

At Primus, we ensure that “safe” staff are employed at all time to interact/work with children. This includes all support staff who deals with children in school bus as well. All our bus conductors are on school visa and are employed on permanent basis, not on service contract from manpower supply agencies.

The support staff who assist the school in cleaning work, during school hours and after school hours are also our permanent employees. They all go through the routine medical examination for fitness as per UAE law. The bus conductors are having **police verified certification** and RTA cards. Assistant teachers and bus/cleaning staff have **Occupational Health Card** issued by **Dubai Health Authority**.

During academic staff recruitment, all applicants will fill an application form with qualification, experience with employment history and references who can give reference to school for the candidate’s suitability to work with children. Shortlisted candidates are interviewed by a panel of at least two school leaders. During interview, at least one question is asked to know the candidates understanding about safeguarding and motivation for working with children. Safeguarding practices at their previous work place is also probed to know their level of understanding on the subject and serious nature to the safety aspects of children in school.

All new members of staff will undergo an induction that includes familiarization with the school’s Child Protection and Staff Behavior Policy (Code of Conduct), apart from other school policies. All staff are required to sign to confirm they have received a copy of the Child Protection and Staff Behavior Policy (Code of Conduct).

BEHAVIOR MANAGEMENT

At Primus we have a behavior policy, a separate document. This policy is transparent to staff, parents and pupils.

CONTRACTORS ON SITE: There are two distinct types of contractors who will have access to school site. These will be service contractors who regularly work on the site and building contractors who work on an ‘as and when’ basis.

SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service Ac's, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying, what work is expected of them and what they can expect from the school. Their personnel will follow their own safety systems of work but, their working methods do take into account how they will impact upon staff, students and other visitors on site.

BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block.

Student Transport: Outsourced and their bus drivers have **police verified certification** and RTA cards.

All vehicles are restricted to the bus bay area, if there is need for further movement within the campus it is strictly monitored by security personnel.

(Currently only staff vehicles are permitted and its movements are monitored while in campus).

Hence for the School's site security, visitors including courier companies, packers and movers, contractors and all service providers are asked to sign in and visitor badges are issued to confirm they have permission to be on site.

The Principal/admin in charge will exercise professional judgment in determining whether any visitor should be escorted or supervised while on site.