

PROCEDURE 302	
Adopted	October 2008
Last revised	September 2018
Review date	September 2023

SAFE ARRIVAL

1) PURPOSE

Hastings and Prince Edward District School Board is committed to ensuring the safety and well-being of students and employees. This administrative procedure has been developed to promote the safety of students and to establish a safe arrival program for all schools with elementary students.

2) SAFE ARRIVAL PROGRAMS

- a) Parents and guardians are responsible for providing schools with complete and current emergency information. The safe arrival program is the school's mechanism used to monitor and communicate student arrivals at school.
- b) All schools with elementary students shall have a safe arrival program that makes every reasonable effort to make timely contact with parents, guardians or caregivers when a student does not arrive at school as expected, depart the school as expected, or when there is a known significant delay due to a bus incident/accident.
- c) Safe arrival programs will be designed to be flexible, while achieving overall effectiveness, efficiency, and economy.
- d) The documentation of key information related to the safe arrival program will take place in conjunction with the daily school attendance-taking procedures.

3) SAFE ARRIVAL PROCEDURES

- a) **Program Development**
A safe arrival program will be developed and implemented by each school with elementary students to reflect local needs, with advice where practical, from the School Council, parents, volunteers, and/or other community groups.
- b) **Emergency Information**
Each school with elementary students will expect parents/guardians and caregivers to provide the school with complete and current emergency information to enable the school to make any necessary follow-up contacts.

Principals will make parents/guardians aware of the safe arrival program through school newsletters.
- c) **Explained Student Absences**
Each school with elementary students will develop a method for parents/guardians to communicate student absences or lateness in a timely manner.
- d) **Attendance Checks**
Regular attendance-taking at the beginning of each instructional block will be cross-checked with logged messages referring to reasons for student absence and/or lateness.

e) Unexplained Student Absence

Unexplained student absence shall be followed up by contact with the parent/guardian or emergency contact number(s). Every attempt will be made to make such contact before the instructional block has ended. The safe arrival program must specify the steps that are to be taken when a follow-up contact cannot reasonably be made.

f) Documentation of Information

A reliable system of documenting key information will be developed and maintained. Subject to the Municipal Freedom of Information and Protection of Privacy Act, key information includes:

- i) a log of calls from parents or others who report absences or lateness;
- ii) names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained student absence;
- iii) parental consent for school staff and/or volunteers to make these contacts, in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act; and
- iv) a log of actions taken by school staff in accordance with the provisions of the safe arrival program.

g) Unusual Conditions

The safe arrival program will take into account both normal, recurring circumstances and unusual events and conditions. For example, normal procedures could be modified on days when students are likely to arrive late because of inclement weather or bus cancellations.

h) Program Review

The safe arrival program will be reviewed periodically *by school principals* to confirm its effectiveness.

i) Volunteers

- i) Parents and volunteers can make an important contribution to the delivery of the safe arrival program. Efforts can be made to enlist the aid of parents and volunteers to help reduce demands on the time of school staff.
- ii) Procedures for volunteers are to be consistent with the Hastings and Prince Edward District School Board *Volunteers in Our Schools Handbook*.

Legal references

- *Education Act, section 265 Duties of Principal: Care of Pupils*
- *Ministry of Education and Training Policy/Program Memorandum No. 123 Safe Arrival*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- *Ontario Regulation 612/00—School Councils*

District references -[Reference documents can be found online](#)

- Administrative Procedure 303 - Use of Synvoice Automated Call-out Systems
- Administrative Procedure 498 - Volunteers in Schools

Resources

- *Volunteers in Our Schools Handbook*