Administrative Procedure 153

STUDENT AND STAFF SAFETY

Background

Saskatchewan Rivers Public School Division is committed to ensuring safe learning and working environments throughout the school division to ensure acceptable standards of comfort, safety, health and sanitation.

Procedures

1. General
   - 1.1 Principals are ultimately responsible for the safety of students and employees at the school.
   - 1.2 The principal is required to conduct an investigation into all potential and reported incidents of unsafe conditions and establish a plan to alleviate the safety concern.
   - 1.3 The principal is responsible for establishing and communicating clear processes for the development, review and communication of safety plans.
   - 1.4 The principal is to ensure that all exterior doors are locked during the school day.
     - 1.4.1 The main door entrance may remain unlocked if not equipped with an electronic door locking system.
     - 1.4.2 The principal may approve leaving an exterior door entrance unlocked and monitored for special events or circumstances.
   - 1.5 The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
   - 1.6 The principal is to comply with established local, provincial or divisional administrative procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
   - 1.7 The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with Saskatchewan Employment Act.

2. The division directs that all employees who have reasonable grounds to believe that there is a child in need of protection from abuse report the matter immediately to an appropriate authority in accordance with *The Child and Family Services Act* and/or *The Emergency Protection of Victims of Child Sexual Abuse and Sexual Exploitation Act.* All employees shall follow the Saskatchewan Child Abuse Protocol Saskatchewan Child Abuse Protocol.

3. Student Safety Plan
   - 3.1 The principal shall ensure that a Student Safety Plan is developed for each student whose repeated and/or predictable behaviour is considered at risk of significant harm to self or others in the school.
     - 3.1.1 The classroom teacher, Educational Support and Principal shall collaborate with other relevant school team members, parents and members of the SRPSD Inclusive Learning Team in elaborating the Student Safety Plan.

3.1.2 The principal shares the Student Safety Plan with all persons responsible for carrying out the plan (including substitutes and others who may supervise the student) in order that everyone understands their role in ensuring the student's safety.

3.1.3 The principal shall ensure distribution of the Student Safety Plan as follows:

3.1.3.1 a copy is inserted the student's cumulative file

3.1.3.2 a copy is given to the parents/guardians

3.1.3.3 a copy is forwarded to SSS Superintendent for inclusion in the student's SSS file.

3.1.4 The principal shall ensure that a flag is added to the student's profile in the Student Information System to indicate the existence of an active safety plan

3.1.5 The SSS superintendent shall confirm the existence of a flag in the student's profile in the Student Information System to indicate the existence of an active safety plan.

3.1.6 The Educational Support Teacher shall ensure that the Student Safety Plan is a component of the student's Inclusion and Intervention Plan.

3.1.7 The principal will document that all employees who have direct, regular contact with students with a history of violent aggressive behaviour in school are informed of the risk of injury and related information.

3.2 The principal shall offer to employees having to do physical interventions when managing violent student behaviours associated with an active Student Safety Plan training in Non-Violent Crisis Intervention (NVCI).

3.2.1 The principal shall contact the Student Support Services Consultant to coordinate NVCI training for employees.

4. Transition of students with student safety plans

4.1 When a student with an active student safety plan leaves a school, the principal shall follow the procedures listed on the Sending Principal Checklist.

4.2 A principal who is to receive a student from within SRPSD who has an active student safety plan will be notified through the following process:

4.2.1 Notification by the Student Support Services consultant;

4.2.2 Notification by the sending principal.

4.3 When a principal is informed of the upcoming arrival of a student with an active safety plan, the principal shall follow the procedures listed on the Receiving Principal Checklist.

5. Emergency Response Plan-Violence Threat Risk Assessment (VTRA)

5.1 The superintendent in charge of safety shall ensure that the School Division Emergency Response Plan/ VTRA protocol is current and is followed.

5.2 The principal is to be familiar with and have a working knowledge of the school division's Emergency Response Plan.

5.3 In consultation with their superintendent, the principal shall ensure that the VTRA is followed when any student displays worrisome or threating behavior.

5.4 At the beginning of the school year, principals shall establish a School Emergency Response Team (SERT) and review the VTRA protocol with them. The principal shall inform staff members, students, parents, and SCC members of the school division's VTRA protocol using the Letter of Fair Notice which is on the School Division website: Fair Notice Letter.

6. Emergency Plan – Crisis Response
   - 6.1 The Superintendent of Schools in charge of safety shall ensure that the Emergency Response Plan is current and followed.
   - 6.2 The principal shall be familiar with and have a working knowledge of the SRPSD Emergency Response Plan.
   - 6.3 At the beginning of the school year, principals shall review crisis response procedures with the established SST.
   - 6.4 The principal is to inform staff members and SCC members of the school's Emergency Response procedures.

7. Emergency Plan-Tragic Events
   - 7.1 The Superintendent of Schools in charge of safety shall ensure that the Emergency Response Plan is kept current and up to date.
   - 7.2 At the beginning of the school year, principals shall review traumatic incidents and loss guidelines with the established SERT.
   - 7.3 The principal is to inform staff members, parents, and SSC members of the purpose and function of the SERT.

8. Emergency Response Plan Lockdowns
   The appropriate number of lockdown exercises are to match the number of fire drills in accordance with Administrative Procedure 615.

9. Other Emergencies
   In any school emergency, the principal shall follow the School Division Emergency Response Plan and take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.

10: First Aid
   - 10.1 The principal shall ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
   - 10.2 The principal shall ensure that *at least* one member of the staff has current certification and training in first aid and Cardio Pulmonary Resuscitation and AED deployment.
   - 10.3 The principal shall ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of Saskatchewan Employment Act.

11. Hospital Emergency Treatment
   - 11.1 When a student is taken to hospital for treatment of illness or injury or aggressive behavior, the following conditions are to apply:
     - 11.1.1 Attempts are made to notify the parent or guardian
     - 11.1.2 If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
     - 11.1.3 In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
     - 11.1.4 The Emergency Response Plan has a sample letter to parents and protocol to follow when aggressive behavior is exhibited.
   - 11.2 If an ambulance is required, it is to be called and the expense is the responsibility of the Division.

12. Physical Activities

12.1 Procedures for physical activities safety are stated in Safety Guidelines for Physical Activities.

12.2 It is the responsibility of the superintendent responsible for athletics to ensure that the guidelines are kept current and includes direction specific to the following:

12.2.1 Standard of care
12.2.2 Facilities
12.2.3 Equipment
12.2.4 Instruction
12.2.5 Supervision
12.2.6 Clothing and footwear and,
12.2.7 Approved activities.

12.3 Concussion protocol

It is important that all education and sport stakeholders understand the facts about concussion as the risk of concussion extends beyond high school sports into physical education classes, playground activities, and elementary school sports. Therefore, the following concussion protocol shall be in place in all schools:

12.3.1 Every physical education teacher, every school administrator, and at least one coach per team must complete the free concussion management course located at NCCP Making Head Way in Sport and/or Concussion Awareness Training Tool.

12.3.2 Students participating in all school sports and their parents/guardians shall be made aware of the symptoms of concussion through the Concussion Recognition Tool. The document shall be a part of the regular communication process to students and parents.

12.3.3 School principals will maintain a record of those staff members who have completed a concussion management course.

12.3.4 An athlete suspected of suffering a concussion must be removed from play immediately and not return to activity until they have followed the six steps of recovery and are symptom free.

12.3.5 Students diagnosed with a concussion must progress through the Six Steps of returning to sports outlined below.

12.3.5.1 No activity - mental and physical rest until symptom-free
12.3.5.2 Light aerobic activity like walking or stationary cycling
12.3.5.3 Sport-specific activity like running or skating.
12.3.5.4 Training drills without body contact
12.3.5.5 Training drills with body contact — only once cleared by a physician
12.3.5.6 Game play

Note: Each step must take a minimum of one day.

If an athlete has any symptoms of a concussion (e.g., headache, feeling sick to his/her stomach) that come back either with activity, or later that day, he/she should stop the activity immediately and rest until symptoms resolve, for a minimum of 24 hours. The athlete should be seen by a doctor and cleared before starting the six-step protocol again. This protocol must be individualized to the athletes, their injuries, and their respective sport.

12.3.6 Additional Resources:
- 12.3.6.1 Parachute Canada
- 12.3.6.2 Acquired Brain Injury Partnership Project
- 12.3.6.3 Ministry of Health: Acquired Brain Injury Services
- 12.3.6.4 Saskatchewan Brain Injury Association.

13. Protective Equipment
- 13.1 Teachers shall require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.
- 13.2 Specific guidelines for sporting and physical activities equipment shall be adhered to as outlined in the school division's Safety Guidelines for Physical Activities

14. Bus Loading
- 14.1 The principal shall establish procedures and arrange for supervision of bus loading and unloading at the school.
- 14.2 If alterations to existing bus or parking signage is required at any time, the principal shall contact the Superintendent of Facilities.

15. Motorized Vehicular Traffic

Motorized vehicular traffic is prohibited on school property with the exception of:
- 15.1 Designated parking areas and,
- 15.2 Service, maintenance and repair vehicles requiring access to specific areas.

Reference: Section 85, 87, 109, 150, 151, 175, 231, *The Education Act, 1995;* Section 264.1 Criminal Code of Canada; Section 2.8 of the National Fire Code

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