

# Vic West Safety Plan

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## Special Points of Interest:

- Working together for a safe School Community
- Safety on the way to school
- Use of Booster Seats
- Safety in the building
- Safety Drills
- Safety from the inside out
- Other safety programs in our school



The purpose of this special edition newsletter is to share with the parent community what procedures we have in place at Vic West Elementary School.

Vic West staff believe that being part of a healthy community means having provisions in place that help keep your children safe and be prepared for emergencies.

Part of School District guidelines is to practice safety drills every year in schools from K-12.

**WORKING TOGETHER**  
for a safer community

## School District #61 motto:

*“Committed to each student’s success in learning with a responsive and safe environment.”*

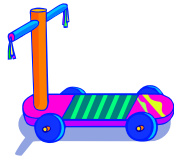


Vic West staff and parents place a high value on the well being of all our school community members. It is important that each of us as members of the Vic West Community share in the responsibility for keeping our children safe. This newsletter includes the safety procedures that we have in place at Vic West, and/or are planning for between now and the end of the school year.

# Vic West Elementary School

## Safety on the way to School

We want to make sure that the students arrive at school and return home again safely each day. Listed below are some important things to keep in mind.



### Driving

If you are driving your children to school we would ask that you obey the rules of the road and are aware of the traffic conditions around our school. Front Street and the roads leading into the school can become quite congested during the morning drop-off and afternoon pick up times. Please park on the side roads if you need to come into the school.

The driveway is for drop-off and pick up only, and the parking lot is reserved for staff only. Because we have staff that come at different hours, an empty spot in the morning does not mean that it won't be needed later.

### Walking, Biking, Skateboarding & Scooters

Children should cross the street only at intersections or clearly marked crosswalks. Our Police Liaison Officer will work with every primary classroom to remind them of the proper and safe way of crossing a crosswalk. Parents are also a part of this process in demonstrating how to use the crosswalk should they send their children to school unattended.

Students coming to school on their bikes, skateboards, or scooters should take care and know the rules of the road. They should also know to walk their bikes, skateboards & scooters in the crosswalk and on school grounds. Students should avoid the staff parking lot. Helmets should be worn at all times.

### Booster Seats

In accordance with the new BCAA Traffic Safety rules, we now use booster seats for all children who are at least 18 kg (40 lbs), and until they are 9 years of age unless they have reached the height of 145 cm (4'9") tall. The school has purchased a class set of booster seats in order to comply with this law. All students who fit into this category use booster seats when the classes go on field trips. For more information and complete details, please visit: [www.ChildSeatInfo.ca](http://www.ChildSeatInfo.ca)

*Please consider dropping your child off a short distance from the school so that we lessen the number of vehicles on Front Street. Or, take the healthy alternative and consider walking or carpooling!*

# Vic West Elementary School

## Absent or Late?

250-382-9131



If your child will be absent or late, please contact the school office and leave a message on the voicemail with the date of the absence, your child's name, and their teacher's name. We listen to our messages daily and we will be sure to pass the message onto the teacher.

When children arrive late, we ask that they check in at the school office.



## Safety in the Building

### Building Security

We would like to increase both the security of our school and our ability to monitor the people coming and going throughout the school day. We ask that all visitors please check in at the office and put a guest button on if volunteering in the school. The office is open from 8:30 am to 4:00 pm each day.

### Safety Drills

Safety Drills are practiced as a regular part of our safety plan throughout the school year. Fire and earthquake drills are scheduled monthly and are not announced to parents or students, but the teachers are aware of the day the drills will take place. However, for lockdown drills we will always notify parents and students. The more practice students have, the more prepared and calm they will be should a real emergency arise.



#### 1. Fire Drills

Fire drills are practiced on a regular basis in conjunction with the Victoria Fire Department who monitor our Fire Drills and inspect our buildings for fire hazards.

#### 2. Earthquake Drills



Our Earthquake Preparedness Plan combines continuing efforts to ensure that the building is as structurally sound as possible and that non-structural hazards are reduced, as well as making sure that we are prepared to respond appropriately in the event of an earthquake. Earthquake drills are practiced on a regular basis although we only have one full scale drill per year. In the event of an evacuation due to an earthquake we may not be able to reenter the school building. However, due to recent seismic upgrades to our school, this may reduce the change of structural damage. Should students require being picked up we will attempt to notify parents with whatever resources we have available. Parents can meet with administration and the support team at the rear of the school. A system is in place to release children to their parents or family member previously identified as someone who will assist the family in an emergency. Prior to release a family member will need to be present so we can be accountable to our student numbers. \*We are equipped to shelter and care for nutritional needs of students for a 72 hour period.

#### 3. Lockdown Drills



This new drill has been added in response to the changing times. There have been occasional incidents in schools in our district when it has been deemed necessary to have children remain secured in their classrooms. This drill is designed to be as close to our earthquake procedures as possible and **will be handled in a low key manner**. It will be practiced by the students on a very limited basis, although staff will be well versed in the procedures. Students and parents will always be informed ahead of time when the school has scheduled a lock down drill.

# Vic West Elementary School

## Safety From the Inside Out

### 1. Inside Supervision

Supervisors are on duty from 11:51 am until 12:36 pm every lunch hour. Senior students also act as lunch managers in the Grade One to Grade Three classes at lunch and indoor morning recess when there is inclement weather.



### 2. Outside Supervision

Supervision is provided for 15 minutes at recess and 30 minutes before and after school. The focus of the adult supervisors is safety first, helping with friendship issues or conflicts second. At the end of the day, if students are not picked up before the supervisors are finished, they are asked to come and wait inside the school where we can better assist them. If students wish to stay and play on the playground afterschool they must go home to get permission, and then return to the school. Students are discouraged from using the school telephone to make after school plans.

### 3. Playground Equipment



Students are provided with balls and other equipment to play with during their break times. They are expected to return the equipment to the bins at the end of recess, and to treat the equipment appropriately. The Adventure Playground equipment is monitored for condition and safety on a regular basis. If you notice anything we've missed please notify the office immediately.

## Other Safety Programs

Through working together with our Police Liaison Officer, School Nurse, and teachers in the school, we have the following safety related programs in place at Vic West Elementary:

- Halloween Safety Presentation
- WITS Training for all students (Walk away, Ignore, Talk it over, Seek help)
- Anti-Bullying program (follow-up to WITS)
- C.A.R.E. Kit program for Kindergarten to Grade 3
- DARE - Drug Abuse Resistance Education
- Restitution for all students
- Grade 5 lunch managers for Kindergarten through Grade 3 classes



## Parents/Guardians

**Thank you for reading this document. I hope that you have learned more about the safety programs we have here at Vic West Elementary School, and how we continually strive to ensure that your children are as safe as possible while they are in our care.**

**Thank you!**