




NAME OF SCHOOL:

DISTRICT:

DATE OF VISIT:


CHECKLIST FOR LEARNERS' CODE OF CONDUCT

No.	ITEM CHECKED	YES	NO	COMMENT
A.	Rights and responsibilities are spelt out:			
1.	– Rights of learners and educators			
2.	– Responsibilities of learners			
3.	– Responsibilities of educators with regard to learners			
4.	– Responsibilities of parents with regard to learners			
B.	School Rules are spelt out:			
1.	– School hours			
2.	– School and Class Attendance (absence and leaving premises)			
3.	– School Uniform / Dress Code and General Appearance			
4.	– Valuable and Personal Belongings			
5.	– General Rules, regulations and procedures that promote safety, healthy relationships, responsibility towards school property			
6.	– Rules Governing Public Places (rules governing dangerous objects, drugs, alcohol and other substances)			
7.	– Transport			
8.	– School Enrichment Programme			
9.	– Accommodation of Religious or Cultural Rights			
10.	– Textbooks and stationery (caring for)			
C.	Disciplinary System spelt out			
1.	Grades of offences (Levels 1-4 or Grades 1-4)			
2.	Incorporated serious misconduct outlined in Notice 10 / 2007			
3.	Disciplinary Procedures (Circular 74/2009)			
4.	Disciplinary Interventions			
5.	Sanctions for offences graded offences outlined			
6.	Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure			
7.	Disciplinary and Tribunal Hearings			
8.	Procedure during Hearings			
D.	Adoption of Learners' Code of Conduct			
1.	Consultation and advocacy with stakeholders (learners, educators, parents)			
2.	Adoption by SGB and date			
NAME OF OFFICIAL		SIGNATURE & DATE:		
SAFETY COORDINATOR:		SIGNATURE & DATE:		
NAME OF PRINCIPAL		SIGNATURE& DATE:		

	NAME OF SCHOOL:	
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CHECKLIST FOR SAFETY POLICY				
No.	ITEM CHECKED	YES	NO	COMMENT
A.	Creating a safe school environment			
1.	– Access to Public School Premises			
2.	– Weapons and Drug Free Public School			
3.	– Buildings, Grounds and Infrastructure			
4.	– Control of learners: late coming, during breaks, in cases of early departure and pick up/drop off points			
5.	– Child Protection and Care			
6.	– School Activities			
7.	– Transport and Water Safety			
8.	– Promotion of School Safety (partnerships, community engagements)			
B.	Management of threats to School Safety			
1.	– School Violence			
2.	– Bullying			
3.	– Gangsterism			
4.	– Abuse and Sexual Abuse			
5.	– Initiation Practices			
6.	– Confidentiality			
7.	– Occupational Health and Safety (First Aid / Fire-fighting)			
8.	– Allocation of Duty to Educators (Supervision)			
C.	Coordinating structure for School Safety at school level			
1.	Composition of the School Safety Committee			
2.	Roles and Responsibilities			
D.	Adoption of School Safety Policy			
1.	Consultation and advocacy with stakeholders (learners, educators, parents)			
2.	Adoption by SGB and date			

NAME OF OFFICIAL		SIGNATURE & DATE:
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CHECKLIST FOR SAFETY FILE				
No.	ITEM CHECKED	YES	NO	COMMENT
A.	Safety Committee Information:			
1.	– Names and contact details of Safety Committee members			
2.	– Linking of school with local police station information completed			
3.	– Prescribed form used			
4.	– Form signed and stamped by school principal and SAPS			
B.	Appointments letters in file			
1.	– Health and Safety Representative			
2.	– First Aider(s) (as per OHSA (1993) General Safety Regulation 3.) with proof of at least level 1 First Aid qualification			
3.	– Fire Marshall(s) (as per OHSA (1993) Environmental Regulations for Workplaces 9(1) and General Safety Regulation 2.)			
C.	Policies in file			
1.	School Safety Policy			
2.	Learners' Code of Conduct			
3.	Copy of Regulations for Safety Measures in Public Schools			
4.	Copy of Occupational Health and Safety Act			
D.	Emergency Procedures established			
1.	Emergency Numbers			
2.	Evacuation Procedures			
3.	Evacuation Plan			
E.	Certificate of Compliance for electrical installations (yellow cert)			
1.	Copy in file			
2.	Original in safe / strong room			
F.	School Safety Committee Meetings:			
1.	Notices, Agenda, Minutes and Attendance Register present			
G.	School Safety Action Plan			
H.	Checklists:			
1.	Safety Audit and School Safety Diagnostic			
2.	Fire extinguisher register			
3.	Evacuation drills conducted			
4.	Copies of Monitoring tools of school visits conducted			

I.	Correspondence:			
1.	School Safety Circulars			
2.	School Safety General Correspondence			

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SAFETY COORDINATOR:		SIGNATURE & DATE:
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