

## **SAFETY AND SECURITY POLICY**

### **PREAMBLE**

This policy has been compiled in terms of:

1. Relevant sections of the Constitution of South Africa (Act 108 of 1996)
2. The South African Schools Act (Act 84 of 1996)
3. Employment of Educators Act (Act 76 of 1998)
4. The South African Council of Educators (Act 31 of 2000)
5. Control of access to public premises and vehicles (Act 53 of 1985)
6. The Child Care Amendment Act (Act 96 of 1996)
7. The Children's Act (Act 38 of 2005)
8. The Children's Amendment Act (41 of 2007)
9. The Sexual Offences Act (Act 32 of 2007)
10. The Public Service Act (Act 103 of 1994 as amended)
11. Drugs and Drugs Trafficking Act (Act 140 of 1992)
12. Guidelines for the Prevention and management of Sexual Violence and Harassment in Public School, 2008
13. Guidelines and Procedures for Dealing with Suspected and Confirmed Cases of Child Abuse.
14. The Occupational Health and Safety Act
15. The Basic Conditions of Employment Act
16. The Employment Equity Act
17. The Skills Development Act

Whilst the focus of schools is on the all-round education and development of its learners, this cannot happen unless learning takes place in a safe and secure environment. The onus is on every school management team to develop a comprehensive plan to ensure the safety and security of all pupils and staff members as well as that of school property, buildings and equipment.

The issue of school safety must be placed at the top of the agenda. The school must have a zero-tolerance approach to any form of violence, gangsterism, substance abuse or bullying. In the event of this occurring there must be appropriate support for the

victim. This support must be handled with sensitivity and respect shown for confidentiality. All incidents must be reported to the authorities.

The school must develop an effective plan, easy to implement, to evacuate the premises should the need arise. There must also be a detailed plan in place to ensure safety in the classrooms and precautions necessary when using equipment. A well trained First Aid team must be on standby and available at all times, particularly during sports fixtures.

## **PURPOSE AND OBJECTIVES OF THE POLICY**

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

1. To promote a safe school environment and declare the school as a Violence and Drug free zone,
2. To put in place measures for the prevention of violence, rape, abuse, assault, bullying and gangsterism,
3. To put in place structures to co-ordinate School Safety Programmes and to sustain gains made,
4. To clearly set out the roles and responsibilities of the various stakeholders in the pursuit of a safe school environment,
5. To put in place clear protocols for the recording, reporting and management of incidents.

## **SCOPE OF APPLICABILITY**

This policy applies to all learners, staff members (CS and PS) and governing body of Wendywood High School. Matters related to the Occupational Health and Safety Act are excluded from the application of this policy.

## **PLANS TO CREATE A SAFE SCHOOL ENVIRONMENT**

### **1. Access to Public School premises**

1. The SGB will ensure that clear signage is present throughout the school property, indicating that:
  - anyone entering the school does so at their own risk,
  - anyone entering the school may be subjected to search,
  - no drugs, alcohol, guns or weapons permitted, and

- unlicensed drivers will not be permitted to drive vehicles on the school property.
2. During the school day school gates must be locked and access to the school must be control
  3. Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the Principal.
  4. Except for emergency situations it is preferred that parents visit schools on an appointment basis.
  5. 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.
    - 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.
    - 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.

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

## **2. Weapons and Drug Free Public School**

a) Wendywood High 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

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

## **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 they occur. They will further ensure that major maintenance of the schools will be attended to through written submissions to the Department.
- e) The SGB and SMT will ensure that:
  - (i) Any unused furniture/steel frame or 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 of

### **In the Tuition Rooms**

#### **A. THE ART ROOM**

- (i) Inflammable liquids such as benzene and turpentine must be kept away from open flames. Be careful that it does not come into contact with the eyes.
- (ii) Containers with paint must be tightly closed and stored on the bottom shelf of the store room.
- (iii) Take care that paint, especially oil paint, does not come into contact with the eyes.
- (iv) Paint or any liquid that gets spilled on the floor must be wiped off immediately.
- (v) Cutting instruments must be handled carefully.

#### **B. THE CLASS ROOM**

- (i) Replace broken window-panes immediately.
- (ii) Make sure that door locks are in working condition.
- (iii) Furniture, especially desks, should be free from splinters.
- (iv) Furniture must be arranged in such a way that the learners can move freely without bumping and so hurting themselves.
- (v) Replace loose or broken floor tiles immediately.
- (vi) Electrical fittings must be kept in good repair.

#### **C. THE WORKSHOP / TECHNOLOGY ROOM**

## 1. **General**

- (i) All tools and instruments must be neatly stored when not in use. Storage racks and boards must be designed so that the sharp points of tools point downwards.
- (ii) Handle tools with care. Always grip tools at the handles. Always chisel with a forward action.
- (iii) Take care that glue does not come into contact with the eyes.
- (iv) The floor of the workroom must always be dry. Never stand on a wet floor when using electric tools.
- (v) Keep all inflammable materials tightly closed and stored on the lowest shelf in the store-room.
- (vi) Oil rags can catch fire through spontaneous combustion. Never leave such rags overnight in the workroom.
- (vii) First Aid equipment must be available in an accessible place in the room.
- (viii) A fire-extinguisher must be available.
- (ix) Rules for discipline and safety must be drawn up and put in a prominent place in the room. Everybody who uses the room must be acquainted with these rules.

