

International Safe School Designation Application

Shuanglian Elementary School of Datong District, Taipei City



School Name : Shuanglian Elementary School of Datong District, Taipei City

School Address : 10361 No. 51, Jinxi Rd. Datong District, Taipei City

Principal : Ming-Yen, Hsieh

Telephone : 886-25570309#1021

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International Safe School Application Form

I. Brief Introduction

1. School Name	Shuanglian Elementary School of Datong District, Taipei City
2. School Address	10361 No. 51, Jinxi Rd. Datong District, Taipei City
3. Zip/Post Code	10361
4. Phone	(02)2557-0309#1021
5. Fax	(02)2553-4840
6. E-mail	jchiiming@gmail.com
7. Website	http://www.sles.tp.edu.tw/
8. School District	Shuanglian, Mingquan and Jiying Neighborhoods of Datong District, Taipei City
9. Principal Name	Ming-Yen, Hsieh
10. Safe School Contact Name	Chi-Ming, Chang
11. Safe School Contact Title	Director of Student Affairs

II. School Demographics

1. Number of Students Enrolled	1203
2. Age Range	6~12
3. Number of Full-time Teacher	103
4. Number of Teacher Aides	0
5. Number of Classified Staff (non-teacher/aides)	14
6. Number of Administrators	8
7. Do you have on-site health staff:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; Full-time Staff <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; Nurse
8. Type of School	<input type="checkbox"/> Pre-Primary <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Post-Secondary <input type="checkbox"/> University
9. The school agrees to have its data (school name not associated) included in cross-national studies. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



Students' Eco Pond



Playground for kindergarten

III. Summary of Our School's Promotion for Safe School Plan

1. School Introduction

1.1 Campus Environment

1.1.1 Geographical location:

Our school is located at Datong district of Taipei city, where humanities converge and conveniently surrounded by Chengde Road to the east, Chongqing N. Rd. to the west, Mingsheng W. Rd to the south and Mingquan W. Rd. to the north. It is near the vicinity of Taipei Bridge and divided from Sanchong City of Taipei County by the Danshui River. In its proximity are schools such as Cheng Yuan High School, Blessed Imelda's School, Taiping Elementary School, Penglai Elementary School, Ming Quan Junior High and Daojiang High School of Commerce. It is also near Chongqing highway interchange and located conveniently near Mingquan W. Rd MRT station of the Danshui line. This convenience has attracted many students from other districts to study at our school.

1.1.2 Campus Environment

Our school has over 100 classes with more than 5000 students, thus our grounds, classrooms and equipments are complete. Furthermore, the diligences put in by our past principles beautify our campus with flowers, trees and serene scenery. In recent years we have strived to create sustainable campus ecology and results are encouraging, with many other schools using our success as role models. The campus is completely opened to the general public and can be used as recreational ground or activity center.

1.1.3 School Equipment

The visual and audio classroom has a seating capacity of 176 and is the ideal location for workshops and conferences. The Activity Center has 4 standard badminton courts and the auditorium has 3; which makes us the ideal location for the annual Education Cup Badminton Competition for the last 20 years; the warm swimming pool is opened to swimming enthusiasts after its completion. The underground tennis court is also the stronghold of Taiwan Aikido and cradle of Taiwan Taekwondo; in the humanitarian and artistic fields there are plans for pottery classroom, kiln and arts exhibition center. We have ample classrooms for extra curriculum activities.

1.1.4 Community Uniqueness

Our school is located within the early pioneering district of Shuanglian Neighborhood and Mingquan Neighborhood in Datong District. The buildings are relatively old and due to incentive planning from the government, numerous construction plans sprung to life and thus bring hustle and bustle to the community. Within the school district are the "iron street" and "wood street", where earlier residents make their living. Nearby is the modern shops street of Mingquan West Rd. and they serve as a marvelous interaction between the old and the new. Comparatively, the old habitat has less green land and public facilities.

1.2 School Map

Our school is located within the northern part of Taipei City in the Datong District, surrounded by four major roads, namely: Chengde Rd., Chongqing N. Rd. Mingsheng. W. Rd. and Mingquan W. Rd. Approximately 1km north of Chongqing N. Rd. is the highway.



Administrative District: Datong District, Taipei City

Address: No. 51, Jinxin St.

Nearby Schools: Chengyuan High School, Cheng Yuan High School, Blessed Imelda's School, Taiping Elementary School, Daqiao Elementary School, Ming Quan Junior High

Campus Area: 27688 m²

1.3 School Introduction

Before academic year 2008, there were 49 normal classes, 4 special education classes, 3 resource classes and 5 kindergarten classes, giving a total of over 60 classes and more than 1250 students. The male population is slightly higher than the female population; and the number of students decreases steadily in a descending order from grade six and downwards.

Currently there are a total of 59 classes with 1 registered nurse. Previously there were 2 nurses, who both possess warm attitude and professional skills. The school campus is wide and thus students have bigger room for activities. Even if they are only slightly injured, they will get immediate treatment from the Health Center and generally are well taken care of.

Following is a statistical compilation of our school's students

Statistical Table of Students' Basic Information Total number of students=1203

Grade	Normal Class			Special Class			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Total	611	571	1,182	18	3	21	629	574	1,203
1 st grade	87	84	171	2	0	2	89	84	173
2 nd grade	80	93	173	2	0	2	82	93	175
3 rd grade	108	87	195	1	0	1	109	87	196
4 th grade	116	98	214	4	1	5	120	99	219
5 th grade	101	115	216	5	1	6	106	116	222
6 th grade	119	94	213	4	1	5	123	95	218

1.4 Geographical, Population and Environment Issues related to Special Population and Accidents and Injuries

1.4.1 The school was constructed in 1957 and has possible shortcomings including old hostel facilities, where ceiling and wall paint chippings are visible, but were renovated recently; however, the sides of those buildings are relatively sharp and may have safety concerns; several buildings have height differences and may cause students to fall; swimming pools are the students' favorite but may also cause accidents; Liangzhou St. is just on the west flank of our school, which is the road most students take. However, no pedestrian crossings or arcade are present, thus posing much threat to students' safety; the abovementioned are situations where improvements must be made.

1.4.2 Further information related to accidents and injuries

- 1.4.2.1 There are 3 resource classes and 4 self-sufficient special education classes. There are few cases of injuries from special education classes due to their motor impairment and lack of sports events; in special resource classes, students are emotionally impaired, thus are more prone have accidents with other students.
- 1.4.2.2 In normal classes, some of those students who are sensory-weak, attention deficient or lower in IQ may be injured more easily during activities.
- 1.4.2.3 The corridors are slippery during raining days, with rain water indirectly pouring in through certain parts of the corridor, causing more accidents.
- 1.4.2.4 The sports ground and playground are wide in area with numerous facilities. Furthermore, students are encouraged to play outside during recesses, thus increasing the rate of injuries.
- 1.4.2.5 There are numerous games equipment located near classrooms where students have easy access, thus increasing the rate of injuries.

Statistical Table of Special Students in Shuanglian Elementary School

	IQ	Visual	Auditory	Language	Body	Sickness	Emotion	Learning	Multi	Self	Others	Under Observation	Total
Special Education Class	7								7	8	2		24
Physically Impaired Resource Class	7		5	9			7	23		8		5	64

2. Objectives

Main Objectives:

- (1) Create safe facility environment for students through campus planning and regular inspection, maintenance of buildings and equipment
- (2) Combine the strength of staff, parents and volunteers to ensure students' safety during school hours.
- (3) Establish disciplined lifestyles and teaching procedures to lower accident rates.
- (4) Strengthen self-protection mechanism, crisis management, accidents and injuries adaptability of teaching staff.
- (5) Develop a complete protection system for accidents and injuries through collaboration with the community.

Secondary Objectives:

- (1) 80% of all staff and students know the application for safe school designation and know accurate preventive measures for safety.
- (2) Establish "Progressive Reduction of Injury Rate in Playground during Morning Recess Periods" based on students' injury statistics and hostel renovation plans. The goal for 1st year is a 5% reduction, and a 4% reduction for 2nd and 3rd year.
- (3) Pass the evaluation procedure for safe school application by year 2010.



Evacuation drill for earthquakes – scenario based: (on the left) Treatment of the injured; (on the right) Evacuation of students

3. The Outcome of School 42 Benchmark Matrix for International Safe Schools in a Safe Community Context

<i>Safe School Features</i>	Safe School Index 1 Basic Framework	Safe School Index 2 Policy and Regulations	Safe School Index 3 & 4 Programs	Safe School Index 5 Documents	Safe School Index 6 Evaluation	Safe school Index 7 Sharing
<i>Social Environment</i>	<ol style="list-style-type: none"> 1. Safe School Promotion Committee established 2. Health Promoting School Promotion Committee established 3. Traffic Safety Education Promotion Team established 4. Friendly School Promotion Committee established 	<ol style="list-style-type: none"> 1. Established Campus Safety Maintenance Plan. 2. Established Traffic Safety Education Project 3. Established Friendly School Project and actively promote anti-violence and anti-bullying 4. Established school regulations, teacher counseling and student management methods, and principles of student punishment and reward 5. Established “Student Grade Evaluation Method” 6. Established regulations for rewarding students for public service 7. Established preventive 	<ol style="list-style-type: none"> 1. Continue holding safety education and trainings for teachers. 2. Hold events and arts exhibitions regarding safety education. 3. <u>Overall safety education promotion and licensing activities to reduce bicycle accidents, with short-, mid- and long-term goals (see attachment)</u> 4. Establish and implement traffic patrol, love service team and health service team. 5. Execute “Healthy Promoting School Project”. 6. Provide counseling and assist <u>new Taiwanese adapt to their studies and interpersonal skills and draft mid- and long-term goals (see attachment)</u> 	<ol style="list-style-type: none"> 1. Login to “Students’ Health Management System” for caretaking of the injured. 2. Use “Report for Hospitalization of Students” for cases of hospitalization. 3. Inform school security about accidents, safety maintenance events, violence or other deviant behaviors. Later the school security center of the Ministry of Education (MOE) must be informed 4. Record students’ accidents and 	<ol style="list-style-type: none"> 1. Student checklist for moral education. 2. Conduct general knowledge quiz for traffic safety and analyze results. 3. Report number of bullying events. 4. Number of traffic incidents. 5. Injury statistics 	<ol style="list-style-type: none"> 1. Convene regular campus security report meetings. 2. Participate international safe school seminars to share experience on the execution of the safe school program. 3. Participate in the Taipei City Campus Safety Meeting. 4. Participate in the campus safety meeting organized by the Health Service Center of Datong District. 5. Participate in Datong District security report.

