



Safety Policy

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1 Statement of Intent

We believe that the safety of Learners in our care is central to our educational philosophy. We endeavour to make our campuses a safe place for Learners, parents, staff and guests.

We aim to make Learners, parents and staff aware of safety issues and to minimise any potential hazards or risks to enable the Learners to thrive in a safe environment.

2 Methods

Our induction for staff includes a clear explanation of safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for safety at the Campus.

Safety issues in this policy are explained to the parents of new learners in order for them to understand how these policies are implemented into the daily life of the Campus.

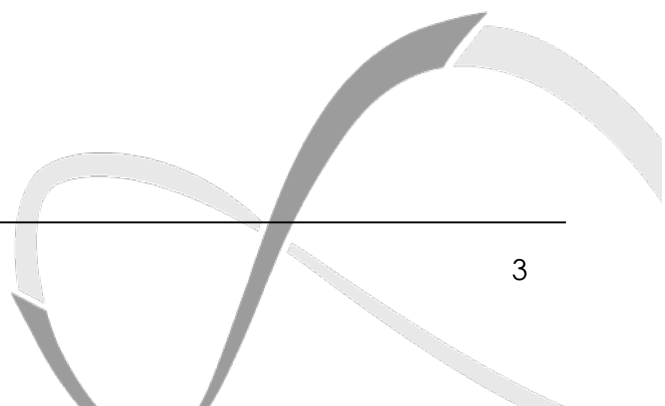
Level 1 First Aid Safety training is required for all teaching staff. Staff members are sent for refresher courses as and when needed to ensure that they stay up to date with their knowledge.

When necessary, additional safety training is included in the annual staff training plans and safety is discussed regularly at staff meetings.

Learners are consistently made aware of safety issues through discussions, planned activities, formal lessons and tasks and routines.

1. Contact Numbers in Case of Emergency

Contact Numbers in Case of Emergency	
Security - emergency response	Please check with your campus
Emergency Medical Response	Please check with your campus
Police Service	107 / 10111 / 082 378 7986 / 021 799 1400
Fire Department	107 / 021 762 3333
Poison Control Centre	107 / 24-hr helpline 0861 555 777 RC Children's Hospital 021 689 5227 Tygerberg Hospital 021 9376129
Social Services	0800 220250



3 Risk Assessment and field work policy

3.1 Inclusions

Our risk assessment process includes:

- 3.1.1 Checking for hazards and /or risks both indoors and outdoors, prior to and during our activities and procedures. Our assessment covers safety for both adults and Learners.
- 3.1.2 Addressing any areas which need attention and making concise decisions regarding how best to apply these measures.
- 3.1.3 Being aware of any food allergies of the Learners in our care, as detailed by the parents.
- 3.1.4 Ensuring arrangements are in place for the care of the Learners when away from the registered premises. A risk assessment is done prior to any field studies, outings or camps.
 - Sufficient and appropriate staff are always present to meet the type of activity being undertaken and to comply with staffing ratios. The minimum required number of staff is two, regardless of pupil numbers.
 - We obtain written consent from parents for all activities which take place off the Campus premises.
 - Contingency plans are put in place in the event of an accident or inclement weather.
 - We ensure that, when Learners are away from the premises, a first aid box is taken on the trip.
 - We ensure that at least two mobile phones accompany a field study or any other outing away from the Campus premises.
 - We ensure that the Learners are advised of the appropriate dress and sun protection required for any outing.
 - No Learner is allowed to use toilet facilities at a venue unless accompanied by a member of staff.

3.2 Learner Security

We endeavour to see that all Learners are supervised by adults at all times. Whenever there are Learners on the Campus, at least two adults must be present. Staff must check the identity of any visitors they do not recognise before allowing them past reception and into the Campus. Visitors to the Campus must be recorded, issued with Visitor badges that must be visibly worn at all times whilst on the Campus.

Our systems deter unauthorised access to our premises. A member of staff is on duty during all drop off and collection times.

All pedestrian and vehicle gates are electronically controlled.

EduExcellence Noordhoek makes use of the GateKeeper system to control parental access. This system uses the parents cell phone number to allow access to the Campus premises during specified hours.

