

DIFFERENT SECTIONS IN A SCHOOL

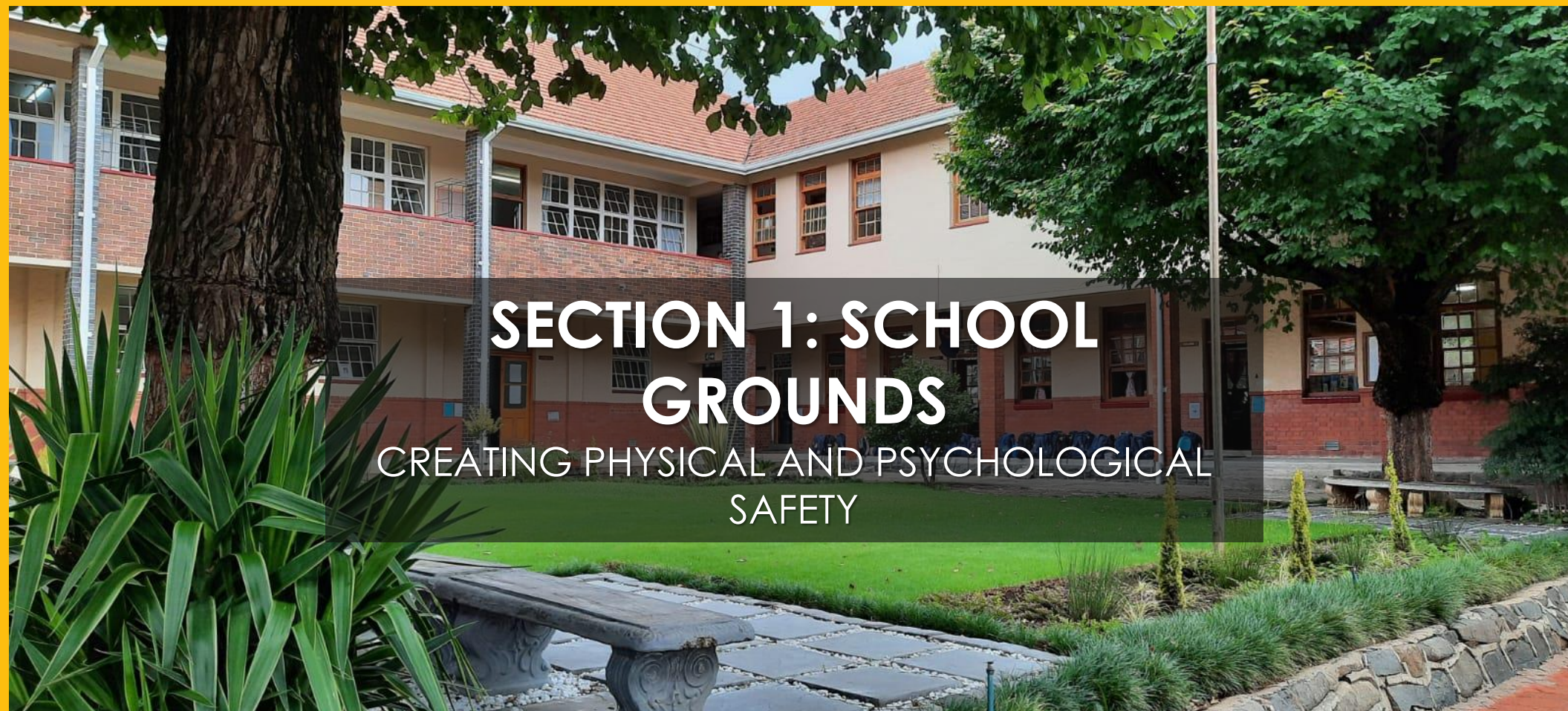
Creating a safe environment that supports
Effective teaching and learning.

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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION



SOUTH AFRICAN SCHOOL ACT

- ✓ A public school which occupies immovable property owned by the State has the right, for the duration of the school's existence, to occupy and use the immovable property for the benefit of the school for educational purposes at or in connection with the school.
- ✓ This right may be restricted if the immovable property is not utilised by the school in the interests of education unless they have informed the governing body of the school of his or her intention so to act and the reasons therefor.



SECTION 1

CHARACTERISTICS OF A PHYSICALLY SAFE SCHOOL

A safe school may be defined as one that is free of danger and where there is an absence of possible harm.

