



Safety Policy for Student Well-Being

I. General Provisions

These Safety Policy Regulations for Students (hereinafter – “Regulations”) of the International Montessori School of Latvia (hereinafter – “School”) are issued in accordance with the *Law on the Protection of the Rights of the Child*, Cabinet Regulation No. 1338 (24.11.2009) “Procedures for Ensuring the Safety of Students in Educational Institutions and Organized Events”, and Cabinet Regulation No. 277 (23.03.2010) “Procedures for Providing Preventive Health Care and First Aid in Educational Institutions”.

These Regulations apply during the time a student (hereinafter – “Child”) is on the school premises, on school grounds, or participating in school-organized off-site activities.

Compliance with these Regulations is mandatory.

II. Child Supervision on School Premises and Grounds

- The school develops safety regulations, internal rules, and evacuation plans. Teachers must explain these rules to children each September, in a developmentally appropriate way, and again as needed during the school year.
- Parents/guardians (hereinafter – “Parents”) are informed of these safety and internal rules by school staff. Parents are responsible for following these rules and helping their children follow them while on school premises or grounds.
- Preschool children must arrive at school accompanied by an adult and be handed over to a teacher or staff member. Children are not allowed to arrive or remain on school grounds unaccompanied. They should be check in to dedicated adult.
- Parents must list in Transparent Classroom all individuals authorized to pick up their child and inform the teacher in advance (with full name, personal ID number, and ID document number) if someone else will be picking up the child.

- When picking up a child, the parent or child must notify the teacher and say goodbye.
- Children may not be released to intoxicated persons, and children under the age of 7 cannot be released to other children under the age of 13.
- The front door is opened by school staff using an electronic key or intercom system. Parents must not let strangers into the building.
- All staff and parents must ensure doors close securely and that no unauthorized persons enter the building.
- While a child under age 7 is under the school's care, they may not leave the school grounds without a staff member. If a child under age 7 leaves the premises on their own, staff must immediately inform the school director, who will organize a search and notify the police and Parents. Children over age 7 and over may leave campus with a signed note for academic purposes.
- Parents must inform staff of any health issues their child has and must not bring sick children to school.
- If a child shows signs of illness while at school (e.g. vomiting, fever, rash), the Parents are notified immediately. The child must be picked up as soon as possible. See the Health section of the Parent Handbook for more details.
- The school maintains a first aid kit in accordance with Cabinet Regulation No. 713 (03.08.2010). It is stored out of children's reach.
- School staff may not administer any medication to children unless a prior written agreement is made with the Parents.
- When using stairs, staff must ensure that children move carefully and slowly.
- During outdoor time, teachers check the grounds for safety hazards.
- Furniture and large structures must be stable or securely anchored.
- Furniture must be free of hazards like sharp corners, loose screws, or folding seats.
- Furniture must be appropriately sized for children's age and height.
- Tools or materials that could cause injury may only be used under adult supervision.
- Only certified and safe heating devices may be used. All electrical equipment must be unplugged after use. Children may use such devices only with staff supervision.
- Electrical outlets must have safety covers or be placed out of children's reach.
- Dangerous objects or substances must not be brought into the school.
- Cleaning and disinfecting supplies are stored out of reach of children. Disinfection of toys and rooms is done when children are not present.
- Toys and games must be safe and age-appropriate.

- The school yard is fenced, tidy, and easy to supervise; shrubs are trimmed, and lawns are maintained.
 - Playgrounds and sports areas have age-appropriate and securely installed equipment.
 - Sandboxes must have covers and the sand is changed annually.
 - Windows may only be opened when children are not present, except for upper vents equipped with safety mechanisms.
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III. Safety During Field Trips and Excursions

- The school organizes trips and excursions outside the school grounds.
 - Before the trip, the school director issues a written order outlining: the responsible adult, purpose, route, duration, list of participants, transport method, accommodation (if any), and communication/first aid details.
 - Children may travel on foot, by public or rented transport, or in private vehicles provided by Parents.
 - High-visibility safety vests are mandatory for walking or when using public/rented transport, regardless of the season.
 - Seatbelts are mandatory in all vehicles. Child seats must be used if provided by the Parent.
 - When children ride in another Parent's vehicle, all Parents involved must give consent.
 - One adult is required for every 13 children. One of the adults must be a designated lead teacher, as appointed by the school director.
 - Parents are informed at least 3 days in advance about the trip's purpose, route, transport, duration, accommodation (if applicable), and contact options.
 - The lead adult must bring a first aid kit.
 - Outdoor trips are only permitted in safe weather conditions.
 - Staff must monitor children's safety and cancel the trip if conditions become unsafe.
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IV. First Aid Procedures

