

# WELKOM SECONDARY SCHOOL



## **Draft policy for health; safety and security**

*Policy approved 10 June 2018*

### **Index**

1. Introduction
2. Word definitions
3. Violence and drug free school
4. Safety committee
5. Safety coordinator's duties
6. School activities
7. Forbidden terrain
8. Life orientation/ Physical education (PT)
9. Natural science/ physical science/ life science
10. Technology
11. Audiovisual equipment
12. Excursions and tours
13. Transportation of learners
14. Procedures for emergencies and fire
  - 14.1. The principal's checklist
  - 14.2. Emergency information pages
  - 14.3. Emergency evacuation
15. Traffic during and after school hours
16. Damage of buildings and furniture
17. Identification of people whom fetch learners during school hours
18. Sports equipment and facilities
19. Search of learners for weapons, forbidden substances etc.
20. Supervision for learners during school hours
21. Permission to leave the school before the end of the school day
22. Entering the school grounds
  - 22.1. Access to the school grounds

- 22.2. Exemption of certain persons
- 22.3. School visits by public officials and political officials
- 22.4. Visits by parents or other people
- 23. Learner transport
- 24. Medication
- 25. Health
- 26. Contingency
- 27. Safety measures for buildings and terrain
  - 27.1. General
  - 27.2. Maintenance and construction work
  - 27.3. Buildings
  - 27.4. Lighting
  - 27.5. Control of keys and remotes

## 1. Introduction

This document is the safety and security policy of Welkom Secondary School as the governing body has approved this document on 10 June 2018. The policy has been prepared in accordance with the relevant provisions of the Constitution of the Republic of South Africa, 1996; South African Schools Act 84 of 1996 (SASA); Regulations for Safety Measures at Public Schools (Gazette 22754/2001:Notice. 1040); the National Department of Health's School Health Policy ( "National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub-Directorate: Child Health National Center for Healthcare Policy and Implementation Guidelines June 2002") and other applicable law.

Pursuant to the Regulations for Safety Measures at Public Schools (insert name of school) a violent and drug-free school. This policy aims to implement this declaration practice and to protect the school's staff, students and visitors' well-being. The policy was drawn up in order to create a healthy school atmosphere that is essential for teaching excellence.

## 2. Word definitions

**'Dangerous object'** means:

(A) Any explosive or explosive device;

(B) Any firearm or gas weapon;

(C) any article, object or instrument that can be used to do to a person bodily harm or damage to property, or to paralyze a person temporarily or unconscious too late; or

(D) Any article that explains the Minister by notice in the Gazette for the purposes of the Schools to dangerous object, unless such article is used for educational purposes.

**"Illegal drug"** means any illegal substance with an intoxicating effect.

**"Public school premises"** includes any building, structure, house, room, office, recreation area, land or designated area which is under the control of the school and to which a member of the public to enjoy the right of access or usually allowed or can be.

**"Principal"** means the head of the school on the authority of the governing body.

**"School Activity"** means any official educational, cultural, recreational or social activity of the school on or away from school premises.

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

Other concepts used in this policy shall be construed in accordance with the meaning we give it in the Schools.

### **3. Violence and drug free school**

3.1. No person shall:

- (A) the use of any dangerous object on the school grounds;
- (B) not have any dangerous object on the school grounds;
- (C) any dangerous object on the school grounds mountain, except on official designated locations as determined by the principal;
- (D) not have any illegal drugs on school grounds;
- (E) the premises not enter under the influence of any illegal drugs or alcohol;
- (F) cause any kind of violence or breach of the peace that could have a negative impact on any school activity;
- (G) knowingly condone the possession of any dangerous object, connive, hidden, incite or encourage, or refuses, neglects or fails to observe or presence of any dangerous object on the school grounds as soon as possible at the departmental authorities or not to mention police; and

(H) Any person who attempts to expose someone else trying to thwart the prevention of dangerous objects and activities not affecting directly or indirectly harm.

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

(A) search the school if he / she has a reasonable suspicion that a dangerous object or illegal drug is present on school property;

(B) search any person on school grounds; and

(C) Seize any dangerous object or illegal drug in violation of the regulations of this policy, within the school grounds or found on a person.

3.3 No teacher, parent, student or any other person may not have any of the following items during a school event be in possession or use:

(A) alcohol;

(B) illegal drugs;

(C) any illegal substance; or

(D) any dangerous object.

#### **4. Safety committee**

4.1 The security committee is elected by the staff at the start of the Academic year and consists of:

- Security coordinator
- Deputy security coordinator
- Secretary
- Deputy Secretary
- Principal
- Post Level 1 Teacher
- Parent Representative
- Adopt a Cop at SAP
- Sector Manager at SAP

4.2 See Appendix O for the specific officials of the Safety Committee.

4.3 The specific officials for the Safety Committee are reviewed annually.

## **5. Duties of the safety coordinator**

5.1 To bring any unsafe conditions on the school grounds immediately to the attention of the security committee.

5.2 The security coordinator must hold at least a formal meeting once in three months all safety committee must be present. During the meeting should discuss all previous and new unsafe conditions and a decision is made in respect of each state.

5.3 The security coordinator is responsible for the maintenance of all documents namely:

5.4 A Security File System which shall occur:

- Security Policy
- Incident register
- Sports Injuries Register
- Visit Register (pupils who become ill at school)
- Minutes of safety meetings

5.5 Must attend all official meetings determined.

5.6 Ensure that the emergency evacuation plan be practiced at least once a quarter.

## **6. Safety precautions and control during school activities (School activities)**

6.1 General

The school will take the following steps to ensure the safety of learners during any school activity:

- (A) Depending on the available money, buying insurance against possible accidents, accidents, injuries, general medical expenses, hospitalization and theft that do not covered by section 60 of the School Act.
- (B) Where possible, ensuring that children are always under a teacher's supervision.
- (C) A request to parents or other adults to help with student supervision.
- (D) Ensuring that the supervisor-student ratio in primary schools at least one teacher, parent or other adult for every 20 learners and a teacher, parent or other adult for every 30 students in high schools, and gender in determining the supervisor-student ratio is taken into account.

6.1.1 (A) The following information must be provided in writing to the parents of learners participating in school activities

(I) The purpose of the school activity.

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

(iii) The complete itinerary / calendar of school activities, with the contact details of the hosts and supervising teachers.

(iv) The transport, accommodation and catering arrangements.

(V) Where applicable, the student travel documents and a vaccination certificate will need, and the institutions where they can be obtained.

(Vi) That the travel documents at least seven (7) days must be obtained before departure date.

(Vii) Other relevant information

(B) Immediately after the return of a school activity the supervisory teacher submit a report to the principal if any of the following occurred:

(I) An Accident

(ii) The injury to a student, teacher, administrator or other person

(iii) Any misconduct by a student, teacher, administrator or other person

(C) The report must contain the following information:

(I) The nature of the incident

(ii) The nature of the injury, if applicable

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

(iv) The procedures followed in dealing with the incident

(V) The name of the supervising teacher

(D) The principal must submit the report to the officer who approved school activity as well as to the governing body.