GateKeeper access is only given to parents and staff of EduExcellence.

All other visitors are required to buzz the office to gain access to the Campus.

Our systems deter Learners from leaving our premises unnoticed. Other than drop off and collection times, all external gates are kept closed and/ or locked.

3.3 Arrivals and Departures

Systems are in place for the safe arrival and departure of Learners, and the arrival and departure times of adults – staff and visitors – are known.

Learners' attendance is recorded electronically in the Learner Management System, Staffroom. Any specific information provided by the parents is recorded. Parents are required to notify the Campus via email or telephone in the event of absenteeism.

No Learner will be given into the care of any person who we DO NOT know. If in doubt, the person's identity is verified by phoning the Learner's parent/guardian or the emergency contact number. If anyone other than the Learner's parent, or a person listed on the enrolment form, is to fetch a Learner from Campus, we need to be notified in advance either in writing or by a phone call. Information will then be passed on to the relevant staff member/s and recorded.

Learners must stay with their Educator staff until the person collecting them arrives. Any Learners remaining after the relevant collection time will be handed over personally to the AfterCare staff.

Cell phones/ tablets and other such devices should be signed in and out in the Campus office.

Learners in AfterCare are electronically signed into that staff's care and electronically signed out when collected by parents.

3.4 Learners' Safety

In the case of an accident, the Principal is immediately notified of any injury requiring medical treatment or hospitalisation for a Learner, parent or visitor.

The member of staff who witnesses the incident is responsible for reporting the incident. This is recorded in Staffroom. This is done as soon as the accident is dealt with, while the details are still clearly remembered.

The relevant parent/s must be shown the Incident Report and will be asked to sign it as soon as the Learner is collected.

Incidents, including illness, minor injuries, break-ins, burglary, theft of personal or Campus property, fire, flood, gas leak or electrical failure, an attack on a member of staff or parent on the premises; any racist incident involving a staff or family on the premises; a terrorist attack or a threat thereof – must be recorded in an Incident book. The following should be recorded - date and time of the incident, nature of the event,

persons affected, any action taken – or, if it was reported to the Police, a case number. Any follow up, or insurance claim made, should also be recorded. Parents are to counter-sign any incident as proof that they were informed.

In the unlikely event of a terrorist attack, the advice of the emergency services with regard to evacuation, medical assistance and contacting Learners' family will be followed. The Fire Safety procedure will also be followed. The incident will be recorded when the threat has been averted.

3.5 Electrical / Gas Equipment

All electrical / gas equipment conform to safety requirements and is checked regularly.

Electrical switchgear and distribution boxes are not accessible to the Learners.

Fires, heaters, electrical sockets, wires and leads are properly guarded and the Learners are taught and reminded not to touch them.

There are sufficient electrical sockets to prevent overloading.

Lighting and ventilation is adequate in all areas including storage areas.

3.6 Storage

Learners' personal belongings are to be stored away safely out of the classroom but within their reach. Small bags are encouraged.

Resources and materials for Learners' use are stored safely.

Other equipment and resources are stored safely.

Chemicals are stored in a locked cupboard and the keys are kept out of reach of the Learners.

Cleaning materials are stored in a locked area.

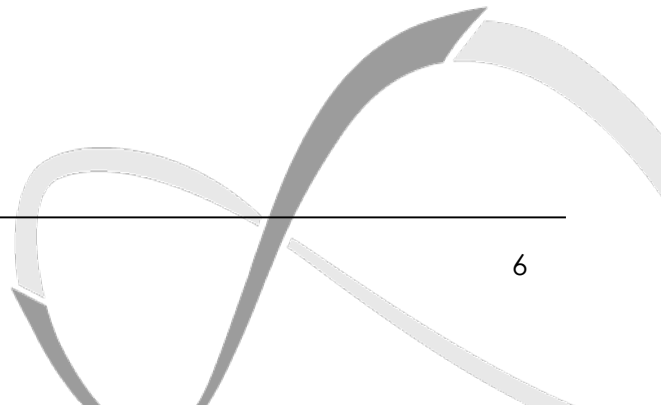
3.7 Outdoor Areas

The outdoor play area is monitored by staff at all times.

The outdoor area is checked and cleared of rubbish daily.

Herbicides and pesticides are not used. The plants are routinely inspected to avoid and/ or remove accidental growth of unwanted plants.

Outdoor activities are supervised at all times.



3.8 Play Activities

Equipment and resources are checked routinely to ensure that they are safe for the ages and stages of the Learners.

The layout of play equipment allows adults and Learners to move safely and freely.

Equipment is regularly checked (as set up) for cleanliness and safety; broken items are repaired or discarded.

Materials used on equipment – including paint and glue – are non-toxic.

Sand is kept clean and renewed regularly.

Physical play is supervised at all times.

Windows above the ground floor are barred to prevent Learners climbing through them.

Learners are taught to handle and store gardening tools safely.

Safety procedures are introduced through class activities, lessons and class routines.

3.9 Fire Safety

Firefighting appliances conform to required standards, are fitted in appropriate high risk areas of the building and are checked in accordance with the manufacturer specifications.

Records are kept of services to fire safety equipment.

Our emergency evacuation procedures are:

- Clearly displayed in the premises.
- Explained to new members of staff.
- Practised regularly

3.9.1 Drill Procedure

If safe and easy, attempt to put out the fire using the nearest appropriate firefighting equipment, which is hanging at all key points.

The building concerned is to be immediately evacuated using the nearest safe exit.

Doors are to be closed behind Learners and staff as they proceed out.
Teachers will take their respective registers.

Staff will ensure all Learners have been evacuated and are assembled at the designated assembly points.

The Principal, or senior management in charge, will check all areas including toilets, reception and play areas.

The teachers will check their registers to ensure all Learners are accounted for.

The main office will call the fire department and / or emergency services. The handset will not be replaced until the fire department service confirms the address of the Campus.

All staff and other adults in the building must be accounted for at the assembly point.

Please note: Fire drills will be held at both regular and random intervals. A record is made of the date, time and duration of the drill, the numbers of staff and Learners who were present, and the names of any visitor who may have been present at the time.

3.10 Safety of Adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment or to change light bulbs they are provided with appropriate safe equipment to do so.

All warning signs are clearly visible and in English.

Adults should not remain in the building on their own or leave the premises on their own after dark.

Records are kept of staff sickness and of their involvement in accidents.

The records are reviewed twice per term to identify issues that may need to be addressed.

EduExcellence provides staff with necessary Personal Protection Equipment (PPE) relevant to the specific task or activity. Staff must wear PPE to protect themselves and the Learners during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other substances.

We meet our legal requirements for the safety of our employees at all times. We keep records of any accident involving a member of staff which requires treatment, whether in-house or by a general practitioner or hospital.

4 Child Protection and Safeguarding Learners

EduExcellence works with Learners and parents to maintain the welfare and safety of the Learners. Learners have the right to be treated with respect and to be safe from

abuse in any form. EduExcellence has a commitment to safeguarding Learners and promoting their welfare. Should anyone believe that this is not being upheld, it is their duty to report the matter to the Campus Principal at the earliest opportunity.

To this end EduExcellence endeavours to:

- Create an environment which encourages Learners to develop a positive self-image;
- Encourage Learners to develop a sense of independence and autonomy in a way that is appropriate for their age and stage of development;
- Provide a safe and secure environment for all Learners;
- Always listen to Learners.

Teachers have a duty to safeguard and promote the welfare of Learners. Teachers will often be the first people to sense that there is a problem and may be the first people in whom Learners confide about abuse, which could be physical, sexual, emotional or neglect.

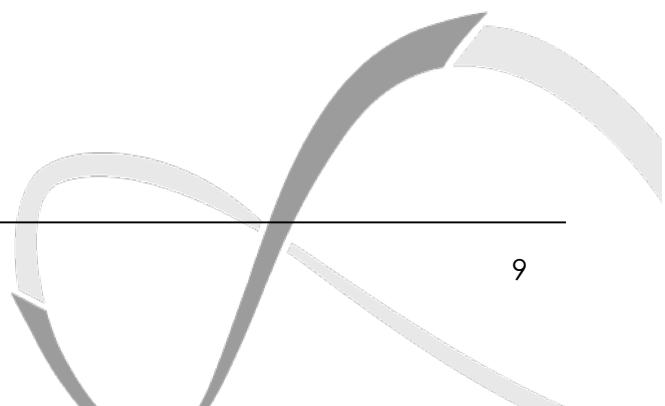
We will act quickly and responsibly in any instance that may come to our attention. All our staff will act in the best interests of the Learner.

EduExcellence has a duty to report any suspicion around abuse and has an obligation to investigate such matters without delay.

Staff will initially raise concerns with the Campus Principal. The Principal will then discuss the matter with a parent or Deputy Principal (Educational Psychologist), whichever is appropriate in the circumstances. Staff responsibilities do not include investigating suspected abuse. However, the teaching staff will keep accurate records of their observations, which will be signed and dated, and of anything said to them by the Learner or any other person in connection with the suspected abuse. The Principal will follow the recommendations of the parent or Deputy Principal.

EduExcellence endeavours to:

- Ensure that Learners are never placed at risk while in the charge of EduExcellence staff;
- Ensure that confidentiality is maintained at all times.
- Ensure that parents and families are treated with respect in a non-judgmental manner,
- Ensure that all staff are aware of and alert to the recognisable signs of, and the different ways in which Learners can be harmed, including by other Learners, for example bullying (See Anti-Bullying Policy)
- Ensure that all staff understand and are familiar with safeguarding procedures;
- Ensure that parents are fully aware of safeguarding procedures when they enrol at EduExcellence and are kept informed of all updates timeously.



5 Types of Abuse

5.1 Physical Abuse

Action will be taken by a member of staff if they have reason to believe that there has been a physical injury to a Learner, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that an injury was inflicted or knowingly not prevented. All signs of marks or injuries to a Learner will be recorded as soon as it is noticed by a staff member.

5.2 Sexual Abuse

Action will be taken by a member of staff if they have witnessed incident/s where a Learner has indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

5.3 Emotional Abuse

Action will be taken by a member of staff if they have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a Learner caused by persistent or severe emotional abuse and/ or rejection.

5.4 Neglect

Action will be taken by a member of staff if they have reason to believe that there has been persistent or severe neglect of a Learner (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the Learner's health or development, including failure to thrive.

6 Recording Suspicions of Abuse and Disclosures

Staff will make an objective record of an observation or disclosure which will include:

- Learner's name
- Learner's address
- Age of the Learner and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the Learner / injuries or marks seen
- Name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- A summary of any discussion held with a parent / carer.

These records are signed and dated and kept in a confidential file. Staff involved may be asked to supply details of any information or concerns they have with regard to a Learner. EduExcellence expects all members of staff to co-operate in any way necessary to ensure the safety of the Learners.

6.1 Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made. The incident will be discussed with the parent / carer at the earliest opportunity. Such discussions will be recorded and the parent / carer will have access to these records.

6.2 Confidentiality

All suspicions and investigations are kept confidential and will only be shared with those who need to be informed. Any information is shared under the guidance of the Deputy Principal.

6.3 Support to Families

EduExcellence strives to maintain a trusting and supportive relationship among families and staff.

EduExcellence will continue to welcome the Learner and the family whilst investigations are being made in relation to abuse in the home situation.

Confidential records kept on a Learner can be shared with the Learner's parents or those who have parental responsibility for the Learner.

We will do all in our power to support and work with the Learner's family, whilst at all times acting in the understanding that the best interests of the Learner is paramount.

6.4 Employees of EduExcellence

If an allegation is made against a member of staff the incident will be dealt with by the Campus Principal.

- A full investigation will be carried out to determine how the specific allegation will best be handled, taking all relevant circumstances into account.
- If, in light of the allegation, there could possibly be interference with the normal functioning of the Campus, the member of staff will be allocated to another area, after due consultation with all parties.
- EduExcellence reserves the right to suspend any member of staff on full pay during such an investigation.
- All investigations / interviews will be documented and kept securely.
- Unfounded allegations will result in all the staff members rights being re-

instated.

- All allegations found to have merit will be passed on to Senior Management and may result in the termination of employment of that member of staff.
- Counselling will be available for any EduExcellence staff member who is affected by an allegation, their colleagues at the Campus and the parents.