## 2. **Safety Measures in the use of machinery.**

- (i) Switch machines off and pull the plug out of the wall-socket after work has been completed.
- (ii) Never inspect power tools with the current switched on and without the plug being pulled out of the wall-socket.
- (iii) Electrical connections of power tools must be correct. Frayed cords must be replaced.
- (iv) Make sure that all power tools are properly earthed.
- (v) Operators have to be conversant with the operating instructions of the machines.
- (vi) Machinery and tools must be serviced regularly to make sure they are in good working order.
- (vii) Make sure that the safety-guards of machinery are always in position.
- (viii) Safety goggles have to be worn where necessary.
- (ix) Lighting must be adequate.
- (x) Fasten loose hanging sleeves and take off ties. They can get caught in the working parts of machinery.

## D. THE SCIENCE LABORATORY

- (i) In order for speedy evacuation in the event of a fire the doors of the science room must not be locked when it is occupied. The room should however be locked when not in use.
- (ii) Learners must not be allowed to enter the science room without supervision by the science educator or by an express order of the principal or said educator.
- (iii) Bottles and other containers with strong acids, inflammable or other dangerous liquids must be stored in the store room on the bottom shelf. The store room must be kept locked at all times. Bottles must never be picked up by the neck and should not be handled by learners.
- (iv) The following compounds must be kept in a locked cupboard of which the key is kept on the educator's person.
  - (a) poisonous material such as arsenic, barium salts, cyanide, lead, mercury, etc.
  - (b) materials such as chloroform, creosote, formaldehyde, picric acid, sulphuric acid, carbolic acid, sodium hydroxide, potassium hydroxide and sodium fluoride.
- (v) Poisonous gasses such as chlorine, carbon monoxide, nitrogen peroxide, sulphuric hydrogen and ammonia must be handled with great care.
- (vi) When certain experiments are carried out, there is the potential that an explosion may occur if the apparatus is not properly set up. Take note of the following:
  - (a) when hydrogen is set alight make sure that it does not come into contact with air.
  - (b) when oxygen is being prepared the manganese dioxide must be well heated before it is mixed with potassium chlorate.
  - (b) Be careful when working with warm concentrated acids.
- (vii) Sometimes learners get hold of formulas for explosives and start experimenting with home-made bombs, etc. These experiments frequently lead to accidents in which learners are severely injured. Educators must therefore ensure that ingredients for explosives such as potassium chlorate, potassium nitrate, etc. be kept under proper control. Learners must be warned about the terrible dangers of experimenting with explosive material.
- (viii) Broken glass is dangerous and must always be gathered carefully and put in the dirt bin. Care must be taken that no pieces are left lying on the workbench, in the washbasin or on the floor.
- (iv) When using a Bunsen burner remember the following:
  - (a) When lighting a Bunsen burner a lighted match must be held to the igniting point before the gas is slowly gunned on. The other way round could cause an explosion.
  - (b) Never use a huge noisy flame to heat glass.
  - (c) Avoid heating wet apparatus and wet gauze.
  - (d) A Bunsen burner flame is hardly noticeable in the sunlight.

- (e) When heating liquids in a glass tube or holder take care that the mouth of the utensil is facing away from the body.
- (f) Bottles containing acids and alkalines must stand on tiles and must never be put on the workbench. When using such material the bottles must never be picked up by the necks. Make it a habit of reading the labels on the bottles carefully before opening them.
- (g) Concentrated acids are very dangerous. If any acid comes into contact with the skin it must be washed off immediately with water.
- (h) When acids are being diluted the acid must slowly be added to the water. Never add water to the acid.
- (i) Yellow phosphorous, sodium and potassium must never be touched with the fingers and should always be covered with appropriate liquid. Sodium and potassium must never be brought into contact with water.
- (j) Bromine is a strong liquid and must be handled with care.
- (k) Most chemicals are poisons, though it may not necessarily be indicated on the label. Therefore they should never be tasted.
- (l) Inflammable liquids like benzene, alcohol, turpentine, ether and carbon bisulfide must be kept away from flames.
- (m) Electric apparatus must never be handled with wet hands. Frayed cords must be replaced immediately. After use the current should be switched off at the wall socket.

## **TOILETS**

Every effort is made to keep toilets clean. A cloakroom attendant is on duty in one of the cloakrooms during the school day to ensure the cleanliness of the facility and to monitor pupil behaviour. All other cloakrooms are kept locked during lessons.

## **IN THE SCHOOL GROUNDS**

- (i) Enough educators must be deployed to do playground duty during breaks to ensure the learners' safety.
- (ii) The school grounds must be kept clean and dangerous objects such as loose stones, glass pieces, etc. must be removed.
- (iii) Dangerous games must not be permitted.
- (iv) Learners must not be allowed to leave the school grounds during breaks. Keep the school gates locked.
- (vi) Low-lying branches of trees must be cut off to prevent learners running into them and hurting themselves.

## **ON THE ROADS IN THE VICINITY OF THE SCHOOL**

Learners must be cautioned to be careful on their way to and from school.

They should heed the following:

- (i) They must not play in the streets
- (ii) They must walk on the pavements.
- (iii) They must only cross streets at pedestrian crossings or at traffic lights.
- (iv) They must go straight home and not talk to strangers.
- (v) They must not accept lifts from strangers.
- (vi) They must walk in groups.

## **TRANSPORT AND VEHICLES**

- (i) School vehicles are insured and are well maintained and serviced regularly. Only responsible drivers of sober habit and in possession of a valid licence and public  
public
- (ii) driver's permit are allowed to transport pupils. Seat belts are worn at all times.
- (iii) All school tours undertaken are thoroughly researched to ensure safety. Official application is made for all tours. Only those sanctioned by the GDE are permitted.
- (iv) Indemnity forms, signed by parents, must be on file before pupils undertake tours.
- (v) A teacher must accompany learners in the bus and is responsible for maintaining appropriate behaviour.