6.1.2 Parents must consent in writing to learners' participation in a cultural, recreational or social activity. No student may participate in such activity if his / her parents have not consented.

6.1.3 (a) No child may be admitted to participate in physical activities, sports, games or include gymnastics if:

(I) the principal reason to believe that such activity will not harm the student's health; or

(li) the parent has reason to believe that such activity will not harm the student's health.

(B) The principal shall ensure that pupils about the dangers and safety measures to be informed with respect to water.

(C) The security measures relating to water under 8.4 (b) shall apply to any swimming or water sports activities at:

(I) a pool;

(li) a river;

(lii) a dam; or

(Iv) the sea.

6.1.4 During any swimming activities belonging to visits to the sea, rivers, ponds and pools, as well as when children participate in water sports and water activities, the principal proper supervision must ensure.

## **7. Forbidden terrain**

7.1. (a) The following areas are off limits to students

(I) Classrooms during breaks

(li) Staff Room

(lii) Parking lots

(Iv) Management Offices unless permission

(V) Laboratories, unless a teacher is also present

(Vi) Sports fields during school hours (excluding breaks), unless it is for educational purposes as well as an educator also present

(Vii) Gym Hall

(Viii) Gardens and flower beds

7.2. No student shall, without permission of the principal or a teacher or any other employee of the school enter any of the above areas. Violators will be prosecuted according to the Code of Conduct.



7.3. The school accepts no liability for any damage or loss that learners and / or their parents suffer as a result of the violation of this clause.

## **8. Life orientation/ Physical education (PT)**

8.1 No student shall not use any PE device without proper supervision (qualified person).

8.2 Pupils should be properly dressed for PE classes (LO carrier)

8.3 Difficult movements should be controlled under strict supervision and assistance should take place.

## **9. Natural science/ physical science/ life science**

9.1 No student may enter the laboratory without the necessary permission (class stays locked).

9.2 No student may do practical work without supervision and are not allowed to go into storage rooms, closets and chemicals containers without the supervision of a teacher.

9.3 The laboratory may only be cleared under the supervision of the teacher.

9.4 No chemicals may, without direct supervision and permission be used by pupils.

9.5 Glass containers may not be used without permission.

## **10. Audiovisual equipment**

10.1 No student shall handle audiovisual equipment unattended or without permission from a teacher.

10.2 No student may handle power lines, switches and plugs

## **11. Excursions and tours**

11.1 All vehicles must have a roadworthy certificate that have to be taken out annually.

11.2 Any public transport vehicle that transports pupils has to have a valid insurance.

11.3 Bus drivers must be in possession of the necessary and valid licenses for each public vehicle he / she manages.

11.4 There should be a teacher / parent for every 30 pupils, to control them. A man and woman must go if mixed groups (boys and girls) on a trip / tour, etc.

11.5 The number of pupils should be checked and after visits, so no one is left behind. The real number of pupils should be allowed no more than prescribed.

11.6 Each teacher / coach must after a visit make sure that his / her pupils depart safely to their homes.

11.7 All coaches must have each participant's medical information with him / her before the start of an activity, exercise, games, outing, etc.

11.8 The necessary departmental documentation for each visit must be approved in advance at least one month by the district. The teacher in charge is responsible for this documentation. For each visit, the manager / responsible teacher in charge of all the children has to name the do's and don'ts before they leave.

## **12. Transportation of learners**

12.1 If a school activity entails learner transport , the school has to complete a schedule 1 form before they may leave

12.2 If the school uses its own vehicles to transport students must:

- (A) such vehicles be insured and have roadworthy certificates;
- (B) the drivers of the vehicles have valid driver's licenses and professional driving permits available.

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

- (A) Insurance Evidence and roadworthy certificates for each vehicle
- (B) Passenger Liability Insurance
- (C) A valid driver's license and professional driving permit for each driver

12.4 The transport company or the owner of the vehicle must ensure that a relief driver, is provided and a transport support system as well as an alternative route is given.

12.5 Each vehicle carrying students must be equipped with a fire extinguisher.

12.6 The principal, supervising educator or member of the governing body has to intervene if there is any doubt about the roadworthiness of the vehicle or the ability of the vehicle driver exist.

12.7 With regards to reporting an incident at the police, it is the responsibility of the principal, supervising teacher during the incident or a member of the school governing body to communicate with the vehicle driver/owner. It is the responsibility of one of the mentioned individuals to report this incident within 48hours at the nearest police station if the vehicle driver/owner has not done so.

12.8 No student may be transported to and / or from a school activity without his / her parents signed permission for such transport.

### **13. Procedures for emergencies and fire**

#### **13.1. Emergency evacuation**

- A) The Security Committee shall ensure that the school has an updated emergency plan in place.
- (B) The full contingency plan with the various officials and job descriptions in is summarized in Appendix E.
- (C) The immediate steps to be taken if the emergency bells ring , is contained in Appendix A.
- (D) The full evacuation plan must describe the evacuation and a sketch of the school plan which also indicate the location of fire extinguishers. This evacuation plan must be displayed on the school grounds at conspicuous places, including every office and classroom Evacuation must be practiced at least quarterly.
- (E) If possible, the local fire chief shall annually assess the fire evacuation procedure.
- (F) The Security Committee shall ensure that the school is equipped with fire extinguishers, and fire extinguishers should be checked regularly. Fire alarms must be audible all over the school grounds. The principal must ensure that staff and, where appropriate, of learners in Grade 8 or older to be trained to use fire extinguishers.
- (G) The medical / health officer must ensure that the school has a complete first aid kit. The kit must be regularly reviewed and updated. Medicines should only be applied in accordance with clause 15.
- (H) See Appendix J for the equipment to be the school's first aid room.
- (I) See Appendix K for the equipment to be the school's first aid kit

#### **13.1.2 The following are basic guidelines when students, staff or visitors must vacate the school:**

- Evacuate by walking or slowly driving away briskly from the school grounds.
- Use the main evacuation routes as indicated the emergency plan.
- Keep routes for emergency vehicles open.
- Stay calm, and calm those around you.
- Check that all are present and report any missing persons to the principal ASAP.
- See the complete evacuation plan.

**(A) In the case of crimes committed on school grounds**

- Notify the police immediately
- Help the victims as far as possible.
- Involve relevant parties.
- Point out eye witnesses, if any.
- Disable access to the crime scene until the police arrived.
- If an individual is armed, do not try to take the weapon from them.

**(B) In the event of a fire**

- The steps to be followed in the event of a fire is contained in Appendix B.
- The principal or delegate must inform the fire brigade immediately.
- Evacuation must be done quickly and purposefully.
- Candidates must close all windows.
- Evacuate using the school by main evacuation routes stipulated in the emergency plan.
- Confirm that all students, staff and visitors to evacuate the building.
- Staff should control students by keeping them at a safe distance from the fire scene as well as firefighting equipment.
- Check that all present and report missing persons to the principal or fire department officials present.
- No one should enter the building before it is declared safe by the fire department.

