



HEALTH AND SAFETY POLICY

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Introduction

Pinnacle American School is committed to providing a safe, healthy, and secure environment for all staff, students, and visitors. In compliance with legal and regulatory requirements, the school acknowledges that the Principal and the governing board hold ultimate accountability for ensuring the health and safety of the school community.

The school's health and safety responsibilities extend to the provision of adequate healthcare services to students, ensuring their physical and emotional well-being is prioritized. This policy outlines the essential requirements and standards for maintaining a safe and healthy school environment.

1. Purpose and Objectives

The purpose of this policy is to ensure that Pinnacle American School:

- Complies with health and safety requirements set by ADEK, Abu Dhabi Public Health Center (ADPHC), Department of Health (DOH), and other relevant regulatory entities.
- Safeguards the health and safety of students, staff, contractors, sub-contractors, visitors, and all other stakeholders by implementing clear and compliant policies and procedures for on-site and school-related activities.
- Provides adequate training, information, and supervision to all staff and students regarding potential hazards in the school environment and their specific areas of work or activity.
- Promotes a culture of responsibility and accountability to protect the community from risks, such as fire incidents, laboratory accidents, and other potential dangers.
- Ensures students have access to high-quality healthcare services through school-based clinics, free of charge, in compliance with ADEK and DOH regulations.

Objectives:

To fulfill the purpose of this policy, Pinnacle American School aims to:

1. Create a safe, secure, and supportive environment for all school-related activities.
2. Regularly assess and address potential risks and hazards within the school premises.
3. Develop and maintain health and safety protocols that align with local and international standards.
4. Provide continuous health and safety training for staff and promote awareness programs for students and stakeholders.
5. Monitor and review the effectiveness of health and safety measures to ensure continuous improvement.
6. Foster open communication to encourage feedback and suggestions regarding safety concerns.



This policy reflects Pinnacle American School's commitment to prioritizing the safety, health, and well-being of all members of its community.

2- Scope of Policy

The Health and Safety Policy of Pinnacle American School is designed to encompass all areas of health and safety management in compliance with ADEK regulations and other relevant UAE authorities. The scope of this policy includes, but is not limited to, the following:

1. Policy Requirements

1. Accountability:

- The Principal and the governing board hold ultimate responsibility for the health and safety of school operations and all school-related activities.

2. Roles and Responsibilities:

- Clearly defined roles and responsibilities for all members of the school community, including students, staff, contractors, sub-contractors, health and safety officers, visitors, and other relevant stakeholders.

3. Activities Management:

- Procedures to ensure the health and safety of all on-campus and extracurricular activities, including off-campus events.

4. Resources and Processes:

- Allocation of resources to maintain a safe, healthy, and secure school environment.
- Promotion of a culture of accountability and responsibility within the school community.

5. Education and Training:

- Provisions for educating students and training staff on health and safety practices.

6. Injury and Illness Prevention:

- Procedures to prevent injuries and promote health within the school environment.

7. Risk Management:

- Regular risk assessments, maintenance of a risk register, implementation of control measures, and ongoing monitoring and review of health and safety systems.



2. Regulatory Compliance

1. Adherence to Regulations:

Compliance with the policies, procedures, frameworks, and guidelines issued by ADEK, ADPHC/DOH, Abu Dhabi Civil Defense Authority (CDA), and other UAE regulatory entities.

2. Reporting and Documentation:

Submission of periodic reports, incident forms, and audits as required by ADEK and other authorities.

Maintenance of records for inspections, observations, and notifications in line with ADEK's Records Policy.

3. Policy Accessibility:

- Ensuring the Health and Safety Policy is displayed in prominent locations and accessible in Arabic, English, and the school's language of instruction.

4. Licenses and Permits:

Meeting all licensing and operational requirements, including permits and contracts from relevant authorities.

3. Traffic and Transportation Management

- Development and regular updates of a traffic management plan for safe and efficient school drop-offs and pick-ups.
- Deployment of trained staff to oversee traffic flow and maintain records for school buses, drivers, and supervisors.
- Implementation of an emergency transport communication plan.

4. Health and Safety Officer

- Appointment of a full-time Health and Safety Officer to oversee and manage the Health and Safety Policy.
- Ensuring the Health and Safety Officer meets OSHAD-SF and ADEK requirements by stipulated deadlines.
- Assigning a trained deputy during the Health and Safety Officer's absence.

