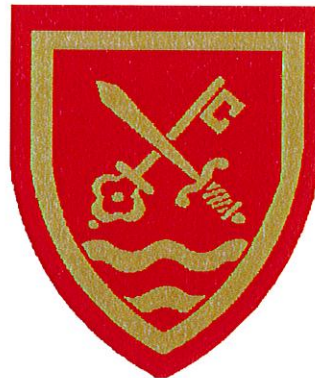


SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

SAFETY AND SECURITY POLICY

REDRAFTED : 2016

REVIEW : 2018

DOCUMENT CONTROL

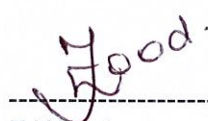
DOCUMENT DETAILS

ITEM	VALUE
Amendments Requested By:	School Governing Body
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REVISION CONTROL

REVISION	DATED	REVISED BY	DESCRIPTION OF MAJOR CHANGES
1	XXXX		Original copy
2	January 24 :13:25		Revised & Updated
3	2016		Added annexures from the GDE format and formatted the policy
4	2018	K Kambule	Updated Evacuation Plan

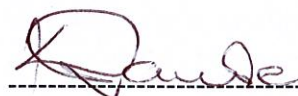
SIGNATORIES



F Wood
Principal



N Vallabh
Chairperson



K Kambule
SGB Deputy Chairperson

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1. PREAMBLE

We, at Springvale Primary School, recognize that the safety and security of our learners and staff is paramount for a secure environment in which to learn. We seek to promote a feeling of security and well-being amongst our learners, staff and school community in order to enhance the positive ethos of our school. We commit ourselves to achieve and maintain the above to the best of our ability.

2. SCOPE

These regulations will apply during official school times, usually between 7:00 and 15:00 Mondays to Fridays and at official school functions. This policy is intended to support Government Gazette No. 22754 of 12 October 2001 Notice 1040 Regulations for Safety Measures at Public Schools, as well as all other applicable laws.

3. PURPOSE

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.

To give guidelines on:

3.1 General Safety

- 3.1.1 A security firm takes care of school security.
- 3.1.2 A guard is appointed on a permanent, full time basis on the school property to take care of general security at the school.
- 3.1.3 The school must have a Safety and Security Committee (SSC) that ensures that the safety and security policy is followed and report to the SGB, via the portfolio holder on the SGB on a monthly basis with regards to safety issues.
- 3.1.4 Each corridor must have a Health and Safety representative clearly identified in the most visible area, and fully trained to address emergency safety and safety concerns.
- 3.1.5 Access to the school must be monitored by the appointed security firm. All remote controls to access the school after hours to be allocated to the designated personnel and list to be updated when necessary

3.2 Safety on the playground/corridors

- 3.2.1 Facilitators on duty as per duty list must move amongst the learners.
- 3.2.2 Leaders on duty will report any problems to facilitators on duty.
- 3.2.3 Facilitators should refer injuries to the office for treatment by the First Aid Officer. No facilitator should deal with bleeding injuries without protective gloves.
- 3.2.4 Look out for the following:

- Suspicious characters near the school fences
- Rapidly growing groups of learners
- Strange and/or dangerous games
- Grade groups not playing in the correct allocated area must be moved back to the correct area
- Learners continuously hanging around classrooms and in toilets must be moved and their names given to the registration facilitator
- No learners are allowed on the corridors during break times except for the leaders. Learners on corridors must be in possession of a corridor pass. No running allowed on corridors
- No learners are allowed in the hall unless accompanied by a facilitator.
- Should an incident occur, the facilitator will be required to complete an Incident Report
- Any problems must be reported to the Playground Duty Leader

3.3 Safety in the Classroom

- 3.3.1 No learner will be allowed in a classroom without the presence of a facilitator during break or after school.
- 3.3.2 Should a facilitator, in an emergency, need to leave a classroom during school, learners may not leave their desks and a neighbouring facilitator should assist by supervising.
- 3.3.3 No rocking on chairs.
- 3.3.4 No running in the classrooms.
- 3.3.5 No throwing of any objects in the classrooms.
- 3.3.6 Should an injury occur, the same procedure should be followed as on the playground during break times.
- 3.3.7 In case of an incident, write down the names of all witnesses to assist with reports. Learners must make their own statements.
- 3.3.8 No parents are allowed to go to the classrooms. Parents must report to the front office. Learners will be called to the office.

