

Established 1950



GLENRIDGE

Pre-primary

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Emergency Procedures

as of April 2026



Please note that throughout this document, the use of 'parents' will refer to biological parents, adoptive parents or legal guardians/caregivers.

2.3 SAFETY AND SECURITY POLICY

A Daily Register will be completed by 09h00. The number of children at school for the day will be confirmed. Latecomers will be "ticked off" on the register. No child will be released from school unless accompanied by an authorised person. If a change is made to the lift arrangements, this must be communicated via the notebook or telephonically before 12:00.

In the event of a mass evacuation being necessary, group representatives will be contacted to initiate an emergency phone call. The Governing Body Executive members and the Security Representative will also be alerted to the situation.

Emergency Support

Home Land Security is Glenridge pre-primary school's selected security company, and their number is 031 – 579 7850 / 082 087 5819

Access Control

Rif Road gate: Intercom and office control (including CCTV)

Foyer gate: Buzzer and office control

Arrival hours: 07h00– 08h00 – Gates will be open

Departure hours: 12h15 – 12h30 – Gates will be open

Aftercare: Rif Road and foyer gates will be controlled by the Aftercare Supervisor

Regular Security Procedure during other times entails identifying the caller on the intercom and identifying the purpose of their visit to Glenridge. Should there be uncertainty, the gate is not opened until the identity of the visitor has been determined.

On departure, ensure visitors exit the school correctly. Parents entering or exiting may not open the security gates for other parents. This is the sole responsibility of the Glenridge Staff. Aftercare must not entertain any enrolment queries or viewing of the school once the office is closed. Visitors wishing to view the school may make an appointment to do so.

Riot Procedure

SECRETARY / PRINCIPAL: Siren sounds first. The principal speaks on the intercom, saying, "Everybody in, everybody in."

CHILDREN: All children to go to their bathrooms.

EDUCATORS: The Orange group educator is to close windows and curtains in the Orange group classroom. The Blue group educator is to close windows and curtains in the Blue and Green group classrooms. Then to proceed to meet children in the bathrooms.

The Red and Green group educators are to go to their bathroom. Calm children. Check for any missing children against the list in the bathroom and inform the principal. Close bathroom windows and doors. Do not leave children at any time. Read a book or tell them a story.

SECRETARY: Phone police / Public Order Policing Unit

PRINCIPAL: Collect the register and first aid box. Checks children who are not yet in. Checks with educators concerning any missing children. Liaise with the secretary about the phone call to the police / riot squad etc.

CARETAKER: Ensure all gates and windows are locked and help the domestic staff member.

DOMESTIC STAFF MEMBER\ASSISTANT: Lock the kitchen door. Close windows and curtains in the foyer. Close windows and curtains in the Red Group classroom. Join the staff and children. Domestic staff member to be with the Red Group and Caretaker with the Blue Group.

Hostage situation

Whistle to sound a warning. 1.2.3 Whistles repeated.

- Zone 1 - Office
- Zone 2 - Classrooms (Green, Blue and Red) and garden
- Zone 3 - Orange Group, caretaker's huts

When children hear whistle – EMERGENCY – Go straight to teachers. (depends on which zone is involved, and the severity of the situation dictates whether bags are taken with the children or not.)

Zone 1 Office/Secretary

- Principal to blow whistle - Get children out of the side gate to the safe house – Teachers to go with them.
- Principal to phone the police.
- Principal to wait for the police.
- Principal to stay out of sight.

Zone 1 Office/Principal

- Secretary to blow whistle - Get children out of the side gate to the safe house – Teachers to go with them.
- Secretary to phone the police.
- Secretary to wait for the police.
- Secretary to stay out of sight.

Zone 1 Office/Principal & Secretary

- Teacher to blow whistle - Get children out of the side gate to the safe house – Teachers to go with them.
- Teacher to phone the police.
- Senior Teacher to wait for the police.
- Senior Teacher to stay out of sight.

Zone 2 Classrooms & Garden

- Principal/Teachers to blow whistle - Get children outside the gate to the safe house – Teachers to go with them.
- Secretary to phone the police and then go with children and teachers to the safe house.
- Principal to wait for the police.
- Principal to stay out of sight.

Zone 3 Orange Group or Caretakers Huts

- Principal/Teachers to blow whistle - Get children outside the foyer to the safe house – Teachers to go with them.
- Secretary to phone the police and then go with children and teachers to the safe house.
- Principal to wait for the police.
- Principal to stay out of sight.

Teachers' Responsibility: get children out safely to a safe house. Teachers last to safety.

- To remain calm
- To calm the children – no screaming
- To call 10111 if the Principal and Secretary are held hostage. (cell phone).
- Push the panic button in classrooms for a security company alert. (If the Principal/Secretary is held hostage).

- Do not negotiate with a hostage person – wait for the police to do this.
- Supply a map of the school to the police if the office is being held hostage, and inform the police of all current information.
- Senior teacher to wait at school (if Principal and Secretary are held captive).

Principals Responsibility

- Sound alarm where possible.
- Ensure children and staff are moved to a safe house.
- Phone the police where possible.
- Get as many children to safety as possible.
- To remain calm.
- To calm staff/children.
- Push panic button – where possible.
- To stay at the school whilst the hostage situation is still on.
- Supply a map of the school to the police.
- Inform police of all current information.

Secretaries Responsibility

- If Principal held up, then: same responsibilities as Principal.

Fire / Bomb Evacuation

PROCEDURE:

Siren to go off over the intercom, principal says, "Everybody out, everybody out." Children to congregate at the lockers. Children are to remove bags and open them. Teachers to check, children to take their bags with them and congregate at the side gate. Educators collect the ropes from the passage next to the caretaker's room. After each child is holding the rope next to the appropriate symbol, the educator leads her group out to the designated safe place.

EDUCATORS:

Quietly ensure each child is holding the rope at the appropriate symbol. Do not leave children at any time. Check with the Principal re missing children. Lead children to a safe house/place.

PRINCIPAL:

Collect the register and first aid box. Check with educators re missing children and locate them. Liaise with the secretary re phoning the Fire Department / Bomb Squad.

SECRETARY:

Phone Fire Department / Bomb Squad. Join the children and staff. Liaise with Fire officers or Bomb Squad when they arrive.

CARETAKER:

Unlock the gate. Help check the school for missing children, and close all classroom doors. Join the children and staff. Help the secretary with the Fire / Bomb personnel when they arrive.

DOMESTIC STAFF MEMBER/ASSISTANT:

Switch off the electricity. Join the children and staff.

Emergency Numbers:

Police: 031 – 203 7374 (Mayville Police Station) or 10111

Fire Department: 031 – 361 0000 or 709 0808

Riot Squad: 10111

Bomb Squad: 10111

Safe House: Leon and Nina van den Heever

Mother in Law: 031-2617441 (Suzette)

031-261 3715 (Home)

083 944 6075 (Nina)

2.4 INTERACTION BETWEEN CHILDREN AND NON-STAFF MEMBERS

A variety of people visit the school during school hours and after hours (during 'aftercare' time) for a range of reasons. People who have cause to visit the school, outside of normal drop-off and pick-up time, include:

- Parents/guardians and children's family members to pick up children early, for example, if they are ill
- Service providers, who are contracted by the school to maintain, install or deliver things, such as plumbers, gardeners
- Guest speakers, who present 'special lessons' to the children, such as first aid
- Members of the school committee, who need to carry out work in accordance with their portfolios
- Parents/guardians and children's family members who come to assist staff or committee members with their work, such as attending functions, committee meetings, assisting with art preparations, cleaning books, and equipment maintenance
- (Prospective) Parents/guardians and children's family members who come to meet with teachers or other staff to discuss school matters
- Police officers and government officials

In recognition of the high rate of child abuse, sexual and violent crime in South Africa and because the school cannot vouch for the morality, intentions or behaviour of any adult not in its employ, the following principles and procedures will guide the activities of non-staff members when inside the school premises:

- When dropping off children in the morning, adults will endeavour to leave their children in the foyer, allowing the children to walk to their classrooms themselves.
- When fetching children, adults may walk to the classroom, where they should promptly collect their child and exit the school
- Parents wishing to discuss matters with other parents should do so away from the children (in the car park or the foyer)
- Parents wishing to discuss matters about their child's progress at school are encouraged to make an appointment with the teacher to do this at an agreed time, and not when fetching the child. The child's notebook should be used to correspond with the educator to set up such appointments.
- External service providers will be contracted to work at the school after 12:15 or when a staff member is able to accompany them for the duration of their work at the school
- When fetching children from aftercare, adults should promptly collect their child and exit the school after signing the register.
- Committee members who do work or conduct meetings at the school should do so in a venue allocated by the principal. Wherever possible, this will be away from the children, preferably in the foyer or in the secretary's or principal's office.
- No adults should be interacting unnecessarily with children (other than their own) at the school, unless asked to do so by a teacher or the principal and in the presence of the teacher or principal.
- At social functions, the parents are directly responsible for their own children

This policy will be implemented where possible by the entire Glenridge staff, but specifically by the principal.

The Management Committee reserves the right to make relevant changes to the Policy Document from time to time.

First Ratified June 2007
Last updated on 6 April 2026