

Chelsea School Events Policy

In conformity with applicable laws and WQSB policies, this Events Policy:

1. Ensures the safety and security of all participants.
2. Provides guidelines and procedures when an emergency occurs.
3. Provides expectations to all participants.

Note: “School Representative” is defined as the School Principal or their representative (as designated by the School Principal).

Participants who are eligible to attend Chelsea School Events are:

- Elementary school aged children or younger;
- Parents/Guardians – person with parental authority or who is entrusted, by delegation or otherwise, with the supervision or education of a student or participant. This includes school staff.

Ref.	Policy	Intent	Procedure
1.0	The School Representative must be present at all events.	To provide a point of contact in the event of an emergency or policy violation.	<p>The School Representative shall be present for the duration of each event.</p> <p>A representative from the event’s organising body and/or parent/guardian must inform and consult with the School Representative if an emergency or policy violation occurs.</p> <p>The School Representative is authorised to make decisions to address emergencies and policy violations.</p> <p>The School Representative will communicate any emergencies or policy violations to the School Principal and the organising body’s representative, as applicable.</p>

Ref.	Policy	Intent	Procedure
2.1	Alcoholic or illegal substances (hereafter called banned materials) are prohibited at all events except when a liquor licence has been issued in accordance with applicable laws. Liquor licences may only be requested for events which are designated for adults only.	To adhere to applicable law and the WQSB policy on the possession of alcoholic or illegal substances for the safety, security and health of participants.	<p>When a coat check is established (as determined by the School Principal), participants must check all bags & coats.</p> <p>If a participant is witnessed consuming alcohol or illegal substances, they will be asked to leave the event.</p> <p>Refusal to leave will result in police involvement.</p>
2.2	Smoking is not permitted on school property.	To adhere to applicable WQSB policy for the health of the participants.	If a participant is witnessed smoking, they will be asked to do so off of school property.
3.0	Children must be accompanied by and be under the supervision of their parent/guardian at all events.	<p>To ensure that children are appropriately supervised at all times.</p> <p>School staff and the School Representative are not responsible for the supervision of children whose parent/guardian is present.</p>	<p>Upon approval of each event, the School Principal will determine if a sign-in procedure is required.</p> <p>When applicable, a sign-in procedure will be implemented by the event's organising body.</p>
4.0	Volunteers shall be clearly identified (eg. name tags, shirts, vests).	Increase the visibility of volunteers so participants know who they can approach for questions, issues, or comments.	The volunteer coordinator for each event must ensure the required number of volunteers (as determined by the School Principal) are wearing identification.

Ref.	Policy	Intent	Procedure
5.0	All participants must remain in the designated area during each event.	To ensure the safety and security of students and their belongings, and to remove access to unsupervised areas.	Volunteers will monitor the access points to/from the designated area during the event.
6.0	The emotional, physical, verbal or sexual abuse of any participant (including school staff, School Representative, volunteers, etc.) will not be tolerated.	To ensure the emotional and physical well-being of all participants.	<p>The School Representative may ask the offending participant to leave the premises.</p> <p>The School Representative, or other witness, may report any offence to the authorities.</p>
7.0	No item that is used as a “weapon” is permitted on school property. It is the right of the School Representative to define an item as a “weapon”.	To ensure the emotional and physical well-being of all participants.	<p>The “weapon” will be confiscated by the School Representative.</p> <p>The offending participant may be asked to leave the premises.</p> <p>The School Representative, or other witness, may report any offence to the authorities.</p>