This comprehensive scope ensures that Pinnacle American School operates in full compliance with regulatory requirements, prioritizing the health, safety, and well-being of all stakeholders



3. Definitions

Additional Learning Needs	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
Anaphylaxis	A sudden and severe allergic reaction and medical emergency that occurs within minutes of exposure and requires immediate medical attention (MedlinePlus, n.d.)
Basic Health Screening	Annual health screening of students in all grades, conducted by the school nurse, including review of medical history, measurement of body mass index, and vision testing (Al Hajeri, 2020).
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities.
Comprehensive Health Screening	An in-depth health screening for students in Grades 1, 5, and 9. The screening is conducted by visiting health professionals and includes a medical check-up by a licensed medical doctor, a hearing screening, and an oral health examination for students in Grades 1, 5 and 9, as well as a blood count test by a phlebotomist for all students in Grade 1 and for female students in Grade 9 (Al Hajeri, 2020).
Emergency Plan	Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.



Health and Safety	Requirement for schools to ensure that students, staff, contractors, sub-contractors, relevant stakeholders, and visitors are kept safe and healthy in school and school-related activities.
Individual Healthcare Plan	A written description of a student's medical requirements, health status, and healthcare plan, developed by the school nurse.
Nurse	A full-time (internal/contracted) employee of the school, with a valid Department of Health (DoH) healthcare professional license, whose role

	is to oversee the school medical clinic and the healthcare of students in the school.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.
Visitor	<p>For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises.</p> <p>An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).</p>
Wellness	The quality or state of being in good physical and mental health.

4. Roles and Responsibilities

The successful implementation of the Health and Safety Policy at Pinnacle American School relies on the clear definition of roles and responsibilities for all members of the school community. The following outlines the duties for key stakeholders:

1. Principal and Governing Board

- Ensure overall accountability for health and safety in all school operations and related activities.
- Oversee the development, implementation, and regular review of the Health and Safety Policy to maintain compliance with ADEK and other regulatory requirements.



- Allocate sufficient resources, including staffing, training, and equipment, to support health and safety initiatives.
- Approve and monitor periodic reports, audits, and compliance records to ensure adherence to safety standards.

2. Health and Safety Officer (HSO)

- Act as the primary point of contact for all health and safety matters on school premises.
- Develop, manage, and monitor health and safety protocols in line with regulatory guidelines.
- Conduct regular risk assessments, maintain the risk register, and implement necessary control measures.
- Ensure timely submission of reports and compliance forms as required by ADEK and other authorities.
- Train and supervise staff on safety procedures and ensure proper awareness among students and stakeholders.
- Remain on school premises during operational hours and provide immediate support for health and safety concerns.

3. Staff Members

- Comply with all health and safety guidelines and procedures set by the school.
- Participate in mandatory health and safety training sessions.
- Report any hazards, incidents, or unsafe practices to the Health and Safety Officer.
- Ensure the safety of students under their supervision during on-campus and off-campus activities.

4. Students

- Adhere to all safety rules and guidelines communicated by the school.
- Report unsafe conditions or incidents to teachers or school authorities immediately.
- Act responsibly to ensure their safety and that of their peers during all school activities.

5. Contractors and Sub-Contractors

- Comply with the school's health and safety standards and regulations while on school premises.
- Coordinate with the Health and Safety Officer to ensure safety measures are upheld during their operations.



- Provide necessary documentation, such as permits and safety plans, before commencing any work.

6. Visitors and Stakeholders

- Follow the health and safety protocols while on school premises.
- Report any concerns or unsafe conditions to the relevant school authority immediately.

7. Health and Safety Committee

- Assist in the development and implementation of safety initiatives and protocols.
- Support the Health and Safety Officer in conducting safety audits and inspections.
- Provide recommendations for improvements to health and safety practices.

By clearly defining these roles and responsibilities, Pinnacle American School ensures the safety and well-being of all community members while fostering a culture of accountability and compliance.

5. Policy Statement

government and regulatory authorities in the UAE.

Our Health and Safety Policy reflects the following principles:

1. Leadership and Accountability

- The Principal and Governing Board take ultimate responsibility for ensuring the health, safety, and well-being of everyone involved in school operations and activities.

2. Inclusive Roles and Responsibilities

- Every member of the school community, from staff and students to contractors and visitors, has a defined role in maintaining a safe and healthy environment.