**(C) In the case where a violent or armed person learners, teachers or visitors' lives at risk.**

- In the event of hostages, the steps are followed taken as contained in Appendix C.
- In the event of attacks from outside, the steps are followed as contained in Appendix D.
- In case of battles on the school grounds, the steps to be taken are contained in Appendix E.

#### **(D) In the event of bomb threats**

- In the event of a bomb threat the steps to be followed as set out in Appendix F.

#### **(E) In case of medical emergencies**

- These emergencies can be taking place on the sports field or in the school building itself.
- Senior pupils should be supported to inform the office if there is no educators nearby, and also help with the controlling the bystanders
- The injured person should not be moved until a medical officer has declared that it is safe to do so.
- The medical / health officer shall adequately keep all medical emergencies on record (See Appendix L).

#### **(F) In a case of emergency situations like death; multiple injuries etc., must the steps be followed in Appendix H**

### **14. Traffic during and after school hours**

14.1 Parents should be encouraged to drop off learners and immediately drive to avoid congestion.

14.2 Parents should be encouraged not to park double.

14.3 Learners should only cross the road at the road crossings.

14.4 See the traffic plan for further information (see Appendix ...)

### **15. Damage to buildings / furniture**

15.1 Any party that makes him / her guilty of vandalizing the school building / grounds will be prosecuted.

15.2 Cases of theft, burglary, etc. are to be reported immediately and followed up.

15.3 In the case of intentional vandalism, the steps are followed as contained in Appendix G.

## **16. Identification of persons learners collect during school hours**

16.1 Learners are their parent's responsibility after school hours unless they are involved in organized extracurricular activities.

16.2 All students who are not involved in organized extracurricular activities, must be collected by parents immediately.

16.3 During school hours the safety of students is the responsibility of the school.

16.4 Teachers follow a certain time table to ensure the safety of learners during break times.

## **17. Sporting Goods and facilities**

17.1 Sports Equipment should be checked regularly.

17.2 Ensuring the safe and proper use of sports equipment.

17.3 No learner may be unattended during PE periods or during the scheduled practice times of sports etc.

17.4 A First-aid kit should be available for all sporting events.

## **18. Search of pupils for dangerous weapons or illegal drugs**

18.1 Prohibited drugs are not allowed under any circumstances on the school grounds.

18.2 Dangerous weapons are not allowed under any circumstances on the school grounds.

18.3 The school site is a public place so legally a non-smoking area.

18.4 Smoking and use of tobacco products is therefore prohibited, except in areas set aside for it and is designated as smoking areas.

18.5 Departmental guidelines are followed in cases where candidates must be searched for dangerous weapons / items or prohibited substances.

18.6 Only females may search women and only males may search men.

18.7 View full school policy for search procedures for learners.

## **19. Supervision of students during school hours**

19.1 Each teacher is fully responsible for his / her activity and pupils who are under his/her control, including the following:

- (I) Teachers should ensure that first aid is always readily / easily available under his / her control for all activities.
- (II) Dangerous games, objects and weapons must be immediately stopped or taken from a student.
- (III) Classroom management should be applied sensibly and orderly.
- (IV) Service points should be done regularly and on time. A teacher may not be negligent.
- (V) No learner may leave the school grounds when he/she has entered the grounds in the morning.
- (VI) If a student leaves the school during contact hours the register and necessary forms has to be completed for this purpose. (See 21.1)

## **20. Permission to leave school before the end of the school day**

20.1 If a student is to leave school early, the parent / guardian of the student must send a letter of permission requested. This letter must state the reasons and date for leave is requested. The student must show the letter to his / her subject teachers for the endorsement thereof, which will submit the request for approval than the grade head.

20.2 The administrative office keeps a record of all students who had left the school grounds. This record contains the following information:

- (A) The name of the student
- (B) The degree of learner
- (C) The name of the person making the learner fetch
- (D) The time, date and reason for early departure

20.3 If someone other than the student's parent (s) collect the student, the person must prove that he / she is authorized by the parent (s). The school must ensure that the authorized person is known to the learner and should call the parent (s) if there is any doubt about the identity of the person concerned.

20.4 The school will inform the parents in good time when a school day ends earlier.

## **21. Entering the school grounds**

### **Access to school premises**

21.1 Subject to the Constitution, legislation and national and provincial policy the principal may:

(A) take such action as he / she deems necessary in order to protect the school premises and the people on the premises; and

(B) order that the school grounds only may be entered in accordance with the respective laws.

21.2 With respect to any order issued under clause 4.1 (b), no person shall enter the premises without the consent of the principal. For the purposes of such approval, the principal asked the person concerned:

(A) his / her name, address and any other relevant information that may be required to provide;

(B) proof of his / her liver identity;

(C) demonstrate that he / she has any dangerous object or illegal drugs in his / her possession or under his / her control;

(D) the content of his / her vehicle, purse, luggage, purse, envelope, file or container of any kind in his / her possession or under his / her control, to disclose and reveal;

(E) him / herself or any object in his / her possession or under his / her control to an investigation by a person of the same sex, an electronic device, sniffer or other apparatus to subject so the presence of any hazardous objects or to determine illegal drugs; and

(F) anything in his / her possession or under his / her control is to hand over the principal for investigation or custody until he / she leaves the premises.

21.3 Subject to the provisions of the Trespass Act (Act 6 of 1959) the principal may at any time any person from the school grounds Act removed if:

(A) the person entering the premises without the consent under clause 4.2;

(B) the person refuses or fails to take any steps in accordance with paragraph 4 (1) (a) to meet;  
or

(C) the principal deems it necessary for the security of the premises or the people on it.

21.4 If it is not practical to examine or retain any item or object on the school grounds in terms of provision 21.1.3 (f) examination or be filed, it can be moved to a suitable location.



### **21.1 Exemption of certain people**

The provisions of clause 4 is not applicable to any member of a police service that is established under any law, a member of the South African Defense Force, the Minister of Education, executive Council responsible for education in the province, or an officer of the national or provincial education department in terms of the performance of his / her functions must enter the school grounds and convince the principal of his / her identity.

### **21.3. School visits by public officials and political officials**

(A) Subject to paragraph 7 below, the members of the public, political officials, public representatives and the media has a right to visit the school in the interest of public accountability. This right shall be subject to the school is not disrupted by the visits and politicking does occur. It is also subject to reasonable controls to ensure the proper functioning of education.

(B) If such visits are required, the prospective visitor request written permission for the principal. The request must be submitted at least thirty (30) days prior to visit, unless there are valid reasons for a shorter notice period exists. The request, the date and time of the visit, the reason for the visit, the names of the persons on the visit will be participating as well as the aspects that will be considered are clearly indicated. The Principal will not refuse a person such written request, reasonable access.

(C ) In cases where the Head of Department agrees in writing, must HOD first consult with the principal to determine whether such visits are feasible and whether it will not affect the school program seriously.

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

(A) Parents or other persons who have an interest in the school community has the right to attend school, but such visits may not disrupt any school activity.

