



Teacher-in-Charge Handbook

September 1, 2017



Mission Statement

Guided by Gospel Values and Catholic Virtues, in partnership with home and Church, we educate and inspire all students to reach their full potential in a safe and caring environment.

Vision Statement

Our students will become creative and critical thinkers who integrate Catholic Values into their daily lives, as socially responsible global citizens.

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1.0 – Purpose of Handbook

The Teacher-in-Charge in each elementary school is called upon to respond to a variety of situations that may arise while the Principal and Vice Principal (if applicable) are not available.

The purpose of the role is to have a teacher on staff who will initiate established school emergency procedures when administration is not present in the school. Most responses are rooted in common sense and are based on ensuring the safety and security of students as the primary concern. Any actions taken in the best interest of the student(s) usually contain the right response.

A sharing meeting between the Principal and Teacher-in-Charge to discuss local school information is extremely valuable.

This handbook is intended to be an additional resource tool that provides information about the role, available resources and highlights types of situations that may occur. If there is any discrepancy between what is contained in this handbook and what is in current legislation, Board policies and procedures, or collective agreements, the latter will apply.

2.0 – Responsibilities and Compensation

Role responsibilities, compensation, and required qualifications are defined in the OECTA York Unit collective agreement within the following areas.

- Part B – Article 7.01 – Responsibility Allowance
- Part B - Article 13.15 (A)(B) – Role responsibilities and selection process
- Part B - Appendix F - Qualifications

The additional responsibility allowance is paid to the Teacher-in-Charge in accordance with Article 7.01(a). Language pertaining to the role and responsibilities are provided below for reference:

ARTICLE 13.15 (A)(B)

Each elementary school without a vice principal shall have a Teacher-in-Charge. The Teacher-in-Charge will be named by the principal from among those who submit their candidacies for the position, and will receive a yearly responsibility allowance as outlined in Article 7.01(a). The Teacher-in-Charge is responsible only for responding to emergency situations when the principal is out of the school.

A. Role Responsibilities

The Teacher-in-Charge is responsible for responding to emergency situations when the Principal is not present in the school. Teachers-in-Charge will fulfill their duties following established school procedures in emergency situations.

Emergency situations are situations which cannot wait until the Principal returns. These emergency situations may include:

1. Student care and discipline:
 - a. injured students – medical emergencies
 - b. missing students – Safe Arrival Program
 - c. discipline situations that cannot be postponed
 - d. indoor / outdoor routine for inclement weather

2. Building Needs – Emergency Procedures:

- a. Evacuation procedures
 - i) Fire
 - ii) Bomb
 - iii) Toxic Spill
- b. Maintenance
 - Heating – Electrical – Water Supply
- c. Cancellations
 - i) Bus
 - ii) Early Dismissal

3. Staff

- i) Health and Safety Concerns
- ii) Absences – uncovered classes
- iii) Bus Drivers
- iv) Police
- v) Press
- vi) Strangers in the yard or school

N.B. See **APPENDIX F** for the qualifications of this position.

B. Selection Process

NOTE: An appointment to Teacher-in-Charge is effective as of September 1st for a two-year term (where the teacher remains on staff at the school).

1. Prior to May 31st, the Principal will either:

- i) Confirm with Human Resources the name of their Teacher-In-Charge for the upcoming school year (if teacher is in the second year of their two year appointment and is remaining on staff)
- ii) Confirm that the position will be posted.

- 2. Where the Teacher-in-Charge position is vacant, the job will be posted internally to school staff on the first Monday in June (closing the second Monday in June).
- 3. Applications submitted to the school Principal.
- 4. The Principal will submit the name of the successful candidate to Human Resources by the third Friday in June.
- 5. Human Resources will provide written confirmation to the successful candidate by July 15th.

APPENDIX F – TEACHER-IN-CHARGE

QUALIFICATIONS

- (i) OECTA York Unit teacher other than a probationary teacher
- (ii) On staff at time of application
- (iii) Minimum of 4 years OECTA York Unit teaching experience

3.0 – Information Items:

3.0 (a) Accessibility Standards

The Board is committed to ensuring accessibility for all, and endorses the *Accessibility for Ontarians with Disabilities Act, 2005* and the regulations supporting this Act.

