

St. Martini Pre-Primary School (RF) NPC  
(hereinafter referred to as SMPPS)

## Safety and Security Policy

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### Aims and Intent

In accordance with the Regulations for Safety Measures at Public Schools, St Martini Pre-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.

### 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.

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

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**'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.

### Violence and drug-free school

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.

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. 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;

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- (c) illegal substances; or
- (d) hazardous objects.

### **Access to school grounds**

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 2.

2. With regard to any order issued in terms of provision 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.

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 (2).
- (b) the person refuses or fails to adhere to any step contemplated in provision 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. 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 (2), it may be moved to an appropriate location.

### **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 defense 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

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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.

### **School visits by public officials and political office bearers**

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.
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.

### **Visits by parents or other persons**

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.
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.
3. Visitors are subject to the provisions of paragraph "Access to School Ground".
4. All visitors must report to the administrative secretary in the Kindergarten office of the school, and must complete the guest book.
5. No unauthorised individual may enter the school's teaching venues, parking areas or the school grounds, and trespassers will be prosecuted.
6. The drivers of vehicles that are allowed entry to the school grounds must complete the visitors register, and may be requested to subject their vehicles to a security search.
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.

### **School activities**

1. The school shall institute the following steps in order to ensure learners' safety during any school activity:
  - (a) Where practically possible, ensuring that learners are supervised by an educator at all times
  - (b) A request to parents or other adults to assist with learner supervision
  - (c) Ensuring that the supervisor-learner ratio is at least two educators, parents or other adult for every 20 learners.
2. The following information must be provided in writing to parents of learners who participate in school activities:

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- (a) The objective of the school activity
- (b) The nature of the proceedings that will take place during the school activity
- (c) The full itinerary/agenda of the school activity
- (d) The transport and catering arrangements
- (e) Other relevant information.

3. 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:

- (a) An accident
- (b) The injury of a learner, educator, driver or any other person
- (c) Any misconduct by a learner, educator, driver or any other person

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

4. 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.

## Restricted areas

1. The following areas are off-limits for learners

- (a) Classrooms during breaks
- (b) Staff room
- (c) Admin offices, unless with the necessary authorisation
- (d) Store rooms
- (e) Hall and Community Centre, unless during class or extramural activities
- (f) The Church, unless during class activities

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.

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.

## Transport

1. 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
2. The transport company or the owner of the vehicle must provide a substitute driver, a transport support system as well as an alternative route.
3. Each vehicle that is used for learner transport must be equipped with a fire extinguisher.
4. 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.
5. 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 or owner, and must report the accident him/herself within 48 hours if the vehicle driver or owner fails to do so.

## Emergency or fire procedures

1. The school principal's checklist
  - 1.1 Assess and manage risks and hazards on the school grounds (annexure 8)
  - 1.2 Appoint a nominee in case the school principal is absent
  - 1.3 Establish relations with the local police and fire brigade
  - 1.4 Annually review the emergency plan in consultation with the police and fire brigade
  - 1.5 Annually review the emergency plan in consultation with staff, including the particular responsibilities of staff

### 2. Important Contact Numbers

The emergency file 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.

### 3 Emergency evacuation

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

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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.

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.

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

- Evacuate by briskly walking.
- 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 emergency coordinator and or school principal.

### 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.

### In case of fire (manual alarm)

- The school principal or his/her nominee must inform the fire brigade.
- Swiftly evacuate.
- Assistants 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.

### In case of threatening individual response if a violent or armed person threatens the safety of learners, educators or visitors (continuous 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.

### In case of medical emergencies (no alarm)

- These emergencies may occur on the play ground or in the school building.
- Assistants 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.

## **Attendance control**

### 1. Notice of absenteeism

Parents are required to notify the Kindergarten if the child is absent by phone or email. Absenteeism will be recorded on the notice sheet by the staff member who receives the message.

### 2. Attendance register

Each class teacher does a roll call and completes the attendance register in the morning. Aftercare checks the attendance again against the collection control register at 14h.00.

3. Parents are required to sign their child out on the register and enter the time collected. Once the parents has sign out their child the responsibility and supervision for the child is by the parent.

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