(B) Except parents or other person's bona fide visitors of sports, cultural or social activities of the school, visitors must make an appointment with the principal and the reasons for, and participants in, the visit mentioned.

(C) Visitors are subject to the provisions of clause 4.

(D) All visitors must report to the administrative secretary in the administration block of the school and to fill in the guest book.

(E) No unauthorized individual is admitted to the school's classrooms, parking lots or school property and violators will be prosecuted.

(F) The drivers of vehicles allowed to enter the school grounds with vehicles must fill in a security register at the gates, and may be requested to submit their vehicles to a security investigation.

(G) Right of access to the school is reserved, and any person who is regarded as a disruption or threat will be summarily removed from the premises and may be charged.

## **22. Medications**

22.1 Parents are asked to notify the school in writing of any medical condition which a student may have.

22.2 If a learner has to have a doctor's prescription with him/her, it is the responsibility of the parent(s) to ensure that the supervising teacher has got an certified copy of this prescription.

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

22.4 If parents want the school to administer certain medications to their child, the permission letter must be signed (See Appendix M for all documents in this regard).

22.5 Parents will be fully informed about any trips going through high risk-areas for a school activity

22.6 If students are injured during a school activity or become ill and need medical treatment, the supervising teacher should:

(A) take all necessary steps to contact the parents concerned in order to obtain permission for such medical treatment;

(B) if he / she cannot reach the parents determine whether consent in respect of such medical treatment should be granted or not.

22.7 All staff should they of the standard precautions for handling blood or body fluids satisfied (See Appendix ....).

## **23. Health**

23.1 Upon application for admission parents must provide that the learner has been vaccinated against polio, measles, tuberculosis, diphtheria, in-cheek and hepatitis B

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

(A) Information and education and communication materials about the causes, symptoms and prevention measures with regard to infectious diseases should be distributed among the staff, students and parents. This can take the form of pamphlets, posters, presentations and seminars.

(B) Continuing education on basic hygiene should occur, such as regularly washing hands, with the hand in the mouth to sneeze / cough to avoid close contact with sick people, and so on.

(C) Sick students and staff are asked to stay home until they are healed. If they have any worrying symptoms such as shortness of breath or dizziness, they should immediately consult a doctor.

(D) Health officials should be invited to speak to students, parents and staff if serious diseases or epidemics breaks out. This must be done to allay the community's fears and misconceptions and to offer advice on preventative measures.

23.3 The notification of confirmed or suspected cases

(A) Parents must inform the principal about any chronic medical condition that their child is suffering from and that may increase children's risk if they contract a contagious disease.

(B) Parents have to report any contagious disease that their child is diagnosed with, to the principal

23.6 Any complaint of a student that he / she feels ill should be considered seriously.

23.7 Students who become ill at school or any symptoms begin showing a contagious disease should stay in a sick bay (alone, if necessary) until their parents came for them at school.

23.8 Parents are urged to keep sick children at home until they are healed.

23.9 The principal, has to report any confirmed or suspected cases of infectious diseases to the district office.

23.10 Information on the learner, the condition, date of diagnosis, health institutions and other relevant data shall be recorded and stored safely.

23.11 Confidential medical information will always be treated as such, and no student will be stigmatized.

23.12 The principal must monitor abnormal absence and any sign of increased symptoms of infectious diseases among staff and students.

23.13 The principal may, after consultation with the relevant provincial and / or district officials a notice issued by parents about the outbreak of a disease inform at the school as well as the measures already taken to prevent further spread.

23.14 In some cases, the administration of preventive medicine is ordered to people who were in close contact with infected people. In such cases, parents are requested to grant permission / exemption for the administration of the drug by a qualified health practitioner. If the parents can not be reached, the principal will act in locus parentis.

23.15 A copy of the National Institute for Infectious Diseases recommendations on the management of common infectious diseases in educational environments ( "Recommendations for the Control of Common Communicable Diseases in Educational Institutions") (see FEDSAS website under "Documents - Legislation - Regulations" ) is available from the medical officer of the school, and staff, students and parents are urged to familiarize themselves with its contents.

23.16 HIV / AIDS: See the school's HIV / AIDS policy.

23.17 Smoke: See the school's smoking policy.

## **24. Contingency**

24.1 Check the emergency planning for and refine it if necessary.

24.2 Practice emergency plan with children and teachers each quarter (make prior arrangements with the principal to make it fit in with the school program).

24.3 Records and reports of the results of exercises should be included in the monthly reports send to the Education Council.

## **25. Safety measures in respect of Buildings and Terrain**

### **25.1 General**

(A) fence around school will be marked at regular time.

(B) All gates are locked during contact.

(C) The area must be kept clean and all items must be removed posing potential danger.

(D) Candidates must be made aware of potentially dangerous areas.

(E) Outside lights are switched on at night.

(F) The alarm system (ADT) is activated when no one is in the school building.

(G) Public telephones can only be used by students and staff.

(H) Children may not run or play on porches.

(I) No storerooms may be entered without the necessary permission.

(J) Pupils shall under no circumstances deal with mechanical, electrical equipment, plugs or electrical wires.

(K) No dangerous items or objects may be brought into the school grounds.

(L) No dangerous games may be played on the grounds or in the buildings.

(M) Changing rooms should always be kept clean and tidy by the pupils during use.

(N) The road rules/ laws to be observed by all pupils.

(O) Warning Signs must be made where necessary.

(P) The pupils may play only in designated places.

(Q) Fire extinguishers / hoses and heating should be tested annually.

## **25.2 Maintenance and construction work**

- (A) The safety of all stakeholders must be guaranteed when any construction or installation takes place on the school grounds. Pupils may not be or move in areas where any such construction or installation work takes place.
- (B) Notices indicating the presence of construction workers should be clearly marked.
- (C) Wet or slippery floors: Warning signs are made in such cases.
- (D) Electrical wiring should be checked regularly.

## **25.3 Firefighting**

- (A) Fire extinguishers must be inspected every 12 months.
- (B) Install fire extinguishers where necessary.
- (C) The fire regulations must be strictly observed, and each member, principal and office should be made aware of the regulations.
- (D) Fire, emergency- and phone numbers should be available at the office, head and task force members.
- (E) Trees, branches etc. must be removed near overhead power cables to avoid possible fire hazard.
- (F) Firefighting should be part of the school's emergency plan.
- (G) The functioning and testing of the lightning conductors shall be made on the prescribed time intervals by law and / or the insurers' requirements.
- (H) Record and report the results of inspections monthly on the relevant proforma to the Security Task Team Leader, monthly reports to the Education Council.

## **25. 4 Buildings**

- (A) Report all broken windows at Me. Koopman.
- (B) Report all broken window clips to Me. Koopman.
- (C) Report all doors that cannot close or close properly at Me. Koopman
- (D) Check security gates etc. regularly.
- (E) Check specifically the burglar and security gates of the computer classes, and office carefully and report to Me. Koopman.

