

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

SAFETY AND SECURITY POLICY

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1. TITLE OF THE POLICY

The name of this policy is SPRINGVALE PRIMARY SCHOOL: SAFETY AND SECURITY POLICY

2. EFFECTIVE DATE

APRIL 2024

3. DATE OF THE NEXT REVIEW

The policy shall be reviewed every three years or sooner when there is a

change in the relevant legislative framework or operations.

4. REVISION HISTORY

July 2024 – SGB approval

5 PREAMBLE

We, at Springvale Primary School, recognize that the safety and security of our learners and staff is paramount for a secure environment in which to learn. We seek to promote a feeling of security and well-being amongst our learners, staff and school community in order to enhance the positive ethos of our school. We commit ourselves to achieve and maintain the above to the best of our ability.

These regulations will apply during official school times, usually between 7:00 and 15:00 Mondays to Fridays and at official school functions. This policy is intended to support Government Gazette No. 22754 of 12 October 2001 Notice 1040 Regulations for Safety Measures at Public Schools, as well as all other applicable laws.

6. PURPOSE OF THE POLICY

The overall purpose of the policy is to ensure that the school is safe for all and that effective measures are employed to address

issues related to discipline, drugs, dangerous objects, violence, bullying, rape, assault, sexual abuse, theft and robbery.

7. DEFINITIONS AND ACRONYMS

7.1 Definitions

Term	Explanation
Abuse	Means unjust or unwanted practice e.g physical, emotional, verbal or sexual abuse including victimization or ill treatment.
Bullying	Refers to any written or other visual communication, verbal communication, or physical act, gesture or omission engaged to creating a substantial and justifiable risk of creating a threat of or with the natural result of an undesirable consequence. Bullying includes initiation practice as well as the use of technology such as the internet, mixit thus manifesting into what is now commonly referred to as cyber bullying.
Educator	Refers to any person who teaches, educates or trains other persons at an education institution or assists in rendering education services or education auxiliary or support services provided by or in an education department. It means anyone defined in

Term	Explanation
	terms of the Employment of Educators Act.(Eof E.A)
Gambling	Means wagering of money or something of material value referred to as the “stakes” on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods.
Gangs	Refer to organized groups involved in drug and weapon trafficking and money laundering within which school violence can take root and grow
Harassment	Means to make repeated attacks or behave in an unpleasant or threatening way towards someone.
Injury	means physical harm or damage
Incidents	Means any event which is not part of the standard operation of a service and which causes or may cause an interruption to, or a reduction in, the quality of that service
Learner	Refers to any person enrolled in an education institution as defined in the South African Schools Act.
Parent	Means the parent or guardian of a learner or the person legally entitled to custody of a learner.

Term	Explanation
Rape	Means forced unwanted sexual intercourse.
School	means (School name).
School activity	Refers to any activity organized by the school as defined in the South African Schools Act
Sexual Harassment	Means Sexual Harassment in any form of unwanted conduct of a sexual nature and can include physical, verbal or non-verbal behaviour.
Truancy	Means a child who stays away from school without leave or explanation.
Vandalism	Means any act or omission which may result in damage or harm to property.
Violence	Means behaviour that is intended to hurt other people physically.
Weapons	Means a thing designed or used or usable for inflicting bodily harm and defined as undesirable in the South African Schools Act.

Acronyms	Explanation
DSSC	District School Safety Committee
HOD	Head of Department of Education
ID	Identity Document
MEC	Member of Executive Council for Education

PAM	Personnel Administrative Measures
PS Staff	Public Service Staff
SANCA	South African National Council for Alcoholism And Drug Dependence
SAPS	South African Police Services
SBST	School Based Support Team
SGB	School Governing Body
SMT	School Management Team
SACE	South African Council for Educators

7.2 Acronyms

8. APPLICATION AND SCOPE OF THE POLICY

8.1 To promote a safe school environment and declare the school as a Violence and Drug free zone,

8.2 To put in place measures for the prevention of violence, rape, abuse, assault, bullying and gangsterism,

8.3 To put in place structures to co-ordinate School Safety Programmes and to sustain gains made,

8.4 To clearly set out the roles and responsibilities of the various stakeholders in the pursuit of a safe school environment,

8.5 To put in place clear protocols for the recording, reporting and management of incidents.

9. LEGISLATIVE FRAMEWORK

9.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.

9.2 The South African Schools Act, 1996(Act No. 84 of 1996), as amended. (Regulations for the Safety Measures at Public Schools, Government Notice No. 1040 October 2001 as amended).