It is a place in which non-educators educators and learners may work, teach and learn without fear



"The bad conditions make the children sad"

SECTION 1

"They hate gym because they have to walk in the hallways now"

"Our children are eager to learn, but we can not teach to their maximum ability"

"We waste a lot of time because our resources are not working"

"The playground is dangerous, so now the children can't play outside and be free for a moment"

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CHARACTERISTICS OF A PHYSICALLY SAFE SCHOOL

Indicators of safe schools include the presence of certain physical features such as

- secure walls
- fencing and gates
- buildings that are in a good state of repair
- well-maintained schoolgrounds
- Security of property
- well cared for school furniture and equipment
- clean toilets
- Access to clean water
- A green environment



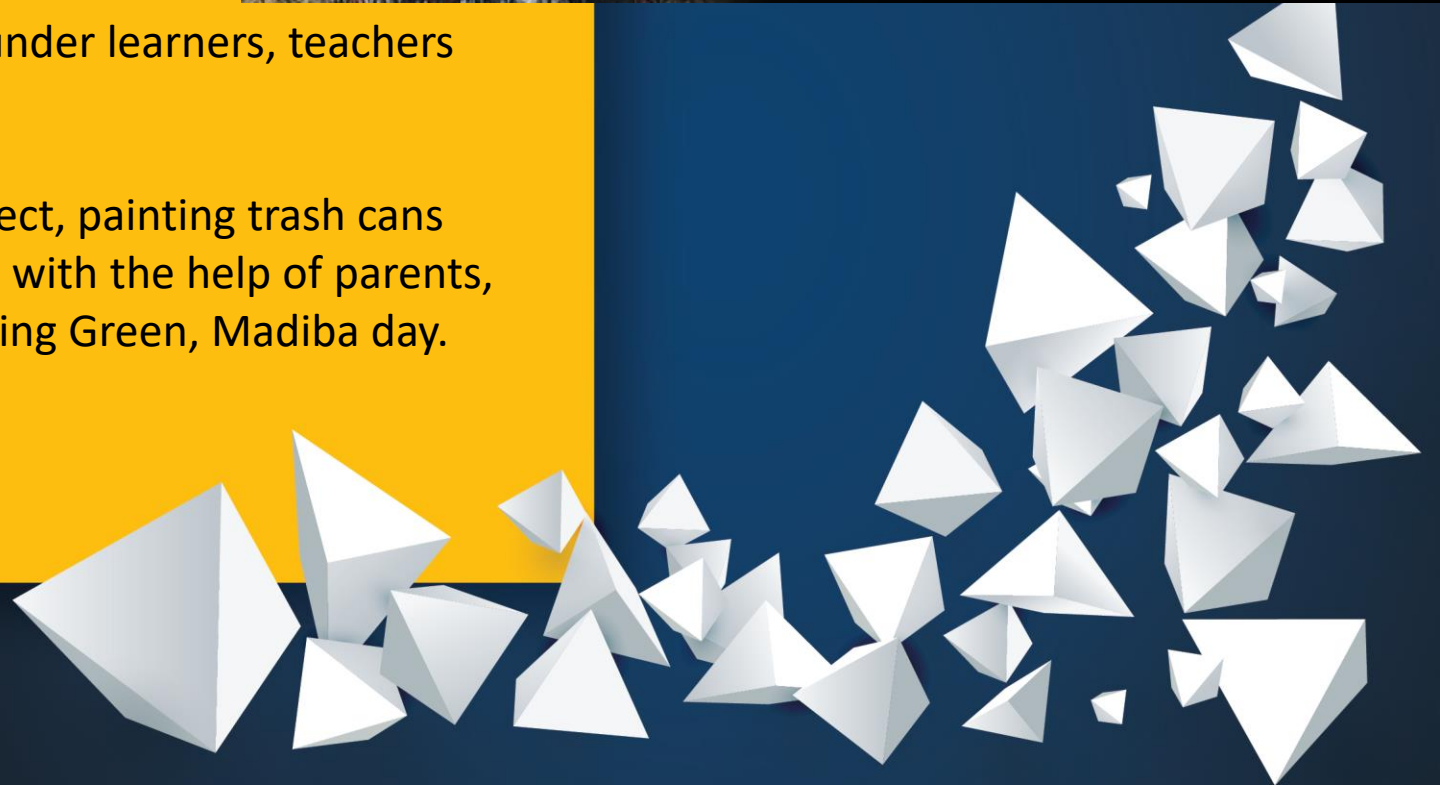
HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

1. Create a culture of participation under learners, teachers and parents
 - Launch projects: Tidy up project, painting trash cans and sorting trash, fundraisers with the help of parents, landscaping professionals, going Green, Madiba day.



