



SAFETY RESPONSE ISSUES IN SCHOOLS

Responsibility: *Superintendent, Student Achievement & Well-Being*

Legal References: *Education Act, S. 265;
Regulation 298;*

Related References: *Policy 6000 – Safe Schools*

Effective Date:

Revisions: March 2016

Reviewed: March 2016

1. Preamble

The following procedures provide guidelines and expectations regarding safety response issues in schools.

2. Background

It is essential that the environment of the school be perceived by students, staff and parents as a safe and secure environment in which to learn and to work.

3. Responsibilities

3.1 Physical Plant

The principal is responsible for the health and safety of students and staff within the school and its grounds.

The principal must routinely inspect the school and its grounds and make any recommendations to appropriate board personnel regarding ways to improve the safety and security of the building and property for both students and staff.

3.2 Emergency Response Plan

3.2.1 The Emergency Response binder should be reviewed regularly by the principal. In addition to fire, tornado, and bomb threat procedures, there must also be plans to cover such problems as intruders/trespassers, and/or violent or potentially violent situations. The principal should use the administrative guideline and handbook for "Safety and Security in the School Setting" as the basis of the principal's emergency planning and make available copies of the teacher's handbook of the same title to all new staff. Copies of "In Case of Emergency.... Teacher's handbook: a Guide to Emergency Response Procedures" are to be posted in every classroom and in the office area near telephones.

3.2.2 On an annual basis, staff must be informed of the plans and their role in each plan.

3.2.3 The principal will form an Emergency Response Team. The team will take leadership in dealing with crises and emergency situations. The membership of the team should be carefully considered to ensure that the team has the requisite skills and training to be effective. In addition to administrative staff, the team should have at least one member trained in first aid and CPR, and all members (whether teaching or support staff) should have behaviour management systems training. The team's plan, procedures and approaches to crises must be communicated to all staff so they are comfortable with the planned response to a crisis and know their role in that response. Team membership must

be reviewed annually and a copy of the team membership be forwarded to the appropriate Superintendent, Student Achievement & Well-Being. The principal will ensure that the team and school staff practice the response plan at least once early in the school year.

3.3 Response Team

3.4 Behaviour Management Systems Training

- 3.4.1 The principal will ensure that at least three members of the emergency response team are trained in the seven to eight hour course in behaviour management systems strategies by the board's qualified trainers.

3.5 Communication

- 3.5.1 It is essential that the principal communicate to staff, students and parents, the plans and measures taken to make the school setting as safe and secure as possible and to respond to unforeseen circumstances and situations as they arise.
- 3.5.2 The principal must also communicate the responsibility that all students, staff and parents share to maintain the safety and security of all within the school setting.
- 3.5.3 The communication must be done annually and the principal must respond appropriately to suggestions and concerns expressed by any members of the school community who raise an issue pertaining to safety and security.
- 3.5.4 Principals must communicate the codes of conduct to staff, students, parents and the school council. This communication must occur on a yearly basis.