

SCHOOL POLICIES

St Veronica's Chebukaka Comprehensive School (SVCC) has the following School Policies. The Policies include:

These Policies should provide harmony in the School Management system, Protect the rights of minors and the school community and for the prudent use Management of School resources, among others

	Developed Policies	Policies under Consultations
1	Child Protection Policy & Safeguards	School Admissions Process Policy
2	Equal Opportunities Policy	Complaints Resolution Procedure
3	Drugs, Alcohol, Tobacco & Substance Abuse Policy	Data Protection Policy
4	Health and Safety Policy	Emotional Well being And Mental Health Policy
5	Attendance Policy and Class Registration Procedure	Behaviour and Discipline Policy
6	Child Online Protection, Social Media Content Creation and Use Policy	Sports Policy

I. Child Protection Policy & Safeguards

This policy should be read in conjunction with the relevant sections of the Children Act, relevant government policies, including ICT Laws and Policies and other policies mentioned within this document. Attention is also drawn to Article 19, 34, 36 and 37 of the UN Convention on the Rights of the Child.

- Article 19: The right to be protected from being hurt and mistreated, in body or mind.
- Article 34: The right to be free from sexual abuse
- Article 36: The right for protection from any kind of exploitation, including being taken advantage of.
- Article 37: Protection from being punished in a cruel or harmful way.
- Article 39: The right for help if you've been hurt, neglected or badly treated.

POLICY STATEMENT

The safety and wellbeing of all children at St. Veronica's Chebukaka Comprehensive School is our highest priority. This school aims to be a place where trust, care and mutual respect are promoted across the community. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all children receive effective support and protection.

Parents, guardians, Staff and others stakeholders have an important role in supporting the school to ensure that the welfare of children is given paramount consideration. All children, regardless of age, gender, ability, race, language, religion, gender status or sexual identity, have equal rights to protection, to feel safe, secure, valued, respected, and to communicate with adults on their any concerns.

A child's wishes, feelings and protection will be taken into account when determining what action to take and what services to provide. Children will be given the opportunity to express their views and give feedback wherever possible.

We will do everything we can to prevent harm to children by:

- educating our pupils about the UN Convention on the Rights of the Child;
- providing excellent pastoral care;
- providing a safe and secure physical and online environment for all of our children
- ensuring that staff are properly and appropriately trained;

- teaching pupils to identify, understand and manage risks, including in their use of electronic equipment and access to the internet;
- Promoting an environment in which pupils feel secure and able to talk.

We will work with local authorities pursuant of existing Kenyan Laws and regulations, especially with regard to our obligations to refer allegations of abuse to law enforcement agencies.

APPLICATION OF THIS POLICY

The policy is applicable to all children in the School (Pre-Primary, Primary and Junior Secondary) including those in the Early Years and is addressed to all staff and to any adults employed by the School, including temporary and supply staff, volunteers, and visiting teachers not employed by the school and other resource persons (music teachers, activity leaders sports coaches etc).

It applies wherever staff or volunteers are working with pupils, including on off-site educational visits. The policy, which is one of a series in the School's safeguarding portfolio, is published on the School website and is available upon request. This policy shall be reviewed regularly in line with any new legislation or guidance suggests the need for an earlier date of review.

ROLES AND RESPONSIBILITIES OF TEACHERS AND OTHER STAFF MEMBERS

All Staff working in this school have a role to play in safeguarding and child protection. They must:

- have read and be familiar with this policy and be aware of the systems, policies and procedures within the School that support safeguarding of children, including, but not limited to: The school Code of Conduct, policies with regard to Anti-Bullying, Supervision of Children, Use of the Internet, Taking, Storing and Using Images of Children, First Aid, Data Protection, Anti-corruption and Whistle-blowing Code, Behaviour Policy, among other policies.
- have undergone atleast Basic Child Protection in Education training;
- Receive regular safeguarding refresher safeguarding and child protection training once every two years.
- be aware and take appropriate action on noticing signs of abuse and neglect, identify children who may be in need of such help or who are suffering, or likely to suffer, significant harm and in such circumstances;
- be familiar with the procedures for reporting concerns
- comply with the requirements of the Staff Code of Conduct, taking care not to put themselves in a position where their actions or behavior could be misconstrued or could leave them open to allegations;

II. Equal Opportunities Policy

POLICY STATEMENT

Promoting equal opportunities and an understanding of all aspects of equality is fundamental to the values and aims of this School. Equal Opportunities Policy therefore aims to ensure that no learner, member of staff or visitor is subjected to unfair discrimination.

This includes, but not limited to, discrimination based on age, gender, race, ethnicity, religion, belief, sexual orientation, disability, learning difficulty, body size, social background etc. The School will Endeavour to create an environment in which learners and staff give due respect to other people and to their work or ideas.

ADMISSION AND EDUCATIONAL PROVISION

This School welcomes applications from children with as diverse a range of backgrounds as possible: this enriches the community and is vital in preparing children for today's world. The School will continue concentrating on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

In our admissions procedures and any future review, the School will ensure that Consideration is given to issues of equal opportunity, making sure those children from all gender, those with special needs and disabilities are accommodated without impact on children already in the school.

