

*Newton International Academy, Barwa*

# Shelter-in-Place Policy

*An International Community of Learners, Striving for Excellence and Celebrating Success*

*Approved by: Senoir Management Team*
*Date Approved: September 2026*
*Next Review Date: September 2027*
*Review Cycle: Annual*

NEWTON INTERNATIONAL ACADEMY | BARWA

**Vision and Mission**

**Vision:**
An international community of learners striving for excellence and celebrating success.

**Mission:**
We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence at their level, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

**Commitment to Safety:**
The safety and wellbeing of all students, staff, and visitors are central to our school. Clear and effective emergency procedures ensure a secure environment at all times.

**1. Purpose**
This policy outlines the procedures to follow when it is safer to remain inside the school building due to an external threat. It ensures a calm, coordinated, and safe response.

**2. Definition**
Shelter-in-place is used when there is **danger outside the school**. It requires all individuals to remain in **safe internal areas**, away from windows and external exposure, until it is safe to resume normal activities.

**3. When Shelter-in-Place is required**
Shelter-in-place will be implemented in response to:



- External security threats
- Environmental hazards
- Civil or community emergencies
- Instructions from authorities

**Critical Distinction:**

External threat → Shelter-in-place
Internal threat → Evacuation

👉 **If a fire alarm sounds or there is any internal hazard, full evacuation must take place immediately in accordance with fire procedures.**

## 4. Core Safety Principles

- Immediate response – all activity stops
- Centralised leadership – follow SMT instructions only
- Students are supervised at all times
- Movement is calm, controlled, and organised
- Individuals remain away from windows and external exposure
- No running, pushing, or panic
- Clear communication is maintained

## 5. Activation Procedures

Shelter-in-place is activated by:

- Alarm and/or
- SMT announcement: “**Shelter in Place**”

**Upon activation:**

1. Stop all activities immediately
2. Staff take control of students
3. Students remain in or move to designated safe areas
4. **Doors must be closed and secured**
5. Await further instructions

## 6. Shelter-in-Place Procedures (NIA Barwa Specific – Updated)

### 6.1 EYFS

- Students remain in classrooms
- Doors are closed
- Continuous supervision and reassurance

### 6.2 Primary and Secondary Classrooms

- Students remain inside their classrooms
- **Doors must be closed and secured**
- Students move away from windows
- Sit calmly under teacher supervision

### 6.3 Library

- Students remain inside the library
- **Doors must be closed**
- Students sit in safe areas away from windows
- Staff maintain supervision and calm

### 6.4 Gym / PE Areas

- Students move to:
  - The PE classroom, or
  - The corridor outside the gym (away from windows)
- Sit calmly and remain supervised

### 6.5 School Clinic

- Students and nurses remain inside the clinic
- Doors must be closed
- Medical supervision continues as required

### 6.6 Reception (Visitors and Staff)

- Visitors and reception staff move to the designated meeting room
- Doors are closed
- Remain away from windows until further instruction

### 6.7 After-School / Bus Time Procedures / Break times outside

If shelter-in-place is activated after school:

- Students on buses (within school grounds):
  - Must disembark immediately
  - Return safely into the school building
- **Primary students:**
  - Return to their **classrooms**
- **Secondary students:**
  - Move to **their tutor rooms** (away from windows)
- Staff must ensure:
  - Calm, controlled movement
  - Full supervision at all times

### 6.8 General Expectations

- Remain seated or low where appropriate
- Stay away from windows, doors, and external exposure
- Remain calm and quiet
- Follow all staff instructions
- Do not leave designated areas

## 7. Responsibilities

### All Staff

- Take immediate responsibility for students
- Ensure doors are closed and areas secured
- Maintain constant supervision
- Keep students calm and reassured
- Prevent unsafe behaviour

### Senior Leadership Team (SMT)

- Initiate shelter-in-place
- Coordinate response
- Communicate clearly
- Liaise with authorities
- Monitor risk
- Issue the **All Clear**

### Support Staff

- Assist with supervision and movement
- Ensure safe areas remain clear
- Support implementation of procedures

## 8. Communication

- Delivered via school announcement system and internal channels
- Staff must follow official instructions only
- No independent decision-making

## 9. All Clear Procedure

Remain in place until:

**“All Clear”**

- Movement must be calm and supervised

## 10. Preparedness and Safety Measures

- Corridors and safe areas must remain clear
- Staff and students must be trained regularly
- Drills must be conducted
- Risk assessments reviewed periodically

## 11. Inclusion and Safeguarding

- Additional support for:
  >EYFS
  >Students with SEND
- Visitors must be supervised
- Emotional wellbeing prioritised

## 12. Monitoring and Review

- Reviewed annually
- Updated in line with guidance
- Evaluated after drills or incidents

## 13. Final Statement

Through clear procedures, calm behaviour, and strong leadership, NIA Barwa ensures the safety and wellbeing of its entire community during emergency situations.

## 14. Compliance Statement

This policy is implemented in accordance with MOE Circular 28 and the Ministry of Interior (MOI) regulations of the State of Qatar, ensuring alignment with national requirements for safety, security, and emergency response in educational institutions.