



Cedarwood School

113 - 117 Dunmaglass Road, Glenferness

Prep Switchboard: 011 465 9830
Emergency: 071 609 7253

College Switchboard: 011 467 4889
Emergency: 072 617 5291

www.cedarwoodschool.co.za

Cedarwood School SCHOOL ACCESS POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this Policy:

To ensure the safety of all people and property within the boundaries of Cedarwood School during specified hours.

The school campus is walled and fenced and fitted with electric fencing linked to ADT Armed Response.

1. AREAS OF CONCERN

- 1.1 Safety of pupils, staff and property
- 1.2 **Strangers on the property (They must wear a VISITOR tag. To be identified.**
- 1.3 Vandalism
- 1.4 Theft
- 1.5 Drugs
- 1.6 Molestation (Sexual assault, abuse, etc.)
- 1.7 Bullying

Point 1.2 under No 1. Areas of Concern

Strangers on the property (They must wear a VISITOR tag. To be identified)

SCHOOL SITE RULES (THE RULES) FOR CONTRACTORS, SUBCONTRACTORS AND TRADESPERSONS ENGAGED TO UNDERTAKE WORK ON ASSETS WITHIN THE SCHOOL CAMPUS

1. Requirements for Commencing Work
The Contractor shall ensure that he works under and the Contract is carried out in compliance with the Site Rules.
The contractor will sign the Site Rules and return to the Principal acknowledging that they have read and understood the terms and conditions prior to commencing work.
The contractor shall not be permitted to commence on site until issued with an identification badge and signing in as a visitor.
The Contractor shall not commence work on site, including establishing materials and/or equipment on site without the prior approval of the Principal.
2. Evacuation Procedures
If evacuation becomes necessary, contractor will be contacted by the Operational Manager and advised.
Outside of Normal Working Hours
Contractors are required to let the Operational Manager know relevant details referred to above.
3. Contractors Identification
All personnel carrying out works under the contract for or on behalf of the Contractor **shall always wear an identification badge (tag) when on site.**

The identification badges must be returned to the school on completion of the works under the Contract.

Information to be supplied by Contractor to School

- Contractor's site representative.
- Number of persons to be working on site.
- Starting date for work on site.
- Required access to work site
- Working hours on site.
- Materials to be stored in the School.
- Equipment/machinery to be stored at the School.
- School workshops and/or equipment required for use e.g. trolleys, ladders, trestles, scaffolding, test equipment, hand tools and stores issue items.
- School services to be isolated during execution of the works.
- Critical air conditioning plants required to be switched off or accessed during execution of the works.
- Required isolation of fire alarm systems.
- Access to ceiling space required.
- Access to rising ducts required.
- Required trenches or excavations.
- Required use of cutting, grinding and welding equipment (especially those likely to produce smoke, dust, fumes or heat) and flammable materials.
- Method of disposal of site waste.
- Any other matters considered by the Operational Manager to concern the orderly administration and operations of the School.

4. Electrical isolation and safety tags

The contractor shall not isolate any non-essential electrical circuits without first notifying the Operational Manager and staff in the areas to be affected.

The contractor shall not isolate any essential, highly essential or UPS supported highly essential electrical circuits without the express permission of the Principal.

5. Electric incident / accident policy

The School has a responsibility to provide a safe work environment for staff and contractors working on the School campus.

Where a staff member or contractor employed at the School receives an electric shock caused by the operation of equipment/appliance or the condition of an electrical installation, the work group or area supervisor should immediately be notified.

If the work group or area supervisor is not available, then the person who received the electric shock or any other person should immediately contact the Principal.

6. Critical Air Conditioning Plant

The Contractor shall not switch off or otherwise access any of the air-conditioning plants without prior approval of the Principal:

The Contractors shall provide at least 48 hours' prior notice to the Principal of a requirement to switch off or access these units. Such notice shall include the expected duration of the required access.

Approval to switch or access the units shall only be given by the Principal immediately prior to the commencement of such work.

7. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of the Principal. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the School.

The storage of flammable materials shall not be permitted in School buildings at any time.

8. Inconveniences to Public and Occupants

The Contractor shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting the School Site.

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the School and to ensure the safety of occupied premises.

The Contractor shall not deviate from the access to work site included as agreed without prior approval of the Principal.

9. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the school.

Gangways and work areas must be kept clear and in clean and tidy condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in rubbish bins and removed from site daily. The Contractor shall remove all refuse of the contractor from the school.

Contractors must clean up any spillages of oil or chemical substances etc as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substance or oils etc be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter be reported to the Principal immediately.

10. Foods and Drink

No food or drink should be taken to or consumed in Class Rooms with the exception of water containers.

The School canteen/tuck shop is not to be used by the Contactor or his Sub-Contractors.

11. Clothing

All personnel undertaking work at the School shall be dressed in a manner considered appropriate by the Principal.

The minimum standard of dress required is safety foot wear (no thongs or sandals), clean shorts and shirt.

12. Use of School Workshops and/or Equipment

Unless prior approval of the Principal is given, the use of School workshops and equipment is prohibited.

The Contractor will be required to indemnify the School against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of the School Workshop and/or equipment prior to approval being given.

13. Safety Requirements

In addition to the requirements of the Work Health Act the following conditions apply:

Before commencing any flame cutting or arc or gas welding operation, the contractor shall:

- Contractors are to note that welding operations are not permitted in all areas of the school.
- No explosive power tools shall be used on School campus.

14. Hazardous Substances

Prior approval from the Principal is required when using hazardous substances.

15. Smoke Detection and Fire Alarm Systems

Prior to undertaking any work, which may produce smoke, fumes, dust or heat the Contractor shall ensure that the Fire Alarm Systems are effectively isolated. Prior approval of the Principal is required to isolate these systems.

16. Fire Precautions

- The purpose of the Code is to safeguard against the unwarranted intrusion into an individual's private life or activities.
- Any information regarding students/staff must not be disclosed and can only be used with the consent of the person.

2. ACCESS AND EXIT POINTS

2.1 **Main entrance** (Dunmaglass Road) Times of access 06:00 to 07:45 and 13:00 to 17:00
Staff and pupils of Cedarwood School – all staff members and parents to show clearly the Cedarwood sticker in their car front window when entering the school grounds.
Visitors and guests: Sign the Visitors book.

2.2. **Parents or Visitors report to the security guard at the gate.**

During school hours, parents and visitors must report to security who will call the office to confirm the appointment. The visitor's book must be signed if there is no Cedarwood sticker.

3. GENERAL DUTIES OF SECURITY GUARDS.

The following are the general duties of all guards

1. Guards must always be dressed in the correct uniform.
2. Guards must be on time. There may not be a time laps when guards are switching shift.
3. Guards always must be friendly but firm.
4. Guard houses and surrounding areas must always be kept clean
5. Guards are not allowed to have leave the station for meals while on duty at the entrance or exit gates.
6. Guards must allow all cars that have a Cedarwood School sticker (clearly displayed) during drop off and pick up times to enter the school grounds
7. The entrance gate must be closed at 7.45 each morning.
8. All visitors (including staff) who enter the property after 5 pm or on weekends/ public holidays must sign a register at the entrance gate. The exit gate will be locked at during this time and visitors and staff must exit through the entrance gate. The exception to this rule is when the school has evening/ Saturday functions and many visitors are expected. The guard on duty must be extra vigilant around the visitors' cars and the rest of the school.
9. All visitors after 7:45 must sign in the register unless a school sticker is visible on the car. The Guard must enquire whom they are here to see and immediately phone the receptionist of the school about the visitor.
10. During non-peak times one guard must patrol the school grounds and use their alarm area tags to provide evidence that they have patrolled the property.
11. Any concerns that arise with visitors must be reported to the receptionist, who will then report it to the headmaster of the school.
12. The exit gates will be opened at 13:30 in the afternoons.
13. Staff, pupils and visitors' cars may be searched on a random basis.
14. Pupils who are collected during school hours by their parents may only leave once their parents have signed them out from reception and when producing a exit sticker at the exit gate.
15. Guards must be extra vigilant that pupils do not bring their own cars onto the property without permission from the Headmaster. Pupils who have their own cars may park them on

the pavement outside the school. Guards are to never allow a child to leave without a valid exit permit during the times school gates are closed during school hours, the guard must refuse exit and immediately notify the receptionist about this.

16. Builders, contractors etc. must receive a visitor's vest or tag to identify them and return it on the same day after work has been done. The guards must notify the receptionists about their presence on the school property.
17. The security supervisor must meet with the estate operations manager regularly to report issues. The Estate Operations Manager must sign the Incident Book, to indicate the issues was discussed. E.g. Tuck shop.
18. A security report must be discussed with the OHS committee by Estate Operation Manager. Any risks or non-compliance must be reported immediately to the Head.
19. Copies of the Security Company, and staff registration with the Securities board of South Africa must be provided to the school which will be kept on file.
20. The Security company's "Letter of good standing" must be on file at school, from the UIF, SARS, Labour Department and SIRA.
21. Monthly meeting with the ops manager of the security company must be scheduled with the Estate Operations Manager. Communication and reporting is non-negotiable.
22. No Cedarwood staff to sit with the security guards during lunch and tea breaks.

3.1 GUARD MUST ALWAYS ENSURE THAT ACCESS CONTROL TAKES PLACE EFFECTIVELY I.E.

- 3.1.1 Be on time for duties
- 3.1.2 Completing of the visitor's register
- 3.1.3 Handing out and controlling of Exit stickers.
- 3.1.4 To prevent unauthorised access to the property
- 3.1.5 To direct all visitors to reception and ensuring that they go there
- 3.1.6 To lock and unlock gates at the specified times
- 3.1.7 Security guard to call the office when a visitor arrives to confirm the appointment.

3.2 TO ENSURE THE GENERAL SAFETY OF ALL PUPILS, EMPLOYEES AND VISITORS OF CEDARWOOD SCHOOL.

- 3.2.1 To patrol the school grounds as specified according to their daily schedules and report unacceptable/dangerous matters to the Estate Manager.
- 3.2.2 A more detailed job description has been discussed with individual guards and placed on file.

4. SUPERVISION

All supervision of the guards and their duties should be done by the Estate Operations Manager.

5. UNIFORM

All security personnel should be in recognisable Uniforms.

6. INCIDENT BOOK

An Incident Book (IB) should be kept on site to record all incidents/occurrences of importance and to ensure that there is continued discipline in the reporting and follow up of

important matters. The IB's are inspected daily by the estate operational manager and any event requiring follow up receives immediate attention.

7. CONDITIONS OF ACCESS

Cedarwood School reserves the right to access onto the school property.

8. DROP OFF AND COLLECTION OF PUPILS

There is supervision of learners on the playground from 07:00am every morning. The school cannot take responsibility for pupils dropped off before the time.

Grade 1-3: Learners enter school by way of the green gate on the Foundation Phase side of the property. This gate is kept closed at all other times. The supervisor of the ground staff has a key in which to access the area for maintenance purposes.

Grade 4-12: Learners are dropped off and collected at the Gazebo in the Main Parking area next to the Tennis Court.

Learners are supervised 15minutes after official closing time and after extra mural activities have finished. Thereafter they will be taken to the after-care facility, for which the parents will be charged accordingly.

9. PARKING

Covered/shaded parking bays are for staff members only. These are clearly signposted. Grade 1-3 parents may park near the small green gate (Foundation Phase) Grade 4-12 parents park in the main parking area near the tennis court. Visitors park in the main parking area. This is clearly signposted.

10. IN CASE OF AN EMERGENCY

In a case of extra ordinary emergency where the security guards of the school cannot control access to the school, the School Management Team has to be contacted immediately. Further procedures will then be communicated by the School Management Team.

10. SAFE AREAS WITHIN THE SCHOOL

In order to ensure that pupils are safe after school hours (when supervision from the school is not available) pupils must remain in the Safe Areas of the School. Learner's must wait under the green gazebo in the parking lot next to the hall.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22 Aug & 1 Sept 2015	None	D van Wyk
24 Aug 2016	Pg. 1. Point 5. Security guards must be recognisable in the company's uniform	R da Cruz
24 Aug 2016	Pg. 1 Point 3.1.7 added	R da Cruz
24 Aug 2016	Pg. 2 Point 7.1 has been changed from parking permit to Cedarwood sticker	R da Cruz
24 Aug 2016	Pg. 2 Point 8.1 has been expanded	R da Cruz
24 Aug 2016	Pg. 2 Point 10. Safe waiting areas have been specified.	R da Cruz
1 Nov 2017	Pg. 1 Point 1.6 has been changed (Sexual assault, abuse, etc.)	E van Roon
1 Nov 2017	Pg. 1 Point 2 has been changed see point 7	E van Roon
1 Nov 2017	Pg. 2 Point 8.2 has been changed (a)	E van Roon
15/05/18	Combining and Updating of Protocol for Security & Security Procedures	Management
26/09/18	Grammar	H Muller
25/03/19	Adding – Strangers on the Premises	H Muller
30/09/19	1.2 Strangers on the property	H Muller
11/09/20	POPIA	Management
11/09/21	Visitor Slips – Exit stickers (learners), creating Site Rules to sign	Management
07/09/22	None	Management
09/11/23	None	Management