

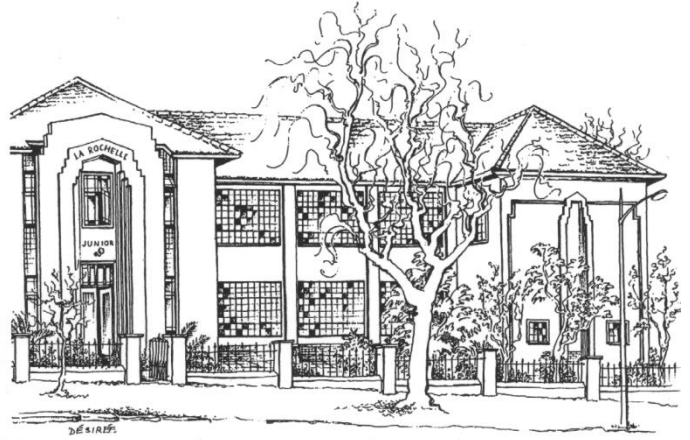
Laer Meisieskool

# La Rochelle

Girls' Primary School

## Safety Policy

Revised on 24 January 2017



### Safety plan

#### Terrain en Buildings

- All fences should be checked regularly.
- Gates should be closed during school hours.
- Front Door to be locked at all times.
- The terrain should be kept neat and all potentially dangerous objects must be removed.
- Learners should be made aware of potentially dangerous areas.
- Outside lights to be switched on after sunset.
- The alarm system (ADT) has to be activated when there is no one in the building.
- Learners and staff members are the only people who are allowed to use the public telephone.

#### Entering of school premises

- Unauthorised persons are not allowed on the school premises. Unauthorised persons should be reported immediately.
- All visitors, including parents, report at the front desk (secretary) on entering the school building.
- All learners use the gate mall on the western side of the school on entry.
- Parents, visitors and other family members enter the premises at the main entrance only.
- Any persons found guilty of any form of intimidation, assault, etc of learners or staff members on the school premises, will face criminal charges.
- All visitors are required to complete the Visitors' Register.

#### Maintenance and Construction

- The safety of all role players should be guaranteed when construction or installation work is in progress. No learners may move in such areas.
- Notices indicating the presence of construction workers should be clearly visible.
- Wet or slippery floors: Appropriate signs to indicate wet or slippery floors should be placed to warn learners and staff.
- Electrical circuit wires should be checked regularly.

#### School premises

- The area must be free of any sharp objects, rocks, holes/ditches.

- Poisonous plant species should be removed immediately from the school premises.

#### Terrein Assistant

The terrein assistant has been given the following rules:

- Taxi drivers should be informed by the parents that they have to collect the learners at the gate where the security officer can see them as learners may not leave the school grounds.
- Learners may not go to the public library and the market without the written consent of their parents.
- On occasions when parents are late due to unforeseen circumstances then those learners must stay inside the school grounds for their own safety.
- Learners may go to their parents if the car is parked where the security officer can see them, otherwise parents must please come to the gate to collect their daughter(s).

#### Dangerous weapon and illegal substances

- Under no circumstances are any dangerous weapons or illegal substances allowed on the school premises.
- Safety regulation signs (No-smoking; Gun Free Zone; Emergency Signs) should be clearly visible.

#### Supervision of learners during and after school hours

- No learner may leave the school premises after entering the school grounds in the morning.
- In the event of a learner being released early, the Early Release Register should be completed. Identification of person/s collecting learner/s may be required.
- Learners are the responsibility of their parents after school hours, unless they have been enrolled in the After Care Centre.
- Learners not enrolled in the After Care Centre, or who are not involved in extra-mural activities, should be collected immediately after the bell rings to indicate the end of the school day.
- During school hours, the safety of all learners is the responsibility of the school. Educators follow a Ground Duty Roster in order to ensure the safety of learners during school hours.

#### Traffic before and after school hours

- Parents are encouraged to drive off immediately after dropping learners off in order to prevent traffic congestion.
- Parents are encouraged not to double park.
- Learners should cross Faure Street at the pedestrian crossing.

#### Damage to buildings, furniture; Theft

- Any person/s guilty of vandalising the school building or premises, will be prosecuted.
- Cases of theft, burglaries, etc should be reported and followed up immediately.

#### Sport equipment and facilities

- The importance of sunscreen and a cap should be emphasised.
- Sporting equipment should be checked regularly.
- Ensure the safe and correct use of sporting equipment.
- No learner may be without supervision during Physical Education periods or scheduled extra-mural activities timeslots.
- A First Aid kit should be available at all sport meets.

#### Accessibility for learners with physical disabilities

- Provide ramps for wheel chairs

#### Search for dangerous weapons and illegal substances, etc.

- Departmental regulations are followed in the event of learners being searched for dangerous weapons or illegal substances.
- Only female persons may take part in the above-mentioned process.

#### Awareness Programmes to make all role players aware of the following aspects should be in place:

- HIV/AIDS
- Alcohol and drug abuse
- Sexual harassment and molestation
- Physical, emotional and verbal abuse
- Trauma, kidnapping
- Community organizations should be asked to deliver relevant talks. The emotional and intellectual level of the learners should be taken into consideration.

