

SCHOOL SAFETY INPUT

SGB Capacitation on managing serious learner misconduct

VIRTUAL MEETING – SEPTEMBER 2021



**Northern Cape
Department of Education**



AGENDA

1. School Safety Committee
2. School Safety File
3. Exemplars to note
4. Circulars on Reporting Protocol
5. Incident Reporting
6. Possession drugs and substances
7. Sexual assault/harassment
8. Alleged sexual abuse and or harassment by a learner
9. Assault
10. Contact details

Safety Committee - INTRODUCTION

- The South African Constitution recognizes the right to education as well as the right to an environment that is not harmful to the health or wellbeing of educators and learners.
- It recognizes the right of learners and educators to have their environment protected through reasonable legislative measures.
- In line with this:
 - South African Schools' Act No. 84 of 1996, requires of schools to establish and maintain functional safety committees.
 - Occupational Health and Safety Act, No. 85 of 1993 (OHSA), Sections 8 and 9 respectively, employers are obligated to make every effort to ensure the health and safety of employees in the workplace

IMPORTANCE of the SSC

1. Assist the SGB with reviewing the Learners' Code of Conduct
2. Liaise with Stakeholders such as Community Police Forums (CPF), SAPS Adopt – a – Cop, Municipal Safety Liaison, NGO's (Love Life) etc. to advocate and ensure school safety
3. Conduct Risk Assessment and Record in Risk Register.
4. Feedback to Staff regularly e.g. Hazard in and around schools'.
5. Regular Committee meetings.
6. Address incidents and report to SGB where discipline requires their intervention.
7. Induction for New Appointees.
8. Compile a Safety Budget for SGB.
9. Networking outside.
10. Empower staff where necessary.
11. Identify training needs of staff members.
12. Assist principal with safety audit in beginning semester.
13. Involve in searches and seizures where applicable.
14. Ensure everyone receive an appointment letter from principal e.g. safety coordinator, first aider and fire marshal.
15. Incident Reporting Tool



Establish functional School Safety Committees

- **All schools are required to have functional SSC.**
 - Statutory requirement: OHSA (Section 16, 17, 18 and 19) & SASA
 - OHSA –Circular 17 / 2018 Review of SSC
- **Composition of SSC:**
 - Principal
 - School Management Team (SMT)
 - School Governing Body (SGB)
 - Educators
 - Learner Representative Council – RCL
 - **Delegated SAPS member from the local Police Station**
 - Potential Partners : Gov. Departments, NGO's, CBO's
- **MUST** be reviewed after each SGB election

Establish / Revive functional School Safety Committees

- **Evidence of functionality:**
 - Regular meetings are conducted (at least quarterly)
 - Notice, Minutes, Agenda and attendance register on file at school & police station
 - Safety Action Plan in place
 - Incident recording & reporting done consistently
 - Adopt-a-Cop MUST attend meetings
- **Current Status:**
 - 261 x appointments after election of newly SGB's.

THE ROLES AND RESPONSIBILITIES OF SAFETY COMMITTEES

- The committee should facilitate emergency readiness planning by ...
 - establishing emergency evacuation procedures
 - ensuring that the emergency evacuation procedures are displayed in all offices, classrooms and amenities
 - conducting regular fire and evacuation drills
 - ensuring that fire extinguishers are checked and serviced regularly
 - facilitate training of staff members and if practicably possible, learners in grade 8 and higher, in the use of fire extinguishers.
 - establishing first aid procedures, training, and checking of first aid boxes
- The committee should assist the principal in ensuring the school complies with the following safety regulations and acts:
 - Regulations for Safety measures at public schools, as amended
 - SASA (Sections 4, 6 and 8A)
- The committee should ensure that the necessary steps are taken to inform the DOE and parents about school activities which involve the transportation of learners and excursions.
- The committee should ensure that the vehicle (s) used during a school activity comply with the Regulations for safety measures at public schools, November 2006



