

Go Education School policy (working document)

Electronic device Policy

Purpose and scope

1. The purpose of these guidelines is to identify and disseminate best practices in respect of electronic devices use at school.
 - 1.1 All learners are entitled to bring a cell phone to school for use in emergencies.
 1. Electronic device such as i-pads and Lap Tops may be used for academic purposes only.
 2. Cell phones must be handed to teachers for safekeeping at the beginning of the school day which starts at 7.50 am. This must be done whether the teachers have asked for them or not.
 3. Teachers will store Electronic device the in a locked cupboard.
 4. Learners may request to make use of their cell phones during the lunch period while eating in the classroom (not break time), provided the teacher is present when the phone call is made. The cell phone must then be handed back to the teacher to be placed in the safe once more.
 5. No Electronic device may be taken out of the school building at break time.
 6. Electronic device will be returned to the learners at the end of the school day.
 7. Repeated transgressors or irresponsible users will have their cell phones confiscated and sent home with parent or guardian and may not be brought back to school. In this case contact, can be made with the teacher in case of emergencies.
 8. Learner should ensure all Electronic device are fully charge before they come to school.

Children Who are Unwell

We require parents to keep their children at home if they are not feeling well in the morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. This will prevent teachers and other children from being affected and causing more absenteeism. Please contact Vikki so that a note can be made and class teacher notified.

Child Protection and Care Policy

1. Background

- 1.1 In accordance with the Children's Act, we shall create an awareness amongst staff members that when a child's well-being is being threatened, in any way or form 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.

2. Legislation

2.1 The Children's Act (Act No.38 of 2005) as amended.

3. Reporting of abused or neglected child and child in need of care and protection.

3.1 Any correctional official, dentist, homeopath, immigration official, labour inspector, legal practitioner, medical practitioner, midwife, minister of religion, nurse, occupational therapist, physiotherapist, psychologist, religious leader, social service professional, social worker, speech therapist, teacher, traditional health practitioner, traditional leader or member of staff or volunteer worker at a partial care facility, drop-in centre or child and youth care centre who on reasonable grounds concludes that a child has been abused in a manner causing physical injury, sexually abused or deliberately neglected, must report that conclusion in the prescribed form to a designated child protection organisation, the provincial department of social development or a police official.

3.2 Any person who on reasonable grounds believes that a child is in need of care and protection may report that belief to the provincial department of social development, a designated child protection organisation or a police official.

3.3 A person referred to in either of the above sections must: a) substantiate that conclusion or belief to the provincial department of social development, a designated child protection organisation or police official; and who makes a report in good faith is not liable to civil action on the basis of the report.

3.4 A police official to whom a report has been made in terms of either of the above sections or who becomes aware of a child in need of care and protection must a) ensure the safety and well-being of the child concerned if the child's safety or well-being is at risk b) within 24 hours notify the provincial department of social development or a designated child protection organisation of the report and any steps that have been taken with regard to the child.

3.5 The provincial department of social development or designated child protection organisation to whom a report has been made must: a) ensure the safety and well-being of the child concerned, if the child's safety or well-being is at risk; b) make an initial assessment of the report; c) unless the report is frivolous or obviously unfounded, investigate the truthfulness of the report or cause it to be investigated; d) if the report is substantiated by such investigation, without delay initiate proceedings in terms of this Act for the protection of the child; and e) submit such particulars as may be prescribed to the Director-General for inclusion in Part A of the National Child Protection Register.

3.6 A designated child protection organisation to whom a report has been made to must: a) report the matter to the relevant provincial department of social development. The provincial head of social development must monitor the progress of all matters reported.

3.7 The provincial department of social development or designated child protection organisation which has conducted an investigation must: a) take measures to assist the child, including counselling, mediation, prevention and early intervention services, family reconstruction and rehabilitation, behaviour modification, problem solving and referral to another suitably qualified person or organisation; b) if he or she is satisfied that it is in the best interest of the child not to be removed from his or her home or place where he or she resides, but that the removal of the alleged offender from such home or place would secure the safety and well-being of the child, request a police official in the prescribed manner to take the necessary steps;

3.8 The provincial department of social development or designated child protection organisation which has conducted an investigation must report the possible commission of an offence to a police official. E 3 [S. 110 inserted by s. 5 (a) of Act No. 41 of 2007.]

Playground Safety Policy

1. Purpose and scope

1.1 The purpose of these guidelines is to identify and disseminate best practices in respect of playground safety at schools.

1.2 The guidelines are applicable to all public schools in the Western Cape.

2. Legislative framework

2.1 The Constitution of the Republic of South Africa, 1996

2.2 The South African Schools Act, 1996 (Act 84 of 1996)

2.3 The Employment of Educators Act, 1998 (Act 76 of 1998)

2.4 Regulations for Safety Measures at Public Schools (Government Gazette 22754 of 12
October 2001, as amended in Government Gazette 29376 of 10 November 2006)

3. Introduction

3.1 Play forms an important part of the physical, social, intellectual and emotional development of a child. It is, therefore, important for learners to go out into the fresh air, to be physically active, to interact with others and to have an opportunity to release their pent-up energy in a less restrictive environment than the classroom.

3.2 These guidelines serve to assist schools in ensuring a safe playground environment for learners at public schools.

3.3 In order to ensure safety in the playground, careful planning and deliberate action are needed.

3.4 No rough play is permitted at GO-Education. Go-Education is not liable for any personal injury due to learner not following the rules and regulation of the school before, during and

after school. Dangerous play, play fighting/ wrestling is not permitted at Go-Education and may result in detention after three warnings have been given.

4. Safety of learners in the playground

4.1 To ensure the safety of learners in the playground, the following aspects should be carefully considered: (a) The number of supervisors for the number of learners; (b) The provision of training for supervisors on safety rules, guidance regarding the use of playground equipment and playground safety; (c) Guidance to learners on how to use playground equipment and facilities safely; (d) The provision of written playground safety rules, which are consistently enforced; (e) A simple and basic environmental survey (repeated quarterly) to ensure that the surface, the perimeter demarcations (if any), the equipment and plants in the area are suitable for a playground, taking cognizance of the age and maturity levels of the learners; (f) Careful selection and placement of playground equipment; and (g) Regular checks, as well as a programme of preventative and reactive maintenance to the equipment and facilities and the surrounding environment, in order to ensure that potential hazards are timeously identified and eliminated.

4.2 When in the playground, learners should have access to— (a) drinking water; and (b) shaded areas.

4.3 Schools should therefore attempt to find a balance between a safe place to play and an environment within which learners can learn to assess possible risks, and to interact with equipment, facilities and the environment in a beneficial manner.

5. Roles and responsibilities

5.1 The principal must:

(i) develop playground rules for learners, (ii) set the times during which there is playground supervision, including times both before school each morning and after school each afternoon, and (iii) declare a supervised designated waiting area for learners who are waiting for transport after the specified time mentioned in sub-paragraph

5.1.1 Provide educators with guidance on how to handle incidents on the playground; (c) Declare demarcated playground areas and, where necessary, restrict learner access to perimeter fences in particular areas; (d) Draw up a duty roster for playground supervision of learners, bearing in mind that. (i) it is acceptable for members of the representative council of learners to share these supervisory duties with educators, and (ii) designated educators should be available, when necessary, to assist these learners with incidents occurring on the playground; (e) Ensure that provision is made in the school budget for the purchase and maintenance of age-appropriate playground equipment; (f) Ensure that the playground and all equipment on it are regularly checked for potential hazards and (g) Ensure that precautionary measures are adhered to when purchasing or installing playground equipment.

5.2 The educator on playground duty must: (a) Adhere to the playground supervision roster and the times specified therein; (b) Engage with learners during playground supervision to

ensure that they use playground equipment and facilities appropriately and do not engage in dangerous behaviour while using such equipment and facilities; (c) Assist injured learners and arrange for them to receive first aid, if needed; and (d) Report broken equipment and other dangerous situations immediately to those responsible for the upkeep of the playground.

6. Playground surface

6.1 The playground surface should be free of standing water, water leaks, debris, rocks and excessively intrusive roots of trees that could cause injury to learners.

6.2 Refuse, broken glass, twisted and rusted metal, open electrical installations (exposed pipes or electrical conduits), desks and chairs in need of repair should not be on playgrounds.

6.3 Schools should plant grass, provide mulch or lay a soft or yielding surface under playground equipment from which learners may fall.

