

NEXUS PRIMARY SCHOOL



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Safety policy

SCHOOL STAMP

Date of Adoption by SGB _____ Signed: _____

Date of Verification by Department: _____ Signed: _____

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1. Preamble

Safe schools promote the protection of all learners from violence, exposure to weapons and threats, theft, bullying and harassment, the sale or use of illegal substances on school grounds, and other emergencies. Educational environments must be safe and secure spaces for learners, teachers, non-teaching staff and the local community. Therefore, it is necessary to manage school safety and security properly in order to prevent accidents and incidents, creating an environment in which physical, emotional and social well-being is promoted.

Strict policies on school safety promote increased learning, feelings of school unity, higher levels of pro-social behaviour and decreased levels of violence.

Through this policy, Nexus intends to:

- a) Place the issue of school safety at the top of the agenda of all stakeholders,
- b) Adopt a zero-tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse and bullying,
- c) Ensure that all incidences of school violence, gangsterism, substance abuse and bullying must be reported by all stakeholders to school authorities and the police services once they become known,
- d) Ensure that there is appropriate support for the victims
- e) Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

2. Purpose of the policy

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

3. Definitions & Acronyms

Acronyms	Explanation
DSSC	District School Safety Committee
HOD	Head of Department of Education
ID	Identity Document
MEC	Member Of Executive Council for Education
PAM	Personnel Administrative measures
PS Staff	Public Service Staff
SANCA	South African National Council for Alcoholism and Drug Dependence
SAPS	South African Police Service
SBST	School Based Support Team
SGB	School Governing Body
SMT	School Management Team
SACE	South African Council for Educators
SASA	South African Schools Act

4. Scope Of Application

4.1) This policy applies to all learners, staff member and governing body of Nexus Primary School.

4.2) Matters related to occupational health and safety Act are excluded from the application of this policy.

5. Legislative Framework

These Guidelines must be read together with and interpreted in the context of the following pieces of legislation: (a) Constitution of the Republic of South Africa (No. 108 of 1996); (b) National Education Policy Act (No. 27 of 1996), as amended; (c) South African Schools Act (No. 84 of 1996), as amended; (d) Minimum Uniform Norms and Standards for Public School Infrastructure (Nov 2013); (e) Occupational Health and Safety Amendment Act (No. 181 of 1993); (f) Regulations for Safety Measures at Public Schools (Reg. No. 1128 of 10 Nov 2006); (g) National School Safety Framework (2015); (h) South African National Standards (SANS 10 400, SANS 1263-I); and (i) Spatial Planning and Land Use Management Act (No. 16 of 2013). Bela Bela Act, Act 32 of 2024, section 8A (a-j).

6. Create A Safe School Environment

6.1) Access and control measures

- a) The SGB will ensure that clear signage is present throughout the school property, indicating that:
- anyone entering the school does so at their own risk,
 - anyone entering the school may be subjected to search,
 - no drugs, alcohol, guns or weapons permitted in the school premises
 - unlicensed drivers will not be permitted to drive vehicles on the school property.
 - During the school day school gates must be locked and access to the school must be controlled.
- b) Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the principal. Except for emergency situations it is preferred that parents visit schools on an appointment basis.
- c) According to the “Regulations for Safety Measures at Public Schools, 2001,” “No person shall without the permission of the principal or HOD, enter into any public-school premises. The HOD or Principal of any public school may take such steps that he or she may consider necessary for the safeguarding of the public school, as well as for the protection therein.
- d) Any visitor to the school, including parents, may be required to:
- Furnish his or her name, address and any other relevant information required by the principal or HOD.
 - Produce proof of his or her identity to the satisfaction of the principal or HOD if necessary, in the absence of the identity document visitors will be taken a photo.

