



STUDENT SAFETY POLICY

Purpose: To outline the framework for creating a positive learning and working environment.

Aims and Objectives: The primary aims and objectives of this policy are as follows

- to help RCS prevent, prepare for and respond to emergencies and crises. A crisis is defined as “a sudden, unexpected, and potentially overwhelming incident that disrupts the normal flow of events and often negatively impacts Friends and the individuals in the community.” The School Safety and Security Policies and Procedures attempts to address a range of events and hazards caused by both nature and by people. The Policy and Procedures is not an all-inclusive step by step guide; however, it does provide guidelines for prudent responses in a variety of situations.

The following occurrences would constitute a crisis:

- Any situation involving serious injury or loss of life to RCS students, faculty, staff, visitors, or participants in community-sponsored programs. This applies only to incidents occurring on campus and to off-campus events sanctioned by the school.
- Any potentially life-threatening situation involving the use of a weapon against RCS students, faculty, staff, visitors, or participants in community-sponsored programs. These situations must be reported even if there are no serious injuries. This applies only to incidents occurring on campus and to off-campus events sanctioned by the school.
- Significant criminal activity occurring on the RCS campus, particularly if it involves RCS students, faculty, staff, visitors, or participants in community-sponsored programs. Examples include arson, robbery, assault, selling and/or use of illegal drugs, or extensive vandalism.
- Significant criminal activity perpetrated by RCS faculty, staff or students. This applies only in the case of extraordinarily serious crimes which could require a statement on the part of the school.
- A natural disaster that presents potential danger for RCS students, faculty, staff, visitors, or participants in community-sponsored programs. This applies only to disasters occurring on campus or at the location of an off-campus event sanctioned by the school. This includes hurricanes, floods, tornadoes, fires, and severe storms.
- An event of national significance that could impact the well-being of the RCS community.



Scope:

Everyone associated with RCS by being on its property or having direct dealings with it. It is written as a set of guidelines and incorporates:

Emergency Management Guide

Emergency Management Guide provides a comprehensive, multi-hazard school safety plan that covers all school buildings, that addresses prevention and intervention strategies, emergency response and management at the school level. The Emergency Management Guide shall be developed by the Emergency Management Team appointed by the Head of School and approved by the Board.

Building-Level Safety Plan

Building-Level Safety Plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level. The building-level plan shall be developed by the building-level school safety team. The building-Level School Safety Team means a building-specific team appointed by the Head of School and approved by the Board.

ENROLMENT:

As of September 2023, RCS enrolment is approximately 100 students. RCS maintains records of students with disabilities and/or medical conditions.

EMPLOYEES:

RCS employees are comprised of the following personnel:

Teachers, Learning Specialists, Coaches, Nurse, Custodial Staff, Administrators, Teaching Assistants, Maintenance staff, Office/Support staff
Food service staff (third party contractor)

A list of current school personnel is maintained with HR.

RCS maintains a master schedule of where classes and grade levels are located during the day.

BUILDING INFORMATION:

RCS is made up of 3 buildings. A list of buildings, campus map, and building floor plans, are available to responders.

RISK ANALYSIS:

As effective leaders RCS recognizes potential crises and takes action to mitigate them. The SLT has identified the following categories of crises that represent types of emergencies which the school might be exposed to.



Accidents Involving Students, Visitors, Faculty/Staff

Minor accidents occur every day, particularly when school is in session. However, a serious accident involving death or physical injury would constitute a crisis of the first magnitude. Medical emergencies could require formal communication from RCS, depending on the scope and severity of the incident. Accidents resulting in significant property damage could also be of interest.

Civil Disturbances Involving Students, Faculty/Staff:

Criminal or anti-social behaviour by a RCS employee or student could jeopardize the image of the entire school. If the criminal activity involves a faculty member, there could be additional ramifications.

Legal Action Against RCS:

Few lawsuits attract media attention unless they involve prominent members of the community or large settlements. There is potential for both at RCS.

Natural Disasters:

Disasters over which we have no control however will mandate proactive and prompt response from the school's emergency management team.

Emergency or crisis situations can include, but are not limited to the following: Civil unrest, Criminal activities, Death of a member of the community, Epidemic outbreak, Fire, Medical emergency, Severe weather (sandstorm), Structural failure, Traffic accident (car or school bus)

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

RCS uses what it terms as an Incident Management System (IMS) which takes into account the size of the school and the structure of the team.

Unity and Chain of Command

In the event of an incident or RCS the Emergency and Crisis Response Plan (ECRP) will be put into action. Every individual assigned a designated supervisor within an orderly line of authority within the school with only one Incident Commander and each person reporting to only one supervisor.

Incident Command Team:

Head of School – Incident Commander

In the event of an emergency, the Head of School (in her absence the School Administrative Officer) will provide a quick but careful assessment of the situation to determine whether a crisis exists, and if so, the type of crisis, the location, and the magnitude. She will activate the Emergency and Crisis Response Plan and assume the role of the Incident Commander (IC), taking and remaining in charge of the



emergency until it is resolved or until relieved by a more qualified person or the appropriate emergency responder agency.

