SECTION 1: ENVIRONMENTAL DESIGN

Name and contact details of company which installed alarm:

ADT (JPC)

MOUNTAIN MEN (SPC)

Name and contact details of armed response and monitoring company:

ADT SECURITY (PTY) LTD

EMERGENCIES: 086 1212 301
CONTROL ROOM: 086 1212 300

MOUNTAIN MEN

EMERGENCIES: 086 1070 000
CONTROL ROOM: 021 7870700

Names of persons responsible for school lock-up, activation of alarm, key-holders linked to armed response unit:

Mr M.A. Beckmann 083 387 5118
Mr P. Shardlow 083 714 2273

Name and contact details: school keys

School Safe: Mrs R. Cosentino (SPC)
Ms. S Smith (JPC)
Mr M.A. Beckmann (SPC and JPC)

School Building: All staff members have keys to the school

Neighbourhood Watch

ADT and MOUNTAIN MEN Security has patrols in the area
Fish Hoek Neighbourhood Watch members patrol area

Names and contact details of:

Police: 021 782 6289
Flying Squad: 10 111
Fire Department: 021 782 2222
Ambulance: 10 177
Poison Unit: 021 689 5227
Electricity: 021 788 8961
Water: 021 782 1112
Sea Rescue: 021 405 3500
Fish Hoek School Clinic: 021 782 6102
Local Municipal Offices: 021 782 1112

Perimeter Security

1. Wire fencing, remote control for car and pedestrian gates, security lights, alarm and
   security cameras (JPC) and CCTV monitoring (SPC)
2. Entrance and exit gates monitored at start and end of school day and during break
times
3. Secretaries manning intercom and cameras at all times

SECTION 2: SAFETY ON SCHOOL PREMISES

Procedures in place for access control, visitations, exemptions

- Access to school premises controlled by gates and intercom connection to admin
  offices
- Notices to inform visitors of entrance procedures, e.g. All visitors to the school must
  please report to the secretary’s office and sign the Visitor’s book
- If pupils need to leave the school for certain reasons, parents have to either write a
  note or contact the school ahead of time

Procedures to manage forms of physical abuse and substance abuse

- The school follows the WCED guidelines
Procedure to manage possession of weapons, searches and seizures

- We follow the guidelines laid down in the Government Gazette of 12 October 2001, No. 22754

List of inventory

- List of inventory is available from the school. (On computer, updated regularly)

Signage (rules, drills, exits, important numbers)

- Sign boards indicating escape routes and exits are in place throughout the school
- Basic emergency instructions appear throughout the school
- Fire and other emergency drills are practised at least once a term
- Updated lists with class numbers, staff numbers and emergency numbers are in accessible places (front office, classes, at all telephones)

Procedures of recording incidences and persons responsible

- A special Incidence Book is kept in the office (both campuses)
- Quarterly record of incidences is sent to the EMDC office

Procedure for administering medication

- Medication is only administered on written permission from parents
- Children will only receive medication (e.g. Ritalin) on written instruction from the parents
- Minor first aid injuries are attended to by the secretary

Emergency Evacuation / Procedure for fire, bomb, shooting

- Evacuation drills are practised at least once a term.

Monitoring of the above – how and by whom

- The Safety Committee monitors the above evacuation drills – Mr Shardlow (SPC) and Mrs Anderson (JPC).

SECTION 3: SAFETY EDUCATION

These needs have been developed / are being developed:

1. Needs of the educators:
   - First Aid Skills / Training
   - Fire Fighting Skills / Training
• Conflict management / negotiation skills
• Trauma counselling

2. Needs of the learners:
• An understanding of the seriousness of, and need for, safety education
• Discipline during emergency drills
• Basic First Aid skills
• Responsible action in all situations
• Caring for each other

3. Needs of the parents:
• Information about school’s emergency procedures is available should parents request it.
• Safety awareness is regularly conveyed to parents in the school’s weekly newsletter.

SECTION 4: CLUSTER AND COMMUNITY INVOLVEMENT

All schools in the ‘Valley’ have their own emergency plans and work together to ensure the safety of the area. If an incident should occur in the area, we immediately inform each other.

SECTION 5: NAMES, CAPACITY AND CONTACT NUMBERS OF SAFETY COMMITTEE

1. Principal  Mr M.A. Beckmann  083 387 5118
2. Chairperson (SGB)  Mrs I. Marx  082 457 2709
3. Safety Co-ordinator  Mr P. Shardlow (SPC)  083 714 2273
               Mrs G. Anderson (JPC)  071 418 3070

SIGNED:  

CHAIRMAN OF THE GOVERNING BODY