3.4 Dealing with bullying

- 3.4.1 Bullying is characterised by the following:
 - 3.4.1.1 An intention to harm.
 - 3.4.1.2 An imbalance of power exists. The bully is usually stronger, bigger and older than the victim.
 - 3.4.1.3 Often organised and systematic and may be carried out by groups.

- 3.4.1.4 It is not a single attack, but a pattern of repeated aggressive behaviour, continuing over a period of time.
- 3.4.1.5 The victim is vulnerable.
- 3.4.1.6 Lack of support exists for the victim
- 3.4.1.7 The victim experiences physical or psychological damage, often both.
- 3.4.2 Bullying will not be tolerated and will be dealt with in accordance with the School Disciplinary Code.
- 3.4.3 Both bullies and victims may need counselling as bullies often have personality deficits that need to be addressed.

3.5 Safety of learners during maintenance work

- 3.5.1 A complete Safety Action Plan to be submitted to the SSC before any major maintenance work is conducted. Liaise with builders and workers, so as to put certain areas out of bounds. These areas will become "no play" areas and demarcated with danger tape.
- 3.5.2 Leaders need to assist during breaks to keep learners away from demarcated "no play" areas.

3.6 Traffic on School grounds

- 3.6.1 No unauthorised vehicle may enter the school grounds. Authorised vehicles will be issued with a remote control to access school grounds.
- 3.6.2 Gates are to be kept locked at all times. See 2.10 Gate Security.
- 3.6.3 Permission to enter the school grounds must be obtained from the office.
- 3.6.4 The Groundsman will be told by radio to open the gate.
- 3.6.5 The Groundsman will then walk in front of the vehicle to its destination, keeping learners away from the moving vehicle.
- 3.6.5 The same procedure must be followed back to the gate.

3.7 Security Patrol

- 3.7.1 The Safety & Security committee must ensure that the necessary training is provided to the security patrol to assist them in performing their duties properly.
- 3.7.2 The security patrol is responsible for general safety and security in the mornings before school and in the afternoons after school.
- 3.7.3 Security patrol members responsibilities must be at the gates to control learners and vehicles.
- 3.7.4 Must take down the names of latecomers and submit them to controlling or co-ordinating teacher.
- 3.7.5 Must ensure that no learners leave the school grounds.

3.7.6 Must assist facilitators during accidents by following facilitator's instructions:

3.7.6.1 Keep bystanders away from injured parties.

3.7.6.2 Take down names of witnesses.

3.7.7 During drills:

3.7.7.1 Clear buildings during drills

3.7.7.2 If required check classrooms and buildings for lost and injured.

3.7.7.3 Take care of injured and move them to a safe area.

3.8 Scholar Patrol

3.8.1 The Scholar Patrol is responsible for the safe crossing by pupils at the two designated pedestrian crossings in Willem Botha and Friederiche Streets, in the mornings (07:15 – 07:30) and in the afternoons (13:45 – 14:00).

3.8.2 Staff

All staff members and designated representatives (appointed by the Principal) must complete and sign the SP3 form. No staff member or representative may do scholar patrol if this form has not been signed.

3.8.2.1 A staff member must be on duty at all times.

3.8.3 Learners

3.8.3.1 All scholar patrol learners must have the SP2 form completed and signed by their legal guardian. No learner may do scholar patrol duty if this form is not signed by the relevant parties.

3.8.3.2 The Scholar Patrol may not leave the school grounds (thus NOT GO ON DUTY) unless a staff member is present.

3.8.3.3 A team consist of:

a. Captain who takes full responsibility for the team.

