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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 1338

Adopted 24 November 2009

**Procedures for Ensuring Safety of Educatees in Educational Institutions and at Events Organized by Them**

*Issued pursuant to*

*Section 14, Paragraph 21 of the Education Law*

**I. General Provisions**

1. The Regulation prescribes the procedures for ensuring safety of educatees in educational institutions and events organized by them.

2. The safety of educatees during their training placement shall be ensured in accordance with the Labour Protection Law.

**II. Competence of the Head of an Educational Institution**

3. The functions of the head of an educational institution (hereinafter – head) in matters of educatee safety are as follows:

3.1. in co-operation with the founder of an educational institution (the head of a state-founded educational institution – in co-operation with the local government of the relevant administrative territory), inviting specialists from the responsible supervisory institutions to organize inspections at least once an academic year to evaluate the compliance of the educational institution with safety requirements, if the responsible supervisory institution has not carried out the inspection upon its own initiative. The conformity evaluation of an educational institution shall be prepared by the responsible supervisory institutions – the State Fire and Rescue Service and the Health Inspectorate;

3.2. to organize the safety measures for the educatees in the educational institution and at the events organized by it as well as if an educatee endangers the safety, health or life of himself or herself or other persons;

3.3. in co-operation with the founder of the educational institution (hereinafter – the founder) to ensure that the hygiene requirements, civil protection, fire safety and labour protection norms are observed in the educational institution in accordance with the requirements of the laws and regulations;

3.4. to plan and organize educational events on the safety of educatees, including on the issues of violence and injury prevention;

3.5. to ensure development of an evacuation plan, the internal procedure regulations of the educational institution (hereinafter – internal procedure regulations) complying with the requirements referred to in Chapter III of this Regulation and safety rules and to control the observance thereof;

3.6. to appoint teachers responsible for familiarisation of educatees with the evacuation plan, internal procedure regulations and safety rules;

3.7. to ensure familiarisation of educatees' parents (up to 18 years of age) or the legal representatives of children (hereinafter – parents) with the internal procedure regulations;

3.8. to ensure that the employees and educatees of the educational institution have access to information regarding calling operational services, internal procedure regulations, safety rules and evacuation plan;

3.9. to appoint the teachers responsible for safety in excursions, hikes, sports competitions and other events organized by the educational institution, set the number of teachers who must participate in the relevant event, and to ensure submission of the information referred to in Paragraphs 11, 15 and 24 of this Regulation;

3.10. to determine the procedure for staying in the educational institution binding to the parents of educatees and other persons. This procedure shall be available to the parents of educatees and other persons;

3.11. to cooperate with parents, state and local government institutions, associations, foundations and funds in matters of educatee safety;

3.12. to report to the municipal police or the State Police if there is received information or arise reasonable suspicions regarding unauthorized acquisition, use, storage, sale of alcohol, narcotic, toxic or psychotropic substances, pepper spray, gas pistols and firearms, and encouragement to use them in an educational institution or its territory, as well as to report it to the parents;

3.12.1 to ensure that weapons, ammunition or special means are not brought and displayed in the educational institution, except for cases when it is directly related to implementation of an accredited education programme and in accordance with permission of State Police for shooting-related sports activities or implementation of youth guard or military training programmes in accordance with the procedures stipulated by the Law on the Circulation of Weapons and Special Means;

3.13. to call an emergency medical care team if there is cause for suspicion of poisoning with alcohol, narcotic, toxic or psychotropic substances as well as in cases of injuries and other health disorders that endanger life of an educatee, and to report it to the parents.

[*21 May 2013*]

4. In the cases referred to in Sub-paragraph 3.12 and 3.13, if there is an emergency situation and immediate action of a teacher is required, the teacher shall act independently, informing the head thereof.

5. The head shall have the right to request and receive the required assistance from the founder, municipal police and other institutions in order to ensure the safety of educatees in accordance with the requirements of the laws and regulations.

