

Date: October 19, 2018

Title: Safe and Caring Schools Updates for 2018/19 School Year

I am pleased to share the following important Ministry of Education updates regarding Safe and Caring Schools for the 2018/19 school year.

Safe School Coordinators – New Process for Designation

In consultation with the Federation of Independent School Associations (FISA), there is a change in the process for designating Safe School Coordinators for the 2018/19 school year—principals will now be designated as the Primary Safe School Coordinators (SSC) for all independent schools. The key responsibilities of the Primary Safe School Coordinator are as follows:

- Act as a primary liaison between the school and the Ministry of Education, and with community partners as required;
- Play a key role in the development of school-wide safety initiatives and in responding to student safety incidents; and
- Respond to reported incidents (e.g. submitted by the *erase* online reporting tool).

In addition, each Independent School Association has appointed one or more Association Safe School Coordinators. Association Safe School Coordinators support a group of independent schools to create safe and inclusive learning environments, and support the principal in the Violence Threat Risk Assessment (VTRA) process.

***erase* Training – New Training Requirements**

In previous years, the Ministry required independent schools to have at least two staff members with up-to-date *erase* training (or equivalent) in Levels 1 and 2. For 2018/19, the Ministry *erase* training requirements are as follows:

- A) Primary Safe School Coordinator (and any Additional Safe School Coordinators):
- Basic Violence Threat Risk Assessment (formerly Level 2). Schools that do not have the support of an Association SSC available to them are required to have an Additional SSC.
- B) Independent schools are required to have support available from a Safe School Coordinator (Primary SSC, Additional SSC or Association SSC) who has received the following training:
- Basic Digital Threat Assessment (formerly Level 1b -Digital Threat Assessment).
- C) As in previous years, the Ministry requires at least two staff members to be trained in:
- Ensuring Safe and Caring School Communities (formerly Level 1). The individuals who receive this training may be SSCs or any other staff member who supports students in school student safety.

An overview of *erase* training requirements for independent schools is included in **Appendix 1** at the end of this document. Please visit the [erase training schedule](#) for sessions hosted by school districts for the 2018/19 school year, and to register online. Please be advised that space may be limited. Registration will be opening on an ongoing basis, and updates to the schedule, including additional training sessions, will be shared by the *Deputy Minister's Bulletin – Independent Schools*. FISA and the Ministry of Education are working together to create an *erase* training schedule for

sessions hosted by independent schools, which will also be shared by the *Deputy Minister's Bulletin – Independent Schools* once finalized.

Updates to the SSC Contact List – Action Required All Schools

To ensure that the Safe School Coordinator contact list is up-to-date, schools are required to complete and submit by email to the Ministry of Education the form in **Appendix 2** at the end of this document. The Ministry requires contact information for the Primary and any Additional Safe School Coordinators.

Schools are invited to provide contact information for up to two members of staff who will act as Additional Safe School Coordinators. Please note that Additional Safe School Coordinators should hold a leadership position in the school, such as Vice Principal, School Counsellor or Lead Teacher.

erase Reporting Tool: Update

The *erase* student online reporting tool is being upgraded. The enhanced tool will continue to notify identified safe school contacts in the event of a report. Principal contact information has been used to pre-populate the enhanced tool for the 2018/19 school year. Independent schools are strongly encouraged to promote the enhanced *erase* reporting tool in their schools.

Questions on any of the above may be directed to Sophia Malczewska, A/Director Independent Schools and International Education, at (250) 812-6252 or Sophia.Malczewska@gov.bc.ca.

Thank you in advance for your cooperation and assistance.

Sincerely,



Grant Sheppard
A/Executive Director, Independent Schools and International Education

Appendix 1: *erase* Training Overview – Independent Schools in B.C.

Name of Training	Prerequisites	Who should attend	Ministry Requirements
Ensuring Safe and Caring School Communities (formerly Level 1)	None	Any school staff member who supports students in school student safety.	Any two school staff members who support students in school student safety (Required)
Basic Digital Threat Assessment (formerly Level 1B)	None	Association SSC, Primary and Additional ¹ SSCs and community partners who support all school student safety and critical incident related matters.	Primary SSC <u>or</u> Additional SSC (May be required ²) Association SSC (Required)
Advanced Digital Threat Assessment <i>NEW</i>	Basic DTA		Association SSC (Required)
Basic Violence Threat and Risk Assessment (formerly Level 2)	None		Primary SSC, Additional SSCs, Association SSC (Required for all) ³
Advanced Violence Threat and Risk Assessment (formerly Level 3)	Basic Violence Threat & Risk Assessment		Association SSC (Required)
Train the Trainer - Ensuring Safe and Caring School Communities	Ensuring Safe & Caring School Communities		All SSCs (Optional)
Train the Trainer – Basic Digital Threat Assessment <i>NEW</i>	Basic and Advanced DTA		All SSCs (Optional)

Please note that required training must be completed within the past two years. Equivalent training will continue to meet requirements. Independent schools are encouraged to continue developing their capacity for responding to violence, threats and worrisome behaviours by having as many staff as possible engage in the training, as appropriate. As a requirement for the Primary Safe School Coordinator role, principals who have not yet undertaken Basic VTRA training (formerly Level 2) should do so over the 2018/19 school year. Independent schools that are being inspected during the 2018/19 school year will have until April 1, 2019 to follow-up on any outstanding *erase* training requirements.

¹ Additional Safe School Coordinators should hold a leadership position in the school, e.g. Vice-Principal, School Counsellor, Lead Teacher.

² All independent schools are required to have support available from a Safe School Coordinator (Primary SSC, Additional SSC or Association SSC) with training in *Basic Digital Threat Assessment* (formerly Level 1B, Digital Threat Assessment). If the Primary SSC does not belong to an Independent School Association, then the Primary SSC or an Additional SSC is required to have training in Basic Digital Threat Assessment.

³ Independent schools are required to have support available from a second person with Basic VTRA training. This individual may be an Additional SSC, an Association SSC or another person with Basic VTRA training within the school's Authority.

Appendix 2: Safe School Coordinator Contact Information Form

Please copy the following table into an email, complete, and send back to EDUC.IndependentSchoolsOffice@gov.bc.ca no later than **November 9, 2018**.

Independent School Information - <i>required</i>			
School Name:			
School Code:			
Primary Safe School Coordinator Contact Information - <i>required</i>			
Principal's name:			
Principal's cell phone #:			
Additional Safe School Coordinator Contact Information - <i>optional</i>			
Name and Position	Email	Office number	Cell phone number

Please also ensure all your school contact information is up-to-date, and make any necessary changes by the Ministry school information web page:

<http://www.bced.gov.bc.ca/apps/imcl/imclWeb/SchoolUpdateForm.do>.