3. Preventive Measures and Risk Management

- We prioritize the identification, assessment, and mitigation of risks through effective risk management strategies, fostering a proactive culture of safety.

4. Comprehensive Education and Training

- We are dedicated to equipping students and staff with the knowledge and skills necessary to identify, respond to, and prevent potential health and safety hazards.

5. Resource Allocation and Infrastructure

- Adequate resources, facilities, and infrastructure are provided to ensure a secure learning environment and seamless compliance with all safety regulations.



6. Regulatory Compliance and Transparency

- We adhere to all applicable health and safety regulations and maintain transparency through regular audits, reporting, and the availability of our Health and Safety Policy on our website in both Arabic and English

By implementing and upholding this policy, Pinnacle American School aims to cultivate an environment where the health, safety, and well-being of our community are integral to all school activities and operations.

6-Implementation and Compliance Guidelines for Pinnacle American School

To ensure the effective implementation of the Health and Safety Policy, Pinnacle American School shall adhere to the following guidelines:

1. Policy Availability and Transparency

- The Health and Safety Policy will be made available on the school website in both Arabic and English or the language of instruction, ensuring accessibility to all stakeholders.
- The policy will be prominently displayed throughout the school and should be easily accessible to all members of the school community, including staff, students, and visitors.

2. Leadership Responsibility

The Principal and Governing Board are directly responsible for the health and safety of all school-related activities and operations. They will ensure compliance with the Health and Safety Policy and regulatory requirements.

- The Principal will be responsible for ensuring that the digital incident documentation process is followed, and all reports are stored for auditing purposes in line with ADEK's Digital and Records Policies.

3. Roles and Responsibilities of the School Community

Clear roles and responsibilities will be outlined for all members of the school community, including students, staff, contractors, health and safety officers, and visitors.

- Health and safety officers will be designated to oversee the proper implementation and monitoring of safety protocols, ensuring compliance with all internal and external safety standards.

4. Health and Safety Procedures for School and Extracurricular Activities

- Procedures for ensuring safety during both in-school and off-campus activities will be documented and communicated to all involved parties. These procedures will include guidelines on risk assessments, injury prevention, and health protocols.



5. Training and Education

- All staff and students will receive regular training on health and safety practices, including emergency response protocols, safe behavior in school environments, and the use of equipment.
- Specific health and safety training will be given to staff responsible for extracurricular activities and off-campus events.

6. Risk Management and Preventive Actions

- A risk assessment will be conducted regularly, and a risk register will be maintained, ensuring the identification, assessment, and management of potential hazards.
- Control measures will be implemented to minimize risks, and these will be continuously monitored and reviewed to ensure effectiveness.

7. Regulatory Compliance and Reporting

- The school will comply with all relevant regulations from ADEK, ADPHC/DOH, the Abu Dhabi Civil Defence Authority (CDA), and other governing bodies.
- The school will submit periodic reports, audits, action plans, and incident management forms as required. The policy will also adhere to any updates or changes in local regulations.
- The Health and Safety Officer will ensure compliance with all licensing and permit requirements, including inspections from relevant authorities.

8. Transportation and Traffic Management

- The school will develop and maintain a traffic management plan to ensure the safety of students and staff during peak drop-off and pick-up times.
- School buses will be regularly inspected, and licenses for buses, drivers, and supervisors will be kept up-to-date.
- An updated transport emergency and communication plan will be maintained and communicated to all stakeholders.

9. Mandatory Health and Safety Officer

The school will appoint a full-time, dedicated Health and Safety Officer, who will remain on the school premises during school hours.

- The Health and Safety Officer will meet all training and regulatory requirements, including those specified by the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).
- If needed, a deputy Health and Safety Officer will be appointed to cover absences or short-term leaves.

10. Continuous Monitoring and Review

- The Health and Safety Officer will regularly monitor the implementation of health and safety measures and review all safety systems to ensure continuous improvement.
- Regular audits will be conducted to evaluate compliance with the policy, and necessary adjustments will be made to enhance safety practices.

By adhering to these guidelines, Pinnacle American School will create a sustainable, safe, and health-conscious environment for all members of the school community.



