



***ANNUAL SCHOOL SAFETY CHECKLIST***  
***2024-25***

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, tobacco, 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.	Parental behavior	
18.	Animals in classrooms	
<b><i>Protocols for:</i></b>		
17.	Fire, lockdown, intruder on campus, severe weather, bomb threat, campus/building evacuation/relocation emergency drills, extended/excessive hot/cold weather, and fire prevention orientation.	
18.	Vision, hearing, spinal screening	
19.	Asbestos and lead paint inspection and remediation, if required	
20.	Screening/background checks and re-checks of adults, including high school and college student employees/volunteers, parent volunteers, homestay/exchange host families	

21.	<i>Safe Church</i> certification and recertification per diocesan requirements	
22.	Handling of communicable and non-communicable diseases, immunizations and immunization exemptions	
23.	Parking and/or traffic pattern restriction, public street access, carpool guidelines, handicap provisions	
24.	Campus signage and lighting	
25.	CPR, first aid, AEDs, and bloodborne pathogens training	
26.	Pest control	
27.	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.	
28.	Third-party contractors who provide physical services (i.e., food service, janitorial service, lawn/landscape maintenance, etc.)	
29.	Sanitation and hygiene in all areas (hand sanitizers, cleaning, sterilization, etc.)	
30.	Concussion/head injury (including training for faculty/staff)	
31.	Use of <i>Epi-pen</i>	
32.	Emergency ingress/egress safety, expectation of orderliness and tidiness of classrooms, hallways, stairwells, and other areas	
33.	Extended day supervision and communication	
34.	Regular campus facilities inspection for adequacy and maintenance of facilities and playgrounds	
35.	Requirements for food service and preparation	
36.	Security of campus from intrusion	
37.	Location of classrooms for early childhood classes	
38.	Homestay and Boarding safety guidelines	
39.	Addressing Risk Management	
40.	Medication administration	
<b>Documentation of:</b>		
41.	Compliance with the “Do Not Hire” list (TX) and criminal background checks for employees	
42.	Emergency contact information	
43.	Blueprints & campus maps	
44.	Student media release permission	
45.	Program licensing (i.e. daycare, non-accredited preschool)	
46.	Requirements for food service	
47.	Medical release forms, and forms for dispensing and storage of medication	
48.	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	
49.	Maintenance logs	
50.	Accident/Incident Reports and log, including parent notification and documentation	
51.	Crisis Response Plan for mitigation and prevention, preparedness, communication, response, recovery.	
52.	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)