

Searidge Park Primary

School safety and access control policy

Public school premises

Includes a building, structure, hall, room, office, convenience, land, enclosure, which is under the control of a public school, to which a member of the public has a right of access, or is usually admitted, or to which he or she may be admitted.

1. General Provisions

Accommodation and Capacity:

The school shall monitor and manage accommodation and classroom capacity to prevent overcrowding and ensure a conducive learning environment.

2. Security Measures And Application Of Other Laws:

The school shall implement security measures aligned with the Regulations for Safety Measures at Public Schools to ensure the safety of learners, staff, and visitors.

Notwithstanding the provisions of Government Regulations, a public school is not exempted from complying with the provisions of any other applicable law and these Regulations are intended to support such applicable laws.

3. Violence and drug free public schools

(3.1) All public schools are hereby declared drug free and dangerous object free zones.

(3.2) Upon entering no person may -

- (a) bring any dangerous object onto the public school premises;
- (b) be in possession of any dangerous object in the public school premises;
- (c) store any dangerous object in the public school premises except in officially designated places identified by the principal;
- (d) be in possession of illegal drugs on public school premises;
- (e) enter the school premises while under the influence of any illegal substances such as drugs or alcohol;
- (f) cause any form of violence or disturbances which can negatively impact on any public school activities;
- (g) wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the departmental authorities or the police as soon as possible;
- (h) directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities.

(3) A police official or in his absence, the principal or delegate may, without warrant -

- (a) enter the Searidge Park Primary school premises.
- (b) search any public school premises if he or she has a reasonable suspicion that a dangerous object or illegal drugs may be present in the public school premises in contravention of the regulations;
- (c) search any person present on the public school premises; and
- (d) seize any dangerous object or illegal drugs present on public school premises or on the person in contravention of these regulations.

(4) No educator, parent or learner, and no other person, may be allowed entrance to the school premises while being in the possession of or under the influence of -

- (a) alcohol;
- (b) illegal drugs;
- (c) any illegal substance; or
- (d) dangerous objects, during any school activity.

(5) Access Control and Visitor Management

Access to public schools/ Searidge Park Primary premises

Entry and Exit points of the school are controlled and monitored at all times.

(5.1) Subject to the Constitution, laws and national and provincial policies, the HOD or principal of any public school may and for such timeframes as may be necessary -

- (a) take such steps as he or she may consider necessary for the safeguarding of the public school premises, as well as for the protection of the people therein; and
- (b) direct that the school may only be entered in accordance with the provisions of subregulation (3.2).

(5.2) No person shall without the permission of the principal or HOD enter into the school premises in respect of which a direction has been issued under subregulation (5.1)(a), and for the purpose of the granting of that permission the principal or HOD may require of the person concerned to -

- (a) furnish his or her name, address and any other relevant information required by the principal or HOD;
- (b) produce proof of his or her identity to the satisfaction of the principal or HOD if necessary;
- (c) 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;
- (d) declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he or she has in his or her possession or custody or under his or her control, and show those contents to him or her;
- (e) subject himself or herself and anything which he or she has in his or her possession or custody or under his or her control to a search by a person of the same gender, an examination by an electronic device, sniffer dogs or other apparatus in order to determine the presence of any dangerous object or illegal drug; and
- (f) 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.

(5.3) Without derogation of the provisions of the Trespass Act, 1959 (Act No. 6 of 1959), the principal or HOD may at any time remove any person from any public school premises if

- (i) that person enters the public school premises concerned without the permission contemplated in sub regulation (3.2);
- (ii) that person refuses or fails to observe any steps contemplated in sub regulation (3.1)(a); and
- (iii) the principal or HOD considers it necessary for the safeguarding of the school premises concerned or for the protection of the people thereon.

(5.4) If it is not practicable to examine or keep in custody, on or in the public-school premises concerned, anything which may be examined, or kept in custody under subregulation (3), may be removed to a suitable place for that purpose.

(5.5) Learner Safety to and from School / Learner Access / Gate Control at School

- (a) Learners are encouraged to walk to school in groups for their collective safety, avoiding isolated roads and unsafe areas.
- (b) The school pedestrian gate is opened as from 07h00 every morning to make provision for learners who are dropped at school early.
- (c) Access control personnel resumes duty as from 07h30.
- (d) Learners are to enter and exit the premises at the controlled entrance / exit gate.
- (e) Learners become the responsibility of educators as from 07h30
- (f) Learners are not allowed to leave the premises during contact time.
- (g) Learners will only be released from the premises during contact time by means of a written request from the parent or guardian with authorization from the office.
- (h) Learners will only be released in the care of a parent or guardian, when collected from school during contact time.
- (i) Friends, relatives, or non-custodial parents must have written permission to pick up a learner before school closure.
- (j) In the event of a learner falling ill or being injured, the parent/guardian will be allowed entrance to the premises.
- (k) Parent/guardian will be required to complete the register before the learner is released in their care.
- (l) Learners awaiting transport after contact time will remain under the supervision of the access control personnel inside the school premises.