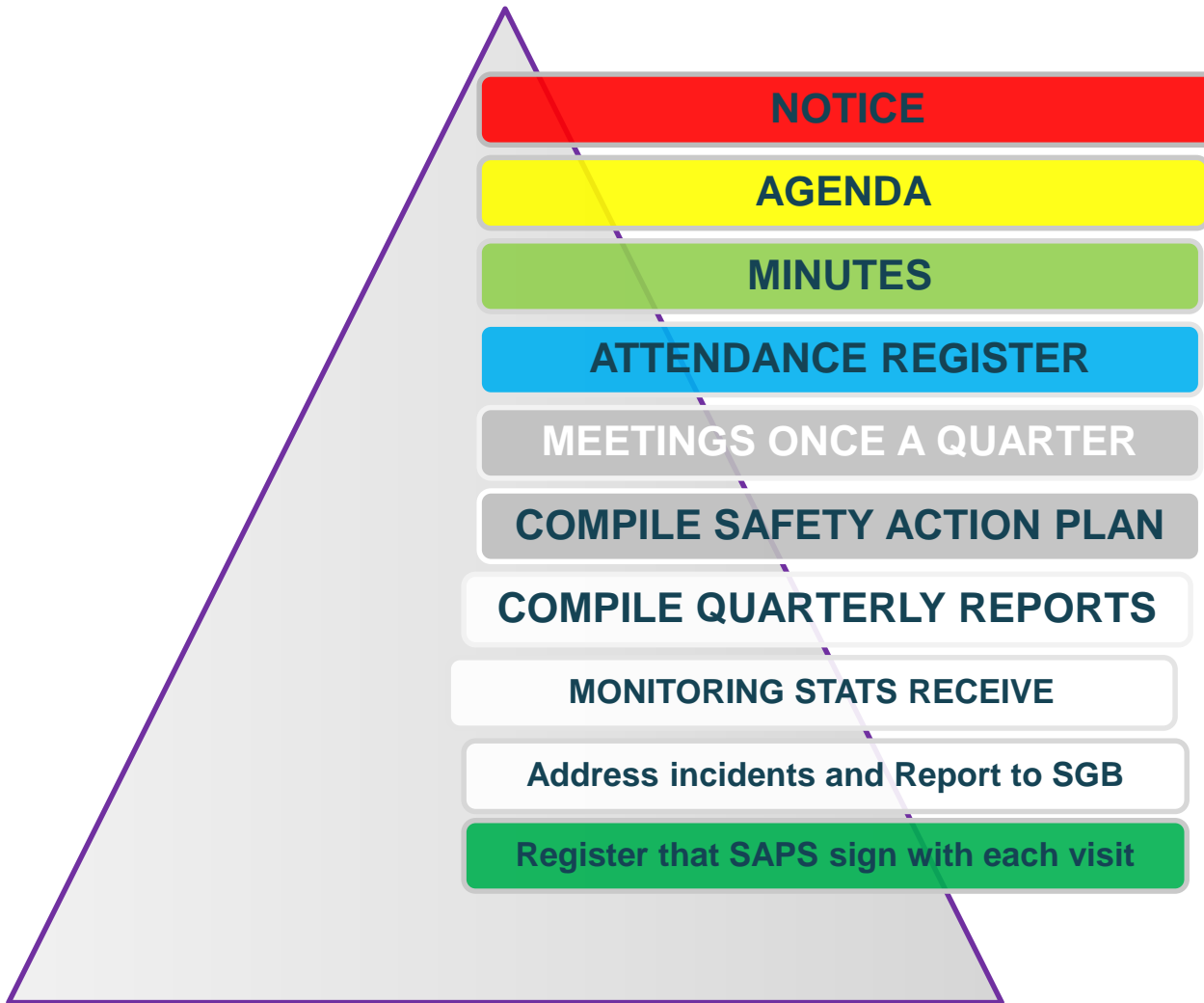
CAPACITY BUILDING / TRAINING OF THE SAFETY COMMITTEE

- **Training (Section 17, OHSA)**
 - Representatives must be trained during working hours.
- DOE will from time to time train or workshop SSC's in various School Safety programmes in order empower them the deal with issues that affect the safety of learners, educators and support staff at schools.
- Safety committees may also request the DOE to capacitate them to deal with identified school-specific issues.
- Schools are required to make provision for the following in their budgets:
 - Training of First Aiders
 - Training of Fire Marshals
 - Maintenance of the first aid boxes, fire extinguishers and hydrants

