LAERSKOOL VRYBURG

Safety and security policy

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1. Introduction

This document constitutes the safety and security policy of Laerskool Vryburg as approved by the governing body. The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040); the National Department of Health's School Health Policy ("National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub-Directorate: Child Health National School Health Policy and Implementation Guidelines June 2002") and other applicable legislation.

In accordance with the Regulations for Safety Measures at Public Schools, Laerskool Vryburg is a violence and drug-free school. This policy aims to give practical effect to this statement and to protect the well-being of the school's staff, learners and visitors. The policy has been drafted in order to create the healthy school atmosphere necessary for excellent education.

2. Definitions

'Hazardous object' means:

(a) any explosive substance or device;

(b) any firearm or gas weapon;

(c) any item, object or instrument that may be used to cause physical harm to a person or damage to property, or temporary paralysis or loss of consciousness; or

(d) any object that the Minister has declared a hazardous object for the purposes of SASA by way of notice in the Government Gazette, unless such object is used for educational purposes.

‘Illegal drug’ means any illegal substance with an intoxicating effect.
‘Public school grounds’ include any building, structure, hall, room, office, recreational area, land or demarcated area under the school’s control, and to which a member of the public has the right of access or to which he/she is usually/may be allowed entry.
‘School activity’ means any official educational, cultural, recreational or social activity of the school, either at or away from the school premises.
‘School principal’ means the principal of the school, who acts by the authority of the governing body.
‘Supervision’ means the management and control of learners at the school and during school activities.

Other terms used in this policy shall be interpreted in accordance with the meaning attached to them in SASA.

3. Violence and drug-free school

3.1 No person may:

(a) allow the use of any hazardous object on the school grounds;
(b) have any hazardous object on the school grounds;
(c) store any hazardous object on the school grounds, unless in officially designated places determined by the school principal;
(d) have any illegal drugs on the school grounds;
(e) enter the school grounds while under the influence of any illegal drug or alcohol;
(f) cause any form of violence or disorder that may have a negative effect on any school activity;
(g) knowingly condone, close his/her eyes to, hide, encourage or instigate the possession of any hazardous object, or refuse, fail or neglect to report the sighting or presence of any hazardous object on the school grounds to the departmental authorities or the police as soon as possible; and

(h) cause any direct or indirect harm to anyone who attempts to expose another who tries to frustrate the prevention of hazardous objects and activities.

3.2 A police officer or, in his/her absence, the school principal or his/her nominee may, without a warrant:

(a) search the school if he/she reasonably suspects that a hazardous object or illegal drug is present on the school grounds;

(b) search any person on the school grounds; and

(c) confiscate any hazardous object or illegal drug that is found on the school grounds or a person in contravention of the provisions of this policy.

3.3 During a school activity, no educator, parent, learner or any other person may be in possession of or use any:

(a) alcohol;

(b) illegal drugs;

(c) illegal substances; or

(d) hazardous objects.

4. Access to school grounds

4.1 Subject to the Constitution, applicable legislation and national and provincial policy, the school principal may:

(a) institute such measures as he/she deems necessary in order to secure the school grounds as well as protect the persons on the school grounds; and

(b) order that the school grounds may be entered only in accordance with provision 4.2.

4.2 With regard to any order issued in terms of provision 4.1(b), no person shall enter the school grounds without the principal's permission. For the purposes of such permission, the school principal may request the person concerned to:

(a) furnish his/her name, address and any other relevant particulars that may be required;

(b) prove his/her identity;

(c) disclose whether he/she has any hazardous object or illegal drugs in his/her possession or under his/her control;

(d) disclose and uncover the contents of his/her vehicle, case, handbag, envelope, file or any other type of container in his/her possession or under his/her control;

(e) subject him/herself or any object in his/her possession or under his/her control to a search by a person of the same sex, an electronic device, sniffer dogs or other devices in order to determine the presence of any hazardous objects or illegal drugs; and

(f) hand to the school principal anything in his/her possession or under his/her control for searching or safekeeping until he/she leaves the premises.

4.3 Subject to the provisions of the Trespass Act (Act 6 of 1959), the school principal may at any stage remove any person from the school grounds if:

(a) the person enters the school grounds without the permission contemplated in provision 4.2;

(b) the person refuses or fails to adhere to any step contemplated in provision 4(1)(a); or

(c) the school principal deems it necessary in order to secure the school grounds or protect the persons on the school grounds.

4.4 Should it be impractical to search or keep any item or object on the school grounds that may be searched or kept in terms of provision 4.2, it may be moved to an appropriate location.

5. Exemption of certain persons

The provisions of clause 4 do not apply to any member of a police service constituted in terms of any legislation, a member of the South African defence force, the Minister of Education, the Member of the Executive Council tasked with education in the province, or an official of the national or provincial education department who, in terms of discharging his/her duties, is expected to enter the school grounds and who delivers sufficient proof of identity to the school principal.

6. School visits by public officials and political office bearers

6.1 Subject to paragraph 7 below, members of the public, political office bearers, public representatives and the media are entitled to visit the school in the interest of public accountability. This right shall apply, provided that no such visit shall disrupt the school and that no politicking shall be permitted. It is furthermore subject to reasonable control in order to ensure that education functions properly.

6.2 If such visit is required, the prospective visitor shall request permission from the school principal in writing. The request must be submitted at least thirty (30) days prior to the envisaged visit, unless a shorter notice period is justifiable. The request must clearly stipulate the date and time of the visit, the reason for the visit, the names of the persons who will participate in the visit, as well as the aspects that will be examined. The school principal will not refuse reasonable entry to a person who submits such written request.

6.3 Should the Head of Department grant written permission, the Head of Department must first consult the school principal to establish whether such visit is feasible and will not have any major impact on the school programme.

7. Visits by parents or other persons

7.1 Parents or any other stakeholders in the school community are entitled to visit the school, but such visits may not disrupt any school activity.

7.2 Apart from parents or other persons who are deemed bona fide visitors to sports, cultural or social activities of the school, visitors must schedule an appointment with the school principal prior to the planned visit and stipulate the reasons for, and participants in, the visit.

7.3 Visitors are subject to the provisions of clause 4.

7.4 All visitors must report to the administrative secretary in the administration block of the school, and must complete the guest book.

7.5 No unauthorised individual may enter the school's teaching venues, parking areas or the school grounds, and trespassers will be prosecuted.

7.6 The drivers of vehicles that are allowed entry to the school grounds must complete the security register at the gates, and may be requested to subject their vehicles to a security search.

7.7 Right of entry to the school is reserved, and any person who is regarded a disruption or threat shall be immediately removed from the school grounds and may be charged with trespassing.

