



# PART TIME STUDY CENTRE (PTY) LTD

## ALBERTON MATRIC PROJECT

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EXAM CENTRE 8888034

23 General Alberts Avenue, Randhart, Alberton 1449

084 7105170

amp.management@outlook.com amp.enquiries@outlook.com

www.albertonmatricproject.org

### ALBERTON MATRIC PROJECT SAFETY POLICY

#### 1. DEFINITIONS

Term	Explanation
Abuse	Unjust or unwanted practice e.g physical, emotional, verbal or sexual abuse including victimisation or ill treatment.
Bullying	Any written or other visual communication, verbal communication, or physical act, gesture or omission engaged in to creating a substantial and justifiable risk of creating a threat of or with the natural result of an undesirable consequence. Bullying includes initiation practice as well as the use of technology such as the internet, social media platforms thus manifesting into cyber bullying.
Gambling	Wagering of money or something of material value referred to as the "stakes" on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods.
Gangs	Organised groups involved in drug and weapon trafficking and money laundering within which school violence can take root and grow; groups involved in violence to justify belonging to such gang.
Harassment	Make repeated attacks or behave in an unpleasant or threatening way towards someone.
Injury	Physical harm or damage.
Rape	Forced unwanted sexual intercourse or any forced act that leads to intercourse.
Sexual Harassment	Harassment in any form of unwanted conduct of a sexual nature and can include physical, verbal or non-verbal behaviour.
Truancy/Bunking	When a child stays away from school without leave or explanation.
Vandalism	Any act which may result in damage or harm to property.
Violence	Behaviour that is intended to hurt other people physically.
Weapons/Dangerous objects	A thing designed or used or usable for inflicting bodily harm and defined as undesirable in the South African Schools Act.

## **2. INTRODUCTION**

Through this policy, Alberton Matric Project/Part Time Study Centre (hereafter referred to as AMP/PTSC or the "School") intends to:

- a) Place the issue of school safety at the top of the agenda of all stakeholders.
- b) Adopt a zero-tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse and bullying.
- c) Ensure that all incidences of school violence, gangsterism, substance abuse and bullying be reported by all stakeholders to school authorities and the police services once they become known.
- d) Ensure that there is appropriate support for the victim and victim empowerment.
- e) Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

The overall purpose of the policy is to ensure that the School is safe for all and that effective measures are employed to address issues related to discipline, drugs, dangerous objects, violence, bullying, rape, assault, sexual abuse, theft and robbery.

## **3. LEGISLATIVE FRAMEWORK**

- a) The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- b) The South African Schools Act, 1996 (Act No. 84 of 1996), as amended. (Regulations for the Safety Measures at Public Schools, Government Notice No. 1040 October 2001 as amended).
- c) Employment of Educators Act, 1998 (Act No 76 of 1998), as amended.
- d) South African Council of Educators, 2000 (Act No 31 of 2000), as amended.
- e) Control of Access to Public Premises and Vehicles, 1985 (Act No 53 of 1985).
- f) Fire Arms Control Act, 2000 (Act No 60 of 2000).
- g) Child Care Amendment Act, 1996 (Act No. 96 of 1996).
- h) Children's Act, 2005 (Act No 38 of 2005)
- i) Children's Amendment Act, 2007 (Act No 41 of 2007)
- j) Sexual Offences Act, 2007 (Act No 32 of 2007).
- k) Public Service Act, 1994 (Act No of 103 of 1994), as amended.
- l) Drugs and drugs trafficking Act, 1992 (Act No 140 of 1992).
- m) Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008.
- n) Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse.

## **4. CREATE A SAFE SCHOOL ENVIRONMENT**

### **4.1 Access to Public School premises**

The School will ensure that clear signage is present throughout the school property, indicating that :

- a) anyone entering the school does so at their own risk,
- b) anyone entering the school may be subjected to search,

- c) no drugs, alcohol, guns or weapons permitted.

During the school day access to the school must be controlled.

Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the Principal. Except for emergency situations, it is preferred that parents visit schools on an appointment basis.

According to the Regulations for Safety Measures at Public Schools, 2001, "No person shall without the permission of the principal or HOD, enter into any public school premises." This policy statement is adopted by AMP/PTSC. The Principal may take steps considered necessary for the safeguarding of the School, as well as for the protection therein.

