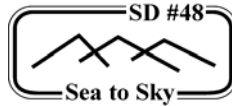


A SAFE SCHOOL



School: Stawamus 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 Code of Conduct • Safety in the Workplace policies • WorkSafe BC Regulations
<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"> • Twice a year and as needed
<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"> • Discipline reports examined monthly • Constant discussions with staff • Whenever needed – emergency plans put in place.

<ul style="list-style-type: none"> • What emergency procedures are in place, in your school? 	<ul style="list-style-type: none"> • All – as required by District and Provincial Policy
<ul style="list-style-type: none"> • What role does your school play in community emergency response plans? 	<ul style="list-style-type: none"> • School District and Municipality contact school in case of emergency directly related to our community • School emergency plans in place
<ul style="list-style-type: none"> • What written responses does your school have to respond to critical incidents? 	<ul style="list-style-type: none"> • Notes taken at time of incident • District forms
<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"> • Signs posted outside of building
<ul style="list-style-type: none"> • What written direction in your school exists where weapons are discovered? 	<ul style="list-style-type: none"> • In District policy • Code of Conduct/school planners • School Emergency Procedure Handbook
<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 policy • School Emergency Procedure Handbook
<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"> • Health and Safety binder • Nurse/medical alert binder

<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 safety plans in IEP's • Individual medical plans in IEP's
<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"> • Ministry and School District policy handbooks/binder • Any custody issues/court orders on file
<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"> • Review at staff meetings through the year • Administrative guidance and support at time of reporting
<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"> • Work orders • Staff meeting minutes of procedures
<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"> • Review of communication protocols/ethics/duty to report • Work orders readily available
<ul style="list-style-type: none"> • How can you show that responses to reports are consistent and effective? 	<ul style="list-style-type: none"> • Reports of findings and incidents • Completed work orders
<ul style="list-style-type: none"> • Are measures taken to resolve problems and recorded? Where? 	<ul style="list-style-type: none"> • Administrators notes/personnel files • Kept in 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"> • Past practice indicates this - Ask them – they tell you • Counselor/staff review with students (who/how)

<ul style="list-style-type: none"> • What procedures are in place to address visitors to the school? 	<ul style="list-style-type: none"> • Upon arrival: <ul style="list-style-type: none"> • Report to office • Wait at office • 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"> • Reviewed with individuals new to the school and PAC • Newsletters and planners • Signage
<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"> • School community RCMP liaison • Policy of other agencies/School District policies/Ministry policies
<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"> • Follow District/WorkSafe BC mandated policy • Minutes posted • Record of forms kept
<ul style="list-style-type: none"> • How can you show that staff members know WCB requirements and protocols? 	<ul style="list-style-type: none"> • Staff meetings • Office staff ensure proper forms are completed

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"> • Fire drill – 6 • Earthquake – 3 • Lockdown – 2 • Wildlife - 1
<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"> • Reporting slips • Drills are effective and efficient • Review at staff meetings
<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"> • They follow procedures as outlined in Emergency Response document • Staff report any emergency or unsafe conditions to the office
<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"> • Practice these situations ie. drills • Debrief after practice
<ul style="list-style-type: none"> • 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"> • They do so freely • They report to adults in the building

<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"> • Discipline reports • 2nd Step Program used • Buddies • Other Bullying awareness programs
<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"> • Rarely • Administrator follows correct procedures and contacts Board Office
<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"> • Referrals to counselor • Follow School District policy
<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"> • Newsletters • Letters to families in affected classrooms • Contact Nurse
<ul style="list-style-type: none"> • Can you show that post-outbreak follow-up occurs? 	<ul style="list-style-type: none"> • Attendance records • Contact with Public Health
<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"> • Keep binder in staff room • Student information binder in office • All staff are made aware of any new/serious health alerts • Training is provided
<ul style="list-style-type: none"> • What records are kept of health emergencies and interventions? 	<ul style="list-style-type: none"> • Incident Report Forms • Classroom lists • School lists • Student file

<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"> • Notes/copies of any correspondence or documentation • School District policy followed in consultation with School Board Office
<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"> • Student information binder in office with emergency contacts • Emergency Preparedness binder • Staff informed of any custody issues
<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 kept • RCMP report/case #
<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"> • Sign at front of office • Check in/sign in