## **THE SAFETY OF PERSONNEL**

- (i) Service staff must be supplied with appropriate clothing and protective gear such as masks, face shields or goggles, rubber gloves, rubber boots etc. Requirements will depend on the job at hand.
- (ii) No worker should be allowed to perform a task dangerous to health or safety.
- (iii) The hygiene of cleaning and kitchen staff is essential.
- (iv) A well stocked First Aid kit must be accessible at all times.
- (v) The security guard at the gate holds a responsible position and monitors the arrival and departure of guests. Only those with legitimate business must be allowed on to the property and only after entering their details in the visitors' book at the gate. Should the guard not be in attendance the receptionist is able, via a video cameras, to assess visitors and either allow or deny entry.
- (vi) A full time security guard patrols the school grounds from early morning to late afternoon, watching for any incidents or pupils out of class.
- (vii) All other points of access are kept locked, preventing illegal entry and ensuring that pupils remain on the property throughout the school day.
- (viii) At the end of each day a member of the School Management Team patrols the area in front of the school to monitor both traffic and behaviour, both of learners and the general public.
- (ix) Vehicles entering and leaving the property are carefully screened.

- (x) At all social functions members of staff are on duty at the gate and inside the grounds to prevent alcohol, drugs or weapons from being brought on to the property.
- (xi) The school is surrounded by well constructed and well maintained electrified fencing which has been electrified.
- (xii) Cameras have been installed to monitor several areas around the school to ensure the safety both of people and property.
- (xiii) Security gates prevent unauthorised persons from entering the front door, the admin section, the offices of the bursar, cashier and Heads of Department, the toilets, the staffroom and the tuck shop.
- (xiv) At the end of each day monies and valuables (including test and exam papers) are stored in a strong room to which only the Principal and the cashier have access.
- (xv) Teachers and members of the Representative Council of Learners monitor the grounds and buildings at break and between lessons to ensure decorous behaviour and prevent any altercations amongst learners.
- (xvi) School bags, equipment and clothing required for extra mural activities are stored in a locked room inside the grounds when not being used by pupils.
- (xvii) A safe has been installed in the office where pupils can place cell phones, money and other items during school hours.
- (xviii) "Cages" have been erected near the sports field for home and visiting teams to store their possessions while playing. The teacher in charge is responsible for the keys.
- (xix) Injuries to scholars are well documented and the relevant authorities are informed.
- (xx) Pupils' apparel and the proficient and responsible use of equipment, is insisted upon by teachers and coaches to ensure the safety of pupils during extra mural activities.
- (xxi) Pupils leaving school during the school day must bring a letter to this effect signed by a parent. The parent, when collecting the pupil, must identify himself/herself at the office before taking the child. If someone other than the parent/guardian collects the child that person must be identified by the parents beforehand. If this is in order the child will be given a permission note to leave the school. No child is allowed to leave the premises without producing this note to the guard at the gate.

## HEALTH

- (i) **Nutrition programme.** Indigent pupils will be provided with food vouchers for the tuck shop from an amount budgeted annually by the Governing Body. This will help to ensure that healthy meals are offered on a daily basis to learners in need.
- (ii) **Infectious illnesses.** Outbreaks of infectious illnesses such as Measles, German Measles, Chicken Pox, Whooping Cough and Mumps amongst learners and staff must be reported to the relevant Health Authority. The learner and/or the staff member should not return to school before the quarantine period has lapsed. The parents of learners at the school will be

informed of the outbreak and the necessary steps taken to avoid further infections.

The SGB will run campaigns together with the relevant Health Authority to have learners immunised to prevent infectious illnesses.

- (iii) **HIV/Aids.** The basis for advocating the consistent application of universal precautions lies in the assumption that in the situation of potential exposure to HIV, all persons are potentially infected and all blood spills should be treated as such. All blood spoils, open wounds, sores, breaks in the skin, grazes and open skin lesions as well as all body fluids and excretions must be treated as potential infectious.  
No learner, educator or staff member is compelled to disclose his or her HIV/Aids status to the school or institution or employer. Unauthorised disclosure of HIV/Aids related information with regard to learners, educators or staff could give rise to legal liability.
- (iv) **First Aid.** Training of learners and staff in First Aid is essential. The SGB must make funding available to train and upgrade the First Aid qualifications of staff and members of the school's First Aid detachment. There should be at least four Level 3 First Aid trained educators at the school at all times.
- (v) **First Aid kits.** The SGB will purchase First Aid kits and replenish stocks on an ongoing basis. The SGB must ensure that the appropriately trained First Aiders are available at all events and activities at the school, together with fully equipped First Aid kits. Appropriately trained First Aiders, together with equipped First Aid kits, should accompany learners on all school outings.
- (vi) **Extra mural activities.** At all activities appropriately trained First Aiders must be present, together with First Aid kits, back boards and neck braces. Educators accompanying the learners on school excursions, activities and sporting events install emergency numbers as well as contact numbers of relevant persons on their cell phones.
- (vii) **Insurance.** The SGB should make funds available to take out the third party liability cover necessary to cover learners, educators and staff at the school or on official school excursions and school activities.
- (viii) **Incident reports.** The sub-committee will keep a record of any incidents involving injury to visitors, learners, educators or staff at the school or during any excursion or school activity.

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

- 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.

