

School Safety Plan 2023-2024



How we view safety

A safe environment is essential for academic achievement. It is important both in the school building itself when it comes to cooperation between students and staff, as well as with regard to outside influences and learning that goes on outside of school.

We make a distinction between physical safety and social safety. As far as physical safety is concerned, the AICS ensures that the building, equipment and materials meet the safety requirements as prescribed by law. We do this by conducting internal and external inspections. We have emergency response team members who are trained in first aid and evacuation procedures. They attend refresher exercises every year and we hold evacuation drills every year.

Our framework for social safety is described in the Community Safety Agreement, supported by the Code of Conduct and Esprit Integrity Policy. This is the point of departure for our approach to and support of social safety. The appendices include all the protocols and specifications that contribute to making the AICS a safe school. All these protocols are evaluated regularly and modified as needed. This takes place at the level of the Esprit Schools and, if school-specific, at the AICS itself.

The school Leadership is ultimately responsible for this. The Participation Council is involved in establishing the protocols and the safety plan.

This safety plan applies to all members of the school community:

- Teachers and Teaching Assistants
- Students
- Support staff
- Volunteers
- Families
- Visitors

Incident Emergency Response

Schools have a duty of care to provide a safe environment for all staff and students; in turn, parents entrust schools to keep their children safe. Thanks to the efforts of AICS's staff, the school usually remains a safe haven for children; however, schools can be affected by incidents of different scales at any time. They may occur: on-site; off-site but affecting the school; during term time or school holidays; during school hours or out of hours.

Our framework for dealing with breaches of safety is found in the Incident Emergency Response document.

Safety Coordination / Working Conditions Coordination (Arbobeleid)

The AICS has one Safety Coordinator for all locations which is the Leader of Operations - Vincent Koerse. He works together with the central office of the Esprit Schools to coordinate the working conditions.

Emergency Response Provision - Bedrijfshulpverlening (BHV)

All AICS locations have an Emergency Response Team. Its members are trained every year and have received a certificate awarded by the Nederlands Instituut voor Bedrijfshulpverlening (NIBHV) who are the Dutch institute for company emergency response. The legally required evacuation drill is conducted at least once a year.

The coordination of the emergency response team

During an evacuation, the team leader (ploegleider) of the Emergency Response Team is responsible for the emergency response team under their supervision. This team leader has received special training in providing emergency response, leadership, first aid, using fire-extinguishing equipment and evacuations.

The team leaders of the Emergency Response Teams are:

All locations

Vincent Koerse: 06 30 40 37 40

Henno van Beek: 06 23 38 77 75

AICS South, Arent Janszoon Ernststraat 1179, 1081 HL, Amsterdam
Marko Bukumirovic: 06 53 49 85 07/ +381 62 96 53 06 5
Ozzy Turfanda: 06 11 70 50 26

AICS Sandcastle (South East), Bijlmerplein 1000, 1102 MK, Amsterdam
Max Verkleij: 06 82 05 80 49

Contact with the media

Rynette de Villiers (Principal) 06 50 44 86 05 and the Deputy Principals, both members of the Senior Leadership Team, are contacts for the media. In the event of an emergency, these contacts are always carried out in consultation with the Esprit Board of Directors.

School absence and school attendance

The School Absence Coordinators for the school are Elise de Jong, Ozzy Turfanda and Edward Lessy. They make calls to monitor school absences and then pass on this information to the relevant Heads of Campus and/ or Head of Wellbeing. If necessary, they contact the School Truancy Officer.

Student Care Coordination

The support of the students is coordinated by a student care coordinator. Miriam van Bijlert is the Student Care Coordinator for the Sandcastle campus and Maartje Evenhuis for the South campus. Contact with youth care and other care agencies is made through the relevant student care coordinator. Support coordination for students receiving support via our Student Support Center (special education programme for primary and secondary) is done by Traudie Maas/Myrthe van Vliet from Stichting Kolom.

Complaints and the complaints procedure

The Esprit School Group's complaints procedure and the regulations on Reporting Wrongdoings can be found on the school website.

Internal Confidentiality Persons (for students and parents) at the AICS are Debbie Popplewell (South) and Brian Wasky (Sandcastle). They are the first points of contact. Esprit External Confidentiality Persons (for staff) are Alice Vlottes and Herman van der Wind. Their contact details can be found on the [Esprit Scholen website](#).

Social safety in the classroom

General rules for behaviour of students, staff and parents, are regularly evaluated with all parties involved and modified as necessary. Our framework for social safety is described in the Community Safety Agreement, supported by the Code of Conduct and Esprit Integrity Policy. In addition, every student enrolled in the secondary school has access to the Student Handbook that provides practical information as well as information about policy and procedures. For all students an Esprit student charter is available to ensure a respectful and predictable environment.