EMPLOYMENT

Selection criteria and procedures for staff will be designed and reviewed to ensure staff are recruited and selected on the basis of their merits, abilities and potential equitably. The School will work to ensure equality of opportunity and treatment in the recruitment, selection, training, development and promotion of staff at all levels.

POLICY REVIEW

The School is committed to the continuous development and review of its policies to ensure equality of opportunity and treatment of current, future learners, staff and visitors. The School will also, where suitable, initiate new policies and practices based on this policy while taking into account duties or obligations imposed by the Kenyan Constitution and applicable Laws.

AWARENESS AND PRACTICE

The School is committed to creating awareness across the school and surrounding community of issues associated with equal opportunities and treatment for all children and staff, regardless of culture, race, sexuality, gender preference or ethnicity; We seek to promote an open-minded, tolerant and welcoming society and to eliminate any conscious or unconscious prejudice or bias.

St Veronica's Chebukaka Comprehensive School prides itself on being a 'Rights Respecting School' as championed by **UNICEF**. The Rights Respecting Schools initiative, run by UNICEF, encourages schools to place the United Nations Convention on the Rights of the Child at the heart of their teachings and curriculum, with the aims of protecting the wellbeing of young people and helping them realize their potential.

CODE OF CONDUCT

The School Senior Management and all members of staff will play an active role in monitoring the implementation of the this Equal Opportunity Policy.

Use is made of assemblies and other lessons to:

- promote tolerance of each other and respect for each other's position within the School community;
- Promote positive images and role models to avoid prejudice and raise awareness of related issues;
- Foster an open-minded, sensitive and informed approach, encourage all members of the community to recognize the value of diversity and the contributions made by different cultures;
- Understand how to deal with offensive language and other forms of discriminatory behavior.
- Promote an awareness that the School will deal with any incidents promptly and in a sensitive manner.

Bullying, harassment and discrimination in all their forms are unacceptable. A successful equal opportunities policy requires strong and positive support from parents and other stakeholders. It also requires constant vigilance by all members of the school community.

COMPLAINTS

The School will do all that it can to protect learners, members of staff and visitors from discriminatory behavior and that, any allegations of discrimination will be dealt with under the relevant policy including, but not limited to, Behaviour, Discipline Policies, among others.

III. Drugs, Alcohol, Tobacco & Substance Abuse Policy

INTRODUCTION

St. Veronica's Chebukaka Comprehensive School fosters cooperation within the school community to promote the health and safety of all its members and will take appropriate action to safeguard their wellbeing.

DEFINITIONS

- "*Drugs*" means controlled drugs including cannabis, Temazepam, LSD, cocaine, amphetamines, ecstasy and heroin and includes both illegal drugs and those that are legal when present in medicinal products of low strength (and which may be obtained with or without a prescription).
- "*Involvement with illegal drugs*" includes possession, use, supplying and dealing with controlled drugs or substances resembling controlled drugs.
- "*Substances*" means all controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a Learner.
- "*Reasonable suspicion*" means a suspicion based on a cogent reason stated by the Headteacher.
- "*Satisfied*" means "more likely than not" in the opinion of the Head of Institution.

AIMS

Young people face ever-growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. We aim to do all we can to reduce these pressures, to educate Learners about the risk of involvement with drugs and to maintain an environment free from drugs and other harmful substances, and from the temptation to use them.

The responsibility for the education of our Learners in this area is shared with parents and the community, and effective communication and cooperation is essential to the implementation of the School's policy. We hope and believe that parents and community members will be free to share concerns with the School should they notice learners from this school are, in any way, involved in the use, sell and trafficking drugs.

We aim:

- To enable Learners to make healthy, well-informed choices by increasing knowledge at an age-appropriate level, challenging attitudes and misconceptions, and developing in Learners an informed understanding of the world in which they live with respect to substances that may be harmful to their health, welfare and future opportunities
- To ensure compliance with law and to educate our Learners to have respect for the law
- To maintain the integrity of the school community, to reflect the wishes of parents, and to provide support and counseling for those who may be vulnerable or exposed to the opportunity to experiment with drugs
- To provide a firm disciplinary framework for dealing with persons including learners who may bring and/or sell drugs into school and use or encourage use them within or outside school premises. Learners or persons involved in drugs in this way are liable to permanent exclusion from the School.
- To provide accurate information about drugs, alcohol, tobacco and substance use.
- To increase understanding about the implications and possible consequences of their use and misuse
- To widen the learners' understanding about related health and social issues
- To enable Learners to identify sources of appropriate personal support
- To actively discourage the use of illegal and harmful substances and to treat cases of drug usage by learners as serious misconduct.
- The school will assist and pass necessary information to Parents for full support to these aims.

EDUCATION

These aims are fulfilled primarily in a way that is appropriate to the Learner's age and level of development, and reinforced in other parts of the school curriculum. Where there is felt to be an immediate and/or specific need, relevant issues will be discussed during lessons, school events and/or professional guidance sought to educate the learners. The effects on health of Alcohol, drugs, smoking will be taught and discussed as part of the School teaching programme.