- Keeps a roll call
- Records details of people and vehicles that hamper the SP in the execution of their duties or endangers any learners / staff of the school
- Report any incidents or transgressions to the SP facilitator
- Organises substitution or a stand in for missing team members

b. Leader takes responsibility for;

- Opening and closing of the SP stop boards, by blowing the whistle
- Assumes the role and responsibilities of the captain in his / her absence

c. Team Members

- Hold, open and close the stop boards.
- Assist and guide learners to cross the zebra crossing correctly and safely.
- Follow the instructions of the captain and leader.

d. Dress Code

- Bibs, caps and rain coats are provided by the Department of Community Safety.
- SP must wear the regulation bibs and caps, as stipulated by the Provincial Traffic Department.

e. Equipment

- Stop boards and whistles are provided by the Department of Community Safety.
- The regulation signs and cones, as stipulated by the PTD must be used.

f. General

- Members must be provided with the necessary training to ensure that they do their duties correctly.
- Members must assist the teacher in the event of an accident / injury by:
 - i. Remaining at their posts to ensure that no further incidents /accidents occur.
 - ii. Follow the teacher's instructions.

g. Documentation

- All SP forms must be filed and kept by the teacher in charge.

3.9 Security and Safety of Learners after School Meetings, Games, Matches, Cultural Evenings and Excursions

- On-duty facilitators must be allocated the duty of looking after learners left behind and not yet collected for ½ hour after indicated time. After expired time the facilitator must take reasonable steps to contact parents/guardian of learner. After an hour lapsing and learner not yet collected contact the police station to collect the child.
- Duty list for the packing out and picking up of equipment must be adhered to. Security officer must be appointed to check security.
- Groundsmen must check that all toilets and storerooms in use are locked.
- Groundsmen must lock all access gates.

3.10 Emergency Evacuation Procedure

- 3.10.1 The Safety Committee must establish an emergency procedure.
(See addendum 1 and 2).
- 3.10.2 Emergency evacuation procedures must be displayed in all offices, classrooms and amenities.
- 3.10.3 All corridors must have a designated health and safety representative.
- 3.10.4 Where reasonably practicable the Fire Department should assess and review all fire evacuation procedures.
- 3.10.5 Fire extinguishers must be serviced once a year, to ensure that they are in good working order. They are to be professionally checked every year and maintained.

- 3.10.6 In the case of bomb threat:
 - 3.10.6.1 The Principal must immediately report it to the police.
 - 3.10.6.2 The object or anything related to the bomb threat, must be left untouched
 - 3.10.6.3 Follow the emergency evacuation procedure as quickly as possible.

3.11 Early Release from School

- 3.11.1 A written record must be kept in case a learner is to be released into his/her parent/guardians care early, before school ends.
- 3.11.2 The person collecting the learner early must sign out the learner at the office in a book kept for this purpose. The following information must be contained in this book:
 - 3.11.2.1 name of learner;
 - 3.11.2.2 grade of learner;
 - 3.11.2.3 name of person collecting the learner and signature;
 - 3.11.2.4 time, date, telephone number and purpose of early release.
- 3.11.3 A learner will be called to the office for collection. Under no circumstances will a person be allowed to collect a learner from a classroom (see 3.10.6)
- 3.11.4 Should another person other than the parent/guardian collect a learner a written letter from the parent, giving consent, as well as a copy of the parent's ID must be handed in at the office. The person collecting the learner must identify himself/herself with an original ID document. If there is any doubt about the identity of the person collecting the learner the school office must take measures to contact the parents before releasing the learner.
- 3.11.5 Teachers as well as parents must be informed in advance if learners are going to be released early from school.
- 3.11.6 On special occasions, as determined by the Principal, (for example after Awards Assemblies), learners will be allowed to be released early from school provided that a parent/guardian signs them out from their register teacher and they are issued with a gate pass. If another person other than the parent/guardian signs out a learner the same procedure should be followed to identify the person. No learner will be allowed to exit the gate without a gate pass.

