

## 3.7 SAFETY & SECURITY

At LAS, the safety and security of our students, staff, and visitors are our highest priority. With this goal in mind, we focus on the practice of prevention every day. Each department of the school regularly assesses potential risks in which students and others may find themselves. Appropriate steps are then taken to avoid those possibilities.

### 3.71 LAS CHILD PROTECTION POLICY

Safeguarding is defined as the actions that an institution can take to prevent, identify, and respond to the harm and abuse of students in their care. LAS is committed to the safeguarding and protection of children and to the prevention of child abuse in any form. We are committed to educating and supporting students, parents, and teachers in ways that develop protective behaviours, and to work with all members of the LAS community to help them recognize signs of abuse and give appropriate support where necessary.

LAS is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Protecting student welfare is the role of every professional who has contact with LAS students. All faculty and staff employed at LAS are required to report suspected incidences of physical, emotional, or sexual abuse or neglect to the Child Protection officer, Counselor, and Director of Safety and Security. All serious concerns are reported to the Head of the School.

Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with this policy and Swiss law. In addition, cases of suspected child abuse or neglect may be reported to the respective consulate in Switzerland, and/or to the appropriate child protection agency in the home country. If there is evidence of physical harm caused by suspected abuse, the student will be taken to hospital for examination, and the police will be informed, as appropriate. If it is felt that the student is in immediate or imminent danger, or a criminal offence has been committed, the police will be contacted. If there is deemed to be insufficient evidence to warrant immediate action, a period of observation and assessment will follow.

If it is suspected that an employee or voluntary worker in the school has abused a child, the Child Protection Officer, Counselor, Dean of Students, and/or Director of Safety and Security will inform the Head of School immediately. The case will be treated with the utmost gravity and a full investigation will follow.

LAS implements hiring practices that ensure the safety of our students. LAS, in accordance with Swiss law, requires background/police checks for all new faculty. LAS endorses the Convention on the Rights of the Child, of which Switzerland is a signatory, and seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives.

### 3.72 SECURITY

The entire LAS campus now operates on a single entry system, which strictly controls who can lawfully gain entrance to the school. Fire exits and rules are clearly posted. When school is in session, regular fire drills teach students how to exit a building safely and where to gather in an emergency situation. We also stage regular lockdown drills in case we need to secure the school in an emergency.

### 3.73 PERSONAL SAFETY

It is expected that individuals at LAS assume the ultimate responsibility for their personal safety. For all that is done to create, maintain, and improve a safe environment for our students, students must themselves play an active role in ensuring their own safety by being sensible, exercising caution, maintaining an awareness of their surroundings, and most of all, following our school's safety rules in this handbook. Students who engage in any unsafe behavior or activities will face serious disciplinary action.

### 3.74 FIRE SAFETY

At LAS, fire safety is everyone's concern. It is imperative that students and faculty adhere to fire evacuation procedures at all times. All residents will be made aware of the school's evacuation routes and procedures during dormitory orientation. Every resident must vacate a building in an orderly fashion when the alarm sounds and wait for the "all clear" signal before re-entering.

Items such as incense burners, candles, lighters, and other open heat sources (including electrical appliances) are strictly prohibited, as are flammable liquids such as kerosene, butane, and other common petroleum-based products. Smoking is also not permitted in any LAS dormitory.

Failure to comply with LAS fire safety rules and regulations places everyone in a dormitory at risk, therefore students who violate these rules and jeopardize others will face serious consequences. In addition, students found intentionally tampering with fire safety systems may face serious monetary fines in addition to severe disciplinary action or expulsion.

### 3.75 THEFT, SECURITY, PROTECTION, & INSURANCE

Theft is unfortunately a reality, and LAS is not immune to its presence. However, more than any other offense, theft destroys that sense of trust necessary to maintain a productive and thriving school community like our own. For this reason, we do not tolerate acts of theft, which is punishable by off-campus suspension. To minimize the likelihood of becoming a victim of theft, we ask students to lock all valuables in their school-provided personal safe or in the lockable storage areas in their rooms. Students must also keep exterior dorm room doors locked when they are away. When doing laundry, students should time their loads to keep track of their clothing in public areas.

Prevention is the best protection against theft. Small but valuable electronics, cell phones, wallets, and money should never be left out in the open or in unlocked areas. Students should lock bags or place them in school lockers in order to protect valuable items, such as school cell phones or computers. Large sums of money should be held in the school's accounting office for safekeeping. In addition, students should never borrow items not belonging to them without the owner's consent, regardless of the intention to return that item.

**Contents Insurance:** The insurance policy covers against damage relating to theft by breaking & entering or aggravated theft. Insurance claims require a police report and are subject to the terms and conditions of the policy.

**Personal liability Insurance:** The private liability insurance covers students against claims in damages formulated by third parties to property, and/or physical injury.