



# **BUSWELL AND ASSOCIATES**

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Your School Governance, Child Protection and  
Educational Safety Partners

Products and services

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## LEGAL SERVICES

**Code of Conduct and full Policy Legal Audit as well as Policy Templates, Disciplinary Guidelines and access to our Legal Helpline, for a once off payment of R1, 995-00**

**Dear valued client,**

**Every school should be reviewing all Policy Documents as well as the Schools Code of Conduct to ensure that all documentation is legally compliant, incorporates the changes in recent legislation and falls within the new Transformation Guidelines as laid out by the Department of Basic Education.**

School governance in South Africa is about the single most important factor in education that appears to experience apparently insurmountable challenges.

At **Buswell and Associates**, we are deeply committed to schools and understand the opportunities and challenges that you face. We deliver high quality training, products and advice to schools on a national scale at affordable prices. Recognised as a leading service provider in the South African education sector, we have a team of specialists with experience in all aspects of school management and provide accessible, independent and committed **advice**.

**When you purchase this product, you will receive the following:**

**Each member school will receive a Code of Conduct review audit report providing context, findings and recommendations**

**A. Code of conduct – An external legal review audit**

Following numerous allegations of the lack of transformation at schools around the country, we have noted that most **Codes of Conduct at South African schools** comply with the constitution but policies are often implemented unevenly in many cases and make learners feel uncomfortable.

**Legal review and audit**

Our educational legal team, will provide a full legal review/audit of your schools Code of Conduct to ensure that:

- There are no policies' or clauses that could lead to the school being accused of structural racism or institutional discrimination.
- Your Code of conduct and disciplinary processes are aligned with the latest legislation.
- All Codes of conduct policies are comprehensive, legal and current.
- Your Code of conduct represents the "whole school" positive behaviour approach and is inclusive.

**Additional Policy documents to be audited:**

- Admission policy
- Staff equity policy
- Language policy
- Religious policy
- HIV Policy

**B. A copy of the guidelines to the Codes of Conduct and Disciplinary procedure Hand guide (electronic copy)**

*The purpose of this valuable hand guide is to assist staff and management with the following:*

- *To align the school's disciplinary proceedings with the latest legislation*
- *To advise schools of their obligations and administrative procedures for disciplinary procedures for disciplinary proceeding as contained in the codes of conduct for learners as adopted by each school*
- *To give guidelines on conducting a disciplinary hearing and the due process to safe guard the interests of the learner and party involved in the disciplinary procedure*

**Topics covered in this hand guide/support pack**

**1. The Schools Codes of Conduct**

*A legal perspective, objectives and requirements, processes for the establishment, scope, structural framework for a supportive and restorative codes legal infringements.*

**2. School rules**

*Categories and the accommodation of religious or cultural practices.*

**3. The disciplinary procedure**

*The management of the process, guiding principles, school governance, administrative action, hearings, suspension, notices, collective action appeals, role of the chair, evidence leader, mitigating circumstances and the media.*

**4. Whole school governance manual – 6 products in one, for the exclusive use of your management team as well as all educators. This product includes the following manuals:**

- Child protection manual (**Ensuring compliance with all reporting obligations**)
- School safety manual (**Ensuring compliance with the NOASH Act**)
- A comprehensive school discipline manual
- Staff wellness manual
- Prevention and management of racism and segregation manual

These manuals contain policy documents as well as templates for all **Umalusi audit requirements**.