		<p>measures for H1N1, enterovirus, SARS, conjunctivitis and dengue fever.</p> <p>8. Through discussion of committee members, the theme for safety promotion is “Progressive Reduction of Injury Rate in Playground during Morning Recess Periods” and set long-term goals (see attachment).</p>	<p>7. Strengthen moral and character education to avoid bullying incidents through short-, mid- and long-term goals (see attachment)</p> <p>8. Clear labeling of gaming equipments and hold relevant education events</p> <p>9. <u>Overall inspection and improvement of school facilities with vigilance for dangerous factors.</u></p>	<p>treatment methods on MOE’s website by the 1st of every month.</p> <p>5. Establish files for safety education.</p> <p>6 Records and statistics of causes of student injuries.</p> <p>7. Labels and statistics of locations of student injuries.</p> <p>8. Inspection records of all school facilities.</p>		
Physical Environment	<p>1. “Public Place Safety Team” formed by Safe School Promotion Committee has begun operation.</p> <p>2. The General Affairs Office continue their duty of setting</p>	<p>1. Regular maintenance of classrooms (specialized rooms), facilities, and equipment.</p> <p>2. Building and equipment maintenance should follow rules set forth in the “Safety Management Manual for Elementary Schools” by the Ministry of Education</p>	<p>1. Separation of pedestrian and vehicle track</p> <p>2. Joint investigation of nearby traffic signs and their improvements with traffic authorities.</p> <p>3. Teacher’s guidance work is progressing smoothly, and other interior patrols are executed well.</p> <p>4. There are soft pads at</p>	<p>1. Regular patrol and records by guidance teacher and school guards.</p> <p>2. Registration of guests (by handing out ID) at school gates.</p> <p>3. Regular inspection and records of campus</p>	<p>1. Compile injury statistics and analysis.</p> <p>2. Regular Safe School Promotion Committee meeting to evaluate various safety measures and track their progresses and improvements</p>	<p>1 Regular campus security report meetings.</p> <p>2. Participate in international safe school seminars and exchange experiences.</p> <p>3. Organize sharing event for environmental</p>

	<p>inspection regulations and management of buildings, equipment, and maintenance.</p> <p>3. Abide by regulations set by the Student Affairs Office, maintenance of safe school program, clear communication channel and regular inspection of campus.</p>	<p>3. Weekly inspection of sports equipments and gaming facilities.</p> <p>4. Yearly budget for hostel renovation.</p> <p>5. Progress has begun on designing students' schooling route.</p> <p>6. Future renovation of PU tracks in the playground</p>	<p>playgrounds. However, some of them need to be replaced. There are certain sharp edge locations that need foam for protection.</p> <p>6. Students fall easily in the central corridor that connects different buildings. There are short-, mid- and long-term plans for improvement (see attachment).</p> <p>7. Seek assistance from Jing-juan Safe Children Foundation in determining unsafe factors on our campus</p> <p>9. Set new <u>short-, mid- and long-term plans for the playground as it has the highest injury rate (see attachment)</u></p>	<p>environment in accordance with “Safety Management Manual for Elementary Schools”</p> <p>4. Maintenance records of auditorium and sports equipments.</p> <p>5. Environment maintenance records</p>	<p>3. From time of finding problems with games equipments to their labeling and completion of repairs.</p> <p>4. Injury rate using game equipments</p> <p>5. Percentage improvement of corridors with different altitudes.</p> <p>6. Completion time of suggested pathways on campus and their condition updates.</p>	<p>education.</p> <p>4. Experience sharing of “Constructing Beautiful Schools in Northern Taiwan” by the CPAMI (Construction and Planning Agency Ministry of the Interior)..</p>
Health Education	<p>1. Health and sports field from the Nine-year Compulsory Course are integrated into our teaching</p>	<p>1. Set guidelines for the Spring Sun Project and actively promote anti-betel, anti-drug, smoking prevention and AIDS prevention measures.</p>	<p>1. Ensure health education flows smoothly.</p> <p>2. Nurture safe, hygiene and environmental friendly campus</p> <p>3. Promote the “Health Promoting School Project”</p>	<p>1. Report card for health education</p> <p>2. Results: - Progress: Conference records, manuals, activity pictures,</p>	<p>1. Conduct questionnaires and analysis of pre and post plan implementation.</p> <p>2. Evaluate plan efficiency and bring</p>	<p>1. Convene regular campus security report meetings.</p> <p>2. Participate in international safe school conference to exchange</p>

	<p>curriculum</p> <p>2. Our school has begun participating in the “Health Promoting School Project”, with health education as our focus.</p>	<p>2. Health education plans are completed before the beginning of every semester.</p> <p>3. Long term compliance to government policies and actively promote educational activities for healthy vision, physical fitness, healthy weight and clean teeth.</p> <p>4. Set environment education plans.</p>	<p>4. Organize preventive measures for enterovirus, dengue fever, avian flu, AIDS and SARS.</p> <p>5. Yearly educational promotion for anti-betel, anti-drug, smoking prevention and AIDS prevention according to the Spring Sun Project.</p> <p>6. Hold 8 hours of gender equality educational courses according to “Gender Equity Education Act”</p> <p>7. Conduct at least 4 hours of sexual prevention education according to the “Sexual Prevention Act”</p>	<p>course outlines, training hours tally, progress monitoring.</p> <p>- Completion: achievement report, teaching reflection, finalizing of budgets, results evaluation and future plans.</p> <p>3. Health records of students</p>	<p>the results to school hygiene committee or school affairs meeting for further discussion</p> <p>3. Evaluate course effectiveness through course checklist, teachers’ feedback form, etc.</p>	<p>experiences.</p> <p>3. Regularly participate in healthy promotion of injury prevention meetings of Taipei City</p> <p>4. Cordially invited to Taipei Teachers' In-Service Education Center to share infectious disease prevention experience.</p>
<p>Physical Activity</p> <p>Physical Education</p>	<p>1. “Sports Safety Team”, “School Safety Team” and “School Crisis Team” under Safe School Promotion Committee</p>	<p>1. Yearly plans for better sports courses, standard guidelines for each sports and equipment usage, personnel training. We strive to have standard operating procedure (SOP) in the shortest notice.</p>	<p>1. Organize sports workshop for teachers</p> <p>2. Warm-up and safety education emphasis during sports lessons</p> <p>3. Sports are being taught by teachers with professional credit</p> <p>4. Standard allocation of sports</p>	<p>1. Records for student sports injuries</p> <p>2. Record students’ health conditions on sports health passport</p> <p>3. Record of students’ weight</p> <p>4. Record of</p>	<p>1. Appropriate ratio of qualified sports teachers to students</p> <p>2. Appropriate ratio of teachers with CPR license to students</p> <p>3. Sports teachers with qualified training hours and</p>	<p>1. Regularly convene campus safety report meetings.</p> <p>2. Participate in international safe school conference to share implementation experience.</p>

	<p>should perform their duties accordingly</p> <p>2. Sports Development Committee drafts plans for sports development and its related promotion.</p>	<p>2. Usage and management standards for playgrounds and equipment.</p> <p>3. Comprehensive maintenance measures for sports equipments</p> <p>4. Procedures for rental of sports equipments</p>	<p>equipment and lifeguards</p> <p>5. Integrate school crisis management and emergency treatment into course education</p> <p>6. Actively promote overall physical abilities of teachers and students</p> <p>7. <u>Inspect sports equipment and upgrade old and damaged facilities according to short-, mid- and long-term goals (see attachments)</u></p>	<p>swimming abilities of 5th and 6th graders</p> <p>5. Record of students' physical conditions</p>	<p>license</p> <p>4. Working conditions of sports equipment</p> <p>5. Analysis of students' physical conditions every semester</p>	<p>3. Organize sports education workshop and other emergency training, with experts guidance</p>
Health Service	<p>1. Set up health service centers and allocate nurses</p> <p>2. Conduct vaccination according to government plan</p> <p>2. Conduct physical checkup according to government plan</p> <p>3. Provide health consultation and</p>	<p>1 Set healthcare programs for teachers and students.</p> <p>2. Set emergency and treatment protocols for student injuries, and improve efficiency on notifying and transferring emergency injuries</p> <p>3. Conduct vaccination and physical check-up according to timelines set by health authorities</p> <p>4. Actualize concerns for</p>	<p>1. Provide complete consultation and transfer methods for students, coupled with follow-ups.</p> <p>2 Establish students' emergency contacts.</p> <p>3. Establish investigation records for special medical history or chronic diseases, provide follow-ups or transfer services.</p> <p>4. Promote safety education and increase teacher and student awareness on danger.</p>	<p>1. Utilize campus security communication system to collect information for injury statistics</p> <p>2. Records of caretaking of the injured is input into the "Database for Student Health Management"</p> <p>3. Less black SPOTS according to "Less</p>	<p>1. Regular analysis of data and hire experts to conduct evaluation of plan implementation</p> <p>2. Various health examination records and vaccination records of students</p> <p>3. Health anomaly record of students</p>	<p>1. Hold regular campus safety report meetings.</p> <p>2. Participate in international safe school conference to exchange experiences.</p> <p>3. Participate in health seminars amongst schools</p>

	<p>medical service depending on doctors' expertise.</p> <p>4. Prevent the spread of infectious disease</p> <p>5. Collaborate with nearby hospitals and sign "Medical Services Contract"</p>	<p>employee health</p> <p>5. Collaborate with community hospital and clinics and provide health service and medical care to our students and teachers. Joint health consultation and physical check-up with the community</p> <p>6. Hire emotional therapists or psychologists in collaboration with health awareness event (for example: suicide preventions)</p>	<p>5. Encourage staff above a certain age to participate in physical check-ups</p> <p>6. Regular disinfection on campus</p> <p>7. Prepare sufficient masks, bleach, alcohol, and ear thermometers</p> <p>8. Conduct vaccination and physical check-ups</p>	<p>SPOTS for Safe and Active School"</p> <p>4. Hospitalization records in "Medical report for Hospitalization of injured students of Shuanglian Elementary School in Datong District"</p>		
Crisis Response	<p>1. Establish school's emergency crisis management mechanism.</p> <p>2. Establish students' emergency treatment mechanism</p>	<p>1. Set procedure and guidelines for emergency case treatment and crisis management team.</p> <p>2. Draft personnel allocation and procedure for student emergency cases.</p> <p>3. Set anti-bullying plan for school</p> <p>4. Set policy to prevent</p>	<p>1. Regular meeting of crisis management team and practice emergency treatment procedure</p> <p>2. Regular student emergency treatment drills.</p> <p>3. Conduct counseling for intensive care cases (including dropouts, bullies, gangsters and juveniles, drug abuse, participate as</p>	<p>1. Relevant conference records and drill pictures.</p> <p>2. School bullying and drug abuse records</p> <p>3. Investigative records of gangsters</p> <p>4. Collaboration deal with police</p>	<p>1. Treatment of emergency cases, speed and fluency of hospitalization procedure</p> <p>2. Investigation and consultation records of high risk and high care families</p> <p>3. Statistics of dropout students, school</p>	<p>1. Participate in international safe school conference to share implementation experience.</p> <p>2. Participate in school crisis management seminars</p> <p>3. Announce during achievement</p>

