

NEW HORIZONS CHARTER SCHOOL
ADMINISTRATIVE PROCEDURES

Approved: 2013-12-16

Amended: 2016-04-07

Section: School Operations

ADMINISTRATIVE PROCEDURE #203 – Working Alone

1. Definitions:

In this Procedure:

- a. “Regular working hours” means 8:00 a.m. to 4:00 p.m. during the scheduled Days of School Operation, as approved by the Board of Directors.
 - b. “Staff members” means employees of the New Horizons Charter School Society, as well as the individuals fulfilling the following independent contractor roles: Superintendent, Secretary-Treasurer, Counsellor, Maintenance Worker.
 - c. “Out-of-School Child Care Program” means an independent contractor providing care and supervision to kindergarten and school-aged children in leased space at New Horizons School on a before-and-after-school basis and/or when schools are closed.
2. Staff members who either choose to or are scheduled to work outside regular hours may find themselves working alone or in an isolated area of the school. During these times, the school may also be open to the public for community use.
3. While working alone, staff members are expected to adhere to the following safety procedures:
- a. Carry a mobile phone so as to be able to contact someone in the event of an emergency.
 - b. Be aware of personal safety issues such as accident, injury, or intrusion by outsiders.
 - c. Ensure doors are secured after entering.
 - d. Enter name, location, and time of entry on the sign-in form located near the building alarm panel.
 - e. Seek out and speak with other staff members who may be in the school.
 - f. Advise other staff members who may be in the school before exiting the building.
 - g. Be aware of surroundings at all times.
 - h. Provide access only to authorized person to enter the building.
 - i. Refrain, in all circumstances, from permitting unknown persons, whether or not they claim authorized status, to enter the building.
 - j. Notify a family member or friend of:
 - i. Their location.
 - ii. Their scheduled time of return home.
 - iii. A phone number where they can be reached.
 - iv. Any change in their plans.
 - k. Request a family member or friend to contact them if they are late arriving home.

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- l. Upon exiting the building, ensure the immediate vicinity of the exit is safe, sign out on the sign-in form, activate the security alarm, and ensure the doors are secured. If it is not safe to exit the building, contact the RCMP.
- m. In the event of an intrusion, staff members should not confront the intruder. Rather, depending on the circumstance and using their own judgment, staff members should undertake one of the following procedures:
 - i. Proceed to the nearest self-contained room, secure the door, and call 911.
 - ii. Exit the building at the nearest safe exit, proceed quickly to a safe location, and call 911.
4. Employees of other contractors working in the school (e.g. workers associated with the “Out-of-School Child Care Program”) shall be advised that only recognized individuals are permitted in the building.