

HEALTH AND SAFETY POLICY

Our aim as a place of work and learning is to provide a safe and healthy environment for employees, learners and visitors. We aim to ensure that the work and activities carried out by the school do not adversely affect the health and safety of any person.

In order to achieve our aim we recognise the need for consultation and communication with all staff on health and safety issues. We also recognise the need to seek expert advice, where necessary, in order to determine risks to health and safety. We are committed to providing adequate training and information in respect of health and safety risks to all staff, and require support from everyone to enable the objectives of this policy to be fulfilled.

SUMMARY OF HEALTH AND SAFETY FUNCTIONS

The following sets out the scope of the various responsibilities and functions for health and safety at Parkview Junior School.

The main functions of the principal are to:

- manage all the day-to-day health and safety matters in the school in accordance with the health and safety policy;
- ensure regular inspections are carried out;
- submit inspection reports to governors and/or district;
- ensure action is taken;
- pass on information received on health and safety matters to appropriate people;
- carry out investigations;
- chair the school health and safety committee;
- identify staff training needs;
- liaise with governing body/district on policy issues and any problems implementing the health and safety policy;
- co-operate with and provide necessary facilities for safety representatives.

The main functions of the head of department are to:

- assist the principal with the day-to-day management of health and safety in accordance with the health and safety policy;
- draw up and review departmental procedures regularly;
- carry out regular inspections and make reports to the principal;
- ensure action is taken;
- arrange for staff training and information;
- pass on health and safety information received to appropriate people.
- act on reports from above or below in the hierarchy.

The main functions of the other staff are to:

- assist the principal and HoD with day-to-day management of health and safety in accordance with the health and safety policy;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe procedures are followed;
- ensure protective equipment is used, when needed;
- participate in inspections and the health and safety committee, if appropriate;
- bring problems to the relevant person's attention.

The main function of the school governing body is to:

- monitor (including consideration of inspection reports);
- prioritise actions where resources are required;
- ensure actions are taken;
- include health and safety on SGB's meeting agenda;
- report annually on health and safety;
- ratify the local safety policy.

The main function of the district is to:

- monitor (including consideration of inspection reports);
- confirm or advise on priorities identified;
- arrange and consider audits;
- review health and safety policy regularly;
- provide information;
- analyse accident and ill health/near-miss reports;
- provide training.

Communicating health and safety information

Communication of health and safety information is a two-way process. The principal is responsible for circulating all relevant health and safety bulletins/updates to staff who need them. The health and safety policy will be circulated to all staff annually and to new staff on appointment. Staff who identify a health and safety issue or hazard are responsible for bringing it to the attention of the principal. A book for such hazards is located in the office.

CONTROLLING RISKS IN CURRICULUM AREAS

1. It is the responsibility of the teacher to ensure that learners are aware of any potential hazards and to check that all reasonable precautions are taken.
2. Scissors, knives, and tools should be stored safely and learners should be instructed in the correct usage of these. Learners using craft knives, etc should never be left unsupervised.

Computers

3. Computer equipment must not be allowed to overheat the area of the room in which it is contained.

Physical education

4. All physical education equipment must be regularly checked for defects. It is the responsibility of the teacher to ensure that apparatus has been correctly erected before children begin to use it. Apparatus must be sited and spaced so collisions are unlikely to occur. The number of learners using any one piece of apparatus should be limited to reduce the likelihood of accidents. Learners should work quietly when using apparatus so that the teacher may be heard easily. Learners who are stuck or unsure of their ability on certain apparatus must not seek help from other group members, but ask one of them to fetch the educator. Each lesson should begin with warm-up activities and the need for these should be explained to the children, for example, to prevent straining of muscles.
5. Children should change into appropriate clothing for PE lessons. Whenever possible where high apparatus is involved children should have bare arms and legs. For indoor work bare feet are preferable. Long hair should be tied back, and any jewellery removed.
6. In the event of an accident all children must come down from the apparatus and sit on the floor. One child must be sent to the principal for help while the teacher stays with the class and keeps the children calm and away from the injured child.