There can be no greater gift than that of giving one's time and energy to **help others** without expecting **anything in return.**

– Nelson Mandela



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2. Appoint a reliable groundskeeper.

- Sign a contract
- List of responsibilities and expectations
- System of management eg. Papertrail



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- Maintaining Buildings
 - Paint schedule of classes
 - Electricity and other electrical maintenance
 - Electricity meters/ water meters
 - Identifying a worthy electrician and handyman
 - Geysers and water pipes
 - Window repairs
 - Lighting in the classroom, corridors, grounds



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- Cleaning
 - Cleaning schedule of classes and bathrooms
 - Neatness of corridors
 - Garbage removal



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- Equipment and facilities
 - Garden equipment
 - School furniture
 - Maintaining of and preparing of sport facilities.
 - Swimming pool, hockey field/astro, cricket pitch, rugby/soccer fields, athletics facilities, tennis and netball courts etc.
- Safety equipment
 - Fire extinguishers



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- School Halls
 - Cleaning and neatness of halls
 - Furniture in halls
 - Assembly



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- Security
 - Securing grounds – fencing, gates.
 - Servicing of cameras
 - Security company



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

- Gardens
 - Maintaining gardens
 - ❖ Grass, plants, fertilizer, trees, paving, garden waste
 - Get help from parents/professionals.
 - Irrigation and other water wise equipment
 - Identification of plumbing professionals



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

2.1 Roles of the groundkeeper and ground staff

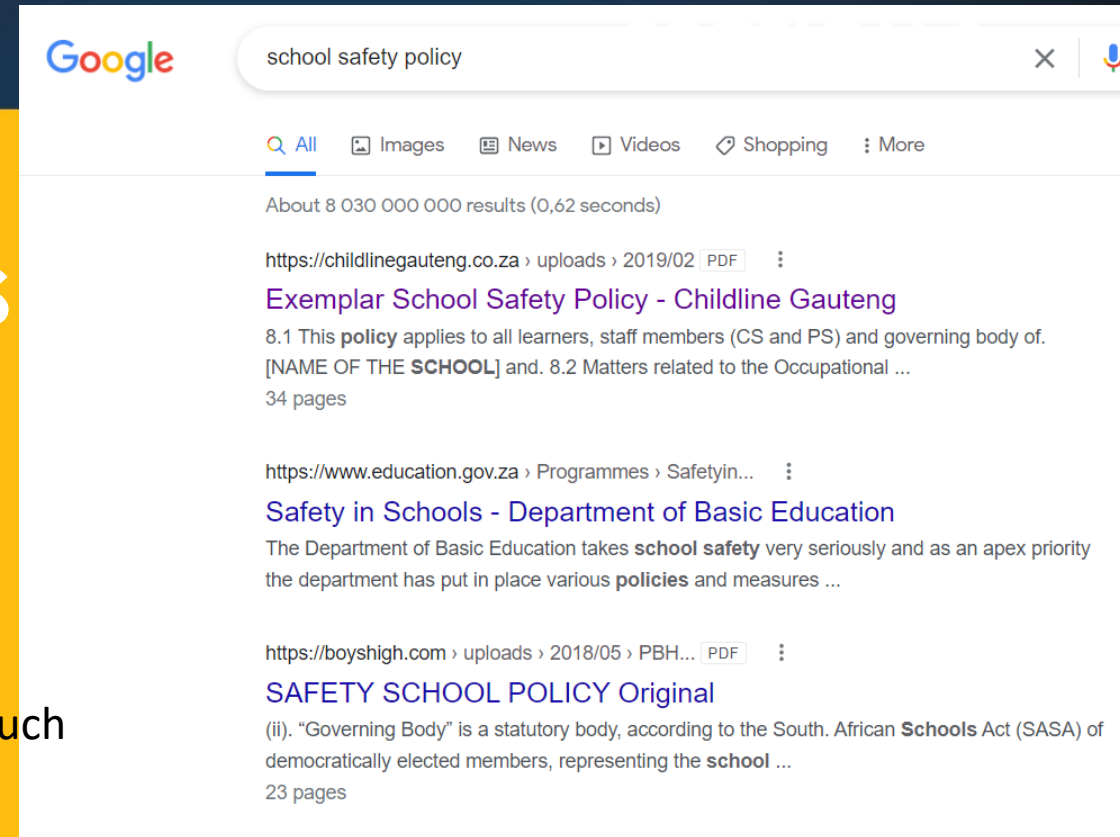
- Transportation
 - Servicing of school vehicles
 - Licences of vehicles
 - Roadworthiness tests



HOW TO ACHIEVE THESE GOALS CHARACTERISTICS.

