



Procedure 7001

Safe Schools

Safety, Security, and Order in the School Environment

Revisions: March 2015

Reviewed:

1. General

The following procedures provide guidelines and expectations pertaining to the duties of principals and teachers regarding the maintenance of safety, security and order in the school environment.

2. Duties of Principal

2.1 The Education Act: Section 265: It is the duty of a principal of a school, in addition to the principal's duties as a teacher:

- 2.1.1 To maintain proper order and discipline in the school;
- 2.1.2 To develop co-operation and co-ordination of effort among the members of the staff of the school;
- 2.1.3 To furnish to the Ministry any information that may be in the principal's power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils, and any other matter affecting the interests of the school, and to prepare such reports for the board as are required by the board;
- 2.1.4 To give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature/ventilation of the school, to the care of all teaching materials and other school property, and to the condition/appearance of the school buildings and grounds;
- 2.1.5 Subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in his/her judgment be detrimental to the physical or mental well-being of the pupils.

2.2 Regulation 298: Operation of Schools – General

2.2.1 Section 11.1 The principal of a school is in charge of:

- The instruction and discipline of pupils in the school;

- The organization and management of the school.
- 2.2.2 In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26(3);
- Provide for the supervision of pupils during each school day when the school buildings and playgrounds are open to pupils;
 - Provide for the supervision of and the conducting of any school activity authorized by the board;
 - Inspect the school premises;
 - a) Report promptly any neglect of duty or infraction of the school rules by a pupil to the parent or guardian of the pupil;
 - Provide to the Minister or to a person designated by the Minister information that may be required concerning the instructional program, operation or administration of the school.
- 2.3 Occupational Health and Safety Act: Section 27: A supervisor shall ensure that a worker:
- 2.3.1 Works in a manner required by this Act;
- 2.3.2 Take every reasonable precaution in the circumstances for the protection of the worker.
- 2.4 Occupational Health and Safety Act: Section 28: A worker has the right to refuse work when the worker has reasonable grounds to believe said work will endanger their occupational health or safety or the occupational health or safety of another worker.
- 2.4.1 A supervisor shall investigate all concerns in the manner required by this Act.

3. Duties of Teacher

- 3.1 The Education Act: Section 264 (1): It is the duty of a teacher and a temporary Teacher:
- 3.1.1 To maintain, under the direction of the principal, proper order and discipline;
- 3.2 Regulation 298: Operation of Schools General: Section 20
- 3.2.1 Be responsible for the management of the class or classes;
- 3.2.2 Carry out supervisory duties assigned to the teacher;
- 3.2.3 Ensure all reasonable safety procedures are carried out in activities for which the teacher is responsible;
- 3.2.4 Co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices.
- 3.3 Occupational Health and Safety Act: Section 28 (1): A worker shall:
- 3.3.1 Use or wear the equipment, protective devices, or clothing that the worker's employer requires;
- 3.3.2 Report to his/her supervisor the absence of or defect in any equipment or protective device.
- 3.4 No worker shall:
- 3.4.1 Remove or make ineffective any protective device required by the regulations or his/her employer, without providing an adequate

temporary protective device, and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

- 3.4.2 Use or operate any equipment, machine, device, or work in a manner that may endanger himself/herself or any other worker;
- 3.4.3 Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.