

CODE F7

PROCEDURES – DUTY OF CARE TO STUDENTS

Reporting and Response

1. Any employee who discovers a condition in the school that may be an issue of safety and/or security will remedy the condition or complete a work order and forward it to the appropriate person in the school building.
2. A maintenance plan will be in place that establishes a schedule for inspection and maintenance of systems within the school and on the school grounds including but not limited to:
 - Potentially hazardous materials
 - Electrical and mechanical systems
 - HVAC
 - Fire
 - Security systems
 - Areas where safety hazards might develop (playing fields, playground equipment, etc.)

Record Keeping and Notification

1. Record keeping; the principal(s) shall ensure that a record of inspections and work orders is maintained and includes any action taken.
2. The principal(s) shall be notified immediately of any issue that may result in a significant safety hazard.
3. The principal(s) shall notify the superintendent when appropriate.

Education and Training

Member school districts shall provide systematic training on practices to address the requirements outlined in this procedure.