

Administrative Procedure 160

STUDENT AND STAFF SAFETY

Background

Prairie South 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 The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- 1.2 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.
- 1.3 The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with 'Part II: the Saskatchewan Employment Act'.

2. Violent Threat/Risk Assessment (V-TRA)

- 1.1 The Superintendent of Operations in charge of safety shall ensure that the Violent Threat/Risk Assessment protocol is current and up to date.
- 1.2 The principal is to be familiar with and have a working knowledge of the school division's **Violent Threat/Risk Assessment protocol (Safe Schools Handbook)**.
- 1.3 The Violent Threat/Risk Assessment shall be followed when any student displays worrisome or threat-making behavior.
- 1.4 At the beginning of the school year, principals shall establish a school Violent Threat/Risk Assessment team and review the protocol with the established team.
- 1.5 The principal shall inform staff members, students, parents, and School Community Council members of the school division's Violent Threat/Risk Assessment brochure and protocol.

3. Crisis Response

- 3.1 The Superintendent of Operations in charge of safety shall ensure that the **Crisis Guide (Safe Schools Handbook)** is current and up to date.
- 3.2 The principal is to be familiar with and have a working knowledge of the school division's **Crisis Guide (Safe Schools Handbook)**.

- 3.3 The principal is to ensure that the **Critical Incident Quick Reference Chart (Safe Schools Handbook)** is easily accessible.
- 3.4 At the beginning of the school year, principals shall establish a Crisis Response team and review crisis response procedures with the established team.
- 3.5 The principal is to inform staff members and School Community Council members of the school's purpose and function of the crisis response procedures.

4. Tragic Events

- 4.1 The Superintendent of Operations in charge of safety shall ensure that the **Trauma Response Guide (Safe Schools Handbook)** is kept current and up to date.
- 4.2 At the beginning of the school year, principals shall establish a Trauma Response team and review trauma response procedures with the established team.
- 4.3 The principal is to inform staff members, parents, and School Community Council members of the purpose and function of the Trauma Response team.

5. Fire Drills, Lockdowns, Hold & Secure, and Evacuations

- 5.1 The principal is to develop a detailed fire drill, lockdown, hold & secure, and evacuation plan for the school and ensure that all students and staff members are fully informed of their duties and responsibilities.
 - 5.1.1 The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities and guidelines of the **Safe Schools Handbook**.
 - 5.1.2 The appropriate number of lockdown and hold & secure exercises are to be conducted in accordance with the guidelines in the **Safe Schools Handbook**.

6. Physical Activities

- 6.1 Procedures for physical activities safety are to be stated in the school division's **Physical Activity Safety Guidelines**
 - 6.1.1 It is the responsibility of the Superintendent of Operations in charge of safety to ensure that the Guidelines are kept current and includes direction specific to the following:
 - Standard of care
 - Facilities
 - Equipment
 - Instruction
 - Supervision
 - Clothing and footwear and,
 - Approved activities.
 - Emergencies

- 6.2 In any school emergency the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.
- 6.3 The principal is responsible for developing a contingency plan for emergencies consistent with the *Administrative Procedure 553- Closure – Severe Weather and Student Transportation*.

7. Hospital Emergency Treatment

- 7.1 When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:
 - 7.1.1 Attempts are made to notify the parent or guardian.
 - 7.1.2 If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
 - 7.1.3 In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
- 7.2 If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

8. First Aid

- 8.1 The principal is to 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.
- 8.2 The principal is to ensure that at least one member of the staff has current up-to-date certification and training in first aid and Cardiopulmonary Resuscitation.
- 8.3 The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of 'Part II The Saskatchewan Employment Act' and Regulations of the Act, 1996.

9. Bus Loading

- 9.1 The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

10. Motorized Vehicular Traffic

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

11. Protective Equipment

- 11.1 Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.
- 11.2 Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school *division's*. **Physical Activity Safety Guidelines**

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

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