School buildings and their surroundings

Supervision and surveillance

The inside of all educational and support staff rooms should be 80% visible from the outside. In principle, the school adopts an open access for all rooms. The buildings also have a central welcome desk. The welcome desk/caretaking team supervises the entrance to the Primary School and the Secondary School. Surveillance cameras are located both inside and outside of the school. A designated caretaker and the Facilities Manager have access to the video images. Primary School students are always supervised when they go outside. A Verklaring Omtrent het Gedrag (VOG) document is required for volunteers (lunchtime supervisors) who supervise students during recess. All staff wear a white AICS visible lanyard. All Secondary students wear an orange lanyard. All visitors report to the welcome desk to sign-in and are given a green AICS lanyard to wear. Any stranger found in the school is questioned by staff members. Daily rounds of the building are

made by the caretakers. After the last round of the day, all rooms are locked, windows are closed and equipment is made inaccessible.

Arrangements with the neighbourhood/municipality

We work with our neighbourhood residents and their representatives on a regular basis. The community police officer and youth worker are called in if necessary.

Agreements with the police

The school is assigned a Community Police Officer (Wijkagent) for each AICS campus. The safety coordinator and Heads of Campus have direct and regular contact with the community police officer. For all locations, the community police officers can be reached at telephone no. 0900-8844. Vincent Koerse is the AICS' contact person for all locations. At least once a year, a Police and School Safety meeting takes place with the police department's contact person.

School community involvement

The Participation Council (PC)

Esprit has a General Participation Council for all its schools, and each school has its own Participation Council consisting of teaching staff, support staff, parents and students.

Measuring and improving school safety

The perception of safety

We use our Risk Inventory & Evaluations (RI&E) and satisfaction surveys to determine how safety is perceived in our school. The findings and the resulting points for improvements are included in the school planning and addressed once the report is available. We use Parnassys for the Primary School and iSAMS for the Secondary School as our basic student registration

systems. In iSAMS we register attendance and absences, we record incidents and follow student wellbeing. In the event of an accident, the welcome desk staff logs this directly in iSAMS.

The Heads of Campus are informed and determine what further action can/needs to be taken to prevent the accident from happening again. The Facilities Manager analyses if any physical adjustments need to be made on the school premises. Incidents come in many kinds and degrees of seriousness: a bullying incident, a theft, a quarrel, a broken windowpane. All could be termed 'incidents'. One kind of incident could occur more frequently than others. To be recorded, the incidents must take place inside the school building (classroom, hallway, gym), on the schoolyard, or during a school trip. Dealing with intimacy, sexuality and sexual intimidation is covered in our Integrity protocol. The internal and external confidentiality persons can also play a role in dealing with these sorts of incidents.

Upholding the effectiveness of the safety policy evaluation

The principal is ultimately responsible for physical and social safety at the AICS. Certain matters that involve more than one of the Esprit schools are handled through the Esprit School Group's Board of Directors. The Esprit School Group is responsible for the annual report, insurance, maintenance, legal matters, and human resources.

The Risk Inventory & Evaluation (RI&E)

The Facilities Manager is the contact for external parties and is responsible for conducting the RI&E. The Risk Inventory & Evaluation is conducted using the instruments Arbomeester, Arboscan VO and the Arbocatalogi PO and VO. The principal informs the leadership, staff and the Participation Council about conducting the Risk Inventory & Evaluation.

Emergency Evacuation Plan

A school emergency evacuation plan is available at each campus. The members of the Emergency Response Team also have their own documents

that refer to the school emergency evacuation plan. The Facilities Manager is responsible for this.

Fire Safety Inspection

The school is regularly inspected by inspectors from the Fire Brigade. Bridge Alert Management (BAM) makes an annual inspection of the fire alarm system. Ansul inspects the fire-extinguishing equipment every year. BAM also checks the emergency lighting system in order to ensure that the school can be evacuated safely under dim conditions.

Overview of documents pertaining to safety

Published on the [AICS website](#)

- [Bullying Intervention and Prevention Policy](#)
- [Code of Conduct](#)
- [Complaints Procedure](#)
- [Community Safety Agreement \(Once endorsed by PC\)](#)
- [Integrity Code](#)
- [Regulations on Reporting Wrongdoings](#)
- [Student Charter](#)
- [Student Support Profile](#)

Other documents pertaining to safety published on the shared drive.

- [Data Leakage Protocol](#)
- [Child Protection & Safeguarding Protocol](#)
- [Evacuation Procedure for Primary Teachers and Lunchtime Supervisors](#)
- [Evacuation Procedure for Secondary Teachers and Students During Class](#)
- [Sports Hall Evacuation Procedure for Gym Teachers and Supervisors](#)

The following safety documents are for internal use only:

- [Emergency Protocol Welcome Desk](#)
- [Evacuation Plan - South campus \(Dutch\)](#)
- [Evacuation Plan - South East campus \(Dutch\)](#)

- [Lockdown Procedure](#)
- [Incident Emergency Response](#)

Published on the [Esprit website](#)

Regulations, Policy and Publications

Privacy

- [Privacy Statement for Employees](#)
- [Privacy Statement for Students and Parents](#)

Complaints and Integrity

- [Attachment Integrity Code](#)
- [Complaints Scheme](#)
- [Integrity Code](#)
- [Reporting code and Reporting obligation](#)
- [Whistleblower Policy](#)

Confidential Advisors

- [External](#) (for Esprit staff)
- [Internal](#) (for AICS students and parents)