- **Declare whether he or she has any dangerous object or illegal drugs in his or her possession or custody or under his or her control.**
- **Declare if there are no dangerous weapons in the vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature.**
- **Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.**

e) The “Regulations for Safety Measures at Public Schools, 2001” allows the principal or HOD to remove any person, any time from any public-school premises if:

- **That person enters the public-school premises concerned without the permission of the principal, and**
- **The principal, SGB or HOD considers it necessary for the safeguarding of the public-school premises concerned or for the protection of the people thereon.**
- **Any person who contravenes the above-mentioned measures may be removed from the public-school premises, with the assistance of SAPS.**

7. Management Of Threats to School Safety

The stakeholders of the school will endeavour to continuously monitor the school environment (internally/externally) to identify potential threats and mitigate these risks. The areas below have been identified as areas that threaten school safety. Preventative measures are provided here while Annexure A provides guidelines of what the principal should do when a threat to school safety occurs.

7.1) School Violence:

No form of violence committed by one learner on another or a teacher on a learner or the learner on the teacher will be tolerated at Nexus Primary School.

- The school is committed to the South African Schools Act, Section 10 which states that “No person may administer corporal punishment at a school to a learner and if this is contravened such a person will be guilty of an offence and liable to a sentence which could be imposed for assault.”
- In a similar manner a learner who assaults another learner or educator to educator will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

7.2) Bullying: Bullying is outlawed at Nexus School

- The school adopts a zero-tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation as per Basic Education Amendment Act, Act no: 32 of 2024 (Bela Act)
- The school will train learners, educators and the support staff that bullying is everyone's responsibility and that any incidents of bullying in the school need to be reported, recorded and investigated.
- The training will include strategies that can be used to prevent or stop bullying such as interaction between learners, discussion groups, peer mediation, one-on-one mentoring or the “buddy system” where older children look after younger children, bystander or spectator support.

- The school safety committee will elect a safety coordinator to monitor incident of bullying and on how to implement the interventions and strategies to address the problem.

7.3) Gangsterism

- To implement actions against gangs or gangsterism, the school will:
- At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the district office and the police authorities about suspected gang – related activities on or near the school property,
- The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and
- The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community. These will include civic organisations or associations, religious groups and/or youth commissions, Child line, Lifeline and the local police.

7.4) Abuse and Sexual Abuse

7.4.1) The school will implement the Action Strategies against abuse by way of:

- Urging learners to report any incidence of abuse to the principal or any staff member that they trust.
- Staff members will be sensitized to note changes in learner's behaviour and record a learner's behavioural changes towards classmates, peers and other educators in a record book over a few days or weeks.
- Where necessary, educators/members may interview peers or classmates, maintaining confidentiality.
- The School Safety Team will inform learners regularly that, in case of any abuse or rape, what course of action should be followed. The School Safety Team will empower educators to advise learners, in case of sexual abuse/rape on which steps to take to retain the evidence and maintain confidentiality.
- Educating learners about abuse, places to avoid, what to do if abused and where to go for help.
- Educating learners about their rights and where to get counselling and medical attention if abused. The school will teach learners self-defence mechanisms and strategies to build or re-gain their confidence.

- No pornography is allowed at the school. Any learner, educator or support staff member that is caught in possession of pornography will be dealt with through the relevant disciplinary procedures. The material and the device on which the material is displayed will be confiscated by the school.
- The school Code of Conduct does not allow anyone to film anything on the school premises without the permission of the principal.

7.5) Initiation Practices

- No initiation practices will be allowed in the school. Any person who conducts or participates in initiation practices against a learner is guilty of misconduct and disciplinary action will be instituted against such a person in accordance with the applicable code of conduct
- Any person within the school found subjecting learners to initiation practices will be charged with serious misconduct.

