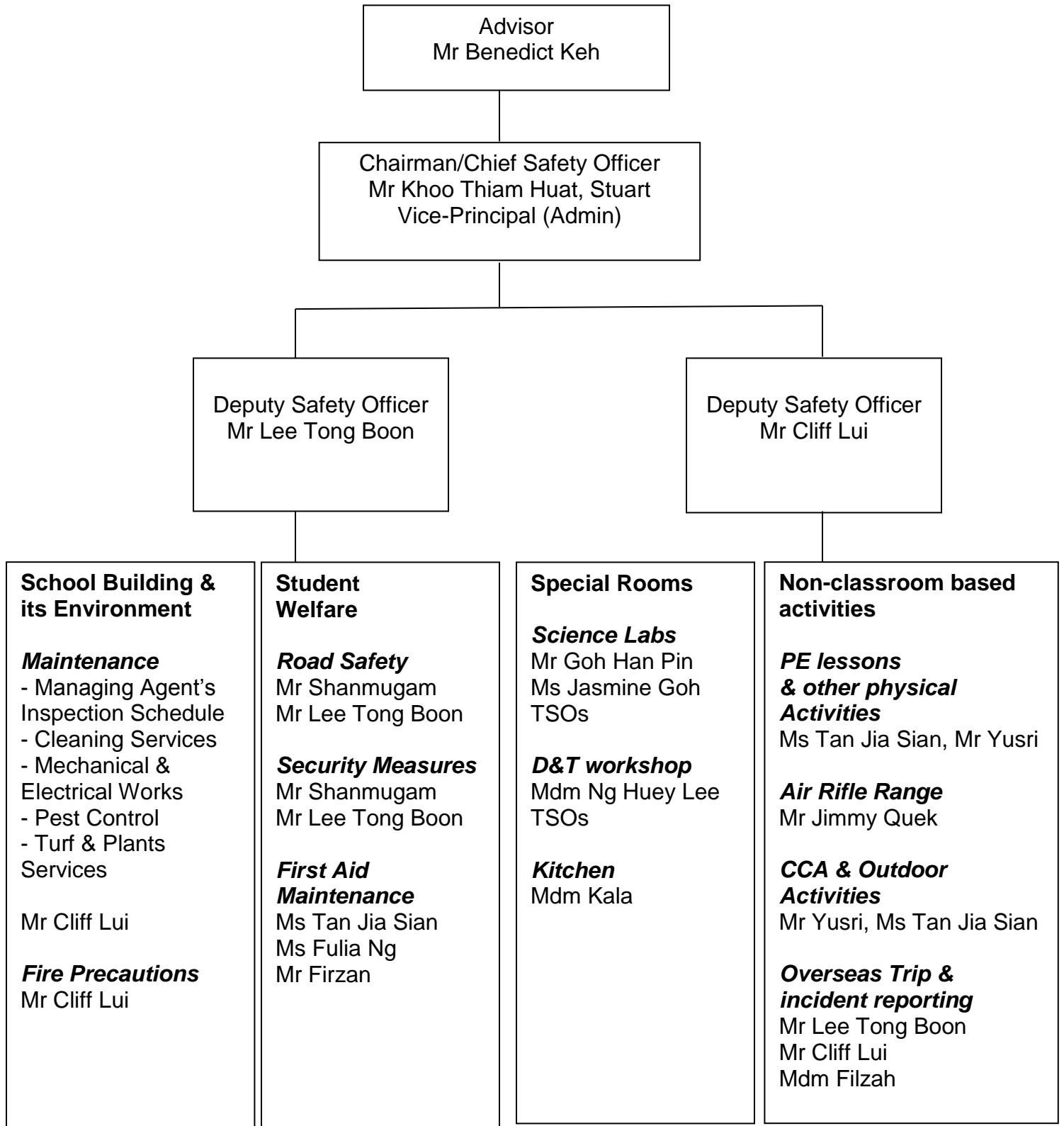


**ORGANISATIONAL STRUCTURE**  
**SCHOOL SAFETY COMMITTEE (SSC)**



## **TERMS OF REFERENCE**

### **SCHOOL SAFETY COMMITTEE**

The School Safety Committee (SSC) is chaired by at least a Vice Principal who takes directions from the Principal. For schools that do not have a Vice Principal, the Principal shall chair the SSC. The terms of reference for the SSC are as follows:

1. Provide leadership and direction on school safety
2. Develop School Safety SOP
3. Develop and implement School Safety Workplan
4. Conduct Internal School Safety Review
5. Facilitate safety qualification training for school staff
6. Work with SSU on external school safety validation
7. Communicate with schools on safety measures
8. Collate accident cases for trend analysis and prevention measures

### **Advisor**

9. Provide direction and guidance to the School Safety Committee
10. Establish School Safety Policy
11. Appoint members of School Safety Committee

### **Chairman**

12. Chair the SSC meeting on a regular basis to address safety issues in schools
13. Plan and direct all safety efforts in school, including school safety workplan and internal school safety review
14. Oversee the development of School Safety SOPs, checklists and practices.
15. Plan and facilitate safety qualification training for school staff
16. Monitor the submission of incident reports to SSU/MOE and/or MOM

### **Members of School Safety Committee**

17. Advise Chairman SSC on safety concerns as subject matter experts in their respective areas
18. Contribute to the development and review of School Safety SOP under their areas of supervision
19. Conduct annual Internal School Safety Review for their areas of supervision
20. Identify safety measures to prevent, rectify or minimize risks
21. Conduct safety walk-about for their areas of supervision on a regular basis to identify safety hazards and to recommend safety measures to SSC