



COLLEGE OF MAGIC
NOTICE



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Association Not for Gain
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Safety Policy

Director/Trustees

- Director & Trustees are responsible for the overall safety of students and teachers, and must therefore implement stringent measures to ensure that students and teachers are safe and secure at all times;
- Exhibit appropriate leadership towards the creation of safe, caring and child friendly environment;
- Develop, implement, support and evaluate a consistent college-based safety policy with relevant procedures and/or guidelines to ensure the safety of students and staff;
- The College of Magic safety policy must be clear on issues around bullying, the carrying of dangerous weapons, and the use/abuse of illegal substances by students, practices and involvement of students in gangsterism, sexual abuse or harassment;
- Clearly specify how the College of Magic will communicate with the parents and College of Magic community on safety issues, and what is expected from students and parents in this regard
- Develop and implement a crises management plan in partnership with relevant stakeholders and agencies;
- Develop and implement a functional code of conduct for students in collaboration with students, teachers and parents;
- Ensure that all staff members who are allocated the responsibility for school safety matters understand their responsibilities;
- Report **all** criminal acts as provided by the law to local SAPS.
- Keep detailed records of behaviour infractions, disciplinary hearings, suspensions and recommended expulsions;

- The director is responsible to ensure that electronically generated reports on the incidents of crime and violence are properly recorded, maintained and backed up, and that hard copies are made in accordance with this policy;
- Ensure that teachers are trained on prevention, early prevention and support strategies to prevent and manage crime and violence in schools;
- Monitor and evaluate the execution and implementation of the College of Magic safety plan as well as projects and or programmes/initiatives to curb crime and violence;

Educators and support staff

All College of Magic staff (teachers and support staff) has a responsibility to assist in maintaining safety, caring and a child friendly College of Magic. To this end, all personnel regardless of their specific job assignments will:

- Assist in the development and implementation of the safety policy and plan according to delegated roles and responsibilities by the director
- Carry out all job-related responsibilities that impact learner's safety;
- Serve as positive role models for learners;
- Demonstrate integrity and respect through attitudes, personal conduct and dress;
- Provide supervision for all learners under their care (during school hours and on excursions);
- Set clear parameters for appropriate behaviour in class and on the school grounds, which are in line with the Code of Conduct for learners;
- Report all misdemeanors;
- Engage learners in a positive way;
- Maintain a classroom environment that is conducive to learning and teaching safe, secure and orderly;
- Empower learners with the necessary skills to meet expected standards of behaviour;
- Monitor and evaluate the safety procedures as outlined in the College of Magic safety policy;
- Provide and enforce appropriate disciplinary consequences for disruptive learner behaviour; and

- Co-operate with social services agencies to promote safe, caring and child friendly schools that will meet the needs of learners

Learners

Learners have the responsibility to attend school punctually, regularly and prepared at all times, and:

- Abide by the rules as set out in the Code of Conduct;
- Do not carry dangerous objects/weapons to schools;
- Do not be in the possession or deal in drugs or illegal substances;
- Do not use alcohol or any illegal substances;
- Respect teachers and fellow learners;
- Behave appropriately at all times as prescribed by the Code of Conduct for learners;
- Report incidents of bullying, sexual abuse or harassment;
- Report incidents of crime and violence or threats thereof;
- Be constantly aware of responsibilities as set out in the Bill of Rights and responsibilities;
- Show respect for authority and is supportive to teachers and fellow learners

Parents

Parents are expected to:

- Ensure that learners attend school daily, on time and for the whole school day unless there is a valid reason;
- Ensure that learners are well prepared and that their homework is adequately done;
- Ensure learners are not in the possession of any dangerous weapons that will threaten or put the safety of others at risk;
- Ensure that learners are not under the influence of any illegal substances;
- Ensure supervision of their children at all times;
- Ensure learners are not taken out of school without a valid reason;
- Inform the principal or class teacher if a learner is absent or expected to be absent or to be late for school with a valid reason;

- Encourage and assist learners to make up for time lost for absence from school;
- Ensure learners abide by the school of conduct;
- Report any risks or threats to the safety of learners to the principal;
- Cooperate with the school in resolving inappropriate behavior of learners;
- Take co-responsibility for protecting learners during and after school hours;
- Be involved in the curricular activities of learners; and
- Offer voluntary assistance to ensure the safety of learners and teachers and protect the school buildings and property during weekends and school holidays

Learners safety is everybody's business, we must work together to ensure a safe environment for your children.