Accessibility is defined as a means made available to or easily used by a person with a disability in order to retrieve information and/or services. Barriers to accessibility relate to anything that prevents a person with a disability from fully participating in any aspect with the Board. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier or a technological barrier.

Should any situations relating to accessibility present themselves while in the role of Teacher-in-Charge, it is important not to ignore a request for consideration for accommodation of a disability and to bring the matter forward to the attention of the Principal upon their return.

Further information regarding Board accessibility standards can be found by reviewing the following 3 Board policies. These can be found on the Board website (www.ycdsb.ca), under the Trustee's tab (Board Policies and Procedures).

- **Policy 415 – Accessibility Standards for Employment**

The Board is committed to providing employment opportunities that are barrier-free, bias-free and enabling of full integration for those with disabilities.

- **Policy 601: Accessibility Standards in Customer Service**

People with disabilities should have the same opportunity of access to our services in the same location and in a similar way as these services are available to all others we serve.

- **Policy 609: Accessibility Standards for Information and Communication**

The Board is committed to establishing procedures and practices for the provision of services to people with disabilities. Information and communications that are barrier-free and enabling of full integration for those with disabilities are integral in order to meet accessibility standards.

3.0 (b) Human Rights

The *Ontario Human Rights Code* provides protection against discrimination in Ontario. The fundamental principles of the *Code* are:

- Dignity and worth of every person
- Understanding and mutual respect
- Equal opportunity to participate in and contribute fully to the community.

Section 5 of the *Code* states:

1. Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
2. Harassment in employment: Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee

because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Discrimination usually includes the following elements:

- Not individually assessing the unique merits, capacities and circumstances of a person
- Instead, making stereotypical assumptions based on a person's presumed traits
- Having the impact of excluding persons, denying benefits or imposing burdens.

Many people wrongly think that discrimination does not exist if the impact was not intended, or if there were other factors that could explain a particular situation. In fact, discrimination often takes place without any intent to do harm. And in most cases, there are overlaps between discrimination and other legitimate factors.

The Board is liable for the acts of an employee who is acting in a supervisory authority position, such as the Teacher-in-Charge, if the Teacher-in-Charge discriminates against or harasses anyone in a way contrary to the *Code*, or who knew of the harassment and did not take steps to remedy the situation.

Reference: Human Rights at Work, Third Edition, Ontario Human Rights Commission

The Board has policies and procedures in place and it deals with discrimination or harassment based on prohibitive grounds, as outlined in the *Code*. The policies also deal with inappropriate conduct not based on the *Code as well as* responsibilities for supervisors.

It is important for the Teacher-in-Charge to consult with the Principal / Vice Principal / Supervisory Officer should there be any indication of discrimination, inappropriate conduct, or a possible human rights complaint.

3.0 (c) Confidentiality

The Board has an obligation to protect all rights of privacy with respect to personal information that is collected, used, disclosed, and retained for the education of students and/or the employment of Board employees and, on occasion, as required and authorized by law.

Board Policy 112: Privacy and Personal Information Management outlines the parameters and procedures that shall be followed with respect to privacy and information management (this can be viewed on the Board website at www.ycdsb.ca, under the Trustee's tab - Board Policies and Procedures). Employees of the Board must follow the mandate of the policy and related guidelines, and must assume responsibility for all information under their custody or control as outlined in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The Teacher-in-Charge should err on the side of caution and not release information unless he/she is absolutely sure that the release is appropriate. He/she should discuss anything they are unsure of with the Principal / Vice Principal upon his/her return.

3.0 (d) Board Policies and Procedures

Board policies and procedures are approved by Senior Administration of the Board. A *policy* is a statement or purpose adopted by the Board that governs the framework for a course of action. It is a commitment by which the Board is held accountable to the public. A *procedure* provides direction for responding to specific situations where an accompanying Board policy is not required. Procedures establish an expectation of how an issue is to be addressed in order to ensure common understanding and practice.

