



RESPONSIBILITY FOR MAINTAINING SAFETY, SECURITY, AND ORDER IN THE SCHOOL ENVIRONMENT

Responsibility:	<i>Superintendent, Human Resource Services Manager, Health, Safety & Security</i>
Legal References:	<i>Education Act, S. 265; Regulation 298; Occupational Health and Safety Act, S 27, 28</i>
Related References:	<i>Policy 1002 – Occupational Health and Safety Policy Policy 1009 – Violence in the Workplace Policy 6000 – Safe Schools AP 1260 – Student Discipline AP 2330 – Management Process for Student Behaviours Causing a Risk of Injury AP 1270 – Traumatic Events Response AP 1280 - Threat/Risk Assessment A Community Threat/Risk Assessment Protocol Police School Board Protocol</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

The following procedures provide guidelines and expectations pertaining to the duties of principals and teachers regarding the maintenance of safety, security and order in the school environment.

2. Duties of Principal

2.1 The Education Act: Section 265: It is the duty of a principal of a school, in addition to the principal's duties as a teacher,

- 2.1.1 To maintain proper order and discipline in the school;
- 2.1.2 To develop co-operation and co-ordination of effort among the members of the staff of the school;
- 2.1.3 To furnish to the Ministry and to the appropriate supervisory officer any information that it may be in the principal's power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils, and any other matter affecting the interests of the school, and to prepare such reports for the board as are required by the board;
- 2.1.4 To give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school, to the care of all teaching materials and other school property, and to the condition and appearance of the school buildings and grounds;
- 2.1.5 Subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in his judgment be detrimental to the physical or mental well being of the pupils.

2.2 Regulation 298: Operation of Schools – General

- 2.2.1 Section 11.1 The principal of a school, subject to the authority of the appropriate supervisory officer, is in charge of

- The instruction and discipline of pupils in the school;
 - The organization and management of the school.
- 2.2.2 In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26(3);
- Provide for the supervision of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils;
 - Provide for the supervision of and the conducting of any school activity authorized by the board;
 - Inspect the school premises at least weekly and report forthwith to the board,
 - a) Where a parent of a pupil has been requested to compensate the board for damage to or destruction, loss or misappropriation of school property by the pupil and the parent has not done so, that the parent of the pupil has not compensated the board.
 - b) Report promptly any neglect of duty or infraction of the school rules by a pupil to the parent or guardian of the pupil.
 - Provide to the Minister or to a person designated by the Minister any information that may be required concerning the instructional program, operation or administration of the school and inform the appropriate supervisory officer of the request;
- 2.3 Occupational Health and Safety Act: Section 27: A supervisor shall ensure that a worker
- 2.3.1 Works in a manner required by this Act.
 - 2.3.2 Take every reasonable precaution reasonable in the circumstances for the protection of the worker.
- 2.4 Occupational Health and Safety Act: Section 28: A worker has the right to refuse work when the worker has reasonable grounds to believe said work will endanger their occupational health or safety or the occupational health or safety of another worker.
- 2.4.1 A supervisor shall investigate all concerns in the manner required by this Act.

3. Duties of Teacher

- 3.1 The Education Act: Section 264 (1): It is the duty of a teacher and a temporary teacher...
- 3.1.1 To maintain, under the direction of the principal, proper order and discipline;
- 3.2 Regulation 298: Operation of Schools General: Section 20
- 3.2.1 Be responsible for...the management of the class or classes;
 - 3.2.2 Carry out the supervisory duties...assigned to the teacher;
 - 3.2.3 Ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible;
 - 3.2.4 Co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices.
- 3.3 Occupational Health and Safety Act: Section 28 (1): A worker shall:
- 3.3.1 Use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
 - 3.3.2 Report to his/her supervisor the absence of or defect in any equipment or protective device.
- 3.4 No worker shall:
- 3.4.1 Remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - 3.4.2 Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker;
 - 3.4.3 Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.