3.12 Gate Security and Access Control

- 3.12.1 Any person entering the school premises may be subjected to a search. The school must display clear signs to this effect.
- 3.12.2 The school reserves the right of admission and any person who contravenes school regulations may be removed from the school premises.
- 3.12.3 Access to the school is controlled via the School Admin Office. All persons entering the school premises must report to the School Admin Office. The Office is operational between 07:15 and 1:30.
- 3.12.4 Access to the school after 13:30 must be obtained via the pedestrian Gates, 4 and 7 until 15:00 respectively, and via Gate 3 thereafter.
- 3.12.5 Gate Security:
 - 3.12.5.1 Mornings: Gate 9, 4 and the Welcome Gate are opened at 6:00 by the Groundsman or Security Guard for access by learners only. Visitors

must report to the office. Gate 4, 9 and the Welcome Gate are closed by a member of the ground staff after the 07:20 bell. Gate 7 is closed at 07:20.

- 3.12.5.2 Access by latecomers must be through the Main Gate via the Admin Office.
- 3.12.5.3 Afternoons: A member of the grounds staff will open Gate 7 at 13:40 and Gate 4 and the Welcome Gate at 13:15.
- 3.12.5.4 Parents collecting learners from the After Care facility on the school premises must use Gate 3.
- 3.12.5.5 Educators, Staff, PTA and SGB members will be issued with remote control devices to access the school premises. Remote Control Devices must be returned to the school office should anyone leave the employment of the school or resign from the SGB or PTA. A staff member at the school is assigned the duty of issuing and monitoring remote control devices.

3.13. Monitoring and Evaluation

- 3.13.1. Safety and security report to be submitted to the SGB quarterly.
- 3.13.2. Health and safety activities to be reported during the monthly meeting by the SGB representative

EVACUATION PLAN : ADDENDUM 2

IN CASE OF FIRE OR SIMILAR EMERGENCY:

In the case of a need to evacuate/take cover, these signals will be sounded:

- **An intermittent siren (this siren can be described as “get-out, get-out”).
The target time for evacuation is 3 minutes.**
- **A continuous siren (this siren can be described as “take cover” under desks with all windows shut and door locked.**

This signals that all learners should be evacuated carefully and calmly to the “Junior Field”, and lined up in the order Grade R, 1, 2, 3 to 7 as indicated on the attached map. (Grade R will be closest to the Voortrekker Hall and then Grade 1 and so on.)

In order to avoid confusion, the evacuation plan should be followed exactly to minimize the amount of traffic flowing along each corridor.

If the bell is deactivated and the intercom is off, canister horns will be used to raise the alarm.

ADMIN BLOCK AND STAFF ROOM:

- Evacuate from the foyer North doors, between the Grade R centre and the Grade 1 block and onto the Junior Field.
- Staff in the Finance Office and reception areas are to lock monies in the strong room, before locking the strong room and taking the key with them.
- Staff in reception area will call relevant emergency services (numbers to follow) and bring the school's main medical kit and a school mobile phone to the assembly point
- The School Counsellor or Front office staff will check that there are no learners in the sick room, before evacuating.

GRADE R

- Grade R learners accompanied by teachers/practitioners will move out class by class, exiting at the emergency gate next to the Doll's House and onto the Junior Field.
- Grade R learners will line up closest to the Voortrekker Hall.

BLOCK A (Junior block)

- All classes on the Ground floor of the Junior block will proceed along the corridor towards the Soccer Field and then out onto the Junior Field, lining up as indicated on the diagram.
- Classrooms 31 and 36 on the first floor of the Junior block will proceed to the Eastern stairwell E, lead past the back of the Grade R centre and onto the Junior Field, lining up as indicated.
- Classrooms 38, 40 and 41 on the first floor of the junior block will proceed to the Western stairwell F in Buddy order, lead past the back of the Grade R centre and onto the Junior Field, lining up as indicated.

COMPUTER ROOMS, LIBRARY ETC . . .

- The junior computer room, Multi-media and Sci / Tech rooms will lead out via the Tennis Courts onto the roadway to the Soccer Field and then out onto the Junior Field, lining up as indicated on the map.
- The first floor computer room and the library will move, left onto the corridor, and down the west stairwell B. They will then proceed left along the walkway to the Soccer Field and then out onto the Junior Field, lining up as indicated on the map.