The following guidelines must be communicated to learners and parents:

- Don't climb up the front of slides
- Don't play in front of or behind the swings
- Don't play with sticks or sharp objects
- Don't throw sand or stones.
- Don't run in the corridors (bathroom floors must be kept dry – cleaning staff will close the doors while floors are drying)
- Don't go into the kitchen

Parents who drop off children at school must:

- Drive with extreme caution and be aware of children

- Drive slowly
- Keep the Zebra crossing clear

EXCURSION/FIELDWORK POLICY

The legal liability of an individual teacher or principal for an injury sustained by a learner on a school journey will depend on whether or not the injury is a direct result of some negligence or failure on the part of the teacher or head teacher to fulfil their duty of care to the learner. There is no legal liability for any injury sustained by learners unless there is proven negligence by the teacher.

The standard of care required of a teacher is that which from an objective point of view can reasonably be expected from teachers generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to 20 learners can be very different from looking after a family. The legal duty of care expected of an individual teacher is, therefore, that which a caring teaching profession would in any case expect of itself.

This means in practice that a teacher must:

- ensure supervision of the learners throughout the journey or visit according to professional standards and common sense; and
- take reasonable steps to avoid exposing learners to dangers that are foreseeable and beyond those with which the particular learners can reasonably be expected to cope.

Policy

1. Parental consent forms should be obtained in advance for each child participating in the journey. These should cover such matters as emergency medical treatment, medical conditions, GP's address, dietary requirements, home telephone number and address etc.
2. Parents should be given full written details regarding the organisation of the visit, even those involving only short trips during the day, including the purpose, destination and location of the visit; the programme; the dates and times of the visit; travel and accommodation details; standards of behaviour expected of children; staffing details; details of special clothing required; insurance details; telephone numbers; and emergency procedures for contacting parents.
3. Teachers must carry out pre-visit risk assessment visits whenever possible.
4. The learner:teacher ratio of 15:1 should always be followed on excursions. Parents are encouraged to accompany teachers as additional helpers.
5. Recommended bus companies must always be used and staff must ensure all passengers wear seatbelts during journeys.
6. The principal or another appropriate contact point within the school should be provided with the programme for the trip, contact telephone numbers while on the journey, the planned emergency safety procedures and a full list of all participants and their home addresses and telephone numbers. A chain of contact should be

arranged in advance from that person for swift communication in case of emergency.

Travelling in vehicles

1. A clearly defined code of safety practice for the journey, including in particular rules of conduct and behaviour standards required and routine and emergency safety procedures, should be laid down in advance and made known to all participants and parents.
2. All current legal and safety requirements must of be observed, for example wear seat belts, front and back.
3. Speed limits must be observed and dipped headlights used in poor visibility.
4. Tyre pressures must be adjusted when carrying heavy loads, and re-adjust after unloading.
5. All drivers must sign to state that they have a current valid driving licence and will abide by the guidance for drivers.
6. All new vehicle users must have a familiarisation drive before first using the vehicle
7. Long journeys are not to be undertaken without suitable breaks, which may mean overnight breaks.

Safety on an excursion/fieldwork

Fieldwork safety is an extension of the normal everyday care we should all take in going about our business, attention to road safety, for example. There are however a number of special situations which may arise on fieldwork and you should observe the following rules:

1. Ensure that the learners are suitably dressed (including shoes) and are briefed on all possible risks.
2. Provide each learner with a nametag and print the school and emergency numbers on the reverse side.
3. The staff member in charge must have a register of all learners participating in the excursion/fieldtrip.
4. Each learner must wear a hat and use sunscreen when they are outside.
5. The staff member in charge must carry first aid equipment.
6. When walking as a group, especially on country roads, string out and walk facing the oncoming traffic.
7. Wherever possible staff should assume lead and tail positions. On rough country walks a staff member must always bring up the rear in case of accidents and to account for stragglers.
8. Take care not to dislodge rocks which could injure people below. In quarries take care near vertical rock faces, which could collapse without warning.
9. In rural areas beware of bulls and other animals while crossing fields and in general keep to peripheral paths. Do not interfere with farming machinery. In urban areas pay extra attention to road safety in unfamiliar surroundings. Take

note of any overhead electrical power lines or other hazardous obstacles. Take care to avoid working in close proximity to power lines.

10. Ensure that staff and parents are aware of your estimated return time and pick-up points.

SMOKING POLICY

Policy

In order to promote the health and safety of both learners and staff, the school will endeavour to ensure that its premises are free from tobacco smoke. The smoking of tobacco will not be permitted on school premises or in school vehicles.

Procedures

Learners and staff are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of colleagues, most particularly visitors to the school. This should include the display of no-smoking notices and the inclusion of appropriate statements in publicity material, particulars of appointments, invitations to events, external contractors and the like.

