



School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criteria or function, check 'implement'.

Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Interior
				Security
				<i>School files and records are maintained in locked, vandal proof, fireproof containers or vaults</i>
				<i>An up-to-date inventory is maintained for all expendable school supplies</i>
				<i>All school equipment is permanently marked with an identification number</i>
				<i>Secure storage is available during and after school for valuable items</i>
				<i>There is a control system in place to monitor keys and duplicates</i>
				<i>There is a policy for handling cash received at the school</i>
				<i>A record of health permits is maintained</i>
				<i>A record of Fire Inspection by the local or state Fire Office is maintained</i>
				<i>If a classroom is vacant, students are restricted from entering the room alone</i>
				<i>There are written regulations regarding access and control of school personnel using the building after school hours</i>
				<i>Staff members who remain after school hours are required to sign in and out</i>
				<i>One person is designated to perform security checks at the end of the day:</i>
				<i>Check that all classrooms and offices are locked</i>
				<i>___ Check all restrooms, locker rooms to assure that no one is hiding there</i>
				<i>___ Check all exterior entrances to assure that they are locked</i>
				<i>___ Check all night lights to assure that they have been turned on</i>
				<i>___ Check the alarm system to assure that is functioning properly</i>
				<i>The telephone numbers of the principal or other designated contact person(s) are provided to the police departments so the police can make contact in the event of a suspicious or emergency situation</i>
				<i>Law enforcement personnel and/or community residents monitor school grounds after school hours</i>
				<i>There is regular maintenance and/or testing of the entire security alarm system at least every six months</i>
				<i>Fire drills are conducted as required by Delaware Law</i>
				<i>The bathroom walls are free of graffiti</i>

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Yes	Improve	No	Implement	
				Safety & Security of Building and Grounds
				School Interior (Cont.)
				The entrance lobby is visible from the main office
				Visitors are required to sign in
				Proper identification is required of vendors, repairmen, etc.
				Visitors are issued ID cards or badges
				Full and part-time staff, including bus drivers, are issued ID cards or other identification
				Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school
				Students are required to have written permission to leave school during school hours
				Lighting
				The hallways are properly lighted
				Bathrooms are properly lighted
				Bathrooms are supervised by staff
				Stairwells are properly lighted
				Switches and controls are properly located and protected
				Access to electrical panels is restricted
				The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored
				Doors
				Faculty members are required to lock classrooms upon leaving
				Multiple entries to the building are controlled and supervised
				Doors accessing internal courtyards are securely locked
				Mechanical rooms and other hazardous storage areas are kept locked
				The school maintains a record of all maintenance on doors, windows, lockers, and other areas of the school
				Signage
				Exit signs are clearly visible and pointing in the correct direction

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Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Exterior and Play Areas
				Play Areas
				Play areas are fenced
				Good visual surveillance of play equipment is possible
				Vehicular access to play areas is restricted
				Playground equipment has tamper-proof fasteners
				Vehicular and Bicycle Parking
				Visual surveillance of bicycle racks is possible
				Visual surveillance of parking lots from main office is possible
				Driver education vehicles are secure
				Students are issued parking stickers for assigned parking areas
				Student access to parking area is restricted to arrival and dismissal times
				All areas of school buildings and grounds are accessible to patrolling security vehicles
				Student access to parking area is restricted to arrival and dismissal times
				Parking area has been designated for students who must leave school during regular hours to begin work
				Security
				All areas of school buildings and grounds are accessible to patrolling security vehicles
				There is a central alarm system in the school.
				High risk areas (office, cafeteria, computer room, music room, shops, labs, etc., are protected by high security locks and an alarm system
				Unused areas of the school can be closed off during after school activities
				There is two-way communication between: <input type="checkbox"/> Classroom and main office <input type="checkbox"/> Duty stations and main office <input type="checkbox"/> Re-locatable classrooms and main office
				Students are restricted from loitering in corridors, hallways, stairwells and restrooms
				Students are issued identification badges
				There are written regulations restricting student access to school grounds and buildings
				There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms
				The school ground is free from graffiti, trash and/or debris

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				School Exterior and Play Areas-Security (Cont.)
				School grounds are fenced.
				Gates are secured by good padlock and chains after hours
				Signage
				Drug-free zone signs are posted
				Bus loading and drop-off zones are clearly defined
				Parent drop-off and pick-up areas is clearly defined
				There is only one clearly marked and designated entrance for visitors
				Signs are posted for visitors to report to main office through a <u>designated</u> entrance
				Restricted areas are properly identified
				Landscaping
				Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule)
				All poisonous shrubs, trees and foliage have been removed
				Boundary edges are free from trees and telephone poles
				School Bus Zone
				Access to bus loading areas is restricted to other vehicles during loading/unloading
				Staff are assigned to bus loading/drop-off areas
				Lighting
				There is adequate lighting around the building
				Lighting is provided at entrances and other points of possible intrusion
				Accessible lenses are protected by some unbreakable material
				Directional lights are aimed at the building
				Exterior light fixtures are securely mounted
				Windows and Doors
				Entrances to school property can be observed from the school and are adequately secured after hours
				If campus style, doors are locked when classrooms are vacant
				Ground floor windows: no broken panes and locking hardware in working order
				Basement windows are protected with grill or well cover
				Outside hardware has been removed from all doors except at point of entry