9.3 Employment of Educators Act, 1998 (Act No 76 of 1998), as amended.

9.4 South African Council of Educators, 2000 (Act No 31 of 2000), as amended.

9.5 Control of Access to Public Premises and Vehicles, 1985 (Act No 53 of 1985).

9.6 Fire Arms Control Act, 2000(Act No 60 of 2000).

9.7 Child Care Amendment Act, 1996 (Act No. 96 of 1996).

9.8 Children's Act, 2005 (Act No 38 of 2005)

9.9 Children's Amendment Act, 2007 (Act No 41 of 2007)

9.10 Sexual Offences Act, 2007 (Act No 32 of 2007).

9.11 Public Service Act, 1994 (Act No of 103 of 1994), as amended.

9.12 Drugs and drugs trafficking Act, 1992 (Act No 140 of 1992).

9.13 Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008.

9.14 Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse.

10 POLICY CONTENT

10.1 General Safety

- (a) A security company takes care of school security.
- b) Guards are appointed on a permanent, full time basis on the school property to take care of general security at the school.
- c) The school must have a Safety and Security Committee (SSC) that ensures that the safety and security policy is followed and report to the SGB, via the portfolio holder on the SGB on a monthly basis with regards to safety issues.
- d) Each corridor must have a Health and Safety representative clearly identified in the most visible area, and fully trained to address emergency safety and safety concerns.
- e) The appointed security firm must monitor access to the school. All remote controls to access the school after hours to be allocated to the designated personnel and list to be updated when necessary.
- f) **The school must cater for wheelchair or person with disabilities**

11. CREATE A SAFE SCHOOL ENVIRONMENT

11.1 Access to Public School premises

- a) The SGB will ensure that clear signage is present throughout the school property, indicating that :

- (i) anyone entering the school does so at their own risk,
 - (ii) anyone entering the school may be subjected to search,
 - (iii) no drugs, alcohol, guns or weapons permitted, and
 - (iv) unlicensed drivers will not be permitted to drive vehicles on the school property.
- b) During the school day school gates must be locked and access to the school must be controlled.
- c) Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the Principal. Except for emergency situations, it is preferred that parents visit schools on an appointment basis.
- d) According to the "Regulations for Safety Measures at Public Schools, 2001," "No person shall without the permission of the principal or HOD, enter into any public school premises. The HOD or Principal of any public school may take such steps that he or she may consider necessary for the safeguarding of the public school, as well as for the protection therein.
- e) Any visitor to the school, including parents, may be required to:
 - (i) Furnish his or her name, address and any other relevant information required by the principal or HOD;

- (ii) Produce proof of his or her identity to the satisfaction of the principal or HOD if necessary;
 - (iii) Declare whether he or she has any dangerous object or illegal drugs in his or her possession or custody or under his or her control;
 - (iv) Declare and show what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he /she has in his / her possession or custody or under his / her control;
 - (v) subject himself or herself and anything which he or she has in his or her possession or custody or under his or her control to a search by a person of the same gender, an examination by an electronic device, sniffer dogs or other apparatus in order to determine the presence of any dangerous object or illegal drug; and
 - (vi) Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.
- f) The “Regulations for Safety Measures at Public Schools, 2001” allows the principal or HOD to

remove any person, any time from any public school premises if:

- (i) That person enters the public school premises concerned without the permission of the Principal, and
 - (ii) The principal, SGB or HOD considers it necessary for the safeguarding of the public school premises concerned or for the protection of the people thereon.
- g) Any person who contravenes the above mentioned measures may be removed from the public school premises, with the assistance of SAPS.

11.2 Weapons and Drug Free Public School

- a) The [NAME OF THE SCHOOL] is a drug free and dangerous object free zone.
- b) No person may:
 - (i) Carry any dangerous object in the school premises;
 - (ii) Store any dangerous object in the school premises except in the officially designated places identified by the principal;
 - (iii) Possess illegal drugs on the school premises;
 - (iv) Enter the school premises while under the influence of an illegal drug or alcohol;

- (v) Cause any form of violence or disturbances which can negatively impact on the school activities;
 - (vi) wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the departmental authorities or the police as soon as possible; and
 - (vii) Directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities
- c) The principal or his or her delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any dangerous object or illegal drug, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of SASA.
 - d) The principal or his or her delegate may at random administer urine or other non-invasive test to any group of learners that is on fair and reasonably suspected of using illegal drugs only under conditions laid down in SASA.
 - e) Disciplinary action will be instituted against a learner or anyone who contravene/s the above-mentioned rules.

11.3 Buildings, Grounds and Infrastructure

- a) The SGB, SMT and Staff will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measures to safeguard learners and staff.
- b) The SGB and SMT will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.
- c) The SGB, SMT and staff will take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.
- d) The SGB and SMT will ensure that all minor maintenance such as broken window panes, doors, etc are attended to as they occur. They will further ensure that major maintenance of the schools will be attended to through written submissions to the Department.
- e) The SGB and SMT will ensure that:
 - (i) Any unused furniture/steel frame or broken furniture will be properly stored or disposed off,
 - (ii) The school grounds will be maintained by cutting and trimming the grass and trees on a regular basis,
 - (iii) Rubbish and litter is properly stored or disposed off, and

- (iv) The school swimming pool is properly secured by a fence and gate or net when not in use.
- f) No learner is allowed near the swimming pool without the supervision of an educator.