The Head of School's Responsibilities shall include but not be limited to the following:

- Exercise overall decision-making authority in the event of an emergency at the school until emergency services arrive.
- Keep the Board of Trustees informed of emergency status and operations.
- Coordinate and assign selected staff members to the Emergency Management Team who will develop the school's emergency management plan.
- Appoint an Incident Manager
- Ensure RCS personnel and students participate in emergency planning, training, and exercise activities.

Incident Command Post

The Incident Command Post (ICP) will be established on scene but away from risk of harm from the emergency. Pre-determined sites for command posts outside the school building will be identified.

Incident Manager

The Head of Maintenance shall serve as the Incident Manager (IM).

The IM will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify school response resources required, and direct the RCS on-scene response from the ICP.

The IM collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Responsibilities include but are not limited to the following:

- Assign school emergency responsibilities to staff as required. Such responsibilities will include but are not limited to:
- Appoint monitors to assist in proper evacuation.
- Ensure a pre-planned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
- Collect and manage all incident-relevant operational data.
- Provide input to the IC and Operations Officer.
- Reassign personnel within school as needed.
- Compile and display incident status information.
- Report significant changes in incident status.
- Determine need for specialized resources.
- Act as a point of contact for agency representatives
- Maintain a list of assisting and cooperating agencies and agency representatives.



- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

Division Principals

The Heads of Departments and during a crisis shall perform the following tasks:

- Respond within seconds and lead with a serious, calm, confident style;
- Implement the crisis plan;
- Yield authority, when appropriate, to others in the plan's designated command structure;
- Facilitate collaboration among school staff and emergency responders.
- Remain open to suggestions and information that may be critical in adjusting the response.
- Implement employee release and reunification protocols.

Safety Officer

The Administrative Officer shall serve as the Safety Officer and is responsible for the safety of the scene and the individuals at the scene. He will fulfil this role until relieved by a more qualified person or the appropriate emergency responder agency.

Responsibilities include but are not limited to the following:

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Ensure that all exits are operable at all times while the buildings are occupied.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Participate in planning meetings.

Public Information Officer

The Student Services' Executive shall serve as the Public Information Officer. The Public Information Officer is responsible for releasing information to families, community members, and the media during an incident. Responsibilities include but are not limited to the following:

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in constituency notification and press/media briefings.
- Obtain ICs approval of news releases.
- Arrange for tours and other interviews or briefings as may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident. I



- Make information about the incident available to incident personnel.
- Participate in planning meetings.

Operations Officer

The High School PE shall serve as the Operations Officer. The Operations Officer is responsible for managing student and staff care during the incident. This includes physical (food and water), medical (CPR and first aid), and mental needs (psychological services).

- Responsibilities include but are not limited to the following:
- Manage care of students and staff at the incident.
- Develop the student and staff care portion of the Emergency Management Guide
- Request additional resources to support staff and student care.

Technology/Information Services

The Head of Information Technology shall serve as the Technology and Information Services Officer. His responsibilities include but are not limited to the following:

- Coordinate use of technology.
- Assist in establishment/maintenance of emergency communications network.
- Assist in obtaining needed student and staff information from the computer files.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain, as needed, a stand-alone computer with a student and staff database for use at the emergency site.

Finance Officer

The Head of Finance shall serve as the Finance Officer. The Finance Officer is responsible for managing all financial aspects of an incident. Responsibilities include but are not limited to the following:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather and document pertinent information from briefings/planning meetings.
- Develop an operating plan and fill supply and support needs.
- Brief personnel on all incident-related financial issues needing attention or follow up. Participate in planning meetings.



Teachers

The teaching staff's primary responsibility is to remain with or be available to the students to help ensure their safety and well-being. Faculty Responsibilities include but are not limited to the following:

- Participate in trainings, drills and exercises.
- Direct and supervise students en route to pre-designated safe areas within the School grounds or to an off-site evacuation shelter.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Maintain order while in the student assembly area.
- Verify the location and status of every student.
- Report to the incident commander or designee on the condition of any student who needs additional assistance or has special needs.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned or until every student has been released through the official "student/family reunification process."

Other Staff

Staff Responsibilities include but are not limited to the following:

- Participate in trainings, drills and exercises.
- Check their rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.

Crisis Intervention Team

The Crisis Intervention Team is composed of individuals who will provide psychological/ emotional/physical counselling to students, staff, and parents traumatized by an emergency. The school's Crisis Intervention team members are the school doctor, nurse and councillor.

MITIGATION & PREVENTION

a) Emergency Planning

RCS shall maintain updated plans and operating procedures to be followed in the event of a crisis. Students shall be provided instruction to respond effectively in emergency situations.

b) Safety Conditions and Programs

The practice of safety will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, school matron and driver education safety.



Each Head of Department will be responsible for the supervision of a safety program for his/her division. It shall be a responsibility of the Board to inspect safety conditions and program and provide supervision of the health and safety aspects of the school facilities.

c) Access Control

RCS employs visitor management, access control, and video surveillance systems to manage the flow of visitors on campus. Access into each building is controlled through designated entry points. Visitors to campus are directed to one entry point where sign-in procedures are employed and visitor badges are provided.

d) Training and Drills

RCS understands and promotes the importance of training, drills, and exercises.

e) Concussion Management Policy

RCS recognizes that concussions (mild traumatic brain injuries) can be common injuries in children and adolescents. This policy establishes the rules and regulations for the management and monitoring of students who suffer concussions.