8. School activities

8.1 The school shall institute the following steps in order to ensure learners' safety during any school activity:

(a) Pending the availability of funds, the purchasing of insurance against potential accidents, casualties, injuries, general medical costs, hospitalisation and theft that are not covered by section 60 of SASA

(b) Where practically possible, ensuring that learners are supervised by an educator at all times

(c) A request to parents or other adults to assist with learner supervision

(d) Ensuring that the supervisor-learner ratio is at least one educator, parent or other adult for every 20 learners in primary schools, and one educator, parent or other adult for every 30 learners in high schools, and that gender is taken into account in establishing the supervisor-learner ratio

8.2 (a) The following information must be provided in writing to parents or learners who participate in school activities:

(i) The objective of the school activity

(ii) The nature of the proceedings that will take place during the school activity

(iii) The full itinerary/agenda of the school activity, including the contact details of the hosts and supervising educators

(iv) The transport, accommodation and catering arrangements

(v) That learners will require travel documents and immunisation certificates, where applicable, and the institutions where these may be obtained

(vi) That travel documents must be obtained at least seven (7) days prior to the date of departure

(vii) Other relevant information

(b) The supervising educator must submit a report to the school principal immediately following the return from a school activity during which any of the following has occurred:

(ii) An accident

(ii) The injury of a learner, educator, driver or any other person

(iii) Any misconduct by a learner, educator, driver or any other person

(c) The report must contain the following information:

(i) The nature of the incident

(ii) The nature of the injury, if applicable

(iii) The time, date and location of the incident

(iv) The procedures followed in dealing with the incident

(v) The name of the supervising educator

(d) The school principal must submit the report to the official who approved the school activity, as well as to the governing body.

8.3 Parents must give written consent for learners to participate in a cultural, recreational or social activity. No learner may participate in such activity without parental consent.

8.4 (a) No learner may be permitted to participate in physical activities, including sports, games or gymnastics, if:

(i) the school principal has reason to believe that such activity may put the learner's health at risk; or

(ii) the parent has reason to believe that such activity may put the learner's health at risk.

(b) The school principal must ensure that learners are informed of the hazards and safety measures with regard to water.

(c) The safety measures with regard to water in terms of 8.4(b) apply to any swimming or water sports activity at:

(i) a swimming pool;

(ii) a river;

(iii) a dam; or

(iv) the ocean.

8.5 During any swimming activity that forms part of visits to the ocean, rivers, dams or swimming pools, as well as when learners participate in water sports or water activities, the school principal must ensure proper supervision.

8.6 *(If the school grounds include a swimming pool)*

(a) The swimming pool must be properly fenced and closed at all times when not in use.

(b) Learners may enter the swimming pool area only under strict supervision.

(c) Swimming pool activities may be undertaken only if trained lifeguards are present during these activities.

(d) The school principal must ensure that notice boards with safety measures are displayed around and in the vicinity of the swimming pool.

9. Restricted areas

9.1 (a) The following areas are off-limits for learners (*Insert areas or delete those that are not applicable*)

(i) Classrooms during breaks

(ii) Staff room

(iii) Parking areas

(iv) Technical Drawing and/or Woodwork areas during breaks

(v) Grounds staff blocks

(vi) Admin offices, unless with the necessary authorisation

(vii) Laboratories, unless an educator is also present

(viii) Bicycle sheds/lock-up facilities in school time

(ix) Sports fields during school time (except breaks), unless for educational purposes with an educator present

(x) School hall

(xi) Gardens and flower beds

(xii) The swimming pool and the immediate vicinity of the swimming pool (if applicable)

9.2 No learner may enter any of the abovementioned areas without the permission of the school principal or any other staff member of the school. Trespassers will be prosecuted in terms of the code of conduct.

9.3 The school accepts no liability for any damage or loss that learners and/or their parents may incur as a result of the trespassing of this clause.

10. Transport

10.1 If a school activity entails learner transport, the school must complete and submit the application form in schedule 1 to the Regulations according to the prescripts (annexure A).

10.2 It the school uses its own vehicles to transport learners:

(a) such vehicles must be insured and have certificates of roadworthiness; and

(b) the drivers of the vehicles must have valid driver's licences and professional driving permits.

10.3 If the school uses a company or private persons' vehicles to transport learners, the company or owner of the vehicles must provide the following:

(a) Proof of insurance and certificates of roadworthiness for each vehicle

(b) Passenger liability insurance

(c) A valid driver's licence and professional driving permit for each driver

10.4 The transport company or the owner of the vehicle must provide a substitute driver, a transport support system as well as an alternative route.

10.5 Each vehicle that is used for learner transport must be equipped with a fire extinguisher.

10.6 The school principal, supervising educator or member of the governing body must intervene if there is any doubt about the roadworthiness of the vehicle or the competence of the driver.

10.7 With regard to the reporting of any accident to the police, the school principal, supervising educator or member of the governing body must liaise with the vehicle driver or owner, and must report the accident him/herself within 48 hours if the vehicle driver or owner fails to do so.

10.8 No learner may be transported to and/or from a school activity without his/her parents having signed the required consent form.

11. Emergency or fire procedures

11.1 The school principal's checklist

11.1.1 Assess and manage risks and hazards on the school grounds (annexure B)

11.1.2 Appoint a nominee in case the school principal is absent

11.1.3 Establish relations with the local police and fire brigade

11.1.4 Annually review the emergency plan in consultation with the police and fire brigade

11.1.5 Annually review the emergency plan in consultation with staff, including the particular responsibilities of staff

11.2 Emergency information sheets

Each learner's homework book contains an information sheet with the contact details of the relevant emergency services. Enlarged copies of this sheet must be displayed prominently on the school grounds (annexure C).
(This sheet must include the contact details of the following services: the South African Police Service, the fire brigade, the ambulance services, the nearest hospital or clinic, water and sanitation services, electricity services, ministers of religion, the school counsellor, etc.)

11.3 Emergency evacuation

11.3.1 The Safety Committee must ensure that the school has an up-to-date evacuation plan. Such evacuation plan must stipulate the evacuation procedure, evacuation routes and a drawing of the school plan, which also indicates the location of fire extinguishers. This evacuation plan must be displayed prominently on the school grounds, including in each office and classroom (annexure D). Evacuation must be practised at least once every school term.

11.3.2 If possible, the local fire chief must assess the fire evacuation procedure every year.

11.3.3 The Safety Committee must ensure that the school is equipped with fire extinguishers, which must be regularly serviced. Fire alarms must be audible across the school grounds. The school principal must ensure that staff and, where applicable, learners in Grade 8 or older are trained in the use of fire extinguishers.

11.3.4 The medical/health officer must ensure that the school has a full first-aid kit. The kit must be regularly checked and replenished. Medication may be administered only according to clause 15(annexure E).

