

Administrative Procedure 311 – Student Safety

Background

The Division has responsibility for the safety and security of students while those students are in its care and custody.

Procedures

1. One of the primary responsibilities of a teacher or supervisor is to ensure the safety of students, particularly in special activity areas such as laboratories, workshops, and gymnasiums. Teachers are required, therefore, at the beginning of each school year or course to instruct all students with regard to safe conduct and the proper and safe operation of equipment where applicable. They are further required to periodically review such procedures.
2. Teachers shall show in their planning the procedures that have been developed for an ongoing, preventative safety program in courses or areas of the school where risk of injury is more prevalent.
3. Safeguards shall be provided through:
 - 3.1 careful housekeeping
 - 3.2 Division approved installation and maintenance of equipment
 - 3.3 prominently posting federal, provincial and local safety regulations
 - 3.4 displaying, where appropriate, information regarding safe use of equipment, hazards, safeguards, precautions and emergency treatments.
4. No teacher or assistant shall leave an area unattended for any reason without ensuring that all power equipment is shut off, experiments are stopped and all student physical activity is stopped until such time as a responsible adult is in attendance.
5. Substitute teachers shall not undertake, or be required to undertake any teaching assignment involving the use of specialized equipment for which they are not adequately trained. Principals are to verify a substitute's training and/or experience before employing the individual as a substitute teacher in that area.
6. No piece of equipment shall be used that does not conform to existing safety standards in effect at the time of purchase.
7. The teacher or supervisor shall report immediately, in writing, to the Principal of the school any defects in buildings or equipment which might prove injurious to the health and safety of employees, students or other persons.

8. On receipt of a report regarding hazardous equipment or conditions, the Principal shall refer the matter immediately to the Director of Facilities in writing. At the same time a copy of the report shall be forwarded to the Superintendent for information.
9. An annual review shall be undertaken by science teachers of all chemicals in instructional areas to determine their continued safety, use and their conformity to current WHMIS regulations.
10. No students shall be permitted on any Division property roof for any reason.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act

Effective: 1997-12-11

Amended: 2010-04-15; 2022-01-01