

STUDENT SAFETY AND SUPERVISION

Background

The safety of students must be assured through supervision of students in all school facilities and grounds and during school activities. The Principal will plan student supervision for the school day and all school-related activities. Staff will develop procedures and practices which enhance the safety of students and recognizes the differences of individual student in terms of their safety and supervision needs.

Staff will ensure students wear appropriate gear when they take part in an activity that presents hazardous risks. The observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or curricular or extra-curricular activities that offer special hazards will occur.

Safety instruction will precede student use of materials and equipment in units of study where there is an obvious safety concern through using either those particular materials or equipment.

Procedures

1. School doors shall be opened at least one-half hour prior to commencement of morning classes or upon arrival of the first bus, whichever occurs first.
2. Arrangements shall be made for some staff to be at school at the time the school doors are opened or in special circumstances when buses must arrive early or late on a regular basis due to established bus schedules.
3. Noon hour, recess, before-school opening, and bus-loading supervision shall be allocated by the Principal.
4. Supervision schedules will be available to staff and students.
5. If in the opinion of the principal a student injury is of serious nature, the parents should be contacted and a Student Incident/Injury Report (Form 313-1) completed.

Reference: Section 8, 12, 18, 20, 22, 24, 25, 27, 45, 60, 61, School Act
Supporting Safe, Secure and Caring School in Alberta (1999)
Safety Guidelines for Physical Activity in Alberta Schools (1999)
A Safe Place: Creating Peaceful Schools (1994)

Form 313-1 INCIDENT/INJURY REPORT

Date: _____

Name of school: _____

Name of injured student: _____

Name of Parent(s)/Guardian(s): _____

Address: _____

Date of incident: _____

Location of incident: _____

Describe how the incident occurred: _____

Nature of the injury: _____

Name(s) of Witness(s): _____

Describe the condition of the area, equipment and identified hazards (if any) that may have contributed to the incident occurring: _____

Name of supervising teacher: _____

Location of supervisor at time of incident: _____

Was First Aid rendered? _____

Description of First Aid Treatment provided: _____

Name of First Aid Provider(s): _____

Procedure Followed: *(i.e. Parent called, sent to doctor, student rested or sent back to class)*

If the student was transported for treatment, record who the student was released to along with the location and time: _____

GOLDEN HILLS SCHOOL DIVISION NO. 75