
MEMORANDUM

TO: Ontario Directors of Education

FROM: Frank Kelly
Executive Director

DATE: September 15, 2016

REGARDING: Continuing Support for Student Injury Prevention – Phase Three

Deputy Minister of Education Nancy Matthews outlined the ministry's continued support for the *Ontario Student Injury Prevention Initiative* (SIPI) in her June 2016 memo. This memorandum provides further information on Phase Three of the SIPI -- including an important survey to be completed by boards.

Background:

The Ministry of Education (EDU) introduced the *Student Injury Prevention Initiative* (SIPI) in January 2013. As noted in the Deputy Minister's June 2016 memo, a "key initial objective of this initiative was to help establish and maintain a culture of safety mindedness in all school boards and schools as well as ensure that student injury prevention and safety is the highest of priorities for all. To date, the ministry has provided almost \$16M in funding and resources to support implementation of this initiative."

With support and funding from EDU, the Council of Ontario Directors of Education (CODE) successfully coordinated Phase One and Phase Two of this important initiative.

For Phase One, the CODE Health and Safety Team (with assistance from representative boards) developed a wide range of resources to support principals and supervisory officers in their efforts to ensure that student learning in science labs and technology shops occurs in a safe and healthy learning environment.

In Phase Two, funds were provided to boards (based on a needs assessment completed by the boards) to facilitate all Ministry of Labour work orders being resolved and significant student safety issues addressed.

Phase Three:

CODE once again will have a key role in facilitating Phase Three of the SIPI. **This phase focuses on ensuring that student injury prevention is approached in a sustained, proactive and systematic way.** This will include boards providing information through online surveys on current policies, procedures and structures that lead to a culture of safety mindedness and student injury prevention. Phase Three also includes the development of long-term school board student injury prevention plans. The timelines for Phase Three are September 2016 to June 2017.

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Council of Ontario Directors of Education

Representing:
Association des gestionnaires de l'éducation franco-ontarienne AGÉFO
Ontario Catholic Supervisory Officers' Association (OCSOA)
Ontario Public Supervisory Officials' Association (OPSOA)

The key components of Phase Three include:

- Expanding the CODE Student Health and Safety Team to include representation from the Arts and Health and Physical Education (in addition to Science and Technological Education);
- Organizing a CODE Student Health and Safety Advisory Committee, with regional representation of supervisory officers;
- Facilitating regional networks and supporting boards through CODE Student Injury Prevention regional leads;
- Gathering information on current board policies, procedures and structures that lead to a culture of safety mindedness and student injury prevention;
- Preparing board plans that address student injury prevention in a sustained and proactive manner; and
- Developing a website with a comprehensive listing of resources that educators can use to build a culture of safety mindedness and student injury prevention.

Board Surveys and Student Injury Prevention Plans

A very important part of Phase Three is surveying boards on current policies, procedures and structures that lead to a culture of safety mindedness and support student injury prevention. To achieve this, the CODE Health and Safety Team has prepared six surveys to be completed by each school board. The process for completing these documents is provided within the surveys, and is summarized below.

To support the completion of surveys and development of a three- to five-year plan, each board will receive \$10,000.00 through a Letter of Agreement which outlines the key expectations for Phase Three. *The Letter of Agreement, attached to this Memorandum, is to be completed and returned to Janette Jensen (janette@opsoa.org) at the CODE office by **September 30, 2016**.*

The CODE SIPI Phase Three Regional Leads will soon be contacting boards to outline expectations for Phase Three, and to discuss possible strategies to assist with completing the survey and the board plan. The regional leads are:

Cathi Siemieniuk, Thunder Bay Region
Ken Ryan, Sudbury North Bay Region
Larry Clifford, Toronto and Area Region
Linda Fabi, London Region
Michael Ash, Barrie Region
Charlotte Patterson, Ottawa Region
Maurice Glaude, French Language Boards

In addition to the CODE Health and Safety Team, the CODE SIPI Phase Three Regional Leads will provide support to both the Advisory Committee and school board health and safety leaders.

Completing the Surveys Online

Where possible, the completion of all six surveys should be overseen by the board's designated supervisory officer for the Student Injury Prevention Initiative. If there is no designated supervisory officer, boards may assign the survey oversight role to appropriate personnel.

Note: the online surveys are due no later than November 30, 2016.

The surveys can be completed online through the links below:

Survey One: SIPI Board General Survey

Survey Two: The Arts

Survey Three: Health and Physical Education (Gr. 1-8, 9-12)

Survey Four: Science (Gr. 9-12)

Survey Five: Science and Technology (Gr. 1-8)

Survey Six: Technological Education (Gr. 9-12)

Please note:

- The first survey (“Survey One: SIPI Board General Survey”) pertains to all operations of the board that focus on student injury prevention. Completion of this survey may require the input of staff members from various board departments, e.g., Curriculum/Program area, Business Services, Health and Safety, Risk Management, Facility Services, and Maintenance Services.
- The remaining five subject-specific surveys pertain to student injury prevention in subject areas that have been identified because of their greater potential for student injury. Board staff responding to questions in one of these subject-specific surveys should be familiar with the curriculum and teaching practices in that subject area.

The person(s) completing the surveys may wish to seek input from other people in the board. For this reason, a Word or PDF version of the surveys may be downloaded and shared with others for their feedback. In addition, if changes are required, surveys can be resubmitted up until November 30, 2016. Only data from the most recent version will be used to prepare the final reports.

Any questions about the completion of the survey can be directed to Janette Jensen at the following:

Email: janette@opsoa.org

Tel: 905-845-7003

Summary of Key Dates:

- Letter of Agreement due **September 30, 2016**
- Surveys completed by **November 30, 2016**
- Overarching timelines for Phase Three are **September 2016 to June 2017**

Following the completion of the surveys, CODE Phase Three Regional Leads will be in touch with school boards regarding next steps on three- to five-year student injury prevention plans.

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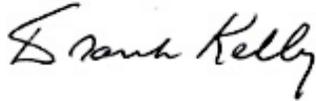
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Student injury prevention is essential to student well-being and success. CODE is pleased to support boards as they continue this important work through Phase Three of the *Student Injury Prevention Initiative*. I thank you for your leadership in this area.

Should you have any questions, please contact the CODE office.

Regards,



Frank Kelly
Executive Director