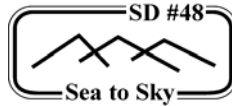


A SAFE SCHOOL



School: **Mamquam Elem.**

A SAFE SCHOOL is one in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion, and ensures a constant focus on student achievement.

In a safe school ...

PROCEDURES	SCHOOL ACTION PLAN 2010-2011
<p>✚ What school policies do you have that address the goal that all members of the school community are safe at school?</p>	<ul style="list-style-type: none"> • School Code of Conduct - 2010-2011 • Emergency Preparedness Procedures • Call back • Medical Alerts • School Closure Procedures • Critical Incidents • Teacher Handbook • TTOC Handbook • Student Agenda books
<p>✚ Are your Safe School procedures consistent with Board of Education policies?</p>	<p>- yes</p>
<p>✚ How often are procedures in your school reviewed and revised as promising new practices emerge?</p>	<p>- yearly with students, staff, parents</p>
<p>✚ How often do you gather evidence to monitor how procedures in your school contribute to school safety?</p>	<p>- ongoing - pre and post drills - as new information, issues or alerts are presented to the Admin.</p>

	Team
<ul style="list-style-type: none"> ✚ What emergency procedures are in place, in your school? 	<ul style="list-style-type: none"> - Fire, Earthquake - Code Red, Code Yellow, - Medical Alerts, Specific student emergency care i.e Diabetes, Anaphlyaxis - School closure - Critical Incidents and Tragic Events Plan
<ul style="list-style-type: none"> ✚ What role does your school play in community emergency response plans? 	<ul style="list-style-type: none"> - unknown at this time
<ul style="list-style-type: none"> ✚ What written responses does your school have to respond to critical incidents? 	<ul style="list-style-type: none"> - templates and guidelines from the SD#48 Tragic Events Plan - templates and guidelines from the Ministry of Education, "Responding to Critical Incidents", A Resource Guide for Schools
<ul style="list-style-type: none"> ✚ What written direction exists in your school to respond to alcohol and other prohibited substances? 	<ul style="list-style-type: none"> - School Code of Conduct 2010-2011
<ul style="list-style-type: none"> ✚ What written direction in your school exists where weapons are discovered? 	<ul style="list-style-type: none"> - School Code of Conduct 2010-2011
<ul style="list-style-type: none"> ✚ What written direction exists in your school regarding search and seizure protocols? Are they consistent with legislation and best practices? 	<ul style="list-style-type: none"> - none at this time
<ul style="list-style-type: none"> ✚ What written procedures exist in your school that addresses communicable diseases and other health/medical alerts? 	<ul style="list-style-type: none"> - School Health Resource Binder - follow directives of Superintendent - no specific procedures at this time

<ul style="list-style-type: none"> ✚ What written procedures in your school have been developed in consultation with community health professionals? 	<ul style="list-style-type: none"> - individual student health/medical plans - School Health Resource Binder
<ul style="list-style-type: none"> ✚ What written procedures exist in your school to address issues of child protection? 	<ul style="list-style-type: none"> - Teacher Handbook - The B.C. Handbook for action on Child Abuse and Neglect
<ul style="list-style-type: none"> ✚ How do you know that all staff members are familiar with child protection laws and procedures? 	<ul style="list-style-type: none"> - Contents of Teacher Handbook are routinely reviewed at the start of each school year - Laws and procedures are reviewed during the year in School Base Team meetings as needed
<ul style="list-style-type: none"> ✚ How can you show that reporting of unsafe conditions and actions is actively encouraged? 	<ul style="list-style-type: none"> - Health and Safety minutes - T.A. Log Book - Number of parent reports - Number of student reports
<ul style="list-style-type: none"> ✚ What reporting system is in place in your school that is clear, accessible and non-threatening? 	<ul style="list-style-type: none"> - parents use email, PAC meetings, face-to-face communication - students go to an adult they trust - staff use behavior logs, incident reports, face-to-face communication
<ul style="list-style-type: none"> ✚ How can you show that responses to reports are consistent and effective? 	
<ul style="list-style-type: none"> ✚ Are measures taken to resolve problems and recorded? Where? 	<ul style="list-style-type: none"> - Health and Safety Committee follow-up on safety concerns Easy Discipline is used to track incidents – Teachers, Councillors, Parents are given copies for their own follow-up
<ul style="list-style-type: none"> ✚ How do you know that students know who to approach for help in any school-related context? 	<ul style="list-style-type: none"> - Staff on duty where blaze orange safety vests - Supervision staff are introduced

