



## AUBURN HOUSE POLICY

### SAFETY

#### 1. Statement of Intent

We believe that the safety of the children in our care is of paramount importance. We endeavour to make our School a safe place for children, parents, staff and guests.

We aim to make children, parents and staff aware of safety issues and to minimise any potential hazards or risks to enable the children to thrive in a safe environment.

#### 2. Methods

Our induction for staff includes a clear explanation of safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for safety at the School.

Safety issues in this policy are explained to the parents of new children in order for them to understand how these policies are implemented into the daily life of the School.

First Aid Safety training is attended by teaching staff. Staff members are sent for refresher courses as and when needed to ensure that they stay up to date with their knowledge. We ensure that there is always an overlap of staff on hand to facilitate any emergency that may arise.

When necessary, additional safety training is included in the annual staff training plans and safety is discussed regularly at staff meetings.

Children are consistently made aware of safety issues through discussions, planned activities, formal lessons and tasks and routines.

#### 3. Contact Numbers in Case of Emergency

Contact Numbers in Case of Emergency	
ADT emergency response	086 12 12 301
Ambulance Services	107 / 112 / 082911
Police Service	107 / 10111 / 082 378 7986 / 021 799 1400
Fire Department	107 / 021 762 3333
Poison Control Centre	107 / 24-hr helpline 0861 555 777 RC Children's Hospital 021 689 5227 Tygerberg Hospital 021 9376129
Social Services	0800 220250

#### 4. Risk Assessment and fieldwork policy

Our risk assessment process includes:

- 4.1 Checking for hazards and /or risks both indoors and outdoors, prior to and during our activities and procedures. Our assessment covers the safety for both adults and children.
- 4.2 Addressing any areas which need attention and making concise decisions regarding how best to apply these measures.
- 4.3 Following the required actions as per policy.
- 4.4 Being aware of any food allergies of the children in our care, as detailed by the parents.
- 4.5 Ensuring arrangements are in place for the care of the children when away from the registered premises. A risk assessment is done and a form is completed prior to any field studies, outings or camps.
  - Sufficient and appropriate staff are always present to meet the type of activity being undertaken and to comply with staffing ratios. The minimum required number of staff is two, regardless of pupil numbers.
  - We obtain written consent from parents for all activities which take place off the School premises.
  - Contingency plans are put in place in the event of an accident or inclement weather.
  - We ensure that, when children are away from the premises, a first aid box is taken on the trip.
  - We ensure that at least two mobile phones accompany a field study or any other outing away from the School premises.
  - We ensure that the children are advised of the appropriate dress and sun protection required for any outing.
  - No child is allowed to use toilet facilities at a venue unless accompanied by a member of staff.

#### 5. Children's Security

We endeavour to see that all children are supervised by adults at all times. Whenever there are children on the School premises, at least two adults must be present. Staff must check the identity of any visitors they do not recognise before allowing them past reception and into the School. Visitors to the School must be recorded and accompanied by a member of staff at all times whilst on the School premises.

Our systems deter unauthorised access to our premises. A car guard is on duty during drop off and collection, between 7.30 am and 5.30 pm Monday to Thursday, and until 5 pm on a Friday.

A gate code is required to enter the property and this is changed on a regular basis. This code is only given to parents and staff of Auburn House. All other visitors are required to buzz the office to gain access to the School.

Our systems deter children from leaving our premises unnoticed. All external gates are kept closed and/ or locked. All external gates and some outside areas of the school are monitored by cameras. Occasionally internal cameras can be placed in internal areas of the school should a security issue be suspected.

##### 5.1 Arrivals and Departures

- 5.1.1 Systems are in place for the safe arrival and departure of children, and the arrival and departure times of adults – staff and visitors – are known.
- 5.1.2 Children's attendance is recorded in the register daily and absentees' names are sent to the main office. The staff member receiving the child records his / her arrival in the daily attendance register. Any specific information provided by the parents is recorded. Parents are required to notify the school (admin office) via email or telephone in the event of absenteeism.
- 5.1.3 No child will be given into the care of any person who we DO NOT know. If in doubt, the person's identity is verified by phoning the child's parent/guardian

or the emergency contact number. If anyone other than the child's parent, or a person listed on the enrolment form, is to fetch a child from School, we need to be notified in advance either in writing or by a phone call. Information will then be passed on to the relevant staff member/s and recorded.

- 5.1.4 Children must stay with their teacher until the person collecting them arrives. Any children remaining after the relevant collection time will be handed over personally to the aftercare teacher.
- 5.1.5 Cell phones/ tablets and other such devices should be signed in and out in the School office.
- 5.1.6 UBER use by learners.
  - ISASA advises that schools warn parents against the use of Uber by learners, owing to its age restrictions, as set out in its Terms and Conditions: 18 years.
  - Schools should also inform parents that the school will not be liable for any incidents resulting from the use of Ubers by pupils.
  - ISASA discourages schools from permitting Ubers to collect learners from the school premises.
  - Should parents persist in having their children use Uber, schools should refer parents to the guidelines indicated above.

