

## Safe Environment Policy

Dalat International School requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following document outlines appropriate and expected guidelines in providing a safe learning environment for all children.

A safe environment policy helps limit situations in which children are at increased risk for abuse due to the physical characteristics of the buildings and grounds. An open, visible environment is safer for children because it reduces access for potential abusers. Adequate supervision and proactive monitoring of child and staff interaction limits the opportunity for inappropriate interactions to occur.

### Visibility

DIS will ensure open physical spaces visible to multiple persons by providing the following:

- Clear lines of sight through the buildings and in individual classrooms
- Landscaping that ensures open, visible spaces with no possibility of concealment
- Doors with windows (if a door does not have a window, a window must be left uncovered so that there is a clear line of sight through the room)
- Blinds on classroom windows should remain open unless specific classroom learning requires closing the blinds (e.g. use of projector, to enhance the SmartBoard illumination, etc.) and must be reopened at the conclusion of the learning need. (*In the event of a Lockdown Alarm, all blinds must be closed.*)
- Bright lighting in all areas
- Locked unused areas or rooms accessible by specified school personnel only

### Supervision

DIS will ensure that the activities of children and staff are adequately supervised by implementing the following:

- Adequate playground and non-classroom supervision
- Periodic walk-throughs of buildings and grounds to ensure no unidentified persons are on site
- Monitoring devices such as security cameras installed in key zones

### Access

DIS will ensure that access to children and staff is controlled by implementing the following:

- Requiring that all visitors and contractors sign in at the front gate and wear a visitor badge identifying them at all times
- Ensuring all staff are aware of restrictions to noncustodial parents' access to a child
- Requiring that children entering or leaving at times other than typical arrival or dismissal do so only with parental permission, except in case of emergency
- Limiting gates for entering and exiting the campus to gates that are continually monitored
- Ensuring that fences and gates are functioning properly and are in good repair

## **Campus Safety**

DIS will ensure that children have a safe learning environment with the following:

- Working on maintenance in open spaces will be cordoned off with security tape or rope
- Mowing grass and the use of power tools will not be performed when students are in the vicinity
- Use of safety chains across walkways along roadways during pick up/drop off times
- Procedures for vehicles including traffic flow, crosswalk safety, parking, and vehicle identification
- Policies for Heat Index and Air Quality will be used for outdoor activities
- Clearly marked signage for playground and play equipment safety

## **Emergency Procedures**

DIS will ensure staff and students have safe measures in cases of emergency with the following:

- Emergency backpack in each classroom and office building
- Crisis manual for staff with procedures for specific emergency situations (e.g. fire, lockdown, evacuation)
- Periodic testing and practice drills of the school's emergency alarm