Any student who has sustained a concussion, or is believed by school personnel to have sustained such an injury will be immediately removed from participation in extracurricular activities, including but not limited to: physical education and clubs.

No such student shall return to school until he or she has been symptom free for at least twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician. Such authorization shall be kept on file in the student's permanent health record.

RCS has a Concussion Management Team to oversee the implementation of this policy. The Concussion Management Team may be composed of the High School PE teacher, the School Nurse, the School Physician and/ or other appropriate personnel as designated by the school.

f) Substance Abuse Prevention Instruction

RCS recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse.

g) Environmental Stewardship Instruction

RCS supports and encourages the development of a school-wide curriculum of environmental stewardship integrated into other program disciplines.

h) Fire and Arson Prevention Instruction

The Head of School directs the administration to provide instruction in fire and arson prevention for all students in each school.



i) Student Safety

Instruction in courses in technology education, science, art and physical education, health, and wellness shall include and emphasize safety and accident prevention. Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and teachers shall teach and enforce all safety procedures relating to the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

j) Pre-Employment Background Screening of Prospective School Employees

RCS is committed to the use of all reasonable means to ensure the safety of our students, employees, and volunteers. As part of the procedure for processing applications for employment, RCS will obtain two references on each applicant

FACILITIES: INSPECTION, OPERATION AND MAINTENANCE

Inspections

The administration of the school shall cooperate with ministry officials conducting schoolwide inspections. The administration shall keep the Board of Trustees informed of the results of such inspections in a timely fashion.

PEST MANAGEMENT

RCS is committed to fostering the health and safety of students and staff while ensuring that occupied school buildings are safe and maintained in a state of good repair. The school recognizes that pests pose a risk to the integrity of the school's buildings as well as the health of the school's students and staff. However, the school also understands that there are potential health and safety risks in using chemical pesticides in school. Accordingly, the school shall make provisions for employing the least toxic approach to pest management for the school's buildings and grounds.

RESPONSE

A. Emergency/Crisis Response Actions

The Incident Commander is responsible for activating the School's emergency operations plan and the initial response. Typical initial responses include building evacuation, lock down, lockout, shelter-in-place, medical intervention, and early dismissal.

B. Lock Down

A lock down is activated when a person or situation presents an immediate threat to students and staff in the building. School staff, students, and visitors are secured in rooms they are currently in when the lock down is activated and all school activities



are stopped. No one is allowed to leave or enter the campus until the situation has been identified and resolved by authorities.

C. Lock Out

A lock out allows the school to continue with normal activities but curtails outside activity, and does not allow unauthorized personnel to enter the building.

D. Evacuation

An evacuation is activated when conditions may be safer outside than inside the building. During an evacuation all staff and students are required to leave the building immediately and to report to their designated safe site.

E. Shelter-in-place

The shelter-in-place is activated when conditions are safer inside the buildings than outside.

F: Medical Intervention

The medical intervention is activated when a life-threatening situation has been identified.

F. Early Dismissal

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer dismissing from school early.

G. School Closing

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer at home than traveling to campus.

H. Drop, Cover and Hold On

Students and staff drop low, take cover and hold on under furniture, cover eyes, head with hands and arms and protect internal organs. This response is the most appropriate protective action during an earthquake or explosion.

I. Incident Reporting

In the event of an incident, these protocols will be followed:

Medical Emergency

- Notify the School Clinic
- Do not move the injured person.
- If necessary, perform first aid until medical help arrives.
- Post one person at the building entrance to lead the medical team to the person in distress.



Fire or Smoke

- If you see a fire or smoke, or if the fire alarm sounds immediately pull the fire alarm if it has not already sounded.
- When the fire alarm sounds, all students and staff are to immediately evacuate the building.
- Elevators are not to be used during a fire alarm use the stairs.
- Follow designated exit routes, which are posted in each classroom.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Go to the predetermined Primary Evacuation location outside the building.

Intruder

All Staff are expected to greet any person on campus that they do not recognize and do the following;

1. Politely greet guest/stranger and identify yourself.
2. Ask guest/stranger the purpose of his/her visit. Who are they here to see?
3. Inform guest/stranger that we ask all visitors to register at the main reception desk.
4. If the person/s is argumentative but starts to leave - follow from a distance
5. to make sure they have fully complied.
6. Notify an administrator ASAP.
7. if person does not respond to your directions or the person's behaviour
8. raises serious concern, disengage and move away from person. Once in
9. safe distance verbally let people know to lockdown.
10. Notify the Head of School who may decide to initiate LOCKDOWN
11. immediately.
12. Give her and the SLT a full of description of the intruder as possible and where they were last seen.

FIRE AND EMERGENCY DRILLS

RCS shall provide instruction for and training of students and adults, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire and emergency drills shall be held at least two times in each school year. Drills will be conducted at different times of the school day.

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made.