



## Safety and Security

Operations  
Policy  
5012

### Policy Statement

- The Board recognizes the importance of safety and security and the compliance with all state and federal regulations in that regard.
- The Superintendent shall prepare rules and procedures governing school safety.
- All personnel shall comply with safety rules and standards as shall community users of school facilities.
- The Superintendent shall direct the development of emergency plans for all schools and buildings which shall be shared with all staff.
- School buildings, playgrounds, and athletic areas shall be inspected regularly to ensure safe conditions.
- Students shall be supervised at all times during school hours and while attending authorized activities.
- The Superintendent is authorized to close schools or alter school schedules when extreme weather or other hazardous conditions present a threat to the safety and welfare of students or staff.

#### Playground Safety

- Each school shall follow procedures for periodic inspection of playgrounds and equipment.
- The principal shall form an advisory committee to assist in implementing and monitoring policy concerning playground safety.
- Each principal shall develop written safety guidelines and shall include them in the Teachers' Handbook.
- Playground safety information shall be given to students, staff, parents, and community members; and training shall be provided for students and staff.
- Students using the playground during school hours shall be under the supervision of an appropriate staff member.

#### First Aid

- A school nurse or, in his/her absence, an appropriate staff member shall be responsible for providing emergency services in case of injury or illness of a student or staff member.
- First aid shall be administered.
- Efforts shall be made to make contact with the parent and/or physician.
- No student who is ill or injured shall be sent home alone or taken home unless someone is there to receive him/her.
- In extreme emergencies, the school nurse, principal, or designee may make arrangements for immediate hospitalization of injured or ill students, notifying the parent or guardian in advance when possible.
- The teacher or other staff member supervising a student at the

	<p>time an accident occurs shall fill out a form providing details of the accident.</p> <ul style="list-style-type: none"> <li>• The attending nurse shall fill out medical forms required by the state.</li> <li>• Serious accidents to students shall be reported as soon as possible to the Superintendent.</li> </ul> <p><u>Emergency Plans</u></p> <ul style="list-style-type: none"> <li>• The Superintendent shall develop and maintain plans that meet the requirements of state and federal law for preparedness in case of fire, civil emergencies, crimes, and natural disasters.</li> <li>• Building principals shall meet statutory requirements for conduction fire and other safety drills.</li> </ul> <p><u>Security/Access to Buildings</u> School administrators shall take steps to secure buildings and grounds against trespass and shall employ such legal measures as may be appropriate to enforce against trespassing.</p>	
<b>Responsibility</b>	The Superintendent shall be responsible for compliance.	
<b>References</b>	<p>14 Del.C. §4109 14 DE Admin. Code 621</p> <p>Related policies: 5009 Maintenance</p> <p>Related documents: Red Clay Consolidated School District Administrative Memoranda “Employee Identification Badges,” “Keys to District Facilities,” “Notifications of Sex Offenders,” “Reporting and Storage of Hazardous Chemicals and Waste,” “Safety and Security Guidelines for Schools,” “Schedule Changes Due to Inclement Weather and Other Emergencies,” “School Safety Audit,” “Snow/Emergency Working Conditions,” “Use of School Diving Boards,” and “Use of School Swimming Pools”</p>	
<b>Adoption Date</b>	Date of manual adoption (as EBBA, EBC, EBCD), 12/21/1983 (as EB)	
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