THE SAFETY FILE

- All schools are required to develop a Safety File.
- It is the responsibility of the Safety Committee to keep the Safety File up to date.
- In order to facilitate compliance with the requirements of the Department of Labour as well as enhance monitoring and support, schools are expected to arrange the Safety File as follows:
 - **Information on the Safety Committee:** Names and contact details of Safety Committee
 - **Appointment letters** of the Health and Safety Representative, First Aiders and Fire Marshall with proof of at least level 1 qualification in the case of First Aiders
 - **Safety Policy:** Learners' Code of Conduct, Copy of Regulations for Safety Measures in Public Schools 2006, Copy of Occupational Health and Safety Act
 - **Emergency Procedures:** Emergency Numbers, Evacuation Procedures, Evacuation Plan
 - **Certificate of Compliance** for electrical installations
 - **School Safety Committee Meetings:** Notices, Agenda, Minutes and Attendance Register
 - **School Safety Action Plan**
 - **Checklists:** Safety Audit, School Safety Diagnostic, Fire Extinguisher Register, Evacuation drills,
 - **Correspondence:** All School Safety Circulars etc.

EVIDENCE : MEETING OF THE SSC / ADOPT A COP



LINKING SCHOOLS WITH POLICE STATIONS – Adopt – a Cop

DISTRICT	SAPS CLUSTER	No of Stations	No of Schools	Average
FRANCES BAARD	Kimberley	17	122	07
NAMAQUA	Springbok	23	074	03
J.T. GAETSEWE	Kuruman	13	172	13
Z.F. MGCAWU	Upington	15	099	06
PIXLEY KA SEME	De Aar	26	088	04
TOTAL	05	91	555	07

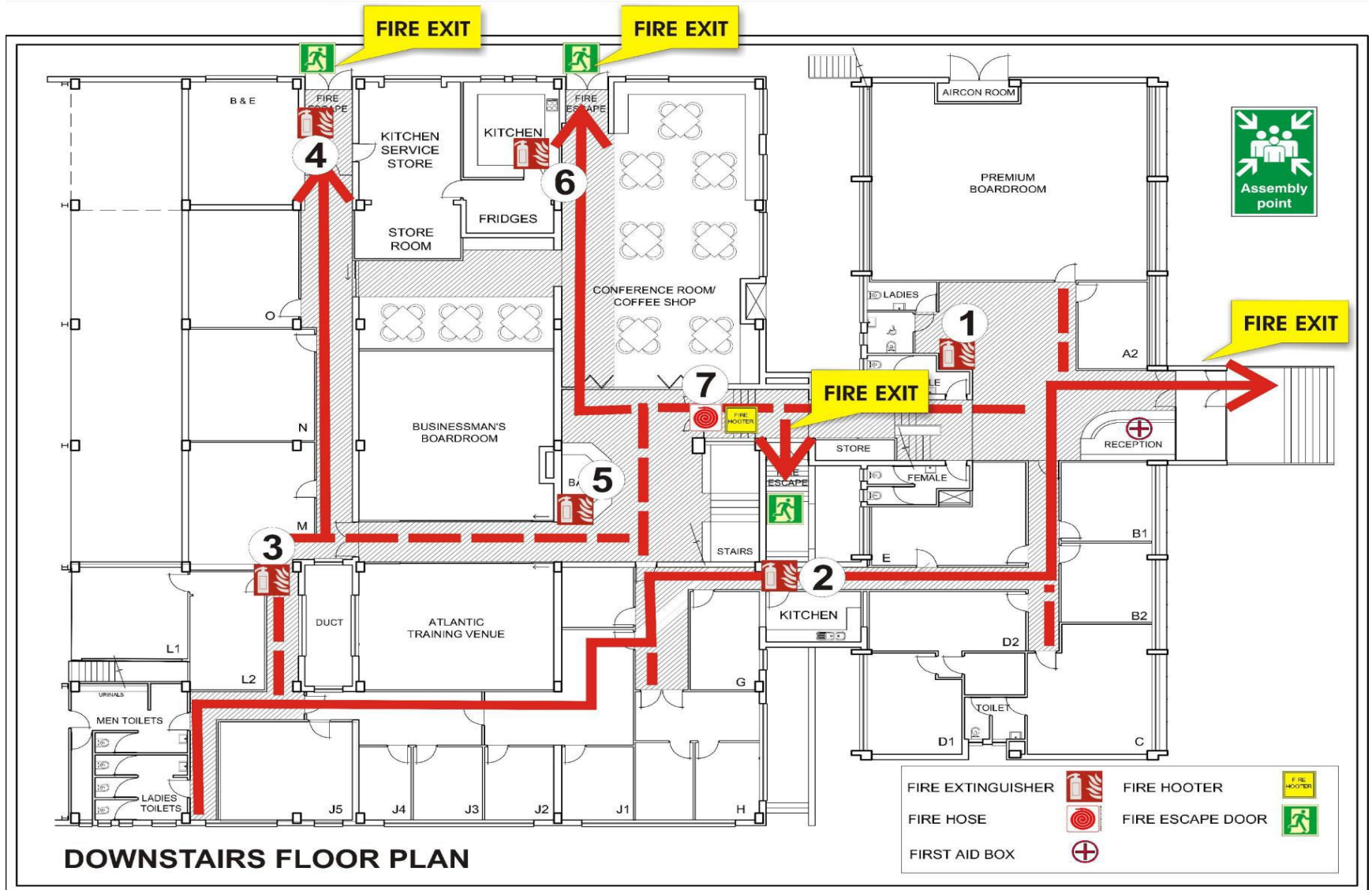


Exemplar 11 - EMERGENCY NUMBERS

DEPARTMENT	NUMBER
FIRE BRIGADE	Office
	Superintendent
POLICE - Adopt A Cop / Supervisor	Cop
	Supervisor
AMBULANCE	Call Centre
	Supervisor
LOCAL CLINIC - nearest to School	Sister
	Supervisor
DOCTOR in CASE of EMERGENCY	
HOSPITAL -	
FIRST AIDER - AB Charles	Cell No
ELECTRICITY - Mr Mc Neal	
WATER AND SANITATION - Mrs Riley	Cell No
WEATHER SERVICES	
SOCIAL WORKER - Mrs A.D. Bakangwe	Cell No
	Supervisor



Example of Evacuation plan



EXEMPLAR 7 - SAFETY SIGNS



Example of SSC information form

INFORMATION ON SAFE SCHOOL COMMITTEE

(Collaborative Partnership between the Department of Basic Education and SAPS)

Province:
District:
Name of school:
Name of Principal:
Contact details: Tel:
Cell:
Email:

The Department of Basic Education (DBE) and the South African Police Service (SAPS) acknowledge that the prevention of crime and violence in schools is a shared mandate that calls for collaboration between the two Departments. The partnership between the DBE and SAPS supports the objectives and priorities that drive the activities of both departments to reduce crime and violence in schools and in communities.

The focus of this partnership is on the following priorities:

1. To establish and strengthen Safe School Committees in addressing crime and violence in schools;
2. To ensure that the delegated police officers assume an active role as a member of Safe School Committees;
3. To link all schools to local Police Stations;
4. To raise awareness amongst children and young learners regarding crime and violence and its impact on individuals, families and education;
5. To mobilise communities to take ownership of schools;
6. To encourage the establishment of reporting systems at schools and
7. To implement school-based crime prevention programmes in schools.

The Safe School Committee is positioned to respond to the prevention, management, support and reduction of crime and violence in schools as implied by the Constitution and further articulated by the South African Schools Act, 1996 (Act No 84 of 1996): Regulations for Safety Measures at all Public Schools, as amended.

Therefore:

School Safety Committees are obligated to provide a safe and conducive environment in which learners can learn, grow, develop and reach their full potential.

Not limited to the following responsibilities, Safe School Committees must:

1. Ensure the personal safety, well being, health and security of all learners and teachers;
2. Mobilise all relevant stakeholders (SGB members, teachers, learners, support staff, security personnel and parents), as well as external stakeholders (NGOs, CBOs, FBOs, Departments of Health, Social Development, SAPS, etc.) to address violence in schools;
3. Develop and implement a Safe School Plan;
4. Conduct risk assessments on an annual basis;
5. Implement appropriate prevention, early intervention, management and support programmes to curb crime and violence in schools;
6. Identify and report on incidences of crime and violence on a regular (monthly basis) to the District Office (education) and the relevant local SAPS official and
7. Establish reporting mechanisms in collaboration with District and Provincial offices.



basic education



Example of Appointment: H&S Rep

OCCUPATIONAL HEALTH AND SAFETY ACT 1993

HEALTH AND SAFETY REPRESENTATIVE

Name of Appointee and Persal Number

I, _____ the Principal of _____
Name of Principal *Name of School*

hereby appoints you _____
Appointee's Full Name

as the Occupational Health and Safety Representative responsible for Occupational Health and Safety at

Name of school

Your responsibilities are as follows:

- a) Review the effectiveness of Health and Safety measures;
- b) Identify potential hazards and potential major incidents at the workplace;
- c) In collaboration with the department, examine the causes of incidents at the workplace.
- d) Investigate complaints by any employee relating to that employee's health and safety at work.
- e) Make representations to the department or the health and safety committee on matters arising from the above mentioned or where such representative are unsuccessful to an inspector
- f) Make representations to the Department on general matters affecting the health and safety of the employees at the workplace.
- g) Inspect the workplace regularly.
- h) Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace.
- i) Attend meetings and training of the health and safety committee to ensure satisfactory execution of duties and responsibilities.
- j) Participate in any internal health and safety audit.
- k) Attend appropriate training.

Your appointment is valid from _____ to _____
Start date *End date*

You shall report directly to myself on all Occupational Health and Safety matters arising out of

Name of School

Employer's Signature

Designation

Date

Example of Appointment Letter: Fire fighter

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

FIRE FIGHTER

ENVIRONMENTAL REGULATIONS FOR WORKPLACES 9(1) AND GENERAL
SAFETY REGULATION 2.

Name of Appointee and Persal Number

I, _____ the Principal of
Name of Principal

Name of School

hereby appoints you _____
Appointee's Full Name
as the Section 8(2)(i) appointee for

Name of school

In terms of this designation you are required to ensure that the duties as follows being carried out:

1. In case of an emergency where the building has to be evacuated due to fire you are responsible for:
 - the classification of the fire to ensure that the correct method of extinguishing being used
 - assess the situation to determine when and what actions to take
2. Only react on command of the Evacuation team leader to re-enter a building.
3. Identification of equipment and places likelihood of fire.
4. Ensure and maintain good housekeeping.
5. Ensure that you familiarize yourself with the operation of the fire fighting equipment in your school.
6. Carry out inspections of the emergency escape routes to make sure that they are not obstructed.
7. Report any unserviceable or damaged fire fighting equipment in your school to your Supervisor.
8. Basic fire awareness within your school.

The evacuation procedure will be practiced twice a year, the dates and times of such practices will be communicated to you.

You are required to report any deviations of the above-mentioned instructions to the Principal.

You will be required to undergo training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from _____ to _____
Start date *End date*

(Principal' Signature)

Date

Example of Appointment Letter: First Aider

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

FIRST AIDER

GENERAL SAFETY REGULATION 3.

(Name of Appointee and Persal Number)

I, _____ the Principal of
Name of Principal

Name of School

hereby appoints you _____
Appointee's Full Name

as **FIRST AIDER**.

This appointment will be valid from/...../..... until/...../.....

Your area of responsibility will be:

.....

In this you will report to:

.....

For this position you will have the following duties and responsibilities:

1. Treat all first aid injuries.
2. Complete the first aid dressing book.
3. Inspect the first aid box on a regular basis.
4. Ensure that the box is not obstructed.
5. Ensure that your name appears on the box.
6. Ensure that the content complies with requirements of General Safety Regulation Annexure.
7. Ensure that the serious injuries are reported to the Principal.
8. Ensure that all minor injuries are investigated.
9. Assist the emergency co-ordinator in the event of an emergency.

Be assured of my co-operation at all times.

Signature of Principal

Date



Example of Acceptance of Appointment

ACCEPTANCE


I, _____
Appointee's Full Name

hereby accept this appointment and understand the implications of this appointment as detailed above.

.....
Signature of Appointee

.....
Date

Example of COC



**THE ELECTRICAL CONTRACTING BOARD
OF SOUTH AFRICA**
91 NEWTON ROAD, MEADOWDALE EXT. 2, GERMISTON, 1401 • P.O. BOX 9683 EDENBURGH 1613
TEL: (011) 392 0000 • FAX: (011) 974 9402

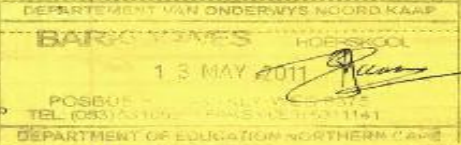
**CERTIFICATE OF COMPLIANCE
for ELECTRICAL INSTALLATIONS**

CERTIFICATE No. E 3154716
Date of issue: 10 May 2011

Notes
1. In terms of the Electrical Installation Regulations of the OHS Act, (Occupational Health and Safety Act, 1993 (Act 95 of 1993)), the user or lessor is responsible for the safety of the electrical installation.
2. This certificate covers only that part of the installation described in section 3.
3. This certificate covers the circuits for fixed appliances, but does not cover the actual appliances, for example stoves, geysers and lights.
4. Specialized or hazardous locations require additional information.
5. Tick the appropriate block.

SECTION 1 - LOCATION
Physical address: 629 Dahlia Street, De Beershoogte, Barkly West
Name of building: Barkly West High School
Pole number (if applicable): NA Other names of numbers: NA
Erf / Lot No.: 629 Suburb / Township: De Beershoogte
District / Town / City: Barkly West Province: Northern Cape

SECTION 2 - INSTALLATION
Existing Certificate ☒ No ☐ Yes Date issued: NA Number: NA
☒ Existing installation ☐ Alteration / Extension ☐ New installation ☐ Temporary installation
Type of installation: ☐ Domestic ☐ Commercial ☐ Industrial ☐ Sectional title
☒ Other: School
Estimated year of original installation: 2
Type of electricity supply system: ☒ TN-S ☐ TN-C-S ☐ TT ☐ IT
Supply earth terminal provided: ☒ Yes ☐ No
Characteristics of supply:
Voltage: ☐ 230 V ☒ 400 V ☐ 525 V ☐ Other: _____
Number of phases: ☐ One ☐ Two ☒ Three Phase rotation: ☒ Clockwise ☐ Anticlockwise
Frequency: ☒ 50 Hz ☐ Other _____ d.c.
Prospective short-circuit current: 10 kA How determined? ☐ Calculated ☐ Measured ☒ From supplier
Main switch type: ☐ Switch disconnecter (on-load isolator) ☐ Fuse switch ☒ Circuit-breaker ☐ Earth leakage circuit-breaker
☐ Earth leakage switch disconnecter
Number of poles: 3 Current rating: 80 A Short-circuit/withstand rating: 10 kA
Rated earth leakage sensitivity: ☐ 30 mA ☐ Other: 20 mA
Surge protection required: ☒ Yes ☐ No Reason: Corrugated Iron Roof
Is any part of the installation a specialized electrical installation: ☐ Yes ☒ No
If yes, complete supplementary form.



CIRCULARS ON REPORTING PROTOCOL

1. **Circular 22 of 2010** Random Searches
2. **Circular 20 of 2016** Prevalence of Corporal Punishment
3. **Circular 77 of 2016** Incident Reporting Protocol
4. **Circular 45 of 2018** Prevalence of violence in Schools
5. **Circular 42 of 2020** Reporting of School Based Incidents
6. **Circular 50 of 2020** Implementation of the Protocol on Sexual Harassment in Schools.

INCIDENT REPORT – Principal responsibility

1. Record serious safety incidents gang activity, drugs, damage to property, vandalism, injuries, thefts, use of weapons, or injuries – SA-SAMS Incident Reporting Tool: Quarterly Summary of Serious Incidents.

2. Record incidents on interpersonal violence. Eg. Bullying, Verbal abuse, Physical Violence and Discrimination. Types of intervention use. Use the eight surveys for learners to access prevalence of incidents in or outside the school

3. Refer reported incidents to the School Level Support Team.- QLTC, Pastoral Care, Reporting as in NSSF p53 - 54

4. Refer reported incidents to the District Level Support Team. – ESS

5. Educators/learners know how/where to report threats and safety incidents. See Appendix 1 to 3 quick reference guide, A. Suggestion Box, B. Confidential Reporting System. C. Training for Educators on How to deal with reported safety incidents or threats verbally. D. Anonymous report system. E. Minor incidents out of suggestion box record in a book. F. Feedback to Whistler Blower. G. Inappropriate behaviour highlighted in all. H. Monitor over time how well school respond to safety incidents / threats.

6. Educators know what to do if learners report incidents of threats to them. School should train everybody on reporting protocol and the confidentiality of victim, perpetrator and bystander / whistleblower. A. Keep record. B. Follow up. C. Confidentiality. D. Procedures to follow in open case of rape (GBV). E. Did you counsel, support and advice. F. Procedure on reporting Rape / Sexual Abuse and/or Harassment.

7. Established a confidential system for learners to report incidents. Use a suggestion box or something similar where all can report and where feedback is given on reported cases

8. Know what threatens safety of educators / learners / Prevent school from learning / Teaching – Administer Educator and Learner Surveys as well as Safety Spots.



Name of Learner : _____

Reported By : _____

Officials Involve : _____

Emis No : _____

Incident No : _____

Date : _____

SCHOOL STAMP

DESCRIPTION INCIDENT

Ben is grade 3 learner at Bontebok Primary School. Ben set off a fire cracker outside the class and threw it into the classroom on 28 February 2018. He ran away. The other learners chase him but to no avail. This is a level two offence and is dangerous

ACTION TAKEN

The teacher reported the incident at the office.

1. Letter was sent to the parents.
2. Code of Conduct will apply and counselling session arranged
3. Verbal warning
4. His schoolbag will be searched on his return.

Signature Educator

DATE

Signature SSO

DATE

Signature Principal

DATE



HRMS

Circular 45 of 2018

4 x STEPS IN COMPLETING REPORTING OF INCIDENTS

Frank de Jager 0538396686

Oatile Sejeso 0538396525

Contact them if you struggle to get on HRMS

Step1: INCIDENT REPORTING HRMS

Step 1: Incident Detail and School Detail

The form is divided into two main sections: Incident Detail and School Detail.

Incident Detail

- Incident Type:** A dropdown menu with "ARSON" selected. Annotation: "Ensure the relevant Type of Incident is selected".
- School Dismissed At:** Time selection fields showing "02" and "00". Annotation: "Capture the time if the school was dismissed as a result of the incident".
- Incident Description (If Other Selected):** A large text area for description. Annotation: "Supply a Detailed Description of the Incident."
- Date:** A date picker showing "Wednesday, 26 September 2018".
- Grade:** A dropdown menu. Annotation: "Select Grade of Alleged perpetrator".
- On / Off Premises:** A dropdown menu. Annotation: "Make the appropriate Selection of where and when incident took place."
- During / After Hours:** A dropdown menu.

School Detail

- EXDEPT:** A dropdown menu. Annotation: "Select Ex-Department to which the school belonged".
- Enrol:** A text input field. Annotation: "Enter Learner Numbers".
- Educ:** A text input field. Annotation: "Enter Educator Numbers".
- Participating:** Radio buttons for "Yes" and "No".

Save & Next > Button. Annotation: "Click to save and move to the next Step."

Step 2: INCIDENT REPORTING HRMS

Step 2: Victims and Culprits

Add the Victim Name, Surname and Gender below:

Name and Surname....

☐ Male

☐ Female

Add Victim

< Back

Save & Next >

Multiple victims can be captured, by simply completing the detail and clicking on the "Add Victim" button.

Click to save and move to next Step.

Add Culprit Name, Surname and Gender below:

Name and Surname....

☐ Male

☐ Female

Add Culprit

Multiple Culprits can be captured, by simply completing the detail and clicking on the "Add Culprit" button.