ALCOHOL, SMOKING AND DRUGS USE

St. Veronica's Chebukaka Comprehensive School is a 'no smoking and alcohol free zone' and therefore all persons within the school are forbidden from possession, smoking, selling and trafficking cigarettes of any kind including, electronic cigarettes, vapes or any other tobacco products. They are also forbidden from possession, Consumption, selling and trafficking of any unauthorized Alcoholic Products and drugs, within the school premises..

SCOPE OF THIS POLICY

This policy applies to Learner within the School premises, and also with regards to complaints or other incidents outside of school where an individual Learner or the reputation of the School is affected. It also applies to school staff whose conduct within and outside in the use of these products negatively affects the school conduct.

INVOLVEMENT OF PARENTS

Parents will be kept informed of any changes or developments to the School's programme of drugs education. Parents may be invited to the School as individuals or through the Auspices of Parents Association, on certain occasions to discuss issues related to adolescence and youth culture. Parents are encouraged to contact the School if they believe that their Learner may have been offered or in any way be involved with drugs.

PARENTAL CONDUCT

If a parent or any other individual within the school premises appear to be under the influence of drugs or alcohol, the person will be asked to leave. Such an event shall be entered in the school Risk Register and referred to the school discipline head.

If it is suspected that the individual, guardian or parent has driven or will drive while under the influence of drugs or alcohol, the matter may be reported immediately to relevant government agency including the Police.

If the School has reason to believe that a Learner is in immediate risk of harm from a parent or guardian who is under the influence of drugs or alcohol, the Learner will not be released into the care of the parent and/or guardian until appropriate measures have been taken. These may include the involvement of another member of the family, Security team, Children's Services or the Police.

STAFF CONDUCT

Staff may be allowed to consumption of alcohol at school events in moderate amounts and at a prescribed venue away from the scrutiny of learners.

Under no circumstances should staff be under the influence or in position of drugs, legal highs or drug paraphernalia. Being so will be treated as a dismissible offence and the school will be recorded in the Risk Register and appropriate actions taken including reporting the incident or behavior to the relevant authorities.

INVESTIGATIONS AND SEARCHES

A Learner coming forward with a drug problem will receive help but any evidence of possessing drugs on or near the school premises or whilst on trips or visits will lead to being asked to leave .

The School may investigate any allegation and/or rumour about involvement with alcohol, drugs or harmful substances. The investigation may involve segregating such a Learner for a reasonable period of time, questioning, searching their individual belongings, asking them to give a written statement and confiscating their suspected substances for analysis, through relevant state authorities,

Before any search is undertaken, consent will usually be sought from parents or from the Learner if he/she is of sufficient maturity and understanding. The school disciplinary authority will determine whether or not the Learner is able to provide this consent.

If the Learner refuses, they will be asked to say why they have refused. The School will be entitled to draw inferences from the Learner's responses and behaviour, and the necessary state agency including Police may be informed. The stage enforcement agency or the Police may also be involved if the Parent/Guardian refuses to cooperate or give consent.

If the School Disciplinary Head have reasonable grounds for suspecting that a Learner has a prohibited item in his/her possession, they may authorize a search of a Learner or their possessions without seeking or obtaining consent.

If members of staff believe that a Learner possesses drugs or other harmful substances, it may be appropriate for him/her to carry out a search of outer clothing and/or a search of school property (e.g. a Learner's locker) and/or a search of personal property (e.g. a bag or pencil case).

Searches will always be conducted in such a manner as to minimise embarrassment or distress. Any search of a Learner or his possessions will be carried out in the presence of the Learner and of another member of staff.

Where a Learner is searched, the searcher and the second member of staff present will be the same gender as the Learner.

Where the Disciplinary Head, or another authorized member of staff, find anything which they have reasonable grounds to suspect is a prohibited item, they may seize, retain and/or dispose of that item.

Where the Learner declines to allow a search of their belongings, this will be taken into account in any subsequent disciplinary procedure.

POLICE INVOLVEMENT

If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the Police as soon as reasonably practicable. In all other cases, the school may decide to request the involvement of the police from the outset. If the Police suspect that a Learner possesses or has stored drugs, substances or related paraphernalia, the Police may elect to investigate using their own procedures or may pass the matter back to the school to investigate.

The discretion may apply in deciding police involvement depending on the case at hand.

DISCIPLINARY PROCEDURE FOLLOWING MISUSE OF DRUGS

The School will consider each substance incident individually and recognizes that a variety of responses will be necessary to deal with incidents. The default position is that any type of illegal drug use or possession will result in permanent exclusion from the School.

The School will take temporary possession of a substance that is or is suspected to be an illegal drug to protect the Learner from harm and from committing the offence of possession. School staff will not attempt to analyze or taste an unidentified substance. Such a substance will be handed over to the Police, who will be able to identify whether it is an illegal drug.

Appropriate counseling and support will be available to those Learners perceived to be at risk. When a Learner discloses to a member of staff (including the School Counsellor) that they are taking drugs, the member of staff shall inform to the Learner, as part of

procedure, that the information will be shared with the Head of Institution and recorded in the School official Risk Register, while protecting the Learner Confidentiality.