11.4 Control of learners: late coming, during breaks, in cases of early departure and pick up/drop off points.

11.4.1 Late coming of learners

- a) No learner should be locked outside the school for arriving late.
- b) In cases where learners arrive late for school, parents/ guardians should be informed and they should be dealt with through the learner's Code of Conduct.

11.4.2 During breaks

- a) Learners are not allowed to leave the school premises during break.
- b) In cases where it is necessary for learners to leave the school premises, written permission must be provided by the Principal.

11.4.3 Early leave of learners at the request of parents/guardians

- a) All requests for early leave must be made in writing by parents/guardians. Such requests must be made to the Principal's office.

- b) On admitting a learner to the school, a parent must identify in writing who is allowed to collect their child in cases of requests for early leave. Parents must review this annually or as required, in writing, by the parent registering the child at the school.
- c) Persons collecting a learner from the school will be requested to provide the school with a positive identification.
- d) The school will maintain a written record that includes the name of the learner, the learner's grade, the name and ID No. of the person checking the learner out, as well as the date, time and reason/s for the early leave.
- e) In the case of a dispute between parents, the review of person/s who will be allowed to check out learner's early from school will be done on the basis of a court order from the parent who has registered the child at the school.

11.4.4 Early dismissal

The school will take reasonable steps to ensure that parents are informed in good time if learners are to be released early to enable parents to make transport and care – taking arrangements.

11.4.5 Pick up/drop off points

Parents may only pick up/drop off learners at designated points.

11.5 Child Protection and Care

In accordance with the Children's Act, [NAME OF THE SCHOOL] will create an awareness amongst staff members that when a child's well being: is being threatened, support is not adequate and maltreated, abuse, neglected, degraded or exploitation of a child is taking place, the said child is deemed to be in need of protection and the relevant authorities must be informed. Such a child should be reported to the Principal. The Principal must report the matter to the parent (if not a perpetrator), SAPS and the Department of Social Development. **Note: Both suspected and confirmed cases of child abuse must be reported.**

12. MANAGEMENT OF THREATS TO SCHOOL SAFETY

The stakeholders of the school will endeavour to continuously monitor the school environment (internally/externally) to identify potential threats and mitigate these risks. The areas below have been identified as areas that threaten school safety. Preventative measures are provided here while Annexure A provides guidelines of what the Principal should do when a threat to school safety occurs.

12.1 School Violence

- a) No form of violence committed by one learner on another or a teacher on a learner or the learner on the teacher will be tolerated at (name of school).
- b) The school is committed to the South African Schools Act, Section 10 which states that: "No person may administer corporal punishment at a school to a learner and if this is contravened such a person will be guilty of an offence and liable to a sentence which could be imposed for assault."
- c) In a similar manner a learner who assaults another learner or a teacher will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

12.2 Bullying

- a) Bullying is outlawed at (Name of School).
- b) The school adopts a zero tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation;
- c) The school will train learners, educators and the support staff that bullying is everyone's responsibility and that any Incidents of bullying in the school need to be reported, recorded and investigated;

- d) The training will include strategies that can be used to prevent or stop bullying such as interaction between learners, discussion groups, peer mediation, one-on-one mentoring or the “buddy system” where older children look after younger children, bystander or spectator support;
- e) The school safety committee will select and train monitors on how to identify and monitor incidents of bullying and on how to implement the intervention strategies to address the problem such as installing cam coders and telephones in every classroom. This will assist the school with viewing any suspicious activity and making emergency calls to the police if necessary;
- f) Every incident of bullying will be dealt with through the Code of Conduct, and
- g) The school will conduct background checks with SACE to check the suitability of educators and in the case of former teachers check with the GDE.

12.3 Gangsterism

12.3.1 To implement actions against gangs or gangsterism, the school:

- (a) At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the District Office and the police authorities about suspected gang – related activities on or near the school property,

- (b) The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and
- (c) The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community. These will include civic organisations or associations, religious groups or associations, youth commissions, Childline, Lifeline and the local police.

12.4 Abuse and Sexual Abuse

12.4.1 The school will implement the Action Strategies against abuse by way of:

- (a) Urging learners to report any incidence of abuse to the Principal or any staff member that they trust,
- (b) Staff members will be sensitized to note changes in learner's behavior and record a learner's behavioural changes towards classmates, peers and other educators in a record book over a few days or weeks,
- (c) Where necessary, educators/members may interview peers or classmates, maintaining confidentiality,

- (d) The School Safety Team will inform learners regularly that, in case of any abuse or rape, what course of action should be followed. The School Safety Team will empower educators to advise learners, in case of sexual abuse/rape on which steps to take to retain the evidence and maintain confidentiality,
- (e) Educating learners about abuse, places to avoid, what to do if abused and where to go for help,
- (f) Educating learners about their rights and where to get counselling and medical attention if abused. The school will teach learners self-defense mechanisms and strategies to build or re-gain their confidence; and

12.4.2 No pornography is allowed at the school. Any learner, educator or support staff member that is caught in possession of pornography will be dealt with through the relevant disciplinary procedures. The material and the device on which the material is displayed will be confiscated by the school.

