



## *ANNUAL SCHOOL SAFETY CHECKLIST*

This checklist is a compilation of policies, protocols, and practices that SAES believes are important to the safety and security of its member schools and constituents, and it serves as a foundation for school planning. It is also important to consult with local, state, and federal authorities for definitive information regarding school health, safety, and security. An Annual Review of this checklist serves to promote safe practices campus wide.

<b><i>Policies for:</i></b>		
1.	Use of facilities by third-party groups, including insurance coverage and appropriate liability waivers and hold-harmless provisions	
2.	Medical records retention and access; HIPAA privacy requirements	
3.	Student/employee records retention and destruction including safe and secure storage	
4.	Transporting children in school and personal vehicles	
5.	Reporting child abuse/harassment	
6.	Off-site school events, use of other facilities	
7.	Exclusion of students for reasons of illness	
8.	Firearms/weapons on campus	
9.	Addressing food allergies	
10.	Family and Medical Leave	
11.	Adult:student ratio on field trips, playground supervision, etc.	
12.	Alcohol and other drugs	
13.	Harassment, bullying, hazing, sexual misconduct, and sexual assault	
14.	<i>Code of Conduct</i> which includes expected, responsible employee behaviors and repercussions for negative behaviors	
15.	Conflict resolution	
16.	Student behavior and discipline	
17.	Animals in classrooms	
<b><i>Protocols for:</i></b>		
18.	Fire, lock down, intruder on campus, severe weather, bomb threat, campus/building evacuation/relocation emergency drills, and fire prevention orientation.	
19.	Vision, hearing, spinal screening	
20.	Asbestos and Lead paint inspection and remediation, if required	
21.	Screening/background checks and re-checks of adults, including high school and college student employees/volunteers, parent volunteers, homestay/exchange host families	
22.	Handling of communicable and non-communicable diseases, immunizations and immunization	

	exemptions	
23.	Pest control	
24.	Parking and/or traffic pattern restriction, public street access, carpool guidelines, handicap provisions	
25.	Campus signage and lighting	
26.	CPR, first aid, AEDs, and bloodborne pathogens training	
27.	<i>Safeguarding God's Children, Safeguarding God's People</i> certification and re-certification	
28.	Storage and use of chemicals, cleaning products, and caustic/flammable/poisonous substances in science labs, art studios, janitorial and maintenance areas, kitchens. Lab safety precautions.	
29.	Third-party contractors who provide physical services (i.e., food service, janitorial service, lawn/landscape maintenance, etc.)	
30.	Sanitation and hygiene in all areas (hand sanitizers, cleaning, sterilization, etc.)	
31.	Concussion/head injury	
32.	Use of <i>Epi-pen</i>	
33.	Emergency ingress/egress safety, expectation of orderliness and tidiness of classrooms, hallways, stairwells, and other areas	
34.	Extended day supervision and communication	
35.	Regular campus facilities inspection for adequacy and maintenance of facilities and playgrounds	
36.	Requirements for food service and preparation	
37.	Security of campus from intrusion	
38.	Location of classrooms for early childhood classes	
39.	Homestay and Boarding safety guidelines	
40.	Addressing Risk Management	
	<b>Documentation of:</b>	
41.	Emergency contact information	
42.	Blueprints & campus maps	
43.	Student media release permission	
44.	Program licensing (i.e. daycare, non-accredited preschool)	
45.	Requirements for food service	
46.	Medical release forms, and forms for dispensing and storage of medication	
47.	Inspections of fire and other emergency alarm systems, sprinklers, fire extinguishers, smoke detectors, carbon monoxide detectors, HVAC systems, major electrical connections inside and outside the building, playground equipment, swimming pool, elevators, water/well quality, and school vehicles	
48.	Maintenance logs	
49.	Accident/Incident Reports and log, including parent notification and documentation	
50.	Crisis Response Plan for mitigation and prevention, preparedness, communication, response, recovery.	
51.	Safety/security audit to minimize risks	

**Southwestern Association of Episcopal Schools**  
 1420 4<sup>th</sup> Ave. Suite 29  
 Canyon, TX 79015-3748  
 Tel: 806-655-2400  
[www.swaes.org](http://www.swaes.org)