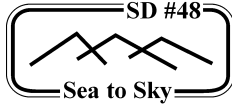


# A SAFE SCHOOL



School: SPRING CREEK 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>	<ul style="list-style-type: none"> <li>*District Policies</li> <li>*Student Behaviour Required Practice at SCCS</li> <li>*School Code of Conduct</li> <li>*SCCS Guidelines for Safe Playground Behaviour</li> <li>*Regulations for Conduct on School Buses</li> </ul>
<ul style="list-style-type: none"> <li>• Are your Safe School procedures consistent with Board of Education policies?</li> </ul>	<p>Yes</p>
<ul style="list-style-type: none"> <li>• How often are procedures in your school reviewed and revised as promising new practices emerge?</li> </ul>	<ul style="list-style-type: none"> <li>*Playground Guidelines are reviewed weekly at TA meetings and are reviewed at the First Whole Staff Meeting of the year</li> <li>*Safe School Procedures for fire, earthquake, highway closures, lockdown are reviewed at First Whole Staff Meeting of the year</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*Daily touch back with supervisors following Recess and Lunch Breaks and at day's end</li> <li>*Blue EasyDiscipline Report forms submitted to principal with copies to classroom teacher</li> </ul>

<ul style="list-style-type: none"> <li>• What emergency procedures are in place, in your school?</li> </ul>	<ul style="list-style-type: none"> <li>*fire</li> <li>*earthquake</li> <li>*power outage</li> <li>*severe winter weather</li> <li>*highway closure</li> <li>*bus breakdown</li> <li>*code yellow outside danger</li> <li>*code red inside danger</li> </ul>
<ul style="list-style-type: none"> <li>• What role does your school play in community emergency response plans?</li> </ul>	<ul style="list-style-type: none"> <li>*ESS Reception Centre location</li> <li>*Storage of ESS resources are at our disposal should students need to shelter in place</li> <li>*Discussions with RMOW at Bldg Management Meetings, Fire Rescue and ESS</li> <li>*Participation in tabletop exercise</li> </ul>
<ul style="list-style-type: none"> <li>• What written responses does your school have to respond to critical incidents?</li> </ul>	<ul style="list-style-type: none"> <li>*District Policies and Procedures</li> <li>*Binder is being prepared for distribution to all schools in September 2010 for Emergency Preparedness</li> </ul>
<ul style="list-style-type: none"> <li>• What written direction exists in your school to respond to alcohol and other prohibited substances?</li> </ul>	<ul style="list-style-type: none"> <li>*District Policies, Regulations, and Administrative Procedures</li> <li>*District and RMOW MOU</li> </ul>
<ul style="list-style-type: none"> <li>• What written direction in your school exists where weapons are discovered?</li> </ul>	<ul style="list-style-type: none"> <li>*District Policies, Regulations, and Administrative Procedures</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*District Policies, Regulations, and Administrative Procedures</li> </ul>
<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>	<ul style="list-style-type: none"> <li>Vancouver Coastal Health Protocols and Procedures</li> <li>*District Pandemic Plan</li> </ul>