Staff should be alert to the need to remind anyone found smoking on school premises of the policy. Individuals who wish to smoke should be asked to do so outside school buildings.

CONTRACTORS AND WORKERS ON SITE

1. The presence of workers other than those employed in school may create potentially hazardous situations.
2. Contractors should discuss with the school the potential hazards that might be caused by the work, for example materials, machinery noise, dust and traffic.
3. It is the responsibility of the school to check the safety record of the contractor and to monitor safety during the contract duration.
4. The school safety officer should carry out a full inspection at the end of the contract period.

SECURITY ARRANGEMENTS

Security is an ever-present risk in South Africa and the school will take appropriate steps to secure the school environment.

All visitors to the school must sign the visitor's book on arrival and departure. The visitor's book is located in the front office.

In order to prevent unauthorised access to the premises, the outside gates must be kept locked when not in use.

1. All outside gates will be locked by 08:05.
2. Alarms and intercom to be checked once a month by a secretary.
3. The doors that open onto the garden to be closed\locked at 13:30 by secretaries.
4. Duplicate keys (apart from the cleaners' keys) will be clearly marked and kept in the strong room.

Children going home from Aftercare have their names ticked off by Aftercare staff. Parents are to sign their children out of Aftercare.

FIRST AID PROCEDURES POLICY

Policy

1. All staff will be trained in the Save-a-life course and in CPR.
2. Three fully equipped first aid boxes will be available at the school: One for outings and field trips; one in the Aftercare Centre and one in the Office (Reception) where office staff attend to injured\sick children.
3. All classrooms and therapy rooms will have an emergency box on the wall containing a mouthpiece and gloves.
4. First aid boxes will be checked and maintained on a monthly basis.
5. CPR procedures will be displayed on the toilet room walls and in Aftercare areas.
6. The principal is responsible for contacting the emergency services if required.
7. Parents will be notified immediately of any serious accident involving their child. It is the duty of the parent to ensure the school has the correct telephone numbers.

Accident recording

1. All accidents must be recorded in the Accident Book, which is stored in the front office. Accident Report Forms for more serious accidents are kept in the office.
2. Accident forms are to be filled in for any child receiving attention from the secretary, i.e. cases more serious than a mere scratch, which needed a plaster.
3. Forms to be duplicated and a copy sent to the parent (the same procedure to be followed for Aftercare).
4. The form must include the following details: Name of child, class, time of accident, location of accident, circumstances, name of staff member on duty, details of any first aid rendered and by whom, who was contacted, when that child was collected and by whom, further results (for example, arm was confirmed as broken). The circumstances are to be discussed to see if preventative measures need to be taken for the future.

Administering medicines

No teacher or member of staff will be responsible for administering medicines. Should any child require medication during the school day it is the responsibility of the parent to arrange this.

All staff will be made aware of any child who has asthma, diabetes or could suffer from anaphylactic shock and the appropriate emergency procedures to be taken.

FIRE PROCEDURES POLICY

Policy

1. Termly fire evacuation drills will be carried out and also recorded in the fire logbook. Fire fighting equipment will be inspected annually and checks recorded on the equipment.
2. Fire exit signs and emergency procedure notices must be displayed in all areas and regular fire drills undertaken during which all staff and students must adhere to evacuation procedures.
3. Fire risk assessment will be carried out biannually.
4. In the event of a fire the assembly point is the school playground. The fire alarm will be tested weekly in rotation and recorded in the fire logbook.
5. Teachers must bring their daily register to the assembly point to ensure that all learners are accounted for.
6. If a fire starts in a classroom block, the teacher concerned blows three long blows on her whistle (which is kept on her/his key ring).
7. The siren is sounded outside.

The principal or head of department will contact the Emergency Services (telephone numbers: 286-6000 or 10111, cellular 112). The security guard is notified to open the gate.=

ANTI-BULLYING POLICY

The purpose of this policy is to set out the school's stance to bullying, and outline how the school will respond to incidents of bullying.

Policy

Parkview Junior School does not tolerate bullying in any form, and all members of the school community are committed to promoting a safe caring environment.

What is bullying?

Bullying happens when one learner or group of learners tries to upset by doing, or saying, hurtful things to another learner again and again. Sometimes bullies hit or kick people or force them to hand over money. The learner being bullied finds it difficult to stop this happening and is worried that it will happen again.