**C. Legal consultation – help desk- school governance solutions focused and pragmatic advice**

*Our team of legal experts are available to schools on a 24-hour basis. We serve as a single point of reference for schools, providing access to the expertise of our educational legal services team. Together, we have sector specific knowledge and experience.*

*Our aim is to empower our clients' decision making and help them find effective solutions to the legal issues.*

*The help desk provides consultancy, advice and immediate input to the following:*

- ***Review of any litigation documents sent by an attorney on behalf of a learner/parent***
- ***Disciplinary hearing case management( Staff, educators and learners)***
- ***Codes of conduct queries***
- ***Drawing up of charge sheets***
- ***Allegations and reports of sexual assault and abuse cases***
- ***Drug search and testing advice***
- ***Peer victimisation***
- ***Social media issues/pornography/harassment***
- ***The death of a learner or member of staff***
- ***Staff discipline issues***

**D. Benefits to becoming a Legal school Client**

- *Instant access to competent, sound legal advice*
- *Improved governance in the school, which is more effective in raising or maintaining high standards*
- *Avoidance of legal litigation which can be very costly*
- *A support mechanism to management and the school based support team to ensure legislative compliance when reporting cases*
- *Compliance with the criminal procedures act, children's and sexual offences acts*
- *A regular review of your Codes of conduct in order to provide an inclusive and appropriate set of rules.*
- *Legal school clients receive legal updates on any changes in legislation and case law*

## **EDUCATOR WORKSHOPS**

### **THE WORKSHOP: “FROM BURNT OUT TO LIT UP! – DEALING WITH THE TOXIC SLUDGE IN OUR LIVES”**

**An essential 2Hr workshop for all staff in the education sector. Presented by John Buswell**

- **Venue: Your school**
- **Time: You choose**
- **Cost R 195-00 per member of staff**
- **Workbook and full manual**
- **Certificate**
- **SACE accredited certificate (CPTD allocation/Type 3/10 Points/ Leadership and Management.)**

Following some of the most difficult years ever experienced, let me workshop your academic and support team to ensure that they are motivated to face any of the challenges that they may encounter, with confidence, commitment and dedication.

Within a few months of the start of the academic year, staff often feel burnt out, empty and powerless. As performance decreases, emotional exhaustion and a fear of failure increase. Those affected feel completely overwhelmed and buried under a wealth of expectations from other people. They can no longer meet their own demands either. Let's equip your most valuable assets to deal with and prevent this happening to them.

#### **WORKSHOP CONTENT:**

- Identifying the symptoms of Burnout before it takes control of my life
- Introducing a burnout prevention program that works in every school
- Coping with the toxic sludge in our daily lives
- Understanding how our different personality types make us vulnerable
- Burning toxic bridges that ruin our lives
- Converting stressors to motivators on a daily basis
- Mental health – coping and surviving in one of the toughest work environments in the world
- Setting positive goals and utilising time management skills that alleviate work pressure
- Positive discipline – creating expectations – the whole school approach
- Dealing with those difficult colleagues – a strategy
- Converting that difficult angry parent into your biggest ally

## **Emotional First Aid for Educators**

### **A Workshop on Dealing with Child and Adolescent Mental Health Issues and Basic Counselling**

**An essential 2Hr workshop for all staff in the education sector. Presented by John Buswell**

- **Venue: Your school**
- **Time: You choose**
- **Cost R 195-00 per member of staff**
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First Aiders save many lives in the world every day, the ability to provide basic CPR to a person having a heart attack, enables the Cardiologist to perform their role as a specialist. Every Educator should have the basic skills to provide Emotional First Aid when needed in an emergency and then refer to a professional. These workshops provide those skills.

#### **INTRODUCTION**

Recent studies have found that 24% of South African youngsters surveyed between Grade 5 to Grade 11 had experienced feelings of depression, hopelessness and sadness, while a further 21% had attempted suicide at least once. These studies also state that among school-attendees aged 10 to 15, showed that adolescents experienced a high prevalence of depression (41%), anxiety (16%) and PTSD (21%).

Educators are expected to deal with many of these issues with very little formal counselling or trauma training. A caring Educator can transform the school experience, especially for learners who face enormous home difficulties. The basic ability to counsel, listen, guide and refer when necessary, can transform a learners life forever.

This workshop presented John Buswell will empower Educators to understand how anxiety, depression and trauma effects learners, identify the presenting symptoms and be able to provide basic counselling to both learners and colleagues. An educator with counselling and communication skills enhances the schools professionalism, affirms a learner's dignity and helps develop trusting relationships in times of crises.