7 Child Care Safety – Weapons

In order to keep our Learners safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition and any other object that could, in the sole discretion of the Principal, reasonably be perceived as a weapon.

Persons attempting to bring a weapon onto the premises will be asked to leave immediately. Failure to comply will result in the matter being escalated to the Security armed response and /or the Police. EduExcellence does not own or store any weapons, firearms or ammunition on the property.

8 Visitors and Supervision of Visitors

All visitors details are recorded in the Campus office. A member of staff must accompany visitors to the Campus at all times.

9 Supervision

Teaching and teaching support staff:

- Learners must be supervised at all times.
- Water safety is paramount as Learners can drown in only a few centimetres of water.
- Special care should be taken when Learners are using apparatus such as a climbing frame and when walking down outside steps.
- Two members of staff will, at all times, supervise outdoor play and climbing equipment.
- When the Learners are outdoors, staff must be aware of bushes, shrubs and plants.

10 Late Collection and Non-Collection

All parents are informed of and agree to comply with an approximate arrival time for the Learner at the Campus and the procedures to follow if they expect to be late.

In the instance of a Learner not being collected from the Campus timeously, and after a reasonable amount of time (*10 minutes*) has passed, and where the Learner is not enrolled in AfterCare, the following procedure will be initiated by teaching or aftercare staff:

- Inform the Front Office Administrator that a Learner has not been collected, and sign the Learner into aftercare using the biometric system.
- The Front Office Administrator will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided, for either their home or work. Should the parent / carer not be available / contactable, the emergency contacts will then be contacted as per the Learner's records.
- The Campus Principal or staff member on duty and one other member of staff will stay behind with the Learner (if it falls outside AfterCare hours).
- The Campus Principal will telephone all contact numbers available every ten (10) minutes until contact is made. These calls will be noted and recorded.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the Learner. The Learner's welfare and needs will be the primary priority at all times.

11 Mobile Phones

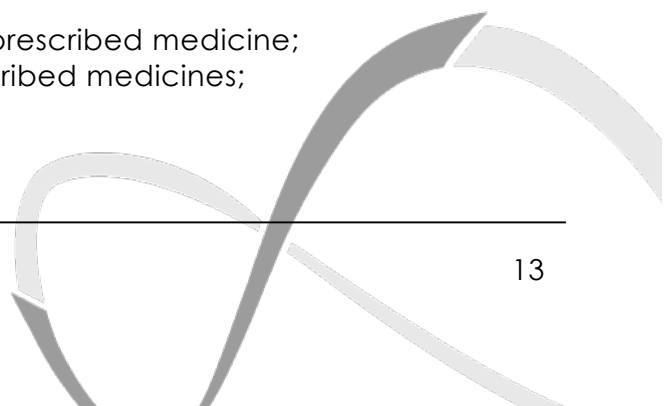
In the interest of safety, members of staff and student teachers are not permitted to use their mobile phones or have them on their person while working with the Learners.

Staff who are away from the Campus with Learners (on field studies etc.) must have a fully charged mobile phone with them at all such times.

12 Records

The following records are kept by the Campus administration, either accessible electronically on Campus via the HR Staffroom system. Physical copies of relevant documents are kept with EduExcellence Group Head Office:

- Names and addresses of all staff on the premises, including temporary staff;
- All records relating to the staff's employment with EduExcellence, including application forms, references and results of any checks conducted; including a Police clearance certificate;
- Learners' names, addresses and telephone numbers of their parents and/ or other adults authorised to collect the Learners from the Campus;
- The names, addresses and telephone numbers of emergency contacts in case of Learners' illness or accident;
- The allergies, dietary requirements, vaccination records and illnesses of individual Learners;
- The times of attendance of Learners, staff, and visitors;
- Accidents and medicine administration records;
- Consents for field studies, administration of medication, emergency treatment, and incidents;
- Administration of medication:
 - Prior parental consent to administer prescribed medicine;
 - Record of the administration of prescribed medicines;



- Any dangerous or potentially dangerous incidents, whether such incident resulted in an injury or not, including a gas leak or falling branch. This will be recorded in the Incident book.

13 Document Classification

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