	<p>at the beginning of the year and actively cultivate trust among students</p> <ul style="list-style-type: none"> - Staff use a variety of strategies including the Care Program, Second Step, Friends, Tribes
<ul style="list-style-type: none"> ✚ What procedures are in place to address visitors to the school? 	<ul style="list-style-type: none"> - Visitors report to the school office - Some regular volunteer have name badges - Student Hosting committee welcomes guest speakers
<ul style="list-style-type: none"> ✚ How do you know that visitors are aware of guidelines before visiting/entering the school? 	<ul style="list-style-type: none"> - we don't at this time
<ul style="list-style-type: none"> ✚ Are protocols and relationships developed with local police and other agencies to establish how the school and community will partner to promote safety and address safety concerns? 	<ul style="list-style-type: none"> - we work with Constable Shostak, our school liaison officer - We work with Squamish Fire Department
<ul style="list-style-type: none"> ✚ How can you show that Workers' Compensation Board Occupational Health and Safety regulations are met or exceeded? 	<ul style="list-style-type: none"> - Health and Safety committee minutes and twice yearly School Facilities Inspection
<ul style="list-style-type: none"> ✚ How can you show that staff members know WCB requirements and protocols? 	<ul style="list-style-type: none"> - Each September all staff complete a WCB Health and Safety Orientation checklist

In a safe school ...

PRACTICES	SCHOOL ACTION PLAN 2010-2011
<ul style="list-style-type: none"> • How many emergency drills were held in your school, this school year? 	<ul style="list-style-type: none"> • 6 Fire evacuation • 3 Earthquake drills • 2 Lockdown drills
<ul style="list-style-type: none"> • How can you show that during emergencies and critical incidents - do individuals in your school carry out their responsibilities, do members of the school community feel supported and is a stable environment maintained? 	<ul style="list-style-type: none"> • Responsibility charts
<ul style="list-style-type: none"> • How can you show that school personnel in your school respond quickly and effectively to reports of unsafe conditions or actions? 	<ul style="list-style-type: none"> • No tracking mechanism for response time exists • Response time for drills may or may not be included on the review and feedback form
<ul style="list-style-type: none"> • How can you show that all members of staff are capable and confident when they receive a report of an unsafe condition or activity? 	<ul style="list-style-type: none"> • No tracking mechanism exists • Staff actions and response to drills may or may not be included on the review and feedback form
<ul style="list-style-type: none"> • How can you show that students and others feel supported in reporting unsafe conditions, actions or 	<ul style="list-style-type: none"> • No tracking mechanism exists

<p>potential incidents, and they report when issues arise?</p>	
<ul style="list-style-type: none"> • How can you show that an effective school-wide strategy is in place to reduce the number of incidents of bullying, harassment and intimidation? 	<ul style="list-style-type: none"> • Easy Discipline records specifically show the number of such incidents
<ul style="list-style-type: none"> • How frequent do problems occur with prohibited items and substances? How can you show that when they occur, they are addressed in a way that does not negatively affect the safe operation of the school? 	<ul style="list-style-type: none"> • Easy Discipline records specifically show the number of such incidents • Student files contain records of intervention such as counseling, restorative justice practices
<ul style="list-style-type: none"> • Can you show that offenders are treated fairly and are referred for counselling help when appropriate? 	<ul style="list-style-type: none"> • Student files contain records of intervention such as counseling, restorative justice practices
<ul style="list-style-type: none"> • Can you show that communicable disease outbreaks are controlled through good communication, clear roles and inter-agency collaboration? 	<ul style="list-style-type: none"> • In consultation with the Superintendent, all mechanisms of communication would be employed: letters home, email, newsletters, PAC phone trees
<ul style="list-style-type: none"> • Can you show that post-outbreak follow-up occurs? 	<ul style="list-style-type: none"> • Notes are kept in the Administrators' Daily Log
<ul style="list-style-type: none"> • What provisions for students with health alerts are made? How can you show that emergencies are handled appropriately? 	<ul style="list-style-type: none"> • Training of teachers and TA's is provided each year by the school nurse • Annual review of all student health alerts is conducted by the school

	nurse. Student Medical Alter Plans are updated and kept: in the staff room on the Health Alert Board, in Teacher plan books, TOC plan books, and in the office. School nurse and Case managers conduct debriefs with staff following emergencies.
<ul style="list-style-type: none"> • What records are kept of health emergencies and interventions? 	<ul style="list-style-type: none"> • Accident reports • Medical Care plan records
<ul style="list-style-type: none"> • How can you show that suspected cases of abuse and neglect are reported promptly, in accordance with legislation and locally established protocols? 	<ul style="list-style-type: none"> • Confidential
<ul style="list-style-type: none"> • How can you show that students are only released into the custody of persons who have appropriate authority? 	<ul style="list-style-type: none"> • Sign out sheet for during the school day • Student ID cards
<ul style="list-style-type: none"> • How can you show that suspicious persons are reported to police immediately? 	<ul style="list-style-type: none"> • Notes are kept in the Administrators' Daily Log
<ul style="list-style-type: none"> • How can you show that visitors to the school are easily identifiable and their purpose and location are known to the school P/VP and secretary?. 	<ul style="list-style-type: none"> • No tracking mechanism exists at this time