### **25.5 Lighting**

- (A) Check all exterior lighting around classrooms.
- (B) All damages and defects must be reported as soon as possible to Mr. Mile

### **25.6 Control keys**

- (A) Lost keys will be reported immediately to Me. Koopman by the party concerned.
- (B) Every person who is in possession of keys and let it disappear, is responsible for the full replacement cost (lock and key).
- (C) No person may obtain access to the school or grounds with keys that has not been issued. by Me. Koopman.
- (D) No locks will be replaced if the task force is not notified.
- (E) Check every 6 months all key sets to ensure that all the keys still in the working.
- (F) Only the principal and Mrs. Harmse (Secretary) may have the safe keys in their possession and access to the vault of the school.

### **25.7 Security Control**

- (A) A daily, weekly and quarterly security checklist are contained in Appendix I.

## APPENDIX A

### **EVACUATION**

#### **WHEN THE EVACUATION BELL RINGS, PLEASE FOLLOW THESE STEPS:**

1. Control class and listen to instructions.
2. If it is necessary to evacuate the students should be accompanied calmly to the correct output. Pupils must take their direct property with them. An easy readable evacuation plan should be on the wall of every classroom.
3. Listen if the fire brigade are on site or not.
4. Prohibit pupils to return to the venue for personal property that remained behind.
5. Assist any injured.
6. Staff must close the windows and door of the classroom, but not lock it.
7. Hang a sign on door to indicate that the classroom was evacuated.
8. Move away from flames and possible obstructions at all times to report at the meeting point.
9. Report all findings and absent students to the fire / emergency team.
10. Under no circumstances return to the classrooms or buildings before the instruction is given to do so.

## APPENDIX B

### **FIRE**

#### **IN THE CASE OF A FIRE FOLLOW THESE STEPS:**

1. Ring the fire alarm.
2. Call the fire department and fire team.
3. Close all windows and doors that could restrict the fire.
4. Evacuate the classrooms immediately in a calm manner according to the evacuation plan.
5. Assist any persons who may possibly be disabled or injured.
6. Take class register to ensure that all pupils were evacuated.
7. Provide first aid where necessary.
8. Keep entry points clear and open for emergency vehicles.
9. The fire department will indicate if it is safe to enter the classrooms.



## Appendix C

### Hostages

#### **IN THE CASE WHERE HOSTAGES HAS BEEN TAKEN FOLLOW THESE STEPS:**

1. **PRINCIPAL:** The principal or his / her authorized representative will take control of the situation until the South African Police Service arrive on the scene.
2. **CONTROL:** suitable action should be taken to isolate the offender and imprisoned s. It is essential that no other persons are exposed to possible hostage situations.
3. **EVACUATION:** Staff should evacuate pupils away from the hostage area to ensure that no learner can be caught in the line of fire. Pupils must at all times be under the supervision of staff.
4. **ENTRY:** Prevent any persons enter the risk area.
5. **POLICE:** Call the police immediately 10111 and give as much as possible information to the police regarding this incident. The person phoning the police has to stay on the line until the police arrives. Staff may only act with instruction from the police.
6. Control shall be taken on the scene by the relevant police department.
7. Site and building plans and keys should be made available to the police.
8. Describe the offender to the police as detailed as possible.
9. Inform the police of any phones, cameras, monitoring equipment, etc., of potential interest.
10. The principal must keep in touch with the police service.

## APPENDIX D

### **ATTACKS FROM OUTSIDE**

#### **IN THE CASE OF ATTACKS FROM OUTSIDE, FOLLOW THESE STEPS:**

##### **Checklist:**

- Assess the situation
- If persistent attack, initiate isolation
- Provide first aid if needed
- Question the victim - make notes for possible court case:
  - Description of attacker
  - Happenings
- Call the police or 10111
- Complete police statement for complaints
- Prepare written notice for staff and parents
- Schedule possible trauma treatment for staff and pupils
- Arrange emergency staff meeting

#### **1. ASSESS THE SITUATION**

- Call the police or 10111
- Determine how many victims there are
- Determine whether the attack is permanent or an isolated case
- Are there lasting danger to persons concerned or for any other persons?
- Provide first aid where necessary

#### **2. MOVE STUDENTS AND STAFF TO SAFETY**

- If the offender is not arrested and is still a threat, should be initiated ISOLATION.

#### **3. FIRST AID**

- Provide first aid to injured persons by trained staff and pupils
  - If it is safe to do so, a person must receive the emergency services at the main gate.
- Guardians must accompany injured pupils in the ambulance

#### **4. Examination**

- If possible notes should be taken of the incident and handed over to the police for possible trial.

#### **5. NOTIFY**

- The parents / guardians / family member must be notified as soon as possible
- Inform staff as soon as possible of situation
- Set pupils mind at ease and give the necessary facts to avoid rumors
- If the principal decides so a press release needs to be given to avoid rumors

## APPENDIX E

### **Fighting ON SCHOOL GROUNDS**

#### **IN THE CASE OF battles on the SCHOOL SITE FOLLOW THESE STEPS:**

- Walk fast - do not run.
- Ask for help online after incident.
- assess and evaluate:
  - the weight and build of relevant pupils
  - are any weapons involved
  - is there people close by who can provide possible assistance
  - what is a possible reason for the fight
- Ask pupils to leave the scene
- Identify yourself to the pupils
- Call the pupils by name
- Do not walk between the pupils
- Remove any personal items that may cause possible damage
- Provide specific instructions in a firm and authoritative voice
- Refer to rules, no personal authority
- Separate the pupils of each other with the help of other staff
- Avoid physical forcing, if possible
- Take involved pupils to isolated areas
- Obtain identification
- Provide first aid if needed
- Note the incident in the incidents register
- Provide protection and assistance to pupils
- Counseling should be given to students on an ongoing basis
- Incidents must be reported to the appropriate authorities for example. Police Child Protection Unit, etc.

## APPENDIX F

### **Bomb threat**

#### **IN THE CASE OF A bomb threat FOLLOW THESE STEPS:**

##### **1. Principal**

- The principal must determine the seriousness of the threat through possible information available.
- The principal must take all decisions with the safety of students and staff in mind.
- Threats may be made in the following ways: in writing, in person, by telephone or by a second party.

##### **2. Basic documents - Person that received threats:**

- Keep the person on the line as long as possible
- Notify the principal or responsible person(s) ASAP
- Note the threat as specific as possible in the person's words
- Place copy of threat near phone
- Find out when the bomb goes off
- Note the time, date, day of the week, specific wording, estimated age, gender, ethnic group and make notes of any background noise and tone.

##### **3. Departments to contact**

- Police
- Fire department
- Ambulance Services

##### **4. Entering buildings**

- Do not under any circumstances enter the premises / building where the bomb might be.
- Only trained personnel may attempt to locate the bomb:
  - When the signal is given, the trained personnel should begin to search the buildings

- If the device were to be found, it may not be touched or removed under any circumstances. Immediately call 10111
- Ask a staff member to watch the device while the necessary departments are contacted
- Each employee must report to the principal if the building is safe.

