



Discipline and Safety Policy for Learners

Discipline and safety policy for learners

1. Discipline policy

1.1 Rights and responsibilities

Rights of children and youth

The children and youth have the right to:

- feel happy and appreciated, and to be treated with compassion. This means that no one will make fun of them or hurt their feelings
- be themselves, no one will treat them differently or unfair because of weight, gender, appearance, height, ancestry, disability, or skin colour
- feel safe; no one will hurt them
- be taught in a safe environment
- expect that their property is safe in the building
- be heard; facilitators, volunteers and staff are interested and willing to listen to the children and youth

Responsibilities of children and youth

The children and youth have the responsibility to:

- treat others with compassion and respect, they will not make fun of others, tease others or hurt other one's feelings
- treat others equally and fair regarding to weight, gender, appearance, height, ancestry, disability or skin colour
- keep the projects of Vision Afrika safe places by not hitting, kicking, pushing pinching, threatening or hurting children and youth and/or staff
- not steal or destroy other people's property
- help maintain a calm and quiet classroom in order for everyone to able to work and think

Rights of parents

The parents have the right to:

- read the discipline and safety policy at the Ikhaya Trust Centre
- contact/make an appointment with the facilitators or project manager to ask questions concerning their child and the Programmes of Vision Afrika
- expect that the children and youth will gain from coming to the Programmes of Vision Afrika
- expect that the children and youth are taught in a safe and respectful classroom
- ask information about how their children and youth are doing in the Programmes of Vision Afrika
- take problems in relation to the Programmes of Vision Afrika to the project manager
- visit classes of their children and youth provided that they make an appointment beforehand

Responsibilities of parents

The parents have the responsibility to:

- teach children and youth socially acceptable standards and behaviour
- teach their children and youth to be responsible for their actions
- support the Programmes of Vision Afrika in sustaining a welcoming, caring and safe environment
- support the decisions of the staff members in case of misbehaviour of the child
- inform the Programme Managers of Vision Afrika when their children and youth are not be able to attend for a longer period of time because of sickness or another good reason
- fill in the application form as accurate and honest as possible, and communicate any changes in the information given on the form to the Programme Managers of Vision Afrika as soon as possible

Rights of teachers (facilitators) and Vision Afrika staff

The teachers and staff have the right to:

- be respected by children and youth and parents
- teach without being disrupted by learners
- contact the parents to report about their children and youth
- contact the parents when the children and youth are not attending the Programmes of Vision Afrika
- punish the children and youth in a meaningful and non aggressive way (there will be no hitting or other punishment that can harm the children and youth)
- fill in discipline forms about children and youth
- report to the Programme manager the (mis)behaviour of children and youth

Responsibilities of teachers and Vision Afrika staff

The teachers have the responsibility to:

- communicate their expectations inside and outside the classroom to the children and youth; and inform them about the consequences of unwanted behaviour
- respect and care for every child
- inform parents when children and youth fail to meet expectations
- discover and treat superficial injuries; in case of more serious injuries staff members should take the child to a clinic/doctor
- adhere to the discipline and safety policy

Special responsibilities of the Programme managers

The Programme manager is responsible for:

- overseeing all procedures concerning the discipline and safety policy
- contacting parents if needed (see consequences below)
- supervising specialist teacher facilitator
- communicating discipline and safety policy to parents

1.2 Personal behaviour and conduct

- Learners should at all times conduct themselves in a manner so that the name of the project is not discredited.
- Learners should be courteous and friendly towards facilitators, visitors and fellow learners
- Learners should respect facilitators and fellow learners
- Learners must submit to authority of facilitators and the management
- No use of foul language will be allowed
- No alcohol or intoxicating substance is to be consumed by learners on the project's premises or during program hours, at program functions or excursions

1.3 Classroom behaviour

- Learners should be in the classrooms even if the facilitator is not present
- There will be no tolerance for disobedience and rebellion
- No running in the building will be allowed
- Dishonesty and theft will not be allowed and will be addressed immediately

1.4 Attendance

- Regular attendance is compulsory
- All learners should be punctual
- No leaving of the project's premises during program hours will be allowed without approved permission
- In case of absenteeism because of an illness a doctor's certificate must be handed to the relevant facilitator
- In case of absenteeism for any other reason we need a letter from the parents giving the reasons for the absence
- The facilitator will investigate continuous absenteeism for more than five school days

1.5 Buildings and premises

- No posters may be displayed without appropriate permission from the management
- The use of the project's premises is prohibited after hours without the consent of management
- Damage or theft of the project's property is a serious offence that will immediately be addressed
- No jumping over fences and gates or climbing through fences will be allowed
- Littering will not be allowed
- The toilets must be left clean and tidy after use

1.6 Safety and security

- No learner is to be in possession of the following: matches, cigarette lighters, knives, crackers or toys that could cause injury
- No learner is to be in possession of cigarettes, dagga, alcohol or any drugs
- No learner is to be in possession of any pornographic material
- Learners may not make themselves guilty of gangsterism, assault, intimidation or racism.

1.7 Possible violations and consequences

Possible violations

Category 1: minor violations of general classroom discipline

- Being rude
- Arriving in class late
- Leaving class without permission
- Making fun of others

- Screaming in class
- Refuse to help a facilitator or staff member when asked
- Being dishonest with negligible consequences
- Being in the office without permission
- Not participating in class; refuse to do task(s)

Category 2: minor violations of the project's codes or rules

- Frequent repetition of category 1 misconducts
- Using vulgar, abusive or profane language
- Disruptive behaviour
- Discriminatory behaviour (racial intolerance and sexist behaviour)
- Possession or use of tobacco
- Possession of pornographic material
- Not accepting consequences of category 1 violations

Category 3: serious violations of project's codes or rules

- Frequent repetition of level 2 misconduct
- Bullying other children and youth or fighting
- Hurting other children and youth or break their possessions
- Defiance or disobedience of any person in authority
- Possession or use of alcohol
- Being wilfully present while others are using forbidden substance (drugs and alcohol)
- Possession, without use, of a dangerous weapon
- Possession or use of narcotic substance, being under the influence of such substance
- Stealing from the project, children and youth or teachers/staff
- Harassment/threatening behaviour towards children and youth, facilitators or staff
- Vandalism / malicious damage to property

Category 4: very serious violations of project's codes and rules

- Frequent repetition of level 3 misconducts
- Severe insubordination towards staff members
- Threatening behaviour with a dangerous weapon
- Intentionally causing physical injury to another person
- Selling narcotic substances (first offence)
- Limited sexual offence abuse
- Extortion of another person's property
- Theft or possession of stolen property
- Disrespect, objectionable behaviour and verbal abuse directed at facilitators or other project employees or learners

Category 5: criminal - violation of codes or rules. But also of civil law

- Repetition of level 4 misconduct
- Assault
- Sexual harassment, sexual abuse, rape
- Robbery, major theft
- Intentionally using a dangerous weapon
- Murder
- Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at the project (by parents and children and youth)

Consequences

Category 1

- The child will receive a verbal warning and if necessary a time out for the day of the violation.
- Other disciplinary actions:
 - Small menial tasks, e.g. cleaning the classroom
 - Extra (constructive) work

Category 2:

- The facilitator will have a disciplinary talk with the learner. He/She will fill in a discipline form and explain the consequences to the learner. The facilitator will take the discipline form to the project manager who will decide if the parents/guardian should be contacted.

Category 3:

- The facilitator or staff member will immediately inform the project manager. Together they will decide whether the child will be referred to a psychologist / clinic / community or social worker. The child can get suspended from project related activities such as sports, cultural activities, etc.
- The parents will receive a written final warning that out-of-project suspension may be implemented.

Category 4:

- The project manager will take further steps to refer the child to a relevant outside agency and the project manager will send an application to the Operations Manager for limited suspension from all Programmes of Vision AfriKa activities.

Category 5:

- The project committee and the project manager will hear the child in a tribunal hearing and will decide about an expulsion of the learner from the project. The parent(s) may be present.

2. Safety policy

2.1 Statement of Safety Policy

1. By filling in and signing the indemnity form of any Vision AfriKa programme, Vision AfriKa cannot be held responsible for any injury that the child may injure.
2. The Programmes of Vision AfriKa is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its learners, visitors, volunteers and employees involved with the activities of the Programmes of Vision AfriKa.
3. Without exception, no learners will be admitted to the Programmes of Vision AfriKa if their parents/guardians have not completed and signed the indemnity forms.

2.2 Specific health, safety and welfare policy and procedure

First aid

The Programmes of Vision AfriKa has assessed the need for first aid provision and has identified and trained several people as the qualified holders of a first aids certificate. They are responsible for overseeing the arrangements for first aid within the Programmes of Vision AfriKa. Their duties include ensuring:

- that first aid equipment is available at a strategic point in the building
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel is trained in first aid procedures
- that first aid qualifications are current
- keep a first aid log book and regularly check it to see if there are remarkable problems or injuries with any of the children and youth

First aiders

The first aider/s listed above will provide first aid treatment for anyone injured. They will also provide first aid cover for:

- outings and visits
- extra-curricular activities organised by the Programmes of Vision AfriKa

First aiders are responsible for sending children and youth to the clinic if they cannot provide the appropriate assistance. These first aiders are also responsible for completing the first aid log book and make note of every treatment given to a child.

In emergency situations, the first aider will call an ambulance and will accompany the child to the hospital. The first aider will make sure that the parents will be alarmed and fully informed.

2.3 Medicines

The first aider of the Programmes of Vision AfriKa will not give any kind of medicine to children and youth.

2.4 Accidents

Xoliswa Mxesibe is responsible for collecting the accident reports done by the first aiders and for keeping an updated file of all the reports.

The following accidents must be reported:

- accidents during outings/visits
- accidents because of which a child needs to go to the hospital or clinic
- accidents in which learners were involved and that resulted in major injury or death
- accidents which may have resulted from a premises/equipment defect
- accidents during structured activities

- accidents in which first aid treatment has been provided

In the absence of Xoliswa, all off the above safety measures will be dealt with by the relevant Programme Mananger.