

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Student Injury Prevention	824
Directional Policy	
800 – Healthy Schools and Workplaces	

Title of Administrative Procedure:

Student injury Prevention - Technology, Physical Education, Science, and the Arts

Date Approved:

2023

Projected Review Date:

2028

Directional Policy Alignment:

The Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy 800. The Board recognizes that the health and well-being of our students and staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy work environments to keep our students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Student Injury Prevention Administrative Procedure supports the board's Mission to educate students in faith filled, loving, safe, inclusive schools to develop the God-given abilities of each person. This Administrative Procedure aligns with the Board's Multi-Year Strategic Plan 2021-2025 priorities of Providing Excellence in Teaching and Learning, Valuing Relationships, Nurturing Mental Health and Well-Being, and Ensuring Equity.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Purpose:

The Board is committed to ensuring staff take reasonable precautions to provide a safe and healthy learning environment for students, and that practices and procedures are in place to reduce the risk of injury to students. As part of this commitment, student safety guidelines have been developed to mitigate the risk of student injury. The student safety guidelines will encourage and motivate students in assuming responsibility for their own safety and the safety of others. It will also assist staff in the knowledge and skills needed for safe participation in the designated activities.

Action Required:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to Student Injury Prevention and has developed Student Safety Guidelines in the areas of Technology, Physical Education, Science, and the Arts. Each document outlines responsibilities for members of the Board and school communities such as central staff, school administration, curriculum chairs, teachers, parents and students.

Responsibilities:**The Board of Trustees is responsible for:**

- ensuring alignment of this administrative procedure with the [Healthy Schools and Workplaces Directional Policy](#);
- reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.

Superintendents are responsible for:

- supporting principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this administrative procedure;
- ensuring the student injury program is maintained, communicated, reviewed and implemented in accordance with the legislation and regulations.

Principals and Vice-Principals are responsible for:

- implementing this administrative procedure in accordance with the parameters outlined;
- providing leadership and support for staff in their knowledge, understanding, and implementation of this administrative procedure;
- ensuring that Student Safety Guidelines and other student safety protocols are distributed to, reviewed and implemented by staff;
- taking reasonable steps to safeguard the well-being of students while at school and during school athletic events, field trips etc.;
- responding appropriately to care for students, when an injury or illness occurs and ensuring the parent/guardian of an injured student is contacted;
- adhering to [Administrative Procedure 802](#) Illness or Injury of a Student.

Health and Safety Officer is responsible for:

- providing ongoing guidance and support of the student injury prevention guidelines and other student safety initiatives.

Staff are responsible for:

- ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure;
- adhering to the Student Safety Guidelines as outlined in the administrative procedure - in the areas of Technology, Physical Education, Science, and the Arts;
- reviewing their responsibilities annually and complying with the rules, procedures and checklists as outlined in the requisite safety guidelines;
- taking reasonable steps to safeguard the well-being of students while at school and during school athletic events, field trips etc.;
- responding appropriately to care for students, when an injury or illness occurs;
- reporting an illness or injury to school administration;
- adhering to [Administrative Procedure 802](#) Illness or Injury of a Student.

Students are responsible for:

- adherence to student safety passports and conduct agreements;
- engaging in activities at school - consistent with their cognitive, emotional, social, and physical stage of development- that respect school safety guidelines/plans;
- where possible, informing school staff if illness or injury occurs.

Parents are responsible for:

- reviewing expectations as outlined in student safety passports and conduct agreements;
- communicating and collaborating with the school to support a safe and healthy learning environment;
- guiding and encouraging their children to respect school safety guidelines/plans.

Progress Indicators:

- students and staff adhere to the Student Injury Prevention Guidelines;
- the continued commitment and contributions of staff to increase awareness of student injury prevention initiatives and guidelines.

References:

- [AP 802 Illness or Injury of a Student](#)
- Student Safety Guideline Science
- Student Safety Guideline Technology
- Student Safety Guideline Creative Arts
- Student Safety Guideline Physical Education