#### **5. Questions to person making threats:**

- When will the bomb explode?
- Where is the bomb?
- how does the bomb look?
- What kind of bomb is it?
- What will cause it to explode?
- Did he / she place the bomb their self?
- Reason why the bomb was placed?
- Where is the person now?
- What is the person's name?

#### **6. Background Noises**

- Street Sounds: Dogs, water
- Announcement Systems
- Voices / Music
- Motor or indoor sounds
- Machinery noise
- Local or long-distance call

### **CASE OF EXPLOSION**

#### **7. Checklist**

- Call 10111
- Gather information on degree of damage
- Evacuate students to safe area by using the fire alarm
- Ask emergency teams to respond

- Staff should assist emergency services
- Arrange for parents / guardians to collect the pupils
- Arrange emergency staff meeting

## APPENDIX G

### **VANDALISM**

#### **IN THE CASE OF VANDALISM FOLLOW THESE STEPS:**

1. Report all cases of vandalism at the PRINCIPAL.
2. The principal must make the decision to report it to the police.
3. Take photos of the damaged school property (walls, broken glass, graffiti).
4. For minor cases, the time, date, information of person and the type of damage is recorded.
5. Severe cases of vandalism can be related to hate crime and gangs.
6. Be vigilant against vandals to show that no such action will be accepted.
7. The offender shall be liable for the clean-up and repair of any damage.



## APPENDIX H

### **CRISIS INCIDENTS**

#### **IN THE CASE OF CRISIS EVENTS FOLLOW THESE STEPS:**

##### 1. Objective:

- Crisis response procedures are there to guide people in dealing with more frequent crises that may occur like the death of pupils or staff and other traumatic events that may affect the school for days.

##### 2. Procedures for general crisis intervention

- Unexpected events such as suicide, natural death or multiple injuries or deaths may escalate quickly to disaster if it is not dealt with immediately and effectively.

- To know what to do if such a crisis would occur reduceses the rumors and impact of the incident on the pupils and staff.

- A crisis is defined as:

a sudden, generally unexpected event that could have a negative impact on students and staff and often injury or death may occur as a result.

#### **IMMEDIATELY AFTER REPORTING OF CRISIS**

3. The principal or appointed staff must perform the following procedures if the school is notified of a near-death or fatal crisis situation.

- Ask the person who reported the incident not to disclose it further in school.

- Explain that the school must first investigate to verify the information and that an announcement will be made by the principal.

- If it is doubtful that the person will not obey the request, the person must be kept in the classroom or office to such time as the necessary announcement or steps can be taken.

- Ask staff NOT to repeat the information and also to make no further information known before the instruction is given so to do.

- In the case of the death of a student, the event must be confirmed by contacting the police or a family member.

#### **4. After confirming crisis**

- Notify the principal of the incident
- Ask staff to call together the affected pupils and inform of the event and to provide support to pupils.
- The affected pupils should be called together before the announcement is made.
- Prepare a formal statement for the pupils and staff. Only the most important information should be disclosed.
- Prepare a statement for any possible telephone inquiries.

#### **5. Post-traumatic stress reactions:**

- Nausea, slowed thinking, anxiety
- Upset stomach, difficulty making decisions, fear
- Shivering (lips, hands), inability to solve problems, guilt
- Feel uncoordinated, confused, raw
- Excessive sweating, disorientation
- Cold fever, sadness
- Diarrhea, hurt
- Chest pains
- Rapid heartbeat
- Fast breathing
- Increased blood pressure
- Headache, anger
- Muscle aches, irritability
- Insomnia, stunned feeling
- Struggling to make calculations
- Difficulty concentrating
- Worried about others
- Relive the incident over and over again, wants to hide
- Disruptive dreams
- Poor concentration
- Fear easy
- Shocked

## **6. Medical Protocol**

- A medical protocol is developed by the Department of Health for any pupils whose medical condition requires assistance by staff.
- Staff dealing directly with these pupils has got the knowledge and protocols to support the pupils.
- Conditions that almost always occur among pupils and that need special attention include the following: asthma, allergies, diabetes and epilepsy

## SCHEDULE I

### **SECURITY CONTROL LIST**

Regular daily checks MUST include the following:

#### **Activity**

- Go through the premises to ensure that all exterior doors, windows and gates are closed and other safety measures work well and are enabled.
- Check that all interior doors are closed and locked (where possible). This provides additional security and help control fires and their associated smoke damage.
- Ensure that all blinds are closed especially in computer rooms or where crime targeted equipment or assets are kept.
- Ensure that all crime targeted equipment and assets, including runners (spare keys) are stored securely and out of sight.
- Remove all old excess furniture, cardboard, paper, crates and other combustible materials from the site. Such materials may not be store under collapsible structures, stairs, in corridors, or somewhere else on the school grounds. All bins, crates and other external combustible materials must be kept away from the school buildings.
- Daily backups of computer data should be kept away from the source systems, preferably in a storage area off the premises.
- All security lights must be fully implemented and activated.
- Check that all plant and equipment is turned off, even with the main switch, if applicable. All non-essential lights and power circuits must be switched off.
- Confidential documents should be stored out of sight.
- Make sure all flammable liquids, including glue and paint are kept and preserved appropriately at all times.
- Remove all lost property and other loose items, and keep it out of sight.
- Check that no room divider, curtain decorations etc. aren't in the way of any security sensors Such sensors must always have an open, unobstructed view of the protected area.
- Ensure that all external fire-hydrant- and fire hose cabinets are locked away safely .
- Check that all garden hoses are removed and be kept safely.

## **Weekly checks MUST include the following:**

### **Activity**

- Check that all school fences are in good condition, the boundary is clearly defined and the mechanisms of all gate locks are in good working order.
- Ensure that all visual scaring apparatus such as signs, posters, blinds, curtains, etc., in all computer room windows and other crime targeted areas are installed correctly and working.
- Confirm that the school has an adequate system in place to prevent vandals ready to access materials.

## **Checks as needed MUST include the following:**

### **Activity**

- Report any problems with Building Management or- works for immediate attention. Remember to:
  - o get a timeframe for the completion of the work;
  - o to follow and arrange repairs for the holidays if necessary.
- Check that all computers and other crime targeted equipment has got the appropriate security markings, including the school's name and code number, and as far as possible is fastened securely.

## **Termly checks may include the following:**

### **Activity**

- Check all fixtures and light fixtures, light switches and lighting elements and make sure everything is in good, working condition.
- Check all doors, windows, lock mechanisms, bars, grilles, gates, roller blinds, etc. and make sure everything is in good, working condition.
- Apply insect spray around all security sensors (not on the sensors).
- Confirm that the list of after-hours contact information and school keyrings are updated (getting keys back to those who do not use the school, leaving or more school facilities).
- Nominate the staff and community users who are likely to visit the during school holidays or after school hours, and:
  - o reaffirm their responsibilities regarding school security;
  - o confirm that they have the latest knowledge of how the electronic security system works ; and
  - o confirm that all other parties have returned the keys (get confirmation of external users).