11.3.5 The governing body must issue an annual circular on the school's emergency procedures. The circular must contain instructions on what parents should and should not do. Parents should be requested to undergo voluntary first-aid training and to encourage their children to follow suit.

11.3.6 The following is some basic guidelines should learners, staff or visitors be required to evacuate:

- Evacuate by briskly walking or slowly driving away from the school grounds.
- Use the primary evacuation routes indicated on the emergency plan.
- Keep emergency vehicle routes unobstructed.
- Stay calm, and also calm down those around you.
- Check that everyone is present and report any missing persons to the school principal.

(a) In case of crimes committed on the school grounds

- Immediately inform the police.
- Take care of victims as far as practically possible.
- Identify the parties involved.
- Identify eyewitnesses, if any.
- Restrict access to the crime scene until the police officers arrive.
- Should an individual be armed, do not try to take possession of the firearm yourself.

(b) In case of fire (manual alarm over the intercom system)

- The school principal or his/her nominee must inform the fire brigade.
- Swiftly evacuate.
- Learners must close all windows.

- Evacuate the school via the primary evacuation routes on the emergency plan.
- Confirm that all learners, staff and visitors have evacuated the building.
- Staff must control learners by keeping them at a safe distance from the scene of the fire and from fire-fighting equipment.
- Check that everyone is present and report any missing persons to the school principal or fire brigade.
- No-one should enter the building until the fire brigade declares it safe to do so.

(c) In case of threatening individual response if a violent or armed person threatens the safety of learners, educators or visitors (no alarm)

- No evacuation takes place.
- The person in charge must instruct all persons involved to lie down flat; do not start running.
- Lock the doors and close windows and curtains to eliminate outside activities.
- The school principal or his/her nominee must contact the police.
- Do not try to gain possession of any weapon.
- The person in charge must remain with the learners until the situation has been defused.

(d) In case of bomb scares (short, fast alarm)

- Should the school receive a bomb threat, the school principal must inform the police.
- The suspicious-looking object or anything relating to the bomb scare must be left untouched.
- If the alarm goes, swift evacuation is required.

- Learners must open all windows, gather their belongings, and move to the school hall via the prescribed route indicated on the emergency plan.
- No-one should take along any item that does not belong to him/her.

(e) In case of medical emergencies (no alarm)

- These emergencies may occur on the sports field or in the school building.
- Senior learners must assist in informing the office if no staff member is around and must also help with crowd control.
- The injured person may not be moved until a medical officer's permission has been obtained.

11.3.7 The medical/health officer must keep proper record of all medical emergencies (annexure F).

12. Permission to leave the school before the end of the school day

12.1 If a learner needs to leave school early, the parent/guardian of the learner must send a letter in which permission to do so is requested. This letter must stipulate the reasons for, and date of, such early departure. The learner must show the letter to his/her guardian educator, who will then submit the request to the office for approval.

12.2 The admin office keeps a record of all learners who leave the school grounds early. This record contains the following information:

(a) The name of the learner
(b) The grade of the learner
(c) The name of the person who came to fetch the learner
(d) The time, date and reason for the early departure

12.3 If someone other than the learner's parent comes to fetch the learner, that person must submit evidence that he/she was authorised by the parent to do so. The school must ensure that the authorised person is known to the learner, and must contact the parent if there is any doubt about the person's identity.

12.4 The school shall inform parents well in advance if the school plans to close earlier on any given school day.

13. Safety of learners' property

The safekeeping of learners' property is learners' responsibility. Learners are requested not to leave their bookcases and other valuable items unattended.

14. Laboratories, workshops and Technology and/or Engineering Graphics and Design classrooms

14.1 Educators in Natural Sciences, Physical Sciences, Life Sciences, Technology and/or Engineering Graphics and Design must ensure that all apparatuses and/or substances used for educational purposes and that may pose a danger to learners if used without supervision are safely stored when not in use.

14.2 Learners may not enter a laboratory, workshop or classroom used for Technology and/or Engineering Graphics and Design without a staff member's supervision.

14.3 The head of department of the respective subject areas must ensure that all apparatuses and equipment are regularly serviced, and replaced or repaired if needed.

15. Medication

15.1 Parents are requested to inform the school in writing of any medical condition that a learner may have (annexure G).

15.2 If a learner needs to carry a doctor's prescription with him/her, the parent(s) must provide both the learner and the supervising educator with certified copies of the prescription.

15.3 If a learner takes medicine and will need it in the course of a school activity, the parent(s) must see to it that the learner has sufficient quantities of the medication with him/her for the duration of the school activity.

15.4 If parents require the school to administer certain medicine to their child, they must sign the appropriate consent form (annexure H).

15.5 Parents will be informed in detail of any trip to or through a high-risk disease area for the purpose of a school activity.

15.6 If learners sustain injuries or fall ill during a school activity and need medical treatment, the supervising educator must:

(a) take all necessary steps to liaise with the parents concerned in order to obtain permission for such medical treatment;

(b) establish whether permission is needed for such medical treatment if the parents cannot be contacted.

15.7 All staff must make certain of the standard preventative measures in dealing with blood or body fluids (annexure I).

16. Health

16.1 Upon application for admission, the parent must provide evidence of the learner's immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B.

16.2 In terms of the Health Department's School Health Policy, health assessments will be conducted on all Grade R learners of the school as well as all new Grade 1 learners who were not assessed in Grade R (*applicable to primary schools only)*.

The following assessments will be conducted:

- Ear test
- Eye test
- Speech test
- Physical examination for serious problems with motor skills
- Oral health test
- Anthropometric test
- Additional tests that may be requested
- Identification of, and response to, intentional injuries and child abuse
- Mental health test

16.3 The following procedures serve as guidelines in coordinating applicable responses to manage reported cases of confirmed (according to laboratory tests) and/or suspected cases of communicable (transmittable) diseases, such as meningitis, influenza A H1N1 (swine flu), measles, tuberculosis, cholera and food poisoning among staff, educators and learners:

(a) Information and educational and communication material on the causes, symptoms and preventative measures with regard to communicable diseases must be distributed among staff, learners

and parents. This may occur in the form of pamphlets, posters, presentations and seminars.

(b) Ongoing counselling on basic hygiene must occur, such as holding one's hand in front of your mouth when coughing/sneezing, regularly washing your hands, avoiding close contact with infected persons, etc.

(c) Ill learners and staff are requested to stay home until they have recovered. Should they develop any worrying symptoms, such as breathing difficulties, serious dizziness or paleness, they must consult a doctor immediately?

(d) Health officers must be invited to address learners, parents and staff in the case of serious disease or epidemic outbreaks. This must be done to allay the community's fears and misconceptions, and to offer advice on preventative measures.

16.4 Reporting confirmed or suspected cases

16.4.1 Parents must inform the school principal of any chronic medical condition of which their children may suffer and that may increase the children's risk should they contract a communicable disease.

16.4.2 Parents must report to the school principal any communicable disease with which their child is diagnosed.

16.4.3 Should any learner complain of feeling sick, this must be regarded as serious.

16.4.4 Learners who fall ill or start showing symptoms of a communicable disease at school must be confined to a sick bay (in isolation, if needed) until their parents come to fetch them from school.

16.4.5 Parents are requested to keep ill children at home until they have recovered.

16.4.6 The school principal must report any confirmed or suspected cases of communicable diseases to the district office.

16.4.7 Information on the learner, the condition, date of diagnosis, health institution and other relevant data must be noted and stored away safely.

16.4.8 Confidential medical information will at all times be treated as such, and no learner shall be stigmatised.

16.4.9 The school principal must monitor abnormal school absenteeism or any sign of escalated symptoms of communicable diseases among staff and learners.

16.5 After having consulted the relevant provincial and/or district officials, the school principal may issue a notice to inform parents of the outbreak of a disease at the school, as well as the steps already taken to prevent its further spread.

16.6 In certain cases, the administration of preventative medicine to persons who had been in close contact with infected individuals may be ordered. In such cases, parents may be requested to grant permission/indemnification for the administration of the medication by a qualified health practitioner. If the parents cannot be reached, the school principal shall act *in locus parentis*.

16.7 A copy of the document “Recommendations for the Control of Common Communicable Diseases in Educational Settings” by the National Institute for Communicable Diseases (see the FEDSAS website under “Documents – Useful Information – Other Information”) may be obtained from the school’s medical officer, and staff, learners and parents are requested to familiarise themselves with the contents thereof.

16.8 HIV/Aids: See the school’s HIV/Aids policy.

16.9 Smoking: See the school's smoking policy.

17. Health education

17.1 Health education is an important part of the school's health activities, and offers the best opportunity to influence learners' immediate and long-term health behaviour. Health education and the promotion of health activities shall be integrated with the school curriculum as far as possible.

17.2 Issues covered by the promotion of health and education include the following:

- Life skills
- Child abuse
- High-risk behaviour, including drug abuse and violence
- Road safety and general safety in households and communities
- Environmental health, including water and sanitation
- A healthy lifestyle
- Self-sufficiency for learners with chronic non-communicable diseases

18. Any person who contravenes this policy may be removed from the school grounds.

SIGNED AT ON THIS DAY OF

_____

Governing body chair

_____

School principal

Annexure A

Schedule 1

Application for permission to undertake a school activity that involves learner transport

This form is to be completed by the principal of the public school who is making application.

1. School details

1.1	Province	
1.2	District or region	
1.3	Name of school	
1.4	EMIS number of school	
1.5	Name of school principal	

2. Governing body contact details

	Governing body official	**Full names**	**ID number**	**Contact telephone number**	**Expiry of term of office**
2.1	Chairperson				
2.2	Secretary				
2.3	Treasurer				

3. Objective of school activity

Objective:	
Link with curriculum:	
Overnight or day visit:	Number of days:
If overnight, type of accommodation:	
Catering arrangements:	

4. Proceedings during school activity

5. Composition of participants in school activity

Number of learners		Total	Number of educators		Total	Number of parents or other adults		Total
Boys	**Girls**		**Male**	**Female**		**Male**	**Female**	

6. Names of educators and parents or other adults who will accompany learners

7. Details of how school activity will be funded

Cost of school activity, per person:
Support strategy for learners whose parents cannot afford to pay for their participation in the school activity:

8. Transport details

8.1 Name of transport company or vehicle owner:

8.2 Address:

8.3 Certificate of roadworthiness:

Date issued: Expiry date:

8.4 Details of driver:

Name of driver:

Driver's licence and code:

Expiry date:

Expiry date of professional driving permit:

Company or owner's insurance (name and policy number):

8.5 Details of substitute driver:

Name of substitute driver:

Driver's licence and code:

Expiry date:

Expiry date of professional driving permit:

Company or owner's insurance (name and policy number):

8.6 Details of transport support system and alternative route:

9. Accommodation

Type of accommodation:

Number of persons per room:

10. Documents to be included in application

Copies of the following:

10.1 Full route and itinerary

10.2 If school activity takes place by invitation, a letter confirming such invitation

10.3 Any other documents to support the application

11. Date and signature

School principal: _____ (name) Governing body chair: _____ (name)	Signature:_____ Signature:_____	Date:_____ Date:_____

For official use:

Reasons for refusal of application:

Provincial Head of Education or his/her nominee:			
Tour approved:	Yes	No	
Date:			

Signature (Head of Department or his/her nominee):

security checklist ***ANNEXURE B***

The following document is intended to assist school principals or their nominees in implementing sound risk management practices to protect the school, its assets and resources. The checklist is provided purely as a prompt for school principals or their nominees. The frequency noted below is set at a minimum; more frequent checks are at the school's discretion.

Daily checks to include the following**:**

Activity
• Inspect premises to check that all external doors, windows and gates are locked and other security measures are fully operational and activated.
• Check that all internal doors are closed and locked (whenever possible). This provides additional security and helps contain both fires and associated smoke damage.
• Check that all blinds are closed in computer rooms or where theft-targeted equipment or assets are kept.
• Check that all theft-targeted equipment and assets, including master keys, are stored securely and concealed from view.
• Remove all old, excess furniture, cardboard, paper, packing cases, crates and other flammable material from the site. Do not store such material under demountables, in stairwells, hallways, under crofts or anywhere else on school grounds. All rubbish bins, plastic crates and other external combustible materials are to be secured well away from the school buildings.
• Daily computer back-up disks should be kept away from the source systems,

and preferably removed to off-site storage.
• All security lighting is to be fully operational and activated.
• Check that all plant and equipment are turned off, including at the mains, if appropriate. All non-essential lighting and power circuits and outlets should be turned off.
• Sensitive documents are to be securely stored out of sight.
• Check that all flammable liquids, including glue and paints, are appropriately stored and secured at all times.
• Remove all lost property and other loose items, and securely store out of sight.
• Check that mobiles, charts, decorations, room dividers, etc. do not obstruct electronic security detectors, which must have a clear, unobstructed view of the protection area at all times.
• Check that all external fire hydrant and hose enclosures are securely locked.
• Check that all garden hoses are removed and stored securely.

Weekly checks to include the following:

Activity
• Check that all school boundary fences are in good order, the boundary is well defined and the mechanisms of all gate locks are fully operational.

