

POLICY: SCHOOL SAFETY PLAN POLICY

POLICY REF. NO. S3/08/2008 (Rev No. 0)

DATE: 7 AUGUST 2008

Section 1 : Environmental Design

Name, contact details and contact person of company which installed alarm.

ASTRON ALARMS

Tel. 021 797 2546

Name, contact details and contact person of armed response and monitoring company.

ADT SECURITY (PTY) LTD

Mr Adrian Good – MD W. Cape

Tel. 086 1212301 (Emergency), 086 1212300 (Control), 086 1212303 (Administration)

Amount of monthly payments to armed response and monitoring company:

R255,00.

Names of persons responsible for school lockup, activation of alarm, keyholders linked to armed response unit:

Mr L. Pithey Tel. 082 683 0851 or 021 697 3567

Mr A. Fortuin Tel. 073 193 2748

Name and contact details: school keys -

School Strong Room: Mrs B. Wood Tel. 021 686 4635

School Safe: Mrs L. Little Tel. 021 686 4636

School Building: Mr L. Pithey Tel. 082 683 0851

Mr A. Fortuin Tel. 073 193 2748

Names and addresses of homes which learners could use for safety (how does the learner recognise the house):

The children can identify the house by a yellow plaque with a smiley face

Names and addresses: These are available from the school.

Neighbourhood Watch:

ADT Security has bicycle patrols in the RCID
(Rondebosch Community Improvement District)

Names and contact details of:

Ward Councillor: Owen Kinahan- Tel. 083 261 7484

Health Department: Tel. 021 483 3764

Municipality:

Hospital: Groote Schuur Tel. 021 404 9111

Vincent Pallotti Tel. 021 506 4000

Red Cross Children's Tel. 021 658 5111

(Poison Information Centre) Tel. 021 689 5227

Kingsbury Tel. 021 670 4000

Police: Flying Squad Tel. 10111
Bomb Unit Tel. 10111
Rondebosch Charge Office Tel. 021 685 7348

Fire Department: Salt River Tel. 021 535 1100

Trauma Counsellor:

Parks and Forest: Tel. 021 689 8102

Perimeter Security

- Steel fencing, remote control for car and pedestrian gates, security lights, alarm.
- Entrance and exit gates monitored at start and end of school day, and during break times.
- Full time security officer on duty, patrolling or manning the gates from 07:00 till 18:00.

Section 2 : Safety On School Premises

Procedures in place for access control, visitations, exemptions

- Access to school premises controlled by gates and intercom connection to admin offices.
- Security officer accompanies visitors to the school to the admin offices.
- Notices to inform visitors of entrance procedures, e.g. All visitors to the school must please report to the secretary's office.
- If pupils need to leave the school for certain reasons, parents have to either write a note or phone the school ahead of time.

Procedures to manage forms of physical abuse and substance abuse

- We follow the WCED guidelines on the above.

Procedures to manage possession of weapons, searches and seizures

- We follow the guidelines laid down in the Government Gazette of 12 October 2001, No. 22754.

List of inventory

- List of inventory is available from the school. (On computer, updated bi-annually).

Signage (rules, drills, exits, important numbers)

- Sign boards indicating escape routes and exits are in place throughout the school.
- Basic emergency instructions appear throughout the school.
- Fire and other emergency drills are practised at least once a term.
- Updated lists with class numbers, staff numbers and emergency telephone numbers are in accessible places (front office, library, classes, at all telephones).

Procedures of recording incidences and persons responsible

- A special Incidence Book is kept in the office.
- Quarterly record of incidences is sent to the EMDC office.

Procedure for administering medication

- No medication is administered to the children.
- Children will only receive medication on written instruction from the parents (eg Ritalin).
- Minor first aid injuries are attended to by the secretary.

Emergency Evacuation / Procedure for fire, bomb, shooting, natural

- Evacuation drills are practised at least once a term.

Monitoring of the above - how and by whom:

- The Safety Committee monitors the above evacuation drills
- Reviewed by local Police annually

Section 3 : Safety Education

These needs have been developed / are being developed:

1. Needs of the educators:
 - First Aid Skills / Training – the whole school staff has received training
 - Fire fighting skills / training – two staff members have received formal training
 - Conflict management / negotiation skills – a well developed conflict management structure is in place involving staff and boys
 - Trauma counselling – qualified teachers are on hand to deal with trauma
2. Needs of the learners:
 - An understanding of the seriousness of, and need for, safety education.
 - Discipline during emergency drills.
 - Basic First Aid skills.
 - Responsible action in all situations.
 - Caring for each other.

(The above needs are being / will be covered with the learners).
3. Needs of the parents:
 - Information about school's emergency procedures is available should parents request it.
 - Procedures to be discussed and approved by Governing Body.
 - Safety awareness is regularly conveyed to the parents in the school's weekly newsletter.

Section 4 : Cluster and Community Involvement

Cluster Level :

As all schools in the Rondebosch area have very efficient emergency plans, we do not feel the need for a cluster groups. However, we do work together to ensure the safety of the area:

- List of schools: Rondebosch Boys' Preparatory, Rondebosch Boys' High, Oakhurst Girls, Diocesan College, Groote Schuur Primary, Vista Nova.
- All the schools belong to the RCID security network.
- If an incident occurs, we immediately inform each other.

Names, Capacity and Contact Numbers of Safety Committee:

1.	PRINCIPAL	- Mr A S Ryan	021 686 4635	083 414 0513
2.	CHAIRPERSON OF SGB	- Mr S Duffett	021 683 3553	082 570 6265
3.	SAFETY CO-ORDINATOR	- Mr T E Gillmer	021 686 4636	

SIGNED:

Chairman RBPS Governing Body