Any visitor to the school, including parents and DBE officials, may be required to:

- a) Furnish his or her name, address and any other relevant information required by the principal or HOD;
- b) Produce proof of his or her identity to the satisfaction of the principal or HOD if necessary;
- c) Declare whether he or she has any dangerous object or illegal drugs in his or her possession or custody or under his or her control;
- d) Declare and show what the contents are of any suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he /she has in his / her possession or custody or under his / her control;
- e) subject himself or herself and anything which he or she has in his or her possession or custody or under his or her control to a search by a person of the same gender, an examination by an electronic device, sniffer dogs or other apparatus in order to determine the presence of any dangerous object or illegal drug; and
- f) Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.
- g) The "Regulations for Safety Measures at Public Schools, 2001" allows the principal or HOD to remove any person, any time from the School premises if:
  - (i) That person enters the School premises concerned without the permission of the Principal, and
  - (ii) The Principal, or HOD considers it necessary for the safeguarding of the public school premises concerned or for the protection of the people thereon.

Any person who contravenes the above mentioned measures may be removed from the School premises, with the assistance of SAPS.

## **4.2 Weapons and Drug Free Public School**

AMP/PTSC is a drug free and dangerous object free zone.

No person may:

- a) Carry any dangerous object on the School premises;
- b) Store any dangerous object on the School premises except in the officially designated places identified by the Principal;
- c) Possess illegal drugs on the school premises;
- d) Enter the school premises while under the influence of an illegal drug or alcohol;

- e) Cause any form of violence or disturbances which can negatively impact on the school activities;
- f) Wittingly condone, connive, hide, abet, encourage possession of dangerous objects or refuse, fail, neglect to report the sighting or presence of any dangerous objects to the departmental authorities or the police as soon as possible; and
- g) Directly or indirectly cause harm to anyone, who exposes another person who makes an attempt to frustrate the prevention of the dangerous objects and activities

The Principal or delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any dangerous object or illegal drug, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of SASA.

The Principal or delegate may at random administer urine or other non-invasive test to any group of learners that is on fair and reasonably suspected of using illegal drugs only under conditions laid down in SASA.

Disciplinary action will be instituted against a learner or anyone who contravene/s the above-mentioned rules.

### **4.3 Buildings, Grounds and Infrastructure**

The School will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measures to safeguard students and staff.

AMP/PTSC will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.

AMP/PTSC will take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.

AMP/PTSC will ensure that all minor maintenance such as broken window panes, doors, etc are attended to as they occur. They will further ensure that major maintenance of the schools will be attended to through written submissions to the Department.

AMP/PTSC will ensure that:

- a. Any unused furniture/steel frame or broken furniture will be properly stored or disposed of,
- b. The school grounds will be maintained by cutting and trimming the grass and trees on a regular basis,
- c. Rubbish and litter is properly stored or disposed of.

## **5 CHILD PROTECTION AND CARE**

In accordance with the Children's Act, AMP/PTSC will create an awareness amongst staff members that when a child's wellbeing is being threatened, support is not adequate, maltreatment, abuse, neglect, degradation or exploitation of a child is taking place, the said child is deemed to be in need of protection and the relevant authorities must be informed. Such a child should be reported to the Principal. The Principal must report the matter to the parent (if not a perpetrator), SAPS and the Department of Social Development. Note: Both suspected and confirmed cases of child abuse must be reported.

## **6 MANAGEMENT OF THREATS TO SCHOOL SAFETY**

The stakeholders of the School will endeavour to continuously monitor the school environment (internally/externally) to identify potential threats and mitigate these risks.

The areas below have been identified as areas that threaten school safety. Preventative measures are provided here while Annexure A provides guidelines of what the Principal should do when a threat to school safety occurs.

### **6.1 School Violence**

No form of violence committed by one student on another or a teacher on a student or the student on the teacher will be tolerated at AMP/PTSC.

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."

In a similar manner a student who assaults another learner or a staff member will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

### **6.2 Bullying**

Bullying is outlawed at (Name of School).

The School I adopts a zero tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation.

The school will train students, educators and the support staff that bullying is everyone's responsibility and that any incidents of bullying in the school need to be reported, recorded and investigated.

The training will include strategies that can be used to prevent or stop bullying such as interaction between learners, discussion groups, peer mediation, one-on-one mentoring or the "buddy system" where older children look after younger children, bystander or spectator support.

The School safety committee will select and train monitors on how to identify and monitor incidents of bullying and on how to implement the intervention strategies to address the problem such as Installing cam coders and telephones in every classroom. This will assist the school with viewing any suspicious activity and making emergency calls to the police if necessary.

Every incident of bullying will be dealt with through the Code of Conduct.

The School will conduct background checks with SACE to check the suitability of educators.

### **6.3 Gangsterism**

To implement actions against gangs or gangsterism, the School will do the following.

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,

The AMP/PTSC 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.

#### **6.4 Abuse and Sexual Abuse**

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

- a) Urging students to report any incidence of abuse to the Principal or any staff member that they trust,
- b) Staff members will be sensitised to note changes in learner's behaviour and record a learner's behavioural changes towards classmates, peers and other educators over a few days or weeks,
- c) Where necessary, staff members may interview peers or classmates, maintaining confidentiality,
- d) The School Safety Team will inform learners regularly that, in case of any abuse or rape, what course of action should be followed. The School Safety Team will empower educators to advise learners, in case of sexual abuse/rape on which steps to take to retain the evidence and maintain confidentiality,
- e) Educating students about abuse, places to avoid, what to do if abused and where to go for help,
- f) Educating students about their rights and where to get counselling and medical attention if abused. The school will teach learners self-defence mechanisms and strategies to build or re-gain their confidence; and
- g) No pornography is allowed at the school. Any student, educator or support staff member that is caught 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.
- h) The School Code of Conduct does not allow anyone to film anything on the school premises without the permission of the Principal.

#### **6.5 Initiation Practices**

No initiation practices will be allowed at the School. Any person who conducts or participates in initiation practices against a learner is guilty of misconduct and disciplinary action will be instituted against such a person in accordance with the applicable code of conduct

Any person within the School found subjecting learners to initiation practices will be charged with serious misconduct.

#### **6.6 Confidentiality**

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

#### **6.7 Occupational Health and Safety**

(a) AMP/PTSC will provide for the health and safety of students in connection with the activities of learners in the school premises.

- (b) The School Safety Team will advise on the emergency evacuation procedures, which must be displayed in all offices, classrooms and amenities,
- (c) The School safety officer must ensure that fire extinguishers are Installed and maintained regularly, (maintenance certificates to be filed)
- (d) Rules for the safe use of the laboratory and workshop including the storage of chemicals, tools and equipment must be displayed in the laboratory,
- (e) The School will ensure that first aid kits are fully equipped, utilised and maintained on a regular basis. There should be First Aid Kit boxes at Level 1 and 2 within the building.

## 7. COORDINATING STRUCTURE FOR SCHOOL SAFETY AT SCHOOL LEVEL

AMP/PTSC is annually audited by an outside certified Health and Safety company.

A complete set of documents relating to Health and Safety at AMP/PTSC is held in the Health and Safety File, kept and maintained by the School Safety Team. For further details, the Health and Safety File should be read.

## ANNEXURE A: GUIDELINE FOR THE HANDLING OF INCIDENTS AT AMP/PTSC

On becoming aware of an incident, the Principal:

- a) May find it necessary at times to keep parties involved in the incidents apart until parents arrive. This should be done in a controlled manner ensuring that the parties are closely monitored;
- b) Assess the situation and decide on what action needs to be taken to stop the incident from occurring further. Consult with the School Safety Committee, IDSO, if necessary;
- c) Conduct a preliminary investigation to gather all the facts necessary to plan a course of action;
- d) Call parents, if students are involved, to inform them of the problem and request them to come to the School;
- e) May have to search for relevant evidence at the scene of the incident, be careful not to tamper with any evidence that may be used in a criminal case;
- f) May call the police and social worker if the situation warrants this.

After ensuring that the necessary and relevant evidence has been collected, the Principal may, if necessary report the matter to the IDSO or in his/her absence the next available supervisor on the same day in which the incident occurred. However, as an independent school, the matter may be handled in-house, if appropriate.