12.4.3 The school Code of Conduct does not allow anyone to film anything on the school premises without the permission of the Principal

13 Cyber Security Policy

To ensure the security of all school-issued devices and information, Springvale Primary School employees are required to:

- a) Keep all company-issued devices, including tablets, computers, and mobile devices, password-protected (minimum of 8 characters). **all computers used by staff will have Bit-locker**
- b) Secure all relevant devices before leaving their desk.
- c) Obtain authorisation from the school SMT and/or IT Support before removing devices from company premises. Unless the device has been dedicated/assigned to your personal work use and care.
- d) Refrain from sharing private passwords with coworkers, personal acquaintances, senior personnel, and/or shareholders.
- e) Regularly update devices with the latest security software.

ii) 10.3 Personal Use

Springvale Primary School recognizes that employees may be required to use personal devices to access company systems. In these cases, employees must report this information to management for record-keeping purposes. To ensure company systems are protected, all employees are required to:

- a) Keep all devices password-protected (minimum of 8 characters).
- b) Ensure all personal devices used to access company-related systems are password protected.
- c) Install full-featured antivirus software.
- d) Regularly upgrade antivirus software.

- e) Lock all devices if left unattended.
- f) Ensure all devices are protected at all times.
- g) Always use secure and private networks.

10.4. Email Security

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, all employees are required to:

- i. Verify the legitimacy of each email, including the email address and sender name.
- ii. Avoid opening suspicious emails, attachments, and clicking on links.
- iii. Look for any significant grammatical errors.
- iv. Avoid clickbait titles and links.
- v. Contact the IT department regarding any suspicious emails.

10.5. Transferring Data

At Springvale Primary School we recognise the security risks of transferring confidential data internally and/or externally. To minimize the chances of data theft, we instruct all employees to:

- i. Refrain from transferring classified information to employees and outside parties.
- ii. Only transfer confidential data over the school networks.
- iii. Obtain the necessary authorisation from senior management.
- iv. Verify the recipient of the information and ensure they have the appropriate security measures in place.

- v. Adhere to POPI data protection law and confidentiality agreement.
- vi. Immediately alert the IT department of any breaches, malicious software, and/or scams.

10.6 Disciplinary Action

Violation of this policy can lead to disciplinary action, up to and including termination. Springvale Primary School disciplinary protocols are based on the severity of the violation. Unintentional violations only warrant a verbal warning, frequent violations of the same nature can lead to a written warning, and intentional violations can lead to suspension and/or termination, depending on the case circumstances.

10.7 Safety on the playground/corridors

- i. Facilitators on duty as per duty list must move amongst the learners.
- ii. Leaders on duty will report any problems to facilitators on duty.
- iii. Facilitators should refer injuries to the office for treatment by the First Aid Officer. No facilitator should deal with bleeding injuries without protective gloves.
- iv. Look out for the following:
 - a) Suspicious characters near the school fences
 - b) Rapidly growing groups of learners
 - c) Strange and/or dangerous games
 - d) Grade groups not playing in the correct allocated area must be moved back to the correct area

- e) Learners continuously hanging around classrooms and in toilets must be moved and their names given to the registration facilitator
- f) No learners are allowed on the corridors during break times except for the leaders. Learners on corridors must be in possession of a corridor pass. No running allowed on corridors
- g) No learners are allowed in the hall unless accompanied by a facilitator.
- h) Should an incident occur, the facilitator will be required to complete an Incident Report
- i) Any problems must be reported to the Head of Department (HOD)

10.8 Safety in the Classroom

No learner will be allowed in a classroom without the presence of a facilitator during break or after school.

- v. Should a facilitator, in an emergency, need to leave a classroom during school, learners may not leave their desks and a neighbouring facilitator should assist by supervising.
- vi. No rocking on chairs.
- vii. No running in the classrooms.
- viii. No throwing of any objects in the classrooms.
- ix. Should an injury occur, the same procedure should be followed as on the playground during break times.

- x. In case of an incident, write down the names of all witnesses to assist with reports. Learners must make their own statements.
- xi. No parents are allowed to go to the classrooms. Parents must report to the front office. Learners will be called to the office.
- xii. No parents allowed on the premises during Covid 19.

