppets, collage, puzzles.
- Teachers will try to remain mindful of excessive exposure to TV or devices.

### Elementary: Grade 1-5 Expectations

- Toddle will be the virtual platform used to communicate and share learning with families.
- PHE and Arts teachers will also communicate through Toddle using the homeroom class. Language teachers will communicate through their own class spaces on Toddle.
- Students do not need to be given a lesson for every subject presented each day; rather, how can we make connections between the learning to ensure they are extending essential skills? Over the course of the week, students should engage in deep learning in all subjects that would normally be taught.
- Students may be presented with new material via a video lesson or reading; in this case, teachers should plan for reflection, assessment, and review of the material.

### Middle/High School; Secondary Expectations

- ManageBac and teams will be the virtual platforms used to communicate work.
- Students may be presented with new material via a video lesson or reading; in this case, teachers should plan for reflection, assessment, and review of the material.

### Leadership Support

- Continue regular communication with the community (parents, students, staff).
- Troubleshoot and problem-solve issues that arise; be available to support teachers, students and parents as needed.
- Oversee online school implementation and participate in Toddle, ManageBac and teams platforms to ensure consistency and communication.

### Tech Hub Staff Support

- Tech Hub members will be available for support and will maintain the technology infrastructure of all platforms.
- Tech Hub member will keep in regular contact with leadership team and support wherever necessary.
- In the case of extended online schooling, admin assistants will be responsible for generating reports and sharing them with parents online.