• Check that all visual deterrents, such as boards, posters, blinds, curtains, etc., on all computer room windows and other theft-targeted areas are installed and operating effectively.
• Confirm that an adequate housekeeping regime is in place to ensure that materials or projectiles are not readily available to vandals.

As-required checks to include the following:

Activity
• Report any faults to Building Management and Works for immediate repair. Remember to: o get a timeframe for the completion of work; o follow up and arrange repair during vacation, if necessary.
• Check that all computers and other theft-targeted equipment carry appropriate security markings, including the school name and code number, and are securely tied down, if practicable.

End-of-term checks to include the following:

Activity
• Inspect all light fittings, fixtures, switches and lighting elements, and check that all are in good order and operable.
• Inspect all doors, windows, closing mechanisms, locking mechanisms, bars, grilles, gates, roller shutters, etc., and ensure all are in a good operable

condition.
• Spray insect surface spray around all security detectors (not onto security detectors).
• Confirm that the after-hours and key-holder lists are current (keys to be recalled from key holders who leave the school or who no longer use the school facilities).
• Identify staff or community users likely to access the school during the vacation period or after school hours, and: o re-establish their responsibilities in relation to school security; o verify that their knowledge of the electronic security operation is current; and o confirm that all keys held by others are returned (confirmation to be obtained from external users).
• Conduct security awareness programme through newsletters and neighbourhood letterbox drops.
• Check that all school watch and trespass signage is installed in appropriate locations on the school boundary fence, and that signage is in good order.
• Check that gardens around buildings are cut back and not overgrown to the extent that they provide shelter to persons or pose additional risk (e.g. fire, overflowing gutters).
• Check that all benches and movable bicycle racks are removed and secured together, away from the school buildings.

1. Each principal must ensure that adequate first-aid services are available for the immediate treatment or care of a student, staff member or visitor who is injured or falls ill at the school or during school-organised activities.
2. The principal must also ensure that:
    - first-aid plans and procedures are developed and implemented. These are to be based on an assessment of:
        - the hazards at the school or during a school-organised activity;
        - the risk of injury as a result of those hazards;
        - the size and layout of the school or activity;
        - the distance to the nearest medical or ambulance service; and
        - the number of people at the school or participants in the school-organised activity;
    - procedures for a medical emergency are understood by all staff;
    - there are suitable first-aid facilities and equipment available wherever a school-organised activity is taking place;
    - a staff member is identified to be in charge of first aid, and is provided with the relevant training. (The person in charge of first aid must act in this role voluntarily);
    - suitably stocked first-aid kits are available and their locations known to all staff; and
    - all injuries are recorded and written reports maintained. Significant injuries must be investigated as soon as possible.

Annexure C

Emergency information sheet

The South African Police Service

Fire brigade

Ambulance services

Nearest hospital or clinic

Water and sanitation services

Electricity services

Ministers of religion

School counsellor

Annexure D

School and evacuation plan

STELLALAND PRIMARY SCHOOL
EMERGENCY PLAN

1. INTRODUCTION:

Currently, the emergency conditions to which Stellaland Primary school community is exposed can be classified into three groups.

a. Fires

b. Riot

i) Within school boundaries which may take the form of:

1. occupation
2. bomb threat
3. hostage

ii External in the immediate environment

c. Health risk

2. COMMUNITY BOXES:

- a. Internal:
  - Intercom system
  - Hand speaker
  - Alarm Clocks
  - Messengers
  - Cell Phones

b. Outside:

i) Telephone (country Line)
ii) Clock signals
iii) Radio (infrastructure inadequate)

c. Telephone no: SAPD/Adop a cop: 10111
Fire brigade 053 927 2278
Emergency services generally 10177

3.ORGANIZATION:

Overall - principal / deputy principal
Senior phase - grade 7 Dep. Heads
IM phase - grade 5 Dep. Heads

Heads of degrees - respective degrees
Register teachers - responsible for own class
Head boy and assistant - messenger Gr. 7
Principal daughter and assistant - messenger Gr. 6
Chairman Academy and assistant messenger Gr. 5
Chairman Culture and help - messenger Gr. 4
Gr. 5 Dep. Head - Scholar Patrol
Gr. 4 Dep. Head - Security

4. COLLECTION POINTS:

A. Inside: i) Classes

ii) Square

- learners stay in the room where they are.
- Gr. 4 and 5 on lawn on West side of Hall.
- Gr. 6 and 7 on lawn on East side of Hall.

iii) Scholar patrol- At normal entry point or alternatively on netball court behind hall.

B. Outside: i) Gr. 4 and 5 - on lawn on the West side of school on the Gr. 4 and 5 playgrounds.

ii) Gr. 6 and 7 - on frond surface on the South side of hall on the Gr. 6 and 7 playgrounds.

iii) Scholar patrol- at normal entry point or alternatively on netball court behind hall.

5. ACTION DURING EMERGENCY:

a. Basic principle - keep calm and limit panic walk during evacuation
- learners act in a class context.

b. Principal I deputy principal moves to admin offices or their immediate surroundings.

c. Shooting patrol moves to assembly point or the alternative assembly point on netball court if so ordered.

d. Messengers from the LLK maid to the principal / deputy principal.

e. Secretaries staff telephones in the immediate vicinity of the principal / deputy principal.

Educators move with the class with him/her to the class assembly point. From there they can move to their respective registry classes to determine each tenderer present.

NB: Learners only evacuate outside in the event of a fire alarm and bomb threat. In all other cases, learners should be given further instructions in classes.

6. ROUTES DURING EVACUATION:

Learners walk at all times and follow the routes outside as indicated on the map attached hereto.

7. SIGNALS FOR DIFFERENT SITUATIONS:

a. Evacuate outside (scholar patrol to assembly points)

i) Clock - 3 short beeps (1 sec.), wait 5 sec., repeat 4 times Intercom / Hand speaker

ii) Messengers

b. State of emergency - learners stay in classes, pack away books or evacuate to lawns in square on command.

i) Bell - 2 long rings (3 sec. each), wait 5 sec., repeat 4 times

Intercom / Hand speaker

ii) Messengers

c. Bomb threat Bags and teachers' handbags, mobile phones, etc. must be removed from classes.

Gr. 4 and 5 place suitcases on entry sheet West of school.

Gr. 6 and 7 place suitcases in square East of hall.

All meets on netball courts - without bags. All classroom doors must be left open.

i) Bell - 1 short ring (1 sec.), 1 tang ring (3 sec.), wait 5 sec. repeat 4 times.

Intercom / Hand loudspeaker

ii) Messengers

d. Hostage situation in office:

Announcement by principal: "I am speaking to the learners of Laerskool Vryburg - move to the hall."

ACTION:

Learners sit dead silent in classes. Teachers lock the doors.

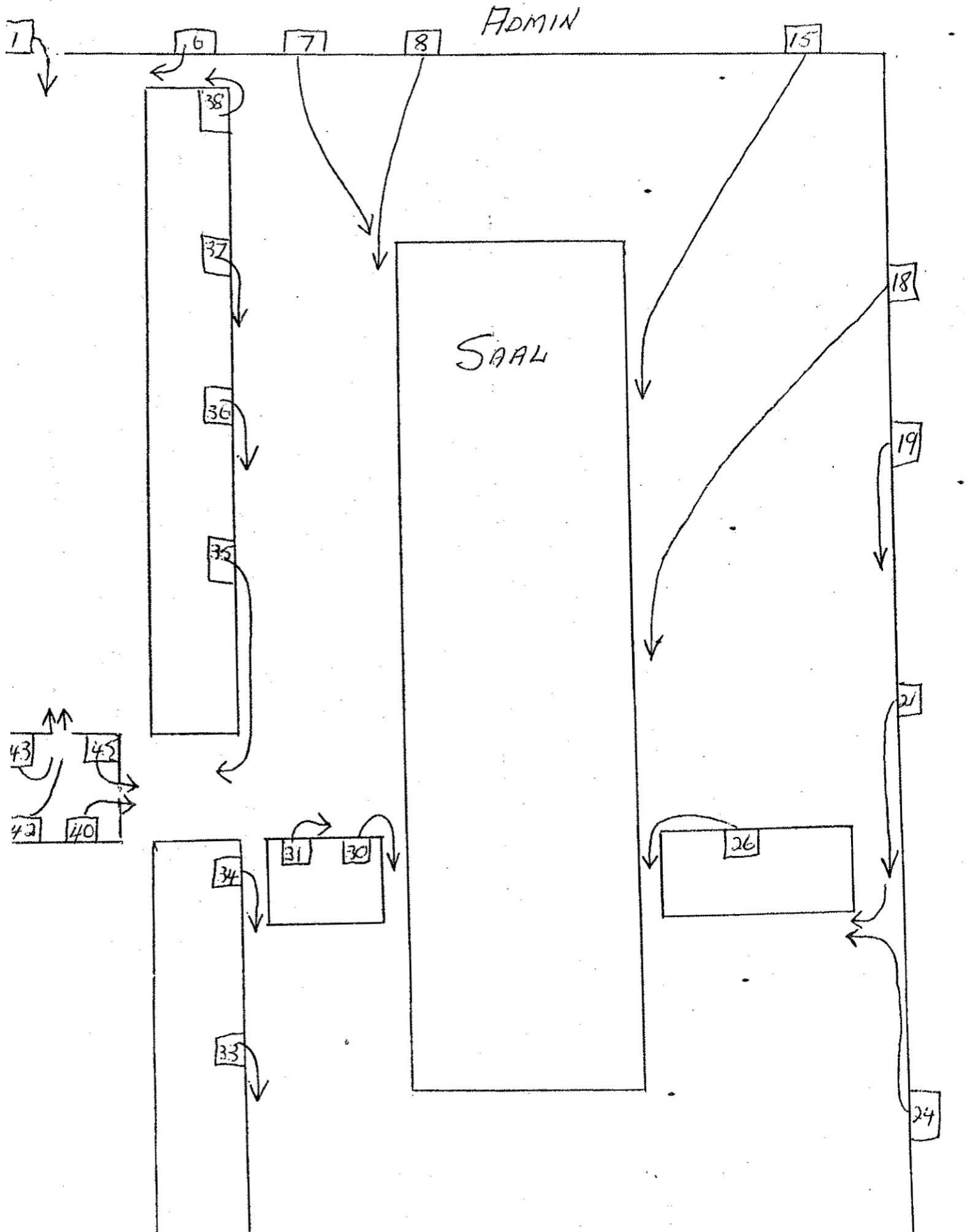
DH / deputy head contacts police to defuse situation.

Messengers - not near office, move to DH.

All remains in classes until further instructions.

EMERGENCY ORGANIZATIONS AND CONTACT NUMBERS:

A) SAPS 053 928 3300 /053 928 4000
B) EMERGENCY/DISASTER MANAGEMENT:
MR C FOUCHE 0827871754, W MAIOLA and N MOKOMELE 053 928 2295
C) FIRE BRIGADE: MR A JANSEN, 053 928 2278
D) PRIVATE AMBULANCE (FMR) Aaron: 0825910725
E) PROVINCIAL AMBULANCE: 053 9271520
F) PRIVATE HOSPITAL: 053 928 3000
G) PROVINCIAL HOSPITAL: 053 928 9134


ADMIN
1
6
7
8
15
38
37
36
35
SAAL
18
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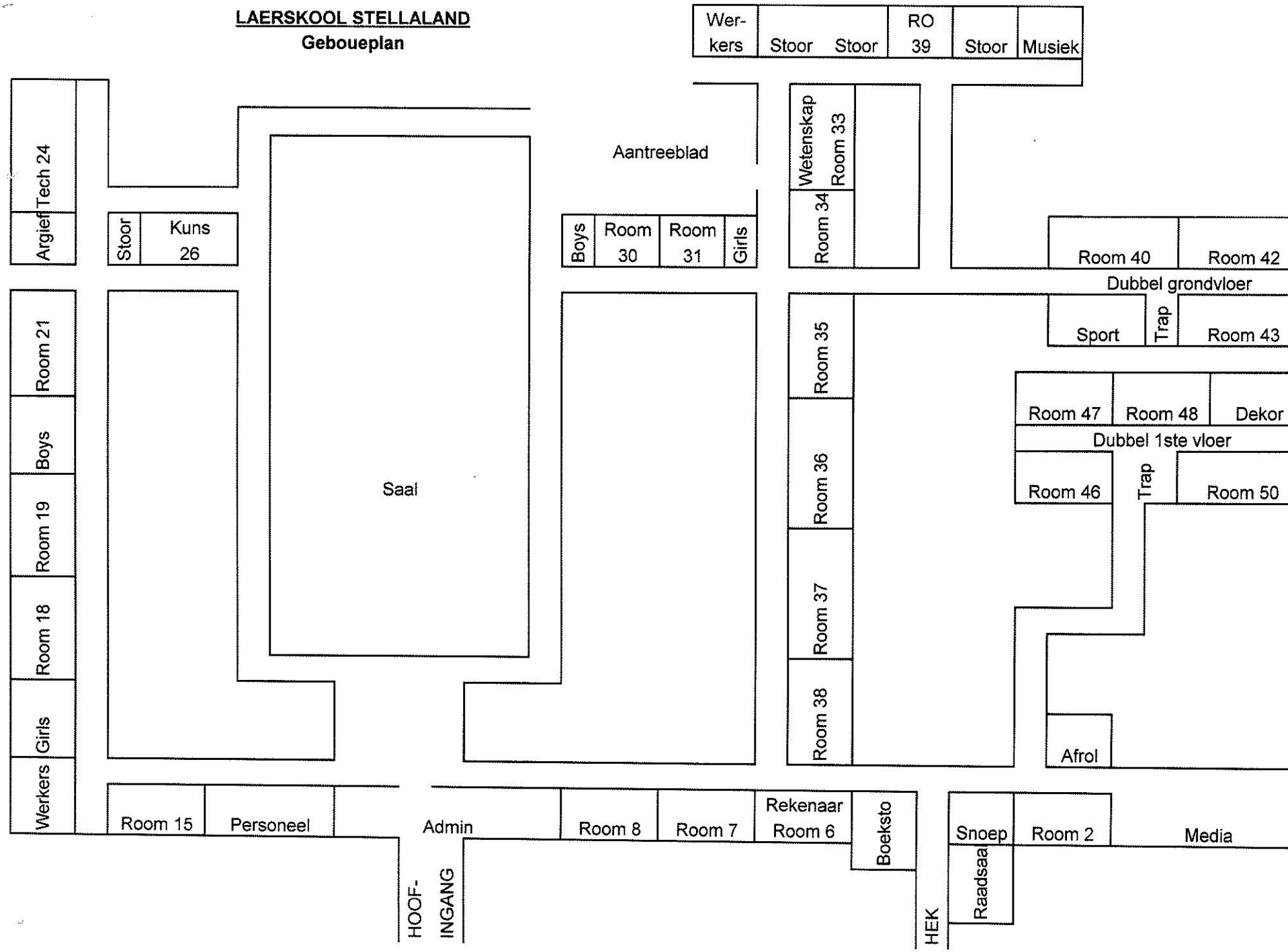
24

