

## **POLICY REGARDING THE SAFETY OF LEARNERS**

### **1. INTRODUCTION**

Schools have a legal responsibility to safeguard learners from injuries and accidents. The educators and staff at this school realize that it is their duty to protect the learners from harm whilst they are in their care. They know that their behaviour towards the children should be that of a concerned parent. The educators and staff also realize, that in the event of a learner sustaining injuries at school during the formal school day, during compulsory extra-mural activities or on excursions, legal steps could be initiated against Rocha Firme Academy (RFA), if negligence on the part of the school can be proven.

### **2. CORE STATEMENT**

The principal and educators, with the co-operation of the School Governing Body, will do everything in their power to secure the safety of every learner.

### **3. SAFETY MEASURES**

In order to keep learners safe, the following steps will be taken:

#### **3.1 AVOIDING INJURIES AND ACCIDENTS IN THE CLASSROOMS**

- (a) Ensure that learners are under supervision at all times.
- (b) Avoid over-crowding by taking only a maximum of 12 students per class.
- (c) Make sure that all equipment are in good and/or reasonably good, working condition.
- (d) Implement appropriate safety measures in the classrooms, laboratories, dining room, toilets, etc.

### 3.2 AVOIDING INJURIES AND ACCIDENTS DURING SCHOOL BREAKS

- (a) An effective system of yard duty, carried out by educators and prefects, will be established to safeguard the learners before the school starts and during breaks.
- (b) No dangerous games will be permitted.
- (c) In the Primary School, Foundation Phase learners will have their own separate playing areas and break times.

### 3.3 AVOIDING INJURIES AND ACCIDENTS ON THE SPORTS FIELDS

- (a) Sports fields should be kept in good condition
  - it should be level;
  - it should be free of potholes;
  - it should be free from stones, glass pieces or other foreign objects;
  - it should be free from weeds.
- (b) Contact sport requires a grass surface. Do not let learners play on any other surface.
- (c) The right clothes, especially protective clothing that some sports require, must be worn to prevent injuries.
- (d) Learners who partake in sport, especially robust sports, must be fit. The fitter they are the less prone they will be to injury. Coaches must never allow an unfit player to take the field. The no practice no play rule will apply.
- (e) Learners who are feeling sick will not be allowed to practice or play.
- (f) Learners will not be allowed to play in extreme weather conditions e.g.
  - heavy rain;
  - waterlogged and slippery fields;
  - extreme cold conditions;
  - extreme heat;
  - heavy winds.
- (g) Players must know the rules of the game.
- (h) Sport educators / coaches must be trained in First-Aid procedures – especially those focusing on sport injuries.
- (i) A first-aid team with all the necessary first-aid equipment must be present at every sports match.

### 3.4 AVOIDING INJURIES AND ACCIDENTS ON EXCURSIONS

- (a) Use will only be made of reliable transport when learners have to travel to sports venues, go on field trips, tours or other excursions. In this respect we mean:
- The vehicle must be roadworthy and in good running condition
  - Drivers must be healthy.
  - Drivers must be sober.
  - Drivers must be reliable.
  - Drivers must be in possession of a valid Public Driving Permit.
- (b) Learners must never be allowed to travel alone. There must always be adequate educator supervision.

### 3.5 AVOIDING INJURIES AND ACCIDENTS TO AND FROM SCHOOL

- (a) Educate learners in Road Safety rules.
- (b) Small children must not be allowed to walk alone.
- (c) Caution learners to be careful and wary of strangers.

## 4. MAINTENANCE OF BUILDINGS AND GROUNDS

- (a) Buildings must always be in a good state of repair meaning –
- Maintenance has to be carried out regularly.
  - Electrical installations must be in good order. Broken light switches, light fitting and wall plugs must be repaired immediately.
  - Lighting must be adequate.
  - Broken windowpanes must be replaced immediately.
  - Loose tiles on stairs and walkways must be replaced immediately.
- (b) The school yard must be kept clean and dangerous objects such as loose stones, glass pieces, etc. must be removed regularly.
- (c) Garbage heaps are breeding places for germs. See that all garbage are regularly removed from the premises.

## 5. SECURITY

The following security measures must be implemented:

- (a) Learners are prohibited from leaving the school grounds during breaks.
- (b) Learners will not be permitted to leave the school early without a written request from their parents or guardians.

- (c) The school reserves the right of admission of external persons coming onto the premises.
- (d) Funds permitting, the school premises will be secured by a security company and high walled fence.
- (e) Security guards will be employed to man the gate and periodically to patrol the school grounds.

## 6. EMERGENCY PLAN

An effective emergency plan will be drawn up. This emergency plan will make provision for any emergency e.g. fire, floods, bomb-scare, invasion by gangsters, collapse of buildings, etc. This plan will be practiced periodically so that educators and learners will know exactly what to do in an emergency situation.

Fire drills will be performed periodically for the benefit of all staff and students, alike.

## 7. DATA-BASE

A data-base of all criminal and other incidents will be kept. This data-base will record the following:

- Date and time of incident.
- Type of incident.
- Where the incident took place.
- Who was involved in the incident – victim as well as perpetrator.
- Value of items lost, stolen or broken in the incident.
- Action taken.

## 8. GENERAL

- (a) A group of educators and senior learners must receive training in First Aid.
- (b) Well-equipped First Aid kits must be available at strategic places.
- (c) Fire-hoses and/or fire-extinguishers must be serviced as per regulations.
- (d) Educators must be made aware of procedures that must be followed in the event of accidents and injuries.
- (e) Necessary steps will be taken to protect healthy learners from learners who have known diseases. See HIV and Aids Policy.
- (f) Learners with violent inclinations should be identified early. The school will offer counselling with the permission of the parents and should that not work,

suspension and/or expulsion may ensue as a last resort. In this way unnecessary injuries of other learners will be avoided.

- (g) Talks to make educators and learners more safety conscious will be held on a regular basis.
- (h) Any form of initiation is prohibited.
- (i) Random searches for weapons of any kind will be conducted periodically.
- (j) At no time are phones allowed on school premises. Should a student need to communicate with a parent, they may approach the administration.

## 9. WARNING

Corporal punishment is forbidden by law. Educators who transgress this law will face the consequences which may result in serious misconduct charges.

## 10. DEFINITIONS

**Public Drivers Permit (PDP)** refers to the permit issued by the authorities to drivers of motor vehicles that transport passengers (including school children).