7. Procedures

To ensure a healthy and safe environment, Pinnacle American School will follow the outlined procedures for the effective implementation of the Health and Safety Policy:

1. Health and Safety Policy Communication

- The Health and Safety Policy will be made publicly available on the school's website in both Arabic and English or the language of instruction, ensuring all stakeholders can access the policy.
- The policy will be prominently displayed in visible areas across the school, including staff rooms and classrooms, to ensure its constant availability and visibility.

2. Principal and Governing Board Responsibilities

- The Principal and Governing Board will assume overall responsibility for ensuring that the school operations and activities comply with health and safety standards.
- The Principal will ensure that all digital incidents are documented, signed, and stored in compliance with ADEK's Digital and Records Policies for auditing purposes.

3. Roles and Responsibilities of the School Community

- Clear roles and responsibilities for students, staff, contractors, health and safety officers, and visitors will be outlined in the policy.
- The school will ensure that all members of the school community understand their duties regarding health and safety, including reporting incidents and following safety protocols.

4. Ensuring Safety in School and Extracurricular Activities

- The school will ensure that all activities, whether on-campus or off-campus, adhere to strict safety guidelines. This includes establishing risk management procedures, emergency response plans, and first-aid protocols for all activities.
- Risk assessments will be conducted for both school activities and extracurricular events to ensure the safety and well-being of students and staff.

5. Training and Education on Health and Safety

- Regular training sessions will be conducted for staff to familiarize them with safety procedures, including handling emergencies, preventing accidents, and following safety protocols.
- Students will also be educated about health and safety practices, including how to act in emergencies, proper behavior during activities, and reporting hazards.

6. Injury Prevention and Health Procedures

- Procedures for the prevention of injuries and ill health will be put into place, including safety equipment usage, proper handling of materials, and ongoing safety monitoring.
- Regular inspections will be carried out to identify any potential hazards in the school environment, with corrective measures implemented immediately.



7. Risk Assessments and Control Measures

- A risk register will be maintained, documenting any identified risks and the steps taken to mitigate those risks.
- Control measures will be implemented to prevent accidents and minimize exposure to hazards, with constant monitoring and review to ensure their effectiveness.

8. Regulatory Compliance and Reporting

- The school will comply with all relevant regulations and guidelines set by ADEK, ADPHC/DOH, CDA, and other governing bodies.
- Periodic reports, audits, and action plans will be submitted to the relevant authorities to ensure continued compliance with health and safety regulations.
- Incident reports and management systems will be reviewed and submitted within the required timeframes to meet regulatory standards.

9. Transportation and Traffic Management

- The school will develop and maintain a traffic management plan to ensure the safety of students and staff during drop-off and pick-up times.
- A trained task force will be assigned to manage traffic flow, ensuring smooth operations during peak times.
- School bus inspection records will be maintained, and necessary licenses for buses, drivers, and supervisors will be regularly updated.

10. Appointment and Role of Health and Safety Officer

- A full-time Health and Safety Officer will be appointed to oversee the implementation of this policy. This officer will remain on school premises during school hours and be responsible for monitoring safety protocols.
- The Health and Safety Officer will be adequately trained to meet the required safety standards and will ensure compliance with the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).
- A deputy Health and Safety Officer will be assigned if necessary to cover during absences or short-term leave.

11. Continuous Monitoring and Review

- The Health and Safety Officer will regularly monitor the implementation of health and safety measures and conduct audits to evaluate their effectiveness.
- The school will establish a system for continuous review of the health and safety policy to identify areas for improvement and implement necessary adjustments.

By following these procedures, Pinnacle American School will ensure that the health and safety of students, staff, and visitors is maintained at all times, complying with all regulatory requirements and fostering a culture of safety and accountability.



8. Standards and Expectations

Standards and expectations will be clearly communicated to all staff at the beginning of each academic year through staff meetings, with comprehensive guidelines provided in the staff handbook and available on the school's online platform.