Step 3: INCIDENT REPORTING HRMS

Step 3: Outcome

Outcome

Cost (R):

Hours:

Action Taken:

Police Case Number:

< Back Save & Next >

Include potential cost that may be incurred (Optional)

Please Supply detail of action taken to allow for relevant response

Include the Police Case Number If available (Optional)

Click to save and move to next Step.

Step 4: INCIDENT REPORTING HRMS

Step 4: Documentation (here supporting documents can be uploaded to the system)

Please select documents to upload:

Browse... No file selected.

Supporting Documents can be uploaded to the system.

Declaration

☐ • I declare that the information provided above is accurate and a true reflection of the Incident being reported.
• Furthermore, by signing off, Principals are committing themselves to the accuracy, authenticity and correctness of the information provided.

< Back Report Incident

Only Click to "Report Incident", once the information in each step has been verified.

Before Clicking the "Report Incident" button the school must ensure that all the information provided in the form is correct, by ticking the declaration checkbox as indicated below. Please note that, once the "Report Incident" button is clicked, schools will **NOT** be able to edit the captured record. District or Head Office officials will then have to be contacted to affect any changes.

POSSESSION DRUGS OR SUBSTANCE

Learner in possession of drugs or Substance.

1. Confiscated in presents of an adult.
2. Write an incident Report of what transpired.
3. Test for drugs: Urine Test – not necessarily on the same day reason drugs stays in system for approximately 30-40 days.
4. If learner test positive contact parents.
5. Disciplinary procedure unfold.
6. Retest Learner after 30 days. Learner should test negative.
7. If positive suspend learner 30 days to get clean, parent pays for third test.
8. Intervention in the meantime with DSD, SAPS and DOC.

SEXUAL ASSAULT/ HARASSMENT

Alleged sexual abuse and or harassment by a learner

- In case of a **level 1-4** incident, the Principal and Grade Head must be informed immediately. Where the Principal or Grade Head is the alleged offender, the incident of or suspicion of sexual abuse or harassment must be reported to a member of the SMT, who will, in turn and **within 24 hours**, report the matter to the Circuit Manager directly.
- In the case of a **level 1 or 2** offence, the Grade Head will arrange for an interview with the alleged learner offender and, where deemed appropriate, issue a written warning.
- In case of a level 2 offence and after a final written warning and in case of an alleged **level 3** offence, the Grade Head refers the matter to a Disciplinary Committee.
- In the case of a **level 4** offence, the Principal immediately files a report with the SAPS and convenes a Tribunal Hearing (see 4.1. of this protocol).
- In a situation where the learner victim and the alleged learner offender are at the same school, the alleged perpetrator may be suspended for **7 days**, awaiting a disciplinary hearing depending on the level of offence and at the SGB's discretion.

Alleged sexual abuse and or harassment by a learner

Hearings following reported incidents:

- The hearings in the case of repeated level 2 and 3 offences must commence within **72 hours** of receipt of the complaint.
- The process must adhere to the regulations in the Misconduct of Learners at Public Schools and Disciplinary Proceedings (2000) and the school Code of Conduct. The SGB is to ensure the safety and well-being of victims during the hearing process.
- Both the learner victim and the alleged learner offender have the right to have one internal representative.
- Learners also have the right to choose any person to accompany him/her for support during the hearing process.
- When interviewing, consideration should be given to the victim's developmental age, preference in terms of language, emotional status, concentration and cognitive ability; ensuring regular breaks and debriefing if required.
- In the hearings, the circumstances, such as the nature of the sexual offence, and the context in which the alleged incident occurred have to be examined. A determination on the allegations is made from the facts on a case-by-case basis.
- The committee must provide feedback to both the victim and the alleged offender about the outcome of the investigation within seven days of its conclusion

ASSAULT

1. Use Learner code of conduct as the guideline or **Notice 10 of 2007**.
2. Corporal Punishment outlaw.
3. Names of victim as well of perpetrator in HRMS Reporting.
4. Reporting: gathering all information
 - a. Witnesses
 - b. First Aid apply where necessary if any injuries.
 - c. Disciplinary processes.
 - d. Written Report of investigation
 - e. Was a weapon / dangerous object involve.

CONTACT DETAILS

brendababuseng10@gmail.com
0538396698

johnandekock@gmail.com
0724542475

Thank You

