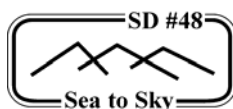


# A SAFE SCHOOL



**School: Myrtle Philip  
Community School**

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
<ul style="list-style-type: none"> <li>• What school policies do you have that address the goal that all members of the school community are safe at school?</li> </ul>	Emergency Response Plan in Staff Handbook Reviewed at initial staff meeting in September and updated as necessary at subsequent staff meetings
<ul style="list-style-type: none"> <li>• Are your Safe School procedures consistent with Board of Education policies?</li> </ul>	yes
<ul style="list-style-type: none"> <li>• How often are procedures in your school reviewed and revised as promising new practices emerge?</li> </ul>	As appropriate but at least annually
<ul style="list-style-type: none"> <li>• How often do you gather evidence to monitor how procedures in your school contribute to school safety?</li> </ul>	As appropriate but at least annually

<ul style="list-style-type: none"> <li>• What emergency procedures are in place, in your school?</li> </ul>	<p>Emergency Response Plan in staff handbook</p>
<ul style="list-style-type: none"> <li>• What role does your school play in community emergency response plans?</li> </ul>	<p>Not aware of any role for this school</p>
<ul style="list-style-type: none"> <li>• What written responses does your school have to respond to critical incidents?</li> </ul>	<p>As per School District Policy</p>
<ul style="list-style-type: none"> <li>• What written direction exists in your school to respond to alcohol and other prohibited substances?</li> </ul>	<p>As per School District Policy</p>
<ul style="list-style-type: none"> <li>• What written direction in your school exists where weapons are discovered?</li> </ul>	<p>As per School District Policy</p>
<ul style="list-style-type: none"> <li>• What written direction exists in your school regarding search and seizure protocols? Are they consistent with legislation and best practices?</li> </ul>	<p>As per School District Policy</p>
<ul style="list-style-type: none"> <li>• What written procedures exist in your school that addresses communicable diseases and other health/medical alerts?</li> </ul>	<p>As per School District Policy</p> <p>Vancouver Coastal Health Dept Binder in office</p>

<ul style="list-style-type: none"> <li>• What written procedures in your school have been developed in consultation with community health professionals?</li> </ul>	Immunization protocols
<ul style="list-style-type: none"> <li>• What written procedures exist in your school to address issues of child protection?</li> </ul>	As per School District, Ministry of Education and Ministry of Child and Family Policies
<ul style="list-style-type: none"> <li>• How do you know that all staff members are familiar with child protection laws and procedures?</li> </ul>	Reviewed at September staff meeting
<ul style="list-style-type: none"> <li>• How can you show that reporting of unsafe conditions and actions is actively encouraged?</li> </ul>	Health and Safety committee report to staff meeting
<ul style="list-style-type: none"> <li>• What reporting system is in place in your school that is clear, accessible and non-threatening?</li> </ul>	Health and Safety binder
<ul style="list-style-type: none"> <li>• How can you show that responses to reports are consistent and effective?</li> </ul>	No repeated incidents
<ul style="list-style-type: none"> <li>• Are measures taken to resolve problems and recorded? Where?</li> </ul>	Safety Binder, Work Order Binder
<ul style="list-style-type: none"> <li>• How do you know that students know who to approach for help in any school-related context?</li> </ul>	Behaviour/ Counseling Records

<ul style="list-style-type: none"> <li>• What procedures are in place to address visitors to the school?</li> </ul>	<p>Sign in at office, Visitor identification badges</p>
<ul style="list-style-type: none"> <li>• How do you know that visitors are aware of guidelines before visiting/entering the school?</li> </ul>	<p>Clerical Assistant and/or Principal provides necessary information to visitors</p>
<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<p>yes</p>
<ul style="list-style-type: none"> <li>• How can you show that Workers' Compensation Board Occupational Health and Safety regulations are met or exceeded?</li> </ul>	<p>Reports in Health and Safety binder</p>
<ul style="list-style-type: none"> <li>• How can you show that staff members know WCB requirements and protocols?</li> </ul>	<p>Reviewed at September staff meeting</p>

*In a safe school ...*

<p style="text-align: center;"><b>PRACTICES</b></p>	<p style="text-align: center;"><b>SCHOOL ACTION PLAN 2010-2011</b></p>
<ul style="list-style-type: none"> <li>• How many emergency drills were held in your school, this school year?</li> </ul>	<ul style="list-style-type: none"> <li>• 8</li> </ul>
<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored by Principal and support staff at every drill</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that school personnel in your school respond quickly and effectively to reports of unsafe conditions or actions?</li> </ul>	<ul style="list-style-type: none"> <li>• Completed work orders</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that all members of staff are capable and confident when they receive a report of an unsafe condition or activity?</li> </ul>	<ul style="list-style-type: none"> <li>• Reports filed in office</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that students and others feel supported in reporting unsafe conditions, actions or potential incidents, and they report when issues arise?</li> </ul>	<ul style="list-style-type: none"> <li>• School satisfaction surveys</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that an effective school-wide strategy is in place to reduce the number of incidents of bullying, harassment and intimidation?</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-bullying programs in classes</li> </ul>

<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<ul style="list-style-type: none"> <li>• Very rarely/never</li> </ul>
<ul style="list-style-type: none"> <li>• Can you show that offenders are treated fairly and are referred for counselling help when appropriate?</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling referral in files</li> </ul>
<ul style="list-style-type: none"> <li>• Can you show that communicable disease outbreaks are controlled through good communication, clear roles and inter-agency collaboration?</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to Public Health on absentee rates</li> </ul>
<ul style="list-style-type: none"> <li>• Can you show that post-outbreak follow-up occurs?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meeting review of attendance/ illnesses</li> </ul>
<ul style="list-style-type: none"> <li>• What provisions for students with health alerts are made? How can you show that emergencies are handled appropriately?</li> </ul>	<ul style="list-style-type: none"> <li>• Alert forms in classroom and medical room; Teachers, support staff and classmates informed and educated</li> </ul>
<ul style="list-style-type: none"> <li>• What records are kept of health emergencies and interventions?</li> </ul>	<ul style="list-style-type: none"> <li>• Accident reports</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that suspected cases of abuse and neglect are reported promptly, in accordance with legislation and locally established protocols?</li> </ul>	<ul style="list-style-type: none"> <li>• As per School District/Ministry Policies</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that students are only released into the custody of persons who have appropriate authority?</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency contact information on file</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that suspicious persons are reported to police immediately?</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison with Community Police Officer</li> </ul>
<ul style="list-style-type: none"> <li>• 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?.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors Identification badges</li> </ul>