PREFAB CLASSROOMS:

- The back prefabs will lead from their classes, keep left and proceed to the Soccer Field and then out onto the Junior Field, lining up as indicated on the map.
- The front prefabs will turn left onto the corridor and proceed to the Soccer Field and then out onto the Junior Field, lining up as indicated on the map.

BLOCK B (Senior block)

- Grade 5: Classes will proceed towards the Soccer Field, down stairwell D and out past the cricket hut and onto the Junior Field and line up as indicated on the map.
- Grade 6 /7: Classes on the first floor will proceed towards stairwell C, down the stairs, towards the office, through the senior quad, then out to the Junior Field and line up as indicated on the map.
- Grade 7:
 - Room 65 class will proceed directly onto the Soccer Field then out onto the Junior Field, lining up as indicated on the map.
 - Rooms 60A, 60B, and 61 will turn left and proceed to the Soccer Field and then out onto the Junior Field, lining up as indicated on the map.

- Rooms 68, 69, 56 and 55 will proceed around the eastern side of Block B, onto the roadway, turn right and proceed to the Soccer Field and then out onto the Junior Field, lining up as indicated on the diagram.

HALL

- All classes in the hall will proceed out of the south side of the hall, between Block A and B, onto the Soccer Field and then proceed to the Junior Field, lining up as indicated on the diagram.

SEARCH AND RESCUE.

- The last teacher to leave the corridor in an emergency must check that everyone has left the area (including the bathrooms and storerooms).
- Register teachers and HOD (if teacher is absent) will take roll call of each classes and ascertain whether any learners are missing.
- The Search & Rescue, First Aid and Fire Fighting Teams will meet at a designated area to await instructions.
- Missing children and staff must be reported to the Principal/ appointed Deputy Principal.
- A search and rescue team will be despatched by management if needed, to search all toilets, corridors and classrooms, after the school has assembled on the new field. This team will comprise of Mr. Cloete and non-register teachers.
- The necessary emergency services are to be notified by the office staff.

MEDICAL KITS

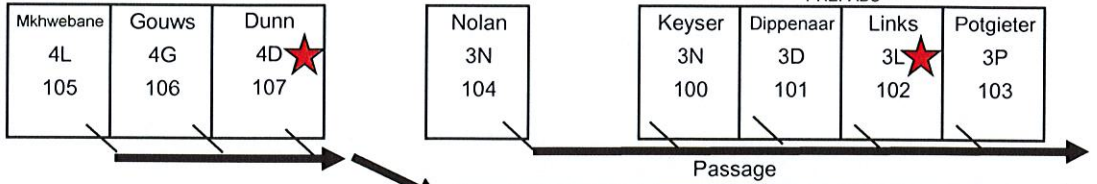
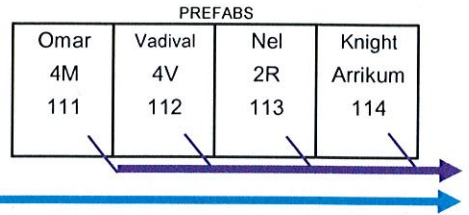
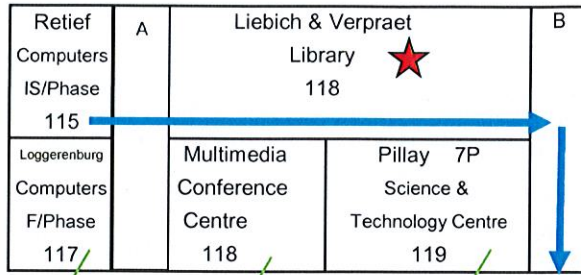
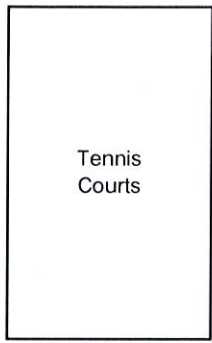
- Each level in each block will have a basic first aid medical kit available for use if needed. Signage on the classroom door will indicate where the medical box is stored and indicated on the map with a red star.
- The school's main medical kit will be brought to the junior field by a staff member in the reception area.



