

Spotlight



FEATURE ARTICLE

Welcome Back to a New School Year

Every Role Matters. Every Employee Makes a Difference in Campus Safety.

The first few weeks of school are among the busiest and highest-risk times of the year. Campuses come alive with returning students, new employees, changing routines, increased traffic, and heightened activity. Every employee has a responsibility to help create a safe, secure, and welcoming learning environment. Whether you work in the classroom, the front office, on a school bus, in the cafeteria, on the grounds, or behind the scenes, **your actions directly contribute to student and employee safety.**

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Every Role Matters, Continued

Principals & District Administrators

Lead safety through preparation and visibility — school leaders establish the culture for a safe campus.

- Conduct campus walk-throughs to identify hazards before school begins.
- Ensure supervision assignments are clearly communicated and staffed.
- Review emergency procedures with all employees before students arrive.
- Verify emergency supplies, AEDs, radios, and communication systems are operational.
- Reinforce visitor management and campus access procedures.
- Support new employees with safety expectations and reporting procedures.
- Encourage prompt reporting of injuries, hazards, and near misses.

Leadership Reminder: *Visible leadership reinforces that safety is everyone's priority.*



Teachers & Instructional Staff

Students thrive when adults are engaged, attentive, and present.

- Never allow classroom housekeeping or conditions to create a hazard for students.
- Monitor classrooms, hallways, playgrounds, and transitions to ensure adequate supervision.
- Always maintain professional boundaries.
- Recognize and report signs of bullying, distress, or unsafe behavior.
- Review emergency procedures with staff and students early in the school year.

Teacher Reminder: *Strong supervision prevents injuries before they occur.*

Facilities, Maintenance & Custodial Staff

Safe campuses begin with safe facilities — this work often prevents incidents before anyone notices a problem.

- Inspect sidewalks, parking lots, playgrounds, athletic facilities, and buildings.
- Ensure lighting, gates, fencing, and locks function properly.
- Check drinking fountains, restrooms, and common areas.
- Remove spills and address water leaks promptly.
- Monitor HVAC systems and indoor air quality concerns.
- Secure tools, chemicals, and maintenance equipment.

Facilities Reminder: *If you see it, repair it or report it.*



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Every Role Matters, Continued



Transportation Staff

Every trip begins with safety — drivers are often the first and last school employees students see each day.

- Stay alert for distracted drivers, cyclists, pedestrians, and e-bikes.
- Complete pre-trip vehicle inspections.
- Watch carefully during loading and unloading, and ensure students cross safely.
- Report vehicle concerns or unsafe traffic conditions immediately.
- Perform child check to ensure all students are accounted for at day's end.

Transportation Reminder: *Safe transportation starts before the bus leaves the yard.*

Nutrition & Food Service Staff

Safe meals, safe kitchens, safe students — food service professionals support both nutrition and campus safety.

- Follow food safety and sanitation procedures.
- Prevent slips, trips, and burns by maintaining clean work areas.
- Monitor cafeterias during meal service and report spills immediately.
- Secure kitchen equipment and chemicals.

Nutrition Services Reminder: *A safe cafeteria supports healthy students and safe schools.*



ASCIP Risk Management Reminder

The first few weeks of school establish the foundation for the entire year. Strong supervision, proactive communication, hazard recognition, emergency preparedness, and teamwork help reduce injuries, prevent claims, and ensure every student and employee returns home safely each day.

Need Assistance? Contact your ASCIP Risk Services Consultant.



The most effective safety programs are the ones that become part of the school's culture — not just a response to incidents, but a daily commitment to every person on campus.