- Undertake a security awareness program through newsletters and flyers in the postboxes of the nearby houses.
- Ensure that all school security and violation boards be erected in appropriate places on the school fence and signs are in good condition.

## **Appendix J**

The sick bay must have sufficient lighting and air flow as well as have some kind of privacy where possible. Furthermore the sick bay has to be close to bathrooms and must consist of the following items:

- A bed for a sick patient to lie on
- A fully equipped (board has got a spider and head blocks) trauma board/stretcher/spine board
- A first aid kit that is equipped according to a regulation 3 standard
- Plastic splints
- Stock cabinet for medicine, bandages, instruments and bedding
- Holder for used bandages etc.(a dust bin can also be used)
- Access to a plug for boiling water and facilities to boil water
- Telephone and a list of emergency numbers
- Disinfectant
- Two chairs
- A logbook to indicate the injury, treatment etc.
- A exam pad and 2 pens
- Paper glasses
- Plastic bags
- Disposable gloves and disposable bedding

**Appendix K**

Date of the incident \_\_\_\_\_

Time of the incident \_\_\_\_\_

Name of injured/ involved: .....

Place of the incident: .....

Address: .....

.....

Reason of the incident: .....

.....

.....

Name of witness(s) of the incident: .....

Type of injuries sustained: .....

.....

.....

Treatment/ verdict: .....

.....

.....

.....



Informed parent/guardian: **yes/no**      Method of informing: .....

Attended to and signed off by: .....      Date: .....

Post description: .....

Address .....

## Appendix L

### **SAFETY AND SECURITY COMMITTEE OF WELKOM HIGH SCHOOL**

1. Health and safety officer: Mr. T Sebalabala **[079 919 8448]**
2. Vice Health and safety officer: Mr. **[084 424 7707]**
3. Other members:
  - Mr. GJ de Jager (School principal) **[082 8979920]**
  - Mrs. Z Visagie **[067 909 3701]**
  - Mrs. Q Menzi **[073 473 8301]**
  - Mrs. D Harmse **[082 218 4542]**
  - Mr. F August [082 759 7354]
  - Mr. T Ngwema [
4. WSec adopt a Cop WO D Wangra contact details 078 304 8764

**The safety committee must have at least one meeting a term and at least a week before a function is held, whereby the adopt a cop has to sit in in this meetings.**

#### **Communication**

- Internal: Intercom system/ loud haler/ whistles/ cell phones of educators/ extra bell system for emergencies
- To the outside: Phoning the SAPS; Fire brigade and emergency services

**Police:** 057 391 6000/ 057 398 2777/ 10111/ 060 469 3552

**Er 24:** 084 124/ 057 357 1542/ Meiring Kats (paramedic) 082 909 0382

**Netcare 911:** 082 911/ Jshoya Robertson (paramedic) 072 673 9091

**Midiclinic hospital:** 057 916 5555

**St Helena hospital:** 057 391 4611

**Bongani hospital:** 057 916 8000

**Sanca Welkom:** 057 352 5444

## Appendix M

### WELOKOM HIGH SCHOOL EVACUATION PLAN

#### EMERGENCY SIGNALS :

**Take cover** : Short bursts of the bell or loudhailer or whistle ringing continuously

**Evacuate** : Long bursts of the bell or loudhailer or whistle ringing continuously

**All Clear** : Three long continuous rings of the bell or loudhailer or whistle

#### THE EMERGENCY PROCEDURE MUST HAVE PRIORITY

##### 1. AIM

The aim of the plan is to ensure that any emergency which arises can be managed. It is a fact that if you are prepared for an emergency you stand a better chance to implement the correct action.

##### 2. GENERAL PRINCIPLES

2.1 In an emergency it is imperative that educators remain calm and collected.

2.2 If the condition is serious, the educator must immediately evacuate the classroom.

### EVACUATION & SAFETY MEASURES

#### 1. TAKING SHELTER

In the case of gunfire, etc. everyone must fall flat onto the floor and move against the wall closest to the gunfire. This must take place immediately on order and thereafter everyone is to remain quiet and not move.

The room must create the impression that it is empty. This procedure is to be followed until the principal gives the all-clear signal. In the case of invasion of school by strikers the learners must stay in class and carry on with work.

### **The Educator's duties:**

1. Immediately lock the door.
2. Appoint 2 Learners to close windows.

### **DUTIES OF SAFETY OFFICER DURING CLASSROOM EVACUATION**

1. Safety Officer with radio/cellphone to man assembly point. (Either hall or rugby field depending on the situation)
2. The secretary must ensure that a first aid kit is available at the assembly point.
3. Report per radio/cellphone to the office that everything is going according to plan, e.g. all learners have been evacuated.
4. On his initiative, learners may be moved to shade or safer environment.
5. Ensure that a sense of calm is maintained at all times.
6. Discipline must be maintained strictly.
7. All relevant information received per radio/cellphone from the office must be communicated to all.
8. Ensure that no interviews are given or made to anyone.

### **EVACUATION PROCEDURE**

- All educators must have the class-lists of all the classes i.e. grade 8A up to grade 12 F.
- All educators must also have the mark-lists of all the subject combinations.
- These class-lists and mark-lists must be put in an easily accessible place in the class.
- Educators must always check the learners present in their class for every lesson even if it's learners on substitution.



## **EVACUATION PROCEDURE**

### **FOR BLOCK A**

- Educators keep learners calm in their classes.
- Educators must take all the class-lists and mark-lists that they each are supposed to keep in their classes.
- Learners in following classes A11; A12; A13; A14; A15; A16; A21; A22; A23; A24; A25 and A26 must all go down the staircases opposite the classes they are in.
- Learners from the aforementioned classes must walk calmly towards the rugby field and line up in an alphabetical order in their respective classes.
- Learners from the following classes A17; A18; A19; A27 and A28 will have to use the staircases nearest to their classes to walk down.
- They must walk to the kinder garden quad and line up in alphabetical order in their respective classes.
- Educators must take a register to check whether learners are all present.

## **EVACUATION PROCEDURE**

### **FOR PREFABS (P1 – P4)**

- Educators keep learners calm in their classes.
- Educators must take all the class-lists and mark-lists that they each are
- Learners from all the prefabs must calmly walk out of the classes and line up in alphabetical order in the kinder garden.
- Educators must take register again to check whether learners are all present.
- Educators must escort the learners to the rugby field after taking register via the

gates at the front of the offices and through the gate at the tuck shop.

## **EVACUATION PROCEDURE**

### **FOR BLOCK B**

- Educators keep learners calm in their classes.
- Educators must take all the class-lists and mark-lists that they each are supposed to keep in their classes.
- Learners from B21, B22; B23, B24 and must walk down the staircases between B21 and B22 classes to evacuate.
- Learners from B21; B22; B23 and 24B must walk to the rugby field using the gate on the right hand side of the pavilion.
- All learners from the abovementioned classes must line up in alphabetical order in their respective classes.
- Educators must take register again to check whether learners are all present.
- They must use the gate on the right hand side of the pavilion to get to the rugby field.
- Learners from B25; B26 and B27 must use the staircases next to B17 class to down.
- They must walk towards the back of the gym-hall walking between B16 workshop and W2 class.
- Learners from W1 and W2 classes or woodwork must walk towards the back of the gym-hall as well.
- All learners must line up in alphabetical order in their respective classes.
- Educators must take register again to check whether learners are all present.
- All these learners must be escorted to the rugby field after register has been taken.