	3. Establish anti-bullying policies, prevent gangs infiltrating school and set preventive measures for 3rd degree drugs 4. Collaborate with community agencies 5. Sign “campus security support” with police of local district. 6. Familiarize with guidelines of disaster prevention and escape.	gangs infiltrating students. 5. Set plans in response to the Spring Sun Project and 3rd degree drug prevention. 6. Regular disaster and earthquake prevention drill	Bajiajiang, internet addiction, depression, self-mutilation and sexual transactions). 4. Actively promote anti-bullying policies and prevent incidents from happening according to short-, mid- and long-term plans (see attachments) – establish hotline and instant notification division. If necessary, a task group can be formed. 5. Regular disaster and earthquake prevention drill	department 5. Achievement display of disaster prevention measures	bullies, gangsters, criminals, drug usage, Bajiajiang, internet addition, depression, suicide and sexual transactions. 4. Review on disaster prevention measures	meeting and other seminars
Community & Family	1. Form parents’ association at the beginning of each semester 2. Establish organizational	1. Use group effort to improve school safety by collaborating with parents’ association 2. Absorb volunteers from school and provide	1. Health and safety prevention education through collaboration with health service centers or medical care teams. 2. Organize safety education	1. Meeting records 2. Volunteer workshops and duty records 3. Manual lists of love stations	1. Records of the community children safety patrol 2. Volunteer allocation table, service records and pictures	1. Participate in international safe school conference 2. Participate in seminars regarding community-based

	function of parents' association	basic and advanced trainings throughout the year	program for parents and teachers.	4. Integration of ideas on joint events with community	3. Domestic violence and sexual harassment notification records	schools
	3. Long-term support of volunteer guidance	3. Collaboration deals with community agencies or shops to provide love stations for students	4. Organize volunteer drive and seminars to assist health and injury prevention education to parents and students.	5. Response to parents' complaints and treatment process	4. Records of parents' association meeting	3. Participate in children safety patrol seminars organized by the Neighborhood Office
	4. Recruit care service stations	4. Collaborate with international safe community designation and accept professional guidance to ensure complete satisfaction of safe school mechanism.	5. Promote all child protection laws of the government and establish a reporting mechanism	6. Notification records	5. Records on parents' suggestions and corresponding response	4. Organize volunteer meeting and provide guidance
	5. Participate in the designation process of international safe community application of Datong District, and be responsible for safe school team	5. Provide adequate protection to students according to Child Protection Act, Domestic Violence Prevention and Anti-Sexual Harassment Act	6. Collaborate with Health Service Center of Datong District to promote safety related activities.		6. Compile statistics of student injuries within the community	5. Convene after-school counseling class safety meeting
	6. Fully utilize the domestic violence center and children counseling services	6. Fully utilize civil organizations' profession, influence or funds through all kinds of collaborative efforts to improve and enhance	7. Actively seek assistance from civil organizations or apply to one of their service plans		7. Compile statistics on increasing rates of volunteer participation	
	7. Actively seek support from					

	civil organizations	school facilities and safety education.				
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4. The Objectives of Short-term, Mid-term and Long-term

According to the results from 42 evaluation indicators, there are still shortcomings in the following factors that need improvement. Through a deliberate discussion with the Safety School Promotion Committee, short-term, mid-term and long-term objectives are drafted to ensure a safe school environment for the students. The objectives are diligently implemented through years of constant effort.

Shuanglian Elementary School, Datong District The Objectives of Short-term, Mid-term and Long-term			
Event description	Short-term 〈 2010 〉	Mid-term 〈 2011 〉	Long-term 〈 2012 〉
1. Decrease injury rate of students during recess periods in the morning at the playgrounds	1. Complete all labeling, usage limitations and rules concerning all sports equipments 2. Always maintain all equipment in working condition. 3. More than 80% of students know the usage rules 4. Reduce the injury rate by 5%	1. Reduce injury rate by another 4%. 2. More than 80% of students know the safety usage knowledge of sports and games equipment.	1. Enhance drainage capability of playground surface and complete re-covering with safe materials. 2. Renewal of games equipments that expire. 3. Reduce injury rate by another 4%. 4. More than 80% of students know the safety usage knowledge of sports and games equipments.
2. Safe bicycle riding education and license	Organize a bicycle safety riding education and licensing examination, with 40 students expected to obtain their license.	Organize a bicycle safety riding education and licensing examination, with 40 students expected to obtain their license.	1. Organize a bicycle safety riding education and licensing examination, and have 40 students pass the exam and obtain their license. 2. More than 30% of students know how to ride bicycles and understand relevant traffic regulations
3. Maintenance and renovation of sports facilities	1. Renovation of floor tiles of auditorium and activity center 2. Always maintain current	1. PU renewal of running tracks 2. Improvement of female	1. Complete renovation of swimming pool base and nearby surfaces. 2. Complete leaking treatment of auditorium

	facilities in usable conditions	washrooms of the swimming pool	and activity center
4. Improvement on the height differences of school corridors	Complete improvement of the altitude problem concerning the corridors connecting different buildings	Complete altitude problem improvements of corridors and each classrooms	More than 80% improvement rate of al altitude problems within campus
5. Acceptance and counseling of new Taiwanese	<ol style="list-style-type: none"> 1. Establish a complete list of all new Taiwanese students 2. Provide academic and relationship counseling for more than 50% of those in need 	<ol style="list-style-type: none"> 1. Conflict of students due to having parents of different nationalities reduce to less than 10 cases 2. Ensure more than 70% of them have no difficulties in language or life adjustments. 	<ol style="list-style-type: none"> 1. More than 50% of new Taiwanese can express their talents and expertise of their parents. 2. More than 50% of students can understand and appreciate foreign cultures (countries).
6. Prevention of bullying	<ol style="list-style-type: none"> 1. Organize at least 2 large educational promotion events. 2. Establish procedures for reporting and handling bullying incidents 3. Have less than 3 serious bullying incidents per year. 	<ol style="list-style-type: none"> 1. Organize at least 2 large educational promotion events. 2. Have less than 2 serious bullying incidents per year. 	<ol style="list-style-type: none"> 1. Organize at least 2 large educational promotion events. 2. Have less than 2 serious bullying events per year.



Our school's volunteer group received the highest honor – gold diamond award- available to volunteer groups in Taipei City. The award was presented by the Taipei City Major (current president) then.



Co-organize “Safe School Drawing” 4-box comic program with Health Service Center of Datong District
Awarded students are photographed with Datong District Chief

5. Safe School Program Implementation Progress

5.1 Indicator One: Establish relevant promotion committees

The Safety School Promotion Committee will conduct monthly evaluation meetings regarding implementation conditions, difficulties or suggestions. Its members include the principal, Head of the Mingquan Neighborhood, president of the Parents' Association, teacher representative, director of student affairs, life education section leader, director of counseling, director of general affairs, sports section leader, hygiene section leader, nurses and 3 student representatives, with their tasks and divisions as follows:

1. Chairman: served by the principal and is responsible for the overall guidance of the Safe School Program and its proposal, implementation and designation process.
2. Secretary and Assistant Secretary: served by the director of student affairs and director of life education. Follow the orders indicated by the chairman and assist the proposal, implementation and designation process of various departments.
3. Incident and Injury Monitoring Team: served by the hygiene section leader with the following responsibilities:
 - (1) Health checklist for new students and planning and implementation of students' health monitoring program
 - (2) Follow-up of abnormalities (including special diseases and disease that need counseling)
 - (3) Management of health center and monthly report of health related issues
 - (4) Maintenance and management of school's health monitoring system
 - (5) Assist in handling of contingencies and report to relevant people in charge according to protocol
 - (6) Registering and reporting of accidents on campus
4. Road Safety Team: served by the life education leader, monitor safety issues of teaching activities and course distribution. Its responsibilities are as follows:
 - (1) Set application method for safe school designation
 - (2) Train road groups for schooling and arrange tasks for teachers giving road guidance.
 - (3) Prevent traffic accidents and treatment of contingencies
 - (4) Organize traffic safety education events, train traffic guidance volunteers and assist in maintaining students' safety.
 - (5) Organize drills for school transport accidents
 - (6) Draft plans for cases of emergencies.
5. School Safety Team: served by director of general affairs and assist in coordinating safe school programs of various departments. Its responsibilities are as follows:
 - (1) Draft school safety programs and integrate them in the teaching of other subjects
 - (2) Provide assistance in various safety promotion events