Board policies and procedures are accessible online to all staff. They can be found in the following 2 areas:

- On the board website at ycdsb.ca / “Trustees” section / “Board Policies and Procedures”;
- On the “Staff” page of the board website under “Conferences” / “Policies and Procedures

There are seven main categories under which Board policies and procedures are indexed. They include:

1. Governance / Board
2. Students / Admissions
3. Program / Curriculum
4. Human Resources
5. Community
6. Facilities
7. Finance

A sharing meeting between the Principal and Teacher-in-Charge to discuss any local school information pertaining to Board policies and procedures is extremely valuable (i.e. student health concerns etc.).

3.0 (e) Supervisor’s Role (as per the Occupational Health and Safety Act)

When you are in the role of the Teacher-in-Charge, you are a supervisor, as defined in the *Occupational Health and Safety Act*. Therefore, you have certain responsibilities that are defined in legislation.

A supervisor shall ensure that a worker,

- (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- (b) uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

A supervisor shall,

- (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- (c) take every precaution reasonable in the circumstances for the protection of a worker.

3.0 (f) Communication

(i) Documentation:

Documentation is very important in the Teacher-in-Charge role. What may seem to be innocuous at the time can develop into something serious. Documentation is also important so that the Principal, upon his/her return to the school, can be aware of what has transpired during his/her absence.

It is recommended that the Teacher-in-Charge have a day book to be used strictly for Teacher-in-Charge duties. In the day book, jot down the name, key information, and the date and time when you take a telephone call or greet a visitor, when it relates to your role as Teacher-in-Charge.

(ii) Contacting Principal / Vice Principal / Supervisory Officer:

Always take care of an injured student or staff member first. That can be done by delegating, such as to the school secretary, to call an ambulance.

When you are in the role of a Teacher-in-Charge, there will always be someone in a leadership role that is only a telephone call away. You will be informed of the administrator who is available through his/her contact number while there is no administrator in the school.

The normal protocol is to contact the Principal first. If he/she is unavailable, contact the Vice-Principal (if applicable). If the Principal/Vice Principal is not available, contact the School Superintendent. However, that normal protocol may change due to extenuating circumstances; therefore, contact the administrator that has been designated to be available on that occasion.

Ensure you always have those contact numbers readily available. A suggestion is to have them on the cover of your Teacher-in-Charge day book. If you are contacting the School Superintendent and get his/her voice mail, press 0 for immediate assistance.

Many items can be deferred until the return of the administrator. Ensure you document appropriately and consult with the administrator upon his/her return.

When you are faced with matters that require immediate attention, like the situations listed below for example, immediately call one of the three emergency contacts you have been provided. Examples:

- receipt of a Safe Schools Incident Reporting Form
- incidents for which a suspension or expulsion might be imposed
- serious injury to students / staff
- bomb threat
- fire
- lockdown or serious matter involving CAS or police

When in doubt as to whether the matter requires contacting the Principal / Vice Principal / Supervisory Officer, err on the side of caution and call.

3.0 (g) Student Transportation

The Student Transportation Services of York Region (STSYR) is a collaborative venture of the York Catholic and York Region District School Boards. School bus operation is contracted to private companies. All school bus service routes are designed and supervised by STSYR.

Schools will monitor the boarding of vehicles to ensure that students board the correct buses. Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.

School boards, and thus the STSYR, owe a duty of care to its students and are bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of students under its care. Therefore, the Teacher-in-Charge should know where the bus information is located in the school, i.e. routes for individual students, etc. He/she should also be aware of contact information for the STSYR: telephone: (905) 713-2535 or website: www.schoolbuscity.com.

Kindergarten students: If the school bus driver notices that a parent, guardian or designated adult is not present to meet a Kindergarten student at the bus stop, the driver is to call dispatch to telephone the school to inform school staff that the student is being returned. Dispatch will also telephone the STSYR. Should the

school and/or the STSYR be unable to reach the parent, guardian or designated adult and should the driver be unable to return the child to the school, the driver will deliver the child into the care of the police.

