

SECURITY AND SAFETY SELF ASSESSMENT CHECKLIST

Goals, Best Practices, Indicators	Yes	No	Partial	N/A	Resources Needed
Goal 1: The school has an established and robust management structure and security and safety network, comprised of school and community stakeholders, to support security and safety objectives and activities.					
1.1 The school has established and implemented accountability mechanisms to ensure the performance, and effectiveness of the school's security and safety programme.					
1.2 The school has developed clearly defined goals and out-come based, measurable objectives for the programme that reflect the purpose of the programme, and address the main aspects of the programme's purpose and expenditure.					
1.3 The Board of Management is actively involved in the Security and Safety Programmes of the school.					
1.4 A Security and Safety Committee is operational and the Schools Resource Officer is assisting in the development, implementation, and evaluation of the safety operations of the school.					
1.5 Parents, students and major stakeholders are apprised of the Security and Safety programmes.					
1.6 Teachers are apprised and are actively involved in the security and safety programmes.					
1.7 The school regularly conducts an assessment of performance and cost of the security and safety programmes.					
1.8 The school has in place to collect, revise and update the appropriate data for a school security and safety report.					
1.9 The school uses appropriate performance and cost efficiency measures and interpretive benchmarks to evaluate the school's security and safety programme and uses in management decision making.					
1.10 The school receives an independent review of the security and safety programme at least once per year.					
1.11 The school has a process in place to determine the staffing necessary to ensure the staff can respond to security and safety crises.					
1.12 On at least an annual basis, the school reviews the programme's organizational structure and staffing levels to minimize administrative layers and processes.					
1.13 Security and safety is a management function of the school leadership.					
Goal 2: The school has developed a clearly written code of conduct for students and communicated such with students, teachers and parents.					
2.1 The school has established disciplinary policies and a code of conduct that are well defined.					
2.2 The school, in cooperation with the local police, promotes and enforces a zero tolerance approach to crime,					

substance abuse and intimidation.					
2.4 The school has a process in place to relocate students who are regularly suspended from school.					
2.5 The school board and administrators annually review discipline policies, and revise those policies with input from teachers, staff parents and students.					
2.6 Students are actively involved in the security and safety campaign within the school.					
2.7 A system of detecting and recording disruptive activities in accordance with the education regulations is in place and teachers are aware of their role in the reporting process.					
Goal 3: The school has developed a protocol with relevant agencies to assist in the event there are emergencies or the need to educate the school population on their behavior in case of an emergency.					
3.1 Contacts are made with the local fire and police stations in order to establish a protocol for co-operation.					
3.2 The community safety branch of the police zone conduct regular crime prevention survey within the school.					
3.3 The police conduct regular informative and motivational talks with the school population.					
3.4 The local police is involved in conducting searches within the school.					
3.5 The school maintains a good working relationship and collaborates with all national and local government agencies that can assist with its security and safety programmes.					
3.6 The school plans and executes at least three emergency drills per school year.					
3.7 The school has a hurricane preparedness and recovery plan in place.					
Goal 4: The school establishes an effective control over its physical domain and has control over access to the school campus.					
4.1 The boundaries of the school are clearly defined and protected.					
4.2 The school has a secure boundary fence.					
4.3 Control and exit points are established and clearly defined.					
4.4 The entry and exit points are physically monitored.					
4.5 Electronic surveillance is in place.					
4.6 The school's operating times are clearly defined and communicated to all stakeholders.					
4.7 A school's access policy is available and clearly defined.					
4.8 Visitors guidelines are developed and communicated to all members of the school community.					
4.9 Trained security personnel monitor visitors, access and exit points.					
Goal 5: The principal has control over the possession of weapons and other contraband in the school.					
6.1 There are programmes in place to control gangs,					

associations and anti-social cliques within the school's domain.					
6.2 Gang activities are documented and reported to the relevant authorities on the prescribed forms and at the appropriate times.					
6.3 There are adequate programmes to utilize the skills of all students especially in extra curricular activities.					
6.4 Students are recognized for outstanding achievements.					
6.5 The school has a system in place to identify the early warning signs of students violence.					
6.6 The school teaches instructional and non instructional staff, and students the primary early warning signs of violence, how to recognize them, and what to do once they are suspected.					
6.7 The school makes available appropriate psychological counseling for students exhibiting early warning signs of violence.					
6.8 The school provides timely access to a team of specialists trained in evaluating behavioural and academic concerns and provides staff training regarding such support.					
Goal 7: The school has effective control over movement and gathering of students.					
7.1 Limit and off limit areas are clearly defined and articulated.					
7.2 Students follow basic etiquette in navigating public space.					
7.3 Sanctions are in place for students who violate rules that govern the navigation of public spaces.					
7.4 Students are aware of the shut down time for the school campus.					
7.5 Clear rules are set for students behavior during sport and other entertainment activities.					
7.6 The school has a zero tolerance approach to protest actions on the school compound or in the vicinity of the school, involving teachers, other staff and students.					
Goal 8: The school infrastructure is maintained in a manner so as to enhance security and safety.					
8.1 The physical environment is controlled to enhance safety and security.					
8.2 The physical environment is kept clean; clear rules and sanctions are set regarding waste disposal, littering, vandalism of school property, theft of school property, graffiti, etchings and other forms of defacing school property.					
8.3 Garbage disposal receptacles are available at strategic points on the school compound.					
Goal 9: Educational facilities and equipment are safe and in good working condition.					
9.1 The school conducts an annual review of all relevant health and safety issues for each department.					
9.2 A certified fire safety inspector conducts fire safety					

review of all departments within the school to ensure compliance with the requirements.					
9.3 The school utilizes the results of the security and safety self assessment to develop specific goals and objectives for improving deficiencies noted in the annual review.					
9.4 The school has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals.					
9.5 The school can demonstrate that students and school personnel are trained in appropriate safety procedures for dealing with dangerous tools, equipment or chemicals.					
9.6 The school provides all necessary protective equipment to minimize the number of injuries related to athletic activities.					