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

#### 4. Child Protection and Care

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.**

#### 5. School Activities

- The school will take reasonable measures to ensure the safety of learners during any school activity.
- The school takes reasonable measures to ensure that:

- disease
- (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, 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 Area during the course of the school activity.

- 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.
- The school will, in writing, supply the detailed information to the parent of the learner who will undertake the school activity.
- 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.
- The school will only allow learners that have obtained written consent from the parent to attend the school activity.
- 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.

## 6. Important Considerations to Promote School Safety

- 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 lookout for possible threats to school safety and minimize/eliminate a threat before it manifests itself.

- **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.

## **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.

- **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.
- **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.

- **Gangsterism**

- a. To implement actions against gangs or gangsterism, the school:
- b. 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,
- c. The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and
- d. The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community.
- e. These will include civic organisations or associations, religious groups or associations, youth commissions, Child line, Lifeline and the local police.

- **Abuse and Sexual Abuse**

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

- **Initiation Practices**

- a) 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
- b) Any person within the school found subjecting learners to initiation practices will be charged with serious misconduct.

- **Confidentiality**

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

- **Occupational Health and Safety**

- a) Wendywood High 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, The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular basis.
- e) There should be First Aid Kit boxes in all the classrooms and sickbay.
- f) 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:

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)		

- **Allocation of Duty to Educators**

- 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
- 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
- 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.

### **COORDINATING STRUCTURE FOR SCHOOL SAFETY AT SCHOOL LEVEL**

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

- All school safety programmes, including campaigns at the school and the displaying of safety signs, including the rights to admission to the school;
- Develop a Safety Plan that will outline action plans to counter threats of violence; (Refer to Annexure B)
- Forge partnerships with all relevant government departments at school level, including community – based organisations and the school community;
- Support learners/educators that are experiencing serious safety issues;
- Advise DSSC on training programmes to empower stakeholders on safety issues in the District,

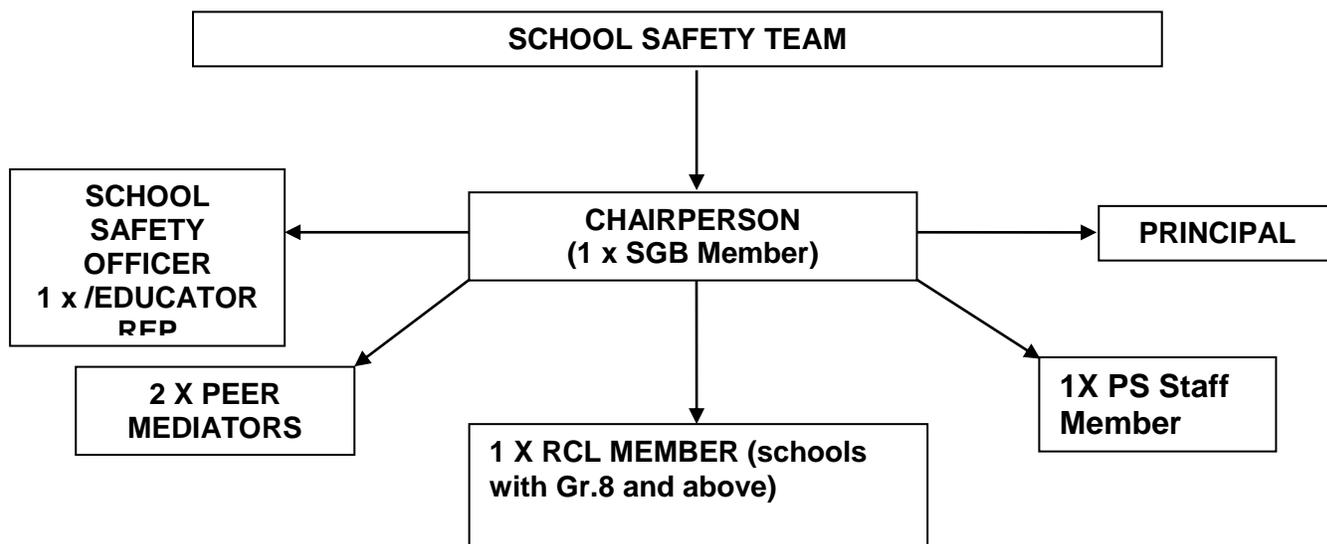
- (f) Represent the School on matters relating to safety and give feedback to the school safety committee;
- (g) Monitor the implementation of the safety policy and plans, through:
  - (i) Observation,
  - (ii) Collecting and analysing data and reports on issues that impact on School Safety, and
  - (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.

- **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:



### Roles and Responsibilities

## **1. Principal**

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

## **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

## **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.

## **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.

**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.

**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);

**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.

# EMERGENCY PLAN SCHOOL POLICY

## 1. EMERGENCY PLANNING COMMITTEE

An emergency planning committee consists of the following role-players:

- (a) The Principal
- (b) The Deputy Principal.
- (c) Safety Official / Co-ordinator
- (d) A Head of Department
- (e) A School Governing Body Member
- (f) A representative Council of Learners
- (g) Leaders of the different Emergency Teams.

This committee, under the leadership of the principal, is responsible for the implementation of the Emergency Plan. They are also responsible for the annual revision of the stakeholders. The Committee must have a meeting at least once a term. Minutes of these meetings must be kept.

## 2. EMERGENCY TEAMS

The following emergency teams must be put together:

- (a) Fire-Fighting team
- (b) First-Aid team
- (c) Search team
- (d) Traffic Control team

These teams must consists of educators and senior learners.

