



# SAFE SCHOOL ACTION PLAN

2022-2023

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**Name of School**

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**Date of Action Plan Revision**

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**Date of Governing Board Approval**

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Signature of principal

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Signature of governing board chair

### ***Quebec Education Act (QEA)***

**Bullying:** Any repeated direct or indirect behavior, comment, act, or gesture, including in cyberspace, whether deliberate or not, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates, or ostracizes.

**Violence:** Any intentional demonstration of verbal, written, physical, psychological, or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, their rights, or their property.

### ***EMSB Safe Physical and Cyber Environment Policy (2013)***

*The English Montreal School Board (EMSB) believes that every member of its community has the right to learn and work in a safe physical and cyber environment. The EMSB advocates a strong safety and prevention focus which includes student education and support, as well as professional development as per the Quebec Education Program (Q.E.P.) and the EMSB's Strategic Plan.*

### ***Safe School Action Plan***

This plan outlines our measures for preventing and responding to acts of bullying and violence in accordance with the EMSB Safe Physical and Cyber Environment Policy and the Quebec Education Act (QEA).

*Our school is committed to providing our students with a safe and caring learning environment. We encourage all members of our school community to act with respect and kindness towards others. Our school expects students, parents/guardians and others who witness or learn about an act of violence or bullying involving a student to report it promptly to the school team. Our school administration will take the necessary steps in investigating reports and ensuring safety for those concerned.*

## Safe School Team

Our Safe School team is working to ensure safety and maintain a positive school environment. Every year, members of our team review and update our Safe School Action Plan. Our Safe School Team members are:

Name	Function
	Principal
	Vice-principal (if applicable)
	School Climate Consultant

## School Climate

Assessing the school climate helps us understand how safe students feel in their learning environment. It allows us to reflect on what improvements we can make and how we can build interpersonal relationships, engage students socially, and foster emotional and physical safety. Our school collects data related to school climate, primarily, by using **The *OurSCHOOL Student Survey***. Students complete the survey on a voluntary basis.

### Other sources that our school uses to collect data are:

	Review and analysis of data related to bullying/violence at the school level (i.e., incident reports)
	Anonymous reporting
	Reports from the transportation (i.e., bus) and/or daycare staff
	Analysis of last year's Safe School Action Plan
	In-house surveys for parents, staff, and community partners
	The school's Educational Project
	Other:
	Other:

\*\* Note: This plan is based on data provided in the OurSCHOOL Student Survey and other internal data collection methods. The school reserves the right to alter the plan seen below, at any point during the academic year, to reflect its changing priorities and needs more accurately.

Based on our data analysis, we have established the following **overall** priorities for the coming school year:

	<b>Recommended Interventions</b>		
<b>Priority</b>	In-school activities initiated by school staff	Workshops and/or presentations by community partners and/or school staff	Whole school programs and/or lesson plans

## Violence Prevention

As part of our efforts to increase protective factors and educate our staff, students, and the wider community on issues related to bullying and violence, our school will:

	Recommended Interventions		
Priority	In-school activities initiated by school staff	Workshops and/or presentations by community partners and/or school staff	Whole school programs and/or lesson plans



## Collaborating with Families

Families are instrumental in helping schools prevent, detect, and resolve incidents of bullying and violence. We will use various means such as, organized events, distribution of information sheets, newsletters posted on the school website, presentations, and individual meetings to inform parents about bullying and the role they can play in support their child. Based on the priorities outlined for the academic year, our school will actively support and encourage families to:

	Recommended Interventions		
Priority	In-school activities initiated by school staff	Workshops and/or presentations by community partners and/or school staff	Whole school programs and/or lesson plans
		Review menu of workshops provided by SSD (if provided)	



## Response Procedures

Our school is committed to ensure that professional and teaching staff receive ongoing training on how to respond appropriately when witnessing or being made aware of harmful behaviours. Claims of bullying and violence will be investigated according to guidelines established in our school. Emphasis will be on assuring safety, promoting accountability with consideration to mitigating factors, and repairing harm.

## Measures to Protect Confidentiality

Our school pledges to take steps to protect the confidentiality of **any** persons involved in a bullying or violent incident. Our staff and families will be reminded that they are to share information about an incident strictly on a need-to-know basis with consideration to the feelings and privacy of individuals. Reports will be kept confidential in a secure location.

**The confidential means made available to victimized students, witnesses, and parents/guardians to report any violent or intimidating conduct are:**

*(Examples: mailbox, Facebook page, voicemail, email address)*

## Reporting Procedures

The protocol for reporting incidents of bullying and or violence will be described in the student agenda and school website. The protocol will explain that:

- *Students are provided with confidential, safe and age-appropriate ways to report an incident (e.g., by talking to a staff member, by submitting a note in a designated box, etc).*
- *Staff members complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians can report to (their child's teacher, school administrator, behaviour technician) in person, with a direct phone call or by email.*

## **Supervisory & Support Measures**

Our school professionals and staff may take the following steps to support any student who has been involved in, targeted, or affected by bullying behaviors.

- *Consultation with guidance counselor and other appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Provide relevant educational activities for students.*

## **Incident Follow-Up Measures**

Our school will take necessary steps to protect students from harm or retaliation after an incident has occurred. The school will ensure a proper follow-up by:

- Documenting the investigation process, interventions and communications with parties involved.
- Inform all students concerned (victimized student, accused, witness) of the steps taken to stop the situation.
- Maintaining communication with families and students involved in the incident.
- Communicate relevant information to staff members regarding the safety of the student, while maintaining confidentiality.
- Verifying that support services are offered as required.
- Checking in with students to ensure well-being and to prevent escalation or retaliation.
- Providing educational services to the wider school population if the incident reflects a larger problem within the school.

## **Disciplinary Measures**

If after investigation, claims of bullying or violence are confirmed, the principal or designee will determine what disciplinary measures will be required. The school's disciplinary measures will be formative, fair (considering the nature, severity & frequency of act as well as any other mitigating factors) and respect legal requirements regarding the confidentiality of students. In line with the EMSB Safe Physical and Cyber Environment policy, police may be contacted when a criminal act or threat of a criminal act may be involved.

**For more information or inquiries, please contact:**

## **Resources Outside of the school**

We encourage members of our school community to be informed on bullying and violence prevention by consulting the following:

<b>For Students:</b>	Kids Help Phone: 1-800-668-6868  <a href="http://www.needhelpnow.ca">www.needhelpnow.ca</a>  <a href="http://www.cybertip.ca">www.cybertip.ca</a>
<b>For Parents/Guardians:</b>	<a href="http://www.prevnet.ca">www.prevnet.ca</a>  <a href="http://www.mediasmarts.ca">www.mediasmarts.ca</a>  <a href="http://www.protectchildren.ca/en/">www.protectchildren.ca/en/</a>  <a href="http://www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/">www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/</a>