



## **INTERNATIONAL MAARIF SCHOOLS AZERBAIJAN**

### **School Health and Safety Policy**

## **1. Purpose of the Policy**

The purpose of this policy is to ensure the health, safety, and welfare of all students, staff, and visitors at International Maarif Schools Azerbaijan. This policy outlines the procedures and measures in place to maintain a safe and healthy environment in line with national regulations and the standards expected by Turkish Maarif Foundation and Cambridge International Education.

## **2. Scope**

This policy applies to all students, staff, parents, visitors, contractors, and anyone else who may be affected by the activities of International Maarif Schools Azerbaijan.

## **3. Health and Safety Management**

### **3.1 Responsibility and Accountability**

- School Principal: The Principal is responsible for the implementation of this policy, ensuring compliance with relevant health and safety laws, and leading the development of a safe school culture.
- School Management Team: School management team oversees daily health and safety practices, conduct regular risk assessments, and report directly to the Principal.
- All Staff: Every staff member is responsible for maintaining a safe working environment and adhering to the school's health and safety guidelines.

## **4. Health and Safety Procedures**

### **4.1 Risk Assessments**

- Regular risk assessments are carried out in all areas of the school to identify potential hazards and implement appropriate control measures.
- Specific risk assessments are conducted for activities involving higher risks, such as science experiments, physical education, and school trips.

### **4.2 Emergency Procedures**

- Fire Safety: Fire drills is conducted at least once per term. All staff and students are trained on fire evacuation procedures.
- First Aid: First aid kits are available in every classroom and at key points throughout the school. Trained first aiders are on-site during school hours.

- Accident Reporting: All accidents, however minor, must be reported to the school management team and recorded in the school's accident logbook.

#### 4.3 School Security

- Visitor Management: All visitors must sign in at the reception and wear a visitor's badge. Unauthorized persons will not be permitted to enter the school premises.
- Building Security: Access to the school will be controlled, with gates and doors secured to prevent unauthorized entry.

#### 4.4 Hygiene and Sanitation

- Regular cleaning schedules are maintained to ensure a clean and hygienic environment.
- Adequate sanitation facilities are provided and regularly maintained.
- Hand hygiene protocols are enforced among students and staff, particularly during outbreaks of illness.

#### 4.5 Health Services

- The school provides access to regular health checks and medical services as needed.
- Records of students' health issues, allergies, and dietary needs are maintained and communicated to relevant staff.

### **5. Staff Training**

- All staff members receive training in health and safety practices, including fire safety, first aid, and emergency procedures.
- New staff members undergo an induction process that includes an overview of the school's health and safety policy.

## **6. Student Safety and Welfare**

#### 6.1 Supervision

- Students are supervised at all times during school hours, including breaks, lunchtime, and school activities.
- Adequate staff-to-student ratios are maintained to ensure the safety of all students.

#### 6.2 Bullying and Harassment

- The school maintains a zero-tolerance policy towards bullying and harassment. All incidents are dealt with promptly in accordance with the school's behaviour policy.

## 6.3 Counselling

A school psychologist works to support students' mental health, learning, and behaviour by providing assessments, counseling, and intervention strategies. Their work includes:

1. Conducting Assessments – Evaluating students for learning disabilities, behavioural concerns, and special education needs.
2. Providing Mental Health Support – Offering counselling for anxiety, depression, social difficulties, and other emotional challenges.
3. Intervening in Crises – Assisting students during crises such as trauma, bullying, or family issues.
4. Collaborating with Educators & Parents – Advising teachers and parents on strategies to support student success.
5. Developing School Programs – Creating initiatives to promote mental well-being, social skills, and positive behaviour.

### **7. Monitoring and Review**

- This policy is reviewed annually by the school's management team or sooner if there are significant changes to relevant legislation or school operations.
- The Principal reports regularly to the Country Representative of Turkish Maarif Foundation on health and safety matters, including any incidents, accidents, and outcomes of risk assessments.

### **8. Communication of Policy**

- This policy is communicated to all staff, students, and parents and is made available on the school's website and in the school office.

### **9. Compliance with Cambridge International Standards**

International Maarif Schools Azerbaijan is committed to upholding the standards required by Cambridge International. This health and safety policy aligns with the requirements of Cambridge International to provide a safe learning environment that fosters academic excellence and well-being.