7.6) Confidentiality

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

7.7) Occupational Health and Safety

- Nexus will provide for the health and safety of learners in connection with the activities of learners in the school premises.
- The School Safety Team will advise on the emergency evacuation procedures, which must be displayed in all offices and classrooms
- The school safety officer must ensure that fire extinguishers are installed and maintained regularly, (maintenance certificates to be filed)
- Rules for the safe use of the laboratory and workshop including the storage of chemicals, tools and equipment must be displayed in the laboratory,
- The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular basis.
- There should be First Aid Kit boxes in all the classrooms, kitchen and also in sickbay.
- The following list of contents should be kept in the first aid kit and used to ensure that the first aid kit is always replenished
 - 1) Wound Cleaner / antiseptic (100 ml)
 - 2) Roll of elastic adhesive (25mm × 3 m)
 - 3) Non-allergenic adhesives strips (25 × 3 m)
 - 4) Non-allergenic adhesives dressing strips (25mm × 3m)

- 5) **First aid dressings (75 mm × 100 mm)**
- 6) **First aid dressings (150 mm × 200 mm)**
- 7) **Pair of scissors (minimum size 100mm)**
- 8) **Straight splints**
- 9) **Pairs large and 2 pairs medium disposable latex gloves**
- 10) **CPR mouthpiece**
- 11) **4 roller bandages (75 × 5 m)**
- 12) **Space blanket**
- 13) **Roller bandages (100 mm × 5m)**

8. Safety Committee

It's always a best practice to constitute a safety committee in the school to confirm the safety of all the stakeholders. The leading members of the committee should include the:

- 1) **Principal**
- 2) **Municipality Representative**
- 3) **learners**
- 4) **Staff representatives**
- 5) **School Governing Body (SGB)**
- 6) **Security personnel**
- 7) **External role players include:**
 - **The SAPS**
 - **Local ward councilors**
 - **Social workers**
 - **Community Police Forums (CPFs).**

8.1) Term of the office

- **The term of office is two years. A maximum of two terms in one position.**

8.2) Election of executive (office-bearers)

- **The election of the Executive Committee takes place at a Bi-Annual meeting, preferably in October.**
- **The quorum at a meeting of the Executive Committee shall be half the members plus one.**
- **Election shall be made by secret ballot.**

8.3) Duties of office bearers: Roles and Responsibilities

8.3.1) Principal

- A. Must engage in advocacy campaigns to communicate to the public the status of the school safety**
- B. Oversee Safety matters in the school**
- C. Report incidents of violence and crime to the relevant stakeholders (i.e. Parent/s, SAPS, District Office and the SGB)**
- D. Make referrals of incidents of violence and crime to the relevant stakeholders**
- E. Serve on the School Safety Team, and**
- F. Encourage governing body members and parents to participate in community policing forums.**

8.3.2) School Governing Body Rep

- A. Chair all meetings of the School Safety Team and in his/her absence delegate the chairmanship to another member of the team**
- B. Develop the school safety policy together with the School Safety Team.**
- C. Promote school-community partnerships.**
- D. Ensure that the School Safety Team is functional.**
- E. Ensure that the School Safety Team is headed by the Safety Officer.**
- F. The chairperson should ensure that the SGB receives activity reports from the Safety Team**

8.3.3) School Safety Officer

- A. An officer at school level who co-ordinates the activities of the School Safety Committee,**
- B. Monitor the implementation of the Safety Plan and report to the principal on a weekly basis,**
- C. Maintain and update the incident report**

- D. Coordinate with the permission of the Principal, Searches and Seizures as contemplated in section 4(3) of GG No. 22754 of October 2001,**
- E. Keep records of all visitors to the school,**
- F. Organize School Safety meetings as determined by the School Safety Team,**
- G. Mobilize Community structures to assist the school to be Violence free, Drug free, Gun free and Crime free,**
- H. To co-operate with police stations to ensure visible policing during all sporting and cultural events at the school.**
- I) To collaborate with vendors (people selling at school) and monitor them. To ensure the safety of learners, vendors should be registered and be known, allocated a designated vending area in the school premises where vendors will sell their product early before school starts and after school (during break time, the school's tuck-shop will be operating). The coordinator should also enforce existing policies regulating food sales and teach learners on nutrition. Parents should be made aware to scrutinize food options available to learners.**

