

Our Savior Christian Academy

HEALTH AND SAFETY PLAN

The goal of OSCA's Health and Safety Plan is to:

- avoid accidents and damage to facilities, materials and keep safe all those who come on campus;
- avoid cutting corners to try and save time and money;
- ensure that we pay as much attention to health and safety as any other key ministry objective;
- always follow the safe systems and guidelines set forth by administration;
- never purchase unsafe products or materials;
- always insist on high standards of health and safety while working with others;
- ensure that anyone you are near including parents and volunteers are aware of the guidelines, processes and safety rules set forth;
- meet basic workplace welfare requirements such as a working knowledge of first aid and CPR;
- hold fire, storm / tornado, mass evacuation and lockdown drills on a regular basis.

We will always:

- make sure we consider health and safety whenever we plan anything (however small);
- identify and report all hazard and safety violations, such as icy sidewalks, unlocked perimeter doors (including the garage), suspicious vehicles or persons on the property;
- report and record all accidents and incidents so administration can investigate to see why they were not preventable;
- provide necessary training (back to school and on-going) for staff and volunteers
- co-operate in the following safety procedures, report problems and make suggestions for improvements
- post necessary and required information to keep others safe
- make ourselves familiar with all safety practices on both campus sites

REDUCING RISK AND CREATING AWARENESS

Safety conditions include but are not limited to the following.

- Parent and caregiver information should be in the classroom and fanny pack.
- Intercoms should be on at all times.
- Intruders are simply that, not welcome. Ask questions. Seek identification. If the intruder persists to present themselves as a threat, they should be met with force (deadly or otherwise) so children and staff remain safe. Staff hold the responsibility and authority to assess situations as a possible threat. This includes intruder on campus, loose animal, gas leak in or out of the building, alarming sounds, quick and unexplained movement by staff or children or anything else unforeseen. If it feels out of place, take time to investigate.
- Staff hold the responsibility and authority to move children to a safe location of their choosing in the most efficient means possible. Staff should know their rally point and understand clearly the route(s) to get there.
- Staff should know the codes to access the building and / or possess a key.

- Staff should remain aware of their surroundings, count their student populous on a regular basis, have a working knowledge of attendance for the day.
- Staff should keep their cellular device on at all times to promote immediate and seamless communication.
- Staff should use any means possible to secure their classroom. This includes piling furniture in front of access points, and using materials as weapons.

- **Platte City Rally Point** - Compass Elementary 816-858-0172

- **Smithville Rally Point** - Horizon Elementary @ 816-532-4566

New updates from

August 2019:

- ✓ To ensure that our staff, volunteers and visitors are kept safe whilst on the Academy premises it is a requirement that everyone signs in and signs out at reception.
- ✓ All staff and volunteers require an OSCA lanyard and identification card to be worn at all times whilst on any campus. Staff will wear a blue lanyard with an ID card in a holder. Volunteers will

wear a yellow lanyard with a Volunteer Card in the holder.

- ✓ Each campus on front reception will hold a 'Watch List'. This list will contain information regarding students who we consider to be vulnerable and at possible risk from unwanted contact. If a person (s) come on to the campus site and request to see or information regarding a student on the Watch List, a member of the Administration team will be contacted immediately - to intervene and/or request police support.
- ✓ Child Protection Referrals. If a staff member has a serious concern regarding the welfare and safety of a student they must complete a Gold Form and hand it immediately to a member of the Administration Team. The member of the Administration Team will then support the member of staff with following any necessary procedures. If there is a concern that does not require immediate support, the member of staff will complete a blue form. The Child Protection forms are in a folder in each office. The CP folder is identified by a single green strip down the spine of the folder.
- ✓ All staff require Child Protection training at the beginning of school year.
- ✓ Each school office will display a 'Child Abuse and Neglect Hotline poster' as outlined in Missouri guidance.
- ✓ Each classroom will have inside, above the classroom door (or in the most visible place) as FIRE EXIT sign directing the class to the nearest EXIT. Staff need to ensure that students in

their classes understand the quickest means of escape in a fire. These directions also aim to minimize a bottle-neck effect when leaving the building.

- ✓ Each year staff will have Intruder Training provided by the local police force.
- ✓ Administration welcomes all members of staff to raise any concern and request any training with keeping our students, staff and visitors safe.

COVID-19 Response:

Please refer to our '**OSCA Operations Plan - A response to Covid-19**'