PERSEVERE

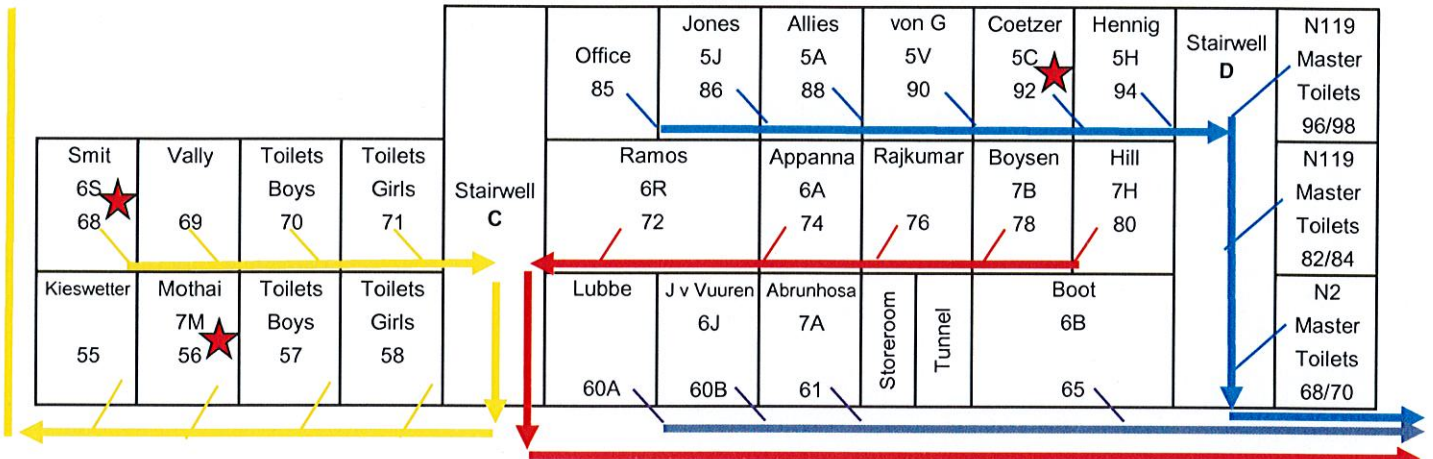
SPRINGVALE PRIMARY SCHOOL EVACUATION MAP

16 August 2018

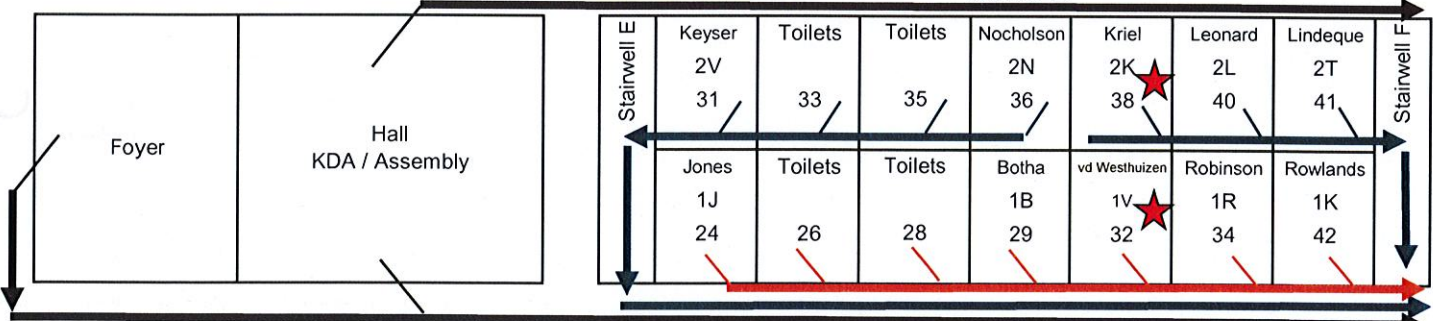


Roadway

BLOCK B



BLOCK A



S



N

ASSEMBLY POINTS - JUNIOR FIELD

