Threat to School Safety

1. Background
   1.1 Management of threats to school safety
   1.2 The stakeholders of the school will endeavour to continuously monitor the school environment (internally/externally) to identify potential threats and mitigate these risks.
   1.3 The areas below have been identified as areas that threaten school safety.

2. Legislation
   2.1 South African Schools Act of 1996
   2.2 The Children’s Act (Act No.38 of 2005) as amended
   2.3 The Constitution of Sun Valley Group of Schools.

3. School Violence
   3.1 No form of violence committed by one learner on another or a teacher on a learner or the learner on the teacher will be tolerated at Sun Valley Group of Schools.
   3.2 The school is committed to the South African Schools Act, Section 10 which states that: “No person may administer corporal punishment at a school to a learner and if this is contravened such a person will be guilty of an offence and liable to a sentence which could be imposed for assault.”
   3.3 In a similar manner a learner who assaults another learner or a teacher will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

4. Bullying
   4.1 The school adopts a zero tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation;
   4.2 The school will train learners, educators and the support staff that the prevention of bullying is everyone’s responsibility and that any Incidents of bullying in the school need to be reported, recorded and investigated;
4.3 The training will include strategies that can be used to prevent or stop bullying such as interaction between learners, C.A.R.E CIRCLES, Hoofie groups or the “buddy system” where older children look after younger children, bystander or spectator support;

4.4 Training on how to identify and monitor incidents of bullying and on how to implement the intervention strategies to address the problem.

4.5 Every incident of bullying will be dealt with through the Disciplinary Code for Learners.

4.6 The school will conduct background checks with SACE to check the suitability of educators and in the case of former teachers check with the GDE. The national database for sexual offenders can also be consulted.

5. Gangsterism

5.1 To implement actions against gangs or gangsterism:

5.2 At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the District Office and the police authorities about suspected gang – related activities on or near the school property,

5.3 The school will enforce the school’s appearance standards in an attempt to maintain discipline and differentiating visitors from learners in the school, and

The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community. These will include civic organisations or associations, religious groups or associations, youth commissions, Childline, Lifeline and the local police.

6. Abuse and Sexual Abuse

6.1 The school will implement the Action Strategies against abuse by way of:

6.2 Urging learners to report any incidence of abuse to the Principal or any staff member that they trust,

6.3 Staff members will be sensitized to note changes in learner’s behavior and record a learner’s behavioural changes towards classmates, peers and other educators in a record book over a few days or weeks,

6.4 Where necessary, educators/members may interview peers or classmates, maintaining confidentiality,

6.5 The SBST will inform learners regularly that, in case of any abuse or rape, what course of action should be followed. The SBST will empower educators to advise learners, in case of sexual abuse/rape on which steps to take to retain the evidence and maintain confidentiality,
6.6 Educating learners about abuse, places to avoid, what to do if abused and where to go for help,  
6.7 Educating learners about their rights and where to get counselling and medical attention if  
abused. The school will offer learners self-defense mechanisms and strategies to build or re-gain  
their confidence; and  
6.8 No pornography is allowed at the school. Any learner, educator or support staff member that is  
captured in possession of pornography will be dealt with through the relevant disciplinary  
procedures. The material and the device on which the material is displayed will be confiscated by  
the school.  
6.9 The school Code of Conduct does not allow anyone to film anything on the school premises  
without the permission of the Principal.  

7. Initiation Practices  
7.1 No initiation practices that can be construed as abuse, bullying or inflicting bodily harm will be  
allowed in the school. Any person who subjects a learner to, conducts or participates in such  
practices is guilty of misconduct and disciplinary action will be instituted in accordance with the  
applicable code of conduct.  

8. Confidentiality  
8.1 The stakeholders must ensure that reported cases and acts of intimidation, maltreatment, rape,  
abuse, neglect, degradation or exploitation will be treated with confidentiality.  

