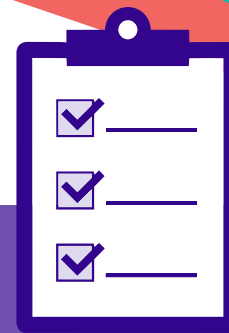


CHECKLIST:

Student Safety Plan



A student safety plan is developed when a student may pose a risk to themselves or others. It is a crisis-response plan that helps prevent, de-escalate, and respond to situations where there is a risk of injury.

The safety of students and workers is the responsibility of the principal; therefore they have the ultimate responsibility for safety plans. This includes when plans should be developed or updated, as well as approving/signing the plans.

All workers who have regular engagement with the student should be involved in the development of the safety plan, which should be revised as often as necessary.

Note: A behaviour support plan identifies the function of behaviours and creates a plan to teach more appropriate behaviour and eliminate unsafe behaviour. While a behaviour support plan is not the same as a safety plan, some school boards may combine the two.

Consider the points below to identify an effective safety plan.



Description of the observable risk of injury behaviour concerns

Risk Assessment/Re-assessment

- Current assessment has been reviewed in development of this safety plan
- Safety plan measures align with controlling identified risks
- Risk assessment has been completed prior to student starting class or attending field trips

High-Risk Behaviours

- Clearly described at start of plan
- Behaviours at each escalation level are described
- Frequency, duration, and intensity of behaviours are noted (if indicated in risk assessment)
- Who the behaviours are directed toward is specified (e.g., staff, students)



Triggers or antecedents

Precipitating factors

- List of relevant precipitating factors (medical conditions, medication changes, home changes, lack of sleep, missed meals, etc.)
- Over- or under-sensory input

Leading factors

- Known or suspected triggers for high-risk behaviours are identified
- Times/contexts behaviours typically occur and don't occur are identified
- Examples such as routine changes, noise, transitions (recess entry, tests, fire drills, etc.) are included



Prevention and intervention strategies to support workers and student safety

□ Control measures

- Strategies are listed that help mitigate behaviours at each escalation level
- Strategies that should be avoided are listed
- Safety measures and tools are confirmed to be in place (e.g., access to regulation space, fidget tools, scheduled breaks)

□ Personal Protective Equipment

- Indicated as a last resort
- It is specified which staff wear PPE (ensure proper fit, training on care/use, no added hazards)
- It is clarified if PPE is to be worn at all times or only during certain activities/escalation levels



Communication procedures for all education workers (permanent or occasional)

□ Provision of Information

- The plan is provided to any staff who are likely to encounter the student during work with a risk of physical injury (e.g., hallways, yard duties)
- “Truncated” (shortened) safety plans containing critical information are available for staff who have limited review time, including a student photo
- All staff are aware of protocol terms that necessitate limited movement around the school (e.g., by locking classroom doors)

□ Roles and Responsibilities

- Names of response team members are listed
- Names of staff working with the student outside the classroom are included
- Number of required support staff is stated
- Roles are clearly assigned and described (who summons assistance, who responds, who evacuates, who remains, who covers when staff are absent)



Emergency communication procedures for all workers

□ Summoning Immediate Assistance

- It is clarified when assistance is needed (e.g., workplace violence likely or occurring)
- The escalation level at which assistance should be summoned is indicated
- It is specified when parents/guardians are to be contacted
- Means of communication is listed (walkie-talkie, phone, PA, cell, etc.)

□ Evacuation plan

- Steps for evacuation are outlined, including criteria for evacuation (e.g., defensive level, throwing objects)
- Class evacuation destination is stated
- Contingency plans for occasional staff are provided
- Post-incident support for class return is included