9. Monitoring and Review

Pinnacle American School is committed to the continuous monitoring and review of its Health and Safety Policy to ensure it remains effective, up-to-date, and aligned with regulatory standards. The following procedures outline the school's approach to maintaining a healthy and safe environment:

1. **Regular Monitoring by the Health and Safety Officer**
 - The Health and Safety Officer will conduct frequent inspections of school facilities, activities, and practices to ensure compliance with the established Health and Safety Policy.
 - Observations, incidents, and deviations from the policy will be documented and addressed promptly.
2. **Scheduled Audits**
 - The school will carry out periodic health and safety audits to evaluate the effectiveness of control measures and identify potential areas for improvement.
 - Audit reports will be reviewed by the Principal and the governing board, and necessary actions will be implemented.
3. **Feedback Mechanisms**
 - Feedback from students, staff, and parents regarding health and safety concerns will be collected through suggestion boxes, surveys, and meetings.
 - All feedback will be reviewed and incorporated into the policy as needed.
4. **Risk Register Maintenance**
 - The risk register will be regularly updated to include any new risks identified during monitoring and audits.
 - Control measures will be reviewed and adjusted to ensure effective risk mitigation.
5. **Incident Reporting and Analysis**
 - All health and safety incidents will be logged, analyzed, and reported to relevant authorities as required.
 - Trends and root causes will be examined to implement preventative measures.
6. **Policy Updates and Reviews**
 - The Health and Safety Policy will be reviewed annually or whenever significant changes occur in regulations, school activities, or identified risks.
 - Revisions will be approved by the governing board and communicated to all stakeholders.



7. Training Effectiveness Evaluation

- The effectiveness of staff training programs will be assessed through practical evaluations and feedback to ensure all personnel are prepared to handle health and safety responsibilities.

8. Compliance Verification

- The school will verify compliance with ADEK, ADPHC/DoH, CDA, and other regulatory bodies through regular checks and external audits.
- Documentation of compliance efforts, such as inspection records and permits, will be maintained for review and submission.

By implementing these monitoring and review measures, Pinnacle American School will ensure that its Health and Safety Policy remains a robust and effective framework, fostering a secure and supportive environment for the entire school community.

10. Documentation and Reporting

Pinnacle American School is committed to maintaining transparent, accurate, and timely documentation and reporting to ensure compliance with health and safety standards and foster a safe school environment. The following procedures detail the school's approach:

Policy Communication and Accessibility

1. The Health and Safety Policy will be made available on the school's website in Arabic and English (or the language of instruction) for easy access by all stakeholders.
2. Copies of the policy will be displayed prominently across the campus, including in classrooms, staff rooms, and administrative areas, ensuring visibility for staff, students, and visitors.

Incident Documentation and Reporting

1. Digital Incident Logs:

- Every health and safety-related digital incident will be recorded, documented, and signed by the Principal.
- All records will be securely stored in compliance with ADEK's Digital Policy and Records Policy for auditing purposes.

2. Incident Reporting:

- Incident reports will be completed promptly and include a detailed description of the incident, actions taken, and preventive measures.
- Reports will be submitted to ADEK or other relevant authorities within the required timeframes.

3. Emergency Reports:

- All emergency incidents will be immediately reported to the Principal and the Health and Safety Officer, who will oversee documentation and ensure that corrective actions are implemented.



Risk Register Maintenance

1. A comprehensive risk register will be maintained to document identified risks, control measures, and progress updates.
2. The register will be regularly updated following risk assessments, inspections, and incident reviews.

Inspection and Audit Records

1. Internal Inspections:

- All inspection records will be logged and reviewed by the Health and Safety Officer and Principal.
- Identified hazards and corrective measures will be documented, with follow-ups recorded to ensure resolution.

2. External Audits:

- Records of inspections, observations, and notifications made by regulatory authorities will be maintained in line with ADEK's Records Policy.
- Audit findings and action plans will be submitted to the appropriate authorities as required.

Compliance Documentation

1. The school will maintain valid licenses, permits, and contracts as required by ADEK, ADPHC/DOH, CDA, and other regulatory entities.
2. All compliance documentation, including health and safety certificates, inspection approvals, and permits, will be securely stored and regularly updated.

Transportation Records

1. Records of school bus inspections, driver licenses, and supervisor certifications will be maintained to meet ADEK Transportation Policy requirements.
2. Documentation of the traffic management plan and its updates will be kept for auditing and review purposes.

Annual Reports and Reviews

1. The Health and Safety Officer will compile an annual report detailing incidents, risk management outcomes, training conducted, and audit findings.
2. The report will be reviewed by the Principal and governing board and shared with relevant authorities if required.



By adhering to these documentations and reporting procedures, Pinnacle American School ensures compliance with ADEK regulations, promotes accountability, and supports the continuous improvement of health and safety measures.

11. Communication of Policy

The policy will be communicated to all staff at the beginning of each academic year through an in-person briefing session, followed by an emailed copy and access to the document via the school's online platform.