(6) Visitors entrance at the security gate

- (a) There is a single clearly marked and designated entrance for visitors, who are required to sign in upon arrival.
- (b) Visitors will be required to report to the security office.
- (c) Visitors / Parents / Guardians, will be allowed onto the premises by appointment only. (No appointment, no entry)**
- (d) No unauthorized people will be allowed access to the premises.
- (e) All visitors to meet the requirements as stipulated in sub regulations 2 and 4
- (f) Visitors Register need to be completed before access to the building is allowed.
- (g) Visitors should be escorted to the Admin building.

(7) Staff Entrance / Parking / Vehicle Access

- (a) No unauthorized members of the public will be allowed to enter via staff entrance.
- (b) Entrance is restricted to Searidge Park Staff, Deliveries, WCED officials, SAPS and all Emergency Response vehicles and Company Representatives.
- (c) Non-staff members wishing to enter via the staff parking, will be required to complete the visitors register before entering the premises.
- (d) The staff parking gate should be closed at all times to prevent unauthorized entry.
- (e) No learner or visitor may drive a vehicle onto the school premises without a valid driver's license.

AFTER HAVING BEEN GRANTED PERMISSION TO ENTER THE PREMISES, VISITORS DO SO AT OWN RISK.

SEARIDGE PARK PRIMARY RESERVES THE RIGHT TO EXERCISE THE RIGHT OF ADMISSION

8. School Premises Management

8.1 Building and Grounds Access:

Access and control of the school building by personnel after school hours must be closely monitored and authorized by the principal.

9. Supervision and Duty:

Educators are assigned compulsory ground duty during breaks to supervise learners and to ensure learner safety.

10. Incident Management:

The policy provides clear procedures for staff and learners on actions to take during fights, accidents, fires, or other emergencies.

10.1. General Emergency Response Protocol

Stay Calm: Both staff and learners should remain calm and composed during any emergency.

Alert Authority: The first action in any emergency is to notify the nearest teacher or staff member immediately.

Follow Instructions: Everyone must follow the instructions given by the teachers or emergency personnel without question.

10.2. Procedures for Fights

Immediate Response:

Staff: Intervene immediately to stop the fight if it is safe to do so. Use a calm and firm voice to instruct the students involved to stop.

Learners: Students should move away from the scene and avoid getting involved. They should alert a teacher or staff member.

Call for Assistance:

Staff: If the situation escalates, call for additional help from other staff members or security personnel.

Separate the Individuals:

Staff: Separate the students involved in the fight and ensure they are kept apart until the situation is resolved.

First Aid:

Staff: If there are any injuries, administer first aid immediately and call for medical assistance if needed.

Report the Incident:

Staff: Report the fight to the school administration and document the incident. Parents or guardians should be informed.

Counseling:

Staff: Provide access to counseling for those involved, if necessary, to address the underlying issues.

10.3 Procedures for Accidents

Immediate Response:

Staff: Assess the situation and ensure the safety of all students. If the accident is minor, administer first aid.

Learners: Report the accident to the nearest teacher or staff member immediately.

Serious Injuries:

Staff: If the injury is serious, do not move the injured person unless there is immediate danger (e.g., fire, collapsing structure). Call emergency services (e.g., ambulance) immediately.

Isolate the Area:

Staff: Secure the area where the accident occurred to prevent further injuries.

Medical Assistance:

Staff: Ensure that the injured person receives appropriate medical attention as quickly as possible.

Informing Parents/Guardians:

Staff: Notify the parents or guardians of the injured student about the accident and the steps taken.

Incident Reporting:

Staff: Complete an accident report form, detailing the nature of the incident and the actions taken.

10.4. Procedures for Fires

Sound the Alarm:

Staff or Learners: If a fire is detected, the first person to see it must activate the fire alarm immediately.

Evacuation Plan:

Staff: Begin the evacuation procedure immediately upon hearing the fire alarm.

Learners: Follow the designated evacuation routes calmly and quickly, without running or pushing.

Assist Others:

Staff: Ensure that all students, especially those with disabilities, are safely evacuated. Assign roles for staff to assist in evacuation.

Assembly Points:

Staff: Guide students to the designated assembly points away from the building. Take a roll call to ensure all students are accounted for.