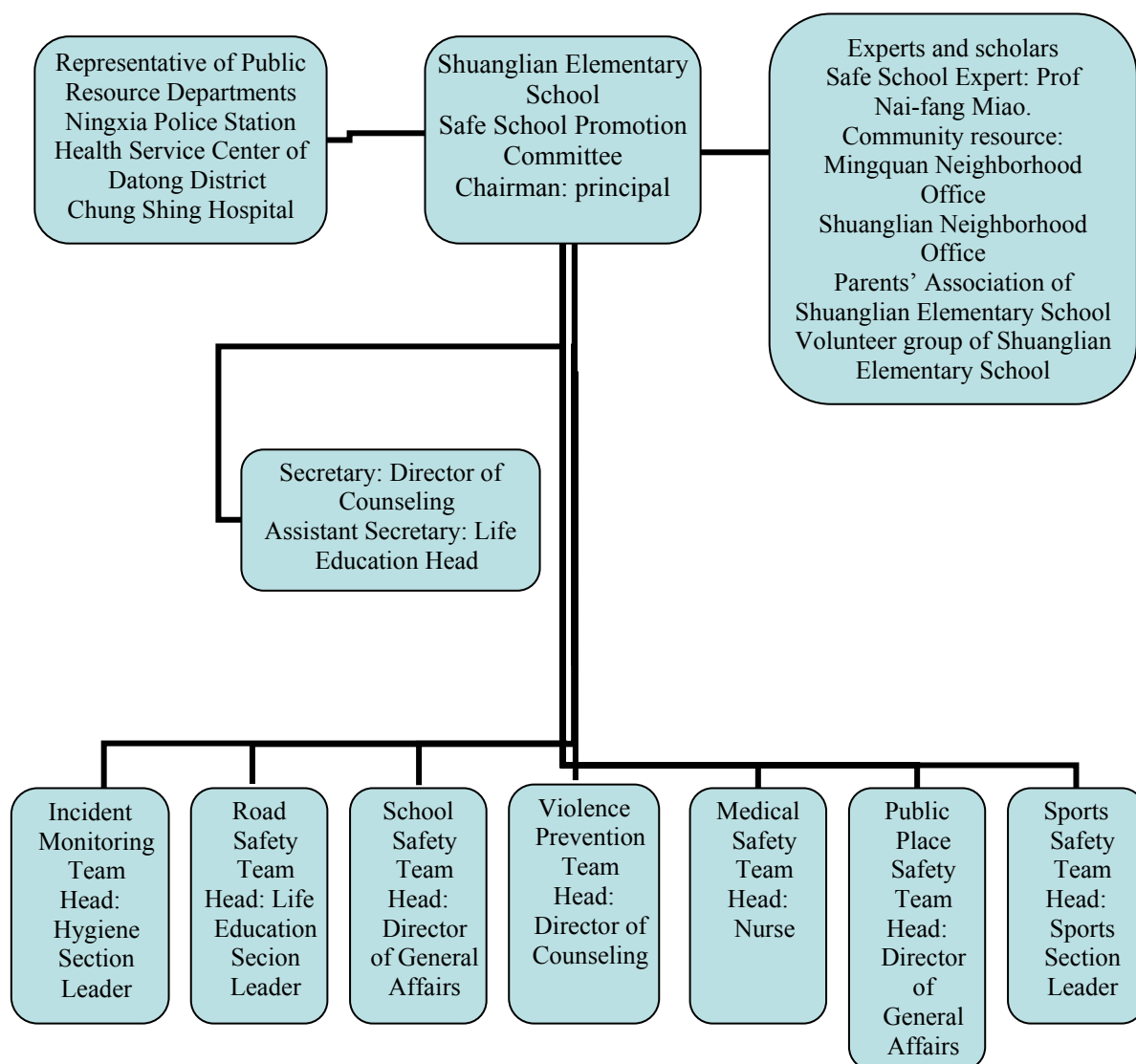
- (3) Planning and execution of various student safety education program
 - (4) Counsel students' safety after lessons and during holidays
 - (5) Establish safe school network
 - (6) Hold various campus-wide safety promotion events
 - (7) Safety usage and management of school facilities
6. Violence Prevention Team: served by the director of counseling and is responsible for life education counseling and violence prevention matters, assisted by classroom teachers. Its responsibilities are as follows:
- (1) Research and draft school violence preventive measures
 - (2) Implement school violence preventive matters
 - (3) Improve efficiency of school violence preventive service
 - (4) Coordinate victim protection program and perpetrator treatment program
 - (5) Provide statistics regarding school violence to judges, inspectors, police officers, nursing personnel and other government agencies and ensuring victim confidentiality.
 - (6) Assist community in its promotion of violence prevention by providing guidance and help
7. Medical safety team: served by matron and assisted by classroom teachers and volunteers. Its responsibilities are:
- (1) Treatment of emergency injuries
 - (2) Health consultation services, health education promotion events
 - (3) Health instruction work
 - (4) Emergency treatment and normal caretaking services
 - (5) Organize hygiene education promotion events
 - (6) Plan CPR training workshops for teachers and staff
8. Public Place Safety Team: served by the director of general affairs, responsible for improvements of various hardware facilities. Its responsibilities are:
- (1) Supervise and execute safety inspection and maintenance work of school hostels and facilities
 - (2) Plan campus safety management and arrange personnel on duty
 - (3) Plan and execute campus safety patrol
 - (4) Improve school gate management
 - (5) Fire control management and training
 - (6) Contact with police station and improve gate control
 - (7) Arrange disaster prevention and reconstruction works
 - (8) Maintenance of school's telephone and broadcasting system
9. Sports Safety Team: served by the sports section leader and coordinate the implementation of school safety program in the area of sports events. Its responsibilities include:
- (1) Establish sports safety and accident prevention measures
 - (2) Plan location for sports and games equipments
 - (3) Management and safe maintenance of sports and games equipments

- (4) Teacher allocation and training of sports education
- (5) Evaluate sports education, monitor teaching process and maintain teaching quality
- (6) Enhance physical capability of students and improve their health so that sports injury rate can reduce
- (7) Teach proper sports postures, prevention and treatment of sports injuries
- (8) Identify potential risks of school's sports equipment



Safe School Promotion Committee Meeting

Structural diagram of Safe School Promotion Committee of Shuanglian Elementary
School of Datong District, Taipei city



5.2 Indicator Two: All policies and plans are decided after deliberate discussion by school and community representatives.

The Safe School Promotion Committee consists of members from school, community, teachers' association and parents' association. Professional guidance from Health Service Center of Datong District and Memory Space Institute provide resourceful aid. Planning and promotion of all plans are decided only after deliberate discussion by the committee members. Its organization, meeting and mission are as follows:

● Meeting:

- 5.2.1. The task group is hosted by the principal and meeting is convened monthly. Agenda includes progress report of plan implementation, evaluation, difficulties and possible improvement methods.
- 5.2.2. Suggestions made by the committee at the end of every semester will serve as reference for next year's safe school plan.

● Mission:

- 5.2.3. Execute safe school education plans
- 5.2.4. Establish database
- 5.2.5. Conduct evaluation of safe school program
- 5.2.6. Implement safe school program education plan
- 5.2.7. Augment facilities of safe school program
- 5.2.8. Execute educational events of safe school program
- 5.2.9. Execute decisions made by the school committee
- 5.2.10. Review and make improvements on issues related to safe school education
- 5.2.11. Others

5.3 Indicator Three: Safe school program must be sustainable and encompass gender, age, environment and all other situations

Safe school plan encompasses social environment, physical environment, sports activities, health service, campus security factors, community and families.

Targets of this plan are students from 1st grade up to 6th grade, with no gender bias.

This plan is divided into short-, mid- and long-term and implemented progressively over the years.

Current promotion plans and routine works include:

Safe plan and routine safety measures of Shuanglian Elementary School, Datong District, Taipei
City

Measures	Period	Remarks
Execute “Student Affairs of Friendly School and Guidance Project” by the Ministry of Education	<p>■ Regular: <u>January ~ December</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Draft specific measures based on plans set by the Ministry of Education 2. Schedule to the school calendar
Campus Safety Maintenance Project	<p>■ Regular: <u>January ~ December</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Set annual plans 2. Contents include traffic safety, environmental safety, emergency treatment, disaster prevention, sports safety and injury treatment. 3. Utilize statistics to understand students’ injury rate 4. Regularly hold meetings to review progress
Traffic Safety Education Project	<p>■ Regular: <u>January ~ December</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Set annual plan 2. Contents include road group assignment, teacher guidance system, guidance for volunteers, publicity events, educational courses, service stations and after school class meetings.
Life Education Project	<p>■ Regular: <u>January ~ December</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Implement through course integration 2. Hold promotional events 3. Implement according to situations
Teachers’ Shifts Guidance Project	<p>■ Regular: <u>January ~ December</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Besides teachers with administrative work in the morning, other teachers must take shifts in guidance work 2. On a weekly basis, teachers are responsible for students’ safety during school and off-school hours
Cycling Education and License	<p>■ Regular: <u>October ~</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> 1. Held once yearly, with 3 half-day sessions 2. Composed of three activities: safety

Measures	Period	Remarks
		education, cycling practice and license exams
Suicide Prevention Project	<input type="checkbox"/> Regular: <input checked="" type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Implement through course integration 2. Hold promotional events 3. Implement according to situations
Moral Education Project	<input checked="" type="checkbox"/> Regular: <u>September ~ June</u> <input type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Organize moral education promotion team 2. Set annual plans 3. Set weekly goals that are reflective and encourage students to follow, based on moral education values.
Gender Equality Education Project	<input checked="" type="checkbox"/> Regular: <input type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Establish the Gender Equality Committee 2. Establish the Sexual Harassment Prevention Committee 3. At least 4 hours of formal educational courses per year 4. Seminars on physiological and psychological health. 5. Annual events of teacher seminars and promotional events for students
Counseling for new Taiwanese Project	<input type="checkbox"/> Regular: <input checked="" type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Implement through course integration 2. Hold promotional events 3. Apply psychological counseling for new Taiwanese 4. Hold parents-children events 5. Implement according to situations
Spring Sun Project	<input type="checkbox"/> Regular: <input checked="" type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Hold promotion events 2. Display no smoking and no betel nut signs on campus 3. Integrate into course instructions 4. Hold promotional events 5. Counsel and follow-up students who require attention and care 6. Implement according to situations
Campus Anti-bullying Principles	<input type="checkbox"/> Regular: <input checked="" type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Since this is not a serious problem in our school, we follow guidelines set forth by the Ministry of

Measures	Period	Remarks
		Education 2. Implement disciplinary action if bullying should occur
Human Rights Education Project	■ Regular: <u>January ~ December</u> □ Ad-hoc	1. Hold seminars for teachers 2. Publicize students' rights 3. Implement within school administration 4. Integrate in other courses 5. Hold promotional events 6. Implement according to situations
Teacher counseling and disciplinary actions for students	■ Regular: <u>September ~ June</u> □ Ad-hoc	1. This measure is set after school affairs discussion 2. Every student is given a copy and is expected to follow the rules
Environmental Education Project	■ Regular: <u>September ~ June</u> □ Ad-hoc	1. This project consists of events including the school environment, project integration into other courses, promotional events, recycling, and carbon reduction. 2. Scheduled to the school calendar
Management for classrooms (specialized classrooms), facilities and equipment usage.	■ Regular: <u>August ~ July</u> □ Ad-hoc	1. Set management rules for usage of classrooms and facilities. 2. Allocate appropriately according to needs 3. Regular safety inspection
School equipment and financial report system	■ Regular: <u>August ~ July</u> □ Ad-hoc	1. Handle according to affairs management rule set by the Executive Yuan 2. Every item and equipment should have a person in charge of regular inspection 3. Application for repair must follow the guidelines set here
Regular inspection for sports facilities and games	■ Regular: <u>August ~ July</u> □ Ad-hoc	1. Set usage rules 2. Assign inspection tasks weekly, with supervision by sports and affairs section leaders. Finally,

