Health, Safety, Facilities & Equipment Policy

Effective Date: 01/01/2025
Applies To: All prospective and enrolled families at **Besige Bytjie Akademie**

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1. Statement of Intent

At Besige Bytjie Akademie, the health, safety, hygiene, security, and wellbeing of all children, staff, parents, and visitors are of the highest priority. We are committed to providing a safe, secure, clean, and nurturing environment in which children can grow, learn, and thrive. Every reasonable precaution is taken to prevent injury, illness, and risk while promoting dignity, care, and protection.

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2. Purpose & Aim

This consolidated policy aims to:

- Raise awareness of health, safety, hygiene, security, and equipment standards.
- Minimise hazards and manage risks across all facilities, activities, and resources.
- Ensure consistent supervision, infection control, and equipment use.
- Promote children's rights to safety, health, dignity, and protection.
- Ensure compliance with South African legislation and ECD best practices.

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3. Legislative Framework

This policy aligns with:

- Children's Act 38 of 2005
- Occupational Health and Safety Act 85 of 1993
- National Health Act 61 of 2003
- Labour Relations Act 66 of 1995
- United Nations Convention on the Rights of the Child (Article 24 – Right to Health)

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4. Scope

This policy applies to:

- All children enrolled at Besige Bytjie Akademie
- All staff, volunteers, students, and contractors
- Parents, guardians, authorised collectors, visitors, and service providers

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5. Roles & Responsibilities

5.1 Management & Health and Safety Officers

- Implement, monitor, and review safety, hygiene, security, and equipment procedures.
- Conduct and document risk assessments, inspections, and fire drills.
- Ensure staff training in first aid, infection control, child protection, and ECD safety.

5.2 Staff Responsibilities

- Attend induction and ongoing training.
- Supervise children at all times and maintain required ratios.
- Ensure children are within sight or hearing at all times.
- Follow hygiene, safety, and equipment procedures.
- Report hazards, incidents, accidents, or near misses immediately.
- Ensure equipment is used, stored, and cleaned safely.

5.3 Parent & Visitor Responsibilities

- Follow access control, supervision, and security procedures.
- Inform the school of allergies, medical conditions, or custody arrangements.
- Comply with hygiene, safety, and collection protocols.
- Parents may **not** grant access to other adults at entrance gates.

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6. Risk Assessment & Hazard Management

Risk assessments are conducted and documented:

- **Daily:** Indoor and outdoor safety checks
- **Weekly:** Cleaning routines, safety logs, maintenance needs
- **Termly:** Full premises, activity, and equipment assessments

Each assessment identifies risks, actions, responsible persons, and timeframes.

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7. Insurance

Besige Bytjie Akademie maintains:

- Public / General Liability Insurance
- Employer Liability Insurance
- Insurance for equipment and resources

While every precaution is taken to ensure safety, the preschool cannot be held liable for unforeseen incidents. In the event of a serious injury or emergency, parents will be contacted immediately. The child's safety remains paramount.

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8. Security & Access Control

- Armed and Emergency Reaction services in place
- Access Control system and CCTV monitoring
- All electrical outlets fitted with childproof covers
- Fire extinguishers throughout the school and a fire blanket in the kitchen

8.1 Arrival, Departure & Supervision

- Children are released **only** to authorised adults.
- Attendance and collection times are recorded daily.
- At least two adults are present when children are on the premises.
- Staff may **not** take children home.

8.2 QR Code Child Collection System

- Each authorised parent/guardian receives a unique QR code.
- QR codes are linked to the child's profile, contact details, and ID number.
- Codes must be scanned on arrival and departure.
- Real-time attendance records assist during emergencies.

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9. Divorce, Custody & Legal Orders

- A "parent" is a biological or legal guardian or a person legally entitled to custody.
- Divorce decrees and custody court orders **must** be submitted to the school.
- Written notification is required if a parent is not permitted to collect a child.
- The school will not be held liable in custody disputes but will act in the child's best interest.
- **Both parents remain responsible for school fees unless legally stated otherwise.**

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10. Premises, Facilities & Environmental Safety

10.1 Buildings

- Floors, surfaces, and walkways are hazard-free.
- Windows and doors are secured with child-safe measures.
- Furniture is age-appropriate, stable, and well maintained.

10.2 Kitchens & Restricted Areas

- Children do not access kitchens or offices unsupervised.
- Hazardous materials, medication, and cleaning agents are stored securely.
- Hot drinks are restricted to kitchen areas during school hours.

10.3 Electrical, Gas & Water Safety

- All systems comply with safety regulations.
- Hot water temperatures and sockets are controlled and secured.

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11. Equipment & Learning Resources

- All equipment is safe, non-toxic, and age-appropriate.
- Inclusive, non-discriminatory learning materials are provided.
- Equipment is inspected, cleaned, and maintained regularly.
- Damaged or unsafe items are removed immediately.
- An up-to-date equipment inventory is maintained.

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12. Outdoor & Playground Safety

- Outdoor areas are fenced, secure, and supervised.
- Playground equipment is inspected and maintained regularly.
- Sandpits, plants, water areas, and surfaces are monitored.
- Garden tools, chemicals, and machinery are stored securely and used only when children are not present.

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13. Hygiene, Cleaning & Infection Control

13.1 Cleaning & Sanitation

- Daily cleaning of classrooms, bathrooms, kitchens, and play areas.
- Weekly deep cleaning of toys and soft furnishings.

- Monthly hygiene audits and documented cleaning schedules.

13.2 Laundry & Linen

- Bedding, mats, and blankets are cleaned weekly or when soiled.
- Soiled items are handled with gloves and stored safely.
- Clean linen is stored hygienically.

13.3 Infection Prevention

- Strict handwashing routines for staff and children.
- Safe disposal of bodily fluids and clinical waste.
- High-touch surfaces cleaned daily.
- Illness managed in line with the Child Illness & Exclusion Policy.

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14. Food Safety & Kitchen Hygiene

- Compliance with South African food safety regulations.
- Proper food storage and temperature monitoring.
- Close supervision during cooking activities with children.

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15. Fire Safety & Emergency Preparedness

- Fire exits are clearly marked and unobstructed.
- Fire extinguishers and smoke detectors are inspected regularly.
- Fire drills are conducted at least once per term and recorded.
- Emergency procedures are displayed and practised.

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16. First Aid, Medication & Medical Care

- At least one qualified first aider is on duty at all times.
- First aid kits are accessible but out of children's reach.
- Written parental consent is required for medication administration.
- Medication is labelled, stored securely, and administered correctly.
- All accidents and incidents are recorded and reviewed.

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17. Sickness, Exclusion & Pre-existing Conditions

- Children with infectious illnesses, fever, vomiting, or diarrhoea are excluded.
- Parents must disclose allergies, medical conditions, or disabilities.

- Individual risk assessments and reasonable accommodations are implemented.

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18. Outings & Transportation

- Written parental consent is required.
- Risk assessments completed in advance.
- Legal staff-to-child ratios are maintained.
- Vehicles are insured and drivers vetted.

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19. Adult Safety & Staff Wellbeing

- Training provided for safe lifting and handling.
- Staff do not remain alone on premises after hours.
- Staff injuries or illness are recorded and reviewed.

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20. Contractors & Maintenance

- Construction and maintenance are scheduled outside school hours where possible.
- If conducted during school hours, children are fully segregated.
- Work areas are inspected during and after completion.
- All tools and hazardous materials are removed immediately.

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21. Mandated Reporting

Besige Bytjie Akademie is a **mandated reporter**. Any suspected abuse or neglect will be reported to the appropriate welfare or law enforcement authorities in accordance with legislation.

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22. Records & Documentation

The preschool maintains records of:

- Attendance and registers
- Emergency contacts and authorised collectors
- Medical information and allergies
- Accidents, incidents, and near misses
- Cleaning schedules, risk assessments, fire drills, and outings