10.9 Dealing with bullying

- xiii. **Bullying is characterised by the following:**
 - a. An intention to harm.
 - b. An imbalance of power exists. The bully is usually stronger, bigger and older than the victim.
 - c. Often organised and systematic and may be carried out by groups.
 - d. It is not a single attack, but a pattern of repeated aggressive behaviour, continuing over a period of time.
 - e. The victim is vulnerable.
 - f. Lack of support exists for the victim
 - g. The victim experiences physical or psychological damage, often both.
- xiv. Bullying in all aspects or forms will not be tolerated and will be dealt with in accordance with the School Disciplinary Code.

- xv. Both bullies and victims may need counselling as bullies often have personality deficits that need to be addressed.

10.10 Safety of learners during maintenance work

- xvi. A complete Safety Action Plan to be submitted to the SSC before any major maintenance work is conducted. Liaise with builders and workers, so as to put certain areas out of bounds. These areas will become “no play” areas and demarcated with danger tape.
- xvii. Leaders need to assist during breaks to keep learners away from demarcated “no play” areas.

10.11 Traffic on School grounds

- i. No unauthorised vehicle may enter the school grounds. Authorised vehicles will be issued with a remote control to access school grounds.
- ii. Gates are to be kept locked at all times. See 2.10 Gate Security.
- iii. Permission to enter the school grounds must be obtained from the office.
- iv. The Groundsman will be told by radio to open the gate.
- v. The Groundsman will then walk in front of the vehicle to its destination, keeping learners away from the moving vehicle.

The same procedure must be followed back to the gate.

10.12 Security Patrol

- i. The Safety & Security committee must ensure that the necessary training is provided to the security patrol to assist them in performing their duties properly.

- ii. The security patrol is responsible for general safety and security in the mornings before school and in the afternoons after school.
- iii. Security patrol members' responsibilities must be at the gates to control learners and vehicles.
- iv. Must take down the names of latecomers and submit them to the controlling or co-ordinating teacher.
- v. Must ensure that no learners leave the school grounds.
- vi. Must assist facilitators during accidents by following facilitator's instructions:
- vii. Keep bystanders away from injured parties.
- viii. Take down names of witnesses.
 - xviii. During drills:
 - a. Clear buildings during drills
 - b. If required check classrooms and buildings for lost and injured.
 - c. Take care of the injured and move them to a safe area.

10.13 Scholar Patrol

- i. The Scholar Patrol is responsible for the safe crossing by pupils at the two designated pedestrian crossing Friederiche Streets, in the mornings (07:15 – 07:30) and in the afternoons (13:45 – 14:00).
- ii. Staff
- iii. All staff members and designated representatives (appointed by the principal) must complete and sign the SP3 form. No staff member or representative may do scholar patrol if this form has not been signed. A staff member must be on duty at all times.

iv. Learners

a.1 All scholar patrol learners must have the SP2 form completed and signed by their legal guardian. No learner may do scholar patrol duty if this form is not signed by the relevant parties.

a.2 The Scholar Patrol may not leave the school grounds (thus NOT GO ON DUTY) unless a staff member is present.

b. A team consist of:

b.1. Captain who takes full responsibility for the team.

- Keeps a roll call
- Records details of people and vehicles that hamper the SP in the execution of their duties or endangers any learners / staff of the school
- Report any incidents or transgressions to the SP facilitator
- Organises substitution or a stand in for missing team members

b.2 Leader takes responsibility for

- Opening and closing of the SP stop boards, by blowing the whistle
- Assumes the role and responsibilities of the captain in his / her absence

b.3 Team Members

- Hold, open and close the stop boards.
- Assist and guide learners to cross the zebra crossing correctly and safely.
- Follow the instructions of the captain and leader.

b.4 Dress Code

- Bibs, caps and raincoats are provided by the Department of Community Safety.
- SP must wear the regulation bibs and caps, as stipulated by the Provincial Traffic Department.

b.5 Equipment

- Stop boards and whistles are provided by the Department of Community Safety.
- The regulation signs and cones, as stipulated by the PTD must be used.

b.6 General

- Members must be provided with the necessary training to ensure that they do their duties correctly.
- Members must assist the teacher in the event of an accident / injury by:
 - i. Remaining at their posts to ensure that no further incidents /accidents occur.
 - ii. Follow the teacher's instructions.

b.7 Documentation

- All SP forms must be filed and kept by the teacher in charge.

10.14 Security and Safety of Learners after School Meetings, Games, Matches, Cultural Evenings and Excursions

- xix. On-duty facilitators must be allocated the duty of looking after learners left behind and not yet collected for ½ hour after indicated time. After expired time the facilitator must take reasonable steps to contact parents/guardians of the learner. After an hour lapsing

and the learner not yet collected contact the police station to collect the child.

- xx. Duty list for the packing out and picking up of equipment must be adhered to. Security officer must be appointed to check security.
- xxi. Groundsmen must check that all toilets and storerooms in use are locked.
- xxii. Groundsmen must lock all access gates.

