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Subject	SAFE ARRIVAL PROGRAM - ELEMENTARY
References	Ministry of Education Policy/Program Memorandum No. 123 Safe Arrivals Board Policy 4235
Links	
Contact	School Services

1 Guidelines

In designing and maintaining its safe arrival program a school community should take into account the unique circumstances of the school such as the number of staff available, the size of the student body, the geographic conditions in the vicinity of the school, the kind of transportation used by students to travel to school, twinned or annexed facilities, and the number of parents who commute to work out of the area.

2. Procedures

A school safe arrival program must also incorporate the following:

- 2.1 Parental consent shall be obtained in writing at the beginning of each school year, or on enrolment, for a child(ren) to be included in a safe arrival program, to enable school staff and/or volunteers to make the required emergency contacts.
- 2.2 Parents/guardians are expected to provide the names and current telephone numbers of three emergency contacts to be notified, in priority, in case of an unexplained student absence. The first emergency contact listed should be the last person responsible for the student before he/she leaves for school each day.
- 2.3 There shall be a reliable voice-messaging system in place at the school 24 hours per day, including weekends, for parents/guardians to communicate planned student absences or lateness to school.
- 2.4 The program shall be developed to work in conjunction with the school's morning and afternoon attendance taking procedures:



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- 2.5 Logs shall be maintained at the school of:
- 2.5.1 in-coming calls from parents/guardians or others who report absences or lateness;
 - 2.5.2 out-going calls to notify emergency contacts about unexplained student absences;
 - 2.5.3 actions taken by school staff in accordance with the provisions of the safe arrival program.
- 2.6 The telephone numbers of all listed emergency contacts shall be tried before a voice mail message is left. Such message shall then be left on every listed contact number equipped with a voice messaging system.
- 2.7 The steps to be taken when a direct follow-up contact cannot reasonably be made shall be specified, and must include immediate notification of the situation to the school principal who would then determine appropriate action.
- 2.8 Modifications to the program shall be required when students are likely to arrive late, or not at all, because of inclement weather or bus cancellations. Such modifications shall be described in any communication about the program.
- 2.9 Information relating to particulars of the program and subject to the *Municipal Freedom of Information and Protection of Privacy Act* (e.g. consent forms, names and telephone numbers, and logs) shall be maintained in a secure location at the school.
- 2.10 The availability and features of the program shall be communicated to the school community at the beginning of each school year. Regular reminders should be included in school newsletters during the year.
- 2.11 There shall be a review of the effectiveness of the program by the school in consultation with the school council toward the end of each school year, in order that any modifications may be incorporated into next year's safe arrival program.

3. Program Delivery

- 3.1 In some schools the program is delivered entirely by the school's administrative/secretarial staff; in others parent and community volunteers make a tremendous contribution to the delivery of the program. Efforts could be made elsewhere to enlist the aid of volunteers to assist a school staff with the implementation of the safe arrival program.



- 3.2 The start-up costs (e.g. voice messaging system, dedicated telephone line) and on-going costs (e.g. call answer service, long distance charges, refrigerator magnets) associated with a safe arrival program may be charged to the school's basic budget or to other available sources of funds.

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