8.3.3) Educator Rep

- A. Always safeguard the safety of learners,**
- B. Ensuring that the Safety policy is implemented daily in the classrooms/school,**
- C. Report all Safety issues to the Safety Officer, and**
- D. Attend/represent the Safety Team in external meetings as requested by the School Safety Team.**

8.3.4) Prefects Rep

- A. Mobilize learners to report any activity that might jeopardize the safety of the school environment,**
- B. Mobilize learners to take responsibility of looking after the school property and make learners aware that any learner who intentionally misuses**

damages or defaces school property shall have his/her parent/ guardian paying for its repair.

C. Motivate learners to attend school regularly and punctually.

8.3.5) Peer Mediators

- A. Form peer support groups that promote empowerment to safety issues, for learners.**
- B. Ensure that learners are aware of the safety policy & what to do in the case of safety related incidents.**
- C. Assist the peers in settling disputes in a manner satisfying to all parties (keep many minor incidents from escalating over time into more serious incidents).**

8.3.6) Support Staff

- A. Ensure that school gates are locked are controlled during school hours.**
- B. Report school maintenance and threatening issues to the Principal and School Safety Officer, and**
- C. Attend/represent Safety Team in external meetings as requested by the Safety Team.**

8.3.7) Police Rep

- A. To increasing the safety of the learners**
- B. Ensure the safety of children while they are crossing roads and will inspire them to follow the proper traffic rules.**
- C. Promoting safe and orderly school environments.**
- D. Conduct random searches in classes during school hours**

8.3.7) Municipality Rep

- A. To ensure that environment surrounding the school is not harmful to learners.**
- B. Ensure that tuck-shops and food vendors around the school comply with regulations and offer nutritious options.**

8.4) Removal from the office

- A. Any member may terminate his/her service by resigning as member of the School Safety Committee in writing.**
- B. A member who does not actively participate in the activities of the School Safety without a valid reason, terminates his membership automatically.**

8.5) Mission statement

The School Safety Committee is a blend of school personnel and community partners, including first responders. The committee is charged to periodically review safety and security procedures, emerging trends that may impact schools, and make recommendations to policies and administrative regulations needed

8.6) Meetings

General Meetings must be held at least quarterly before the sitting of SGB meeting, or when it is necessary.

8.6.1) Procedure for meetings

The Committee may regulate its meetings and proceedings as it deems fit, subject to the following:

- A. That the Chairperson shall chair all meetings of the committee.**
- B. That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting.**
- C. In the event both are absent, the committee members present at the meeting shall elect a chairperson for that meeting.**
- D. Where possible, the decisions of the committee shall be taken by consensus.**
- E. However, when there is no consensus, then members will discuss options for a while and then call for a vote and votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting**

- F. However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote and all members must abide by the majority decision**