Learners: Stay in the designated assembly area and do not return to the building until it is declared safe.

Emergency Services:

Staff: Call the fire department if they are not already aware of the fire. Provide them with necessary information upon arrival.

Do Not Re-enter:

Staff and Learners: No one should re-enter the building until it is declared safe by the fire department.

Post-Incident:

Staff: Document the incident and review the evacuation procedures with all staff and students to identify any areas for improvement.

10.5. Procedures for Other Emergencies (e.g., Bomb Threats, Natural Disasters)

Follow Specific Protocols:

Staff: For other emergencies like bomb threats, severe weather, or intruder alerts, follow the school's specific emergency response plan.

Evacuation or Lockdown:

Staff and Learners: Depending on the nature of the emergency, either evacuate the building or initiate a lockdown. Teachers should ensure students follow the appropriate procedures.

Communication:

Staff: Communicate the situation to the school administration and emergency services immediately.

Maintain Calm:

Staff and Learners: Stay calm and quiet, and await further instructions from emergency personnel or school officials.

Post-Emergency Review:

Staff: After the incident, review the procedures followed and conduct a debrief to assess the response and make necessary adjustments to the emergency plans.

10.6 Training and Drills

Regular Training:

Staff: All staff members should receive regular training on emergency procedures, including how to handle fights, accidents, fires, and other emergencies.

Learners: Students should be educated on these procedures during the school year.

Drills:

Staff and Learners: Conduct regular drills (e.g., fire drills, lockdown drills) to ensure that everyone knows what to do during an emergency.

10.7 Communication and Reporting

Emergency Contacts:

Staff: Maintain an updated list of emergency contact numbers, including local police, fire department, medical services, and crisis management teams.

Incident Reporting:

Staff: Document all incidents thoroughly and report them to the appropriate authorities within the school.

10.8 Counseling and Support Post-Incident

Provide Support:

Staff: After any significant emergency, provide access to counseling services for both staff and students to help them process the event and any trauma experienced.

Review and Learn:

Staff: Hold a review meeting after any emergency to assess the effectiveness of the procedures and make improvements where necessary.

These procedures should be clearly communicated to all staff and students, and regular training and drills should be conducted to ensure everyone is prepared to respond appropriately in the event of an emergency.

11. Safety Committees and Officer Appointments

Roles and Responsibilities:

The policy outlines the roles and responsibilities of the Safety Committee, School Safety Officer, Health and Safety Representatives, First Aiders, and Fire Marshalls.

Coordinating Structure:

A coordinating structure for school safety at the school level is established, including the composition of the School Safety Team and the appointment of a safety officer.

Reporting and Accountability:

Safety incidents must be reported promptly, with accountability resting on the principal for ensuring proper action is taken.

11.1 Emergency Preparedness and Training

Emergency Procedures:

The policy includes comprehensive emergency procedures covering fires, bomb threats, extreme weather, and disease outbreaks.

Staff Training:

All educators and staff will be required to be trained on the safety policy, emergency procedures, and what actions to take in various situations (e.g., illegal drugs, dangerous weapons, bullying, and traumatic events).

12. Safety and Surveillance

Surveillance and Control:

The school grounds must be fenced, with gates secured and locked after hours. Visual surveillance of playgrounds and other key areas is mandatory.

Access to play areas by vehicles is strictly prohibited during school hours.

Physical Environment Management:

Shrubs and foliage must be trimmed for clear visibility, and poisonous plants removed. Chemicals on school premises are to be handled according to strict safety guidelines.

13. Security Measures for Buildings

13.1 Locks and Alarms:

Classrooms must be locked when vacant, and high-risk areas are protected by security locks and alarms. A central alarm system is in place for after-hours security.

13.2 Key Control

Effective key control measures are essential for maintaining the security of a school's premises, safeguarding sensitive areas, and ensuring that access is limited to authorized personnel. Below is a detailed procedure for key control measures at a school:

13.2.1 Key Issuance and Authorization

Authorized Personnel Only:

Keys should only be issued to authorized personnel, such as administrators, designated staff members, and security personnel. Each person receiving a key must be approved by school management.

Key Request Form:

Staff members needing access to specific areas must complete a Key Request Form, which includes details of the areas to be accessed, the reason for the request, and the duration for which the key is needed.

Approval Process:

The form must be approved by the school principal or another authorized administrator before a key is issued. This ensures that access is granted only to those who truly need it.

Key Log:

A Key Control Log should be maintained, recording the date, time, key number, the individual receiving the key, the reason for issuance, and the expected return date.

