

Health and Safety

1. Preamble

Pinelands Montessori is committed to providing a safe, secure and supportive learning environment for all pupils, staff, and the school community. This commitment includes the welfare of teaching staff and pupils as well as the protection of property, resources, and information.

2. Purpose

Section 24 of the Constitution of the Republic of South Africa 9 Act 108 of 1996, states “a learner has the right to an environment that is not harmful to their well-being. It is a constitutional right of every learner to enjoy education in a harmonious and carefree environment.” The purpose of this policy is, so far as reasonably practicable, to give meaning to Section 24 of the Constitution by:

Establishing and maintaining a safe and healthy environment throughout the school;

- Establishing and maintaining safe working procedures among staff and pupils;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances;
- Ensuring the provision of sufficient information, instruction, and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and they have access to health and safety training as appropriate or as and when provided;
- Formulating effective procedures for use in the case of fire and for evacuating the school premises;
- Laying down procedures to be followed in case of an accident.

3. Responsibilities

All members of the school community must work towards achieving the school’s vision of excellence through holistic education by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- Being familiar with all instructions and guidance of safety within the school;
- Using common sense at all times to take responsible care for their own safety and the safety of others;
- Reporting any unidentified hazards to the Principal immediately.
- Monitor and review school safety policy;

3.2 School Safety

The Principal or Head of the school will:

- Ensure that safe work practices and procedures are applied within the school;
- Ensure that School Safety Inspections are undertaken once a term;
- Establish a system for the reporting, recording and, investigation of accidents and ensuring this is applied rigorously;
- Ensure members of the school community are aware of their own responsibilities;
- Take responsibility for the development of and implementation of the school health and safety policy;
- Monitor and review the policy and update when necessary;
- Ensure all staff are familiar with the policy;
- Facilitate the training of staff where needed or required;

- Take active steps to ensure that equipment, buildings, and grounds are safe, secure, and well-maintained and that any damage is quickly rectified (funds permitting);
- Ensure arrangements are in place for the speedy evacuation of the buildings in case of fire or another emergency, and that firefighting equipment is available and maintained;
- Ensure first aid boxes are acquired and maintained.

The Principal or Head is responsible for the following:

- The required equipment is procured and kept serviceable and secure;
- Emergency facilities are serviceable and well-maintained;
- All exits, evacuation routes, firefighting equipment, and first aid equipment are prominently displayed;
- Assessment of premises from a fire prevention and protection point of view;
- Implementation of effective fire prevention measures;
- To ensure that fire escapes are practical and not locked in such a way as to prohibit use;
- To ensure that fire hazards are eliminated or kept to a minimum;
- To ensure that firefighting equipment is kept secure, but accessible, is well distributed and well maintained, and effective;
- Signposting of firefighting equipment;
- Areas are searched after evacuation to ensure that all pupils and staff have evacuated and that affected areas are clear.

3.3 The Principal or Head

- Develop a health and safety culture throughout the school;
- Take responsibility for the day-to-day operations of the safety policy;
- Ensure staff are aware of their responsibilities.

3.4 Staff

- Support the implementation of the Health and Safety policy;
- Take reasonable care of themselves and others;
- Ensure as far as reasonably practicable that their classroom or work area is safe;
- To make sure a risk assessment is carried out before any offsite visits by pupils.

3.5 Pupils

- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

5. Pupil Safety

5.1 Personal safety and well-being

- Pupils should not engage in any activity at school which may cause physical injury or trauma of any kind to themselves;
- Pupils should exercise the greatest care whilst on the school premises and obey all school rules and instructions given at an assembly, by staff, the prefects, and by the RCL;
- Whilst the school shall at all times take all reasonable safety precautions to avoid injury/ loss to learners, the School, Western Cape Department of Education shall not be liable for any claims/ litigations which may arise in respect of this;

5.2 Safety in classrooms

- Educators must know how to apply emergency measures in case of accidents;
- All classes must be equipped with an elementary first aid kit which must contain: 2 pairs of rubber gloves; a pair of scissors; bandages and plasters; disinfectant and cotton wool;
- Serious injury must be reported to the office immediately. The office will administer the necessary procedure and, if necessary, contact the parent. Should the parent be unavailable the learner will be taken to (a) a private hospital (for pupils with medical aid); (b) to the community clinic (c) a Hospital outpatient or (d) the emergency services will be contacted and an ambulance requested;
- Parents must ensure that they have completed the correct medical information on the application forms (with an emergency contact number). This I kept in the pupil file. Information is captured on the School's computer system and a file which is accessible to all staff at all times.

5.3 Learner accidents, incidents and illness

- A qualified First Aid team must be present at all school sports events to attend to injured pupils should it become necessary;
- If a pupil is unwell or falls ill at school, then the parent/s or legal guardian will be contacted by the office for his/her instructions;
- It is essential that all contact numbers and details are provided accurately on the admission/ verification/ excursion forms;
- Pupils who are on chronic medication must inform the front office as well as their educators. Pupils who suffer from respiratory illnesses must carry their "asthma" pumps or special medication with them at all times.
- First aid boxes are located in the front foyer, and in one of the classrooms.

5.5 Serious Injuries

Where a pupil is seriously injured, and would appear to require expert medical attention or even hospitalisation, the following procedures should be followed:

- Phone the parents/guardian/responsible adult;
- If unable to reach a parent, an alternative family member or the family doctor should be contacted;
- If the child is conscious or unconscious make sure it is safe to move the child before you do so;
- If the first aid team cannot assist call an ambulance;
- If the family is on medical aid, the child should be taken to the nearest private trauma centre or hospital trauma centre. (Note: these should be identified by name and arrangements made with them that they will receive pupils with suspected serious injuries.)
- If the family is not on medical aid, the child should be taken to the trauma unit at the nearest hospital or clinic to be stabilised (This is for the parent's account.) The patient can always be transferred to state medical care subsequently;
- Each sports coach/ manager must keep an up-to-date set of excursion forms for the players in his/ her team;
- Remember to use the surgical gloves (which are supplied with all the first aid kits) whenever you are dealing with blood and body fluids as a protection against the HIV virus.

5.6 Safety of Pupils outside of the school premises

- Pupils may not wait to be collected outside of the school gates. They must remain within the school premises until such time as their lift arrives;

6. Management of Property

6.1 Personal Property

- The safekeeping of all pupils' possessions is the responsibility of the pupil. Pupils are advised to take care not to leave their bags and other valuables lying around unattended;
- Dependent on funds, the school will install 24-hour camera surveillance in strategic locations around the school;
- The school is not responsible for valuable personal items that a pupil may bring to school. This includes cell phones, ipods and other digital devices;
- Teachers are cautioned about leaving handbags, wallets, purses, laptops etc. in their classrooms;
- Teachers are able to leave their handbags, cell phones, laptops etc. in a locked cupboard in the office, if they wish to;

6.2 Cash on School Premises

- Large sums of money are not kept on the premises. (less than R2000)

- **Staff Duties**

General

- Staff must be alert at all times;
- Report suspicious looking persons, parcels or vehicles to management immediately;
- Keep a watchful eye over the pupils.

7.1 Pupil Supervision

- In the event of an incident, the teacher on break duty is required to complete an Incidents Report Form that is submitted to the First Aid Leader and then the Head ;
- During extra murals, the extramuraling the extra mural is responsible for first aid requirements. Again, an Incident Report must be completed;
- During sporting events such as a sporting event where pupils are away from school property, the teacher in charge of the sport has him/herid bag with him / her;
- During school tours, the Teacher carries a First Aid bag around at all times.

8. Safety on School Premises

The school has implemented the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

8.1 Pupils

- Pupils know that they must not leave the school property without written permission from the front office.
- Parents/Guardians collecting their learners before the end of the school day have to request permission from the principal for their child to leave class early. Parents are asked to report to the Front Office.
- No learner will be allowed to wait for their parents at the school gates.
- Reporting any security concerns to the principal, or Head or any other member of the teaching staff.
- Parents do not leave their learners unsupervised on school property.
- Parents collect their learners timeously.
- The school in pursuance of its safety, security and substance abuse policy reserves the right to conduct a search of a learner if there are reasonable grounds for this action.

8.2 Visitors

- Visitors must report at reception;
- Visitors may under no circumstances proceed to any classrooms or other venue within the school (unless accompanied by a staff member);
- Visitors may be subjected to security searches;
- Visitors will not be permitted to carry any weapon whatsoever;
- No unauthorized individual is allowed access onto the school premises and offenders may be prosecuted;
- The drivers of all vehicles which are permitted to enter the school premises must display the designated identification car disc and their vehicles may be subjected to a security search;
- The right of admission onto the school premises is reserved and any individual who may pose any problem or threat at school will be summarily removed by the school's security staff and may be charged with trespassing.

8.3 On-site contract workers

- Must be under constant supervision of a contractor;
- Must be easily identifiable as contract workers at all times;
- May not have any contact with learners unless specifically required to do so and then it will be under the supervision of a staff member;
- Must leave school premises by 17h00 unless alternative arrangements have been made with the Estate Manager or Head;
- Contractor must have the relevant safety certificates if applicable and comply with the OSH Act.

9. Access Control

9.1 Use of Gates to Premises

- All gates are locked during school hours;
- The front gate is access controlled

9.3 Trespassing

- Pupils may not use the facilities and the equipment of the school or enter the school grounds after school hours without the permission of a staff member;
- The school is monitored on a 24-hour basis by contracted armed response to handle serious emergencies;
- Electronic surveillance cameras with 24-hour monitoring also enhances the security of the school, its pupils and staff and its resources.

9.5 School Buildings

- The premises have a security alarm system. This is monitored by Zone Watch;
- The school property is securely fenced;
- Maintenance of all building and equipment is an on-going procedure to ensure that the safety and security of everyone is maintained;
- The school keeps track of all inventories;
- Lights in the quad and around the school are switched on at night;

10. Maintenance of Safety Equipment

10.1 Fire extinguishers

- Fire extinguishers must be accessible at all times;
- Fire extinguishers must be inspected regularly and serviced on an annual basis by an accredited service provider;

12. Emergencies

12.1 Information and Communication

- A general staff meeting is held on the first day of the school term;
- During this meeting, any changes to the safety and security protocol of the school is discussed;
- The primary pupils are informed of the evacuation procedures
- All evacuation routes must be clearly marked
- In case of the need for evacuation, learners are to proceed in single file, without talking, pushing or shoving;
- At the place of safety, the registered teachers are to take roll call. The registered teacher then reports to the Principal or Head.

12.2 Procedures during an emergency evacuation

12.2.1 General Procedure

An evacuation will be announced by bells. .

Staff members with cell phones are to take these with them to the assembly point. All cell phones should, however, be switched off until clear of the building.

Racism, Discrimination and Sexual Harassment

- The school acknowledges that racism, discrimination, and sexual harassment are based on the assumption by some groups and individuals that certain groups are better or worthier than others as a result of perceived physical and inherited differences;
- This school rejects this notion as false, and believes that racism, discrimination, and sexual harassment in any form is unethical and unacceptable. It also believes that racism, discrimination, and sexual harassment pervert understanding, and inhibit both the perpetrator and the victim from reaching their full potential;
- The school is committed to working towards the elimination of racism, discrimination, and prejudice in its corporate conduct and in the conduct of all members of the school community, but most particularly its staff and pupils;
- The school will not tolerate racism, sexism, slurs, discrimination, or harassment of any kind, and will rigorously investigate any allegations of this;
- Those found guilty will be dealt with in terms of the school's disciplinary code and procedures and those of the Department of Education;

14. Learner Conduct

14.1 General

The Code of Conduct and School Rules adopted by the school stipulates the following measures that affect school safety:

- Mutual respect within and among groups;
- Respect for parents and the community;
- Avoidance of anti-social behaviour;
- Adherence to rules and regulations;
- Tolerance of the opinions and beliefs of others;
- Full co-operation during lessons;
- Collegiate pupils are expected to maintain a high standard of morality and integrity at all times;
- Criminal activity and the use or possession of alcohol, drugs and/or narcotics are strictly prohibited;
- Dishonesty in any form will not be tolerated;
- Pupils acknowledge the School's right to search in the event of suspected theft or possible presence of prohibited substances;
- Pupils must take pride in their school premises by ensuring that classrooms and grounds are kept neat and tidy at all times;
- Pupils must observe and adhere to internal school rules, which should be read in conjunction with the code of conduct;

- No girl may bring onto the school premises any form of alcohol, tobacco, nicotine, marijuana, intoxicating drugs or any other banned substance;
- The possession and/or use of intoxicating drugs or any other banned substance in any place at any time is prohibited;
- No one may smoke or vape or be in possession of nicotine or tobacco containing substances, whilst in school uniform, or when identifiable as a Pinelands Montessori student.

The School will not tolerate:

- Dishonesty of any kind;
- Theft;
- Fraud;
- Obscene and foul language;
- Bullying;
- Any acts of aggression or violent behaviour of any form;
- Graffiti and vandalism of any kind;
- Initiation, as stipulated by National Legislation;
- Hate speech;
- Any action which will bring the name of the school into disrepute.

14.2 Carrying of Dangerous Weapons

- No weapons, implements or materials which can cause bodily harm may be in the possession of any person at school or while under the supervision of the school;
- Visitors may be subjected to security searches at the security checkpoint at the gates.

The rights of pupils, staff and parents to healthy, safe schools

1. a) Every pupil and staff member have a right to an environmentally safe and healthy learning environment that is clean and in good repair. Collegiate should serve as a role model for environmentally responsible behaviour.
2. b) Every pupil, parent and staff member have a “right-to-know” about environmental health issues and hazards in their school environment.
3. c) School officials and appropriate public departments should be held accountable for environmentally safe and healthy school facilities