

OUR LADY OF SORROWS SCHOOL SAFETY AND SECURITY POLICIES



A regular item in our school newsletters and often at CSAC meetings is safety and security in the school. Safety of our students and staff is the foremost priority in the school. Often we are disturbingly reminded by incidents in society around us of the need to always be alert to safety and security procedures.

Virtually every research article produced on the topic of safety and security in schools acknowledges that the most effective methods to promote school safety and security in communities are twofold. Let's all be aware of and support the following two approaches:

1. Student Safety Education

While every student in our school is exposed to numerous formal presentations throughout the school year on safety issues (fire drills, proper methods of moving equipment, awareness of how to respond to strangers and so on), safety lessons should never be presented with the use of fear. Staff and parent presentations should be based on fact so children can respond appropriately in the event that a safety issue actually does arise. Calm and factual presentation of safety topics is the most effective approach.

2. Vigilance and Visibility

Vigilance and visibility should be practised by both staff in the school and by parents at home/in social settings. As adults, we have a responsibility to be as visible as possible and to never become complacent in our awareness of the environment into which we introduce our children.

The school has standard 'mechanical' security devices (locks on doors, security cameras, controlled admission policies, and many others). And, of course, we always consider upgrades. However, let's be aware that mechanical systems can provide a false sense of security. While they do assist in the promotion of safety and security in the school, no system ever can replace the key human components of safety: education, visibility, and vigilance.

The intention of this updated list is not to appear unwelcoming to parents; these practices are in place for the safety of our children. If put into practice by all, our school is a safer place for all.

Following is a list of practices already in place in the school that need to be carried out by all adults coming to our school. Please take a minute to refresh your memory on school safety and security policies:

- The only adults who should be in the school yard during any recess periods are assigned supervising staff members.
- Parents picking up younger students at the end of the day are asked to wait away from the back doors of the school so that teachers are able to do visual checks of students connecting with adults in a more spread out circumstance and with reduced confusion.
- Visitors must report to the office if picking up a child early or dropping off a child late. Parents/visitors should not proceed anywhere in the school before reporting to the office and signing in at every visit.
- Lunches, projects etc. being delivered to the school should be left in the school office. Delivery to the classroom door is not permitted; office staff will ask the teacher to send the child to the office to retrieve the forgotten item. Let's hope that such deliveries are very rare!
- Volunteers/visitors to our school **must** sign in and out at the office to receive and wear an identifying badge. The badge is to be returned to the office at the end of the visit. This practice must occur in **all** situations without exception.
- Never enter a classroom unless the teacher is present and is aware of your visit.
- Students may not return to the school after school hours for forgotten homework.
- Adults may not enter student washrooms at any time during the day or after school hours. If a washroom is required, please ask to use the main office washroom.

Thanks for keeping our school safe!