#### **Understanding and dealing with Anxiety in the classroom**

- **Defining Anxiety Disorder/Separation Disorder/Selective Mutism/Social Anxiety Disorder/Panic Disorder/Generalised Anxiety Disorder**
- **Symptoms**
- **Assisting the learner in the classroom**
- **Working with the child's family**
- **The side effects of prescribed medication**

## **An introduction to trauma**

- An introduction to bereavement
- Understanding the grief process
- Definition of trauma
- Types of trauma
- Phases of trauma
- Identifying symptoms presented in the classroom from Gr R - Gr 12
- Long term effects of a traumatic experience on childhood development

## **An introduction to basic counselling**

- Defining counselling
- The goals and aims of counselling
- The do's and don'ts
- Counselling ethics and values
- Sympathy, identification and empathy

## **Basic counselling**

- Counselling frameworks
- Stages of counselling
- Body language
- Process of the counselling model
- Using questions effectively
- Problems in questioning
- Dealing with the child's parent or care giver

## **COMBINED PACKAGE – LEARNERS, EDUCATORS AND MANAGEMENT**

### **Bully-Proof your School – The “Not on my watch” Whole School Anti-Bullying Campaign for Learners and Staff. Presented by: John Buswell**

Join the John Buswell profile on Linked In for lots more information

**TOTAL COST: R9, 950-00 PER SCHOOL (ALL INCLUSIVE) R4, 975-00 DEP TO SECURE YOUR DATE**

#### **The full day training package includes:**

- 2 x Learner presentations (Duration: 1 Hour each)
- 1 x School Management presentation (Duration: 1 Hour)
- 1 x Staff Development Workshop (Duration: 2 Hours) and includes all workshop handouts, certificate and 5 SACE Accredited Points

#### **Why should my school participate?**

Bullying behaviour at school can destroy young lives and cause irreversible long term damage to victims and bystanders.

Your schools inaction towards reported bullying can undo many years of built reputation, destroying credibility and place your ranking as a top desired education facility at risk. Become an Uyazi? “Not on my watch” accredited School and make a huge difference to your school environment.

#### **Introduction**

Bullying is rife in today’s school culture, with devastating consequences which negatively affect not only learners and staff, but the broader community, the general school climate, and the overall functioning of the school. Research shows that bullying can be a precursor to aggression and, if not addressed, may lead to more acts of violence.

In South Africa, unique contextual factors, such as community violence overflowing into the school, impact on the management of bullying and on the prevention and intervention thereof. According to an article in Skills Portal, research into bullying in South African schools has found it to be present in many contexts’ and spheres. The detrimental effects of bullying are a harsh reality and urgent action is needed; there has never been a stronger need to reduce school bullying and create safe school’s than now.

The role of the school is to provide an appropriate education for its pupils. A stable, secure learning environment is an essential requirement to achieve this goal. Bullying behaviour, by its very nature, undermines and dilutes the quality of education.



Bullying can have short and long term effects on the physical and mental well-being of learners; on engagement with the school; on self-confidence; and on the ability to pursue ambitions and interests.

School-based bullying can be positively and firmly addressed through a range of school-based measures and strategies through which all members of the community are able to act effectively in dealing with this behaviour.

### **THE PACKAGE**

#### **A) LEARNER PRESENTATIONS: 2 x 1Hr talks**

##### **THE "BULLY-NO-BULLY" PRESENTATION JUNIOR PRIMARY LEARNERS (Gr R – Gr 4)**

- The definition of Bullying
- The different types of bullying
- Reporting Bullying Behaviour
- Becoming an Up stander instead of a Bystander
- What do I need to do when I feel angry?
- Understanding the definitions of Racism, Prejudice and Discrimination
- Cyberbullying
- staying safe from bullying on:
  1. YouTube
  2. WhatsApp/Viber
  3. Online gaming