3. Safety plan

This should include rules for dealing with school safety and security, and the consequences of breaching such safety and security.



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

3.1 Requirements of the safety plan and what must be included in your safety plan.

- ✓ Purpose of the policy
- ✓ Objectives of the policy
- ✓ Legislative framework
- ✓ Accessing the school grounds
- ✓ Weapons and drugs
- ✓ Buildings, grounds and infrastructure

NO WEAPONS



GEEN WAPENS

NO ALCOHOL



GEEN ALKOHOL

NO SMOKING



ROOK VERBODE

NO DRUGS



GEEN DWELMS

NO DOGS



GEEN HONDE



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

3.1 Requirements of the safety plan and what must be included in the safety plan.

- ✓ Management of threats to school safety
 - School violence
 - Bullying
 - Gangsterism
 - Abuse and sexual abuse
 - Initiation practices
 - Emergency evacuation plan



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

3.1 Requirements of the safety plan and what must be included in the safety plan.

- ✓ Management of threats to school safety
 - Safety in laboratories and workshops
 - First aid kit

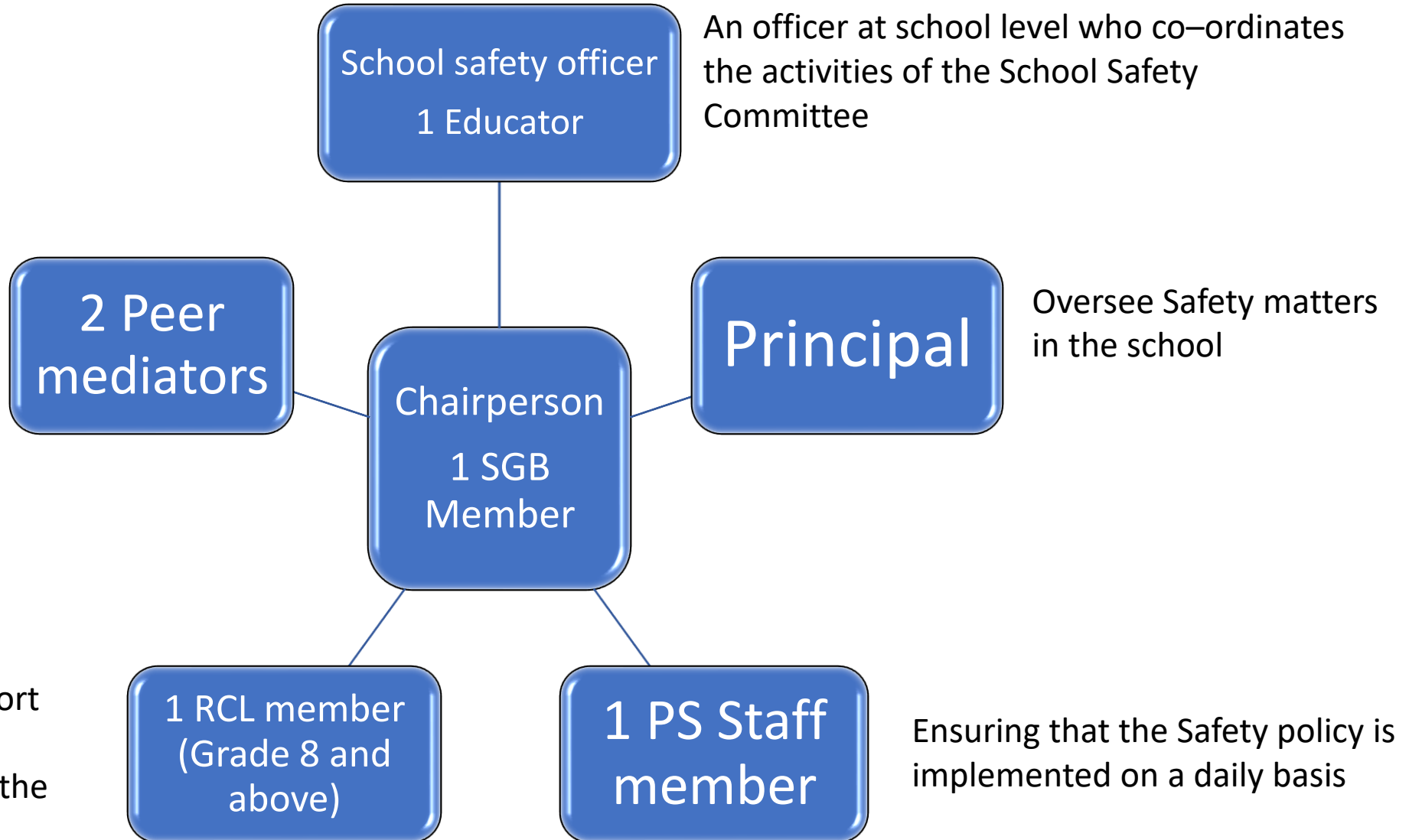


Minimum requirements for a first aid kit

No.	Item	No.	Item
1	Wound Cleaner / antiseptic (100 ml)	11	1 roll of elastic adhesive (25mm × 3 m)
2	Swabs for cleaning wounds	12	1 non-allergenic adhesives strips (25 × 3 m)
3	Cotton wool for padding	13	1 non-allergenic adhesives dressing strips (25mm × 3m)
4	Sterile gauze – minimum quantity 10	14	4 first aid dressings (75 mm × 100 mm)
5	1 pair of forceps (for splinters)	15	4 first aid dressings (150 mm × 200 mm)
6	1 pair of scissors (minimum size 100mm)	16	2 straight splints
7	1 set of safety pins	17	2 pairs large and 2 pairs medium disposable latex gloves
8	4 triangular bandages	18	2 CPR mouth pieces or similar devices
9	4 roller bandages (75 × 5 m)	19	1 Space blanket
10	4 roller bandages (100 mm × 5m)		



School safety team



HOW TO ACHIEVE THESE GOALS / CHARACTERISTICS.

3.2 Procedures when school safety has been breached must be in place for the following:

- ✓ Bomb threat evacuation plan
