

Safe & Caring Schools

A Shared Responsibility in Keeping Our Schools Safe

Dear Families,

At Sister Alphonse Academy and within all Greater St. Albert Catholic Schools, the safety of all students, staff, and visitors in our care is a priority. Our staff are committed to adhering to safety protocols, practices, and training to maintain the safest environment. Please take a moment to review some key safety practices we maintain Divisionally to ensure everyone's safety.

Door Safety Protocol:

Door safety is a shared responsibility of all staff, students, and parents. Open unsupervised doors pose a risk. All schools and worksites in GSACRD follow a safety door protocol: **all doors are locked during school and work hours.**

- All families and volunteers are welcome into our schools through the main entrance (generally by appointment).
- All main entrances have a bell and a camera for visitors to be safely admitted into our buildings during school and work hours.
- All visitors are asked to sign in at the office (a record of visitors in the building is necessary during emergency procedures). This is to protect and care for all students, staff, and volunteers in our building.

Further Information:

- School doors will be accessible to students at the school's designated time. All doors remain locked or are staff supervised.
- Students (or parents/guardians, staff) should not let anyone into our schools at any time, all visitors are to enter via the front doors.
- Doors are not to be propped open. If someone props a door open – even with the smallest rock and best intention – it puts our entire building at risk of being unsafe.
- We ask all students and staff to **close any doors that may be propped open.**
- If students are outside of the school building during the day, they may enter through the front doors (doorbell and camera) or a supervised door (recess, lunch, breaks)
- **ANY UNLOCKED OR OPEN DOORS MUST BE SUPERVISED** (i.e., recess, daycare...)

Indoor Doors: All interior doors are kept locked.

- This ensures that all doors are already in a locked state, requiring only proper closure if we have a threat inside a school.
- It prevents incidents of theft in the classroom.
- It prevents students from being in an unsupervised area
- Allows any person (staff, student, volunteer) to close a door and secure a room quickly\

Training & Services to Keep our Students and School Community Safe

To ensure the safety of our school communities many GSACRD staff participate in a variety of safety training measures. Please see descriptors of some of the key training and safety services accessed by Greater St. Albert Catholic Schools.

Mental Health First Aid - The majority of GSACRD Counselors, Family Support Workers, our Mental Health Capacity Building Team and other staff are trained in MHFA. Just like physical first aid is provided until medical treatment can be obtained, MHFA is given until appropriate support is found or until the crisis is resolved.

Applied Suicide Intervention Skills Training (ASIST) - The majority of GSACRD Counsellors, Family Support Workers, our Mental Health Capacity Building Team, and other staff are trained in ASIST. Training provides skilled, life-saving interventions.

Violent Threat Risk Assessment - The majority of GSACRD Administrators, Counselors, and other staff are trained in VTRA. The trauma-informed threat assessment framework aims to identify and intervene within potential pathways to violence.

Trauma Events System (TES) Training - The majority of GSACRD Administrators and other staff are trained in Traumatic Event Systems. The (TES) Model enhances traditional crisis response practice by providing leaders and professionals with the tools they need to prepare, intervene, and support individuals and communities through trauma.

Hour Zero - All staff in GSACRD have trained annually in anaphylaxis, drill protocols for safety (lockdown, shelter in place, hold and secure, evacuation including fire evacuation), OHS safety courses (slips, trips and falls, violence and harassment in the workplace, data protection, OHS awareness) to prepare for and respond to any emergency we may face. It is a complete program that addresses all components of emergency preparedness. All students and staff practice six evacuation drills and two drills for lockdown and shelter in place to be prepared for any emergency.

- [Division School Emergency Response Plan](#)

First Aid - All schools have staff trained in First Aid (Emergency and Standard First Aid) to recognize and provide interventions for life-threatening emergencies until medical aid arrives, as per OHS requirements. All schools have appropriate first aid kits, and supplies are equipped per OHS requirements. First aid kits are appropriately prepared depending on the activity or excursion.

Non-Violent Crisis Intervention - Select school staff are trained in Nonviolent Crisis Intervention (NCI) training is for educators who directly intervene in crises, teaching staff de-escalation techniques and restrictive and non-restrictive interventions.

Student Aware - Software service that monitors student accounts while accessing the Division's Internet. Student Aware monitors searches through filtering of “at risk” topics, including but not restricted to violence, self-harm, school violence, suicide, drugs, and pornography. Suspect searches will send notifications to key GSACRD Division supervisors. The notifications will be sorted for valid items to refer to principals who can identify “at-risk” students. All reporting will be kept confidential. Thank you for helping us to keep our schools and communities safe.

Keeping our school communities safe is always our highest priority. We appreciate all our families assisting us in following our safety planning measures, ensuring our schools are maintained as safe places for all. Please feel free to contact us at the school should you have any questions. Thank you.

Sincerely,

Don Hinks