



Sunridge Circle Primary

Safety, Security And Business Continuity Policy

INTRODUCTION

In accordance with the UN Convention on the Rights of the Child, children have a fundamental right to learn in a safe, supportive environment and to be treated with respect. Schools should be the safest places in the community for children. As part of a comprehensive approach to school safety, the aim of this policy is to identify strategies that inform practice which enhances school safety and learners' physical, social and emotional well-being.

The aim of the policy is to provide guidance and regulations that ensure the school's educational facilities and the surroundings are child-friendly, physically safe and protected from negative external influences. In addition, learners and the associated school community need to feel secure from harassment, aggression, violence, and physical and emotional bullying.

1. PREAMBLE

- 1.1. School violence and substance abuse takes place throughout the world; in South Africa this phenomenon is manifesting itself through gang violence, weapons in school, sexual violence, assault, theft and robbery. School violence affects all schools irrespective of the location.
- 1.2. In the light of the above, it is imperative for schools to develop a school safety policy, with thorough plans and data collection tools to enable them to proactively deal with and better manage threats to school safety.
- 1.3. Through this policy, Sunridge Circle Primary School, intends to:
 - ▶ Place the issue of school safety at the top of the agenda of all stakeholders,

- ▶ Adopt and implement a zero-tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse and physical, emotional and cyber bullying,
- ▶ Ensure that all incidence of school violence, gangsterism, substance abuse, intentional and malicious damage to school property, bullying must be reported by all stakeholders to school authorities and the police services once they become known,
- ▶ Ensure that there is appropriate support for the victim(s) and victim(s) empowerment and
- ▶ Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

2. 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, sexual harassment, sexual assault, theft, robbery and the intentional and malicious damage to school property.

3. OBJECTIVES OF THE POLICY

- 3.1.** To promote a safe school environment and declare the school as A Violence and Drug free zone,
- 3.2.** To establish measures for the prevention of violence, gangsterism, substance abuse, intentional and malicious damage to school property and bullying,
- 3.3.** To establish structures to co-ordinate School Safety Programmes and to sustain gains made,
- 3.4.** To clearly set out the roles and responsibilities of the various stakeholders in the pursuit of a safe school environment,
- 3.5.** To establish clear protocols for the investigating, recording, reporting and management of incidents.
- 3.6.** Accommodation and Classroom Capacity
 - 3.6.1.** The school is committed to providing sufficient accommodation for all students.
 - 3.6.2.** Classrooms will be designed and allocated to prevent overcrowding, ensuring a conducive learning environment that meets educational standards.
- 3.7.** Measures
 - 3.7.1.** The school shall implement security measures that comply with the Regulations for Safety Measures at Public Schools. These measures will include the presence of security personnel, surveillance systems, and emergency response protocols.
- 3.8.** The policy emphasizes the importance of students walking to and from school in groups for collective safety. Students are discouraged from walking alone on isolated roads or through unsafe areas. Additionally, the school will provide guidance on safe walking practices, movement, and play on the school premises to prevent accidents.

4. SCOPE OF APPLICABILITY

- 4.1. This policy applies to all learners, staff and administrative members and governing body of Sunridge Circle Primary School.
- 4.2. Matters related to the Occupational Health and Safety Act are excluded from the application of this policy.

5. LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- The South African Schools, 1996 (Act No. 84 of 1996), as amended. (Regulations for the Safety Measures at Public Schools, Government Notice No. 1040 October 2001 as amended).
- Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- South African Council of Educators, 200 (Act No. 31 of 2000), as amended.
- Control of Access to [Public Premises and Vehicles, 1985 (Act No. 53 of 1985).
- Fire Arms Control Act, 2000 (Act No. 60 of 2000).
- Child Care Amendment Act, 1996 (Act No. 96 of 1996).
- Children's Act, 2005 (Act No. 38 of 2005).
- Children's Amendment Act, 2007 (Act No. 41 of 2007).
- Sexual Offences Act, 2007 (Act No. 32 of 2007).
- Public Service Act, 1994 (Act No. 103 of 1994), as amended.
- Drugs and Drug Trafficking Act, 1992 (Act No. 140 of 1992).
- Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008
- Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse.

6. CREATING A SAFE SCHOOL ENVIRONMENT

6.1. Access to Public School Premises

- 6.1.1. The SGB will ensure that clear signage is present throughout the school property, indicating that: Access into and egress out of the school premises shall be strictly controlled. All entrances will be monitored, and only authorized personnel, students, and visitors will be allowed entry.
 - (i) anyone entering the school does at their own risk,
 - (ii) anyone entering the school may be searched,
 - (iii) no drugs, alcohol, guns, weapons, explosive or flammable material is permitted, and
 - (iv) unlicensed drivers will not be permitted to drive vehicles on the school precinct
- 6.1.2. During the school day school gates must be locked and access and egress to the school must be controlled.
- 6.1.3. 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. All visitors are required to sign in upon arrival. There will be only

one clearly marked and designated entrance for visitors, ensuring streamlined access and security.

- 6.1.4.** In accordance with the "Regulations for Safety Measures at Public Schools, 2001," No person shall without the permission of the principal enter any public-school premises. The Principal of any public school may implement steps that he or she may consider necessary for the safe guarding of the public school, as well as for protection therein.
- 6.1.5.** Any visitor to the school, including parents, departmental and district officials, will be required to:
- (i) Furnish their names and surnames and reason for the visit any other relevant information required by the principal;
 - (ii) Produce proof of identification, such as ID cards or badges to the satisfaction of the principal if deemed necessary
 - (iii) Declare whether he or she has any dangerous objects, illegal drugs or substances in their possession or custody under their control;
 - (iv) Declare and reveal what the contents are of any vehicle, suitcase, computer bag, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he/she has in his/her possession or custody under his/her control;
 - (v) Subject himself/herself and anything which he/she has in his/her possession or custody or under his/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, substance or illegal drug; and
 - (vi) Hand to the principal anything which he/she has in his/her possession or custody or under his/her control for examination or custody until he/she leaves the premises.
- 6.1.6.** The "Regulations for Safety Measures at Public Schools, 2001" allows the principal or HOD to remove any person, at 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 and SGB considers it necessary for the safeguarding of the public school premises concerned or for the protection of the people thereon.
- 6.1.7.** Any person who contravenes the above-mentioned measures may be removed from the public-school premises, with the assistance of the SAPS.
- 6.1.8. Security Patrol Accessibility**
- All areas of the school buildings and grounds must be accessible to patrolling security vehicles to ensure comprehensive surveillance and quick response to any incidents.
 - Restricted Learner Access to Parking Areas
 - Learner access to parking areas is restricted during arrival and dismissal times to prevent accidents and ensure student safety.

6.2. Weapons and Drug Free Public School

- 6.2.1.** Sunridge Circle Primary School is a drug free and dangerous object or substance free zone. This sign is displayed at the entrance Gate.
- 6.2.2.** No person may:
- (i) Carry any dangerous object on the school premises;
 - (ii) Store any dangerous object on the school premises except in the officially designated places identified by the principal;
 - (iii) Be in possession of illegal drugs or flammable substances on the school premises;
 - (iv) Enter the school premises while under the influence of an illegal drug or alcohol;
 - (v) Initiate 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 causes harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities.
- 6.2.3.** The principal or his/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 objects or illegal drugs, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of SASA. All serious safety incidents, including gang activity, drug-related issues, thefts, weapon use, and injuries, must be recorded by the School Safety Officer. These records will be used to monitor trends and develop strategies to improve safety.
- 6.2.4.** The principal or his/her delegate may at random administer urine or other non-invasive tests to any group of learners on fair and reasonable suspicion of using illegal drugs only under conditions laid down in SASA.
- 6.2.5.** Disciplinary action will be instituted against a learner or anyone who contravene/s the above-mentioned rules.

6.3. Buildings, Grounds and Infrastructure

- 6.3.1.** The SGB and Staff will regularly monitor the school precinct (inside and outside the school) with a view to identify the potential dangers and take all reasonable measures to safeguard learners, staff and visitors.
- 6.3.2.** the principal must ensure that playground supervision is compiled, enforced and strictly implemented and adhered to by the responsible educators. Multiple entries to the building are strictly limited, controlled, and supervised. This ensures that only authorized personnel and students enter the school, reducing the risk of unauthorized access.
- 6.3.3.** The SGB and the principal will make a concerted effort to ensure that a preventative maintenance plan is put into place to expedite of major and minor maintenance.

- 6.3.4.** The SGB 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.
- 6.3.5.** The SGB and Staff will ensure that all minor maintenance such as broken window panes, doors, desks, chairs etc. are attended to expeditiously. They will further ensure that major maintenance of the school will be attended to through written submissions to the Department.
- 6.3.6.** The SGB and Staff will ensure that:
- (i) Any unused furniture/steel frame or broken furniture will be properly stored or disposed of,
 - (ii) The school grounds will be maintained by cutting and trimming the grass and trees on a regular basis under the following guidelines:
 - ▶ The cutting and trimming of trees should be not done during contact time unless it is in an area where there are no learners and it has been approved by the principal.
 - ▶ The Foreman will be responsible to compile a schedule to ensure that no cutting and trimming is done during contact time that will endanger the lives of the learners.
 - ▶ In cases where it is necessary to cut or trim trees during contact time, the Foreman must implement the following safety measures, accompanied by intense supervision:
 - Informing all learners and staff about the cutting and trimming of trees and the areas that are out of bounds during this maintenance, and
 - Placing barricades to cordon off the area and warning signage.
 - ▶ The following equipment are deemed to be dangerous and their usage must be strictly monitored by the principal or anyone duly delegated by him/her: lawn mowers, tractors, chainsaws, brush cutters, trimmers, rollers, vacuum cleaners and other electrical and non-motorised appliances as well as garden implements.
 - ▶ All users of the equipment mentioned above must ensure that they use such equipment with the relevant protective clothing and equipment, in a responsible manner and for the purpose it is intended. Any negligence on the part of the user may result in disciplinary action being taken.
 - (iii) Rubbish and litter must be properly stored and disposed of.
 - (iv) The application of pesticides and herbicides during contact time is strictly forbidden. All users of the pesticides and herbicides must ensure that they use such equipment with the relevant protective clothing and equipment, in a responsible manner and for the purpose it is intended. Any negligence on the part of the user may result in disciplinary action being taken. All reasonable measures must be implemented to ensure that the pesticides or herbicides are safe for usage in a school. The use of organic pesticides and herbicides must take preference.
 - (v) Fencing and Gates

The school grounds must be securely fenced at all times to prevent unauthorized access. Gates must be locked and secured after school hours to ensure the safety of the premises.

- (vi) **Vehicle Access**
Vehicle access to play areas is strictly prohibited to maintain a safe environment for students during school hours and activities.
- (vii) **Playground Surveillance**
The school must maintain good visual surveillance of playground areas to monitor student activities and ensure their safety.
- (viii) **Shrubs and Foliage**
Shrubs and foliage around the school must be regularly trimmed to allow for a clear line of sight, reducing hiding places and ensuring visibility across the grounds.
- (ix) **Removal of Poisonous Plants**
All poisonous shrubs, trees, and foliage must be identified and removed from the school premises to prevent accidental ingestion or contact by students or staff.
- (x) **Handling and Storage of Chemicals**
The policy must clearly address the proper handling, storage, and disposal of chemicals on the school premises. All chemicals must be stored in secure, designated areas, and access to these areas should be restricted to authorized personnel only. - see building and grounds policy

6.4. Control of Learners: Late Coming, During Breaks, in cases of Early Departure and Pick Up/Drop Off Points

Loading and drop-off zones will be clearly defined and marked. Only authorized vehicles will be permitted to access these areas during loading and unloading times. Staff members will be assigned to monitor these zones before and after school to ensure student safety.

6.4.1. Late coming of learners:

- (i) No learner should be locked outside the school for arriving late.
- (ii) In cases where learners persistently arrive late for school, parents/guardians must be informed and they must be dealt with in accordance with the Learners' Code of Conduct.

6.4.2. During breaks

- (i) Learners are not allowed to exit the school premises during breaks.
- (ii) In circumstances where it is necessary for learners to exit the school premises permission must be provided by the principal.

6.4.3. Early leave of learners at the request of parents/guardians

- (i) All requests for early leave must be directed in writing by the parents/guardians. Such requests must be made to the principal's office
- (ii) On admitting a learner to the school, a parent/guardian 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/guardian registering the child at the school.

- (iii) Friends, relatives or non- custodial parents are required to have written permission to pick up a learner from school before school closes for the day. Persons collecting a learner from school will be requested to provide the school with positive identification.
- (iv) The school must maintain a written record that includes the name of the learner, the learner's grade, the name and ID No. of the person collecting the learner, as well as the date, time and reason(s) leaving early.
- (v) In the case of a dispute between parents the review of person(s) who will be allowed to collect the 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

6.4.4. Early dismissal

The school must take reasonable steps to ensure that parents/guardians are timeously informed if learners are to be released early to enable parents/guardians to make transport and care-taking arrangements.

6.4.5. Pick up/drop off points

Parents may only pick up/drop off learners at the predetermined designated points. Staff will be allocated a time in which to tend to gate duty.

6.5. Child Protection and Care

In accordance with the Children's Act, Sunridge Primary School, will create an awareness amongst staff members that when a child's wellbeing: is being threatened, support is not adequate and maltreatment, abuse, neglect, degradation or exploitation of a child is taking place, the said child is deemed to be in need of protection the relevant authorities must be informed. Such a child must be reported to the principal. The principal must report the matter to the parent(s) (if not the perpetrator(s)), SAPS and Department of Social Development, Family Violence Child Protection and Sexual Offences Unit (FCS) or any other department deemed necessary by the principal. **Note: Both suspected and confirmed cases of child abuse must be reported.**

6.6. School Activities

- 6.6.1. The school will take reasonable measures to ensure the safety of learners during any school activity.
- 6.6.2. The school will take reasonable measures to ensure that:
 - (i) If a learner is on medication and will require medication during the course of school activities, the parent has seen to it that the learner has sufficient quantities of the medication for the duration of the school activities;
- 6.6.3. If it is necessary for a learner to carry a doctor's prescription for medication, the parent has provided the learner and the supervising educator with certified copies of such prescriptions;
- 6.6.4. A parent is advised to report to the school, in writing, the medical condition of a learner;

- 6.6.5. Before a school activity, the principal provides a supervising educator with a report on the medical condition of a learner; and
- 6.6.6. A parent is informed about any traveling to or through a high-risk disease or dangerous area during the course of the activity.
- 6.6.7. The school will take measures to ensure that, if a learner is injured or falls ill during the course of a school activity and requires medical treatment, the supervising educator:
 - (i) Takes measures to contact the parent/guardian of the learner concerned in order to obtain consent for such medical treatment; and
 - (ii) Determines whether or not to consent to such medical treatment if he/she is unable to contact the parent/guardian of the learner.
- 6.6.8. The school will timeously, in writing, supply detailed information on the activity to the parent/guardian of the learner who will attend/participate in the school activity.
- 6.6.9. The school will only allow learners that have obtained written consent from the parent/guardian to attend/participate in the school activity.
- 6.6.10. The school will ensure that if its own vehicle/s are used for transporting learners, such vehicle/s has/have insurance and roadworthy certificates and the driver/s is/are in possession of valid driving licences and professional driving permits.

6.7. Important Considerations to Promote School Safety

6.7.1. School Ownership

Most incidences that threaten school safety can be attributed to poor management, leadership, supervision and accountability. While all school stakeholders must take responsibility for school safety, the school management team must proactively lead from the front and constantly be on the lookout for possible threats to the school safety and pre-empt/minimize/eliminate a threat before it manifests itself.

6.7.2. Partnerships

- (i) In an attempt to combat violence, crime, drug abuse, carrying of dangerous objects/liquids, bullying and gangsterism in the school, an integral approach will be taken.
- (ii) The school will work in collaboration with the Western Cape Education Department, The Metro North Education District Office, the SAPS, The Neighbourhood Watch, Street Committees, The Department of Social Development, the Department of Health and NGOs to strengthen the school – police – community partnerships.
- (iii) The school will maintain a strong partnership with the local police station as part of the Partnership Protocol between the South African Police Service and the Department of Basic Education. This connection will ensure quick response in emergencies and provide a point of contact for safety concerns.

7. MANAGEMENT OF THREATS TO SCHOOL SAFETY

The stakeholders of the school will endeavour to continuously monitor the school environment (internally/externally) to identify and mitigate potential threats and 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.

7.1. School Violence

- (i) No form of violence committed by one learner on another or an educator on a learner or a learner on an educator will be tolerated at Sunridge Circle Primary School.
- (ii) 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."
- (iii) 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.

7.2. Bullying

- (i) Bullying will not be tolerated at Sunridge Circle Primary School.
- (ii) The school has a zero-tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation.
- (iii) The school will train learners, educators administrative and support staff that preventing and identifying bullying is everyone's responsibility and that any incidents of bullying in the school need to be reported, recorded and investigated.
- (iv) The training must include strategies that can be effectively implemented to prevent or stop bullying such as awareness programs, interaction between learners, discussion groups, peer mediation, one-on-one mentoring.
- (v) Every incident of bullying will be dealt with through the Code of Conduct and
- (vi) The school will conduct background checks with SACE to establish the suitability of educators and in the case of former teachers check with the GDE.

7.3. Gangsterism

7.3.1. To implement actions against gangs or gangsterism, the school:

- (i) At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the District office and the SAPS about suspected gang related activities on or near the school precinct.
- (ii) The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and
- (iii) The school will collaborate with other sectors and departments within the government and NGOs in the community to achieve success in combating gangs in the schools and in the community. These will include civic organisations, forums or associations, religious groups or associations, youth

commissions, Child line, Lifeline, the Neighbourhood Watch, Street Committees, armed response and the local SAPS.

7.4. Abuse and Sexual Abuse

- 7.4.1.** The school will implement the Action Strategies against abuse by way of:
- (i) Urging learners to report any incidence of abuse to the principal or any staff member that they trust,
 - (ii) Staff members will be sensitized to note changes in the learner's behaviour and record a learner's behavioural changes towards class mates, peers and other educators,
 - (iii) Staff members will be made acutely aware of the protocols to follow when a learner discloses that they are/have been abused. Staff members must know that under no circumstances are they allowed to conduct their own investigation and that the matter must be referred to the principal immediately,
 - (iv) The principal will investigate the allegation and maintain confidentiality at all times,
 - (v) The School Safety Team will regularly inform learners as to what course of action should be followed. The School Safety Team will empower educators to advise learners, in case of sexual abuse on which steps to take to retain evidence and maintain confidentiality,
 - (vi) Educate learners about abuse, places to avoid, what to do if abused and where to find help,
 - (vii) Educating learners about their rights and responsibilities, where to receive counselling and medical attention if abused. The school will teach learners strategies to avoid situations that could result in abuse.
- 7.4.2.** No pornography or sexually explicit material of any nature is allowed at the school. Any learner, educator, administrative or support staff found in possession of pornography or sexually explicit material will be dealt with through the relevant disciplinary procedures. The material and the device on which the material is displayed will be confiscated and kept as evidence by the school.
- 7.4.3.** The School Code of Conduct does not allow anyone to film or record any event on the school precinct without the authorization and permission of the principal.

7.5. Confidentiality

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

7.6. Occupational Health and Safety

- (i) Sunridge Circle Primary School will provide for the health and safety of learners during activities inside and outside of the school premises.
- (ii) The school safety officer will advise on the emergency evacuation procedures and protocols, which must be visibly displayed in all offices, classrooms and amenities and that regular safety drills are performed.
- (iii) The school safety officer in collaboration with the estate manager must ensure that fire extinguishers are installed and regularly maintained, (maintenance certificates must be filed)
- (iv) Rules for the safe use of chemicals, tools and equipment must be in the possession of the relevant natural science and technology teachers,
- (v) The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular basis.

7.7. Allocation of Duty to Educators

- (i) In keeping with the expectations of Personnel Administrative Measures (PAM) Chapter A Para 3.1 (i)(dd), all educators are expected to perform pastoral duties and therefore be on duty points to monitor learners in breaks, bathrooms, walkways, empty classrooms, at the school gates, in the school ground as well as scholar patrol.
- (ii) A roster will be compiled to facilitate daily monitoring of areas within the school where any form of violence, bullying, substance abuse may occur and, Incidents of interpersonal violence, such as bullying, verbal abuse, physical violence, and discrimination, gang activity, drugs, thefts and use of weapons or injuries must be documented and addressed promptly. The school will provide support to those affected and take corrective actions to prevent future incidents.
- (iii) An incident book (Refer to Annexure D) must be maintained daily for the purpose of reporting incidents that occurred and what action was taken. Educators must record incidents relating to interpersonal violence such as bullying, verbal abuse, physical violence and discrimination
- (iv) The incident must record the following information:
 - ▶ Date and time of the incident
 - ▶ Nature of the misconduct/injury
 - ▶ Name of the victim(s)
 - ▶ Name of the perpetrator(s)
 - ▶ Names of witnesses

7.8. Access and control of the school building after school hours will be managed by authorized school personnel only.

- (i) Educators are required to perform compulsory ground duty during breaks to monitor student behaviour and ensure safety. In the event of a fight, accident, fire, or other emergency on school premises, staff and students must follow the established emergency procedures.

- (ii) Staff must know the consequences of not following the school's safety policies. If rules are broken, staff must follow the established protocols to address and correct the behaviour, ensuring that the school's safety standards are maintained
- (iii) Staff Responsibilities in Emergencies. Detailed in Fire drill file.
Staff will be trained to know what to do in various emergencies, including fires, bomb threats, disease outbreaks, and extreme weather conditions. Detailed emergency plans will be in place, and regular drills will be conducted to ensure readiness.
- Handling Illegal Drugs on School Premises
If illegal drugs are found on school premises, staff must follow the established protocol, which includes notifying the School Safety Officer and the local police. The incident must be documented, and appropriate disciplinary actions must be taken against those involved.
 - Handling Dangerous Weapons on School Premises
If dangerous weapons are found on school premises, staff must immediately report the incident to the School Safety Officer and follow the protocol for securing the area and ensuring the safety of all students and staff.
 - Response to Theft, Burglary, or Robberies
In the event of theft, burglary, or robberies, staff must secure the area, report the incident to the School Safety Officer and local police, and ensure that students and staff are safe. A thorough investigation will be conducted to prevent future incidents.
 - Addressing Bullying on School Premises and Social Media
Bullying will not be tolerated at the school, whether on the premises or through social media. Staff must be trained to recognize signs of bullying and know the steps to take in addressing and resolving such issues. Support will be provided to both victims and perpetrators to promote a positive school environment.
 - Response to Traumatic Events
If a traumatic event occurs at or near the school, staff must follow the crisis management plan, which includes providing immediate support to affected students and staff, contacting the necessary authorities, and ensuring the safety of the school community.
- (iv) Contacting the Nearest Police Station
Educators will be trained on how to contact the nearest police station when support is needed, whether in an emergency or for ongoing safety concerns.
- (v) Referral to Government Agencies for Psycho-Social Support
Staff must be aware of the appropriate government agencies to which troubled learners or those in need of psycho-social support can be referred. The school will work closely with these agencies to provide the necessary support for the well-being of all students.
- (vi) Encouraging Positive Relationship Building
The school will actively promote positive relationships among students and staff through programs and activities that encourage respect, teamwork, and appropriate behaviour

- (vii) Classroom and Facility Security
- Doors to classrooms must be locked when they are vacant to prevent unauthorized access. Teachers are required to lock classrooms upon leaving after school hours.
 - High-Risk Area Protection
High-risk areas such as the office, computer room, workshops, and laboratories are protected with high-security locks and connected to the central alarm system to prevent theft or vandalism.
 - Central Alarm System
Alarm System Installation
The school has a central alarm system in place to provide security and quickly alert authorities in case of unauthorized entry or other emergencies.
 - Unused Areas
Unused areas of the school should be closed off during after-school activities to limit access and reduce the risk of incidents
- (viii) Staff members are required to conduct regular patrols inside and outside the facility to check that all doors are secure and all windows are closed.
- (ix) Restricted Access to Vacant Classrooms
If a classroom is vacant, students are restricted from entering the room unless they are supervised and engaged in school-related activities. All classrooms must be locked upon leaving after school.
- (x) Fire Inspection Records
A record of fire inspections conducted by the local fire department must be maintained. This ensures that the school complies with fire safety regulations and that all fire safety equipment is in working order.
- (xi) Fire Extinguisher Training
All school staff must be trained in the proper use of fire extinguishers. Additionally, each staff member must be provided with a map of each hall or area showing the locations of fire extinguishers
- (xii) Facility Safety
- Lighting
Hallways and stairwells must be properly lighted at all times to ensure safety and visibility. This is essential for preventing accidents and deterring inappropriate behaviour.
 - Toilet Supervision
Appointed staff members will supervise toilets. Supervision will be gender-specific, ensuring that boys' and girls' restrooms are monitored appropriately to prevent misconduct.
 - Graffiti-Free Environment
Toilet walls and other surfaces within the school must be kept free of graffiti. Immediate action should be taken to remove any graffiti to maintain a clean and respectful school environment.

- Securing Access Points
Doors accessing internal courtyards must be securely locked to prevent unauthorized access and ensure the safety of students and staff within the premises.
 - Exit Signs and Signage
All exit signs must be clearly visible and correctly indicate the direction of egress. This is crucial for safe evacuation during emergencies.
 - Protection of Switches and Controls
Switches and controls throughout the school must be properly located and protected to prevent unauthorized use or tampering. This includes restricting access to electrical panels.
- (xiii) Safety of Hazardous Areas
- Mechanical Rooms and Hazardous Storage
Mechanical rooms, workshops, and other hazardous storage areas must be kept locked at all times. Access to these areas should be restricted to authorized personnel only to prevent accidents and ensure safety.
 - Secure Storage of Files and Records
School files and records must be maintained in locked, metal cupboards. This ensures the security and integrity of important documents in case of a fire, theft, or other emergencies.
- (xv) Education Continuity
- Education Continuity Planning
The policy must address plans for education continuity in case of emergencies or disruptions. This includes having strategies in place for remote learning, alternative teaching methods, and other measures to ensure that students' education is not interrupted.
- (xvi) Emergency Procedures
- Comprehensive Emergency Procedures see evacuation file-
The school must have clear and detailed emergency procedures in place, including emergency contact numbers, evacuation procedures, and an evacuation plan. These procedures must be communicated to all staff and students, with regular drills conducted to ensure preparedness.
 - Safety Audit and Diagnostics
The school must conduct regular safety audits and school safety diagnostics to identify and address potential safety risks. This includes maintaining a fire extinguisher register, conducting evacuation drills, and using monitoring tools to track safety compliance.
 - Safety File Maintenance
A comprehensive Safety File must be maintained, containing all necessary documentation related to school safety. This includes a copy of the Electrical Certificate, with the original document securely stored in a strongroom or safe. The Safety File must also include records of safety audits, emergency procedures, and other critical safety information.

8. COORDINATING STRUCTURES FOR SCHOOL SAFETY

The School Safety Officer in collaboration with the School Safety Team will co-ordinate the following:

- (i) All school safety programmes, including campaigns at the school and the displaying of safety signage, including the rights to admission to entering the school precinct;
- (ii) Develop and implement a Safety Plan that outlines action plans to counter threats of violence; (Refer to Annexure B)
- (iii) Forge partnerships with all relevant government departments at school level, including community-based organisations and the school community;
- (iv) Support learners/educators that are experiencing serious safety issues;
- (v) Advise the District North School Safety Committees on training programmes required to empower stakeholders on safety issues;
- (vi) Represent the School on matters relating to safety and give feedback to the School Safety Committee
- (vii) Monitor the implementation of the safety policy and protocols through:
 - Observation,
 - Collecting and analysing data and reports on issues that impact on School Safety, and
 - Implementing WCED directives relating to school safety;
 - Report timeously to the SMT the Metro North Educational District on progress with plans, challenges, trends and action taken.
- (viii) Together with the School Based Support Team:
 - Identify learners at risk and maintain their profile, and
 - Inform the relevant parents/guardians of the identified learner about the risks facing their child(ren) and what actions will be taken by the committee to ensure their safety.
- (ix) Identify the potential and hot spot areas or individuals in and outside the school for frequent monitoring or referral to the relevant authorities.
- (x) Hold termly Safety Committee meetings with the relevant stakeholders and attend safety discussion forums and meetings.
- (xi) The policy outlines the responsibilities and roles of the Safety Committee, which includes the written appointments of the School Safety Officer, Health and Safety Representatives, First Aiders, and Fire Marshalls. These roles are crucial for maintaining a safe school environment
- (xii) Staff will be trained to know what to do in various emergencies, including fires, bomb threats, disease outbreaks, and extreme weather conditions. Detailed emergency plans will be in place, and regular drills will be conducted to ensure readiness.

8.1. Composition of the School Safety Team

Chair – SGB Member

Principal

School Safety Officer – 1 Educator

Educator Representative – 1

Support Staff Member – 1

Co-opted Members as deemed necessary e.g. Sport, Estate Management

8.2. Roles and Responsibilities

8.2.1. Principal

- (i) Must engage in advocacy campaigns to communicate to the public the status of the school's safety,
- (ii) Oversee safety matters at the school,
- (iii) Maintain and update the Register of misconduct, (Refer to Annexure C)
- (iv) Report incidents of violence and crime to the relevant stakeholders, (i.e. parents/guardians/, SAPS, District Office and the SGB)
- (v) Makes referrals of incidents of violence and crime to the relevant stakeholders, Serve on the School Safety Team, and
- (vi) Encourage governing body members and parents/guardians to actively participate in community policing forums.

8.2.2. School Governing Body Representative

- (i) Chair all meetings of the School Safety Team and in his/her absence delegate the chair to another member of the team.
- (ii) Develop the school safety policy in collaboration with the School Safety Team.
- (iii) Promote school-community partnerships.
- (iv) Ensure that the School Safety Team is effective and efficient.
- (v) Ensure that the School Safety Team is headed by the Safety Officer.
- (vi) Ensure that the SGB receives activity reports from the Safety Team.

8.2.3. School Safety Officer

- (i) An officer at school level who co-ordinates the activities of the School Safety Committee,
- (ii) Monitor, implement and realign, if necessary, the Safety Plan and report to the principal on a regular basis,
- (iii) Maintain and update the incident report (Refer to Annexure D),
- (iv) Co-ordinate with the permission of the principal, searches and seizures as contemplated in section 4(3) of Government Gazette No. 22754 of October 2001,
- (v) Keep records of all visitors to the school,
- (vi) Organise School Safety meetings as determined by the School Safety Team,
- (vii) Mobilise Community structures to assist the school to be violence free, drug free, gun free and crime free, and to co-operate with the police station, armed response, traffic department, street committee to ensure visible policing during all sporting and cultural events at school,

- (viii) Ensure that educators, administrative and support staff the learners are aware of the safety policy and what to do in the case of safety related incidents.

8.2.4. Educator Representative

- (i) Safeguard the safety of learners at all times,
- (ii) Ensure that the Safety Policy is implemented on a daily basis in the school/classroom,
- (iii) Report all safety issues and concerns to the Safety Officer,
- (vi) Attend/Represent the Safety Team in external meetings as requested by the School Safety Team,

8.2.5. Support Staff

- (i) Ensure that the school gates are locked and controlled during school hours and unlocked after school,
- (ii) Inspect the perimeter fence of the school on a regular basis,
- (iii) Ensure that the school precinct is clear of any vagrants before opening the school gates in the morning and ensure that everyone has left the school precinct before locking the school gates in the afternoon,
- (iv) Report any suspicious activity to the principal, School Safety Officer or Estate Manager,
- (v) Report school maintenance and threatening issues to the principal and School Safety Officer, and
- (vi) Attend/Represent the School Safety Team in external meetings/training as requested by the Safety Team.
- (vii) Emergency procedures, including evacuation plans, lockdown procedures, and first-aid protocols, will form an integral part of the school's safety policy. These procedures will be regularly reviewed and updated, and all staff and students will be trained on how to respond during emergencies.

9. REPORTING AND ACCOUNTABILITY

All incidents or perceived threats must be reported to the principal who will then institute an investigation in accordance with the predetermined directives and protocols.

All safety incidents must be reported immediately to the School Safety Officer and documented in the school's safety records. The principal will be held accountable for ensuring that these incidents are reported to the relevant authorities, investigated, and that appropriate action is taken to prevent future occurrences.

Staff and students are encouraged to report any threats or safety incidents to the Safe Schools Call Center. This ensures that all safety concerns are addressed and that the school remains a secure environment for everyone.

10. PERFORMANCE MANAGEMENT

- (i) Performance Management of the Safety Policy committee must be done on a regular basis. The aim is to monitor the progress, efficacy and efficiency of the School Safety Plan and to realign the School Safety Plan in accordance with expected changes or situations experienced.
- (ii) The following key success aspects must be taken into consideration, whether they have been met or not. i.e.:
 - Objectives
 - Inputs
 - Impact/Outcome
 - Learner involvement
 - Promotion of the School Safety Policy
 - ▶ The policy is displayed in the school.
 - ▶ The policy is available to each learner, educator, administrative and support staff member in the official language of teaching.
 - ▶ The policy clarifies the school's expectations in positive terms.
 - ▶ The following actions will be taken to clarify the expectations of the school to the learners:
 - Δ Learners will be verbally informed.
 - Δ School and classroom rules must be visibly displayed in the classroom.
 - Δ Each employee must be given a copy on the assumption of duty.
 - Δ Electronic copy is available for perusal in the school's intra-net.

11. INDUSTRIAL ACTION CONTINGENCY PLAN

11.1. Preamble

The right to strike is a fundamental right and is entrenched in section 23(2)(c) of the Constitution of the Republic of South Africa (Act 108 of 1996). This right is given effect in Chapter IV of the Labour Relations Act (Act 66 of 1995).

In order to manage the implications of the right to strike within the public education sector, a Strike Management Plan was developed for all provinces by the Department of Basic Education. Furthermore, a Generic Contingency Plan was developed by the Western Cape Government to ensure that this right to strike has minimal impact on all provincial departments. The said Contingency Plan aims to uphold prescribed obligations and consistency.

While recognizing the right to strike and its place within the negotiation arena, the Western Cape Education Department has a duty to uphold section 28(2) of the Constitution, read together with section 29(1) (a), which holds that the best interest of the child, including the right to basic education, is paramount in any matter concerning the child.

It is, therefore, within the context of protecting the best interests of the learners whilst still respecting the right of our employees to strike, that this Industrial Action Contingency Plan has been developed, within the framework of national and provincial policies. The

plan was informed by a threat risk assessment (Attached as Annexure A) conducted by the appointed security committee.

The Department of Labour holds the key to consultations and negotiations with employee parties in order to minimize the risk of a strike. Should a deadlock occur and the conciliation plan fail, departments must be prepared to manage a strike.

11.2. Prescriptions

Although various forms of industrial action are regarded or classified as protected, in terms of the Labour Relations Act, 1995, the principle of “No work, no pay” will always be applicable and must be communicated to all employees.

The “time-off for union activities” provision may not be used by any individual for the purpose of participating in any form of industrial action. Leave may not be granted for strike purposes.

There might be instances where striking personnel intentionally or unintentionally sow confusion by providing incorrect information to managers or principals. Queries with regard to procedure or any other issues relating to industrial action must be directed to IMG managers or the Directorate: Labour Relations. Under no circumstances may managers or principals accept advice from union officials on this matter.

It is imperative that all information submitted to the education district office is verified and certified by the relevant manager or principal. District offices are not to send any information to the Directorate: Labour Relations without this certification.

11.3. Attendance Register:

- Must be taken by 07:15.
- All members of the SMT, SGB and EMT need to be informed as well as the parents.
- Determine the number of staff member's absent.
- Carry on with available personnel. **Teaching will continue with the staff that are present as far as possible.** If the school is unable to continue safely with the number of learner to teacher ratio, parents will be contacted via WhatsApp to collect their children if they are able to collect in an attempt to reduce the number and if it's safe to do so. Other non-teaching personnel will be used to supervise learners where necessary. The principal will contact the HOD if permission is required to close the school.
- The notice period of the strike will also determine the action, if SMT is aware of a looming strike and how many staff will be participating, we can forward plan by arranging substitutes/ or informing learning to remain at home for a period of time until the school can effectively make arrangements.
- The members of the Parent strike action committee also need to be informed to arrange appropriate supervision of the learners.

11.4. Exam/Assessment Day Disruptions

The SMT will as far as possible continue with assessments if able to. If the assessment is in any way compromised, the assessment will be scraped and an alternative assessment set up with an alternative date and time communicated timeously. Where instances of

industrial action such as picketing and the concerns around noise pollution, the Management of the school will make the decision to continue with the assessment or to reschedule.

11.5. Intimidation Of Acts Of Violence Of Employees

All non-striking or non-protesting employees are expected to be at their place of work and to continue the services they are responsible for. The lock-out clause may only be applied as contained in the Labour Relations Act.

Should employees be unable to remain at their place of work they should inform their directors or supervisors.

Non-striking and non-protesting members have the right to lay a civil or criminal charge against those who intimidate or perform acts of violence against them. The districts must report intimidation to the Safe Schools Call Centre in order for appropriate management of the incident.

Whilst the employer upholds the right to protest and strike action of its employees, intimidation of staff members will not be tolerated and the department has the right to take disciplinary steps against those employees who intimidate or harm others.

The Safe Schools Call Centre will facilitate stabilization of the areas affected by intimidation through the networking of relevant role-players.

11.6. Contact Details

PARENTS STRIKE ACTION COMMITTEE MEMBERS/SGB	CONTACT DETAILS
Mrs E Mutomba	073 6688 579

If additional personnel are needed, the following persons may be contacted.

CONTACT PERSON	CONTACT DETAILS
C Mkhize	063 829 7806

All incidents must be reported to the Safe Schools Call Centre **0800 45 46 47** for management purposes.

Labour Relations (Mr. Boesak **021 938 3102**) will be the lead directorate to negotiate with relevant parties.

Inform the SAPS **021 521 3300** to establish a Provincial Joint Operation Centre if necessary.

12. DISASTER PREPAREDNESS PLAN

In the event of a general disaster the following procedures are to be followed:

- The public sirens will sound and the emergency will be announced.
- All pupils, staff and visitors must go indoors and close all doors and windows. All fans and air conditioners to be switched off.
- Radio stations must where possible be turned on via teacher's radio/ cell phone/ computer or any other device.
- The Disaster Risk Management personnel will advise the school what is required.
 - In the event of an instruction to evacuate, DRM will arrange for busses to transport all pupils to alternative schools/ venues.
 - When the instruction is received to evacuate, the evacuation procedure as per fire drill must be followed, with each teacher leading their class to the designated area and locking their class when leaving.
 - Every teacher will take their roll call register.
 - The Forman and school safety officer will ensure that all venues have been checked and that no child is left behind, locking every door if possible.
- Any other disaster such as fire, bomb threat, civil unrest etc. will be dealt with according to the fire drill and safety policy.
- In the event of an Emergency the Head of Department may close the school temporarily if he/she believes on reasonable grounds that the lives of learners and staff are endangered or that there is a real danger of bodily injury to them or of damage to property.

POLICY APPROVAL

DESIGNATION		DATE
PRINCIPAL	<i>Law</i>	2024.06.04
SGB CHAIR	<i>Autombas</i>	2024.06.04
REVUE DATE	2026.06.04	