## 6. Children's Safety

In the case of an accident, the Head of School is immediately notified of any injury requiring medical treatment or hospitalisation for a child, parent or visitor.

The member of staff who witnesses the incident is responsible for reporting the incident. This is recorded in an Incident book. This is done as soon as the accident is dealt with, while the details are still clearly remembered.

The relevant parent/s must be shown the Incident Report and will be asked to sign it as soon as the child is collected.

Incidents, including illness, minor injuries, break-ins, burglary, theft of personal or School property, fire, flood, gas leak or electrical failure, an attack on a member of staff or parent on the premises; any racist incident involving staff or a family on the premises; a terrorist attack or a threat thereof – must be recorded in an Incident book. The following should be recorded - date and time of the incident, nature of the event, persons affected, any action taken – or, if it was reported to the Police, a case number. Any follow up, or insurance claim made, should also be recorded. Parents are to counter-sign any incident as proof that they were informed.

In the unlikely event of a terrorist attack, the advice of the emergency services with regard to evacuation, medical assistance and contacting children's families will be followed. The Fire Safety procedure will also be followed. The incident will be recorded when the threat has been averted.

### 6.1 Electrical / Gas Equipment

- 6.1.1 All electrical / gas equipment conforms to safety requirements and is checked regularly.
- 6.1.2 Electrical switchgear and distribution boxes are not accessible to the children.
- 6.1.3 Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught and reminded not to touch them.
- 6.1.4 There are sufficient electrical sockets to prevent overloading.
- 6.1.5 Lighting and ventilation is adequate in all areas including storage areas.
- 6.1.6 There is an operating manual available for all equipment.
- 6.1.7 Emergency shut-off procedures are displayed for equipment.
- 6.1.8 Emergency contact numbers are displayed for equipment.
- 6.1.9 Warning signage is placed with equipment eg: Kiln – electrical shock hazard or hot surfaces.
- 6.1.10 The kiln is not accessible to children and goggles and gloves are worn by the person operating the kiln.
- 6.1.11 Firing of the kiln is done out of school hours.

## 6.2 Storage

- 6.2.1 Children's personal belongings are to be stored away safely out of the classroom but within their reach. Small bags are encouraged.
- 6.2.2 Resources and materials for children's use are stored safely.
- 6.2.3 Other equipment and resources are stored safely.
- 6.2.4 Chemicals are stored in a locked cupboard and the keys are kept out of reach of the children.
- 6.2.5 Cleaning materials are stored in a locked area.

## 6.3 Outdoor Area

- 6.3.1 The outdoor play area is monitored.
- 6.3.2 The outdoor area is checked and cleared of rubbish daily.
- 6.3.3 Herbicides and pesticides are not used. The plants are routinely inspected to avoid and/ or remove accidental growth of unwanted plants.
- 6.3.4 Outdoor activities are supervised at all times.

## 6.4 Play Activities (Including Inside Classroom Activities)

- 6.4.1 Equipment and resources are checked routinely to ensure that they are safe for the ages and stages of the children.
- 6.4.2 Freestanding equipment is secured to ensure that it does not become a hazard in the environment.
- 6.4.3 The layout of play equipment allows adults and children to move safely and freely.
- 6.4.4 Equipment is regularly checked (as set up) for cleanliness and safety; broken items are repaired or discarded.
- 6.4.5 Materials used on equipment – including paint and glue – are non-toxic.
- 6.4.6 Sand is kept clean and renewed regularly.
- 6.4.7 Physical play is supervised at all times.
- 6.4.8 Windows above the ground floor are barred to prevent children from climbing through them.
- 6.4.9 Children are taught to handle and store gardening tools safely.
- 6.4.10 Safety procedures are introduced through class activities, lessons and class routines.

## 6.5 Animals / Pets

- 6.5.1 The School does not keep pets, except some small fish in the classroom.
- 6.5.2 Dogs are not allowed on the School grounds.

## 6.6 Fire Safety

- 6.6.1 The upstairs fire doors are kept unobstructed and can easily open from inside.
- 6.6.2 Firefighting appliances conform to required standards, are fitted in appropriate high-risk areas of the building and are checked in accordance with the manufacturer specifications.
- 6.6.3 Records are kept of services to fire safety equipment.
- 6.6.4 Our emergency evacuation procedures, which have been approved by the Fire Safety Officer, are:
  - Clearly displayed on the premises.
  - Explained to new members of staff.
  - Practised regularly
- 6.6.5 Drill Procedure
  - Details of information and evacuation procedures are displayed in every building in appropriate areas in the School.
  - If safe and easy, attempt to put out the fire using the nearest appropriate firefighting equipment, which is hanging at all key points.
  - The building concerned is to be immediately evacuated using the nearest safe exit.

Doors are to be closed behind children and staff as they proceed out.  
Teachers will take their respective registers.  
Staff will ensure all children have been evacuated and are assembled at the designated assembly points.  
The School Head of School, or senior management in charge, will check all areas including toilets, reception and play areas.  
The teachers will check their registers to ensure all children are accounted for.  
The main office will call the fire department and/or emergency services. The handset will not be replaced until the fire department service confirms the address of the School.  
All staff and other adults in the building must be accounted for at the assembly point.

**Please note:**

Fire drills will be held at both regular and random intervals. A record is made of the date, time and duration of the drill, the numbers of staff and children who were present, and the names of any visitor who may have been present at the time.

## **7. Safety of Adults**

- 7.1 Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- 7.2 When adults need to reach up to store equipment or to change light bulbs they are provided with appropriate equipment to do so safely.
- 7.3 All warning signs are clearly visible and in English.
- 7.4 Adults should not remain in the building on their own or leave the premises on their own after dark.
- 7.5 Records are kept of staff sickness and of their involvement in accidents.
- 7.6 The records are reviewed twice per term to identify issues that may need to be addressed.
- 7.7 The School provides staff with necessary PPE relevant to the specific task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other substances.
- 7.8 We meet our legal requirements for the safety of our employees at all times. We keep records of any accident involving a member of staff which requires treatment, whether in-house or by a general practitioner or hospital.

## **8. Child Protection and Safeguarding Children**

The School works with children and parents to maintain the welfare and safety of the children. Children have the right to be treated with respect and to be safe from abuse in any form. Auburn House School has a commitment to safeguarding children and promoting their welfare. Should anyone believe that this is not being upheld, it is their duty to report the matter to the School Head of School at the earliest opportunity.

To this end the School endeavours to:

- Create an environment that encourages children to develop a positive self-image;
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate for their age and stage of development;
- Provide a safe and secure environment for all children;
- Always listen to children.

- 8.1 Teachers have a duty to safeguard and promote the welfare of children. Teachers will often be the first people to sense that there is a problem and may be the first people in whom children confide about abuse, which could be physical, sexual, emotional or neglect.
- 8.2 We will act quickly and responsibly in any instance that may come to our attention. All our staff will act in the best interests of the child.
- 8.3 The School has a duty to report any suspicion around abuse and has an obligation to investigate such matters without delay.

- 8.4 Staff will initially raise concerns with the School Head of School. The Head of School will then discuss the matter with a parent or School Counsellor, whichever is appropriate in the circumstances. Staff responsibilities do not include investigating suspected abuse. However, the teaching staff will keep accurate records of their observations, which will be signed and dated, and of anything said to them by the child or any other person in connection with the suspected abuse. The Head of School will follow the recommendations of the parent or School Counsellor.
- 8.5 The School endeavours to:
- Ensure that children are never placed at risk while in the charge of School staff;
  - Ensure that confidentiality is maintained at all times.
  - Ensure that parents and families are treated with respect in a non-judgmental manner,
  - Ensure that all staff are aware of and alert to the recognisable signs of, and the different ways in which children can be harmed, including by other children by, for example, bullying (See Bullying and Discrimination Policy)
  - Ensure that all staff understand and are familiar with safeguarding procedures;
  - Ensure that parents are fully aware of safeguarding procedures when they register with the School and are kept informed of all updates timeously.

## 9. Types of Abuse

### 9.1 Physical Abuse

Action will be taken by a member of staff if they have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that an injury was inflicted or knowingly not prevented. All signs of marks or injuries to a child will be recorded as soon as it is noticed by a staff member.

### 9.2 Sexual Abuse

Action will be taken by a member of staff if they have witnessed incident/s where a child has indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

### 9.3 Emotional Abuse

Action will be taken by a member of staff if they have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional abuse and/ or rejection.

### 9.4 Neglect

Action will be taken by a member of staff if they have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive.

## Recording Suspicions of Abuse and Disclosures

Staff will make an objective record of an observation or disclosure which will include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure

- Exact words spoken by the child/injuries or marks seen
- Name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- A summary of any discussion held with a parent/carer.

These records are signed and dated and kept in a confidential file. Staff involved may be asked to supply details of any information or concerns they have with regard to a child. The School expects all members of staff to co-operate in any way necessary to ensure the safety of the children.

### Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made. The incident will be discussed with the parent/carer at the earliest opportunity. Such discussions will be recorded and the parent/carer will have access to these records.

### Confidentiality

All suspicions and investigations are kept confidential and will only be shared with those who need to be informed. Any information is shared under the guidance of the school counsellor.

### Support to Families

- The School strives to maintain a trusting and supportive relationship among families and staff within the School.
- The School will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child can be shared with the child's parents or those who have parental responsibility for the child.
- We will do all in our power to support and work with the child's family, whilst at all times acting in the understanding that the best interests of the child are paramount.

### Employees of the School

If an allegation is made against a member of staff the incident will be dealt with by the School Head of School.

- A full investigation will be carried out to determine how the specific allegation will best be handled, taking all relevant circumstances into account.
- If, in light of the allegation, there could possibly be interference with the normal functioning of the School, the member of staff will be allocated to another area, after due consultation with all parties.
- The School reserves the right to suspend any member of staff on full pay during such an investigation.
- All investigations/interviews will be documented and kept in a locked file.
- Unfounded allegations will result in all the staff members rights being re-instated.
- All allegations found to have merit will be passed on to the School Board and may result in the termination of employment of that member of staff.
- Counselling will be available for any member of the School who is affected by an allegation, their colleagues in the School and the parents.



## 10. Child Care Safety – Weapons

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition and any other object that could, in the sole discretion of the School, reasonably be perceived as a weapon.

Persons attempting to bring a weapon onto the premises will be asked to leave immediately. Failure to comply will result in the matter being escalated to the Security armed response and /or the Police. Auburn House School does not own or store any weapons, firearms or ammunition on the property.

## 11. Visitors and Supervision of Visitors

All visitors details are recorded in the School office. A member of staff must accompany visitors through the School at all times.

## 12. Supervision

Teaching and teaching support staff

- Children must be supervised at all times.
- Water safety is paramount as children can drown in only a few centimetres of water.
- Special care should be taken when children are using apparatus such as a climbing frame and when walking down outside steps.
- Two members of staff will, at all times, supervise outdoor play and climbing equipment.
- When the children are outdoors, staff must be aware of bushes, shrubs and plants.

## 13. Late Collection and Non-Collection

13.1 All parents are informed of and agree to comply with an approximate arrival time for their child/ren at the School and the procedures to follow if they expect to be late.

13.2 In the instance of a child not being collected from the School timeously, and after a reasonable amount of time (*30 minutes*) has passed, the following procedure will be initiated by teaching or aftercare staff:

- Inform the School Head of School and School office that a child has not been collected, and if applicable, the child will be put into aftercare.
- The School Head of School will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided, for either their home or work. Should the parent/carer not be available/contactable, the emergency contacts will then be contacted as per the child's records.
- The School Head of School/ staff member on duty and one other member of staff will stay behind with the child (if it falls outside normal operating hours). During normal operating times, normal staff ratios will apply.
- The School Head of School will telephone all contact numbers available every ten (10) minutes until contact is made. These calls will be noted and recorded.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be the primary priority at all times.

## 14. Acknowledgement and Consent for Photos / Videos

During the course of the School programme, photographs and videos of the children are sometimes taken. This may be for special days (i.e. cultural festivals, etc.), for an article in the newsletter, for use on the School's website, by a parent at a class party, or



for the annual class photos by the photographer invited by the School. Unless the parent notifies the teacher or School office otherwise, in writing, when enrolling a child at Auburn House School, the parents are deemed to have given their consent for a photograph or video of their child to be taken at/ by the School.

## **15. Mobile Phones**

- 15.1 In the interest of safety, members of staff and student teachers are not permitted to use their mobile phones or have them on their person while working with the children.
- 15.2 Staff who are away from the School with children (field studies etc.) must have a fully charged mobile phone with them at all such times.

## **16. Records**

The following records are kept by the school administration:

- 16.1 Names and addresses of all staff on the premises, including temporary staff;
- 16.2 All records relating to the staff's employment with the School, including application forms, references and results of any checks conducted; including a Police clearance certificate;
- 16.3 Children's names, addresses and telephone numbers of their parents and/ or other adults authorised to collect the children from school;
- 16.4 The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- 16.5 The allergies, dietary requirements, vaccination records and illnesses of individual children;
- 16.6 The times of attendance of children, staff, and visitors;
- 16.7 Accidents and medicine administration records;
- 16.8 Consents for field studies, administration of medication, emergency treatment, and incidents;
- 16.9 Administration of medication:
- 16.9.1 Prior parental consent to administer prescribed medicine;
- 16.9.2 Record of the administration of prescribed medicines;
- 16.10 Incident records:
- 16.11 Any dangerous or potentially dangerous incidents, whether such incident resulted in an injury or not, including a gas leak or falling branch. This will be recorded in the Incident Book.