To ensure the above, the Teacher-in-Charge must remain at the school until the last drop-off time has passed (see bus schedules). If a student is returned to the school, the Teacher-in-Charge should contact the parent/guardian or designated adult and ensure the student's safety until such time as an appropriate adult picks up the student.

More information can be found on the Board website at www.ycdsb.ca within the "Parents" tab; under "Admissions and Registrations" / "Transportation".

4.0 – Response Guidelines:

When in the role of the Teacher-in-Charge, it is important to be accessible at all times during the day, including being on-site over the lunch period, should an emergency situation require response. Below provides response guidelines for various situations:

4.0 (a) First Aid

Each school has a minimum of one first aid kit, usually located in the Health Room. A minimum of one staff member per school has had standard first aid training. You should ensure that you know which individual(s) in your school have current first aid training. That information is available from the Principal and should be posted on the staff bulletin board.

4.0 (b) Emergencies

Call 911 for Police / Ambulance / Fire

Board Office (Catholic Education Centre) (905) 713-1211 * see page 15 for additional contact info

YCDSB Crisis Management Resource Manual

A YCDSB Crisis Management resource manual is available online and provides "Crisis Action Steps" for various emergency situations. This manual can be accessed through the "Employee Area" conference in First Class (within the folders - Crisis Response Manual / Crisis Action Steps).

Examples of situations addressed include:

911 – Script to call 911	Emergency Codes * Shelter in place / Hold & Secure / Lockdown / Evacuation
Accident – Personal Injury (School)	Fire Alarm – Site Occupied
Accident – Personal Injury (Field Trip)	Fire Alarm – Site Unoccupied
Allergic Reaction	Lost child – procedure to find a lost child
Bereavement	Plant Emergency – Site Occupied
Bomb Threat	Plant Emergency – Site Unoccupied
Chemical Spill – Gas Leak	School Bus Accident
Child Protection and Assault	Severe Weather
Contagious Diseases	Suicide
Crisis Team Personnel	Violent Incidents
Critical Injury	

Child Protection and Abuse (C.A.S):

- If any employee suspects abuse of a child, that employee must report his/her suspicions to C.A.S. Contact information for the York Region Children's Aid Society is included on the CAS Report Form (S13) – Phone number = (905) 895-2318 (Newmarket)/ Toll-Free: 1(800) 718-3850.
- A Teacher-in-Charge will not investigate an allegation involving a Board employee. The Teacher-in-Charge will document receipt of a complaint, and contact the Principal / Vice Principal / Superintendent for guidance and not discuss the matter with anyone else except as instructed by the Principal.
- *For more information, refer to:*
 - * *Board Policy 204: Child Protection and Abuse*
 - * *Board Independent Procedure: Ours to Protect – Child Protection and Abuse Reporting procedures (addendum to policy 204)*
 - * *YCDSB Crisis Action Steps – Section 12 (Child Protection & Assault)*

Evacuation (Fire, Gas Leak, Chemical Spill, Bomb Threat – Inside the Building)

- Call 911
- Evacuate the building:
 - * Close windows. Collect class/student list.
 - * Evacuate in an orderly manner. Take no personal belongings.
 - * Close doors and leave unlocked.
 - * Follow fire route to nearest safe exit.
 - * Proceed to designated assembly area on or off school grounds.
 - * Take attendance. Monitor welfare of students.
 - * Staff and students remain together and wait for further instructions.
 - * Crisis Response Team checks designated areas for clearance of building.
 - * Release main door electronic lock.
- Contact the Principal / Vice Principal / Superintendent from an alternate location.
- Refer to the Fire Safety Plan; the binder is kept in the school's office. The binder is also kept in the Fire Safety Box at the entrance of each school. There are two keys to the Fire Safety Box: one in the office and one in the care of the custodian. The Teacher-in-Charge should be aware of the custodian's cell number if applicable or how to get in touch with him/her. The custodian would also need to be contacted if the fire alarm did sound, in order to reset it.
- *For more information, refer to:*
 - * *YCDSB Crisis Actions Steps – Section 1 (Emergency Codes)*
 - * *YCDSB Crisis Action Steps – Section 4 (Script to call 911)*
 - * *YCDSB Crisis Action Steps – Section 11 (Chemical Spill / Gas Leak)*
 - * *YCDSB Crisis Action Steps – Section 15 & 16 (Fire Alarm – Site Occupied/Unoccupied)*