### 2.1 Fire Fighting Team

Every team must be under supervision of a team leader whose orders must be carried out promptly. The primary task of this team is to extinguish a fire or alternatively to keep it under control until the Fire-Brigade arrives. As soon as the Fire-Brigade arrives their task is completed. Every team member must know exactly which of the following roles he/she must fulfil:

- (a) Co-coordinator
- (b) Leader
- (c) Messenger
- (d) Fire-spotter
- (e) Manning the fire-hoses

- (f) Manning the fire-extinguishers

## 2.2 First-Aid Team

A number of educators and senior learners must receive training in First-Aid. These trained persons will form the nucleus of the First-Aid teams. Their task is to apply First-Aid to the injured until the Municipal and/or Provincial Emergency Services arrives. On arrival of these services their role become secondary – that of assisting the emergency services personnel.

## 2.3 Search Team

The search team consists of educators and senior learners whose express task it is to locate learners and personnel who do not report to the agreed assembly point.

## 2.4 Traffic Control Team

This team's tasks are:

- (a) To keep curious people out of the school grounds.
- (b) To regulate incoming and outgoing traffic but mainly to keep the thoroughfares clear for emergency vehicles.

The members of this team must be deployed to all gates.

## 3. **EMERGENCY ACTION GROUP**

The emergency action group consists of

- (a) The Emergency Planning Committee
- (b) Emergency Team members.

The names of this group must be made known to everybody at school. These names should be posted at prominent places on the school premises.

## 4. **EMERGENCY TELEPHONE NUMBERS**

A list of Emergency Telephone Numbers must be compiled and posted near all the telephones in school. Copies of the list must be supplied to all the members of the Emergency Action Group. This list will contain amongst others, the telephone

numbers of the local South African Police Service, Fire-Brigade, Hospitals, Ambulance Services, Civic Protection Unit, nearest medical doctors. Every year these numbers must be compared with the latest telephone directory and updated to ensure that they are correct.

## 5. **EVACUATION**

### 5.1 General

Evacuation of the building and possibly the site is the general procedure to be followed in most of the emergency situations. It is therefore of the

utmost importance that an effective evacuation process is planned and tested. If it works, the learners and educators have to be trained by way of mock emergency situations, until everyone knows exactly what to do in case of a real emergency.

### 5.2 Evacuation Routes

Evacuation routes must be carefully selected. In selecting these routes the most important criteria should be to get the learners out of the building and in to the open as soon as possible depending on the type of emergency situation. In the process as many exits as possible must be used. It is necessary (especially in two or three storey school buildings) to mark these routes with arrows.

### 5.3 Control Along Evacuation Routes

Strict control along the evacuation routes is important. The learners must move quickly but orderly without getting panicky to the assembly point. Special attention must be given to control at the stairs.

## 6. **ASSEMBLY POINT**

Assembly points must be a safe distance away from the school building in the event of evacuation.

The top Rugby field has been chosen as the Assembly Point. In the case of sheltering, the Classrooms or the School Hall may be used.

## 7. **EMERGENCY SIGNAL**

There should be an emergency signal for:

1. Evacuation and
2. Sheltering

The school's intercom system is used to signal an emergency situation.

1. Evacuation and
2. Sheltering

- NB**
- (a) The megaphone could be used in the event of the electricity being shut off ... or
  - (b) The school hand bell could be used in the event of the electricity being shut off.

## 8. **ROLL CALL**

At the assembly point (the top Rugby field) it should be established if all learners and personnel have left the building. A roll call, using class lists must be made. In the event of any learner present in school that day being missed, the search must be deployed to search for him/her.

- NB** Searchers must not endanger their own lives when looking for a missing learner or staff member.

## 9. **CONTROL POINT**

The control point (usually the principal's office) is the centre of the emergency action. It is from here that the whole operation is controlled and co-ordinated. This is the ideal location for a control point because of the availability of Telecommunication systems. If however the administration building is in danger and has to be evacuated an alternative venue must be chosen for the Control Point.

A communication link must be established between the Control Point and the Assembly Point via messengers, cell phone, two-way radio.

## 10. **SITE PLAN**

A site plan of the whole school complex must be drawn up. The following must be clearly shown on this plan.

- (a) Control Point

- (b) Assembly Points
- (c) First-Aid Points
- (d) Parking Area for Emergency Vehicles
- (e) Evacuation Route
- (f) Exit Points
- (g) Fire Hose and Extinguisher points
- (h) Fire Engine Connection points
- (i) Electrical Main Switchboard
- (j) Water Points

## 11. **EMERGENCY EQUIPMENT**

A number of Fire-Hoses and Fire-Extinguishers have been placed at strategic points throughout the school – these are serviced yearly. The school also has a number of well-equipped First-Aid bags strategically placed throughout the school i.e. in the workshop, laboratories, for use at sport fixtures, etc.

## 12. **TRAINING OF EMERGENCY TEAMS**

Training of emergency teams must take place from time to time.

First-Aid Training – Red Cross, St John’s National Self Defence Academy.  
Fire-Fighting – Local Fire Department.

## 13. **PREVENTION INSPECTION**

Periodic inspections should be carried out by the

- Fire Department
- Emergency Management Services of the City of Johannesburg.

## 14. **SPECIFIC EMERGENCY PROCEDURES**

It is very important that educators and learners know exactly what to do in the following circumstances:

### A. FIRE

- (i) The person who discovers the fire must inform the office of the principal immediately. In this way the control point is activated.
- (ii) The order is given for the evacuation of the building where the fire broke out.
- (iii) The Fire-extinguishing team leader is alerted and he deploys the team.
- (iv) The Fire-Brigade is summoned.
- (v) The ambulance services are informed to be on standby in case of casualties.
- (vi) At the assembly point a roll call is taken and if anybody is missing the search teams are activated.