6.4 It is recommended that such a surface should extend outwards for approximately two and a half metres around such equipment, depending on the potential risks which may accompany the use of that equipment.

7. Poisonous and otherwise unsuitable plants

7.1 With regard to poisonous plants, the following need to be borne in mind: (a) The vast majority of plants have a measure of toxicity in order to protect themselves from extinction. It is only when they are ingested in large amounts that there is any danger to learners. (b) Learners are unlikely to eat leaves, flowers, roots or branches; it is therefore most likely to be fruit or berries that attract children.

7.2 Botanical experts suggest that the following common South African garden plants be avoided in and around a playground used by younger learners: (a) African boxthorn; (b) Camphor tree; (c) Castor oil tree; (d) Cestrum; (e) Frangipani; (f) Oleander; (g) Syringe; and (h) Trees and shrubs which have accessible thorns or which drop thorns.

7.3 If schools are uncertain about the safety of plants, particularly those with brightly-coloured berries, it is suggested that the advice of an experienced botanist is sought or contact your local nursery.

7.4 When replacing plants or planting new ones, check before purchasing whether the plant is safe and suitable for a playground for learners.

7.5 Deciduous trees, which lose their capacity to provide shade for much of the school year, and require additional labour for the raking up of dropped leaves, should be avoided.

8. Selection of playground equipment

8.1 Playground equipment should be made of durable material that will not fail during normal usage or deteriorate when exposed to the elements.

8.2 Where reasonable and practicable, playground equipment should be age appropriate.

8.3 Special care should be taken with equipment made of wood as— (a) learners can be hurt by splinters; and (b) wood can become slippery when wet. S 5

9. Precautionary measures

9.1 The following precautionary measures should be taken when purchasing or installing playground equipment: (a) Playground equipment should be made of durable material that will not fall apart due to poor manufacturing or deteriorate rapidly as a result of exposure to the weather. (b) Guardrails and protective barriers must be placed firmly on the edge of elevated areas, such as terraces, platforms and ramps. (c) Play structures which are more than 75 cm high should be placed at least 2.5 metres apart. (d) Where reasonably practical, swings, seesaws and other equipment with moving parts should be placed in areas separated from the rest of the playground. (e) The equipment referred to in 9.1(d) above should be checked for pinch points. (f) No more than two swings should be installed in any one swing bay. (g) Non-toxic paint should be used on playground equipment.

10. Inspection and maintenance of equipment

10.1 Regular general checks should ensure that playground equipment and facilities are clean and well maintained.

10.2 Wooden equipment which is cracked or split should be repaired.

10.3 Metal equipment should not be rusted.

10.4 Surface materials in the fall area around equipment should be checked regularly.

10.5 Attention should be paid during checks to hardware, S-shaped hooks, bolts and sharp or unfinished edges that protrude from equipment and which could cut a learner or cause clothing to become entangled.

10.6 Hardware on equipment should be secure, with no loose or broken parts.

Confidentiality

1. Purpose: The school shall process personal information lawfully to ensure that learners right to privacy are not infringed upon registration, which shall include: information about learner will be treated with confidentiality while respecting the learners personal and educational rights
 - 1.1 Only processing personal information where consent of the learner's parent/guardian has been given. Consent through consent form or the signing of the Learner Admission Contract, shall be considered compliance with this clause;
 - 1.2 Limiting the processing of personal information to the purpose for which it is being processed which must be clearly defined and for a functional activity/reason and not obtaining excessive amounts of unnecessary information;
 - 1.3 Collecting information directly from the learner if possible and only collecting information from a third party if good cause can be shown and will assist the learner in a holistic manner and provide information beneficial to Independent Educational Program: signing of the Learner Admission Contract, shall be considered compliance with this clause.
 - 1.4 Not storing personal information for a period that is longer than necessary. The period shall be determined by purpose/use of the information. The information may be stored for a longer period if consent is given. Consent through consent form or the signing of the Learner Admission Contract, shall be considered compliance with this clause;
 - 1.5 To ensure that the personal information that is processed and/or stored is accurate and complete.