Measures	Period	Remarks
equipment		<p>there are random checks by disciplinary and general affairs supervisor.</p> <ol style="list-style-type: none"> Parents, teachers, students and community residents can also report if any anomalies are found. The equipment in question should not be used, and be upgraded in the shortest time possible.
School Health Promotion Project	<p>■ Regular: <u>September ~ June</u></p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> Draft plans and schedule to the school calendar Contents include sports fitness, nutrition, eyesight, teeth protection, environmental protection, sports and accidents and injuries.
Sstatutory elements of epidemic control	<p>■ Regular: <u>August ~ July</u></p> <p>□ Ad-hoc</p>	Appropriate treatment of epidemics like SARS, enterovirus, chicken pox, influenza and dengue fever according to their favored seasons.
Injury Statistics	<p>■ Regular: <u>August ~ July</u></p> <p>□ Ad-hoc</p>	Computed every semester for reference.
C.P.R. Emergency Training	<p>■ Regular: <u>November ~</u></p> <p>□ Ad-hoc</p>	Held annually in collaboration with the Health Service Center of Datong District. Target groups are teachers and students; certificates are given to those who qualify.
Emergency Treatment of Injuries	<p>□ Regular:</p> <p>■ Ad-hoc</p>	<ol style="list-style-type: none"> Set treatment procedure for those who are critically injured or sick This plan is activated only when the event occurs
Campus Disaster Response Project	<p>□ Regular:</p> <p>□ Ad-hoc</p>	<ol style="list-style-type: none"> Set specific tasks and protocols in various situations and every personnel must be given a copy. This project is activated only when an incident occurs
Wan-An Maneuver Program	<p>■ Regular: <u>August ~ July</u></p> <p>□ Ad-hoc</p>	Act in collaboration with dates set by the government to practice air evacuation drill.
Earthquake Disaster	<p>■ Regular: <u>October ~</u></p> <p>□ Ad-hoc</p>	Act in collaboration with the fire brigade and organize a drill every year

Measures	Period	Remarks
Protection Plan		with a different theme.
Guidelines for Crisis Management	<input type="checkbox"/> Regular: <input checked="" type="checkbox"/> Ad-hoc	<ol style="list-style-type: none"> 1. Through administrative meeting, every person's role is iterated clearly 2. The guideline is activated only when an incident occurs

5.4 Indicator Four: Main targets are high-risk groups and locations where most accidents occur

5.4.1 Injury statistics of students in year 2008

All injury information is recorded in detail by the information system. Through statistical compilation and analysis, the information provide valuable reference for Student Affairs Office in their safe education and prevention of dangerous actions by students, and serve as renovation basis for the General Affairs Office. There were 3,120 counts of injuries in 2008, with various statistics as follows:

Statistical Table of Students' Injury – According to Month, Gender, Time and Location – of
Shuanglian Elementary School in Academic Year 2008

Item Semester	Gender				Time			Location										
					Morning	Noon	Afternoon	Exercise Grounds	Equipment	Normal Classroom	Subject Classroom	Corridor	Stairs	Basement	Activity Center	Toilets	Off-Campus	Others
	Total	Male	Female															
1 st semester	Aug	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
	Sep	499	238	261	418	23	58	138	53	164	12	42	14	0	12	1	56	1
	Oct	385	206	179	249	37	99	82	46	136	17	49	19	0	6	4	21	3
	Nov	228	134	94	172	11	45	70	30	77	7	23	6	0	0	1	12	1
	Dec	404	221	183	269	35	100	116	59	152	9	32	10	0	0	4	17	5
	Jan	209	103	106	133	25	51	71	26	68	4	21	1	0	0	3	11	4
	Total	1726	903	823	1242	131	353	478	214	597	49	167	50	0	18	13	117	14
2 nd semester	Feb	256	136	120	181	16	59	85	38	101	5	16	2	0	0	0	9	0
	Mar	372	196	176	241	18	113	86	44	150	17	39	7	0	3	1	11	14
	Apr	279	160	119	187	22	70	71	36	101	17	14	6	0	5	1	21	5
	May	269	159	110	196	15	58	68	28	100	15	24	4	0	3	5	17	5
	Jun	210	121	89	144	18	48	47	30	73	3	29	5	0	1	2	20	0
	Jul	8	3	5	5	1	2	5	2	1	0	0	0	0	0	0	0	0
	Total	1394	775	619	954	90	350	362	178	526	57	122	24	0	12	9	78	24
Grand total		3120	1678	1442	2196	221	703	840	392	1123	106	289	74	0	30	22	195	38

Statistical Table of Students' Injury – According to Injured Area - of Shuanglian Elementary
School in Academic Year 2008

Item Semester	Month	Head	Neck	Shoulder	Chest	Stomach	Back	Eye	Face	Mouth	Throat	Ear, Nose, Upper limb	Waist	Lower Limb	Hip	Perineum
1 st Semester	Aug	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	Sep	62	6	0	4	37	3	27	32	10	27	173	4	136	0	0
	Oct	71	7	3	5	36	6	22	20	13	19	95	6	103	0	1
	Nov	40	0	1	4	16	1	11	14	8	16	71	5	56	1	0
	Dec	67	1	0	5	46	2	33	18	15	20	105	4	104	3	1
	Jan	24	3	3	0	8	2	20	16	10	10	64	2	59	1	1
	Total	264	17	7	18	143	14	113	100	56	93	508	21	458	5	3
2 nd Semester	Feb	51	2	1	1	25	2	15	19	9	9	86	0	45	0	1
	Mar	69	2	3	2	31	1	34	23	10	15	121	2	75	1	1
	Apr	43	1	0	2	14	5	17	15	14	21	97	4	56	0	1
	May	33	5	3	2	16	6	30	10	9	22	84	3	71	0	0
	Jun	44	0	2	0	12	0	13	10	13	13	57	1	62	0	1
	Jul	1	0	1	0	0	0	0	1	0	0	5	0	0	0	0
	Total	241	10	10	7	98	14	109	78	55	80	450	10	309	1	4
Grand Total		505	27	17	25	241	28	222	178	111	173	958	31	767	6	7

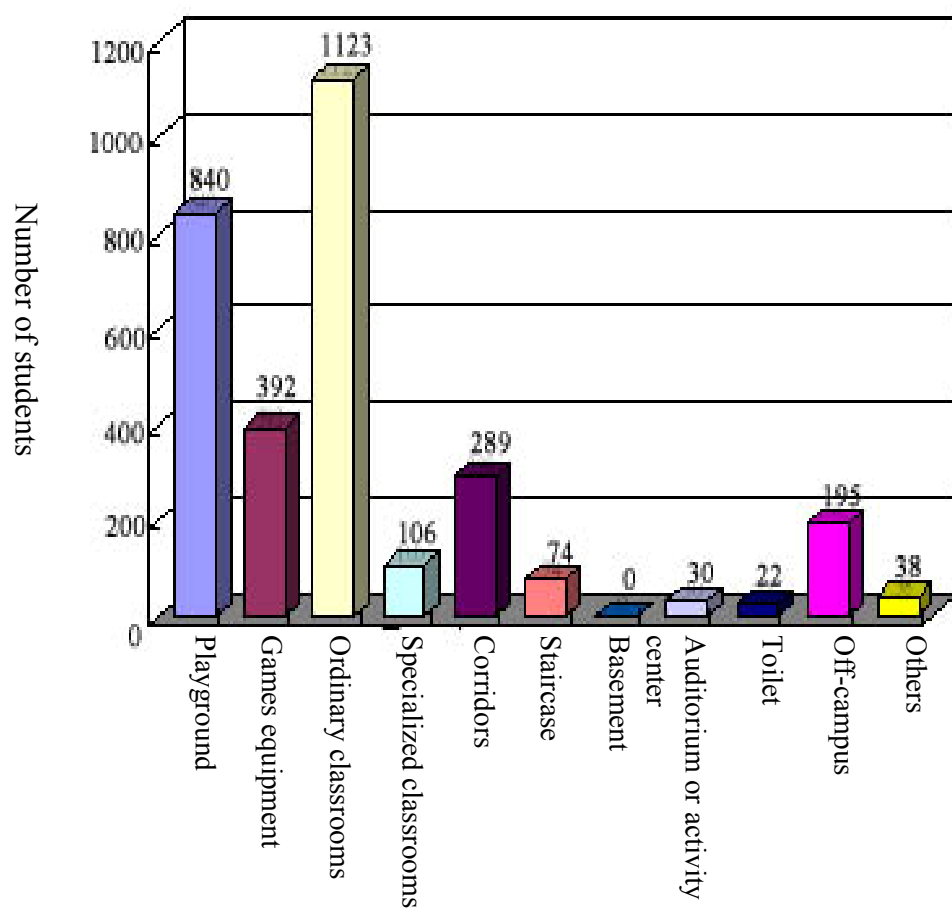
Statistical Table of Students' Injury – According to Treatment Methods - of Shuanglian Elementary School in Academic Year 2008

Item	Month	Accidents and Injuries									Observation (minutes)
		Treat Wound	Ice Compression	Hot Compression	Rest and Observe	Inform Parents	Parents Taken Home by	Hospitalize	Health Education	Other Treatments	
Semester 1 st Semester	Aug	0	1	0	1	0	0	0	1	0	15
	Sep	325	186	3	48	31	14	1	347	0	680
	Oct	219	143	1	43	22	18	0	340	6	530
	Nov	145	86	0	21	16	9	0	198	0	265
	Dec	224	151	2	49	32	29	0	359	7	1275
	Jan	137	98	0	19	24	22	0	201	1	400
	Total	1050	665	6	181	125	92	1	1446	14	3165
2 nd Semester	Feb	143	109	1	22	23	21	0	247	0	440
	Mar	209	159	0	30	35	32	0	342	0	590
	Apr	172	106	0	26	18	14	1	253	0	200
	May	163	121	1	31	24	18	1	259	0	390
	Jun	126	86	2	23	29	24	0	199	3	260
	Jul	6	2	0	0	1	1	0	8	0	0
	Total	819	583	4	132	130	110	2	1308	3	1880
Grand Total		1869	1248	10	313	255	202	3	2754	17	5045

Statistical Table of Students' Injury – According to Injury Types - of Shuanglian Elementary
School in Academic Year 2008

