DEPARTMENT OF EDUCATION: PROTECTING LEARNING AND TEACHING

Protocol on events involving learners

1. This Protocol is a regulatory framework that sets out parameters for events, programmes or activities involving learners, educators and/or schools that are not organised by the schools themselves, or requested by the Minister or Deputy Minister of Education or the MEC for Education in the province, but are requested by any other government department or organisation.

2. The Protocol applies to any event organised by government departments, non-governmental organisations, groups or individuals, and is intended to provide support to school principals in their efforts to maximise the time spent on their primary tasks, and curb disruptions to learning and teaching.

3. This Protocol must be read in conjunction with the Regulations for Safety Measures at Public Schools (Government Notice No. 1040 of 12 October 2001), as amended from time to time.

4. The primary responsibility for implementing the Protocol resides with the head of the relevant provincial education department (HoD), but may be delegated to an appropriate official.

5. The MEC for Education, however, will retain the power to veto whatever decision has been made by the HoD or delegate, should this be necessary.

6. Applications must be approved on condition that if the activity holds any risks for learners, educators, parents or visitors, the applicant will be liable for any claim for damages emanating from the event.

7. No applications will be approved for events to be held during the last quarter of the academic year.

8. This Protocol must be displayed prominently in all schools and education district offices.

9. The Protocol below must be followed at all times:

<table>
<thead>
<tr>
<th>Protocol</th>
<th>Responsibility</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td>The applicant must submit a written request to the HoD or delegate, giving a full motivation, including what benefits the event holds for the school.</td>
<td>Applicant</td>
<td>3 months before date scheduled for event</td>
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<tr>
<td>The HoD or delegate must confer with the principal regarding the request and consider the following: • The educational value of the event; • learner safety; • timing and duration of the event; • suitability of the event for the target group; • acceptability of the event to the parents and community, as well as parental consent; • all other relevant issues.</td>
<td>District head/circuit manager</td>
<td>7 days after receipt of written request</td>
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<td>The HoD or delegate must inform the applicant in writing of the approval or rejection of the application. Upon receipt of written approval, the applicant must contact the school immediately to make the necessary arrangements.</td>
<td>District head/circuit manager</td>
<td>30 days before date scheduled for event</td>
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<td>Where an approved event results in loss of learning and teaching time, the HoD or delegate must be informed in writing of alternative arrangements to make up the lost time.</td>
<td>Principal</td>
<td>Within 7 days after official arrangements have been made with applicant</td>
</tr>
<tr>
<td>The applicant must supply the HoD with reports or any other documents emanating from the event. Failure to do so will lead to the refusal of any future application for access from that government department or organisation.</td>
<td>Applicant</td>
<td>Within 3 months after event</td>
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