**II1. Action of the head if an educatee endangers his or her own or other persons' safety, health or life**

[*21 May 2013*]

51 If an educatee in an educational institution endangers his or her own or other persons' safety, health or life:

51 1. the teacher shall inform the head about the educatee's behaviour;

51 2 the head shall ensure learning for the educatee who endangers his or her own or other persons' safety, health or life in another room in the presence of a social teacher, educational psychologist or other teacher. Learning in another room can last from one lesson to the end of the study day;

51 3. the head shall send information regarding the behaviour of the educatee and the necessary cooperation of the parents with the educational institution in writing (in printed form or in the form of an electronic document) to the parents of the educatee;

51 4. in the order, the head shall determine the responsibilities of the support staff in order to promote further cooperation with the educatee and parents and to develop support measures in accordance with the needs and situation of the educatee;

51 5. the head shall have the right to invite the necessary specialists to ensure improvements in the educatee's behaviour and learning;

51 6. the relevant local government shall ensure support staff services if there are no such specialists in the educational institution.

52 If there is no improvement in the educatee's behaviour and the parents do not want to cooperate with the educational institution, but they want to involve other specialists to solve the situation, the head shall forward this information to the relevant local government.

53 Upon receipt of the information referred to in Paragraph 5.2 of the Regulation, the local government is entitled to convene an inter-institutional meeting, which shall decide on further support measures for the educatee. Responsible specialists of the educational institution, parents of the educatee, education specialist of the local government or representatives from the educational administration of the relevant local government, social service office, orphan's court, the State Centre for the Protection of the Rights of the Child and other specialists shall be invited to the meeting.

**III. Enactments regulating the safety of educatees in an educational institution**

6. The internal procedure regulations stipulate:

6.1. the behavioural regulations of educatees in the educational institution, in its territory and in the events organized by the educational institution;

6.2. the location of the evacuation plan and information regarding calling operational services in the educational institution;

6.3. the prohibition on the acquisition, use, storage and sale of alcohol, cigarettes, narcotic, toxic and psychotropic substances, pepper spray, gas pistols, firearms and non-firearm weapons in the educational institution and its territory;

6.4. the actions of an educatee, if the educatee spots a threat to his or her or other persons' safety in the activities of a person;

6.5. the actions of the head and teachers if physical or emotional violence against an educatee is established;

6.6. the liability for non-compliance with the internal procedure regulations;

6.7. other issues that the educational institution considers to be relevant.

7. According to the needs of the educational institution and local conditions, the educational institution shall develop the following safety rules:

7.1. on safety in classrooms and premises accommodating equipment and substances that may endanger safety and health of educatees;

7.2. on fire safety;

7.3. on electrical safety;

7.4. on the provision of first aid;

7.5. on safety during excursions, hikes and walks;

7.6. on safety in other events organized by the educational institution;

7.7. on safety in sports competitions and classes.

8. The safety rules shall include the following information:

8.1. about action in extreme situations (for example, in the event of a fire, the smell of gas in premises, floods, a situation of violence);

8.2. about action in non-standard situations (for example, in contact with dangerous objects and substances);

8.3. about road safety;

8.4. about safety on water and ice;

8.5. about personal hygiene and hygiene of work;

8.6. about occupational safety while performing practical and laboratory demonstrations (except for vocationally oriented sports educational institutions);

8.7. about safety during learning and breaks between classes.

**IV. Introducing educatees to internal procedure regulations, safety rules and evacuation plan**

9. Students shall be introduced to the internal rules, safety rules and evacuation plan according to the following procedure:

9.1. with the internal procedure regulations, the safety rules referred to in Sub-paragraphs 7.2, 7.3 and 7.4 of the regulations and the evacuation plan – every year in September;

9.2. with the safety rules referred to in Sub-paragraph 7.1 of this Regulation – not less than twice a year and before commencement of such new activities which may endanger the safety and health of educatees;

9.3. with the safety rules referred to in Sub-paragraph 7.5 of this Regulation – before each excursion, hike or walk;

9.4. with the safety rules referred to in Sub-paragraphs 7.6. and 7.7 of this Regulation – before each event and sports competition.

10. Introduction of educatees with internal procedure regulations, safety rules and evacuation plan shall be recorded in the class or group register. With the exception of pre-school children, an educatee, according to the abilities and skills, shall confirm it with the entry "I have become familiar" specifying the date and signature.