LockDown / Hold & Secure

- **Hold & Secure** (Dangerous Situation outside the building e.g. police initiated actions, crime in progress, suspicious trespasser) – Adjust classroom routine - Collect students from outside areas, lock all exterior doors, stay away from windows, school routines continue with appropriate adjustments.
- **Lockdown** (Armed / Violent Intruder inside the building) – Clear students from halls into nearest classroom or enclosed area, lock classroom door and turn off lights, instruct everyone to move away from door or areas of immediate threat, stay out of sight – remain quiet, disregard alarms and bells until announcement is made, release main door electronic lock.
- The Principal will address this issue with each Teacher-in-Charge with site specific information.
- *For more information, refer to:*

- * *YCDSB Crisis Actions Steps – Section 1 (Emergency Codes)*
- * *Crisis Action Steps – Section 15 & 16 (Fire Alarm – Site Occupied/Unoccupied)*
- * *Crisis Action Steps – Section 21 (Violent Incidents)*

Severe Weather / Environmental Crisis

- Examples include tornado, thunderstorm, hail storm, fire or chemical spill off-site.
- Take shelter in the building:
 - Collect students from gyms and outside areas.
 - Close all windows. Stay away from windows.
 - Move to hallways on the lower level and/or safe interior rooms (do not use gym or rooms/foyers with skylights as refuge areas).
 - Instruct students to protect themselves - kneel on floor with back to windows, tuck head down and place hands behind head and neck.
- *For more information, refer to:*
 - *YCDSB Crisis Actions Steps – Section 1 (Emergency Codes)*
 - *Crisis Action Steps – Section 19 (Severe Weather)*
 - *Crisis Response Quick Reference Guide*

Police Protocol

- For a list of incidents that require police involvement, please refer to the “York Region Police and School Board Protocol”. This protocol can be accessed online through the “Safe Schools and SDMS Updates: YCDSB” conference in First Class (within the folder – Police Protocol)
- Contact Information includes:

Emergency	Dial 911
Non-Emergency Situations	1-866-876-5423 (ask for Communications)
Consultation	1-866-876-5423 extension 6708

Safe Schools

- It is the policy of the York Catholic District School Board to comply with Ministry of Education expectations and direction with respect to student discipline while affirming its commitment to the three pillars of appropriate discipline within the schools of the Board – the use of proactive strategies, progressive discipline, and redemptive practice.
- Safe school forms (e.g. Student Conduct Reports, Incident Reports etc.) can be accessed online within the “Board Forms: YCDSB” conference in First Class (within the “S” form folder”).
- *For more information, refer to:*
 - *YCDSB Board Policy 202: Safe Schools – Student Discipline*
 - *YCDSB Safe School Student Discipline Resource Document (addendum to Policy 202)*
 - *“Safe Schools and SDMS Updates: YCDSB” conference in First Class*

4.0 (c) Student Issues

Behaviour / Discipline

The Education Act provides a principal with the authority to delegate powers, duties, or functions under Part XIII of the Act – “Behaviour, Discipline and Safety”. As Teacher-in-Charge, you have been delegated limited Principals’ authority, which may include:

- ⇒ The authority to deal with situations involving activities that occur that must be considered for suspension or expulsion. Any initial investigation must be undertaken according to Board direction (either from the Principal or a Superintendent). The Teacher-in-Charge must report all details of the initial investigation to the Principal as soon as possible.
- ⇒ The limited authority to contact the parents of a student who has been harmed as the result of an activity for which suspension or expulsion must be considered. The information provided to the parents by a teacher must be limited to the nature of the harm to the student and the nature of the activity that resulted in the harm. The Teacher-in-Charge is not delegated the authority to discuss the nature of any discipline measures taken in response to the activity.
- ⇒ If the Teacher-in-Charge is not sure whether he or she should call the parents, the teacher should contact the Principal or Supervisory Officer for direction. The Principal or Vice-Principal will follow up with the parents as soon as possible.

