



SCHOOL SECURITY TRAINING POLICY

(Safeguarding Policy)

The Philippine School has established a comprehensive Staff, Governing board, and volunteers training Policy for Health and Safety to ensure that all employees are equipped with the essential knowledge and skills to safeguard student health and safety. This policy aligns with ADPHC/DoH and OSHAD-SF guidelines, encompassing a broad range of training requirements tailored to specific roles and responsibilities within the school environment.

Scope:

The policy applies to all teaching and non-teaching staff, emphasizing a uniform approach to health and safety across various departments

Training Objectives:

- **Safety Awareness:** Increase awareness of potential security threats and how to identify them.
- **Response Procedures:** Ensure staff and volunteers know how to respond to different types of security incidents, including lockdowns, evacuations, and medical emergencies.
- **Policy Understanding:** Familiarize participants with the school's security policies, procedures, and emergency plans.

Responsibilities:

- **School Principal:** Oversees policy implementation and alignment with our school goals.
- **Health and Safety Officer:** Identifies training needs and leads the training sessions and curriculum development and monitors training compliance.
- **Staff Participation:** All staff members are required to attend training sessions and apply learned skills in their roles.

Role-Specific Training:

- **Staff Roles:** Tailor training to specific roles within the school, such as teachers, administrative staff, and security personnel, highlighting their responsibilities during a security incident.
- **Volunteer Roles:** Provide training for volunteers based on their roles, whether they are assisting with student supervision, event management, or other tasks.

Scenario-Based Drills:

- **Practical Drills:** Conduct regular drills simulating different security scenarios, such as lockdowns, evacuations, or active shooter situations. This helps staff and volunteers practice their responses in a controlled environment.
- **Debriefing:** After drills, hold debriefing sessions to discuss what went well and identify areas for improvement.





School Monitoring and Evaluation:

- Conduct regular reviews and adjustments based on feedback and changing needs.
- An annual report evaluates training effectiveness and suggests improvements.

Communication:

- The policy is communicated to all staff at induction and the start of each academic year, with updates shared via email and staff meetings. By adhering to this comprehensive training policy, **The Philippine School** aims to uphold the highest standards of student health and safety, ensuring that all staff are prepared to act effectively in any situation. This policy not only promotes a safer school environment but also fosters a culture of continuous improvement and awareness among staff members.

School Documentation and Record-Keeping:

- **Training Records:** Maintain records of all training sessions, including participants, dates, and content covered.
- **Certification:** Provide certificates or other documentation to acknowledge completion of training and ensure accountability.

Effective security training ensures that staff and volunteers are well-prepared to handle security threats, contributing to a safer and more secure school environment

Review Date:	August 29, 2024
Next Review Date:	August 29, 2025
Compliance & OHS Officer:	June Keith M. Mariano

Approved By:


Jesus S. Ostos Jr
School Principal