10.15 Emergency Evacuation Procedure

- xxiii. The Safety Committee must establish an emergency procedure.
(See addendum 1 and 2).
- xxiv. Emergency evacuation procedures must be displayed in all offices, classrooms, and amenities.
- xxv. All corridors must have a designated health and safety representative.
- xxvi. Where reasonably practicable the Fire Department should assess and review all fire evacuation procedures.
- xxvii. Fire extinguishers must be serviced once a year, to ensure that they are in good working order. They are to be professionally checked every year and maintained.
- xxviii. In the case of bomb threat:
 - a. The principal must immediately report it to the police.
 - b. The object or anything related to the bomb threat,
1 must be left untouched
 - c. Follow the emergency evacuation procedure as
2 quickly as possible.

10.16 Early Release from School

- xxix. A written record must be kept in case a learner is to be released into his/her parents/guardians care early before school ends.

- xxx. The person collecting the learner early must sign out the learner at the office in a book kept for this purpose. The following information must be contained in this book:
- a. name of learner
 - b. grade of learner
 - c. name of person collecting the learner and signature
 - d. time, date, telephone number and purpose of early release
- xxxii. A learner will be called to the office for collection. Under no circumstances will a person be allowed to collect a learner from a classroom (see 3.10.6)
- xxxiii. Should another person other than the parent/guardian collect a learner, a written letter from the parent, giving consent, as well as a copy of the parent's ID must be handed in at the office. The person collecting the learner must identify himself/herself with an original ID document. If there is any doubt about the identity of the person collecting the learner, the school office must take measures to contact the parents before releasing the learner.
- xxxiv. Teachers as well as parents must be informed in advance if learners are going to be released early from school.
- xxxv. On special occasions, as determined by the principal, (for example after Awards Assemblies), learners will be allowed to be released early from school provided that a parent/guardian sign them out from their register teacher and they are issued with a gate pass. If another person other than the parent/guardian signs out a learner, the same procedure should be followed to identify the person. No learner will be allowed to exit the gate without a gate pass.

10.17 Gate Security and Access Control

xxxv. Any person entering the school premises may be subjected to a search. The school must display clear signs to this effect.

xxxvi. The school reserves the right of admission and any person who contravenes school regulations may be removed from the school premises.

xxxvii. Access to the school is controlled via the School Admin Office. All persons entering the school premises must report to the School Admin Office. The Office is operational between 07:15 and 1:30.

xxxviii. Access to the school after 13:30 must be obtained via the pedestrian Gates, 4 and 7 until 15:00 respectively, and via Gate 3 thereafter.

xxxix. Gate Security:

- a. Mornings: The Groundsman or Security Guard opens Gate 9, 4 and the Welcome Gate at 6:00 for access by learners only. Visitors must report to the office. Gate 4, 9 and the Welcome Gate are closed by a member of the ground staff after the 07:20 bell. Gate 7 is closed at 07:20.
- b. Access by latecomers must be through the Main Gate via the Admin Office.
- c. Afternoons: A member of the grounds staff will open Gates 4 and 7 at 13:40, and the Welcome Gate at 13:15.
- d. Parents collecting learners from the After Care facility on the school premises must use Gate 3.
- e. Educators, Staff, PTA and SGB members will be issued with remote control devices to access the school premises. Remote Control Devices must be returned to the school office should anyone leave the employment of the school or resign from the SGB or PTA. A staff member at the school is

assigned the duty of issuing and monitoring remote control devices.

3 10.18 Monitoring and Evaluation

10.18.1. Safety and security report to be submitted to the SGB quarterly.

10.18.2. Health and safety activities to be reported during the monthly meeting by
the SGB representative

12.6 Confidentiality

The stakeholders must ensure that reported cases and acts of intimidation, maltreatment, rape, abuse, neglect, degradation or exploitation will be treated with confidentiality.

12.7 Occupational Health and Safety

- (a) (Name of School) will provide for the health and safety of learners in connection with the activities of learners in the school premises.
- (b) The School Safety Team will advise on the emergency evacuation procedures, which must be displayed in all offices, classrooms and amenities,
- (c) The school safety officer must ensure that fire extinguishers are installed and maintained regularly, (maintenance certificates to be filed)
- (d) Rules for the safe use of the laboratory and workshop including the storage of chemicals,

tools and equipment must be displayed in the laboratory,

- (e) The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular basis.
- (f) There should be First Aid Kit boxes in all the classrooms and sickbay.
- (g) The following list of contents should be kept in the first aid kit and used to ensure that the first aid kit is always replenished:

3.1

12.7.1 Minimum Contents of Emergency First Aid Box

No.	Item	No.	Item
1	Wound Cleaner / antiseptic (100 ml)	11	1 roll of elastic adhesive (25mm × 3 m)
2	Swabs for cleaning wounds	12	1 non-allergenic adhesives strips (25 × 3 m)
3	Cotton wool for padding	13	1 non-allergenic adhesives dressing strips (25mm × 3m)
4	Sterile gauze – minimum quantity 10	14	4 first aid dressings (75 mm × 100 mm)
5	1 pair of forceps (for splinters)	15	4 first aid dressings (150 mm × 200 mm)

6	1 pair of scissors (minimum size 100mm)	16	2 straight splints
7	1 set of safety pins	17	2 pairs large and 2 pairs medium disposable latex gloves
8	4 triangular bandages	18	2 CPR mouth pieces or similar devices
9	4 roller bandages (75 × 5 m)	19	1 Space blanket
10	4 roller bandages (100 mm × 5m)		

13.2 Roles and Responsibilities

3.1 13.2.1 Principal

- (a) Must engage in advocacy campaigns to communicate to the public the status of the school safety,
- (b) Oversee Safety matters in the school,
- (c) Maintain and update the Register of misconduct (Refer to Annexure C),
- (d) Report incidents of violence and crime to the relevant stakeholders (i.e. Parent/s, SAPS, District Office and the SGB),
- (e) Make referrals of incidents of violence and crime to the relevant stakeholders,
- (f) Serve on the School Safety Team, and
- (g) Encourage governing body members and parents to participate in community policing forums.

13.2.2 School Governing Body Rep

- (a) Chair all meetings of the School Safety Team and in his/her absence delegate the chairpersonship to another member of the team
- (b) Develop the school safety policy together with the School Safety Team.
- (c) Promote school-community partnerships.
- (d) Ensure that the School Safety Team is functional.
- (e) Ensure that the School Safety Team is headed by the Safety Officer.
- (f) The chairperson should ensure that the SGB receives activity reports from the Safety Team

13.2.3 School Safety Officer

- (a) An officer at school level who co-ordinates the activities of the School Safety Committee,
- (b) Monitor the implementation of the Safety Plan and report to the principal on a weekly basis,
- (c) Maintain and update the incident report (Refer to Annexure D),
- (d) Co-ordinate with the permission of the Principal, Searches and Seizures as contemplated in section 4(3) of GG No. 22754 of October 2001,
- (e) Keep records of all visitors to the school,
- (f) Organise School Safety meetings as determined by the School Safety Team,
- (g) Mobilise Community structures to assist the school to be Violence free, Drug free, Gun free and Crime free, and

- (h) To co-operate with police stations to ensure visible policing during all sporting and cultural events at the school.

13.2.4 Educator Rep

- (a) Safeguard the safety of learners at all times,
- (b) Ensuring that the Safety Policy is implemented on a daily basis in the classroom/school,
- (c) Report all Safety issues to the Safety Officer, and
- (d) Attend/represent the Safety Team in external meetings as requested by the School Safety Team.

EVACUATION PLAN; Addendum 2

Prior to the emergency

Educators:

An emergency check list (latest official class list) must be clipped to the clipboard provided and put up on or next to the classroom door, clearly marked and visible.

The following are to be indicated on this list:

The name and surname of each learner.

Known medical conditions and allergies of each learner (eg: asthma, epilepsy, diabetes etc.)

Learners with special needs.

This list must be kept updated.

A copy of this list is to be sent to the office every time a change is made.

The ground staff:

The grounds man is to have an emergency check list of all ground staff – a copy of which must be kept in the office.

The office staff:

- The office must keep a master set of check lists:
 - * All register classes.
 - * All educators.
 - * All office staff.
 - * All Ground staff.
- The office should be aware of any staff absent from work.
- The office must bring along the learner sign-out register.
- The office must be aware of any other people on the premises.
Eg: Parents
- Any relevant medical information or special needs of the staff must be indicated on this check list.
- All equipment that may be required in an emergency must be kept in the office, clearly marked and brought to the field.
 - Loudhailer with spare set of batteries.
 - Foghorn
 - 1st Aid kit
 - Cell Phones

IN THE EVENT OF FIRE, BOMB THREAT OR SIMILAR EMERGENCY - EVACUATION

- If the need should arise that requires an evacuation of the school:
- The signal will be sounded. An intermittent bell (This bell can be described as “get-out, get-out”.)
- This signals that learners should be evacuated in a disciplined, controlled and calm fashion from the school buildings to the bottom field as set out in this policy.
- The windows and the doors are to be left open.
- The evacuation plan should be followed exactly to:
 - * Minimise the amount of traffic on the corridors
 - * Ensure that the entire school is evacuated within 3 minutes.
 - * Minimise panic, injury and death.
- This evacuation procedure applies during an emergency at any time of the day.