<ul style="list-style-type: none"> <li>• What written procedures in your school have been developed in consultation with community health professionals?</li> </ul>	<ul style="list-style-type: none"> <li>*Vancouver Coastal Health Red Binder</li> </ul>
<ul style="list-style-type: none"> <li>• What written procedures exist in your school to address issues of child protection?</li> </ul>	<ul style="list-style-type: none"> <li>*District Policies</li> <li>*Specific Court Orders in student files</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*Review at First Whole Staff Meeting of the year</li> <li>*Discussions at the First Whole Staff Meeting include specific students – SPED, medical alerts, and court orders</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that reporting of unsafe conditions and actions is actively encouraged?</li> </ul>	<ul style="list-style-type: none"> <li>*Blue EasyDiscipline Report forms for student behaviour are available - Staff and Copy Rooms</li> <li>*Work Order forms are available in Copy Room</li> <li>*OHS Incident Report forms are available in Copy Room</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*Open Door Policy – Principal</li> <li>*Accessible report forms</li> <li>*Easy and convenient submission box on Principal’s office door</li> <li>*Also receive via email – direct reports, copies of reports, copies of parent concerns, etc. If from parents, I send an immediate response re follow-up.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that responses to reports are consistent and effective?</li> </ul>	<ul style="list-style-type: none"> <li>*Email record</li> <li>*Discussed and followed-up responses are dated and filed in respective binders – OHS, EasyDiscipline, and re. L3 students, filed in their student folders</li> </ul>
<ul style="list-style-type: none"> <li>• Are measures taken to resolve problems and recorded? Where?</li> </ul>	<ul style="list-style-type: none"> <li>*All reports are recorded with follow-up on forms, Principal’s Diary, and in person with those concerned</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*All supervisors and Principal converge in each class in September – to be introduced and to review how to identify them, how to get help, and how to report</li> </ul>

<ul style="list-style-type: none"> <li>• What procedures are in place to address visitors to the school?</li> </ul>	<ul style="list-style-type: none"> <li>*Visitors report to the office and sign in their respective binders</li> <li>*Badges given</li> </ul>
<ul style="list-style-type: none"> <li>• How do you know that visitors are aware of guidelines before visiting/entering the school?</li> </ul>	<ul style="list-style-type: none"> <li>*Upon initial introduction to the school, procedures are reviewed</li> <li>*RMOW and School sign off on agreements for school use by user groups in advance of bookings</li> <li>*Signage discussed at Bldg Mmt Mtgs.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*DARE</li> <li>*Whistler Community Services</li> <li>*Big Brothers Big Sisters</li> <li>*ESS</li> <li>*Fire Safety</li> </ul>
<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>	<ul style="list-style-type: none"> <li>*All staff review and complete Health and Safety Orientation forms at First Staff Meeting of the year</li> <li>*Building Safety Inspections in October and March</li> <li>*OHS Committee follows up with inspection concerns</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that staff members know WCB requirements and protocols?</li> </ul>	<ul style="list-style-type: none"> <li>*Staff sign off on the Health and Safety Orientation forms</li> <li>*Areas requiring training are taught by qualified personnel</li> <li>*Plans to practice using fire extinguisher in September</li> </ul>

*In a safe school ...*

PRACTICES	SCHOOL ACTION PLAN 2010-2011
<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>• 6</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>• Summary – recorded in Emergency Procedure book</li> <li>• Review at staff meeting if necessary – pre/post</li> <li>• Review at PAC meetings</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>• Recorded</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>• Attention to correct the concern is made immediately</li> <li>• Correction is written on report</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>• Verbal discussions and feedback following issue with all concerned – student, parents, classroom teacher, supervisors</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>• EasyDiscipline Reports show: fewer incidents, show: kinds of incidents are less serious, and show that students' responses are more responsible</li> <li>• MOE Satisfaction Surveys show improved results</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>• None</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>• None – no need</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>• Website, paper notices, word of mouth, radio, phone calls – are all effective – students stay home or are picked up by a caregiver, parents call to inform us</li> <li>• Report form from Vancouver Coastal Health</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>• Vancouver Coastal Health is: alerted, follows up with families, gives us an update if requested</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>• Student Medical Alerts are posted in the Medical Room and each child is discussed at the First Staff Meeting of the year – info &amp; photo</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>• BCeSIS</li> <li>• Accident and Incident forms</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>• Ministry of Children and Families Intake Log</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>• Formal sign-out of classrooms permitted with signed and dated letters of permission from parents and guardians</li> <li>• Requests for bus changes and for alternate rides home must be made with signed and dated letters from parents and guardians</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>• Principal's Diary</li> <li>• RCMP Dispatch Log</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>• All visitors report to the office and sign in</li> <li>• Name tag is given</li> </ul>