- All teachers are trained in first aid according to Cabinet Regulation No. 713 (03.08.2010).
 - If a child is injured during school hours or activities (with no Parent present), staff must:
 - Immediately remove the danger to prevent further harm;
 - Assess the injury and examine the affected area;
 - **If the injury is serious:**
 - Call emergency medical services immediately;
 - Inform the Parents and school director without delay;
 - Provide first aid and comfort the child until help arrives.
 - **If the injury is minor:**
 - Provide basic first aid using materials from the school kit;
 - Inform the school director and decide together whether to notify the Parents immediately or when the child is picked up.
 - In emergencies requiring quick action, the teacher may act independently and notify the director afterward.
 - The teacher responsible for the child must document the incident in the injury log the same day. All serious injuries must be recorded.
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V. School Event Organization

- The school director appoints a responsible teacher for each event.
 - This teacher must assess the venue for safety and suitability, confirm compliance with regulations, and approve the event plan with the director. The plan includes the event's time, location, number of participants, and safety measures.
 - The responsible teacher must attend the event and inform children about the relevant safety rules.
 - If Parents attend the event, they are expected to help teachers ensure children's safety.
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VI. Organizing Sports Competitions

- Sports events (excluding nature-based sports) must be held in suitable sports facilities that meet legal safety requirements.
 - If renting a venue, the school director must confirm its suitability and review official inspection reports.
 - Outdoor sports are only held in safe weather conditions.
 - Before the event, the school director issues an order naming the responsible person, event type, time, location, transportation, list of participants, and communication options.
 - The responsible teacher must attend and explain safety rules to children.
 - Parents must be informed at least 3 days in advance about the event and related details.
 - Parents must notify the school if their child has health conditions that limit participation in sports.
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VII. Consequences for Unsafe or Inappropriate Behavior

To maintain a safe, respectful, and supportive learning environment, the school applies the following consequences for unsafe, aggressive, or destructive behavior:

1. Bringing a Weapon to School

- **Non-violent / not used** (e.g., found in a backpack or shown but not used):
Parents are notified by email, and a morning meeting is held with the Parent.
- **Violent use or second time bringing a weapon:**
3-day suspension from school.
- **Second violent use, or third time bringing a weapon:**
Expulsion from school.

2. Fighting

- **Fighting with visible consequences** (e.g., bruises, scratches):
Email to parents and a morning meeting with the child.
- **Fighting that results in hospitalization of another child:**
3-day suspension.
- **Second such incident:**
Expulsion from school.

3. Destruction of School Property

- **First incident:**
Verbal warning and an email to parents explaining that a second incident will result in financial responsibility.
- **Second and further incidents:**
Parents will be required to cover the cost of damage.

4. Ignoring Safety Precautions During Field Trips

- **First offense:**
The child will not participate in the next field trip.
- **Three offenses in one semester:**
The child will be excluded from field trips for the remainder of the semester.

5. Re-Entry After Suspension

Before returning to school after a suspension, a reintegration meeting will be held with the child, their Parent(s), and school leadership to reflect on the incident, discuss expectations, and support a successful return.

6. Support and Intervention

In cases of repeated unsafe behavior, the school may initiate an individual support or behavior plan in collaboration with the child, Parent(s), and relevant staff to address underlying causes and provide appropriate support.

7. Documentation

All serious incidents, including those resulting in suspension or expulsion, will be documented in the child's file, along with communication records with the family.

8. Discretion of the School

The school reserves the right to assess other serious or repeated behaviors on a case-by-case basis, taking into account the child's age, intent, context, and previous incidents. Consequences will be determined by school leadership.

VIII. Final Provisions

- Any amendments to this Policy must be approved by the school founder and director.
- Amendments can be proposed by any school staff member or Parent.

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