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Yes	Improve	No	Implement	Subject and Elements being Assessed
				Role of Law Enforcement
				<i>Incidents of crime that occur on school property or at school-related events are reported to law enforcement</i>
				<i>Law enforcement personnel are an integral part of the school's safety planning process</i>
				<i>The school has developed an effective partnership with local law enforcement</i>
				<i>The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both</i>
				<i>Law enforcement personnel provide a visible presence on campus during school hours and at school-related events</i>
				<i>Local law enforcement provides after hours patrols of the school site</i>
				Standards for Security Personnel
				<i>This school does employ security personnel</i>
				<i>Pre-employment background checks are conducted for security personnel</i>
				<i>School security personnel meet a standard for training and qualifications</i>
				<i>Security personnel have clearly defined roles and responsibilities</i>
				<i>Security personnel are involved in the school's safe school planning process</i>
				<i>Security personnel are knowledgeable about youth service providers, both in and out of school</i>
				<i>Security personnel have powers of arrest on school property</i>
				Development of Crisis Response Plan
				<i>The school has a Crisis Response Plan</i>
				<i>The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies</i>
				<i>Categories listed in the plan include at a minimum, those in the guidelines provided by the Department of Education</i>

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				Staff Development
				<i>The principal and administrative staff maintain a highly visible profile</i>
				<i>Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods</i>
				<i>Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Response Plan</i>
				<i>Administrators and staff are trained in personal safety</i>
				<i>School security officers (not law enforcement) receive in-service training for their responsibilities</i>
				<i>School Resource Officers (law enforcement) receive in-service training for their responsibilities</i>
				<i>School volunteers receive training to perform their duties</i>
				<i>Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies and state and federal laws</i>
				<i>School safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan</i>
				<i>Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers</i>
				Opportunities for Student Involvement
				<i>Students are represented on the School Safety team</i>
				<i>The school provides opportunities for student leadership related to violence prevention and safety issues</i>
				<i>The school provides adequate recognition opportunities for all students</i>
				<i>Students are provided encouragement and support in establishing clubs and programs, etc</i>
				<i>Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.)</i>
				Level of Parent and Community Involvement
				<i>Evidence suggests that the community supports the school's programs and activities that teach safety and non-violence</i>
				<i>School activities, services, and curricula reflect the characteristics of the students and the community</i>
				<i>School safety planning reflects the neighborhood, including crime and hazardous conditions</i>
				<i>Parents are an integral part of the school's safety planning and policy making</i>
				<i>Parents are aware of behavioral expectations and are informed of changes in a timely manner</i>
				<i>Local businesses and other community groups are involved in the school's safety planning</i>



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				Development and Enforcement of Policies
				The Student Conduct Policy is reviewed and updated annually
				A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification
				The school has a Crisis Response Plan in effect that is reviewed and updated annually
				A chain-of-command has been established for the school when the principal and or other administrators are away from the building
				The school has implemented pro-active security measures on campus, at school-sponsored activities and on all school property (i.e., school buses).
				Disciplinary consequences for infractions to the Code of Conduct are fairly and consistently enforced
				Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including sanctions for weapon and drug offenses and all other criminal acts
				Parents are an integral part of student discipline procedures and actions
				Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used
				The policy provides a system whereby staff and student may report problems or incidents anonymously
				Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students outside the classroom, such as in hallways, cafeteria, rest rooms, etc.
				Procedures for Data Collection
				Violations of state and federal law are reported to law enforcement
				An incident reporting procedure for disruptive incidents has been established
				Records or data have been established and are analyzed to identify recurring problems
				Accident reports are filed when a student is injured on school property or during school related activities
				The incident reporting system is reviewed and updated annually
				Intervention and Prevention Plans
				Students have access to conflict resolution programs
				Students are assisted in developing anger management skills
				Diversity awareness is emphasized
				Programs are available for students who are academically at-risk
				Students may seek help without the loss of confidentiality
				Students and parents are aware of community resources

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				Miscellaneous
				<i>Does vandalism take place? If yes, check all areas that apply:</i>
				Classrooms Locker rooms
				Hallways Play areas
				Bathrooms
				Other _____
				<i>Vandalism takes place during: (check all that apply):</i>
				Before School Hours During School Hours
				After school Hours Weekends
				Other : _____
				<i>Do assault and battery incidents take place? If yes, check all areas that apply:</i>
				Classrooms Locker rooms
				Hallways Play areas
				Bathrooms
				Other: _____
				<i>During what periods of the day do assault and fighting incidents happen?</i>
				Before school Change of class
				After school Lunch period
				Other: _____