9. Occupational Health and Safety  
9.1 The School will provide for the health and safety of learners in connection with the activities of  
learners in the school premises.  
9.2 The School Safety Team will advise on the emergency evacuation procedures, which must be  
displayed in all offices, classrooms and amenities,  
9.3 The school safety officer must ensure that fire extinguishers are installed and maintained  
regularly, (maintenance certificates to be filed)  
9.4 Rules for the safe use of the laboratory and workshop including the storage of chemicals, tools  
and equipment must be displayed in the laboratory,  
9.5 The school will ensure that first aid kits are fully equipped, utilized and maintained on a regular  
basis.  
9.6 There should be First Aid Kit boxes readily available throughout the school.
9.6.1 The following list of contents should be kept in the first aid kit and used to ensure that the first aid kit is always replenished:

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wound Cleaner / antiseptic (100 ml)</td>
<td>11</td>
<td>1 roll of elastic adhesive (25mm x 3 m)</td>
</tr>
<tr>
<td>2</td>
<td>Swabs for cleaning wounds</td>
<td>12</td>
<td>1 non-allergenic adhesives strips (25 x 3 m)</td>
</tr>
<tr>
<td>3</td>
<td>Cotton wool for padding</td>
<td>13</td>
<td>1 non-allergenic adhesives dressing strips (25mm x 3m)</td>
</tr>
<tr>
<td>4</td>
<td>Sterile gauze – min. quantity 10</td>
<td>14</td>
<td>4 first aid dressings (75 mm x 100 mm)</td>
</tr>
<tr>
<td>5</td>
<td>1 pair of forceps (for splinters)</td>
<td>15</td>
<td>4 first aid dressings (150 mm x 200 mm)</td>
</tr>
<tr>
<td>6</td>
<td>1 pair of scissors (min. size 100mm)</td>
<td>16</td>
<td>2 straight splints</td>
</tr>
<tr>
<td>7</td>
<td>1 set of safety pins</td>
<td>17</td>
<td>2 x large &amp; 2 x med pairs disposable latex gloves</td>
</tr>
<tr>
<td>8</td>
<td>4 triangular bandages</td>
<td>18</td>
<td>2 CPR mouth pieces or similar devices</td>
</tr>
<tr>
<td>9</td>
<td>4 roller bandages (75 mm x 5 m)</td>
<td>19</td>
<td>1 Space blanket</td>
</tr>
<tr>
<td>10</td>
<td>4 roller bandages (100 mm x 5m)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Allocation of Duty to Educators

10.1 In keeping with the requirements of PAM Chapter A Para 3.1 (i)(dd), all educators are expected to perform pastoral duties and therefore be on duty points to monitor learners in toilets, hallways, empty classrooms, at the school gates and in the school grounds.

10.2 A roster will be developed to facilitate daily monitoring of areas around the school where any form of violence, bullying, substance abuse may take place, and

10.3 An incidence book must be maintained daily for the purpose of reporting whether or not anything occurred or not as well as what action was taken in cases where incidents were observed.

11. Evacuation Plan
11.1 Action for Class Teachers with their own Class:

11.1.1 Down tools

11.1.2 Evacuate the building in single file taking Room Parents with the Class

11.1.3 Proceed to netball courts

11.1.4 Seat pupils in mixed gender alphabetical order

11.1.5 Do a roll call using the class list received from the Grade Head

11.1.6 Record any absentees from school that day on the class list

11.1.7 Send the class list to the Grade Head and inform them about missing pupils (at school but not in line)

11.1.8 Grade Head from Grade 4 - 7 informs Director of Digital Learning of missing children

11.1.9 Grade Head from Grade R - 3 informs Librarian of missing children

11.1.10 Sector Head reports information to the Fire and Safety Marshall

11.1.11 Fire and Safety Marshall dispatches a rescue team of Estate and GAP Staff to assist in search and rescue of missing people
# Netball Court Line Up

<table>
<thead>
<tr>
<th>Grade 12</th>
<th>Grade 11</th>
<th>Grade 10</th>
<th>Grade 9</th>
<th>Grade 8</th>
<th>Grade 7</th>
<th>Grade 6</th>
<th>Grade 5</th>
<th>Grade 4</th>
<th>Grade 3</th>
<th>Grade 2</th>
<th>Grade 1</th>
<th>Grade R</th>
<th>Grade R</th>
<th>Grade R</th>
<th>Grade R</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA Principal</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
<td>Grade Head</td>
</tr>
<tr>
<td>Director: Digital Learning</td>
<td>Librarian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head: Finances</td>
<td>Fire and Safety Marshall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xhosa Teacher</td>
<td>Music Director</td>
<td>Curriculum Director</td>
<td>Sport Administrator</td>
<td>Estate Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>