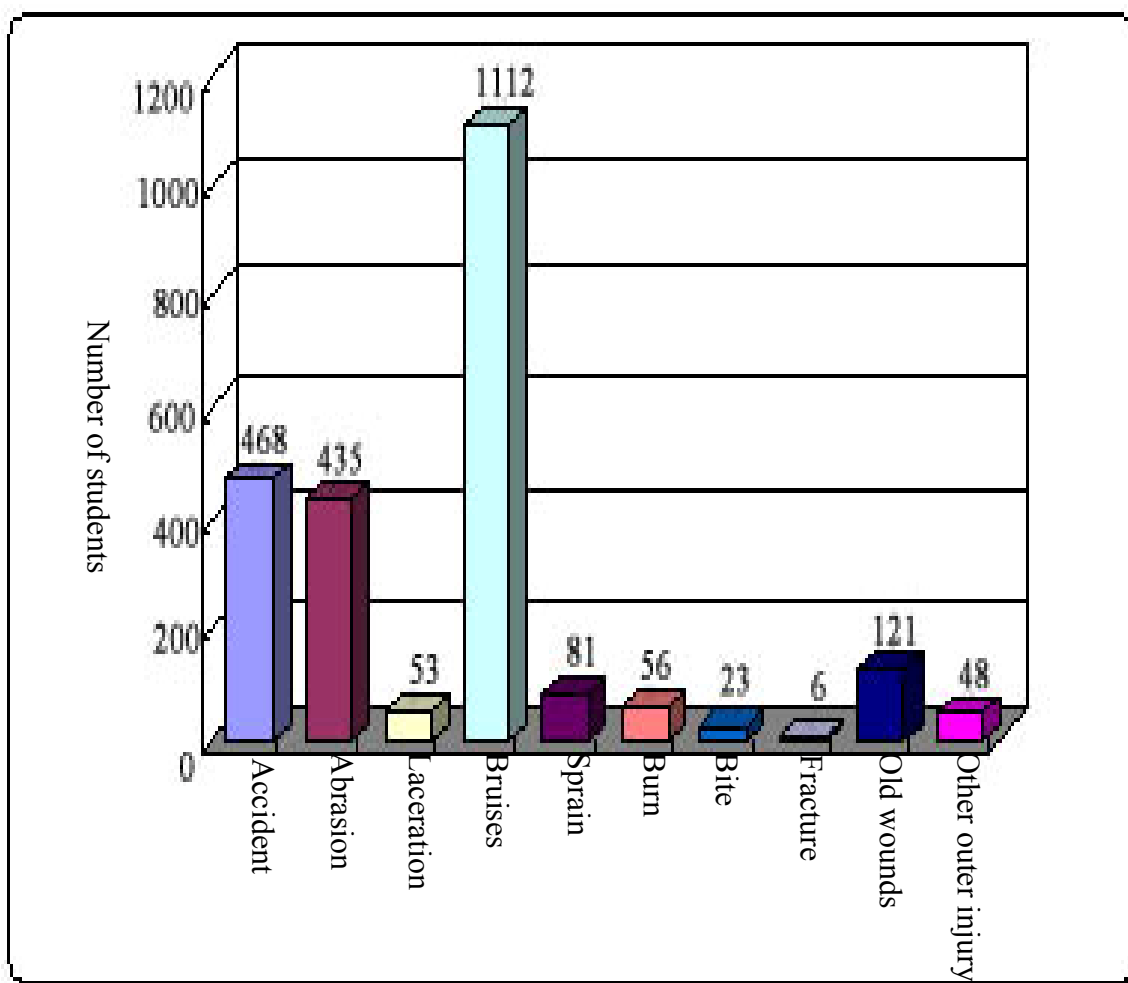
Item	Month	Accidents										Medical Disorders													
		Abrasion	Laceration	Clip / Crush	Bruises	Sprain	Burn	Bite	Fracture	Old injury	Other Outer injury	Fever	Dizziness	Nausea /Vomit	Headache	Toothache	Stomachache	Abdominal pain	Diarrhea	Dysmenorrheal	Asthma	Nose bleed	Rash	Eye disease	Injury
1 st Semester	Aug	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sep	114	79	14	136	15	5	7	1	28	5	11	10	7	21	1	1	27	4	2	0	17	5	9	3
	Oct	57	46	5	141	6	4	4	0	16	7	6	15	8	23	1	1	25	3	0	0	11	3	3	8
	Nov	27	35	4	82	5	5	1	1	10	4	7	7	3	16	0	0	11	3	0	0	13	1	3	5
	Dec	38	47	8	159	26	5	2	0	21	7	8	12	12	24	0	0	39	5	0	1	13	1	4	2
	Jan	35	31	2	80	10	3	0	1	8	4	13	4	4	16	0	0	4	0	0	0	4	4	2	0
	Total	271	238	33	599	62	22	14	3	83	27	45	48	34	100	2	2	106	15	2	1	58	14	21	18
2 nd Semester	Feb	28	30	3	113	2	1	1	0	8	8	14	4	3	24	1	0	23	5	1	0	7	3	1	0
	Mar	36	62	7	147	7	6	4	1	6	2	8	12	10	26	0	0	21	4	0	0	10	3	9	5
	Apr	37	50	6	99	3	10	4	0	10	4	10	8	2	12	0	0	7	2	0	0	13	4	3	3
	May	51	32	3	86	3	9	0	2	12	5	14	3	0	16	0	0	11	5	1	0	17	9	9	1
	Jun	42	21	1	66	4	8	0	0	12	2	16	4	1	15	0	0	9	2	2	0	10	2	3	0
	Jul	3	2	0	2	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
	Total	197	197	20	513	19	34	9	3	48	21	63	31	16	94	1	0	71	18	4	0	57	21	25	9
Grand Total		468	435	53	1112	81	56	23	6	131	48	108	79	50	194	3	2	177	33	6	1	115	35	46	27

Statistical Graph of Students' Injury Location of Shuanglian Elementary School in Academic Year 2008



Injury location

Statistical Graph of Students' Injury Types of Shuanglian Elementary School in Academic Year 2008



Previously the reasons for students' injuries are not recorded, but according to talks between nurses and students, the following brief categories of injuries during students' activities can be inferred:

1. Improper use of sports equipment
2. Labels of sports equipment usage rules are not clear
3. Students accidentally barge into playgrounds, causing injuries to other users

Promotion of Safe School Program, Action Plan of Shuanglian Elementary School of Datong District, Taipei City

According to 2008 statistics displayed during the first meeting of the Safe School Promotion Committee, the injury count amounts to 3,109, with 876 treated in internal medicine and the most common accident location is the classroom, tallying to 1,123. However, if those treated in internal medicine is removed, only 247 remain. The second most common location is the playground, tallying 840, taking up 37.62% (more than one-thirds) of all the injury locations. Therefore, reducing the injury rates in the playground is chosen as the only goal of safety promotion, with 1st year targeting a reduction of 5%, and 4% for the 2nd and 3rd year.

However, the school playground will undergo renovation works next year and will affect the validity and objectivity of the Safe School Program, thus the theme is modified to “Progressive Reduction of Injury Rate in Playground during Morning Recess Periods”, according to feedback from the General Affairs Office during the second meeting of the Safe School Promotion Committee.

The alarming amount of injuries every year demands an increasing awareness of safety issues, thus the “Less SPOTS for Safe and Active School” plan is conjured to reduce injury rates in playgrounds.

Theme Promoted (Single Theme) : “Less SPOTS for Safe and Active School” plan – progressive reduction of injury rate in playground during morning recess periods.

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
I. Enforcement						
i. Establish Safe School Promotion Committee	1-1 Gather school administration, teachers' association, students' representatives, parents' association and neighborhood office to form the Safe School Promotion Committee, with guidance from experts and hold regular meetings to set and execute relevant safety matters.	Student Affairs Office	Administration, teachers, students, Neighborhood Head, parents	2009.8.1-	Plan implementation, conference records and pictures	
ii. Monthly injury statistics						

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
iii. “Less SPOTS for Safe and Active School”- event for “spotting” playground accidents	1-2-1. Record injury information: compile the information daily from the Health Service Center regarding types of injury, injury parts, injury locations, injury time and causes.	Nurse	All teachers and students	2009.8.1- -	Injury statistics of Health Service Center	
	1-2-2. Students should identify injury location on the school floor plan or games equipment with “spots” after receiving treatment from the Health Center	Nurse	All teachers and students	2009.10.27 -	Changes in number of patients per month	
	1-2-3. Compile statistics of all kinds of injury as reference for the Student Affairs Office and General Affairs Office for safety education and environment improvement	Nurses and Health Division	All teachers and students	2009.8.1-2010.7.31	Pictures	
	1-3-1. Design and create: 1. Cartoon figures that students like, 2. School floor plan, 3. Labels for all games equipments in the health center where students can immediately label with “spots” on the school floor plan regarding their injury locations. Must be updated monthly.	Nurses and Health Division	All teachers and students	2009.8.1-2010.7.31	Changes in number of patients per month	
	1-3-2. Determine students’ injury rates with the amount of spots on school floor plan and games equipment label and assist in understanding safety issues; the more	Nurses and Health Division	All teachers and students	2009.8.1-2010.7.31	Changes in number of patients per month	
iv. Questionnaires for						

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
playground injury and safety	<p>“spots” on the cartoon figure, the uglier the cartoon appears.</p> <p>1-3-3. Monthly display of the cartoon figure in school aisle (the more spots is has, the uglier), coupled with injury statistics to remind students the importance of their personal safety.</p>	Nurses and Health Division	All teachers and students	2009.8.1-2010.7.31	Changes in number of patients per month	
v. Integration of community resources	<p>1-4 Design questionnaires to investigate: 1. Reasons for personal games injury, 2. Any safety concerns regarding school environment, 3. Sufficient safety education and any need to strengthen related issues. The results are compiled and serve as reference for the Student Affairs Office and General Affairs Office in their improvement efforts of safety education and facilities. Questionnaire targets include students (including options 1, 2 and 3), teachers (including options 2 and 3) and parents (including options 2 and 3).</p> <p>1-5-1. Combine the efforts of Student and Children Patrol of Mingquan Neighborhood to assist games safety of children during after school hours.</p> <p>1-5-2 We implore residents who visit the</p>	Life Education Division; Nurses	2 nd to 6 th grades	2009.10.13-21	Questionnaire retrieval rate Statistics	
		Life Education Division	Mingquan Neighborhood Office Citizens using school	2009.8.1-	Implementation records	
		General		2009.8.1-	Feedback of	

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
	<p>school for regular activities to help prevent students from performing dangerous actions and assist in any unexpected situations.</p> <p>1-5-3 Perform safety inspection and safety education of games equipment in collaboration with the Health Service Center of Datong District and other public interest groups.</p>	<p>Affairs Office Life Education Division</p> <p>Life Education Division and Health Division</p>	<p>facilities</p> <p>Various public interest groups All students</p>	2009.8.1-	<p>those who use facilities and treatment records</p> <p>Activity records</p>	
II. Environment i. Management of playground and facilities ii. Improvement of playground and facilities	<p>2-1-1 Set management rules for games equipment maintenance</p> <p>2-1-1-1 Regular inspection of games equipments and its nearby facilities and grounds</p> <p>2-1-1-2 Clear communication channel with users</p> <p>2-1-1-3 Clear games equipment maintenance procedure</p> <p>2-1-1-4 Safety labels of playground and facilities, including usage limitations and rules</p> <p>2-1-1-5 Regular and impromptu personnel surveillance.</p>	<p>General Affairs Office</p> <p>General Affairs Office , Sports Division</p> <p>General Affairs Office</p> <p>General Affairs Office</p> <p>Student Affairs Office</p> <p>General</p>	All playgrounds and facilities	2009.8.1- -	<p>Inspection and maintenance records of games equipments.</p> <p>Condition of games equipment</p>	

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
iii. Collaboration of nearby facilities	2-1-2 Improve lighting, drainage system and overall environmental cleanliness of the playground. 2-2-1 Temporary shutdown of dangerous facilities and improve immediately upon feedback from regular inspection, teachers, students or the general public. 2-2-2 Set yearly budgets to renew or maintain old facilities or facilities with safety concerns. 2-3-1 Collocation of playground aisle and nearby facilities, restriction of nearby grounds.	Affairs Office General Affairs Office General Affairs Office General Affairs Office General Affairs Office				
III. Education						
i. Enhancement of teachers' games safety knowledge and skills	3-1-1 Organize events that raise teachers' awareness of games safety. 3-1-1-1 Workshops organized by school 3-1-1-2 Provide or encourage teachers to participate in workshops or emulation activities of other places. 3-1-1-3 Provide relevant books and videos for teachers to educate themselves.	General Affairs Office and Student Affairs Office Student Affairs Office Student Affairs Office	All teachers All teachers All teachers	 2009.8.1- 2009.8.1-	Number of participates and times of workshops Number of advocates and meetings Data Inventory Borrowed records	
ii. Advocacy of students' game safety education	3-2-1 Organize students' safety education 3-2-1-1 Advocate during weekly and morning meetings	Student Affairs Office Student Affairs Office Student	All students All students	2009.8.1- 2009.8.1-	Activity records Activity records	

Goal	Strategy (Procedure)	Units/Person Responsible	Targets	Time frame	Evaluation Method	Remarks
iii. Prompt guidance and demands in the playgrounds	3-2-1-2 Organize games safety arts competition	Affairs Office General	3 rd to 6 th graders	2009.9.1 — Every September 2009.8.1- -	Activity records	
	3-2-1-3 Exhibition of books and posters	Affairs Office	All students		Activity records	
	3-2-2 Integrate safety education into teaching of other courses	Student Affairs Office	All students		Pictures	
	3-2-3 Organize games equipment usage introduction for new students	General Affairs Office	All 1 st graders		Education plan	
	3-2-4 Announce during morning assembly last month's injury statistics, changes in injury rate, spots of various games equipment and cartoon figure to remind students the meaning of these information and of their own personal safety in accordance with <u>“Less SPOTS for Safe and Active School” plan – progressive reduction of injury rate in playground during morning recess periods.</u>	1 st grade teachers	All students	2009.8.1- -	Activity pictures	Advocacy records
		Student Affairs Office				
	3-3-1 Safety patrol and appropriate guidance of guidance teachers, Student Affairs personnel and volunteer mothers.	Student Affairs Office	All students	2009.8.1- -	Patrol records	Advocacy records
	3-3-2 Prompt education of games equipment that have high injury rate.	Student Affairs Office	All students			

Our school is among the pioneers who focus on games equipments injury issues, and also six other issues: list out expired playground tracks, address the prevalent height differences of corridors and aisles, capitalize on the recent bicycle craze of Taiwan, and deal with the important issue of bullying, and aid the increasing number of new Taiwanese and their adaptability to new environment. Short-, mid- and long-term goals are made to help progress the improvements.

5.5 Indicator Five: School needs to detail every reason, location and rate of injuries, including “unintentional” (for instance: accidents) and “intentional” (for instance: violence or self-mutilation) incidents.

All injuries must be recorded and though the content (please refer to injury statistics of 2008) is far from complete, the recording of reasons has been included after the advocacy of this plan.

Record columns of injury treatment of the school

Month	Gender			Time		Location											Parts																				
				Time		Location											Parts																				
	Total	Male	Female	Morning	Afternoon	Evening	Playground	Games equipment	Ordinary classrooms	Specialized classrooms	Corridors	Stairways	Basement	Activity center	Toilets	Off campus	Others	Head	Neck	Shoulder	Chest	Abdomen	Back	Eyes	Face	Nasal cavity	Throat	Ear, Nose,	Upper limb	Waist	Lower limb	Hip	Perineum				

“Intentional” (for instance: violence or self-mutilation) incidents are reported online, and past records are as follows:

校安即時通報網 - Microsoft Internet Explorer

檔案(E) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

← 上一頁 · → 搜尋 我的最愛

網址: http://csrc.edu.tw/csrc/ 移至 連結

Google 搜尋 書籤 拼字檢查 翻譯 自動填入 登入

校園安全及災害事件即時通報網

更新資料 輸入查詢條件 ☐ 關閉分頁模式

資料筆數: 184 筆 死: 0 員 傷: 182 員 未處理事件數: 0 件

可點選下方排序項目, 依點選項目做排序。目前位於第9頁

1 2 3 4 5 6 7 8 9 10 ...

	本部處理	督學單位處理	事件序號	等級	事件通報時間	事件發生時間	學校名稱	主類別	次類別	死亡人數	傷病人數	其他人數	財損
詳細資料	是	是	153809	丙	2009/10/13 下午 06:14:00	2009/10/13 上午 10:00:00	雙蓮國小	暴力事件與偏差行為	其他校園暴力或偏差行為	0	1	1	
詳細資料	是	是	153779	乙	2009/10/13 下午 05:52:00	2009/10/10 上午 10:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	153773	乙	2009/10/13 下午 05:48:00	2009/10/12 下午 01:30:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	153761	乙	2009/10/13 下午 05:42:00	2009/10/12 上午 07:30:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	153746	乙	2009/10/13 下午 05:31:00	2009/10/9 上午 09:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	153745	乙	2009/10/13 下午 05:31:00	2009/10/10 下午 01:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	152317	乙	2009/10/12 下午 06:30:00	2009/10/10 上午 10:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	152315	乙	2009/10/12 下午 06:27:00	2009/10/12 上午 11:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	152311	乙	2009/10/12 下午 06:24:00	2009/10/9 下午 08:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	
詳細資料	是	是	152307	乙	2009/10/12 下午 06:21:00	2009/10/9 下午 08:00:00	雙蓮國小	疾病事件	一般疾病(流感)	0	1	0	

1 2 3 4 5 6 7 8 9 10 ...

