

SCHOOL DISTRICT NO. 50 (HAIDA GWAIH/QUEEN CHARLOTTE)

Site Security Assessment

School: _____

Date: _____

DIRECTIONS:

Please use the following checklist to assess the school's strengths and weaknesses related to safety and security of the building and grounds.

- If an element is in place check Yes
- If an element is in place but at a minimum level check Improve
- If the element is missing check No
- If the school has plans to implement the missed criteria or function check Implement

GROUNDS:

1) Are the grounds fenced?

- Yes No Implement Improve

Comments: _____

2) Are the gates locked after hours to keep unauthorized vehicle off the school property?

- Yes No Implement Improve

Comments: _____

3) Are "restricted" areas properly identified?

- Yes No Implement Improve

Comments: _____

4) Is vehicular access to play areas restricted?

- Yes No Implement Improve

Comments: _____

5) Are the school grounds kept free of trash and debris?

- Yes No Implement Improve

Comments: _____

6) Is playground equipment and ground surfaces inspected regularly for safety concerns?

- Yes No Implement Improve

Comments: _____

BUILDINGS:

7) Is there a control system in place to monitor keys and duplicates?

Yes No Implement Improve

Comments: _____

8) Are doors locked when classrooms are vacant?

Yes No Implement Improve

Comments: _____

9) Is there a plan to provide continuing access control when the office is unattended?

Yes No Implement Improve

Comments: _____

10) Is there two-way communication between the classroom and the main office? (i.e., radios)

Yes No Implement Improve

Comments: _____

11) Is access to electrical panels restricted to authorized personnel only?

Yes No Implement Improve

Comments: _____

12) Are all mechanical rooms and other hazardous storage areas kept locked?

Yes No Implement Improve

Comments: _____

LIGHTING & SIGHT LINES:

13) Is there adequate lighting around the building?

Yes No Implement Improve

Comments: _____

14) Are the hallways properly lighted for safety?

Yes No Implement Improve

Comments: _____

15) Are there any architectural barrier to sight lines, that increase the risk to personal safety and create opportunities for thief and trespassers?

Yes No Implement Improve

Comments: _____

16) Are shrubs and foliage trimmed to allow for good "lines of sight"?

Yes No Implement Improve

Comments: _____

17) Is good visual surveillance of play equipment possible from the school?

Yes No Implement Improve

Comments: _____

18) Is the entrance lobby visible from the main office?

Yes No Implement Improve

Comments: _____

VISITORS:

19) Is there a visitor policy in effect, requiring a sign-in procedure for all visitors, including visible identification?

Yes No Implement Improve

Comments: _____

20) Is there only one clearly-marked and designated entrance for visitors?

Yes No Implement Improve

Comments: _____

21) Are signs posted requiring that all visitors report to the main office?

Yes No Implement Improve

Comments: _____

22) Do all employees other than those who daily report to your school, wear photo ID??

Yes No Implement Improve

Comments: _____

23) Are friends, relatives or non-custodial parents required to have written permission to pick up a student from school?

Yes No Implement Improve

Comments: _____

24) Are students required to have written permission to leave the school during school hours?

Yes No Implement Improve

Comments: _____

STUDENT CONDUCT

25) Are parents made aware of student behavioural expectation and informed of changes in a timely manner?

Yes No Implement Improve

Comments: _____

26) Is the 'Student Conduct Policy' reviewed and updated annually?

Yes No Implement Improve

Comments: _____

27) Are student behavioural expectations and consequences for violations clearly outlines in the school's "Code of Conduct"?

Yes No Implement Improve

Comments: _____

28) Is the school free of graffiti?

Yes No Implement Improve

Comments: _____

29) Are students restricted from loitering in corridors, hallways and restrooms while class is in session?

Yes No Implement Improve

Comments: _____

ADMINISTRATION:

30) Do the principal, vice principal and administrative staff maintain a highly visible profile?

Yes No Implement Improve

Comments: _____

31) Do principals carry two-way radios?

Yes No Implement Improve

Comments: _____

32) Does the school have two-way radios that Noon Hour Supervisors and other administrative staff can use?

Yes No Implement Improve

Comments: _____

33) Has a chain-of-command been established for the school when the principal is away from the building?

Yes No Implement Improve

Comments: _____

34) Has all staff been trained in violence prevention procedures?

Yes No Implement Improve

Comments: _____

35) Do all staff understand what code _____ signifies and know what to do?

Yes No Implement Improve

Comments: _____

36) Have records or data been established and analyzed to identify recurring problems?

Yes No Implement Improve

Comments: _____

37) Does all staff know how to report violent incidents?

Yes No Implement Improve

Comments: _____

38) Is the Schools Protection Program "Incident Report Form" completed when a student incident occurs on school property or during school-related activities?

Yes No Implement Improve

Comments: _____

39) Are parents an integral part of the school's safety planning and policy making?

Yes No Implement Improve

Comments: _____

40) Does the RCMP provide a visible presence at the school?

Yes No Implement Improve

Comments: _____

41) Other comments or concerns:
