



ROUXVILLE PRIMARY SCHOOL SAFETY AND SECURITY POLICY

1. Introduction

This document constitutes the safety and security policy of Rouxville Primary School as approved by the governing body on (29 October 2016). The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040); the National Department of Health's School Health Policy ("National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub-Directorate: Child Health National School Health Policy and Implementation Guidelines June 2002") and other applicable legislation.

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

2. Definitions

'Hazardous object' means:

- (a) any explosive substance or device;
- (b) any firearm or gas weapon;
- (c) any item, object or instrument that may be used to cause physical harm to a person or damage to property, or temporary paralysis or loss of consciousness; or
- (d) any object that the Minister has declared a hazardous object for the purposes of SASA by way of notice in the Government Gazette, unless such object is used for educational purposes.

'Illegal drug' means any illegal substance with an intoxicating effect.

'Public school grounds' include any building, structure, hall, room, office, recreational area, land or demarcated area under the school's control, and to which a member of the public has the right of access or to which he/she is usually/may be allowed entry.

'School activity' means any official educational, cultural, recreational or social activity of the school, either at or away from the school premises.

'School principal' means the principal of the school, who acts by the authority of the governing body.

'Supervision' means the management and control of learners at the school and during school activities.

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

3. Violence and drug-free school

3.1 *No person may:*

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

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

- (a) search the school if he/she reasonably suspects that a hazardous object or illegal drug is present on the school grounds;
- (b) search any person on the school grounds; and
- (c) confiscate any hazardous object or illegal drug that is found on the school grounds or a person in contravention of the provisions of this policy.

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

- (a) alcohol;
- (b) illegal drugs;
- (c) illegal substances; or
- (d) hazardous objects.

4. Access to school grounds

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

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

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

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

- (a) furnish his/her name, address and any other relevant particulars that may be required;
- (b) prove his/her identity;
- (c) disclose whether he/she has any hazardous object or illegal drugs in his/her possession or under his/her control;

- (d) disclose and uncover the contents of his/her vehicle, case, handbag, envelope, file or any other type of container in his/her possession or under his/her control;
- (e) subject him/herself or any object in his/her possession or under his/her control to a search by a person of the same sex, an electronic device, sniffer dogs or other devices in order to determine the presence of any hazardous objects or illegal drugs; and
- (f) hand to the school principal anything in his/her possession or under his/her control for searching or safekeeping until he/she leaves the premises.

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

- (a) the person enters the school grounds without the permission contemplated in provision 4.2;
- (b) the person refuses or fails to adhere to any step contemplated in provision 4(1)(a); or
- (c) the school principal deems it necessary in order to secure the school grounds or protect the persons on the school grounds.

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

4. Exemption of certain persons

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

5. School visits by public officials and political office bearers

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

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

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

7. Visits by parents or other persons

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

7.2 Apart from parents or other persons who are deemed bona fide visitors to sports, cultural or social activities of the school, visitors must schedule an appointment with the

school principal prior to the planned visit and stipulate the reasons for, and participants in, the visit.

7.3 Visitors are subject to the provisions of clause 4.

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

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

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

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

8. School activities

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

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

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

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

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

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

(i) The objective of the school activity

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

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

(iv) The transport, accommodation and catering arrangements

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

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

(vii) Other relevant information

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

(i) An accident

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

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

(c) The report must contain the following information:

(i) The nature of the incident

(ii) The nature of the injury, if applicable

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

(iv) The procedures followed in dealing with the incident

(v) The name of the supervising educator

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

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

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

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

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

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

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

(i) a swimming pool;

(ii) a river;

(iii) a dam; or

(iv) the ocean.

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

9. Restricted areas

9.1 (a) The following areas are off-limits for learners

(i) Classrooms during breaks

(ii) Staff room

(iii) Staff accommodation

(iv) Admin offices, unless with the necessary authorisation

(v) Gardens and flower beds

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

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

10. Transport

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

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

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

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

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

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

(b) Passenger liability insurance

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

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

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

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

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

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

11. Emergency or fire procedures

11.1 The school principal's checklist

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

11.1.2 Appoint a nominee in case the school principal is absent

11.1.3 Establish relations with the local police and fire brigade

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

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

11.2 Emergency information sheets

Each learner's homework book contains an information sheet with the contact details of the relevant emergency services. Enlarged copies of this sheet must be displayed prominently on the school grounds (annexure C).

(This sheet must include the contact details of the following services: the South African Police Service, the fire brigade, the ambulance services, the nearest hospital or clinic, water and sanitation services, electricity services, ministers of religion, the school counsellor, etc.)

11.3 Emergency evacuation

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

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

11.3.3 The Safety Committee must ensure that the school is equipped with fire extinguishers, which must be regularly serviced. "Fire alarms" must be audible across the school grounds.

The school principal must ensure that staff and, where applicable, learners in Grade 6 and Grade 7 are trained in the use of fire extinguishers.

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

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

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

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

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

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

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

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

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

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

- The person in charge must remain with the learners until the situation has been defused.
- (d) In case of bomb scares (short, fast alarm)
- Should the school receive a bomb threat, the school principal must inform the police.
 - The suspicious-looking object or anything relating to the bomb scare must be left untouched.
 - If the alarm goes, swift evacuation is required.
 - Learners must open all windows, gather their belongings, and move to the school hall via the prescribed route indicated on the emergency plan.
 - No-one should take along any item that does not belong to him/her.
- (e) In case of medical emergencies (no alarm)
- These emergencies may occur on the sports field or in the school building.
 - Senior learners must assist in informing the office if no staff member is around and must also help with crowd control.
 - The injured person may not be moved until a medical officer's permission has been obtained

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

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

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

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

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

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

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

13. Safety of learners' property

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

14. Technology rooms

14.2 Learners may not enter the IT classroom used for Technology without a staff member's supervision.

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

15. Medication

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

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

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

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

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

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

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

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

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

16. Health

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

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

The following assessments will be conducted:

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

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

(a) Information and educational and communication material on the causes, symptoms and preventative measures with regard to communicable diseases must be distributed among staff, learners and parents. This may occur in the form of pamphlets, posters, presentations and seminars.

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

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

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

16.4 Reporting confirmed or suspected cases

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

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

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

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

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

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

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

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

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

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

16.6 In certain cases, the administration of preventative medicine to persons who had been in close contact with infected individuals may be ordered. In such cases, parents may be requested to grant permission/indemnification for the administration of the

medication by a qualified health practitioner. If the parents cannot be reached, the school principal shall act *in locus parentis*.

16.7 A copy of the document “Recommendations for the Control of Common Communicable Diseases in Educational Settings” by the National Institute for Communicable Diseases may be obtained from the school’s medical officer, and staff, learners and parents are requested to familiarise themselves with the contents thereof.

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

17. Health education

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

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

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

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