Learners who are bullied can feel embarrassed, angry, frightened, unsafe or unfairly treated. They might not be able to sleep, feel confused and not know what to do.

What we will do prevent bullying at the school?

As a school community we will report all cases of bullying and deal with them.

Staff will:

- #adequately supervise school activities;
- #arrive at class on time and move promptly between lessons;
- #be role models in word and action;
- #educate learners and parents about bullying;
- #be observant of signs of distress or suspected incidents of bullying;
- #help victims of bullying and ensure that they are not placed at further risk;
- #report suspected incidents of bullying to the appropriate staff member.

Learners will:

- refuse to be involved in any bullying situation;
- report any incident or suspected incident of bullying.

Parents and guardians will:

- # watch for any signs of unhappiness in their child's life;
- # take an interest in their child's social life;
- # inform the school if there is any suspicion that their child is being bullied;
- # refrain from telling their child to retaliate;
- # seek to address the situation if their child is found to have abused another learner.

Note:

A learner who is bullying other learners may him/herself be the victim of some form of domestic abuse. The learner may need the support of the school to engage with the parents in as sensitive a way as possible.

WATER SAFETY

Many children drown in swimming pools, rivers and in the sea every year. Parkview Junior School is committed to ensure that safety precautions are taken whenever children are around water.

1. The swimming pool area will be fenced and entry will be controlled.
2. Teachers will maintain constant supervision when children are swimming.
3. The use of flotation devices and inflatable toys cannot replace teacher supervision. (Such devices could suddenly shift position, lose air, or slip out from underneath, leaving the child in a dangerous situation.)
4. All children will be taught to swim.
5. Teachers will know how to carry out CPR.

When children swim on an excursion they will:

1. Swim in supervised areas only.
2. Obey all rules and posted signs.
3. Watch out for the 'dangerous too's' - too tired, too cold, too far from safety, too much sun, too much strenuous activity.
4. Teachers will pay attention to local weather conditions and forecasts, and stop swimming at the first indication of bad weather.

Teachers will know how to prevent, recognise, and respond to emergencies.

POLICY ON HARASSMENT

Policy

1. The school seeks to provide a work environment in which all employees, learners and their parents are treated with respect and dignity that is free of harassment based upon race, religion, colour, sex, age, national origin, disability or sexual orientation. Staff and learners may not harass or intimidate other staff or learners on these or any other grounds. Such harassment not only contravenes the school's policy but it may also constitute unlawful discrimination.
2. Any such behaviour will be treated as gross misconduct in accordance with the school's disciplinary procedure and could render the member of staff liable to suspension or dismissal, and the learner to disciplinary procedures.
3. All members of staff and learners are responsible for conducting themselves in accordance with this policy.
4. Members of staff must not victimise or retaliate against a member of staff or learner who has made allegations or complaints of harassment, or provided information about such harassment. Such behaviour will be treated as gross misconduct in accordance with the school's disciplinary procedure. Members of staff should support colleagues who suffer such treatment and are making a complaint.
5. Harassment can cause severe stress to the victim and therefore is clearly a health and safety issue.

Sexual harassment

1. It is against the school's policy for any member of staff or learner, male or female, to sexually harass another member of staff or learner or to harass him or her on the grounds of his or her sexual orientation.
2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in unwelcome phone texting, verbal and/or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. It is for the complainant to decide for him or herself what they regard as offensive.

Racial harassment

1. It is against the school's policy for any member of staff or learner to harass another member of staff or learner on the grounds of his or her race, religion, colour or national origin.
2. Racial harassment includes, but is not limited to, engaging in unwelcome phone texting, verbal and/or physical conduct of a racial nature, subjection to racist comments, racist jokes or pictures.

Other harassment

1. It is against the school's policy for any member of staff or learner to harass another member of staff or learner on the grounds of his or her disability or age.
2. In addition, conduct relating to a person's status or other characteristic, which has the purpose or effect of unreasonably interfering with a member of staff's or learner's work performance, or creating an intimidating, hostile or offensive working environment constitutes harassment.