#### B. FLOOD

- (i) The order to move to higher ground is given.
- (ii) The Civic Guard Unit as well as the South African Police Services are summoned.
- (iii) At the assembly point a roll-call is taken and if anybody is missing the search teams are deployed.

#### C. BOMB THREAT

- (i) The person who receives the bomb threat informs the office of the principal. In this way the control point is activated.
- (ii) The order to evacuate the building is given.
- (iii) The South African Police Services are notified.
- (iv) The Civic Guard Unit, Fire-Brigade and Ambulances are notified and asked to be on standby.
- (v) A roll-call is taken at the assembly point and if anybody is missing the search teams are deployed.

#### D. BOMB EXPLOSION

- (i) The order is given to evacuate the building.
- (ii) Fire-Fighting teams as well as First-Aid traffic control teams are activated.
- (iii) The South African Police Service, Fire-Brigade, Ambulance, Civic Guard Unit and Traffic Police are summoned.
- (iv) Hospitals are asked to prepare for an influx of casualties.
- (v) At the Assembly Point a roll-call is taken to determine if anybody is missing.

## **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.

FOR SUMMARY AND ANNEXURES SEE GDE SAFETY PLAN

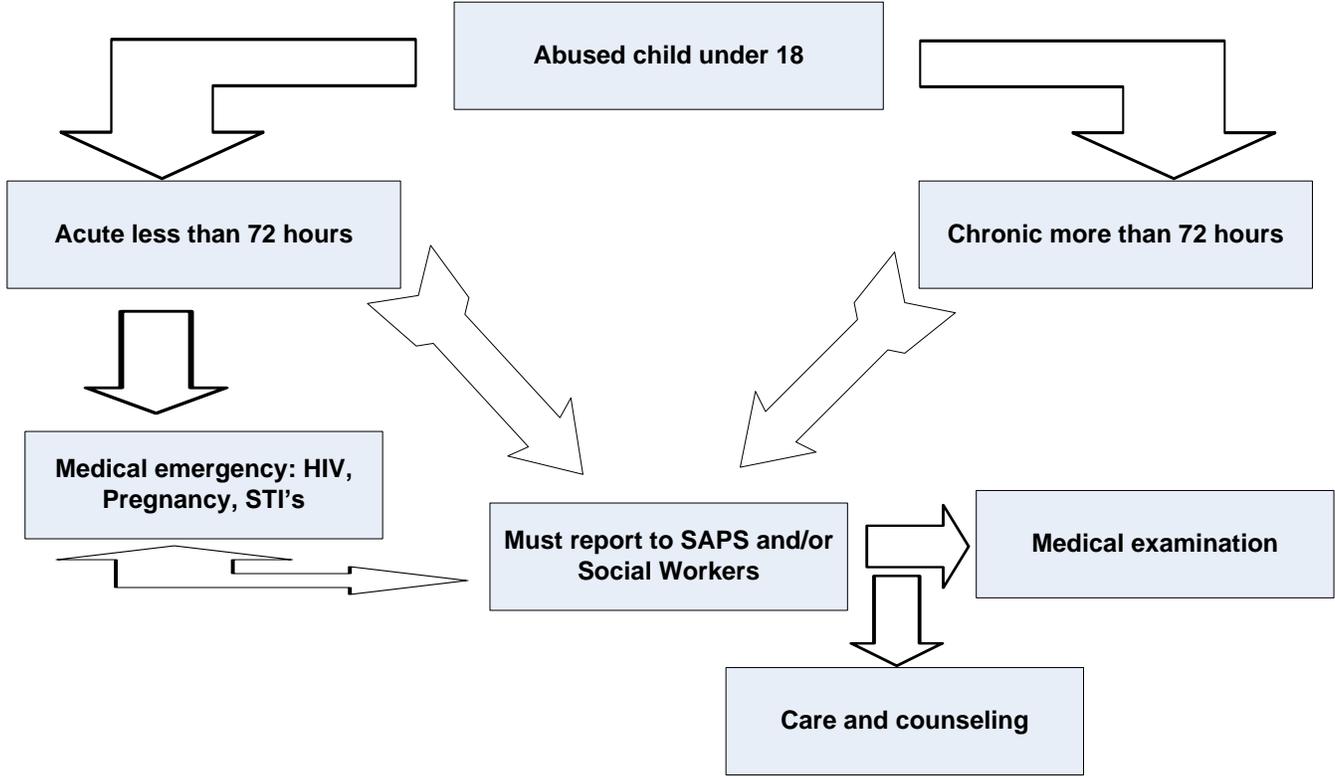
## QUICK REFERENCE TO PROCEDURES WHEN SCHOOL SAFETY HAS BEEN BREACHED

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
Bomb Threat	<ul style="list-style-type: none"> <li>○ Evacuate learners and staff</li> <li>○ Report the matter to SAPS</li> <li>○ Ensure that bomb squad checks premises</li> <li>○ Record incident and report to District Safety Committee.</li> </ul>	<ul style="list-style-type: none"> <li>○ The South Africans Schools Act (Act No. 84 of 1996), as amended               <ul style="list-style-type: none"> <li>○ Regulations for Safety Measures at Public Schools</li> </ul> </li> </ul>
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"> <li>○ Learner/s may be searched by the Principal or a person delegated to do so by the Principal</li> <li>○ The search must take place in a designated room and the privacy and confidentiality must be maintained.</li> <li>○ Males should conduct searches for males and females for females</li> <li>○ Photograph the weapon if found on the learner as evidence and confiscate the weapon.</li> <li>○ Report the matter to the police and obtain a case number.</li> <li>○ 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)</li> <li>○ Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item handed over.</li> <li>○ a learner may be subjected to disciplinary proceedings if a dangerous object is found in his or her possession.</li> <li>○ 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.</li> </ul>	<ul style="list-style-type: none"> <li>○ The South Africans Schools Act (Act No. 84 of 1996), as amended               <ul style="list-style-type: none"> <li>○ Regulations for Safety Measures at Public Schools</li> </ul> </li> </ul>