8.7) Minutes of meetings

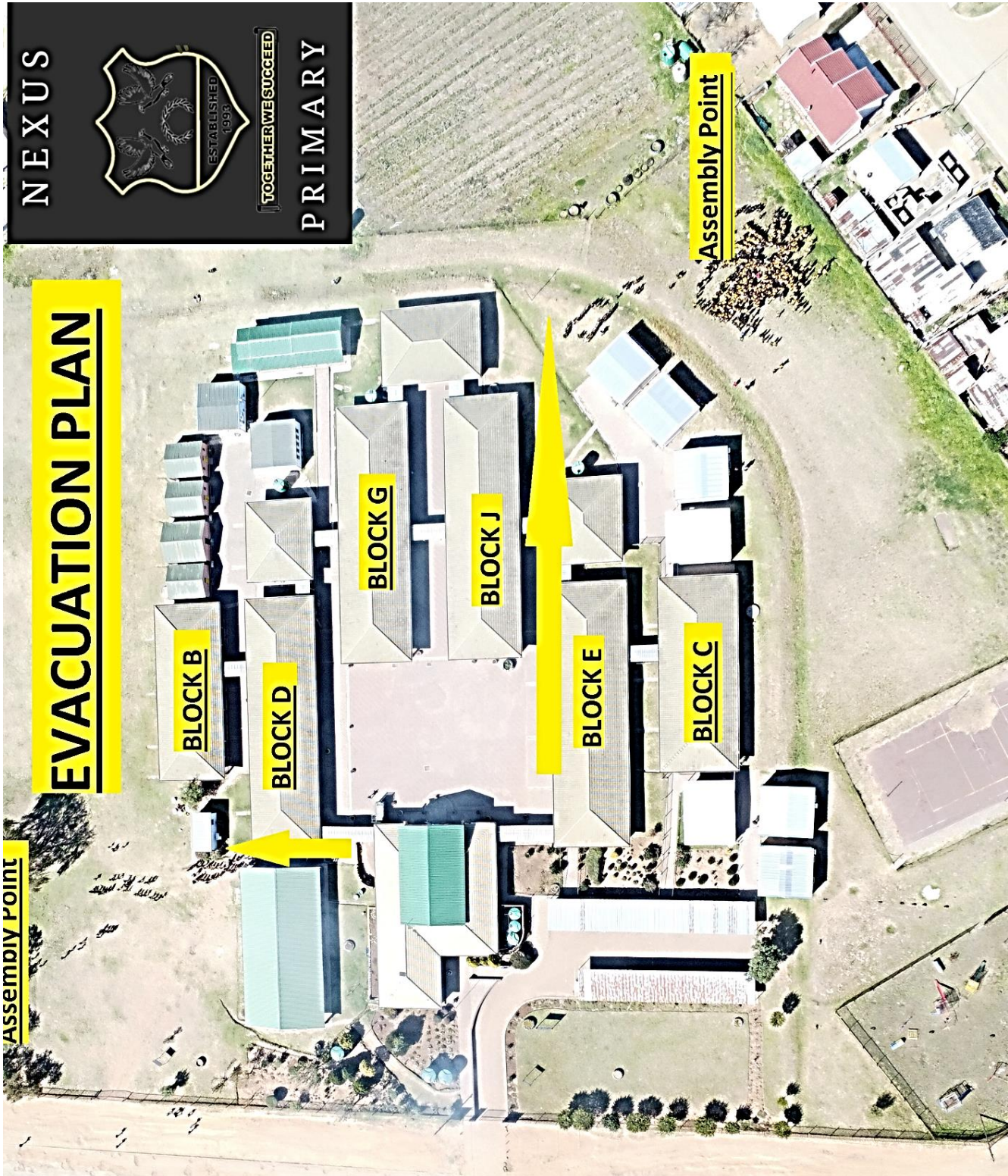
- A. Records of meetings**
- B. Proper minutes and attendance records must be kept for all meetings of the committee.**
- C. The minutes shall be confirmed as a true record of proceedings by the next meeting of the committee, or of general members as the case may be, and shall thereafter be signed by the chairperson.**
- D. Minutes shall thereafter be kept safely and always be on hand for members to consult**

9. Reporting and accountability

- A. All incidents that take place at the school must be reported to the principal (if not the perpetrator). In cases where the principal is the perpetrator, the incidence must be reported to the Department of Education**
- B. All serious and less serious incidents must be reported to Safety coordinator, principal or deputy principal for proper handling.**
- C. In the case where the incident is being reported to the relevant role players, but could not get attention, the said role players will be liable for defeating the ends of justice.**

10. Evacuation procedures

It is done quarterly to remind learners. The siren will ring unusually. Learners follow routes to the emergency assembly points.



11. Amendment of the policy

The policy will be amended in the Annual General Meeting by the majority on bi-annual basis.

12. Approval

Designation	Comment	Signature	Date
SGB Chairperson:			
Principal:			
District Director:			