Recommended Reading for

School Safety Policy Template GDE

2022

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Exemplar School Safety Policy

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1. TITLE OF THE POLICY : (Name of School) School Safety Policy

2. EFFECTIVE DATE : 25 May 2012

3. DATE OF NEXT REVIEW: April 2014

4. DEFINITIONS AND ACRONYMS

4.1 Definitions

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

Term	Explanation
	E.A)
Gambling	Means wagering of money or something of material value referred to as the “stakes” on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods.
Gangs	are organized groups involved in drug and weapon trafficking and money laundering within which school violence can take root and grow
Harassment	Means to make repeated attacks or behave in an unpleasant or threatening way towards someone.
Injury	means physical harm or damage
Incidents	any event which is not part of the standard operation of a service and which causes or may cause an interruption to, or a reduction in, the quality of that service
Learner	Any person enrolled in an education institution as defined in the South African Schools Act.
Parent	Means the parent or guardian of a leaner or the person legally entitled to custody of a learner.
Rape	Forced unwanted sexual intercourse.
School	means (School name).
School activity	Refers to any activity organized by the school as defined in the South African Schools Act
Sexual Harassment	Sexual Harassment is any form of unwanted conduct of a sexual nature and can include physical, verbal or non-verbal behaviour.
Truancy	means a child who stays away from school without leave or explanation.
Vandalism	Means any act or omission which may result in damage or harm to property.
Violence	Behaviour that is intended to hurt other people physically.
Weapons	Means a thing designed or used or usable for inflicting bodily harm and defined as undesirable in the South African Schools Act.

4.**2 Acronyms**

Acronyms	**Explanation**
DSSC	District School Safety Committee
HOD	Head of Department of Education
ID	Identity Document
MEC	Member of Executive Council for Education
PAM	Personnel Administrative Measures
PS Staff	Public Service Staff
SANCA	South African National Council for Alcoholism And Drug Dependence
SAPS	South African Police Services
SBST	School Based Support Team
SGB	School Governing Body
SMT	School Management Team
SACE	South African Council for Educators

5. PREAMBLE

5.1 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, bullying, assault, theft and robbery. School violence affects all schools irrespective of location.

5.2 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 pro-actively deal with and better manage threats to school safety.

5.3 Through this policy, the [NAME OF THE SCHOOL] intends to:

a) Place the issue of school safety at the top of the agenda of all stakeholders,
b) Adopt a zero–tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse and bullying,
c) Ensure that all incidences of school violence, gangsterism, substance abuse and bullying must be reported by all stakeholders to school authorities and the police services once they become known,
d) Ensure that there is appropriate support for the victim and victim empowerment and

e) Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

6. PURPOSE OF THE POLICY

6.1 The overall purpose of the policy is to ensure that the school is safe for all and that effective measures are employed to address issues related to discipline, drugs, dangerous objects, violence, bullying, rape, assault, sexual abuse, theft and robbery.

7. OBJECTIVES OF THE POLICY

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

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

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

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

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

8. SCOPE OF APPLICABILITY

8.1 This policy applies to all learners, staff members (CS and PS) and governing body of [NAME OF THE SCHOOL] and

8.2 Matters related to the Occupational Health and Safety Act are excluded from the application of this policy.

9. LEGISLATIVE FRAMEWORK

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. CREATE A SAFE SCHOOL ENVIRONMENT

10.1 Access to Public School premises

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

(i) anyone entering the school does so at their own risk,

(ii) anyone entering the school may be subjected to search,

(iii) no drugs, alcohol, guns or weapons permitted, and

(iv) unlicensed drivers will not be permitted to drive vehicles on the school property.

b) During the school day school gates must be locked and access to the school must be controlled.

c) Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the Principal. Except for emergency situations it is preferred that parents visit schools on an appointment basis.

d) According to the "Regulations for Safety Measures at Public Schools, 2001," "No person shall without the permission of the principal or HOD, enter into any public school premises. The HOD or Principal of any public school may take such steps that he or she may consider necessary for the safeguarding of the public school, as well as for the protection therein.

e) Any visitor to the school, including parents, may be required to:

(i) Furnish his or her name, address and any other relevant information required by the principal or HOD;

(ii) Produce proof of his or her identity to the satisfaction of the principal or HOD if necessary;

(iii) Declare whether he or she has any dangerous object or illegal drugs in his or her possession or custody or under his or her control;

(iv) Declare and show what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he /she has in his / her possession or custody or under his / her control;

(v) subject himself or herself and anything which he or she has in his or her possession or custody or under his or her control to a search by a person of the same gender, an examination by an electronic device, sniffer dogs or other apparatus in order to determine the presence of any dangerous object or illegal drug; and

(vi) Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.

f) The "Regulations for Safety Measures at Public Schools, 2001" allows the principal or HOD to remove any person, any time from any public school premises if:

(i) That person enters the public school premises concerned without the permission of the Principal, and

(ii) The principal, SGB or HOD considers it necessary for the safeguarding of the public school premises concerned or for the protection of the people thereon.

g) Any person who contravenes the above mentioned measures may be removed from the public school premises, with the assistance of SAPS.

10.2 Weapons and Drug Free Public School

a) The [NAME OF THE SCHOOL] is a drug free and dangerous object free zone.

b) No person may:

(i) Carry any dangerous object in the school premises;

(ii) Store any dangerous object in the school premises except in the officially designated places identified by the principal;

(iii) Possess illegal drugs on the school premises;

(iv) Enter the school premises while under the influence of an illegal drug or alcohol;

(v) Cause any form of violence or disturbances which can negatively impact on the school activities;

(vi) wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the departmental authorities or the police as soon as possible; and

(vii) Directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities

c). The principal or his or her delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any d angerous object or illegal drug, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of SASA.

d). The principal or his or her delegate may at random administer urine or other non-invasive test to any group of learners that is on fair and reasonably suspected of using illegal drugs only under conditions laid down in SASA.

e). Disciplinary action will be instituted against a learner or anyone who contravene/s the above-mentioned rules.

10.3 Buildings, Grounds and Infrastructure

a) The SGB, SMT and Staff will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measures to safeguard learners and staff.

b) The principal must ensure that playground supervision roster is drawn up and strictly implemented and adhered to by the responsible educators.

c) The SGB and SMT will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.

d) The SGB, SMT and staff will take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.

e) The SGB and SMT will ensure that all minor maintenance such as broken window panes, doors, etc are attended to as they occur. They will further ensure that major maintenance of the schools will be attended to through written submissions to the Department.

f) The SGB and SMT 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 not be done during contact time unless it is in an area where there are no learners and it has been approved by the Principal or a person delegated by him/her.
- The SGB and SMT will be responsible to draw up 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 SGB and SMT must implement the following safety measures, accompanied intense supervision:
    - informing all learners and staff about the cutting and trimming of trees and the places. that are out of bounds during this maintenance, and
    - place barricades and warning signs
- The following equipment are deemed to be dangerous and their usage should be strictly monitored and controlled by the principal or anyone duly delegated by him/her: lawn mowers, tractors quad bikes, carts ,chainsaws, brush cutters, trimmers, rollers, vacuum cleaners and other electrical and non motorised appliances as well as garden implements.
- All users of 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 was intended. Any

negligence on the part of the user may result in disciplinary action being taken.

(iii) Rubbish and litter is properly stored or disposed off, and

(iv) The school swimming pool is properly secured by a fence and gate or net when not in use.

g) No learner is allowed near the swimming pool without the supervision of an educator.

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

10.4.1 Late coming of learners

a) No learner should be locked outside the school for arriving late.

b) In cases where learners arrive late for school, parents/ guardians should be informed and they should be dealt with through the learner's Code of Conduct.

10.4.2 During breaks

a) Learners are not allowed to leave the school premises during break.

b) In cases where it is necessary for learners to leave the school premises, written permission must be provided by the Principal.

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

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

b) On admitting a learner to the school, a parent must identify in writing who is allowed to collect their child in cases of requests for early leave. Parents must review this annually or as required, in writing, by the parent registering the child at the school.

c) Persons collecting a learner from the school will be requested to provide the school with a positive identification.

d) The school will maintain a written record that includes the name of the learner, the learner's grade, the name and ID No. of the person checking the learner out, as well as the date, time and reason/s for the early leave.

e) In the case of a dispute between parents the review of person/s who will be allowed to check out learner's early from school will be done on the

basis of a court order from the parent who has registered the child at the school.

10.4.4 Early dismissal

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

10.4.5 Pick up/drop off points

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

10.5 Child Protection and Care

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

10.6 School Activities

11.6.1 The school will take reasonable measures to ensure the safety of learners during any school activity.

11.6.2 The school takes reasonable measures to ensure that:

(a) 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;

(b) 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 prescription;

(c) A parent is advised to report to the school, in writing, the medical condition of a learner;

(d) Before a school activity, the principal provides a supervising educator with a report on the medical condition of a learner; and

(e) A parent is informed about any traveling to or through a high risk disease area

during the course of the school activity.

10.6.3 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:

(a) Takes measures to contact the parent of the learner concerned in order to obtain consent for such medical treatment; and

(b) Determines whether or not to consent to such medical treatment if he or she is unable to contact the parent of the learner.

10.6.4 The school will, in writing, supply the detailed information to the parent of the learner who will undertake the school activity.

10.6.5 Immediately after returning from a school activity, the supervising educator will submit a report on the school activity, to the principal, and the principal must submit the report to the Department and to the Chairperson of the SGB.

10.6.6 The school will only allow learners that have obtained written consent from the parent to attend the school activity.

10.6.7 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 licenses and professional driving permits.

10.7 Important Considerations to Promote School Safety

10.7.1 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 lead from the front and constantly be on the look out for possible threats to school safety and minimize/eliminate a threat before it manifests itself.

10.7.2 Partnerships

(a) In an attempt to combat violence, crime, drug abuse, carrying of dangerous objects, bullying and gangsterism in the school, an integrated approach will be taken.

(b) The school will work together with the provincial department of education, the community; the Department of Community Safety, the South African Police Services, the Department of Social Development, the Department of Health and the Department of Arts and Culture to strengthen the school - police - community partnership.

11. MANAGEMENT OF THREATS TO SCHOOL SAFETY

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

11.1 School Violence

a) No form of violence committed by one learner on another or a teacher on a learner or the learner on the teacher will be tolerated at (name of school).

b) The school is committed to the South African Schools Act, Section 10 which states that “No person may administer corporal punishment at a school to a learner and if this is contravened such a person will be guilty of an offence and liable to a sentence which could be imposed for assault.”

c) In a similar manner a learner who assaults another learner or a teacher will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

11.2 Bullying

a) Bullying is outlawed at (Name of School).

b) The school adopts a zero tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation;

c) The school will train learners, educators and the support staff that bullying is everyone's responsibility and that any Incidents of bullying in the school need to be reported, recorded and investigated;

d) The training will include strategies that can be used to prevent or stop bullying such as interaction between learners, discussion groups, peer mediation, one-on- one mentoring or the "buddy system" where older children look after younger children, bystander or spectator support;

e) The school safety committee will select and train monitors on how to identify and monitor incidents of bullying and on how to implement the intervention strategies to address the problem such as Installing cam coders and telephones in every classroom. This will assist the school with viewing any suspicious activity and making emergency calls to the police if necessary;

f) Every incident of bullying will be dealt with through the Code of Conduct, and

g) The school will conduct background checks with SACE to check the suitability of educators and in the case of former teachers check with the GDE.

11.3 Gangsterism

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

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

(b) The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and

(c) The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community. These will include civic organisations or associations, religious groups or associations, youth commissions, Child line, Lifeline and the local police.

11.4 Abuse and Sexual Abuse

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

(a) Urging learners to report any incidence of abuse to the Principal or any staff member that they trust,

(b) Staff members will be sensitized to note changes in learner's behavior and record a learner's behavioural changes towards classmates, peers and other educators in a record book over a few days or weeks,

(c) Where necessary, educators/members may interview peers or classmates, maintaining confidentiality,

(d) The School Safety Team will inform learners regularly that, in case of any abuse or rape, what course of action should be followed. The School Safety Team will empower educators to advise learners, in case of sexual abuse/rape on which steps to take to retain the evidence and maintain confidentiality,

(e) Educating learners about abuse, places to avoid, what to do if abused and where to go for help,

(f) Educating learners about their rights and where to get counselling and medical attention if abused. The school will teach learners self-defense mechanisms and strategies to build or re-gain their confidence; and

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

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

11.5 Initiation Practices

11.5.1 No initiation practices will be allowed in the school. Any person who conducts or participates in initiation practices against a learner is guilty

of misconduct and disciplinary action will be instituted against such a person in accordance with the applicable code of conduct

11.5.2 Any person within the school found subjecting learners to initiation practices will be charged with serious misconduct.

11.6 Confidentiality

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

11.7 Occupational Health and Safety

(a) (Name of School) will provide for the health and safety of learners in connection with the activities of learners in the school premises.

(b) The School Safety Team will advise on the emergency evacuation procedures, which must be displayed in all offices, classrooms and amenities,

(c) The school safety officer must ensure that fire extinguishers are Installed and maintained regularly, (maintenance certificates to be filed)

(d) Rules for the safe use of the laboratory and workshop including the storage of chemicals, tools and equipment must be displayed in the laboratory,

(e) The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular basis.

(f) There should be First Aid Kit boxes in all the classrooms and sickbay.

(g) The following list of contents should be kept in the first aid kit and used to ensure that the first aid kit is always replenished:

11.7.1 Minimum Contents of Emergency First Aid Box

No.	Item	No.	Item
1	Wound Cleaner / antiseptic (100 ml)	11	1 roll of elastic adhesive (25mm × 3 m)

2	Swabs for cleaning wounds	12	1 non-allergenic adhesives strips (25 × 3 m)
3	Cotton wool for padding	13	1 non-allergenic adhesives dressing strips (25mm × 3m)
4	Sterile gauze – minimum quantity 10	14	4 first aid dressings (75 mm × 100 mm)
5	1 pair of forceps (for splinters)	15	4 first aid dressings (150 mm × 200 mm)
6	1 pair of scissors (minimum size 100mm)	16	2 straight splints
7	1 set of safety pins	17	2 pairs large and 2 pairs medium disposable latex gloves
8	4 triangular bandages	18	2 CPR mouth pieces or similar devices
9	4 roller bandages (75 × 5 m)	19	1 Space blanket
10	4 roller bandages (100 mm × 5m)		

11.8 Allocation of Duty to Educators

11.8.1 In keeping with the requirements of 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 toilets, hallways, empty classrooms, at the school gates , in the school grounds as well as scholar patrol.

11.8.2 A roster will be developed to facilitate daily monitoring of areas around the school where any form of violence, bullying, substance abuse may take place, and

11.8.3 An incidence book (Refer to Annexure D) must be maintained daily for the purpose of reporting whether or not anything occurred or not as well as what action was taken in cases where incidents were observed.

12. COORDINATING STRUCTURE FOR SCHOOL SAFETY AT SCHOOL LEVEL

The School Safety Officer together with a School Safety Team shall co–ordinate the following:

(a) All school safety programmes, including campaigns at the school and the displaying of safety signs, including the rights to admission to the school;

(b) Develop a Safety Plan that will outline action plans to counter threats of violence; (Refer to Annexure B)

(c) Forge partnerships with all relevant government departments at school level, including community – based organisations and the school community;

(d) Support learners/educators that are experiencing serious safety issues;

(e) Advise DSSC on training programmes to empower stakeholders on safety issues in the District,

(f) Represent the School on matters relating to safety and give feedback to the school safety committee;

(g) Monitor the implementation of the safety policy and plans, through:

  (i) Observation,

  (ii) Collecting and analysing data and reports on issues that impact on School Safety, and

  (iii) Reporting timeously to SMT and DSSC on progress with plans, challenges, trends and action taken.

(h) Together with the SBST:

  (i) Identify learners at risk and keep their profile, and

  (ii) Inform the parents of the above learners about the risks facing their children and what actions will be taken by the committee.

(i) Identify the hot spot areas in the school for frequent monitoring; and

(j) Make the necessary referrals to the relevant stakeholders according to the nature of the violence and crime

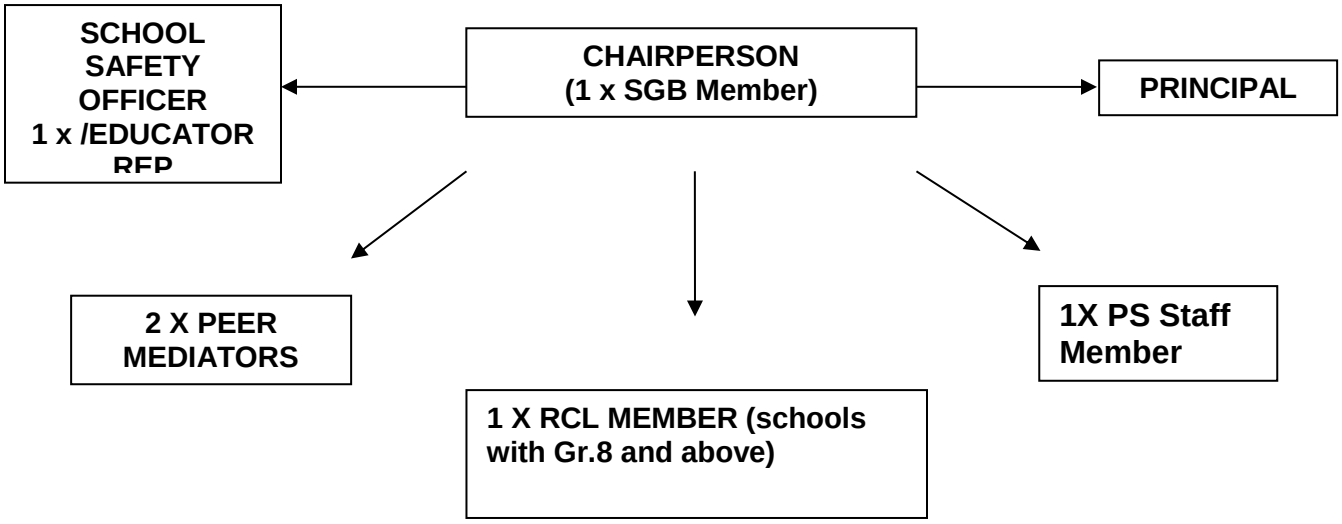
(k) Organise quarterly information sharing meetings with the relevant stakeholders.

12.1 Composition of the School Safety Team

Note: In cases where the School already has a committee through the Occupational Health and Safety Act, they will continue to operate as the school safety team and the composition should, at minimum have the same representation below:

SCHOOL SAFETY TEAM





12.2 Roles and Responsibilities

12.2.1 Principal

(a) Must engage in advocacy campaigns to communicate to the public the status of the school safety,

(b) Oversee Safety matters in the school,

(c) Maintain and update the Register of misconduct (Refer to Annexure C),

(d) Report incidents of violence and crime to the relevant stakeholders (i.e. Parent/s, SAPS, District Office and the SGB),

(e) Make referrals of incidents of violence and crime to the relevant stakeholders,

(f) Serve on the School Safety Team, and

(g) Encourage governing body members and parents to participate in community policing forums.

12.2.2 School Governing Body Rep

(a) Chair all meetings of the School Safety Team and in his/her absence delegate the chairmanship to another member of the team

(b) Develop the school safety policy together with the School Safety Team.

(c) Promote school-community partnerships.

(d) Ensure that the School Safety Team is functional.

(e) Ensure that the School Safety Team is headed by the Safety Officer.

(f) The chairperson should ensure that the SGB receives activity reports from the Safety Team

12.2.3 School Safety Officer

(a) An officer at school level who co–ordinates the activities of the School Safety Committee,

(b) Monitor the implementation of the Safety Plan and report to the principal on a weekly basis,

(c) Maintain and update the incident report (Refer to Annexure D),

(d) Co –ordinate with the permission of the Principal, Searches and Seizures as contemplated in section 4(3) of GG No. 22754 of October 2001,

(e) Keep records of all visitors to the school,

(f) Organise School Safety meetings as determined by the School Safety Team,

(g) Mobilise Community structures to assist the school to be Violence free, Drug free, Gun free and Crime free, and

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

12.2.4 Educator Rep

(a) Safeguard the safety of learners at all times,

(b) Ensuring that the Safety policy is implemented on a daily basis in the classroom/school,

(c) Report all Safety issues to the Safety Officer, and

(d) Attend/represent the Safety Team in external meetings as requested by the School Safety Team.

12.2.5 RCL Rep

(a) Mobilise learners to report any activity that might jeopardize the safety of the school environment,

(b) Mobilise learners to take responsibility of looking after the school property and make learners aware that any learner who intentionally misuses damages or defaces school property shall have his/her parent/ guardian paying for its repair, and

(c) Motivate learners to attend school regularly and punctually.

12.2.6 Peer Mediators

(a) Form peer support groups that promote empowerment to safety issues, for learners;

(b) Ensure that learners are aware of the safety policy & what to do in the case of safety related incidents;

(c) Assist the peers in settling disputes in a manner satisfying to all parties (keep many minor incidents from escalating over time into more serious incidents);

12.2.7 Support Staff

(a) Ensure that school gates are locked and controlled during school hours and unlocked after school,

(b) Report school maintenance and threatening issues to the Principal and School Safety Officer, and

(c) Attend/represent Safety Team in external meetings as requested by the Safety Team.

13. REPORTING AND ACCOUNTABILITY

(a) All incidents that take place at the school must be reported to the Principal (if not the Perpetrator). In cases where the Principal is the perpetrator, the incident must be reported to the IDSO of the school.

(b) Once incidents are reported, the Principal or IDSO should follow the steps set out in Annexure A.

14. PERFORMANCE MANAGEMENT

14.1 Performance Management of the Committee must be done on quarterly basis. The main aim will be to monitor the progress with the implementation of the School Safety Plan.

14.2 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 School Safety Policy
  - This policy will be displayed openly in the school.

- This policy will be made available to each learner/educator and/or PS Staff member in the official language of teaching on registration.
- This policy shall clarify in positive terms what the expectations of the school are.
- The following actions shall be taken to clarify the expectation of the school to learners:
    - Each learner must be given a copy at the beginning of each year, younger learners at primary to be informed verbally.
    - Classroom rules must be pasted in the class.
    - Each employee must be given a copy on the assumption of duty.

15. SHORT TITLE

This policy shall be called the SCHOOL SAFETY POLICY

16. APPROVAL:

Date:			
Approved by: (SGB Chairperson) (Print name)		**Signature:**	
Date:			
Verification by GDE: (District Director) (Print Name)		**Signature:**	
Date of Verification			
Certified by :(Print Nam)		**Signature:**	
Date			

ANNEXURE A: GUIDELINE FOR THE HANDLING OF INCIDENTS AT SCHOOLS

1. GENERAL

a) On becoming aware of an incident the Principal:

i. May find it necessary at times to keep parties involved in the incidents apart until parents arrive. This should be done in a controlled manner ensuring that the parties are closely monitored;
ii. Assess the situation and decide on what action needs to be taken to stop the incident from occurring further. Consult with the School Safety Committee, IDSO, if necessary;
iii. Conduct a preliminary investigation to gather all the facts necessary to help him/her plan a course of action;
iv. Must call parents, if learners are involved, to inform them of problem and request them to come to the school;
v. May have to search for relevant evidence at the scene of the incident, be careful not to tamper with any evidence that may be used in a criminal case;
vi. May call the police and social worker if the situation warrants this; and
vii. Inform the Chairperson of the SGB.

b) After ensuring that he/she has gathered the necessary and relevant evidence, the Principal must report the matter to the IDSO or in his/her absence the next available supervisor on the same day in which the incident occurred;

c) The IDSO must assess the type of support required by the school and inform the District Director; and

d) The District will after assessing the situation call in the Head Office Task Team to provide support for the school.

QUICK REFERENCE TO PROCEDURES WHEN SCHOOL SAFETY HAS BEEN BREACHED

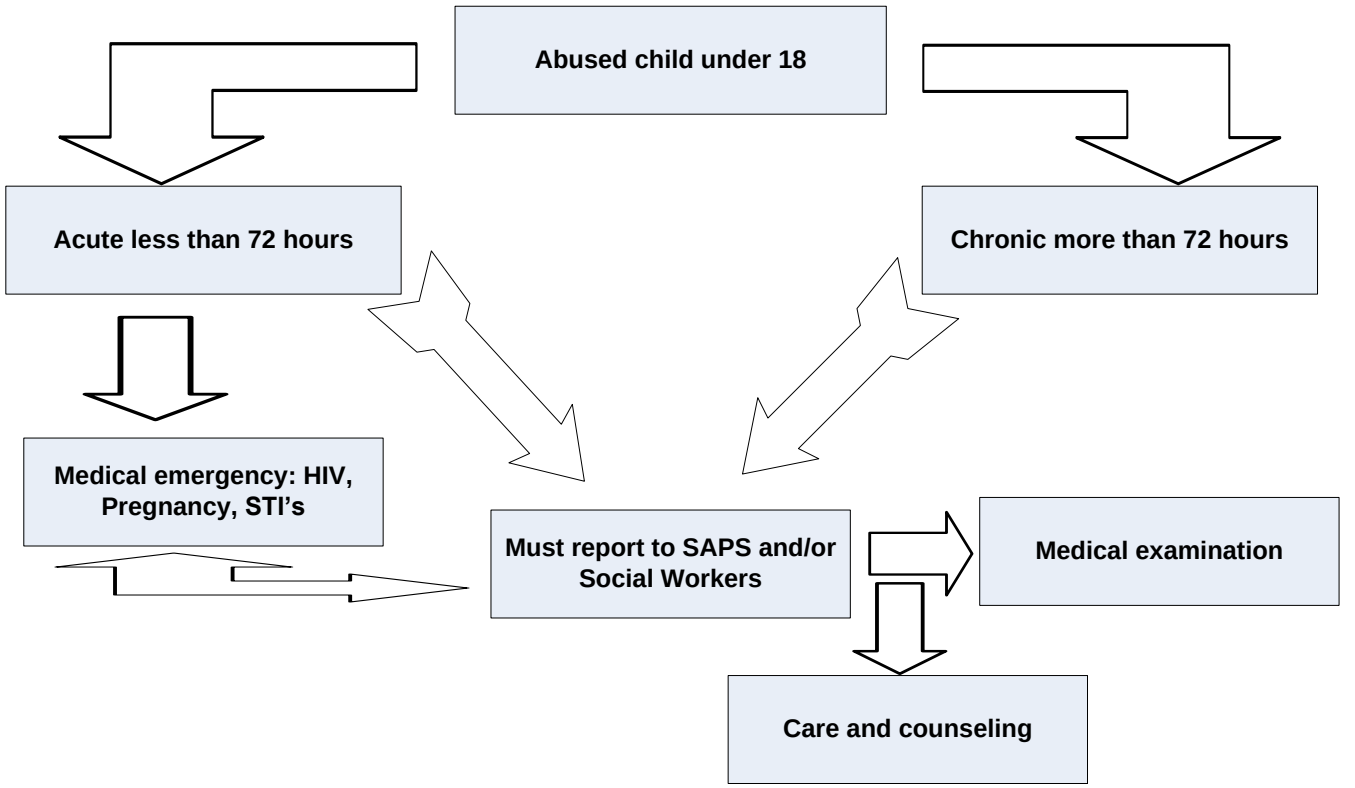
Problem	Recommended Actions to be taken by Principal	Legislation to Consult
Bomb Threat	○ Evacuate learners and staff ○ Report the matter to SAPS ○ Ensure that bomb squad checks premises ○ Record incident and report to District Safety Committee.	○ The South Africans Schools Act (Act No. 84 of 1996), as amended ○ Regulations for Safety Measures at Public Schools
Dangerous Weapons/Drugs	On suspicion that a learner/learners is/are in possession of a dangerous weapon/drugs: ○ Learner/s may be searched by the Principal or a person delegated to do so by the Principal ○ The search must take place in a designated room and the privacy and confidentiality must be maintained. ○ Males should conduct searches for males and females for females ○ Photograph the weapon if found on the learner as evidence and confiscate the weapon. ○ Report the matter to the police and obtain a case number. ○ Keep proper records of the search (Name of learner; date and time; name of person who searched the learner; name of witness, if any; details of the weapon/drug and Case number) ○ Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item handed over.	○ The South Africans Schools Act (Act No. 84 of 1996), as amended ○ Regulations for Safety Measures at Public Schools

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
	○ a learner may be subjected to disciplinary proceedings if a dangerous object is found in his or her possession. ○ On suspicion that a member of the community is in possession of a dangerous weapon/drugs, the Principal must call in the Police, while ensuring as far as is reasonably possible, that the perpetrator cannot cause harm to any learner/staff member/ other visitor to the school.	
Accident	○ Contact parents immediately and transport to doctor/hospital if necessary. ○ In the event that the parent cannot be contacted, contact the family doctor, relatives, etc. ○ Arrange for the learner to receive the relevant medical care. ○ In cases where the injury is a spinal injury, the learner will be stabilised and handed over to an emergency specialist. ○ In cases of death, the matter must be reported immediately to the police, parent and District Director.	○ The South Africans Schools Act (Act No. 84 of 1996), as amended ○ Regulations for Safety Measures at Public Schools
Drugs	○ The principal or his or her delegate may at random administer a urine or other non-invasive test to any group of learners that is on fair and reasonable grounds suspected of using illegal drugs ○ The learner referred to above may be subjected to a urine or other non-invasive test for illegal drugs only under conditions laid down in SASA	The South Africans Schools Act (Act No. 84 of 1996), as amended ○ Regulations for Safety Measures at Public Schools

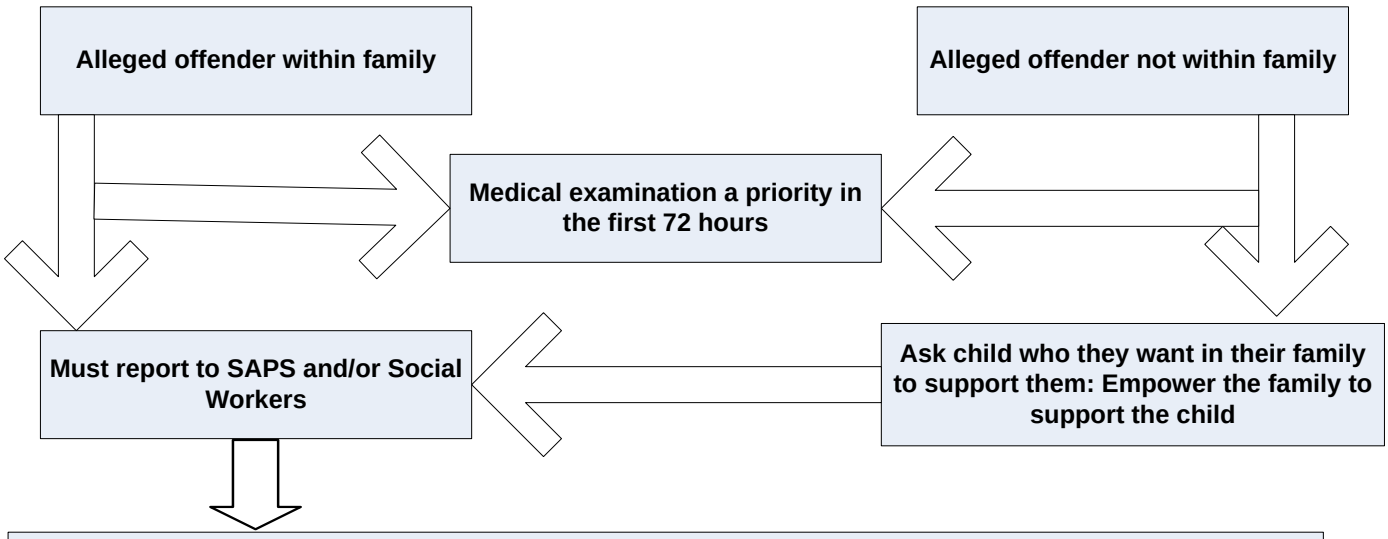
Problem	Recommended Actions to be taken by Principal	Legislation to Consult
	○ Inform the parent that a random test or search and seizure was done in respect of his or her child; and ○ Inform the learner and his or her parent of the result of the test immediately after it becomes available. ○ Subject a learner to disciplinary proceedings if an illegal drug is found in his or her possession; or his or her sample tested positive for an illegal drug. ○ Keep proper records of the search (Name of learner; date and time; name of person who searched the learner; name of witness, if any; details of the weapon/drug and Case number) ○ Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item	
Violence (stabbing, shooting and gangs)	○ Ensure that the situation is stabilised. ○ Ensure that the victim receives medical attention. ○ Collect information from victim, perpetrator, and witnesses. ○ Report the matter to the police and receive a CAS No. ○ Report the matter to the District. ○ Internal disciplinary procedures will be instituted by the Principal and SAPS will institute criminal procedures	○ The South Africans Schools Act (Act No. 84 of 1996), as amended o Regulations for Safety Measures at Public Schools. ○ Criminal Procedures Second Amendment Act (Act No.85 of 1997) ○ Firearms Control Act, Act No.6 of 2000
Sexual Abuse	Remember the following broadly : ○ The learner will need access to medication which can prevent the spread of HIV / AIDS and other sexually transmitted diseases, as well as prophylaxis for other potential consequences for example pregnancy. (Covered	Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse (2008).

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
	by legislation and the Department of Health. Information must be given to the victim by the hospital or police with regard to HIV tests and Antiretrovirals or a police case can be opened. Services can't be refused and are free at government hospitals). o There may still be forensic evidence available such as semen, injuries and other material, which will assist with the Criminal Justice system investigation. o The child may need medical attention, and further investigations to deal with the injuries and possible complications thereof. o The child may need to be kept safe in the case of threats that may be acted on following the discovery of the abuse. **Follow Procedures as set out in the flow charts below (Annexure C or D) depending on whether the incident took place outside the school (externally) or inside the school.**	

ANNEXURE B: EXTERNAL REFERRAL FLOWCHART
BASIC CHILD PROTECTION PROTOCOL



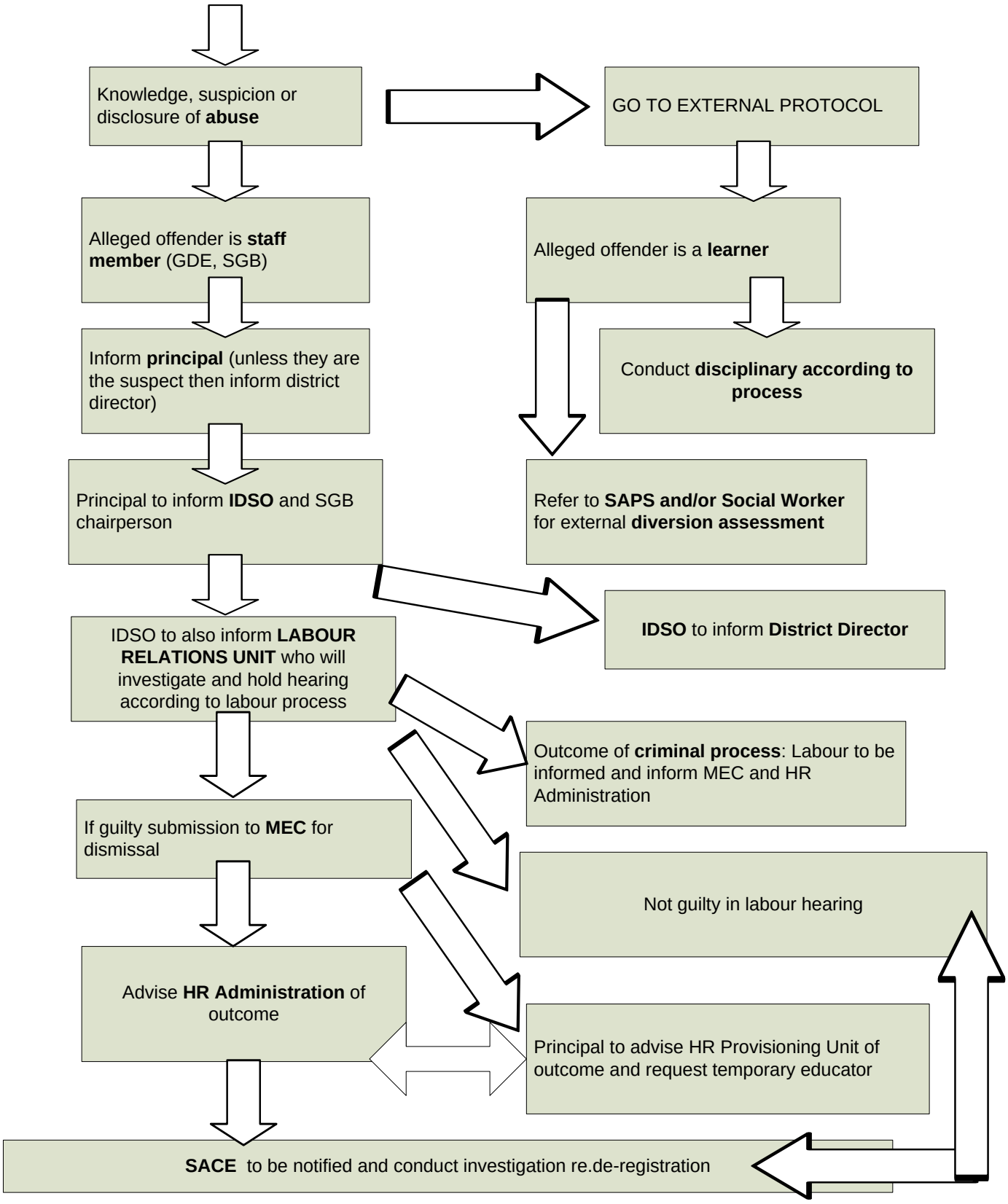
NOTE: Follow same procedure for children over 18 but reporting is not compulsory the child can decide and must be assisted to report. Also the relationship of the alleged offender to the child is very important in the decisions around the case management



School: Teacher to whom disclosure was made informs principal, who informs the SBST designated members (2), SGB chairperson and IDSO. The IDSO must inform CES: E-learning and curriculum support programmes. District to support principal and victim.
Note: The police and/or social workers must decide whether the child must be removed or the offender arrested, or what other intervention e.g. Counseling, diversion etc. is necessary.
Also: The department of health cannot refer the child/family away if they do not have a case number.

ANNEXURE C: SCHOOL INTERNAL PROCESS

This is the process to be followed if the alleged offender is a learner or educator or staff member at the school. The offence does not have to have happened on the school premises or during school time



NOTE: In alleged cases of incest parents do not have to be called in by the school **School MUST** fill in and submit the relevant FORM and have police Case Number within 10 days and this must be kept confidentially on the school's record.

ANNEXURE D: SCHOOL SAFETY ACTION PLAN

Name of School
Physical Address

District
Fax No.

Telephone no.
Name of Principal
Name of SGB Chairperson

Signature
Signature

ACTIVITIES	OUTPUT	RESPONSIBILITY	RESOURCES	TIME FRAME	BUDGET/COSTING	PROGRESS/ COMMENTS

ANNEXURE E: SCHOOL REGISTER OF MISCONDUCT

Name of School

District

Physical Address Fax No.

Telephone no.
Name of Principal Signature
Name of SGB Chairperson Signature

DATE	NATURE OF MISCONDUCT	NAME OF THE VICTIM	SIGNATURE	NAME OF THE PERPETRATOR	SIGNATURE	INCIDENT NUMBER	CASE NUMBER	PARENT/ GUARDIAN

ANNEXURE F: INCIDENT REPORT SCHOOL

Name of School District
Physical Address Fax No.

Telephone no.
Name of Principal Signature
Name of SGB Chairperson Signature

DATE	TIME	NAME OF THE VICTIM	NAME OF THE PERPETRATOR	WHAT HAPPENED?	WHERE OCCURRED?	INCIDENT NUMBER	CASE NUMBER	ACTION TAKEN