- ✓ Dangerous weapons
- ✓ Drugs and alcohol
- ✓ Accidents
- ✓ Violence eg. Stabbing, shooting or sexual abuse.



CHARACTERISTICS OF A PSYCHOLOGICAL SAFE SCHOOL.

Psychological safety can be defined as having the belief that you will not be humiliated or teased for the ideas you offer, for asking questions and admitting to one's mistakes.



SECTION 1



HOW TO CREATE A PSYCHOLOGICAL SAFE SCHOOL.

- ✓ Cultivating a healthy academic culture
- ✓ Anti bullying culture
 - Visibility and empowerment courses.
- ✓ Appointing a social worker or a school psychologist
- ✓ Establish mentor/co-worker support schemes



INVENTORIES AND ASSET MANAGEMENT

A cluster of white, three-dimensional geometric shapes, primarily triangles and tetrahedrons, arranged in a dynamic, overlapping pattern that extends from the right edge of the slide towards the center. They appear to be floating or falling, creating a sense of movement and depth.

SAOU

Assets in the context of a school include the following, but are not limited to:

- ✓ School Furniture
- ✓ Computer Equipment
- ✓ Audio Visual Equipment
- ✓ Sports and Recreation Equipment
- ✓ Office Furniture
- ✓ Office Equipment
- ✓ Motor Vehicles
- ✓ Agricultural Equipment
- ✓ Domestic Equipment

SCHOOL

GOOD ASSET MANAGEMENT

Financial Accountability promotes good asset management. The school must appoint an Asset Officer (School Admin Clerk) to be responsible for the maintenance of the school's Asset Register and to ensure that:

- ✓ All assets must be properly identified, controlled and recorded in the school's Asset Register
- ✓ All assets must be uniquely identified with an asset barcode / tag or permanent marker assigned by the school.
- ✓ All asset transactions must be duly authorized and noted by the relevant delegated personnel.
- ✓ Schools must follow all approved departmental guidelines and procedures when procuring assets
- ✓ A capital budget for procurement of school assets must be compiled and approved for all capital acquisitions by the SGB.

GOODS

APPLICATION FOR CORE FURNITURE

Complete a requisition form for the ordering of core furniture.