Serious issues are to be deferred to the Principal upon return e.g. suspensions.

- *For more information, refer to:*
 - *YCDSB Board Policy 202: Safe Schools – Student Discipline*
 - *YCDSB Safe School Student Discipline Resource Document (addendum to Policy 202)*
 - *YCDSB Board Policy 223: Bullying Prevention and Intervention*
 - *First Class Conference - “Safe Schools and SDMS Updates: YCDSB”*

* Discuss the school’s school-wide progressive discipline plan with the principal.

Code of Conduct

- The Board’s code of conduct is contained in *Board Policy 218*, and is posted online (Board website at ycdsb.ca / “Trustees” section / “Board Policies and Procedures”).
- The Board’s Code of Conduct recognizes that all members of the school community, including Principals, teachers and other staff members, students and parents have an obligation to comply with the defined standards of behaviour.

Injury

i) Minor Injuries (Student)

- Ensure that standard first aid is given (minimum of one staff member per school has had first aid training)
- Action the ‘OSBIE Online Incident Report Form’ when warranted. This form is accessible through the Maplewood system and requires a password in order to complete. Upon request by the Teacher-in-Charge, this form can be entered online by the secretary who has the required password and is able to submit the form.

ii) Serious Injuries (Student)

- Ensure that standard first aid is given immediately (minimum of one staff member per school has had standard first aid training)
- Call an ambulance (dial 911) to transport student to hospital and assign a staff member to accompany the student to the hospital. Contact student's parent or other emergency contact.
- Call Principal / Vice Principal and/or Superintendent immediately.
- Cathy Marra, Health & Safety Officer, is responsible to contact the Ministry of Labour within 24 hours of a critical injury, as required by legislation. This is necessary whether the injury is to a staff member or to a student. Contact Cathy Marra at the Catholic Education Centre at 905-713-1211 ext. 13809 in the case of any critical injuries to staff or students.
- Action the 'OSBIE Online Incident Report Form' when warranted. This form is accessible through the Maplewood system and a password is required in order to complete the form. Upon request by the Teacher-in-Charge, this form can be entered online by the secretary who has the required password and is able to submit the form.
- *For more information, refer to:*
 - YCDSB Board Policy 212: Concussions
 - YCDSB Procedure: Concussions
 - YCDSB Crisis Response Manual

Release of Student (i.e. during school day)

Teacher-in-Charge will follow proper Safe Schools Protocol.
Refer to Maplewood, OSR, and Family Information Forms for issues concerning custody/ emergency contacts etc.

4.0 (d) Staff Issues

Behaviour / Discipline

Document facts and other relevant information (such as date and time). Discuss with Principal upon return. If serious, contact the Principal, Vice-Principal or Superintendent immediately.

Injury

i) Minor Injuries (requiring medical attention and non medical attention)

- Ensure that first aid is provided (minimum of one staff member per school has had first aid training). If medical attention is required, arrange transportation (e.g. taxi) if needed.
- Complete the first aid log.
- Complete the online employee incident report (<https://parklane.ycdsb.ca/hd-supervisor>).

ii) Serious / Critical Injuries (Staff member)

- Assess the situation and secure the scene, ensuring that you do not put yourself at risk.
- Call 911 and request an ambulance (this task may be delegated).
- Call Principal/Vice Principal and/or Superintendent immediately.
- Ensure that you document appropriately.
- Complete the online employee incident report (<https://parklane.ycdsb.ca/hd-supervisor>).