#### Learner Transport

- Learners will be allowed to go on outings/excursions only if the parent completes an official letter giving permission that the learner may go on the outing.
- Inspections of the vehicles transporting learners and staff, as well as maintenance of the school bus, should be conducted.
- No learner may stand while a vehicle is in motion.

#### Sickness and First Aid

- A register, in which all serious accidents are recorded, should be kept.
- First Aid boxes should be regularly checked and replenished.
- Expiry dates of contents of the First Aids boxes should be monitored.
- Mrs Van Der Walt, as a registered nurse, is the only staff member allowed to administer first aid.
- Parents should notify Mrs Van Der Walt in writing of any medication to be taken during the school day.
- Latex gloves should be used in the event of treating an injury.

- Learners in sickbay should be regularly monitored.
- Parents should be notified immediately if a learner is unable to complete the school day.
- Professional counsellors and medical practitioners should be contacted in serious cases.
- Parents are encouraged to keep sick learners at home.

### Emergency Procedures

The basic emergency procedures regarding the incident will be analysed.

- See evacuation procedures attached.
- Evacuation procedures should be practiced at least once per month.
- Emergency numbers should be clearly visible in all classrooms, as well as in the administrative block.

Fire :

- Sound the Alarm
- Call the Fire Brigade
- Notify the Emergency Plan Co-ordinator or assistant.
- Notify the head of the Fire Team (and the evacuation team if necessary)
- Supply the Fire Team with the necessary equipment.

General : All other persons must evacuate and meet at the gathering point.

Casualties : All casualties must receive first aid from the First Aid members.

Inspection : SAP must be summoned.

## Emergency measure : A

### Evacuation of School

Remain calm at all times and please keep pupils calm!

- |                            |   |                      |
|----------------------------|---|----------------------|
| 1. Signal : Automatic bell | ] |                      |
| Hand bell                  | ] | 2 short, 1 long ring |
| Whistle                    | ] |                      |

### Fire – evacuation of building

1. Secretary & Principal :
  - \* Test the telephone.
  - \* Call fire brigade and give the alarm (2 short + 1 long ring) or use hand bell.
  - \* Close all the windows and doors in the administration block, take the keys with as well as important documentation.
2. Place where window-hook is kept in your classroom MUST be clearly marked.
3. Take a class list with when evacuating the building.
4. Leave the classrooms quickly, yet orderly.
5. Walk the shortest route (around the hall) to the hockey field.
6. Leave the grounds through the gate at NAVARRE (NOT DURING PRACTICES).
7. The safety team will only investigate the building with fire extinguishers and sand if there are trapped learners and no assistance from the police or fire brigade is forthcoming.

Emergency measures : B

Shelter within school building

Please remain calm and keep the pupils calm!

1. Signal : Automatic bell            ]  
                  Hand bell                ] 2 short, 2 long rings  
                  Whistle                 ]
2. Instructions : Intercom or Megaphone
3. All shutters (and windows if necessary) on the ground floor must be closed during and emergency operation.
4. Staff on first floor must immediately call-back from Book Room / "Grot" / Boardroom if they notice anything suspicious. Keep your whistle round your neck, or within easy reach. Use whistle in case of electricity failure or when you cannot leave the classroom.
5. All classes are relatively safe; however, if your learners in the class are in danger, they must crawl on their knees to safe areas:
  - (i) Passage before rooms 14, 15 and 16 as well as rooms 12 and 13 learners.
  - (ii) Area before the Media Centre – rooms 8, 9, 10 and 11 learners.
  - (iii) Area before rooms 1 and 2 – learners from rooms 1, 2, 3 and 4.
  - (iv) Passage at Pre-Prim – Pre-Prim together with rooms 5 and 6 learners.
6. Pre-Primary: Both doors and the gate must be locked. Parents who visit the class before 12:30, will have to knock for entry. Doors and gate to be locked again after 12:30.
7. Music Department: Keep windows and shutters closed. Evacuate if possible to a safe area. Keep shutter closed. If possible, evacuate to the safe area at rooms 1 and 2 or to the learners cloakrooms
8. The gate at the hockey field will remain closed in an emergency (This is to control access). All other gates will be locked at 7:45 and only unlocked as necessary at 13:15.
9. The Janitor and cleaners will patrol the grounds during the day and report to the principal.

Emergency measures: C

Shelter within classes

Very important; keep the key to your classroom door inside the door!!!

Please remain calm. Carry on with normal lessons if possible.

1. Signal : Hand bell        ]  
   Automatic bell ] Continuous short rings  
   Whistle        ]
2. Lock the door, shutters and windows immediately.
3. Instructions, if necessary, will follow.
4. Art room        :        Ensure that the key is on the inside of the door.
5. Hall                :        Please make sure that the front door to the hall is locked
6. Music             :        Keep learners with you till further notice.
7. Cloakrooms     :        Learners use teachers' cloakrooms
8. Break             :        Should the occupation of the school occur during break, emergency measure A will commence: All pupils and teachers will go to the hockey fields. (Principal and secretary will remain in school)