Given the seriousness of substance misuse, the Learner will be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

SUPPLY, DEALING IN DRUGS AND OTHER INVOLVEMENT

Persons, who sell illegal drugs, possess them with intent to supply, distribute them, or encourage others to use them, whether on or off school premises while under school auspices, will be permanently excluded.

In every other case where the Head of Institution is satisfied that there has been involvement in illegal drugs on or off school premises while under school auspices, or where a Learner has tested positive to illegal drugs, the Learner will normally be required to leave the school as the health and safety of other Learners is directly at risk. Alternative sanctions, depending on all the circumstances, including the Learner's degree of involvement and at the discretion of the School Disciplinary Team and Head of Institution and may include a suspension.

REVIEW PROCEDURE

A decision to expel or require a Learner to leave will be subject to review by the Board of Management following a written request, made by the parents in accordance with the Appeal Procedure (see Behaviour and Discipline Policies).

MONITORING

This policy may be reviewed from time to time, especially following any serious incident, following issuance of new guidance from the Education Board, among others.

IV. Health and Safety Policy

1. THE HEALTH AND SAFETY POLICY STATEMENT.

SVCC School will always maintain high standards in the management and control of all its operations, including matters of health and safety.

2. APPLICATION,

This Health and Safety Policy applies to all members of staff, learners and visitors. The policy aims to reflect the level of standards expected of us under security and safety guidelines issued from time to time by the Kenya Government, Kenyan laws and regulations.

2.1. We aim:

- to maintain safe and healthy working conditions and a safe environment for learners, members of staff and visitors
- to ensure that adequate resources are available for the management of health and safety issues
- to take measures to prevent accidents and cases of work-related ill health
- to ensure all staff are competent to do their tasks, and have the necessary and adequate information, training and supervision
- to consult with our staff, learners and anyone else affected on matters affecting their health and safety
- To ensure we have access to persons or institutions with sufficient knowledge, training and experience who can assist in complying with our health and safety obligations.

3. RESPONSIBILITIES

3.1. The School Management and the Board of Management has overall responsibility for health and safety at the School.

3.2. The Board of Management has an oversight responsibility on health and safety matters will ensure a responsible team or committee is in place for monitoring the implementation of this policy.

3.3. The Committee will provide termly reports, risks reported, actions and mitigation measures undertaken on the health and safety environment to the Board of Management.

3.4. All Staff will

- cooperate with their superiors on health and safety matters;
- take reasonable care of their own health and safety and that of others at the School;
- Report all health and safety concerns to the Health and Safety to responsible School persons or the Committee without delay, and record the incident in the Risk Book and actions taken.

3.5. All Learners

- Shall cooperate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- take reasonable care for their own health and safety and that of others at the School;
- observe standards of dress consistent with safety and hygiene;
- use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
- Report all health and safety concerns to a member of staff.

4. RISK ASSESSMENT

- 4.1. The School will regularly undertake evaluation of its activities to identify potential hazards, measure and evaluate any risks and possible harm that may be caused by the hazards to all including Staff, learners, visitors and others who may be affected by the School's operations.
- 4.2. This is undertaken via the writing and maintaining of risk assessments, which identify and prioritize control measures necessary to minimize risks or reduce them to an acceptable level.

5. HEALTH AND SAFETY COMMITTEE

- 5.1. The Health and Safety Committee will meet at least once each term.
- 5.2. The membership of the Committee may consist of the School Health and Safety Officers, other relevant support staff in the school and teachers representing all school sections.
- 5.3. The purposes of the Committee:
 - are to consult with staff on matters concerning health, safety and the environment including any changes in rules and/or regulations;
 - to review the investigations of any significant accidents and remedial actions taken;
 - to consider incidents, cases of ill health or defects, and their causes; to discuss training requirements; to monitor progress on achieving compliance with recommendations from an authoritative source;
 - to monitor the effective implementation of the Health and Safety policy within the School and annually to review and update the policy in the light of new regulation and guidance and the assessment of any significant risks arising from new activities;
 - Detailed minutes are kept and a copy forwarded to all members of the Committee.

6. CONSULTATIONS

- 6.1. The School will undertake consultations with staff directly or through their representatives on the School's Health and Safety Committee on the introduction of any measures that may affect their health and safety.
- 6.2. When appropriate, the School will also consult with learners, either directly or via their representatives on the School Councils.

7. COMPETENCY FOR TASKS AND TRAINING

- 7.1. Staff will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 7.2. The School and Committee will consult and partner with relevant health and safety institutions for the regular and annual sensitization on the health and safety issues.
- 7.3. The School will provide training program including for new risks and refresher training where skills are not frequently used.

8. SAFETY AT WORKPLACE

- 8.1. The School will ensure that its premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 8.2. The School will take all reasonable steps to reduce the risk of slips and trips to staff, learners and other users of its premises and that ensure it complies with relevant Law, Regulations, Guidelines and Code.
- 8.3. The School will also ensure that on-site traffic routes are of suitable construction, free from defects and obstructions, and are adequately visible both day and night.
- 8.4. 9.3 The Health and Safety Committee or relevant Staff, will arrange a regular termly surveys of the school premises in order to identify any safety hazards and any areas that require maintenance or repair.
- 8.5. The School will promote effective infection control by ensuring that its premises are kept clean and tidy.
- 8.6. The School will ensure that access to high-risk areas, including workshops, garages, cleaning cupboards, laboratories, power rooms, and gymnasias is appropriately controlled and restricted.