12. Rights and Obligations

Rights of Stakeholders

Students

1. **Safe Learning Environment:**

Students have the right to a safe, secure, and healthy learning environment, both on and off campus, during all school activities.

2. **Health and Safety Education:**

Students have the right to receive guidance and training on health and safety practices appropriate to their age, including emergency procedures and safe behaviors.

3. **Access to Support:**

Students can report hazards, incidents, or concerns to any staff member without fear of retaliation and are entitled to receive prompt action on the issues raised.

Parents and Guardians

1. **Transparency:**

Parents have the right to access the school's Health and Safety Policy and be informed about the measures in place to ensure student safety.

2. **Timely Communication:**

Parents are entitled to timely updates on incidents, emergencies, and health and safety matters that may affect their child's well-being.

3. **Involvement in Policy Awareness:**

Parents have the right to receive information and participate in health and safety briefings where necessary.

Staff and Contractors

1. **Safe Work Environment:**

Staff and contractors have the right to work in an environment that complies with safety regulations and supports their health and well-being.

2. **Training and Resources:**

All staff have the right to receive training, resources, and support to effectively implement and adhere to the school's health and safety protocols.



3. **Fair Treatment:**

Staff and contractors can raise health and safety concerns without fear of discrimination or punitive measures.

Obligations of Stakeholders

Principal and Governing Board

1. **Leadership Responsibility:**

- Ensure the implementation, oversight, and continuous improvement of the Health and Safety Policy.
- Allocate necessary resources to maintain a safe school environment.

2. **Compliance:**

- Ensure all school activities adhere to ADEK regulations, including reporting, documentation, and audits.

Health and Safety Officer

1. **Policy Implementation:**

- Oversee the enforcement of health and safety procedures, conduct inspections, and address identified risks.

2. **Training and Monitoring:**

- Provide staff with regular training and monitor adherence to safety measures.

3. **Incident Management:**

- Document and report all incidents and ensure preventive actions are implemented.

Staff Members

1. **Active Participation:**

- Follow health and safety protocols, attend training sessions, and report any hazards or incidents.

2. **Supervision of Students:**

- Ensure students adhere to safety guidelines during all activities.

3. **Promoting a Safety Culture:**

- Encourage students to understand and practice safe behaviors.

Students

1. **Adherence to Rules:**

- Follow all safety instructions during school hours and activities.



2. Proactive Reporting:

- Report unsafe conditions or incidents to staff immediately.

Parents and Guardians

1. Support Safety Measures:

- Ensure their child follows school safety guidelines and participates in relevant health and safety programs.

2. Provide Accurate Information:

- Share updated contact information and medical details for their child to support emergency responses.

Contractors and Visitors

1. Compliance with School Policies:

- Follow the school's safety protocols and regulations during their time on campus.

2. Incident Reporting:

- Report any safety hazards or incidents observed while on school premises.

Enforcement of Rights and Obligations

- Pinnacle American School will ensure all stakeholders understand their rights and responsibilities by conducting regular briefings, issuing clear guidelines, and fostering a culture of open communication.
- Breaches of health and safety obligations may result in corrective actions, including training, suspension of privileges, or further measures as required by ADEK regulations.

By defining these rights and obligations, Pinnacle American School reaffirms its commitment to a safe, secure, and healthy school environment for all.

13. Training and Support

Training and support will be provided to all staff annually through scheduled workshops, online resources, and ongoing access to expert guidance to ensure effective implementation of the policy.



14. Confidentiality and Privacy

All staff will be reminded annually of their obligation to uphold confidentiality and privacy standards through dedicated training sessions, with clear guidelines provided in both digital and printed formats for easy reference.

15. Exceptions and Exemptions

Exceptions and exemptions to the policy will be communicated to staff on a case-by-case basis, with clear guidelines provided during staff meetings and through written documentation as needed.

16. Risk Management

Risk management procedures will be communicated to all staff annually through training sessions, with detailed guidelines available in the staff handbook and accessible on the school's internal portal.

17. Incident Reporting

Incident reporting protocols will be reviewed with all staff at the start of each academic year, with reporting forms and procedures provided in both digital and hard copy formats for easy reference.

18. Consequences of Non-Compliance

The consequences of non-compliance with the policy will be outlined in staff meetings, reinforced through written communications, and clearly documented in the staff code of conduct, which is accessible at all times.