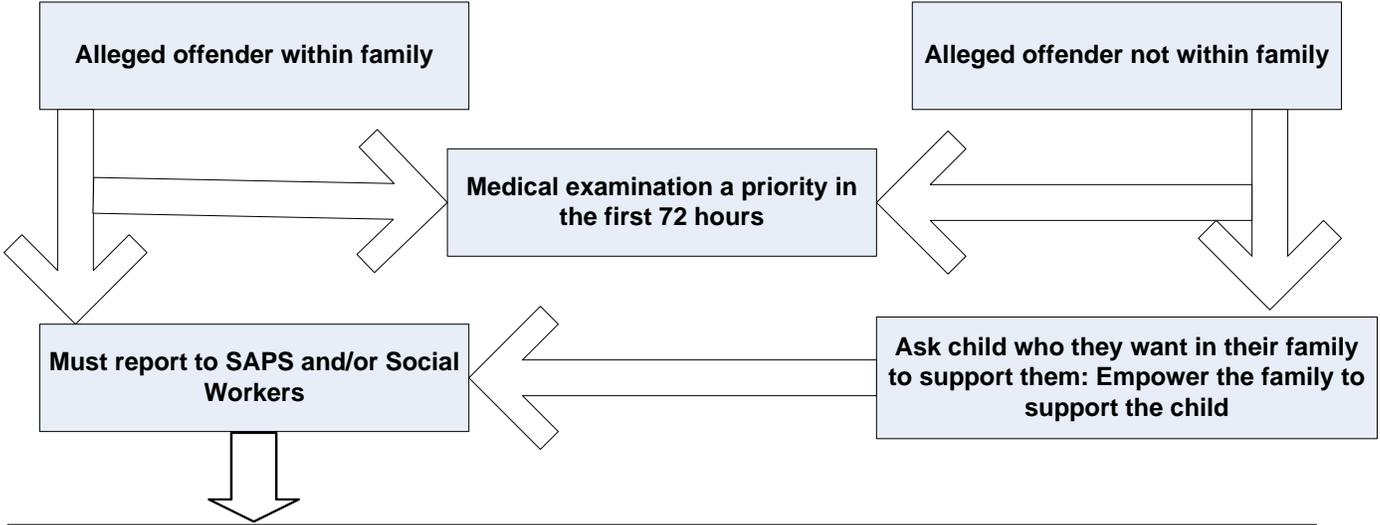
<b>Problem</b>	<b>Recommended Actions to be taken by Principal</b>	<b>Legislation to Consult</b>
Accident	<ul style="list-style-type: none"> <li>○ Contact parents immediately and transport to doctor/hospital if necessary.</li> <li>○ In the event that the parent cannot be contacted, contact the family doctor, relatives, etc.</li> <li>○ Arrange for the learner to receive the relevant medical care.</li> <li>○ In cases where the injury is a spinal injury, the learner will be stabilised and handed over to an emergency specialist.</li> <li>○ In cases of death, the matter must be reported immediately to the police, parent and District Director.</li> </ul>	<ul style="list-style-type: none"> <li>○ The South Africans Schools Act (Act No. 84 of 1996), as amended <ul style="list-style-type: none"> <li>○ Regulations for Safety Measures at Public Schools</li> </ul> </li> </ul>
Drugs	<ul style="list-style-type: none"> <li>○ 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</li> <li>○ 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</li> <li>○ Inform the parent that a random test or search and seizure was done in respect of his or her child; and</li> <li>○ Inform the learner and his or her parent of the result of the test immediately after it becomes available.</li> <li>○ 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.</li> <li>○ 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)</li> <li>○ Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item</li> </ul>	<ul style="list-style-type: none"> <li>○ The South Africans Schools Act (Act No. 84 of 1996), as amended <ul style="list-style-type: none"> <li>○ Regulations for Safety Measures at Public Schools</li> </ul> </li> </ul>
Violence (stabbing, shooting and	<ul style="list-style-type: none"> <li>○ Ensure that the situation is stabilised.</li> <li>○ Ensure that the victim receives medical attention.</li> <li>○ Collect information from victim, perpetrator, and</li> </ul>	<ul style="list-style-type: none"> <li>○ The South Africans Schools Act (Act No. 84 of 1996), as amended <ul style="list-style-type: none"> <li>○ Regulations for Safety Measures at Public</li> </ul> </li> </ul>