13.2.2 Key Distribution and Handling

Key Distribution Protocol:

Keys should be distributed only by authorized personnel, typically from a central location such as the school office or security office.

Proper Identification:

Staff members receiving a key must present valid identification and sign the Key Control Log, acknowledging receipt and responsibility for the key.

Labeling Keys:

Keys should be clearly labeled with a code rather than a direct indication of the location it accesses (e.g., "A1" instead of "Main Office"). A key code list should be securely stored and known only to authorized personnel.

13.2.3 Key Security and Storage

Key Cabinets:

Keys that are not currently in use should be stored in a locked key cabinet or secure storage box. The key to the cabinet should be held by a limited number of authorized staff.

Master Key Security:

Master keys, which provide access to multiple or all areas of the school, should be stored separately and under higher security. Access to master keys should be highly restricted and documented.

Duplication Prohibition:

Staff should be strictly prohibited from duplicating keys. Any requests for additional keys must go through the formal Key Request and Approval Process.

After-Hours Security:

Ensure that all keys used for after-hours activities (e.g., cleaning, maintenance, security) are returned to the secure storage by the end of the day. Night staff should also log their key usage.

13.2.4. Key Return Procedure

End-of-Use Returns:

Upon completion of the task or when the key is no longer needed, it must be returned to the authorized personnel or to the key cabinet immediately. The return should be logged, including the date, time, and condition of the key.

End-of-Day /Term/Employment:

At the end of the school day, all classroom keys should be returned and hung up on the key board in the staffroom.

All keys issued to staff must be returned at the end of each term or upon termination of employment. Clearance forms should include a key return checklist.

Lost or Stolen Keys:

If a key is lost or stolen, it must be reported immediately to school management. A report should be filed, and steps should be taken to re-key or replace locks to which the lost key provided access.

13.2.5 Key Audits and Inspections

Regular Audits:

Conduct regular audits of all issued keys and the key control log. Reconcile the key log with the actual keys in circulation to ensure there are no discrepancies.

Spot Inspections:

Periodically conduct unannounced spot inspections to verify that keys are being stored properly and that only authorized personnel have access to them.

13.2.6 Re-keying and Lock Replacement

Periodic Re-keying:

As a security measure, consider re-keying locks on a scheduled basis (e.g., annually) or when there is a significant turnover of staff. This helps mitigate risks from lost or unreturned keys.

Incident-Driven Re-keying:

Re-key locks immediately if a key is lost, stolen, or if there is any other security breach. Prioritize re-keying areas with sensitive information or critical access points.

13.2.7 Training and Awareness

Staff Training:

All staff should receive training on the importance of key control, the proper handling of keys, and the procedures for reporting lost or stolen keys.

Awareness Campaigns:

Regular reminders and updates should be provided to reinforce the importance of key security and the procedures that must be followed.

13.2.8 Emergency Access

Emergency Key Access:

Emergency keys (e.g., for fire exits, building entrance and exit) should be stored in a secure but easily accessible location. Only designated emergency personnel should have access to these keys.

Emergency Protocols:

Establish clear protocols for accessing emergency keys, including who is authorized to use them and how they should be returned and logged after use.

13.2.9 Consequences for Non-Compliance

Accountability:

Clearly communicate that failure to comply with key control procedures (e.g., losing a key, unauthorized duplication) will result in disciplinary action, which may include progressive discipline.

Reporting Mechanism:

Encourage staff to report any breaches of key control procedures without fear of retribution, and ensure that these reports are taken seriously and acted upon promptly.

By following these procedures, we can maintain a high level of security, reduce the risk of unauthorized access, and ensure that all staff and students are safe.

13.2 Lighting and Signage:

Hallways, stairwells, sidewalks, and exits are properly lit, with clear signage indicating directions and exits.

14. Record-Keeping and Documentation

Safety Audits and Diagnostics:

Regular safety audits, including fire extinguisher checks, evacuation drills, and safety diagnostics, are conducted and documented.

Confidentiality and Security:

School files and records are kept in locked, vandal-proof, and fireproof containers or vaults. A copy of the Electrical Certificate is maintained in the Safety File, with the original stored securely.

15. Continuous Safety Education

Education Continuity:

The policy includes provisions for continuity of education during emergencies and ensures all safety protocols are integrated into daily operations.

This policy framework addresses the critical aspects of school safety, including physical security, emergency preparedness, and the roles and responsibilities of staff and safety committees. Regular reviews and updates will ensure the policy remains effective and responsive to any new safety challenges

THIS POLICY HAS BEEN ADOPTED:

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Date

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**Mr G.S Conradie
Principal**

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Place

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**Mr A.Moses
SGB Chairperson**

Policy review date: