



CHIVIRIKANI PRIMARY SCHOOL

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KATLEHONG GARDENS
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SCHOOL POLICY

Safety of Learners

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

- This policy is designed to protect the learners at school.
- Discipline inside and outside the classroom should be maintained by each educator
- Educators should only leave their classrooms in an urgent situation – when another available educator should supervise until the educator is back.
- Educators should be in their classrooms shortly after the bell has rung, before school, during changing of classes and after intervals.
- Learners working after school hours should always be supervised.
- Learners should always be supervised during all school events.
- Foundation Phase learners should be accompanied to the pedestrian crossing after school by teachers (unless parents collect their children from school).
- Intermediate educators should accompany their learners to the school gate after school.
- During intervals supervision should be done according to a grounds duty schedule for educators, which is drawn up quarterly.
- Educators should be present and visible near places where most of the learners play during intervals.
- Learners should be reprimanded immediately by an educator for playing irresponsibly
- Injuries during breaks should be investigated, statements taken and recorded in the injury book by the educator.

- The school's first aid case which is kept in the sick bay should always be available to educators.
- Learners should never leave the school grounds without a permission note from the office.
- Anybody collecting learners during class time should be able to identify themselves to the Principal or available senior staff.
- No unauthorised person is allowed onto the school grounds without permission from the office.
- The school's gates should be locked during the school day and unlocked by the janitor should it be required.