## **EVACUATION PROCEDURE**

## FOR BLOCK C

- Educators keep learners calm in their classes.
- Educators must take all the class-lists and mark-lists that they each are supposed to keep in their classes.
- Learners from C21; C22; C23 and C24 must use the staircases opposite C22 class to go to the rugby field.
- Learners from C11; C12 must also walk towards the rugby field.
- Learners from the aforementioned classes must line up alphabetically.
- Learners from C25; C26; C27 and C 28 must walk down the stair next to C27 and C28 classes.
- They must walk to the back of D block and line up alphabetically.
- Learners from C13 and C14 must walk to the back of D block and line up alphabetically.
- The educators of the aforementioned classes must take a register.
- The educators must escort the learners to the rugby field using the gates at the back of C block.



## EVACUATION PROCEDURE

### FOR BLOCK D

- Educators keep learners calm in their classes.
- Educators must take all the class-lists and mark-lists that they each are supposed to keep in their classes.
- Learners from D1; D2; D3 and D4 must line up behind D block in alphabetical order.
- Learners must be escorted to the rugby field.
- Educators must take register.
- When all learners have lined up on the rugby field the principal will give direction about what must be done.

### HALL EVACUATION

1. The school hall is divided into 3 by way of the number of doors on the southern side.

Grade 11 &12 Back door

Grade 10 - Middle door

Grade 8 & 9 - Front door

2. All the alarms and signals remain the same as in the previous situations mentioned.
3. The rugby field remains the assembly point.
4. During evacuation, the grade on duty educators will do duty as door monitors and ensure that learners evacuate orderly. Remainder of educators to move immediately to the assembly point to control learners.
5. All other instructions remain the same as in classroom evacuation.

### COURSE OF ACTION IF CHILDREN ARE OUTSIDE (BREAK)

1. TERRORIST ATTACK

Children to immediately fall down and crawl to shelter.

## 2. BOMB THREAT

The signal/alarm is the same as for all other evacuation and will be sounded.

## 3. INTIMIDATION OR HOSTILE OCCUPATION OF SCHOOL (STRIKE)

If this occurs before school or during break, learners to move to hall and enter through their designated

doors with their educator. Educators to immediately take roll call to determine if their register class is all present. The signal will be one long continuous alarm with either megaphone/siren/intercom.

## TASK OF THE PRINCIPAL

1. Immediately call the POLICE if necessary.
2. Contact FIRE BRIGADE if necessary.
3. Contact HOSPITAL if necessary.
4. NB! PRINCIPAL is the only spokesperson to liaise with police, media, etc. In the absence of the Principal, the Deputy Principal.

## 5. PROCEDURE - DEPARTMENT OF EDUCATION

1. Call SMGD : District and report the situation.
2. If he/she is not available the protocol list to be followed to the next in line.
3. After incident a comprehensive written report is to be made to the Director of Education.

## CONCLUSION

The success of the emergency plan rests on the positivity of learners and educators during practice sessions. Each exercise must be considered serious so that these actions will become routine. Educators must regularly discuss with learners the importance of being prepared. Learners must be aware that an emergency situation could arise at any time. Strong ACTION to be taken against learners who consider these exercises as a joke.

## **APPENDIX N**

### **POLICE VISITS**

The police might rock up during break or teaching time to search for illegal substances or any weapons that our learners may have on them or in their possession. No educator at Welkom High School needs to be informed when these visits may happen. It is expected of all the staff to work with the police to ensure that if they visit our school for any reason they will be able to do their job as efficiently as possible.

#### **Class visits:**

- ✓ If a police officer rocks up at your door insisting on searching the class, allow the police officer(s) to do their job.
- ✓ Lock your door or safety gate as soon as the police officer(s) are in your class, including their dogs if they have any with them.
- ✓ No teacher is to intervene with any police officer's proceedings unless asked to do so by the police officer(s).
- ✓ Learners and educators who find themselves guilty of breaking any law will be dealt with by the police.
- ✓ When the police instructs you to open the door, you may do so and they will then escort the guilty parties to where they need to be, then you as an educator should make sure that you have a list of the learners that left your class.

#### **Visits during assembly**

- All educators are to help keep the learners in the hall and to help move the guilty learners/ educators to the matric register book (behind the P- block).
- No teacher is to intervene with any police officer's proceedings unless asked to do so by the police officer(s).
- Learners and educators who find themselves guilty of breaking any law will be dealt with by the police.
- The other learners will be allowed to leave the hall in an orderly fashion, with the help of the remaining educators who are not involved in helping the police.

#### **Visits during break and after school:**

- Police officers will be patrolling the school grounds and may seek the help of educators to explain what is usually seen during break etc.
- Once again no educator may intervene with any police proceedings, unless asked to do so by a police officer.

## **APPENDIX Q**

### **SELLING THINGS OUT OF YOUR CLASSROOM:**

You may not sell things out of your classroom that is not school related (for example sweets; food; cool drinks etc.) without any permission in writing from Mrs. Morrison and Mr. Wheeler.

If you fail to comply to this agreement, all the things you are selling is being sold illegally, because there is no knowledge of what is being sold and by who and will be dealt with in accordance to illegal selling on a private property. Furthermore everything will be confiscated and a case will be opened at the police which can lead to you getting a criminal record behind your name.

If you are thinking of selling goods for any project you may have etc. kindly fill in the form bellow and wait for the approval of both Mrs. Morrison and Mr. Wheeler before you proceed with selling these goods.

*Application form for selling goods on the school premises for a short period of time*

Name of the person selling: .....

Surname of the person selling: .....

Place that the selling of goods will take place: .....

What will be sold (name of the products for example halls lozenges individually wrapped):

.....  
.....  
.....  
.....

Reason for selling these goods and how does the school benefit from it:

.....  
.....  
.....  
.....

**Times that will be sold:**

No goods may be sold during class time, failing to adhere to this will lead to confiscation of all goods being sold and all relevant steps will be taken to ensure that you may not sell any goods on this premises.

From: Date: \_\_\_/\_\_\_/2017 Before school  During break  After school  At a function

To: Date: \_\_\_/\_\_\_/2017 Before school  During break  After school  At a function

By signing this document you are signing an agreement to only sell on these dates specified in this document and only if approved by Mrs. Morrison and Mr. Wheeler. Furthermore you also agree that there might be random checks of the products being sold and that if other products are being sold than what is indicated in this document, you void everything that was agreed upon, failing to comply will lead to confiscation of all goods being sold

Signature of staff member applying:

.....

Date signed:

\_\_\_/\_\_\_/2017

Signature of Mrs. Morrison

.....

Application approved

**YES/NO**

Signature of Mr. Wheeler

.....