

Overview of the National School Safety Framework

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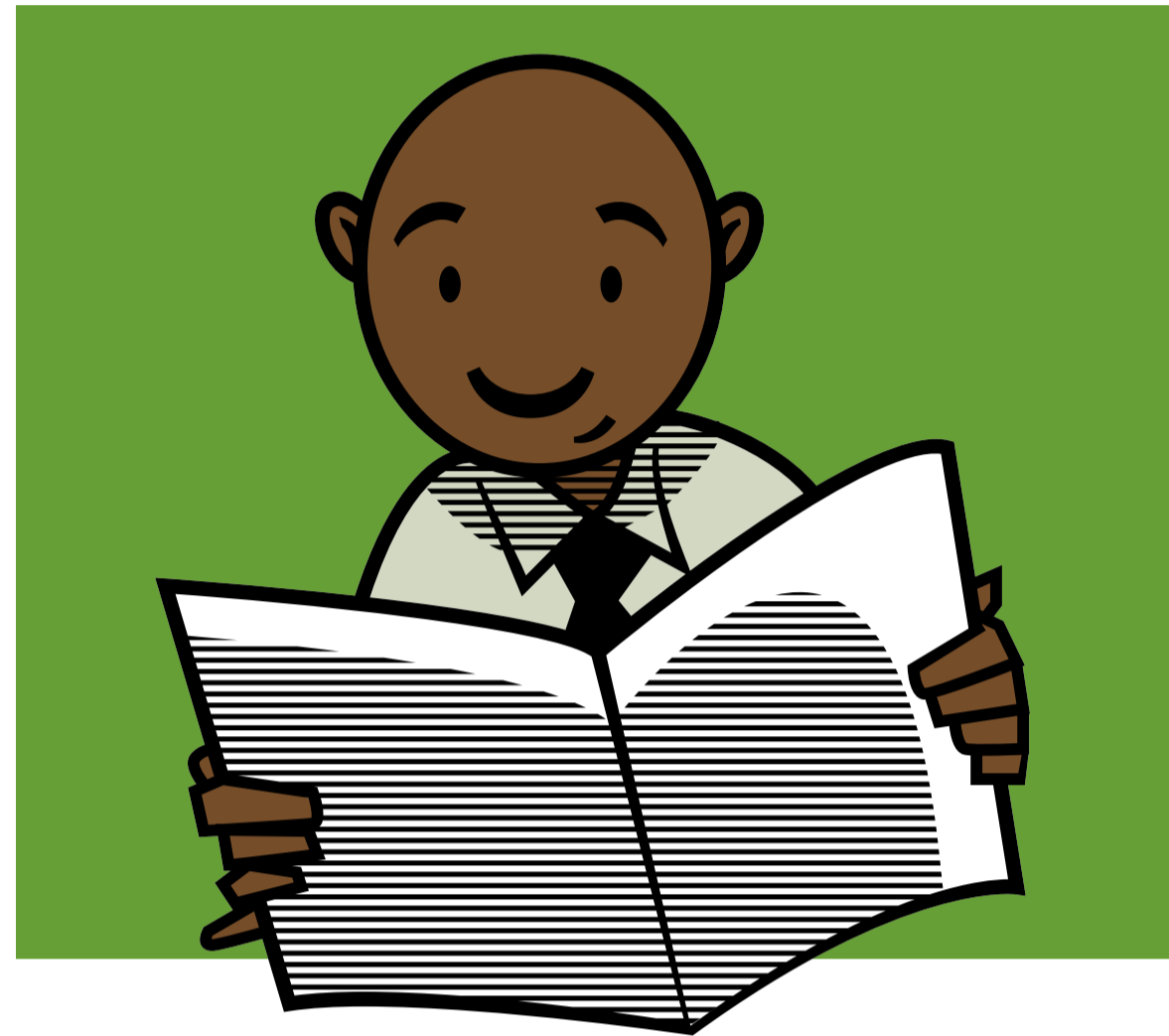
Be aware – Take action and how the system and tools work together.



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Step 1 Read the introduction to the manual



Read the introduction to The National School Safety Framework: Part B The Manual.

Step 2 Use the School Safety Diagnostic and School Safety Audit Checklist



Are we ready? Use the **School Safety Diagnostic** and the **School Safety Audit Checklist** to determine if the school is ready to use the system.

