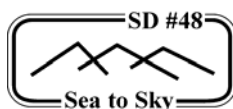


A SAFE SCHOOL



School: Signal Hill Elementary

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"> • What school policies do you have that address the goal that all members of the school community are safe at school? 	<ul style="list-style-type: none"> • School Handbook, Newsletter communication with parents
<ul style="list-style-type: none"> • Are your Safe School procedures consistent with Board of Education policies? 	<ul style="list-style-type: none"> • Yes
<ul style="list-style-type: none"> • How often are procedures in your school reviewed and revised as promising new practices emerge? 	<ul style="list-style-type: none"> • Yearly
<ul style="list-style-type: none"> • How often do you gather evidence to monitor how procedures in your school contribute to school safety? 	<ul style="list-style-type: none"> • PAC meets, Staff meetings, safety meetings each month when all staff and parents get to voice their concerns, opinions, ideas, suggestions, ask questions.
<ul style="list-style-type: none"> • What emergency procedures are in place, in your school? 	<ul style="list-style-type: none"> • Critical Incident, Earthquake/Fire, Flood, Power Failure, Playground Emergency Response, School Handbook and District Polices
<ul style="list-style-type: none"> • What role does your school play in community emergency response plans? 	<ul style="list-style-type: none"> • Our school is the central Emergency Response Site with the community.

	It is equipped with a special backup power source and has resources stored in each room for all students and staff.
<ul style="list-style-type: none"> • What written responses does your school have to respond critical incidents? 	<ul style="list-style-type: none"> • Staff Handbook outlines this.
<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 District Policy & Procedures and Regulations.
<ul style="list-style-type: none"> • What written direction in your school exists where weapons are discovered? 	<ul style="list-style-type: none"> • School District/Ministry Regulations and Policy. • The P and VP will check with the Superintendent as needed.
<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"> • School District and Ministry Regulations and Policy. Contact with the police would be made.
<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"> • Medical Alerts are posted throughout the school at each of the major staff telephones. Pictures and names and allergy of each students is listed. Anaphylaxis procedures are in place. School follows School District Policy and Procedures. For communicable diseases the school adheres to the Ministry of Ed requirement to report when over 10% of school population reports in sick. PHN is active in the school.
<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"> • Head Lice Checks. A binder on communicable diseases. Telephone access and email correspondence.
<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"> • A Student Alert Binder (red) in the office locked in cabinet. All staff informed of where it is. Teachers

	<p>informed of who the students are. Administration meets with necessary staff when needed.</p> <ul style="list-style-type: none"> • One staff member responsible for students in care as per Ministry guideline.
<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"> • We review information at staff meetings and with individual staff members. All staff told to check at the office if they have any questions.
<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"> • Reporting is encouraged at all times. Reminders are sent out in the school's weekly internal newsletter to staff. Staff is asked for input at the regular staff meeting when the H&S Committee reports out. It is a permanent item on the staff meeting agenda.
<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"> • The school has monthly staff meetings at which the H&S Committee reports out; minutes are kept and posted in staffroom. The H&S committee meets regularly. All staff is reminded and encouraged to report all unsafe info ASAP; to fill out work orders ASAP. • There is a book in medical room for staff to record accidents.
<ul style="list-style-type: none"> • How can you show that responses to reports are consistent and effective? 	<ul style="list-style-type: none"> • Minutes – staff meeting and H& S Committee meeting minutes.
<ul style="list-style-type: none"> • Are measures taken to resolve problems and recorded? Where? 	<ul style="list-style-type: none"> • Yes. Minutes of H&S are kept in the staff room on a clearly identified clip board on the bulletin board. Copies of work orders are kept in the office.
<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"> • Students are introduced to all staff at the beginning of the school year. They are informed that these are the people who can help them and are 'safe' people. On supervision staff wear orange safety vests for quick

	and easy identification. All students know that the office is always open and that it is always staffed in case of problems.
<ul style="list-style-type: none"> • What procedures are in place to address visitors to the school? 	<ul style="list-style-type: none"> • All visitors must sign in at the office. They must also wear a Visitor Badge which clearly identifies them as a visitor. They must sign out when they leave. Staff know to present themselves to strangers to sign in.
<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"> • Parents are informed about this policy in a newsletter at the beginning of the year. Further reminders are sent home throughout the year. Clerical staff follows up with those who may 'forget' to sign in. When needed admin calls the home to ensure procedures are understood and followed. They sign in.
<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"> • Yes. Admin has informal contact with the local RCMP. The RCMP know they are always welcome into the school. We work with the RCMP through the DARE program and floor-hockey games with students and staff. • Admin has a close relationship with the RCMP clerk who can answer many questions quickly.
<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"> • WHMS info readily available. Regular OH&S meetings each month and 2 walkabouts per year. District provides safety training sessions for members of this committee. As well there is training at staff meetings (ie. Fire extinguisher, EPI Pen, anaphylaxis, epilepsy)
<ul style="list-style-type: none"> • How can you show that staff members know WCB requirements and protocols? 	<ul style="list-style-type: none"> • All information on WCB and protocols are made easily accessible

	<p>to all staff. This is stored at the office in clearly identified binders. All staff has access to our safety committee minutes which are posted in the staff room and clearly identified on the bulletin board.</p>
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In a safe school ...

<p style="text-align: center;">PRACTICES</p>	<p style="text-align: center;">SCHOOL ACTION PLAN 2010-2011</p>
<ul style="list-style-type: none"> • How many emergency drills were held in your school this school year? 	<ul style="list-style-type: none"> • 9 so far with more to come. A total of 11 – 6 fire drill, 3 Earthquake, 2 Codes (1 RED and one YELLOW)
<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"> • After drills the principal gives us written feedback in the Bugle, emails and via announcements. • In actual emergencies, all staff act accordingly, immediately & appropriately.
<ul style="list-style-type: none"> • How can you show that suspicious persons are reported to the police immediately? 	<ul style="list-style-type: none"> • Code Red or Yellow if necessary. • Suspicious persons are reported to the office immediately – clerical & admin call police. • Emergency staff meetings are called. • Office sends out email. • Send messengers to report to teachers.
<p>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?</p>	<ul style="list-style-type: none"> • Visitor check-in at office to sign in & identify purpose. • Visitor tags • Communication in office

	between secretary and admin.
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"> • Setting up a protocol and making everyone aware of it.
How can you show that students and others feel supported in reporting unsafe conditions, actions or potential incidents, and they report when issues arise?	<ul style="list-style-type: none"> • Reassuring person. • Documentation of reported incidents. • Who is 1st Aid person for the kids.
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"> • We have the forms, phone #'s and necessary info to deal with this. • Social Services keep records.
How can you show that students are only released into the custody of persons who have appropriate authority?	<ul style="list-style-type: none"> • List of custody agreement/orders are in office – avail for all staff to review. • All teachers are informed of their class situation.
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"> • Counselling time • Office tracks referrals for bullying • Systematic approach by admin to deal with repeat offenders • Specific individual behaviour plans that extend to time outside of the classroom.