



INSTRUMENT FOR MONITORING SCHOOL SAFETY, SECURITY & DISCIPLINE

7. SCHOOL SAFETY, SECURITY AND DISCIPLINE						
Purpose	To evaluate the level at which the school provides for a healthy, safe and secure environment for learners, staff, parents and others					
Criterion	The Health, Safety and Security Policy is in compliance to relevant legislations					
Theme	Health, Safety and Security (HSS) Policy includes procedures to support, care and protect the learners, staff and others at school					
Sources of Information	Health, Safety and Security policy; Records of working with welfare agencies, SAPS and guidance teacher; Learner profile records; Records on incidents of medical emergencies and accidents at school; First aid kits; Schools file on Nutrition programme; Safety rules and safe practices; All posters and hazard signs; Records of hazards and unsafe and unhealthy structures and conditions at school; Emergency and evacuation procedures and plans; Fire extinguishers; Visitors books; Gate control and signs at the entrance; Early release registers and required letters and other required documents; Campus duty rosters; Schedule 1 of Safety regulations in SASA - completed for school visits; Drivers and vehicle licenses; SGB Roadworthy inspection document; Consent forms; Plans and records for random searches; Code of conduct for learners; Records of disciplinary proceedings, actions and sanctions.					
No.	Criteria and associated indicators	Place a cross (x) in the appropriate box See guidelines on Rating Scale				
		OUTSTANDING	GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	NEEDS URGENT SUPPORT
7.1	The school implements a Health, Safety and Security (HSS) Policy to support, care and protect the learners, staff and others at school					
7.1.1	An effective Health, Safety and Security (HSS) Policy is in place and implemented appropriately	5	4	3	2	1
7.1.2	Procedures are in place to care, support and protect learners in need	5	4	3	2	1
7.1.3	The school has sufficient equipped and accessible First Aid kits	5	4	3	2	1
7.2	The school implements safety practices against potential hazards, unsafe or unhealthy structures and conditions at the school					
7.2.1	The school property is safe, hazard free and hygienic (includes fencing, or a wall)	5	4	3	2	1
7.2.2	The school has an emergency plan and procedures in place (e.g. fire, natural disasters, etc.)	5	4	3	2	1
7.2.3	Staff members and learners know how to react in instances of emergency and disaster, including transport arrangements (e.g. emergency practice drills are held regularly)	5	4	3	2	1
7.2.4	Maintained fire extinguishers (and/or buckets of sand) are available at strategic places.	5	4	3	2	1
7.2.5	Classes and laboratories are safe and secure	5	4	3	2	1
7.2.6	The school has good relationships with local police, traffic department and fire brigade	5	4	3	2	1

7.3	The school implements security regulations that aims to ensure the safety of the learners, staff and visitors on the premises					
7.3.1	Procedures are in place to regulate access to the school	5	4	3	2	1
7.3.2	Procedures are in place to regulate the early release of learners	5	4	3	2	1
7.4	School implements regulations in compliance with legislation to keep the school violence and drug free					
7.4.1	Regulations for possession of dangerous objects and illegal drugs to the school premises are available	5	4	3	2	1
7.4.2	Regulations pertaining to search and confiscation of dangerous objects and illegal drugs at the school are available	5	4	3	2	1
7.5	Learner Discipline policy and procedures					
7.5.1	The school has a positive discipline system that is in keeping with the SA constitution	5	4	3	2	1
7.5.2	The discipline system works from school to classroom level and is known and supported by all educators and learners	5	4	3	2	1
7.5.3	Up to date discipline records for learners and related minutes are maintained	5	4	3	2	1
7.5.4	Disciplinary interventions for learners presenting ongoing difficult behaviour are in place	5	4	3	2	1
7.5.5	Procedures are in place to effectively deal with learners' bullying or abuse of other learners	5	4	3	2	1
7.5.6	There is clear and constant communication with parents/guardians so that they can support discipline efforts	5	4	3	2	1
7.6	Contribution towards welfare of learners					
7.6.1	The school has a record of all learners who are orphans and/or staying with guardians	5	4	3	2	1
7.6.2	An effective and sufficient feeding scheme is in place for learners	5	4	3	2	1
7.6.3	The school has strong links with the Social Welfare Department, NGOs and other relevant organisations in the area (e.g. Lifeline, FAMSA, Child line, etc.)	5	4	3	2	1
7.6.4	Appropriate structures, processes and procedures are in place in the school for counselling and referral of learners	5	4	3	2	1
7.6.5	Appropriate structures and programmes are in place to identify, mentor and support learners who are at risk	5	4	3	2	1
7.6.6	Records are kept and regularly updated by the school for learners who have been counselled and/or referred	5	4	3	2	1
Reasons for the above finding/s: Strengths and Areas for Development						
Total: Safety, Security and Discipline		5	4	3	2	1