9. VEHICLE SAFETY

- 9.1. The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the school site, whenever this is reasonably possible.
- 9.2. The School will ensure that all school vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 9.3. The School shall ensure that that school vehicles are properly licensed and insured.

- 9.4. The School will ensure that drivers of school vehicles are competent to drive the vehicle in question and properly licensed and insured to do so and that journeys using school vehicles are properly planned, supervised and risk assessed and that adequate records are maintained.

10. SAFE PLANT AND EQUIPMENT

- 10.1. The School will ensure all plant and equipment are maintained as per required maintenance schedule and procedure.
- 10.2. Any defects or problems found with any equipment should be reported immediately and the equipment kept out of use until it is safe for use.
- 10.3. All new plants and equipment must meet health and safety standards before it is purchased.
- 10.4. The School will ensure all are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 10.5. The School will ensure that staff use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

11. TESTING OF ELECTRICAL EQUIPMENT, GAS APPLIANCES ETC.

- 11.1. The School ensures that all equipment and systems, including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person authorized by the School and that records of inspection, maintenance and testing are retained.
- 11.2. The responsible Officer will ensure that assessments are undertaken to comply with applicable legal requirements.

12. DISPLAY SCREEN EQUIPMENT

- 12.1. The School takes all reasonable steps to ensure the health and safety of users of display screen equipment.

13. MANUAL HANDLING

- 13.1. The School discourages manual handling wherever possible. Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing guidance in manual handling techniques.

14. SAFE HANDLING AND USE OF SUBSTANCES

- 14.1. The School has procedures in place to ensure that exposure to hazardous substances (e.g. cleaning substances) is minimized. In order to do this, the School assesses the risks from all substances hazardous to health under applicable laws and prevents, reduces or controls exposure of learners, staff and visitors to these hazards by the institution of proper controls and protective equipment.
- 14.2. Learners, staff and visitors will be advised of any hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 14.3. A Responsible Officer shall ensure that risk assessments of hazardous materials are undertaken and that all actions identified in the assessments are implemented.
- 14.4. Assessments will be reviewed on a regular basis or when the work activity changes.
- 14.5. All staff shall ensure that hazardous substances are locked away after use.

15. ASBESTOS

- 15.1. All types of asbestos are dangerous and the shall therefore manage the risks presented by asbestos containing materials (ACMs) or presumed ACMs on the school premises by complying with applicable legal requirements and in particular by:
 - inspecting the premises to identify ACMs if so required under applicable laws and preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
 - carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - preparing and implementing a written plan of action for managing the risks posed by ACMs or presumed ACMs known as an Asbestos Management Plan;
 - regular inspections, reviews and/or monitoring, as appropriate;
 - Ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb them and to the emergency services in the event of an emergency.
 - ensuring that the ACM or presumed ACM is not disturbed unless on prior agreement has with responsible entities, and there are appropriate control measures in place to ensure that staff, learners or any other users of the school premises are not exposed to asbestos;
 - Ensuring that only fully licensed persons/contractors are permitted to carry out any work in the relation to ACMs or presumed ACMs.
- 15.2. If anyone disturbs or suspects that they have disturbed an ACM they should:

- not disturb it further under any circumstances;
- ensure that access to the affected area is restricted;
- Immediately report it to the responsible Officer, for appropriate action.

16.EMERGENCY PROCEDURES: FIRE, EVACUATION AND CRISIS MANAGEMENT

- 16.1. The School's will develop a Fire Safety Policy detailing the way in which the School assesses and controls the risks of fire, the responsibilities assigned to members of staff, and the procedures that must be followed in the event of a fire and on hearing the fire alarms.
- 16.2. The School will also develop a Crisis Management Procedure to cover all foreseeable major incidents that could put staff, learners, visitors or other users of the school premises at risk.

17.FIRST AID, ACCIDENTS AND WORK-RELATED ILL HEALTH, INCLUDING STRESS

- 17.1. The School will take reasonable care to ensure that the health of their staff is not placed at risk. In particular, the School will consider the risk of their staff suffering from work-related stress, which might be the result of excessive workload, hours worked, demands or expectations made, relationships between colleagues, or the way in which people treat each other.
- 17.2. All work-related ill health, including work-related stress, should be reported a relevant Officer or the Head of Institution, or any other member of the senior management team.

18.REPORTING REQUIREMENTS AND RECORD KEEPING

- 18.1. The School will report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the relevant authorities whenever appropriate.
- 18.2. Details of accidents and injuries are kept in the learner and staff accident files and must be retained for at least three years from the date of the last injury.
- 18.3. Following a serious incident or accident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 18.4. The School will not keep evidence and documentation containing personal information that has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

19.VISITORS, CONTRACTORS AND SERVICE PROVIDERS

- 19.1. All hirers, visitors and other users of the school premises, including parents, contractors, delivery people and inspectors, must:
- observe the rules and practices of the School;
 - Either ensures that they report to Reception, where their identity will be checked, a pass issued and their host notified or alternatively has consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
 - Ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 19.2. Contractors must also ensure safe working practices by all of their staff and must pay due regard to the safety of all persons using the school premises.
- 19.3. The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

20.SECURITY

- 20.1. The School has a policy of restricting access to its premises in order to ensure the safety and security of staff, learners and visitors and takes all reasonable measures to deter unauthorized public access.
- 20.2. The School does not permit any firearms or other offensive weapons to be brought on to or kept on the school premises by any member of staff, visitor, contractor, parent or learner.
- 20.3. The School will take appropriate steps to ensure that there are adequate security arrangements for the school premises including for both buildings and grounds, by ensuring that:
- security assessments are conducted and reviewed regularly;
 - all staff and learners are informed of the existence and operation of the School's security arrangements and that staff training is updated as required;
 - visitors to the premises are appropriately identified;

- there are adequate supervision arrangements in place;
- All security breaches or incidents are reported to Head of Institution and/or to the police or other emergency services as appropriate.

20.4. The School ensures that security measures do not compromise or intrude on the reasonable privacy of affected persons.

21.PROTECTION FROM VIOLENCE AND HARASSMENT

- 21.1. The School will not tolerate any act of violence or harassment in which an employee or learner or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
- 21.2. In the event of an act of violence, harassment or serious security breach incident being reported, the School will take immediate steps to safeguard those affected and contact the Head of Institution and/or the Police as appropriate.
- 21.3. Violence or harassment by staff may constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by learners is likely to be treated as a serious disciplinary offence, which may warrant suspension, required withdrawal or expulsion.

V.Attendance Policy and Class Registration Procedure

1. INTRODUCTION

For pupils to benefit fully from the educational opportunities provided by the School, they need to have high levels of attendance and punctuality. Poor attendance increases the risks of educational under-performance, which can negatively affect personal and social development amongst pupils.

All students should be in school, on time and ready to learn and teachers should keep accurate attendance records for their classes. Poor attendance could be the indicators of unmet learning needs, mental health concerns or, in more serious circumstances, abuse. All staff have a duty to know where children are at all times. This policy aims to provide a clear framework that:

- complies with national educational policy statutory requirements;
- promotes high levels of attendance and punctuality of pupils,;
- Outlines procedures for identifying and addressing situations where pupils fail to attend regularly or punctually.

2. RESPONSIBILITIES OF PARENTS

Parents with a child of compulsory school age have a legal obligation to make sure that their child receives suitable full-time education. In Kenya, education is compulsory for the school going age. Parents are responsible for informing the School on any occasion when their child is unable to attend due to illness or other medical reasons, or is expected to arrive late, providing the reason for non-attendance or late arrival.

This should be done by calling the school number or teacher responsible in advance, and at the latest by the time of morning attendance registration. For an absence due to illness of more than three days, a medical note or certificate must be provided.

We ask that parents do all that they can to avoid unnecessary school absences. Parents wishing to take their child out of School for exceptional reasons (such as attending a funeral, religious observance, medical appointment, or family opportunity etc.) must seek authorization for the absence from the School from the Head teacher via Telephone or via info@svchebukaka-comprehensive.sc.ke, explaining clearly the reason for the request and giving an appropriate notice as possible.

Retrospective requests will not be accepted and the time taken out of school will be recorded as unauthorized absence. Last-minute requests may also not be accepted, unless there is a good reason why sufficient notice could not be given.

When deciding whether to authorize an absence, the Head-Teacher, Deputy Heads or the class teacher, will take into account:

- Age of the pupil;
- Purpose of the leave;
- Ability of the pupil to keep up or catch up with work;
- Frequency of previous similar requests.

The Head teacher, Deputy Heads or the responsible class teacher will confirm whether the circumstances meet the definition of exceptional circumstances for which leave of absence may be granted by the School. If permission for leave of absence is not given, but the pupil is nonetheless absent, the absence will be recorded as **‘unauthorized’**.

Parents should be advised that this may adversely affect their child’s overall attendance history when references need to be provided.. Parents have a responsibility to ensure their children attend school when they are fit and well and arrive at school in time for daily attendance registration each day during prescribed term time.

3. LEAVING THE SCHOOL DURING THE DAY

If, for any reason, a pupil needs to leave the school site during the school day, parents must first seek permission, in the form of a written note or email, from the School Office.

Unless special arrangements have been made with the parents, pupils must not leave the school site during the day unless accompanied by a known, trusted adult. Any pupil who leaves the school site during the school day must be signed out at the School Office by a parent and be signed in again on their return.

Failure to attend school regularly or punctually or failing to attend Class Attendance Registration without good reason, or leaving the school site without permission constitute breaches of the School’s Behaviour and Discipline Policy and may lead to disciplinary action.

It is the responsibility of Parents:

1. To ensure that their child(ren) is in school and on time.

2. To let the school know as soon as possible if their child is going to be absent.
3. To give ample notice if leave in term time is required.
4. When parents or guardians are to be away from home during term, they are required to inform the School of the name and contact number of a temporary guardian. This information should be provided in advance to the School Office.

4. RESPONSIBILITIES OF THE SCHOOL

The School has a responsibility to take and maintain an accurate attendance register of all pupils twice every day during term time: once at the beginning of the morning session and once at the beginning of the afternoon session. Every entry in the attendance register must be kept for a period of three years after the date on which the entry was made.

A back-up copy of the attendance register will be kept electronically and will also be retained for three years. The School may inform the police for child protection concerns.

Before a pupil is deleted from the admission and attendance registers, the School will take all reasonable measures to ascertain and be in contact with the next school. This is a key safeguarding requirement and one the school will follow strictly

5. RESPONSIBILITIES OF TEACHERS

- An accurate register must be taken at the beginning of the morning and afternoon period. Any missing students must be reported to the School Office.
- At the Junior Secondary School Level , every lesson a register must be taken. Missing children should be followed up on the google chat feature.
- It will be registered as a ‘gross misconduct’ on the part of the staff that fail to complete timely and accurately complete attendance registers. Persistent failure to complete Class Attendance Registers on time and accurately may result in disciplinary action against the staff member.

6. ARRANGEMENTS FOR PUPILS TO CATCH UP ON WORK MISSED DURING ABSENCE

It is the responsibility of the Parent to ascertain from their child’s teachers the details of work that will be done during their absence and to ensure their child keeps up with this work to the best of their ability. The school will not take responsibility for any ‘catch-up’ work on any unauthorized absence.

7. CLASS/SCHOOL ATTENDANCE REGISTRATION PROCEDURE - Primary & Pre-Primary Morning Registration

- Class teachers who teach the first lesson of the day have responsibility for registering the pupils in their class in the morning. Pupils should be at school before the prescribed time
- Teachers must register pupils as either Present (/), Absent: no reason yet provided (N) or use the codes for an off-site visit or in any other way as agreed with the Board of Management.
- Pupils must not be registered present unless they are physically present and seen by the teacher during registration.
- Registration will be done by 0800 hrs and be completed by 0830 for pre-primary and 0815 for other sections. The registration times may change from time to time, however such times must be approved and in concurrence with the BoM.
- Pupils who arrive to their classroom late (after the Prescribed time) must be marked as late or sent to the School Office to register their presence and explain their lateness. Teachers should check with any pupil who arrives late that this has been done.
- At 09am, the School Office will begin to check all register entries of N and converts them, as appropriate, to other official registration codes, including L for late.
- For any remaining unexplained absences, the School Office will:
 - Check that the pupil is not in the classroom;
 - Make contact with parents or guardians to ascertain the reason for absence;
 - Declare ‘missing child’ and make further follow-ups and escalation, if there is still no known reason for the absence.
- The Office Administrator responsible for attendance registration on that morning collates data for Pre-Primary Section, Primary Section and Junior Secondary; summarize registration data for pupils absent from school on that day and shares the same with all teachers via email and/or through other electronic means. All teachers should open this e-mail and use it for reference when monitoring attendance at lessons for the rest of the day, and for afternoon registration

8. AFTERNOON REGISTRATION

- At 14:00 or other date prescribed, teachers must register pupils as either Present (/), Absent: no reason yet provided (N), or use another official registration code taken from the morning registration.
- If a pupil arrives after the teacher has closed the register, the pupil will be required to:
 - give an explanation for his/her late arrival to the lesson (see also below);
 - go to the School Office to report that s/he was late for afternoon registration.
- At 13:30 the Office Administrator checks the afternoon registers and converts entries of N, as appropriate, to other official registration codes.
- For any remaining unexplained absences, the Office Administrator will:

- check that the pupil is not in the classroom and talk to the Class Teacher;
- Declare ‘missing child’ and make further follow-ups and escalation, if there is still no known reason for the absence.
- Nursery pupils attending afternoon sessions will be registered before 14:10 or alternative time agreed with the BoM.

9. HEAD COUNTS

Teachers take regular head counts of pupils throughout the day. Head counts take place after breaktime and at the start of any lesson which is being carried out by a specialist teacher. Any unexplained absences must be reported without delay to the School Office.

Teachers must not take explanations from other pupils on trust. The Office Manager will follow up any unexplained absence and will report any that cannot be resolved to the Deputy Head, who will assess the situation and decide whether to follow the declare a Missing Child Policy route

10. REGISTRATION OF ATTENDANCE AT AFTER-SCHOOL CLUBS

- Lists of pupils who have opted for the different after-school clubs are published to Staff.
- Pupils have committed to these activities for the full term and are expected to attend, unless their Parents have excused their child by informing the Office and club leader in advance or they are absent from school.
- Activity leaders take a register at the beginning of the activity. They check the End of Day arrangements group and then contact the Office if a child they are expecting does not attend the club.
- As with morning, afternoon and lesson registration, activity leaders must not take the explanations of absence from other pupils on trust and should only mark as present those who are physically present at the beginning of the activity.
- Any unexplained absences should be reported to the Office Administrator, who will investigate the circumstances and if necessary, consult with the Deputy Head, who will decide whether to follow the Missing Child Policy.

11. SANCTIONS FOR LATENESS

It is the responsibility of class teachers to track any lateness to school of their class. If a pupil is persistently late arriving at school (usually more than three times in a half-term), the class teacher will inform his/her parents and may ask them to come into school to discuss the issue. If the problem persists the class teacher should take the information to the Deputy Head, who will write formally to the parents.

VI. Child Online Protection, Social Media Content Creation and Use Policy

1. SCOPE OF THIS POLICY

1.1.This policy applies to parents SVCC, Pupils' Care Givers, Guardians and all those with parental responsibility. This policy is intended to encourage and ensure safe and responsible use of ICT and digital technologies.

2. ONLINE BEHAVIOUR

2.1.This Policy expects parents to adhere to the standards of use and behaviour of Online and ICT technologies that the School has adopted in consistence with the School's core values and for protection of the child. This includes ensuring that my email, online content and communications as a parent, and any content that I share with others are respectful of others and in line with Community Values, including spiritual values.

3. SOCIAL MEDIA

3.1.The School hosts SVChebukaka Facebook Page, Youtube, Tiktok, Twitter account among others to be hosted in future. The primary purpose of these accounts is to share and celebrate the activities, achievements and creative activities of our learners, allowing parents the opportunity to participate and to share their own content.

3.2.Parents and any other person who wish to join in the Content Creation should contact the school content editorial team leader or the School Head. Social media platforms shall not be used to create, transmit, display, publish or forward any material that is likely to harass or cause offence to any person, or bring the School into disrepute. The Social Media pages must not be used as a discussion forum about pupils, staff or school policies.

3.3.When using social media, members of staff will protect children by not giving their identity, names and location. Locations may be referred to once the children are no longer at that location. We ask that parents support and adhere to this policy by not naming any children when commenting or sharing a post, and not disclosing their location

4. ACCESS AND MONITORING

4.1.School email communication and use of the Internet and Social Media in general may be monitored for safeguarding, lawful and conduct purposes, including investigation for serious misconduct, welfare concerns, extremism or terrorism, among others.

4.2.The School may allow outsiders including parents, visitors and occasional volunteers to connect their personal devices to the School's WiFi system via the School Guest Account. Persons who will be allowed connection to the school's internet infrastructure will require their device names and Serial numbers recorded. The Person shall also be informed that the devices will be monitored including date, time and the Internet Protocol (IP) Address.

5. SAFE AND LEGAL USE OF THE INTERNET

5.1.While under the care of Parents/Guardia, the School expects parents to take responsibility for their child's use of ICT and electronic devices, including mobile phones. The school will not be responsible for a pupil's online behaviour that takes place when the pupil is in their parents' care. However, the School may investigate and deal with reports of inappropriate online incidents that impact on the wellbeing of any member of the school community, wherever they may take place. Such matters will be dealt with under other relevant school policies related to Behavior, Discipline and Child Protection.

5.2.The School will educate its pupils about online safety in a number of ways, including through classroom teachings, open day forums and other forums. Regular forums on internet safety and other matters will be organized through regular Parents Association forums. Where necessary, the School will inform parents of any reported incidents of inappropriate online behaviour that may be associated with their child.

5.3.Users connected to the Schools ICT infrastructure will gain access using the School's Guest account. Additionally, they will not:

- Download any software or resources from the Internet that could compromise the network, or are not adequately licensed.
- Interfere with content filters or other security measures installed on the School's ICT systems.
- Attempt to access, create or share content that is illegal, deceptive, obscene, promotes violence, discrimination, extremism, offend, raise safeguarding issues, among others.
- Use the Internet to distribute malicious software, to damage, interfere with, or gain unauthorized access to the computer systems of others, or to carry out illegal activities.
- Attempt to gain unauthorized access to confidential information without permission.

5.4.The School will take all reasonable precautions to ensure that pupils do not gain access to inappropriate material while in School. The School will not be held responsible for the nature or content of material accessed through the Internet and is not liable for any damages arising from the use of the internet facilities.

6. SECURITY OF DATA

6.1. When sending information digitally to the School, parents should consider the appropriate level of security or encryption required, taking into account the nature and sensitivity of the data.

7. PHOTOGRAPHY DURING EVENTS OR CONCERTS

7.1. Parents and other persons are welcome to take photographs of their own children during events, subject to the following guidelines.

- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for performers on stage and the comfort of others. Flash photography can cause disturbance to others in the audience, or even cause distress for those with medical conditions. Flash photography will therefore not be used at indoor events
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of those pupils' parents.
- Parents are reminded that such images are for personal use only. Images that may, expressly or not, identify other pupils should not be made accessible to others via the Internet, social media or published in any other way
- Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some plays, concerts or generally developing content. The School will print a notice in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school or other productions, or in any other circumstances in which photography or filming may embarrass or upset pupils.

7.2. It is the policy of the School that individual pupils are not named or identified in conjunction with their image in any public forum. Any parent who wishes to limit the use of images by the School of a child for whom they are responsible should contact the Head of Institution in writing.

7.3. The School reserves the right to refuse or withdraw permission to film or take photographs, at a specific event or more generally, from any parent or others who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

7.4.The School may record plays and concerts professionally, or engages a professional photographer or film company to do so, in which case digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

8. BREACHES OF THIS POLICY

8.1.Persons who are in breach of this policy, or who are concerned that a member of the school community is being harassed or harmed online, are asked to report it to the Head of Institution. The School reserves the right, to inspect any school-owned electronic device to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.