LAERSKOOL STELLALAND

Geboueplan



ANNEXURE E

Suggested equipment for first-aid room

The room should have adequate ventilation and lighting, provide easy access to toilets and include the following:

- First-aid manual
- First-aid kit with approved contents
- Sink and washbasin with hot and cold water supply
- Workbench or dressing trolley
- Storage cupboard for medicaments, dressings, utensils and linen
- Soiled-dressings container
- Plastic bags
- Electric power points and means of boiling water
- Couch with blankets and pillows
- Two upright chairs
- Movable screen
- Telephone and list of emergency numbers
- Portable stretcher
- Disposable towels and sheets
- Bleach or Milton
- Chlorhexidine 5%
- Flashlight
- Disposable gloves
- Clear safety glasses
- Thermometer
- Paper cups
- Plastic splints (one packet)
- Log for keeping records

Suggested contents for a first-aid kit

The following kit is based on minimum contents to cater for up to 50 people. Quantities need to be increased for larger numbers. This is at the discretion of schools.

Qty	Item	Qty	Item
1	adhesive shapes assorted 50 pct.		
2	adhesive tape (zinc oxide) 2,5 cm x 5 m	6	non-adherent pad 20 cm x 7,5 cm
1	hypoallergenic tape 5 cm	20	gauze swabs 10 cm x 10 cm x 5 cm
6	conforming bandage 2,5 cm	1	antiseptic liquid 250 ml
3	conforming bandage 5 cm	1	antiseptic soap
6	conforming bandage 7,5 cm	4	saline irrigation – 30 ml steritube
2	conforming bandage 10 cm	2	paracetamol tablets x 24 pct. (for adults only)
2	conforming bandage 15 cm	1	instant cold pack
1	heavy crepe bandage 5 cm	1	pocket mask
1	heavy crepe bandage 10 cm	1	safety pins in bag x 10
1	hospital crepe bandage 5 cm	1	scissors stainless steel
1	hospital crepe bandage 7,5 cm	1	forceps stainless steel
3	triangular bandage 110 cm x 110 cm x 155 cm	2	forceps plastic
1	finger bandage and applicator	1	splinter probe disposable (pack of five)
1	finger stall leatherette	1	kidney dish – plastic
1	flexible dressing 3,8 cm	1	galipot 150 ml
1	flexible dressing 8 cm	1	nail brush
1	universal dressing – large	1	towels disposable in bag of six
10	eye pad – large	1	gloves disposable in bag of 12
6	combine pad 9 cm x 10 cm	6	cups disposable
1	combine pad 9 cm x 20 cm	1	plastic bags – resealable – small
3	combine pad 20 cm x 20 cm	1	plastic bags – resealable – medium
2	burns dressing – small	1	notepad and pencil
1	burns dressing – large	1	set worksheet
1	Burn aid gel 25 g	1	first-aid book
12	non-adherent pad 10 cm x 7,5 cm		

- All items should be contained in a suitably labelled, dustproof metal box with a list of contents.
- The contents must be checked by a responsible person (such as a trained first-aider/medical officer of the school) at regular intervals.
- First-aid kits and supplies are available through a number of agencies. See the Yellow Pages under first-aid supplies.

- **FIRST-AID INJURY REPORT FORM** **ANNEXURE F**

Date of accident: _____Time of accident: _____ AM/PM
Name of person(s) injured/involved:……..…..
In the accident/incident at:……..
Address:…….……
…….

Cause of the accident:…..…….……
…….
…….

Name of person(s) witness to the accident:…..……..
Address:……
……
…….
Name of person(s) witness to the accident: …..……
Address:…….
…….

Nature of the injuries:……..
……
……
…….
.....…….

Subsequent action and treatment:…….
…….
…….
…….
…….
…….

Parent advised: Yes/no Method of advice:…….
Signed by:..…… Date:……...

Job

Title:…….……

Address:……

FORM 1 – LEARNER HEALTH CARE SUMMARY ANNEXURE G

SECTION A

School:	Year: Form: Teacher:
Learner's name:	Date of birth:
Address:	Gender: Male/female

FAMILY CONTACT DETAILS	**MEDICAL DETAILS**
Name: Relationship to learner:	Medical practice: Doctor 1: Telephone: Doctor 2: Telephone:
Address:	I give permission for the school to seek medical attention for my child from the above medical centre, as required. Yes ☐ No ☐
Telephone: (W) (H) (M)	Do you have ambulance cover? Yes ☐ No ☐ **If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance**.
Name: Relationship to learner:	List any essential information about your child that we should be aware of in an emergency, e.g. allergy to penicillin.
Address:	Health care card: Yes ☐ No ☐
Telephone: (W) (H) (M)	Medicare number (If required – for children requiring regular emergency care):

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.
Long-term medication – Complete the *Medication* section of the relevant health care plan – see below.
Short-term medication – Request an *Administration of Medication* form to complete, and return to the principal or class teacher.

INFORMED CONSENT

Your child's health care information will be shared with staff on a 'need to know' basis, unless otherwise stated.
Do you give permission for the school to share your child's health care information? **Yes ☐ No ☐**
If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will ***require support*** from school staff?
No ☐ - Sign below and return section A of this form to the school office. If your child's requirements change, please notify the school.
Signature: _____ Date:_____
Yes ☐ - Complete the remainder of this form and return to the school office.
List your child's health condition(s):_____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) THAT MAY REQUIRE THE SUPPORT OF SCHOOL STAFF

Health conditions	**Tick health condition**	**Will school staff require specific training to support your child?**
Severe allergies/anaphylaxis	☐	YES ☐ NO ☐
Minor and moderate allergies	☐	YES ☐ NO ☐
Diabetes	☐	YES ☐ NO ☐

Seizures	☐	YES ☐ NO ☐
Asthma	☐	YES ☐ NO ☐
Activities of daily living	☐	YES ☐ NO ☐
Other conditions or needs (please specify)		
	☐	YES ☐ NO ☐
	☐	YES ☐ NO ☐
Has your child's medical practitioner provided a health care plan to assist the school to manage the condition?		YES ☐ NO ☐ If yes, advise the principal.
If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the principal.		

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition that may give rise to an emergency, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's 'medical details and photo' to be on view for staff. Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

Signatures:

Parent/carer signature: _____ Date: _____

Parent/carer name: _____

Office use only

Does the child have an allergy that needs to be flagged on SIS (school information system)? Yes ☐ No ☐ Date:

Have relevant health care plans been issued to the parent? Yes ☐ No ☐ Date:

Has the principal been informed if:

- specific training is required to support the learner? Yes ☐ No ☐
- the learner's health care information is to be restricted? Yes ☐ No ☐

Date on which *Learner Health Care Summary* was completed and uploaded on SIS: / /

ANNEXURE H

SAMPLE LETTER TO PARENTS WITH REGARD TO THE ADMINISTRATION OF SHORT/LONG-TERM MEDICATION

Dear Parent/Carer

I would like to seek your assistance in establishing a process for managing the administration of medication to learners when they are in the school's care. Except in an extreme emergency, such as unexpected anaphylaxis, medication may be administered by school staff only if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication.

Short-term use of medication (up to two weeks)

For the administration of **short-term** medication, such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an ***Administration of Medication*** **form**. These forms can be obtained from the (registrar, form teacher, class teacher) or downloaded from the school's website. Forms can also be posted out on request (phone ……).

Alternatively, parents/carers may complete the attached form.

Note:

- The medication must be clearly labelled with the child's name, and provided to the school in the pharmacy or manufacturer's packaging.
- A certified copy of the doctor's prescription must accompany the medication.
- Documentation must be signed and dated by a parent or carer, and provided to the school with the medication.

Long-term use of medication

LEARNER'S NAME: **Date of birth:** **CLASS:**	
NAME OF MEDICATION:	
DOSE/FREQUENCY (MAY BE AS PER PHARMACIST'S LABEL)	
ROUTE OF ADMINISTRATION (E.G. ORAL)	
EXPIRY DATE OF MEDICATION:	
DATES OF ADMINISTRATION:	**FROM: / / 20__ TO: / /20__**
STORAGE REQUIREMENTS: (E.G. REFRIGERATOR)	
NAME OF ADMINISTRATOR:	
PARENT/CARER'S SIGNATURE:	**DATE:**

If you require the school to administer medication to your child for a period of more than two weeks, you may need to complete a *Learner Health Care Summary* for your child's particular health needs if you have not already done so. In most instances, this documentation would have been completed when you enrolled your child or as part of the school's process of updating learner health care records. If this is not the case, please discuss the matter with the principal.

Thank you for your help.

Yours sincerely

PRINCIPAL

RECORD OF HEALTH CARE SUPPORT/ADMINISTRATION OF MEDICATION

Name: Date of birth: Year: Teacher:

RECORD OF HEALTH CARE SUPPORT/ADMINISTRATION OF MEDICATION

Date	Time	Support/medication	Staff member	Signature/initials

Record from: / / to: / /

Signed: _____ Date: / /

ANNEXURE I

Standard precautions for staff dealing with blood or body fluids

To minimise the risk of acquiring blood-borne viruses and other infections, the standard precautions to be adopted are as follows:

- When appropriate, encourage children, young people and adults to perform their own first aid if they are capable. Depending upon the severity of the injury and the age of the injured, supervision during this procedure may be necessary.
- Wash hands thoroughly (at least 15 seconds) with soap and water before and after any procedure involving first aid and after cleaning/removing blood and body fluids from any surfaces. Encourage learners or others who have come into contact with blood or body fluids to do the same.
- Always use the recommended protective equipment (e.g. gloves, safety goggles) as necessary to prevent skin and mucous-membrane exposure (e.g. eyes) when contact with blood or body fluids is anticipated. Wear eye or face mask protection when conducting procedures that may result in the generation of droplets or the splashing of blood or body fluids.
- Wear gloves wherever there is a potential risk of exposure to a blood-borne virus or when performing first aid on a bleeding casualty, and wash hands with soap and water after removing the gloves (ensure a readily available supply of gloves). An alcohol-based hand rub may be used when hand-washing facilities are limited or unavailable, but every effort must be made to wash hands with soap and water as soon as practicable.
- Cover cuts and abrasions with waterproof dressings, and wash any blood or body fluids from skin surfaces using soap and water. Soap and water are predominantly recommended for cleaning. Soap is a better wetting agent and cleans more thoroughly than hypochlorite (commonly found in household bleach), overuse of which is not recommended. Viruses do not live on dry surfaces; therefore, drying with a paper towel is recommended.
- If staff or learners are exposed to blood splashes onto a broken skin surface or mucous membrane, wash the area with soap and water, and report the matter to the principal or line manager. Seek medical attention.

- Use standard cleaning equipment (mop, bucket and disposable cloth with detergent and water) for cleaning up spills of blood or body fluids. Wipe the area with a paper towel, and allow the surface to dry. If the soiled surface is porous and difficult to clean, a solution of 0,5% sodium hypochlorite must be applied after cleaning. Soaking a paper towel in the sodium hypochlorite solution and leaving it in place for 10 minutes may achieve this. A number of household bleaches contain sodium hypochlorite and can be diluted to the required strength. Gloves must be worn.
- Seal soiled cloths, paper towels, gloves and dressings in a strong plastic bag before disposal into the domestic garbage.
- Clothing contaminated with blood or body fluids should be removed as soon as practicable and contaminated items placed in a sealed bag until laundered.
- Care must be taken if sharp objects are removed from the environment. Dispose. of all sharp objects in a puncture-resistant container