The requisition form must indicate the estimated number of classes and learners and subjects for the following year and the required quantities

UNIVERSITY

26. ANNEXURE C: SCHOOL FURNITURE INVENTORY

DESCRIPTION	NO OF ITEMS ON HAND: DATE	NO OF ITEMS PURCHASED: DATE/INVOICE NUMBER	TOTAL NUMBER OF ITEMS	NUMBER OF ITEMS MISSING	NO OF ITEM WRITTEN OFF / OBSOLETE: DATE	NO OF ITEMS WRITTEN OFF / DAMAGED: DATE	NO OF ITEMS ON HAND: DATE
Grade R tables							
Grade R desks							
Grade R chairs							
Grade 1-3 tables							
Grade 1-3 desks							
Grade 1-3 chairs							
Grade 4-6 tables							
Grade 4 -6 desks							
Grade 4 - 6 chairs							
Grade 7-12 tables							
Grade 7 -12 desks							
Grade7 -12 chairs							
Teachers' desks etc.							
Chairperson: School Asset Management Committee: _____	School Principal: _____			Chairperson: School Governing Body _____			

ASSET MAINTENANCE PLAN

- ✓ A maintenance plan must form part of the Asset Management Plan to ensure the schools assets remain in good condition
- ✓ It must include dates and times of when the assets must be serviced for example vehicles, buses, and other technical and electronic equipment.

UNOADS

SCHOOL ASSET REGISTER

- ✓ A school's asset register is an integral tool for accounting and reporting purposes.
- ✓ It enables the school to account for, and correctly disclose the assets of the schools in the Annual Financial Statements
- ✓ Physical asset count and verification must be done at least two times a year.
- ✓ Asset infinity video

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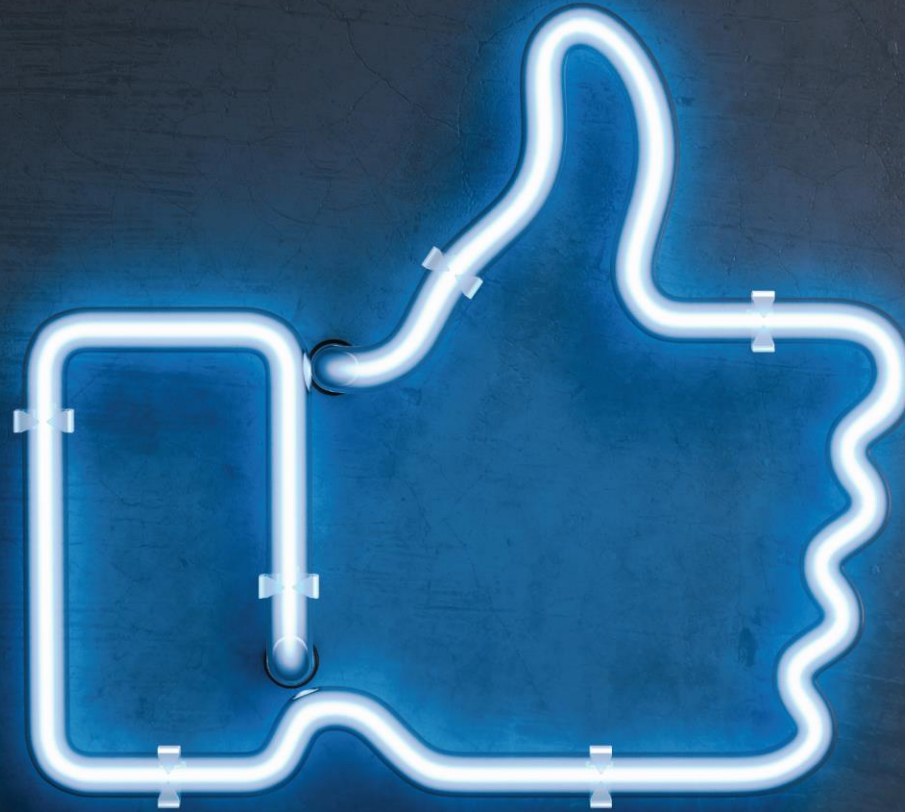


ASSET DISPOSAL

- ✓ Assets must only be disposed of if they cannot be repaired or used for their intended purpose.
- ✓ Schools may not dispose assets without approval by the relevant authority.
- ✓ An effort should be made to share surplus and unused assets with other schools where there is a need.

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SAOU National



saouteachers



SAOU YouTube