2 SECURITY AND SAFEGUARDS

The schools shall take the following measures to ensure that personal information is secure and safeguarded:

- 2.1 By taking appropriate, reasonable technical and organisational measures to prevent the loss or damage or unauthorised destruction to personal information;
- 2.2 By taking appropriate, reasonable technical and organisational measures to prevent unlawful access to or processing of personal information;
- 2.3 By identifying all reasonably foreseeable internal and external risks to personal information in its possession or under its control and taking steps to ensure that the personal information is stored and processed securely;
- 2.4 By performing regularly checks to ensure that the safeguarding measures are updated to ensure information is secure and securities against new risks that arise are provided for;
- 2.5 By performing regularly checks to ensure that the safeguarding measures are effectively implemented;

2.6 By concluding contracts with operators or responsible parties to ensure that security measures are maintained.

GO-Education may conduct background checks (contacting previous schools, therapist etc.) on learners in order to gain a holistic view of the learners academic and personal needs if information cannot be obtained from documentation provided at registration or information is not up to date. The signing of the Learner Admission Contract, shall be considered compliance with this clause;

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

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 GO-Education.

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.

3.4 Parents will be contacted immediately for learner to go home. After a meeting learners, will have a 3-day cooling off period at home. All work will be provided to prevent learner from falling behind in school work.

Swimming Pool Policy

1. Back ground 1.1 The directive of the WCED has been issued that all schools with onsite swimming pools have a safety policy in place

2. Legislation or Authority

2.1 South African Schools Act 84 of 1996

3. Supervision and Admission

3.1 No persons may use the pool unless a responsible person, coach or teacher, capable of providing supervision, is on duty. GO-Education is not liable for learners hoping over the fence and not adhere the school rules

3.2 In addition, at least two people should be present whenever the pool is being used.

3.3 Medically compromised learners or patrons (person with disabilities, mentally challenged, epileptic, hypersensitive, etc.) must be accompanied by their companion, facilitator, adult guardian or parents at all times

3.4 Parents/guardians are prohibited from being at the pool area during practices.

3.5 Employees are the only people allowed in the staffroom, filter room, chemical storage area and office sector

3.6 Visiting schools or teams must follow the school's swimming pool safety plan

3.7 Socializing with the supervising staff is prohibited as they can be distracted from their duties at the pool. Please arrange with the

4. Facility Safety rules

4.1 Running, boisterous or rough play, pushing, acrobatics, dunking, wrestling, diving or jumping haphazardly, snapping of towels, improper conduct causing undue disturbance or acts that can endanger anyone are prohibited

4.2 Spitting, blowing of nose into the pool or onto the deck, improper display of affection, profanity, chewing gum, and smoking is strictly prohibited Z 2

4.3 Food or refreshments may be consumed in restricted areas

4.4 Change rooms – Children 6 years and older must change in gender appropriate changing rooms

5. Swimming Equipment

5.1 Face masks or snorkels may not be used except during approved programs. Goggles are permitted.

5.2 Swimming blocks are restricted to approved swimming practices and swimming events. Only one person per diving board is permitted. Diver must dive from the front of the apparatus. No reverse dives, back dives or other such dives are permitted

5.3 Floatation devices are permitted

5.4 Go-Education is not liable for any personal injury due to learner not following the rules and regulation of the school before, during and after school. Dangerous play, play fighting/wrestling is not permitted at Go-Education and may result in detention after three warnings have been given.

6. Liability

6.1 Shade protection may be provided wherever practicable. The W.H.O (Wear Hats Outside) policy of the school must be applied

6.2 Loitering will not be allowed at the pool area

6.3 Glass containers, alcoholic beverages, drugs and pets are not allowed at the pool area. Service animals are permitted in the pool area

7. Emergency

7.1 Any injury occurring at the pool must be reported to Vikki O'Connell immediately
Security number:

082 889 3724

7.2 All rescue equipment must be easily accessible

7.3 Communication with emergency services must be available

8. Servicing, Chlorination and Cleaning

8.1 The pool is serviced daily by a full-time Swimming Pool Manager who is responsible to keep the water quality at prescribed levels, maintain the pumps and sand filters and clean the pool and ablution areas regularly

8.2 During summer months when the pool experiences high volume usage, cleaning and chlorination will take place in the evening or early morning under the supervision of the Pool manager

8.3 All chemicals must be stored and handled in strict accordance to Health regulations to ensure no injuries or fatalities take place.