## ADDENDUM B: QUICK REFERENCE TO PROCEDURES WHEN SCHOOL SAFETY HAS BEEN BREACHED

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
Bomb Threat	Evacuate learners and staff Report the matter to SAPS	The South Africans Schools Act (Act No. 84 of 1996), as amended

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
	<p>Ensure that bomb squad checks premises</p> <p>Record incident and report to District Safety Committee.</p>	<p>Regulations for Safety Measures at Public Schools</p>
<p>Dangerous Weapons/Drugs</p>	<p>On suspicion that a learner/learners is/are in possession of a dangerous weapon/drugs:</p> <p>Learner/s may be searched by the Principal or a person delegated to do so by the Principal</p> <p>The search must take place in a designated room and the privacy and confidentiality must be maintained.</p> <p>Males should conduct searches for males and females for females</p> <p>Photograph the weapon if found on the learner as evidence and confiscate the weapon.</p> <p>Report the matter to the police and obtain a case number.</p> <p>Keep proper records of the search (Name of learner; date and time; name of person who searched the learner; name of witness, if any; details of the weapon/drug and Case number)</p> <p>Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item handed over.</p> <p>A student may be subjected to disciplinary proceedings if a dangerous object is found in his or her possession.</p> <p>On suspicion that a member of the community is in possession of a dangerous weapon/drugs, the Principal must call in the Police, while ensuring as far as is reasonably possible, that the perpetrator cannot cause harm to any learner/staff member/ other visitor to the school.</p>	<p>The South Africans Schools Act (Act No. 84 of 1996), as amended</p> <p>Regulations for Safety Measures at Public Schools</p>
<p>Accident</p>	<p>Contact parents immediately and transport to doctor/hospital if necessary.</p>	<p>The South Africans Schools Act (Act No. 84 of 1996), as amended</p>

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
	<p>In the event that the parent cannot be contacted, contact the family doctor, relatives, etc.</p> <p>Arrange for the learner to receive the relevant medical care.</p> <p>In cases where the injury is a spinal injury, the learner will be stabilised and handed over to an emergency specialist.</p> <p>In cases of death, the matter must be reported immediately to the police, parent and District Director.</p>	<p>Regulations for Safety Measures at Public Schools</p>
<p>Drugs</p>	<p>The principal or his or her delegate may at random administer a urine or other non-invasive test to any group of learners that is on fair and reasonable grounds suspected of using illegal drugs</p> <p>The learner referred to above may be subjected to a urine or other non-invasive test for illegal drugs only under conditions laid down in SASA</p> <p>Inform the parent that a random test or search and seizure was done in respect of his or her child; and</p> <p>Inform the learner and his or her parent of the result of the test immediately after it becomes available.</p> <p>Subject a learner to disciplinary proceedings if an illegal drug is found in his or her possession; or his or her sample tested positive for an illegal drug.</p> <p>Keep proper records of the search (Name of learner; date and time; name of person who searched the learner; name of witness, if any; details of the weapon/drug and Case number)</p> <p>Principal must hand over the dangerous weapon/drug to the police and request a receipt from SAPS for the item</p>	<p>The South Africans Schools Act (Act No. 84 of 1996), as amended</p> <p>Regulations for Safety Measures at Public Schools</p>

Problem	Recommended Actions to be taken by Principal	Legislation to Consult
Violence (stabbing, shooting and gangs)	<p>Ensure that the situation is stabilised.</p> <p>Ensure that the victim receives medical attention.</p> <p>Collect information from victim, perpetrator, and witnesses.</p> <p>Report the matter to the police and receive a CASE No.</p> <p>Report the matter to the District.</p> <p>Internal disciplinary procedures will be instituted by the Principal and SAPS will institute criminal procedures</p>	<p>The South Africans Schools Act (Act No. 84 of 1996), as amended</p> <ul style="list-style-type: none"> <li>o Regulations for Safety Measures at Public Schools.</li> </ul> <p>Criminal Procedures Second Amendment Act (Act No.85 of 1997)</p> <p>Firearms Control Act, Act No.6 of 2000</p>
Sexual Abuse	<p>Remember the following broadly :</p> <p>The learner will need access to medication which can prevent the spread of HIV / AIDS and other sexually transmitted diseases, as well as prophylaxis for other potential consequences, for example pregnancy. (Covered by legislation and the Department of Health. Information must be given to the victim by the hospital or police with regard to HIV tests and Antiretrovirals or a police case can be opened. Services can't be refused and are free at government hospitals).</p> <p>There may still be forensic evidence available such as semen, injuries and other material, which will assist with the Criminal Justice system investigation.</p> <p>The child may need medical attention, and further investigations to deal with the injuries and possible complications thereof.</p> <p>The child may need to be kept safe in the case of threats that may be acted on following the discovery of the abuse.</p>	<p>Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse (2008).</p>

This existing policy was placed onto a letterhead, as per protocol required by ISD. The last review was August 2023.

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Helen de Wet  
Principal and Director

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Beth de Wet  
(Deputy Principal)

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Tsebo Mphahlele  
(for SMT)

26 August 2024