##### **The "BULLY-NO-BULLY PRESENTATION PRIMARY SCHOOL LEARNERS (Gr 5 - Gr 7)**

- The definition of Bullying
- The different types of bullying
- Reporting Bullying Behaviour
- Becoming an Up stander instead of a Bystander
- Bullying in the Classroom and at home
- What do I need to do when I feel angry?
- Understanding the definitions of Racism, Prejudice and Discrimination
- Suicidal Ideation
- A definition of the new Cyber Crimes Act
- Cyberbullying
- staying safe from and reporting bullying on:
  1. Tiktok
  2. Facebook
  3. Instagram
  4. Snapchat
  5. YouTube
  6. WhatsApp/Viber
  7. Online gaming

## **CHALLENGES FACING HIGH SCHOOL LEARNERS (Gr 8 – Gr 12)**

- The definition of Bullying
- The different types of bullying
- Reporting Bullying Behaviour
- Becoming an Up stander instead of a Bystander
- Suicidal Ideation
- A definition of the new Cyber Crimes Act
- Anger Management
- Understanding the definitions of Racism, Prejudice and Discrimination
- Cyberbullying
- **staying safe from and reporting bullying on:**
  1. Tiktok
  2. Facebook
  3. Instagram
  4. Snapchat
  5. YouTube
  6. WhatsApp/Viber
  7. Online gaming
- **Cyber bullying methods used:**
  1. Flaming
  2. Harassment
  3. Cyber stalking
  4. Denigration
  5. Masquerade
  6. Outing and trickery
  7. Sexting

### **B) INTERACTIVE SBST CONSULTATIVE SESSION - DURATION: 1Hr**

I will spend an hour with your School Management Team and discuss the following issues:

- Check your reporting Protocols and Procedures when dealing with Bullying Behaviour
- Ensure that your Code of Conduct and Anti-Bullying Policy incorporates the latest types of bullying and discuss the issue of Cyber jurisdiction
- Provide an insight into new Cyber Crimes Legislation and ensure that your school is compliant
- Discussion on Case Management
- Guide your team on the introduction of a Whole School Anti-Bullying Campaign

**C) STAFF DEVELOPMENT WORKSHOP – DURATION 2 HOURS ( 5 SACE Points and a Certificate)**

**A Workshop on the Development of a Strategy and the Implementation of Policy for the Prevention and Management of Bullying Behaviour**

**“Not on My Watch”**

Effective, evidence-based approaches to preventing and addressing school bullying use a holistic model, known as the whole-school approach. Such a holistic approach incorporates a range of complementary actions and necessitates the engagement of different stakeholders both within and outside of the school setting.

Teachers play a critical role within the holistic approach: Teachers are essential in creating psychologically and physically safe school and classroom environments and their relationship with students is key in preventing and addressing school bullying. They can model caring and respectful relationships and guide students in taking action themselves through student-led initiatives and peer approaches. Teachers are also in a unique position to recognize and respond to incidents of bullying and connect students with referral services when needed. In addition, teachers provide a link between school and community through their relationship with parents. Last but not least, teachers are an important resource in generating evidence and assessing what works at the school level.

However, teachers need training and support to play this critical role.

The following topics will be covered in this workshop:

- Definition of bullying
- Identification of the 11 types of bullying
- Understand the impact of bullying on learners
- Symptoms of bullying behavior
- Characteristics associated with bullying
- The learner who engages in bullying behavior
- The learner who is bullied
- Special-needs learners
- Development of an anti-social bullying policy
- Creating a positive school culture and climate
- Effective leadership
- Creating a school-wide approach
- Impletion of education and prevention strategies, including awareness raising, effective supervision and monitoring of learners

- Support for staff
- Consistent investigations, follow-up and recording of bullying behavior.
- Procedures for investigation and dealing with bullying
- Procedures for recording bullying
- Support for learners affected by bullying behaviour
- Ongoing evaluation of the effectiveness of anti-bullying policy
- Example of a bullying policy for staff
- Guidelines for staff when dealing with bullying behaviour

## **LEARNER TALKS**

### **TEACH KIDS ABOUT SEX – IT’S NOT TABOO**

**Book your Comprehensive Reproductive Health and Sexuality Education Workshop for only R100-00 per learner, presented at your school by John Buswell, Duration: 2, 5 Hours**

The wrong perception of children absorbing “perverse” information about sex and their bodies in a formal learning environment is what has barred the teaching of this subject in most schools. However, sexual education encompasses the cognitive, emotional, physical and social aspects of body development, sex, sexuality and relationships, as well as skills development, to assist young people in communicating about sex and making informed decisions about their sexual health.

A UNESCO report illustrates the effects of withholding or passing wrong information to youths. Two out of three girls report having no idea what menstruation meant. Furthermore, pregnancy and child birth complications count as the second cause of death amongst 15 to 19 year olds. As a matter of fact, poor sexual knowledge is the primary reason that HIV/AIDS, unplanned teenage pregnancy, and unsafe abortions have the highest number of victims amongst young people.

What is more alarming is knowing that these could have been prevented. Due to the lack of safe information, many young adults can harm themselves. **The good news is that these fantastic Comprehensive Reproductive Health and Sexuality Education Workshops, presented by John Buswell are effective, relevant and fall within the ambits of current curricular recommendations for both CAPS as well as IEB.**

**We have designed our latest learner Workshops on the following guidelines as stipulated in the new policy:**

“Life Orientation and other subjects through the provision of CSE should contain material that is interactive, learner-centred and employs skills-based pedagogies, delivering quality, age-appropriate sexual and reproductive health information including information on contraception. This should include information and guidance on the influence of alcohol or drugs which may contribute to the circumstances in which a learner may become pregnant.”

Over the past 25 years, in my capacity as the CEO of Rape Wise SA, The Proactive Education Group and now as head of training at Buswell and Associates, I have presented Teen Sexuality Workshops to thousands of boys and girls in both primary and high schools throughout South Africa.

Most parents and educators recognise the importance of children and teens having accurate, age appropriate sexuality education as they grow. Communicating openly and honestly about sexuality issues can have lifelong benefits for young people.

**Reproductive Health and Teen Sexuality Gr 6 and Gr 7**

**Duration: 2, 5 Hours Cost: R100-00 per learner**

**Puberty – My changing body**

An introduction to teen sexuality  
The Male Sexual Anatomy  
The Female Sexual Anatomy  
Understanding Conception  
Setting those boundaries

**Making the right choices and the potential consequences**

Understanding contraception  
Sexually transmitted infections, treatment and the long term consequences  
HIV in South Africa today – the real facts  
Making proactive choices

**Dealing with the real issues facing young teens**

Gender Respect  
Keeping safe at home parties  
Drink spiking  
Defining sexual assault and getting the right help  
The most embarrassing questions answered accurately  
The prevention of alcohol abuse

**Teen Sexuality and Reproductive Health – High School**

**Duration: 2, 5 Hours Cost R100-00 per learner**

**Understanding my body –“Back to basics” – Sexual Anatomy**

The Male Sexual Anatomy  
The Female Sexual Anatomy  
The dangers of an unplanned sexual contact  
Setting relationship boundaries

**Making informed choices as a young teen:**

The prevention of teen pregnancy  
Contraception and your life choices  
Sexuality transmitted infections and the consequences  
HIV in South Africa today – the real facts  
Pornography and the dangers

**Challenges facing teens:**

The consequences of home parties  
Avoiding drug rape  
Sexual assault, definition and the reporting channels  
Answering those embarrassing questions  
The prevention of alcohol abuse

## **OUR BRAND NEW STUDY SKILLS WORKSHOP**

**“UTILISING MODERN TECHNOLOGY IN THE POST LOCKDOWN ERA”**

**A Workshop for Grade 5 -7's and Grade 8 – 12's**

**Venue: Your School    Duration: 3 Hours    Cost: R120-00 per Learner**

After presenting to hundreds of schools around South Africa after the Covid-19 lock down, it has become evident that the way learners absorb information, and study has changed dramatically. Teachers are forced to try and fix the damage caused by online classes, no learner interaction, and the sudden increase of technology use both in schools and the learner's homes. Short attention spans, Lack of self-discipline, Poor time management skills, Difficulty adapting to content changes in education system, Loss of simple fundamentals (Posture, writing skills and reading), Little knowledge of how to effectively use technology to study and the lower abilities to retain information.

As we all know, studying is an integral part of education, and it is important to develop effective study skills to ensure that learners are making the most of their learning opportunities. Many struggles with studying, whether it's because of a lack of motivation, poor time management, or simply not knowing how to study effectively. In this workshop, we discuss some tips and strategies to help learners improve their study skills and achieve academic goals. So, whether you're a student preparing for exams or a professional looking to improve your skills, this workshop will provide you with the tools you need to succeed. In today's fast-paced and competitive world, having strong study skills with the integration and positive usage of technology is more important than ever. The ability to manage your time, stay focused, and retain information efficiently are skills. We will discuss the fundamental elements of effective study skills, including time management, note-taking, active reading, and test-taking strategies. By the end of this talk, learners will have a better understanding of how to approach their studies with confidence and accomplish their academic goals.

**The Presenter:**

John Buswell has presented the Basic Study Skills and Planning Workshop to well over 30 000 learners at schools throughout South Africa over the last 10 years, including both the IEB as well as the NSC Syllabus. Each product is designed to incorporate age-appropriate content suitable for each grade.

## **Grade 5 – Grade 7 Workshop Cost: R120-00 Duration 3 Hours**

### **Section 1- An introduction to effective learning:**

- The iceberg of life – putting in the effort and reaping the rewards + step method
- Understanding my academic personality
- How **MY** brain works
- Different types of learners (Visual learners, auditory learners, kinaesthetic learners, reading/writing learners.)
- Identifying and using your personal learning style

### **Section 2- Effective planning strategies to ensure success (How and where to study- my personal pad)**

- Time management skills – procrastination vs. over planning
- How to cut out distractions
- Utilising apps to create non-studying app restrictions on your devices.
- Setting up a study pad- lighting and eye health
- Effective planning for the rest of this year
- The importance of daily revision
- Creating a study plan and timetable
- Goal setting
- Monitoring your own learning advancement
- Habits of success

### **Section 3- Planning for balance (self-preservation)**

- Managing stress
- The symptoms of burnout and how to make the critical change.
- The importance of good nutrition
- Your sleep habits.
- Managing an online world

### **Section 4- Working smarter, not harder (how technology has changed learning and studying techniques)**

- Looking at ways on how technology has changed how learning in the classroom works.
- Working smart, not hard (Studying techniques behind the screen)
- Apps that can assist with screen-based studying.
- The different ways of doing research online and tools to help you with it
- The benefits and dangers of using new AI technology to assist you with information and assignments.
- Mind mapping and summarizing on your devices.



### **Section 5- Study techniques:**

- Is there a perfect way to learn? Exploring different study techniques
- Active listening and note taking.
- Tips on language subjects
- Summarizing your notes
- Memory and mind maps
- Strategies for effective reading
- The importance of associations and thinking while studying
- How to revise efficiently

### **Section 6- How to write a good test or exam paper:**

- Exam tips
- Understanding the questions
- Using reading time efficiently
- Answering effectively
- Pacing yourself
- Finding those few additional marks

## **Grade 8 – Grade 12 Workshop Cost: R120-00 Duration 3 Hours**

### **Section 1- An introduction to effective learning:**

- The iceberg of life – putting in the effort and reaping the rewards + step method
- Understanding my academic personality
- How **MY** brain works
- Different types of learners (Visual learners, auditory learners, kinaesthetic learners, reading/writing learners.)
- Identifying and using your personal learning style

### **Section 2- Effective planning strategies to ensure success (How and where to study- my personal pad)**

- Time management skills – procrastination vs. over planning
- How to cut out distractions
- Utilising apps to create non-studying app restrictions on your devices.
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