BLOCK A (Junior block)

- All classes on the ground floor of the junior block will proceed west along the corridor, onto the Soccer Field and then out onto the New Field, lining up as indicated on the evacuation map.
- All classes on the top floor of the junior block will proceed to the stairs in their classroom order (from the closest to the stairs to the furthest), lead past the eastern side of the tennis courts and onto the New Field, lining up as indicated on the evacuation map.

BLOCK B – GRADE 3-5

- All classes on the top floor will proceed to the western stairwell, past the cricket hut onto the Soccer Field and onto the New Field, lining up as indicated on the evacuation map.

- All classes on the middle floor will proceed down the eastern stairwell towards the office block, past the front of the Junior block and out onto the new field via the eastern side of the tennis courts, lining up as indicated on the evacuation map.
- Classes on the bottom floor will evacuate as follows:
 - * Classrooms 61, 59A and 59B will proceed through the tunnel, onto the roadway, turn right and proceed to the Soccer field. From there they will proceed to the New Field and line up as indicated on the evacuation map.
 - * Classrooms 55 and 56 will proceed around the eastern side of Block B (Senior Block) onto the roadway, turn left and proceed to the Soccer field. From there they will proceed to the New Field and line up as indicated on the evacuation map.

Classroom No. 65 will proceed directly onto the soccer field past the cricket hut and then onto the New Field, lining up as indicated on the evacuation map.

BLOCK C - SENIOR BLOCK

- Classes on the top floor will evacuate as follows:
 - * The senior computer centre will proceed down stairwell A, onto the quad and turn left. From there they will proceed to the middle of the soccer field and then to the bottom field and line up as indicated on the evacuation map.
 - * The library and room 6 will proceed down stairwell B, onto the quad and turn left. From there they will proceed to the middle of the soccer field and then to the bottom field and line up as indicated on the evacuation map.
 - * Classrooms 7 – 10 will proceed down stairwell C and turn left onto the corridor. From there they will proceed to the

middle of the soccer field and then to the bottom field and line up as indicated on the evacuation map.

- Classes on the bottom floor will evacuate as follows:
 - * The junior computer centre and the conference centre will proceed onto the quad and turn left. From there they will proceed to the middle of the soccer field and then to the bottom field and line up as indicated on the evacuation map.
 - * Classrooms 1 - 5 will proceed onto the quad and proceed to the middle of the soccer field. From there they will proceed to the bottom field and line up as indicated on the evacuation map.

HALL

- All classes in the hall will proceed out the south side of the hall, past the back of Block A (Junior Block) onto the Soccer Field. From there they will proceed to the New Field, lining up as indicated on the diagram.

DURING EVACUATION

- All doors and windows to be left open.
- All bags must be left behind unless instructed by the headmistress to do otherwise.
- Learners must lead out of the classroom in two rows.
- Educators must ensure that all learners have left the classroom.
- Educators must accompany the class they were teaching at the time of the alarm being sounded, ensuring that calm and order is maintained.
- Learners must walk briskly and calmly and not run to their designated line-up areas.
- Learners must be seated in buddy order.
- Educators must remain with their class until they are seated and then proceed to their register classes.
- Register teachers must do a roll call noting any missing learner/s.

- If possible, the Educator should determine the whereabouts of missing learner.
- Any missing learners to be reported to the headmistress or one of the deputies immediately.
- Educators to always maintain calm and order.



ALL LEARNERS AND STAFF ARE TO REMAIN ON THE NEW FIELD UNTILL INSTRUCTED TO DO OTHERWISE BY THE HEADMISTRESS OR EMERGENCY PERSONEL.

IN THE EVENT OF AN ATTACK OR OTHER EMERGENCY THAT REQUIRES THAT THE LEARNERS NEED TO REMAIN IN THE CLASSROOM

- If the need should arise that the learners need to remain in the classroom and NOT evacuate.
- The signal will be sounded. A continuous bell (This bell can be described as “hide”.)
- This signals that learners and teacher should lie flat on the floor next to the walls.
- The windows must be closed.
- The door must be locked.
- The learners must be silent and calm so that everybody will hear any instructions issued from the office.
- Teachers must listen for a “strange” message that may indicate the type of danger we are facing. Eg: “All learners are to please evacuate. Please avoid the pool area.”
We do not have a pool.
DO NOT EVACUATE DESPITE THE INSTRUCTION TO DO SO!
GET DOWN!
- Teachers may NOT leave the classroom for any reason unless instructed to do so by the headmistress, one of the deputies or the police.
- The headmistress, one of the deputies or the police will announce when it is safe to get up.

11. SHORT TITLE

13. APPROVAL

Designation	Reviewer: Name & Surname	Signature	Date noted
School Principal	J RAJKUMAR		5/08/2024
SGB Chairperson	DANIXY MATHIBULLA		5/08/2024
ISSP: Policy & Planning			
Circuit Manager			
Cluster Manager			
District Director			