4.0 (e) Visitor Injury (Parent, Guardian, or other)

Minor Injuries

- Ensure that standard first aid is given (minimum of one staff member per school has had first aid training).
- Action the 'OSBIE Online Incident Report Form' when warranted. This form is accessible through the Maplewood system and a password is required in order to complete the form. Upon request by the Teacher-in-Charge, this form can be entered online by the secretary who has the required password and is able to submit the form.

Serious Injuries

- Assess the situation and secure the scene, ensuring that you do not put yourself at risk.
- Call an ambulance (dial 911) to transport visitor to hospital. Attempt to contact an emergency contact, with the information available.
- Call Principal / Vice Principal and/or Superintendent immediately.
- Contact the Health & Safety Officer at the Catholic Education Centre at (905) 713-1211 ext. 13809 if a critical injury.
- Action the 'OSBIE Online Incident Report Form'. This form is accessible through the Maplewood system and a password is required in order to complete the form. Upon request by the Teacher-in-Charge, this form can be entered online by the secretary who has the required password and is able to submit the form.

5.0 –Emergency Contact List

****CONFIDENTIAL****

Name	Title	Office Number	Cell Number
Tina D’Acunto	Superintendent of Education: School Leadership – Area 1 <i>Admin Assistant: Joanna Vettese - Ext. 13129</i>	CEC: 905-713-1211 Extension 13130	
Laura Sawicky	Superintendent of Education: School Leadership – Area 2 <i>Admin Assistant: Patty Miller - Ext 13122</i>	CEC: 905-713-1211 Extension 13123	
Opiyo Oloya	Superintendent of Education: School Leadership – Area 3 <i>Admin Assistant: Claire Ceci - Ext 13611</i>	CEC: 905-713-1211 Extension 13625	
Anthony Arcadi	Superintendent of Education: School Leadership – Area 4 <i>Admin Assistant: Wendy Cosentino - Ext 13004</i>	CEC: 905-713-1211 Extension 13656	
Michael Gray	Superintendent of Human Resources <i>Admin Assistant: Suzanne Alonzi - Ext 13819</i>	CEC: 905-713-1211 Extension 13850	
Cathy Marra	Health & Safety Officer	Employee Health & Wellness Dept. CEC: 905-713-1211 Extension 13809	
Liz Rossi	WSIB Coordinator	Employee Health & Wellness Dept. CEC: 905-713-1211 Extension 13805	
To Be Determined	Manager, Student Transportation Services	(905) 713-2535 Extension 4575	
Joe McLoughlin	Coordinating Manager of Plant & Accommodation Services	CEC: 905-713-1211 Extension 12387	
Cory Gastis	Manager of Facilities Services	CEC: 905-713-1211 Extension 12320	
Principal			
Other contact numbers:			

REVISED AUGUST 2019

APPENDIX A - Checklist (Pertinent information)

Please review this document with your Principal and record the pertinent information for your school. In order to be best prepared for an emergency situation, ensure to confirm/record the location of each item.

Item	Location:	Check off once you have gone to see the item
Safe School binder / Crisis Manual		<input type="checkbox"/>
First Aid kit		<input type="checkbox"/>
Names of employees who are trained in First Aid in my school	1) _____ 2) _____	
Bus Information binder		<input type="checkbox"/>
Fire box		<input type="checkbox"/>
Lock down binder		<input type="checkbox"/>
Keys: <div style="padding-left: 40px;">Fire box keys</div> <div style="padding-left: 40px;">Fire panel keys</div>	_____ _____	<input type="checkbox"/> <input type="checkbox"/>
Emergency evacuation site		<input type="checkbox"/>
Student Health Concern information (e.g. allergies, diabetic, student care plans)		<input type="checkbox"/>
Name of Community Liaison Officer for my school (if applicable)		<input type="checkbox"/>
School-wide progressive discipline plan		<input type="checkbox"/>
Critical Injury Guidelines & Contact Sheet		<input type="checkbox"/>
Cell Phone Number of Principal and School Superintendent		<input type="checkbox"/>

