

### **Children's Safety Policy and Procedures**

Bright Child Montessori will establish practices that prevent accidental injuries, protect children from harm, and remove children from danger in the event of a fire or other emergency situation.

#### **Procedures:**

1. The school has a written procedure for fire drills that has been approved by the local fire department. Each staff member is familiar with this procedure and each program room has specific instructions for moving children safely out of the building.
2. In case of an emergency situation that makes the school's premises unsafe, the children will be evacuated from the building. The school has arrangements with Ecole St. Jean Baptiste to bring the children to that location until the premises are safe for their return or until the children can be picked up by their parents/guardians.
3. If a child is injured, the staff will ensure that the child receives appropriate first aid and medical attention. If the situation requires medical attention, staff will contact parents/guardians (or emergency contact if a parent/guardian is not available). An accident form will be completed and filed in the school's records.
4. In compliance with the *Child and Family Services Act*, any staff member who has reasonable grounds to suspect that a child has suffered from, is suffering from, or is at risk for suffering from child maltreatment (sexual or physical abuse, physical or emotional neglect), must report the suspected maltreatment to the Windsor Essex Children's Aid Society.
5. The school will ensure that the outdoor playground environment complies with Canadian Standards Association (CSA) Standard.
6. The school must report any serious occurrence incident to the provincial child care advisor responsible for licensing the centre.