



# Open minds campus

Reviewed annually

A community of self-directed learners

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## Safety Policy

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## INTRODUCTION

The following safety policy is designed to help create a safe and nurturing environment for both the learners and the staff of the school whilst on our premises and when we travel outside of the school. It is the responsibility of the principal and staff to ensure that the safety guidelines are understood by all members of staff, the children, and the parents. This safety policy is part of our commitment to 'follow the child' in a stimulating, fun, happy, and above all safe learning environment.

## A. CAR PARK SAFETY

### 1. Drop-off Procedure

- Foundation phase learners are to be brought to the classroom.
- Pupils are to be dropped off between 7:30 AM and 8:00AM.
- Appointments need to be made in advance. Parent meetings will not be held during school hours so as not to disrupt teaching and learning. School tours are held during school hours.
- All staff must be notified of any parent appointments. The principal must be notified of anyone arriving without an appointment.
- No games should be played.

### 2. Collection Procedure

- Children may be collected at 14h00. During collection time, children must sit in their class or in a designated area outside.
- If any other person must pick up a child, the child's parent should contact the school in advance to inform the staff. If this has not been arranged, staff must contact the parent of the child and verify the identity of the person collecting the child before releasing him/her into that person's care.
- There will be no hooting inside of school property.
- All cars to be locked, staff cars included.
- Facilitators are to encourage the children to wear their seat belts. This will be communicated to parents where necessary.

## B. SAFETY ON OUTINGS

- Make sure that the venue for the outing is appropriate for the age group and number of children.
- Bookings are to be made in advance.
- Make sure no major events are planned for that day.
- There should be a backup plan in case of a change in the weather.
- Children to wear appropriate clothing and shoes.

- No name tags to be worn by children, as strangers may call them by name, and this could be potentially dangerous.
- Students should have access to staff cell phone numbers.
- Ideally wear uniform or school T-shirt.
- Adequate help from staff and parents to be secured.
- An indemnity form must be signed by each child's parent/caregiver to go to the outing. No signature, no outing!
- Safe transport; safety belts are non-negotiable.
- Staff members present will have contact names and numbers for each child which will be available in the first aid kit.
- Bring Accident Book on the outing.
- Each staff member present will be responsible for a specific group of children – this is so that children can be observed more carefully.

## C. EMERGENCY PROCEDURES

### 1. Fire Procedures

- Emergency exits to be easily accessible and clearly marked.
- Emergency drills to be demonstrated each term by staff and practiced with the children.
- All practitioners to be trained to perform the emergency evacuation drills and each teacher must be in-charge of her/his own class.
- The children must know the assembly points.
- Firehoses and extinguishers to be serviced annually and the date of service must be reflected on the equipment.
- Emergency services phone numbers (including fire brigade) to be on a sticker affixed to all telephones.
- Telephone numbers of parents/next of kin of children must be available.

### 2. Forced Entry

- Evacuate the children to pre-arranged assembly points.
- The school has a contract with a security company supplying Armed Response.
- Panic buttons will be silent (both remote and those placed on interior walls).
- Procedure for forced entry will be reviewed annually.
- Telephone numbers of parents /next of kin of children must be available.
- All emergency services numbers will be available as described in (1) above.

### 3. Medical Emergency

- No medication will be administered to children unless at the written request of the parent with an accompanying doctor's note. Any medication will be administered by the administrator.
- At least one facilitator to have a current first aid qualification.
- The first aid course must be reviewed every two years.
- The first aid kit must be mobile and easily available. Any used items must be replaced immediately and the contents of the first aid kit checked weekly to replace expired or out of stock items.
- Any medication on the premises will be safely stored by the principal.
- Universal precautions must be in place.
- On excursions, the first aid kit must be carried.
- If the child is ill, the child must go home.
- Children's allergies or illnesses must be noted in a book and kept in the first aid kit.
- Children's parents' contact numbers must be noted in a book and kept in the first aid kit.
- In the case of minor injuries, a description of the incident must be made in the accident book and signed by the principal and parent on collecting the child.
- Depending on the child's accident, the child must be taken to the doctor or hospital and the parent must be informed. The principal may also phone the parent directly and ask him/her to collect the child depending on the nature of the injury.

### D. STAFF SAFETY

- Basic Conditions of Employment Act is displayed in the staff room.
- Appropriate clothing must be worn for appropriate jobs.
- Emergency contact numbers for all staff are kept in the personnel files.
- If a member of staff is injured on duty, he/she must be able to claim from the workman's compensation act.

### E. INDOOR SAFETY

- Electrical
  - No frayed or loose flexes and extension cords.
  - Plugs and switches to be repaired immediately if faulty.
- Detergents or chemicals to be kept out of reach.
- Permanent fixtures (i.e., windows, doors, floors, stairs, and rails) to be maintained and repaired as soon as possible if faulty.
- Furniture and equipment to be checked daily and maintained.

- First aid box to be checked weekly, replenished as soon as an item has been used and stored out of reach.
- Any staff member can report items which need maintenance or repair in the equipment book which will be kept in the principal's office.

## F. OUTDOOR SAFETY

- Children will be always under adult supervision and teaching staff are to move around the grounds observing during outdoor time.
- Perimeter fencing must be inspected daily by all staff while observing in the grounds. Any maintenance that is required should be reported to the principal for repair.
- Grounds equipment to be checked by all staff while observing children during outdoor play. A full inspection to be carried out termly. Again, the principal must be notified of any repairs or maintenance that may be necessary.
- Entrances to the premises must remain locked. The staff will be responsible for opening and closing the gates.
- No swimming pools, ponds etc. on the property.
- Drains are to be covered and treated monthly with disinfectant.
- Any poisonous plants will be removed by the gardener.
- The children must have water bottles available outdoors for drinking and staff must encourage children to drink regularly particularly on very hot days.
- A first aid kit must be available on the grounds.

## G. SAFETY EDUCATION

General safety guidelines to be discussed with children during group time, twice termly and on occasion when circumstances require.