

STUDENT SAFETY

Background

The Division recognizes that it has a shared responsibility to ensure the safety of its students. Every reasonable effort will be made to provide students with a safe learning environment.

Student safety is a shared responsibility of the Division, its employees, parents and students. The Division accepts the responsibility for leadership of the safety program, for its effectiveness and improvement, and for provision required to ensure safe conditions. Staff are responsible for ensuring that all operations are performed with the utmost regard for safety and health.

Students are to learn to behave in ways that show respect for the safety and well-being of both themselves and others.

Procedures

1. Principals shall ensure that school staff members are aware of the common-law doctrine of in loco parentis, which requires that employees act as a reasonable and prudent parent would in the same circumstances.
2. Principals shall ensure that the documents Supporting Safe, Secure and Caring Schools in Alberta, Safety Guidelines for Physical Activity in Alberta Schools and Safety Guidelines for Secondary Interscholar Athletes in Alberta are readily available in their respective schools and that school personnel are made aware of its recommended practices.
3. The Principal shall ensure that the following safety procedures are followed:
 - 3.1 Appropriate and adequate supervision is provided at all school sponsored activities.
 - 3.2 Certified first aid and/or cardiopulmonary resuscitation (CPR) is appropriately available to students.
 - 3.3 Appropriate training and procedures for any incident of head trauma where there could be a possible concussion as per Appendix A.
4. The Facility Services Manager shall ensure that all physical activity facilities, including playing surfaces, playground, and major equipment, are regularly inspected.
5. School personnel are responsible to ensure that safety practices identified in various Programs of Study, as prescribed by Alberta Education including Supporting Safe, Secure and Caring Schools in Alberta are followed as recommended.

6. Under unusual circumstances which affect the safety and well being of students and staff:
 - 6.1 Whenever feasible, school buildings and other Division facilities shall remain open.
 - 6.2 When school buildings and other Division facilities are open, staff members are expected to report to their place of work.
 - 6.3 When school buildings are open, principals shall ensure that students present in school are provided with supervision and instruction.
 - 6.4 Every effort shall be made to provide students, parents, and staff with prompt and accurate information under unusual circumstances.
 - 6.5 If emergency closure of a school is necessary, Administrative Procedure 132 – Emergency Closure of Schools applies.
7. The Division Emergency Response Plan by which decisions are made and communicated under unusual safety related circumstances shall be reviewed on an annual basis.
 - 7.1 The Plan shall be reviewed with staff responsible for the operation of schools, other Division facilities, and Division provided transportation.
 - 7.2 The minimum elements of the Plan shall include:
 - 7.2.1 Assigned responsibilities,
 - 7.2.2 A communications strategy,
 - 7.2.3 Involvement of individual schools,
 - 7.2.4 Plan review and revision procedures,
 - 7.2.5 Distribution of plan to students, parents, staff, and community agencies.
8. Each Principal shall develop a school's Emergency Procedures Manual for dealing with emergency situations which is in keeping with the Division's plan and ensures that information is communicated to students, parents, and staff at the beginning of the school year.
9. The Principal is responsible for ensuring that:
 - 9.1 An emergency procedures manual is maintained and kept readily available at the school.
 - 9.2 Staff are familiar with the contents of the document, Safety Guidelines for Physical Activity in Alberta Schools and that recommended safety practices are followed as are reasonable in the circumstances.
 - 9.3 Training in certified first aid and cardiopulmonary resuscitation (CPR) is available to school staff members.
 - 9.4 Students and parents are aware of safety guidelines.
 - 9.5 Safety guidelines are developed and reviewed annually by staff.

- 9.6 Staff involved with interschool athletics are familiar with the contents of the document Safety Guidelines for Secondary Inter-School Athletics in Alberta and that recommended safety practices are followed as are reasonable in the circumstances.

Adopted/Revised: JUNE 2016, SEPT 2017/NOV 2019

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act
Disaster Services Act
Emergency Medical Aid Act
Freedom of Information and Protection of Privacy Act
Fire Prevention Act
Occupational Health and Safety Act
Occupational Health and Safety Regulation
Occupational Health and Safety Code
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta