



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

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LAERSKOOL WIERDAPARK
POLICY & PROCEDURE:
School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

TABLE OF CONTENTS

1.	PREAMBLE.....	3
2.	PURPOSE OF THE POLICY.....	3
3.	OBJECTIVES OF THE POLICY.....	3
4.	SCOPE OF APPLICABILITY.....	4
5.	LEGISLATIVE FRAMEWORK.....	4
6.	CREATE A SAFE SCHOOL ENVIRONMENT.....	5
7.	MANAGEMENT OF THREATS TO SCHOOL SAFETY.....	10
8.	COORDINATION STRUCTURE FOR SCHOOL SAFETY AT SCHOOL LEVEL.....	13
9.	REPORTING AND ACCOUNTABILITY.....	16
10.	PERFORMANCE MANAGEMENT.....	16
11.	SHORT TITLE.....	17
12.	LIST OF ANNEXURES: ANNEXURE A - GUIDELINE FOR THE HANDLING OF INCIDENTS AT SCHOOLS.....	18
	ANNEXURE B - SCHOOL SAFETY ACTION PLAN.....	19
	ANNEXURE C - EMERGENCY PROCEDURE (NOODPLAN).....	21

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2018-11-05

2



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

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, bullying, assault, theft and robbery. School violence affects all schools irrespective of 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 pro-actively deal with and better manage threats to school safety.
- 1.3 Through this policy, the LAERSKOOL WIERDAPARK intends to:
- Place the issue of school safety at the top of the agenda of all stakeholders,
 - Adopt a zero-tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse, pornographic material and bullying,
 - 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.
 - Ensure that there is appropriate support for the victim and victim empowerment and
 - Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

2. PURPOSE OF THE POLICY

- 2.1 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, robbery and distribution of pornographic material.

3. OBJECTIVES OF THE POLICY

- 3.1 To promote a safe school environment and declare the school as a Violence and Drug free zone.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- 3.2 To put in place measures for the prevention of violence, rape, abuse, assault, pornographic material, bullying and gangsterism,
- 3.3 To put in place 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 put in place clear protocols for the recording, reporting and management of incidents.

4. SCOPE OF APPLICABILITY

- 4.1 This policy applies to all learners, staff members (CS, PS, PARENTS) and governing body of LAERSKOOL WIERDAPARK and
- 4.2 Matters related to the Occupational Health and Safety Act are excluded from the application of this policy.

5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 5.2 The South African Schools Act, 1996 (Act No. 84 of 1996), as amended. (Regulations for the Safety Measures at Public Schools, Government Notice No. 1040 October 2001 as amended).
- 5.3 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- 5.4 South African Council of Educators, 2000 (Act No. 31 of 2000), as amended.
- 5.5 Control of Access to Public Premises and Vehicles, 1985 (Act No. 53 of 1985).
- 5.6 Fire Arms Control Act, 2000 (Act No. 60 of 2000).
- 5.7 Child care Amendment Act, 1996 (Act No. 96 of 1996).
- 5.8 Children's Act, 2005 (Act No 38 of 2005).
- 5.9 Children's Amendment Act 2007 (Act No. 41 of 2007).
- 5.10 Sexual Offences Act, 2007 (Act No. 32 of 2007).
- 5.11 Public Service Act, 1994 (Act No. of 103 of 1994), as amended.
- 5.12 Drugs and drugs trafficking Act, 1992 (Act No. 140 of 1992).
- 5.13 Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008.
- 5.14 Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

6. CREATE A SAFE SCHOOL ENVIRONMENT

6.1 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 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 of 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

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- (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.

6.2 Weapons and Drug Free Public School

- a) LAERSKOOL WIERDAPARK is a drug free and dangerous object free zone.
- b) No person may:
 - (i) Carry any dangerous object or pornographic material in the school premises;
 - (ii) Store any dangerous object in the school premises except in the officially designated places identified by the principal;
 - (iii) Possess illegal drugs on the school premises;
 - (iv) Enter the school premises while under the influence of an illegal drug or alcohol;
 - (v) Cause any form of violence or disturbances which can negatively impact on the school activities;
 - (vi) Wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the departmental authorities or the police as soon as possible; and
 - (vii) Directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities.
- c) The principal or his or her delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any dangerous object, illegal drug or pornographic material, 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.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

6.3 Buildings, Grounds and Infrastructure

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

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

6.4.1 Late coming of learners

- a) No learner should be locked outside the school for arriving late. They will be required to report to the principal first, before going to the classroom.
- 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.

6.4.2 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.
- c) A learner leaving the premises may only do so when collected from the office by parent/guardian or where written consent has been obtained from them.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

6.4.3 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.

6.4.4 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.

6.4.5 Pick up/drop off points

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

6.5 Child Protection and Care

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

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

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 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) 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 travelling to or through a high risk disease area during the course of the school activity.

6.6.3 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 before 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.

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

6.6.5 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.

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

6.6.7 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.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

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 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.

6.7.2 Partnerships

(a) In an attempt to combat violence, crime, drug abuse, carrying of dangerous objects, bullying, gangsterism and distribution of pornographic material 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.

7. 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.

7.1 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 LAERSKOOL WIERDAPARK.
- 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 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.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

7.2 Bullying

- a) Bullying is outlawed at LAERSKOOL WIERDAPARK.
- 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 mentors on how to identify and monitor incidents of bullying and on how to implement the appropriate intervention strategies to address the problem.
- 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.

7.3 Gangsterism

- 7.3.1 To implement actions against 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.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

7.4 Abuse, Sexual Abuse and Pornographic Material

7.4.1 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 behaviour 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, rape or pornographic material being distributed, 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.

7.4.2 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.

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

7.5 Initiation Practices

7.5.1 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.

7.6 Confidentiality

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

7.7 Occupational Health and Safety

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

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- (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 the sickbay.

7.8 Allocation of Duty to Educators

- 7.8.1 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.
- 7.8.2 A roster will be developed to facilitate daily monitoring of areas around the school where any form of violence, bullying, substance abuse or distribution of pornographic material may take place, and
- 7.8.3 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.

8. COORDINATION 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

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- 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 timorously 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.

8.1 Composition of the School Safety Team

8.2 Roles and Responsibilities

8.2.1 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.

8.2.2 School Governing Body Rep

- (a) Chair all meetings of the School Safety Team and in his/her absence delegate the chairpersonship to another member of the team.
- (b) Develop the school safety policy together with the School Safety

Confidential



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

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 report from the Safety Team.

8.2.3 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 meeting 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.

8.2.4 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.

8.2.5 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 setting disputes in a manner satisfying to all

Confidential



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

parties (keep many minor incidents from escalating over time into more serious incidents);

8.2.6 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.

8.2.7 Admin Staff Rep.

- (a) Safeguard the safety of admin staff at all times.
- (b) Ensuring that the Safety Policy is implemented on a daily basis by the admin staff.
- (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.

9. 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.

10. PERFORMANCE MANAGEMENT

- 10.1 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.
- 10.2 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

Confidential



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- 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.

11. SHORT TITLE

The policy shall be called the SCHOOL SAFETY POLICY.

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Reviewed

2018-11-05

17



LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

12. ANNEXURES

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. Must 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.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

ANNEXURE B: SCHOOL SAFETY ACTION PLAN

Bomb Threat	<ul style="list-style-type: none"> * Evacuate learners and staff to assembly point * Report the matter to SAPS * Ensure that bomb squad checks premises * Record incident and report to District Safety committee.
Dangerous weapons/Drugs	<p>On suspicion that a learner/learners is/are in possession of a dangerous weapon/drugs:</p> <ul style="list-style-type: none"> * 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 male 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 or other non-invasive test for illegal drugs only under conditions laid down in SASA. * Inform the parent that a random test for 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)	<ul style="list-style-type: none"> * Ensure that the situation is stabilised. * Ensure that the victim receives medical attention with parents

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

Inform parents/guardian	consent of needed. * Collect information from victim, perpetrator, and witnesses. * Report the matter to the police and receive a CASE No. * Report the matter to the District. * Internal disciplinary procedures will be instituted by the Principal and SAPS will institute criminal procedures.
Sexual Abuse	Remember the following broadly: * The learner will need access to counselling services and might require medical attention.

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POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

ANNEXURE C: NOODPLAN

Die Noodplan moet die opvoeders in staat stel om onmiddellik ná die aanslag van 'n noodsituasie selfonderhoudend te kan optree totdat professionele dienste of hulp van buite opdaag. Die noodplan is daarop gerig om die geboue so vinnig as moontlik te ontruim of om persone in die geboue veilig te hou.

Noodsituasies verg onmiddellike, georganiseerde en doelgerigte optrede.

ALGEMEEN

Die Noodplan bestaan uit 2 Aksies:

- ✓ Aksie 1: om leerders en personeel binne die geboue veilig te hou
 - ✓ Aksie 2: om die gebou te ontruim
- Aksie 1 en 2 kan mekaar opvolg.

PLIGTE

Registeronderwysers

Elke registeronderwyser...

- moet 'n klaslys van die klas byderhand hê (in 'n sakkie saam met 'n potlood by die klasdeur) vir 'n noodgeval. Die klaslys moet saamgeneem word wanneer die geboue ontruim word; en
- moet sorg dat 'n opgedateerde klaslys in besit is van die klasleier en nog een ander leerder in die klas.

Klasleiers

Elke klasleier moet ten alle tye 'n opgedateerde klaslys by hom/haar hou om vir die onderwyser te gee by wie die klas ten tye van 'n noodsituasie is.

Ontruimingsbeampte

Die ontruimingsbeampte...

- neem saam met die hoof beheer van die situasie en neem besluite;
- is verantwoordelik vir enige kommunikasie met die personeel en leerders;
- neem die draagbare klankstelsel uit tydens ontruiming; en
- neem leiding en kontroleer ontruiming.

Kantoorpersoneel

Die kantoorpersoneel...

- skakel die nodige noodnommers;
- sluit die kluis; en
- neem die personeelregister, megafoon en noodhulpsak saam tydens ontruiming.

AKSIE 1

INTERKOM: "Dames en here, seuns en dogters, aandag:

AKSIE 1 - Neem dekking, bly in klasse." (Herhaal 2 X)

KLOK/SIRENE: Kort, kort, kort, kort, kort (RUS) kort, kort, kort, kort, kort

BESKRYWING

- Op hierdie bevel bly leerders en opvoeders in klasse.

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LAERSKOOL WIERDAPARK

POLICY & PROCEDURE:

School Safety Policy

Laerskool Wierdapark

LSWP – B – L- 006(E)

- Wag op verdere instruksies.
- Personeel hou leerders rustig.
- Personeel tel leerders en waar moontlik hou rekord van leerders op klaslys voorsien deur klasleier.

SITUASIE

- Onluste
- Optogte
- Irrasionele gedrag van mens of dier

AKSIE 2

INTERKOM: "Dames en here, seuns en dogters, aandag:

AKSIE 2 - Ontruim die geboue, ontruim die geboue, ontruim die geboue."

KLOK/SIRENE: Lank aanhoudend (ongeveer minuut of so lank moontlik).

BESKRYWING

- Op hierdie bevel beweeg leerders en personeel na noodversamelpunt (rugbyveld).
- Klasse word oop gelos.
- Leerders tree aan in klas- en graadverband met hulp van onderwysers.
- Personeel tel leerders en hou rekord van leerders op klaslys.
- Personeel hou kinders rustig.
- Ontruimingsbeampte neem rekord van moontlik vermiste persone.
- Kantoorpersoneel sluit die kluis met waardevolle items. Los alle ander hekke en deure oop.
- Wag op verdere instruksies.

SITUASIE

- Bomdreigement, bomontploffing, ander ontploffings
- Brand
- Vliegtuig wat geval het
- Strukturele skade aan gebou
- Aardbewing

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POLICY & PROCEDURE:
School Safety Policy**

Laerskool Wierdapark

LSWP – B – L- 006(E)

13. APPROVAL

Recommended by:

[Signature]
.....
PRINCIPAL

2018/11/09
.....
DATE

Approved by:

[Signature]
.....
CHAIRPERSON : SGB

2018/11/09
.....
DATE

[Signature]
.....
CHAIRPERSON : FINKOM

2018/11/09
.....
DATE

Verification by GDE:

.....
District Director

.....
DATE

Certified by:

.....

.....
DATE