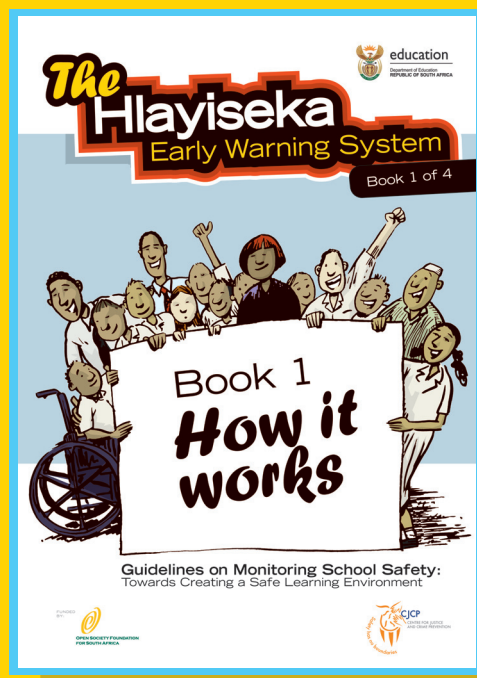


Overview of The Hayiseka Early Warning System

step 1

Read Book 1 Sections 1, 2 and 3.



step 2

Are we ready?

Use the School Safety Diagnostic in Book 1 Section 3.6.

step 3

Reporting and Recording incidents.

Use Book 1 Section 4 to establish or check your reporting system. Check for learner confidentiality!

step 4

Determine educator experience of safety and threats.

Use the Educator Survey in Book 2 Section 1.6. Use the Educator Survey Marking Report Template to find out the results of the survey. Give feedback to educators.

step 5

Get ready to administer the learner survey.

Go to Book 3 Section 1 to find out How to implement the learner surveys.

step 6

Select the learner survey to meet your needs.

OPTION 1: (RECOMMENDED) use the Learner Survey Safety Spots!

OPTION 2: use the Learner survey that meets a particular threat or incidents the school faces.

Go to Book 3 Section 2

step 7

Administer the learner survey.

Go to Book 3 Section 1 for procedures on how to administer the surveys. Use the relevant survey "Marking Report Template" to mark or analyze the completed surveys. These are found in Book 3 Section 2. Procedures to mark the surveys are in Book 3 Section 1.

step 8

Take action!

Respond to the results of the survey and reported incidents. Use the "School Safety Action Framework" in Book 1 Section 5 to guide the action to take. Also use the Quick Guide to Legislation, Policy and Procedures in Appendix 1 (Book 1).

step 9

Develop a "School Safety Action Plan".

Go to Book 1 Section 5.5 to develop the plan. Determine your objectives, activities, who does what and by when.

step 10

Monitoring progress

Check how the reporting system is working, track what changes are taking place in the school, monitor if progress is being made. Go to Book 4.

To monitor progress it is necessary to do the SAME survey with the SAME grade and number of learners.

Compare the results of both surveys using the survey "Comparative Marking Sheet" in Book 4. These results will indicate what progress is being made and what else can be done. This may mean taking more action OR addressing other threats. Go to Step 6 to select the survey to meet your needs!