**V. Organising excursions, hikes and walks**

11. Before going on an excursion or hike, the responsible teacher shall provide to the head written information specifying the purpose, route and duration of the excursion or hike, a list of participants, their age, mode of travelling, accommodation, communication opportunities and first aid possibilities.

12. A walk (organized movement of a group of pre-school children, not exceeding a distance of three kilometres outside the territory of the educational institution) in a group of up to 30 children shall be accompanied by at least two adults, one of whom is the responsible teacher. Before going for a walk, the responsible teacher shall make an entry in the walk registration register specifying the date, route, duration of the walk and the number of participants.

13. Obligations of the responsible teacher:

13.1. to ensure compliance with the safety rules referred to in Sub-paragraph 7.5 of this Regulation;

13.2. to ensure provision of first aid to the injured on-scene of the accident and, if necessary, to call the emergency medical care or to arrange the injured person to be transported to a medical treatment institution;

13.3. immediately inform the head and the injured child's parents about the accident;

13.4. to stop an excursion in a dangerous situation and inform the head;

13.5. not later than three days before going on an excursion or hike, to inform parents about the purpose, route, duration of the hike or excursion, mode of travelling, accommodation, communication opportunities and first aid possibilities.

14. Parents shall inform the responsible teacher about their child's health disorders or peculiarities, if he or she needs special attention, as well as about the possibilities of communication with the parents, specifying their contact telephone number.

**VI. Organising other events of the educational institution**

15. Before an event, the responsible teacher shall verify suitability of technical supply of the premises to the corresponding event, compliance with the operational and safety requirements, as well as coordinate the plan of the event with the head. The plan shall include the time, place, approximate number of participants and safety measures to be taken.

16. Obligations of the responsible teacher:

16.1. to participate in the event and to ensure the compliance with the safety rules referred to in Sub-paragraph 7.6 of this Regulation;

16.2. to inform the municipal police or the State Police about the time and place of the event;

16.3. to coordinate events organised outside the territory of the educational institution with the local government;

16.4. to inform the State Police about the course of the event, if the movement of vehicles can endanger life or health of the educatees.

**VII. Organising sports competitions and classes**

17. Sports competitions and classes (except for sports in the locality) shall be organized in sports facilities or premises adapted for sports classes, which comply with the requirements stipulated by the laws and regulations.

18. Organising sports competitions and classes in rented premises, the head shall verify suitability of the premises and their equipment and get acquainted with the opinions of surveillance services regarding compliance of the premises with the requirements stipulated by the laws and regulations.

19. Sports competitions and classes shall take place only in such conditions which do not endanger health and safety of educatees.

20. A medical practitioner of the educational institution or another certified medical practitioner or a person appointed by the head responsible for provision of first aid shall be present at sports competition.

21. Organising sports competitions of several educational institutions, the organiser of the competition shall comply with the requirements referred to in Sub-paragraphs 16.2, 16.3 and 16.4 of this Regulation.

22. The responsible teacher shall ensure compliance with the safety rules referred to in Sub-paragraph 7.7 of this Regulation and shall be present during sports competitions and classes.

23. No later than three days before the sports competition, the responsible teacher shall inform the parents of the participants about the type, time, place of the competition, mobility opportunities, responsible teacher and communication opportunities.

24. Prior to participation in sports competitions, the responsible teacher shall submit to the head written information specifying the type, time, place of the competition, mobility opportunities, a list of educatees, communication opportunities with parents, as well as the date when educatees are familiarised with the safety rules referred to in Sub-paragraph 7.7 of this Regulation.

25. [3 October 2017]

26. An educatee or parents shall be obliged to inform the medical practitioner of the educational institution or the form teacher if there are any doctor recommendations for the educatee to introduce changes in physical activities.

27. The medical practitioner of the educational institution or the form teacher shall inform the sports teacher or coach about the health condition of the educatee each time after an injury or in case special requirements apply to the educatee.

**VIII. Closing Provision**

28. Cabinet Regulation No. 492 of 20 November 2001 Procedures for Ensuring Safety of Educatees in Educational Institutions and at Events Organized by Them (*Latvijas Vēstnesis*, 2001, No. 172; 2003, No. 176; 2008, No. 113) is repealed.

Prime Minister V. Dombrovskis

Minister for Education and Science T. Koķe