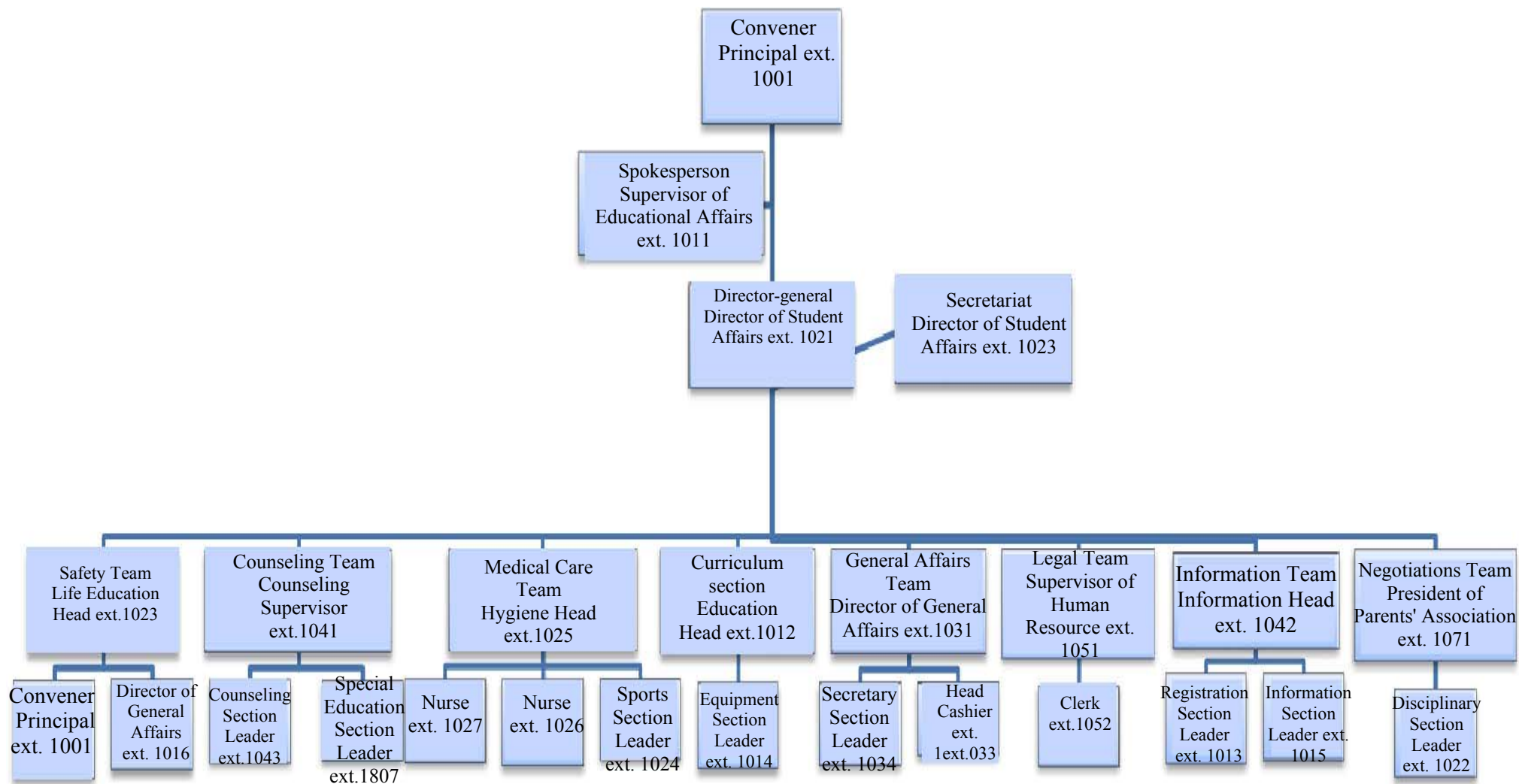
登入帳號: s04u011
使用單位: 雙蓮國小
線上 365 人

校安中心首頁

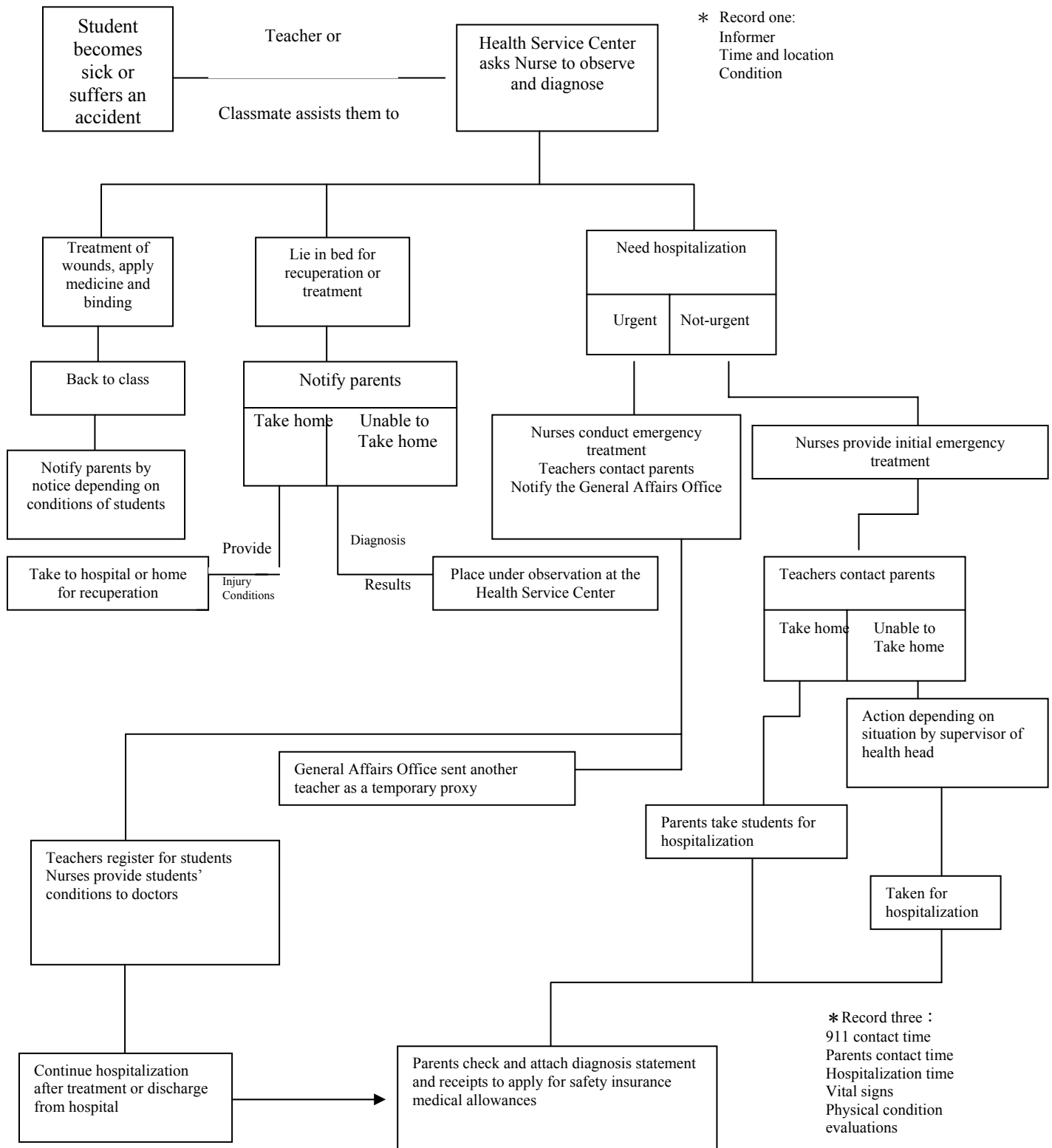
開始 1 剛開啟 校安即時通報網 - M... 文件1 - Microsoft Word 下午 02:56

Injured will be sent for hospitalization immediately and their parents notified accordingly. An emergency treatment team is created to handle academic affairs and subsequent counseling of students who are hospitalized and other specific treatment procedures. Its members include administrative personnel, nurses and guidance teachers of injured students, and its organizational structure is as follows:

Organizational Chart of Emergency Treatment Team of Shuanglian Elementary School



Emergency Treatment Procedure for Injured of Shuanglian Elementary School of Datong District, Taipei City



Remarks :

1. When the student is sent to the hospital for emergency, the accompanying teacher should take the student's contact number and notify his/her parents immediately after registration.
2. Registration fees should be paid by teachers first and then reimbursed accordingly.
3. Transportation costs should be paid by teachers first and then reimbursed accordingly

5.6 Indicator Six: Draft evaluation system to evaluate implementation progress and plan results

All projects should have an evaluation system depending on its characteristics, and modifications of these projects should be made based on evaluation results. There are six factors involved in evaluation system:

- 5.6.1. Discussion: During monthly meetings all councils should report feedbacks from respective managers of the projects.
- 5.6.2. Statistics: A monthly compilation of student injuries made to present in a most accurate way their injury rates.
- 5.6.3. Opinion survey: A survey is to be conducted in November 2009 for parents, teachers and students regarding school safety to let every student have an opportunity to express their opinions regarding school safety and environmental safety.
- 5.6.4. Number of participants: A tally is to be made after each event to determine the number of student participants. Even though numbers may not represent effectiveness of the projects, it still serves as a useful indicator of concept exposure that provides another level of security and effectiveness.
- 5.6.5. Feedback: Students unable to participate in meetings have other channels to give feedback regarding school safety. Feedback from all fields will be duly recorded and reported during monthly meeting of Safe School Promotion Committee.
- 5.6.6. Accident frequency: Accident frequency also represents safety level and project effectiveness. Therefore, all accident incidents are duly recorded and reported during monthly meeting of the Safe School Promotion Committee.

5.7 Indicator Seven: Continual and active participation in safe school and safe community activities

The school has always maintained a positive relationship with public sectors and civil organizations. Besides utilizing their resources to hold educational events, the school also actively participates in their activities to show mutual respect and cooperation. The following are units that the school has a long-term cooperative relationship with:

Collaborate with Mingquan Neighborhood Children Safety Patrol and assist them in maintaining children's safety during off-school hours.

Seek assistance from Mingquan and Shuanglian Neighborhood Offices and collaboratively invite quality shops to serve as love centers of the school, to provide aid to students in case of contingencies.

Collaborate with Health Service Center of Datong District and public interest groups to hold various safety or health related events.

Collaborate with the Department of Health in giving vaccinations and physical examinations.

Utilize children and youth protection mechanism to protect students' safety.



Our school participates in safe school team of the safe community designation application of Datong District's Health Service Center. Designation Council of the International Designation Center visits the school and listens to safe school implementation progress report and observes earthquake evacuation drills.

IV. Others

Answer the following questions in the blanks provided or on a new page:

- (1) How does your school announce and promote the positive results of safe school program?
We introduce them during our teachers' meeting, morning assembly, school day and various meetings; furthermore, we hold numerous activities which enhances our understanding of the topic.
- (2) What kinds of assistance do you think international safe school action can provide for your school?
Assist schools in understanding the importance of this topic and allow elaborate discussions regarding safety-related issues which gives rise to actions that can have pragmatic results.
- (3) Willing to establish public partnerships with other international safe school institutions?
☒ Yes ☐ No
- (4) Is your school willing to hold international safe school training activities?
☐ Yes ☒ No – not ready
- (5) Is your school willing to host national, regional or international safe school program conferences?
☒ Yes ☐ No
- (6) Please write down other methods that your school or other community members can participate in the safe school network, to support international safe school and international safe community movement of the WHO and to nurture your professional development.
 1. Organize observation tours to allow schools to have closer contact for further understanding of the safe school program.
 2. Choose a unit in every district within Taipei City and help them with the designation application to create further publicity.
 3. Invite prominent figures like neighborhood leaders, community chairmen and school principals to influence more participation from other schools, families and communities.



Receiving the first annual Best Quality Award for Integration of School Resources from the Taipei City Mayor (current president).

Appendix 1

Innovative Safety Event 1 – Summary of “Less SPOTS for Safe and Active School”

I. Design and create the following items:

1. Cartoon figure with a lovely face
2. Campus floor plan that indicates gaming areas, sports ground, eco pool and other important facilities.
3. Equipments are spaciouly kept

The above graphs must be renewed monthly.

II. Health Service Center is responsible for registering types of injury, injury parts, injury time, injury location and injury reasons for every visiting patient.

III. Students should receive two black spot stickers after their first treatment at the Health Center, one for the campus floor plan to indicate where they are injured or in the blanks near games equipment, and the other spot on the face of the cartoon figure.

IV. Compile monthly statistics of all injuries and provide them to the Student Affairs Office and General Affairs Office as reference for safety education and facility improvement.

V. The spots on the campus floor plan can assist in the school’s understanding of occurred injuries and safety level of each location.

VI. Exhibit the cartoon figure, campus floor plan and compiled injury statistics graphs along school hallways at the beginning of each month to remind students that the more spots the cartoon figure has, the uglier it is, figuratively meaning students should pay more attention to their own safety.

Appendix 2

Innovative Safety Event 2 - Bicycle Licensing Event of Shuanglian Elementary School of Datong District

In view of the growing interest in cycling, counties and cities across Taiwan have been developing their own bicycle tracks along riversides for enthusiasts. The Taipei City Government even set specialized bicycle tracks along major roads in the city to encourage commuters to use bicycles as an attempt to reduce carbon and cut pollution. Our school is located besides the Danshui River and we can reach the longest bicycle track in Taipei City from Mingsheng W. Rd. into exit 5 of Danshui River. Thus, many parents accompany their children and cycle during the holidays. However, since cycling is a relatively new sports and students in general lack safety precautions and competent skills, we therefore collaborate with the Health Service Center of Datong District to organize educational and licensing events (refer to “Bicycle Licensing Event of Shuanglian Elementary School of Datong District”).

- I. Foundation: Based on 2009 traffic safety education established by the Student Affairs Office.
- II. Purposes:
 - (i) Promote cycling activity as a normal recreational event and protect the environment simultaneously.
 - (ii) Instill in students correct cycling skills and relevant traffic knowledge so as to reduce accident rate.
 - (iii) Instill in students correct traffic knowledge through examinations and experiential events
- III. Supervising Unit: Health Service Center, Datong District, Taipei City
- IV. Organizing Unit: Student Affairs Office
- V. Co-organizing Units:
 - (i) Motor Vehicles Office, Taipei City: Assist with teaching bicycle skills and provide relevant training equipment.
 - (ii) Cycling Life-style Foundation: Assist with providing general knowledge on cycling.
- VI. Sponsor: Shin Kong Mitsukoshi
- VII. Target Audience: 5th and 6th graders who have basic cycling skills
- VIII. Event Location: Visual and Audio Room, tennis court
- IX. Registration period: No registration fee is required. Please fill in the registration form and hand in together with one 2-inch photo (for license) and submit to the Life Education Team, Student Affairs Office between 7th and 9th October 2009.
- X. Number of registrants: 60, according to registration sequence.
- XI. Event schedule (temporary):

Date	Events
2009.09.28~2009.10.09	Registration and publicity
2009.10.14 (Wednesday) 13:30-16:30	Cycling education event (only those with 100% participation and take the license exam) (1) Cycling general knowledge (2) Skill education
2009.10.21 (Wednesday) 13:30-16:30	Cycling practice
2009.10.28 (Wednesday) 13:30-16:30	1. Cycling license examination (including written test and road test. Road test available only when one passes the written test). 2. Cycling license presentation and gifts

XII. Examination events and evaluation criteria: Graded according to regulations of Motor Vehicle Office.

XIII. Certification: License and gift indicates passing of both written and road tests

XIV. This project is conducted after approval by the principal, and similarly for revised editions.



Cycling education and license examinations – self practice