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
gangs)	<p>witnesses.</p> <ul style="list-style-type: none"> <li>○ Report the matter to the police and receive a CAS No.</li> <li>○ Report the matter to the District.</li> <li>○ Internal disciplinary procedures will be instituted by the Principal and SAPS will institute criminal procedures</li> </ul>	<p>Schools.</p> <ul style="list-style-type: none"> <li>○ Criminal Procedures Second Amendment Act (Act No.85 of 1997)</li> <li>○ Firearms Control Act, Act No.6 of 2000</li> </ul>
Sexual Abuse	<p>Remember the following broadly :</p> <ul style="list-style-type: none"> <li>○ 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 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).</li> <li>○ There may still be forensic evidence available such as semen, injuries and other material, which will assist with the Criminal Justice system investigation.</li> <li>○ The child may need medical attention, and further investigations to deal with the injuries and possible complications thereof.</li> <li>○ The child may need to be kept safe in the case of threats that may be acted on following the discovery of the abuse.</li> </ul> <p><b>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.</b></p>	<p>Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse (2008).</p>

**ANNEXURE B: EXTERNAL REFERRAL FLOWCHART  
BASIC CHILD PROTECTION PROTOCOL**



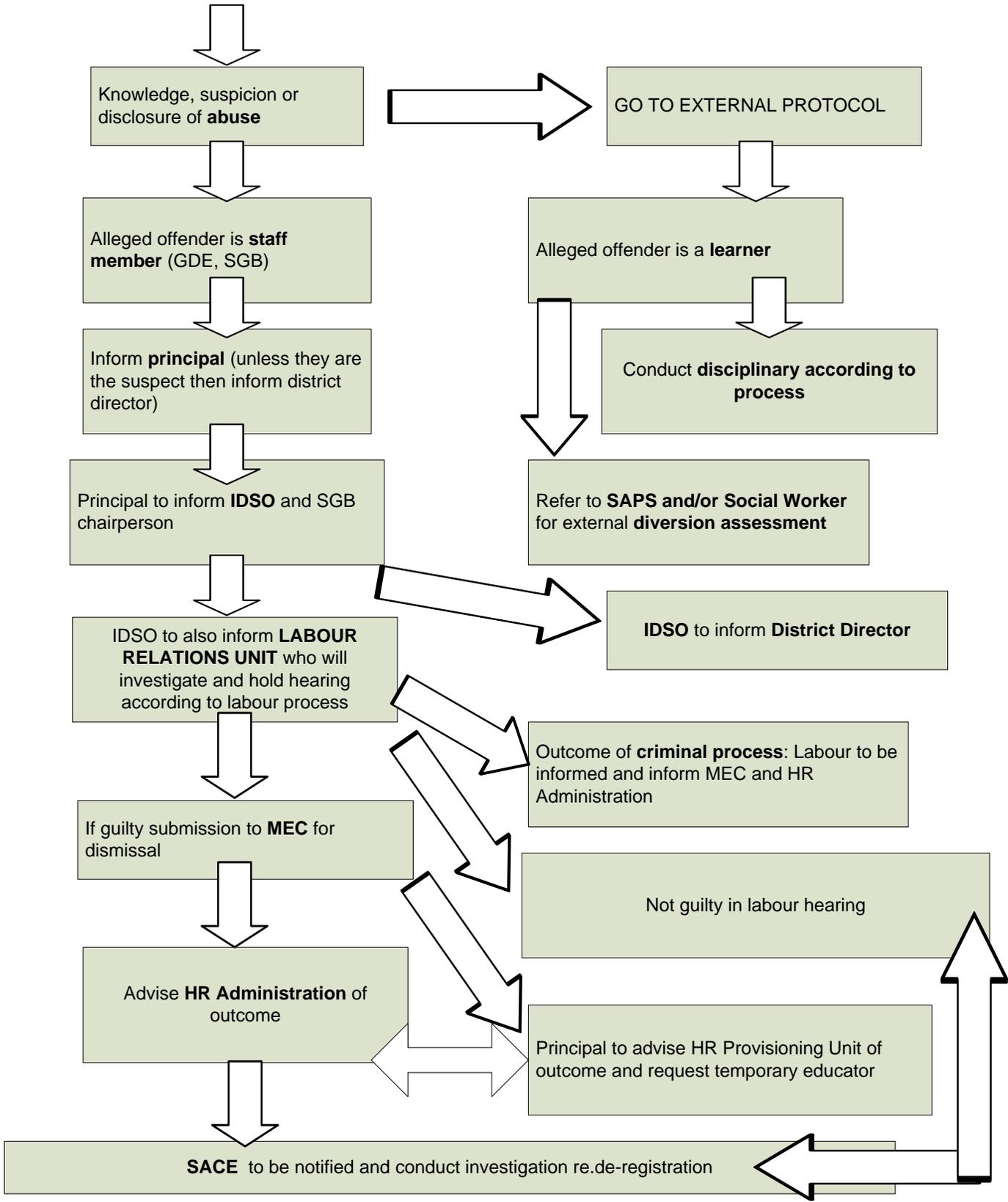
NOTE: Follow same procedure for children over 18 but reporting is not compulsory the child can decide and must be assisted to report. Also the relationship of the alleged offender to the child is very important in the decisions around the case management



**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

<b>ACTIVITIES</b>	<b>OUTPUT</b>	<b>RESPONSIBILITY</b>	<b>RESOURCES</b>	<b>TIME FRAME</b>	<b>BUDGET/COSTING</b>	<b>PROGRESS/ COMMENTS</b>

**ANNEXURE E: SCHOOL REGISTER OF MISCONDUCT**

Name of School  
Physical Address

District  
Fax No.

Telephone no.  
 Name of Principal  
 Name of SGB Chairperson

Signature  
 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  
 Physical Address

District  
 Fax No.

Telephone no.  
 Name of Principal  
 Name of SGB Chairperson

Signature  
 Signature

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