Reporting and investigation of complaints

While the school encourages members of staff and learners who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the school also recognises that actual or perceived power and status disparities may make such confrontation impractical. In the event that such informal, direct communication is either ineffective or impractical, the following steps should be followed in reporting a complaint of harassment:

1. Any member of staff or learner who believes he or she has been or is being harassed in violation of this policy, or who wishes to report an incident of harassment, should speak to the principal. Where the learner prefers, the learner may report the matter to any member of staff. Where this happens the member of staff entrusted with the information must refer it on to the principal within one working day.
2. Reports should be made promptly so that investigation may proceed and any action taken without delay where it is deemed necessary.
3. All allegations of harassment will be dealt with seriously, confidentially and speedily. The school will not ignore or treat lightly complaints of harassment. The allegation will be promptly investigated.
4. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate the allegation, the school must be able to determine the scope of the investigation and the individuals who should be informed of the allegation.
5. The complainant will be informed of the outcome of the investigation and the school's conclusions.

Disciplinary action

1. Any member of staff or learner who is found to have harassed another member of staff, learner or parent in violation of this policy will be subject to appropriate disciplinary action under the school's disciplinary procedure. Such behaviour will be treated as gross misconduct and could render the member of staff liable to dismissal or suspension, and the learner to disciplinary procedures.

2. Teachers who had knowledge that such harassment had occurred in the school but who had taken no action to eliminate it will also be subject to disciplinary action under the school's disciplinary procedure.

<First draft for discussion and comment>

INFECTIOUS DISEASES AND PARASITES

The policy on infectious diseases and parasites promotes the health of both the individual and school community.

- All learners must be inoculated in compliance with recommended health regulations.
- The school must ensure that soap and clean towels are always available at the washbasins and sinks. Learners should be encouraged to wash their hands before meals.
- Parents and carers must inform the school of any allergies or food intolerances that a learner might have.
- Learners who are ill should not attend school. Parents and carers must inform the school of any absence.
- Learners who have been off school for longer than three consecutive days must provide a note from a medical doctor or clinic.
- Educators are required to provide notes and materials to learners who have missed schools due to illness.
- The following table sets out broad guidelines on a number of diseases (guidelines for HIV/AIDS are contained in the HIV/AIDS policy):

Disease	Cause	Method of spread	Signs ad symptoms	Infectious period
Chicken pox	Virus	Airborne and discharge from skin lesions	Rash appears on trunk, then face, then limbs. Child will feel ill and have a severe headache. Spots are irritating.	6 days from the onset of rash
Common cold	Virus	Airborne and contact	Sneezing, sore throat, headache, and runny nose. Child irritable and not interested in play.	
Diarrhoea	Virus/ bacteria	Contact	Sick children vomit or have diarrhoea they loose large amounts of water and salts. Decreased urination, sunken eyes, dry garish skin. Cramping.	1 to 2 days
Headlice	Parasite	Contact	Child scratches itchy head. Small white dots in the hair (nits or eggs of the lice). Hats, pillows, combs must not be shared.	Apply shampoo or lotion

Measles	Virus	Airborne	Runny nose, watery eyes and cough and fever. Spots inside the mouth. Blotchy red rash all over the body spreading from the face. Child has a cough and is irritable and hot with sore eyes.	7 days from onset of rash
Mumps	Virus	Airborne	Rise in temperature, sore throat, headache. Pain and swelling of the glands in front of and behind the ear). Child may not want to eat.	7 days until the swelling has gone down
Pinkeye / conjunctivitis	Virus/ bacteria	Contact (easily spread)	Eye inflamed, may be sticky discharge. Itchy eyes.	Prescription eye drops
Ringworm	Fungus	Contact	Highly contagious and easily spread. Causes ring shaped scaly patches on the skin.	Treated with ointment
Rubella (German Measles)	Virus	Airborne	Headache, stiff neck, runny nose, rash of pink spots behind the ears, swollen glands. Child may feel unwell.	4 days from onset of rash
Scarlet fever	Bacillus	Droplet infection	Sore throat, swollen lymph glands in the neck, tonsils may be pussy. Red rash on the second day.	Treatment given by GP
Whooping cough	Bacillus	Airborne	Frequent cough, temperature rises. Child appears to be suffocating.	21 days from onset of cough

SUN SAFETY

Extended exposure to the sun can be dangerous for children. Children can become dehydrated and the sun can burn their skin. Too much exposure to the sun without adequate skin protection can increase the risk of skin cancer later on in life.

- The school will ensure that outdoor play areas have adequate shade.
- Learners must wear sun hats.
- Sun block cream with a SPF (sun protection factor) of at least 30 must be applied if children are exposed to the sun.
- Sun block will need to be reapplied after learners have played in water.
- Learners should be encouraged to drink plenty of fluids on hot days to replace body fluids lost due to heat.