Step 3 Establish or check your school's reporting system



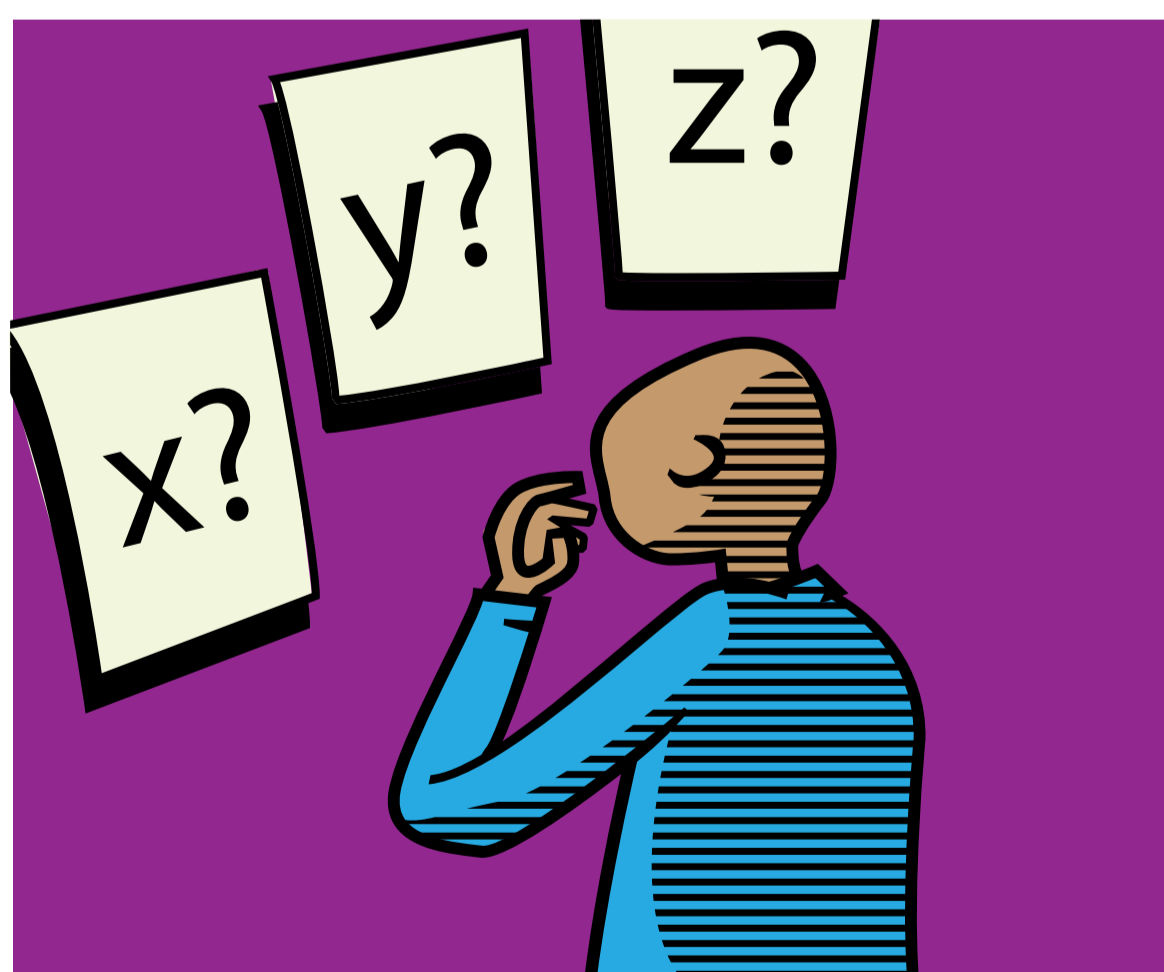
Establish or check your school's **reporting system**. If the school is **already** recording incidents, or has a reporting system, check that it is collecting the type of information needed to inform school safety. Use the examples provided for **Reporting and Recording Incidents**.

Step 4 Use the Educator Survey



Use the **Educator Survey** to determine educator experiences of safety and threats at your school. Give feedback to educators. This is an opportunity to gain their support for school safety.

Step 5 Get ready to administer the Learner Survey



Get ready to administer the learner survey. Select the section in the **Learner Survey** to meet your needs from the various sections provided. REMEMBER you do not need to implement all the sections in the Learner Survey. Option 1: (Recommended) Use the Learner Survey Safety Sports! first. Option 2: Use the section in the Learner Survey that meets a particular threat or incident your school faces.

Step 6 Administer the Learner Survey



Administer the **Learner Survey**. Provide feedback to the learners.

Step 7 Use the School Safety Action Framework to respond to the survey results



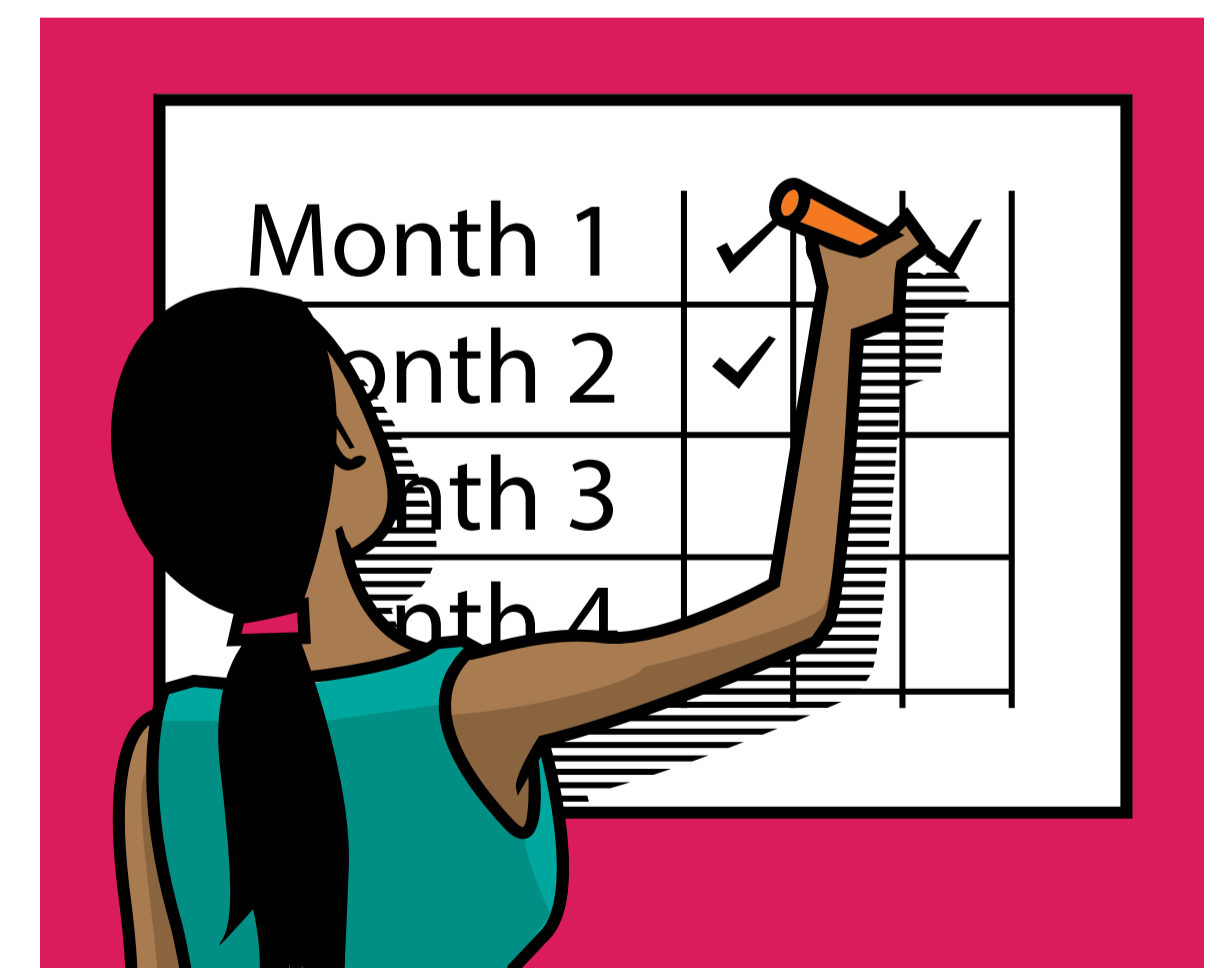
Take action! Respond to the results of the survey and reported incidents. Use the **School Safety Action Framework** to guide the action to take. Also use the Quick Guide to Legislation, Policy and Procedures.

Step 8 Develop a School Safety Action Plan



Develop a **School Safety Action Plan**. Determine your objectives, activities, who does what and by when

Step 9 Monitor the school's progress



Monitoring progress. Check how the reporting system is working, track what changes are taking place in the school and monitor if progress is being made. **To monitor progress it is necessary to use the SAME survey with the SAME grade and number of learners.** Compare the results of both surveys using the survey Comparative Marking Sheet. These results will indicate what progress is being made and what else can be done.