

SCHOOL LIFT USAGE POLICY

Purpose: To ensure the safety and security of students and staff in the school.

1. General Restrictions:

- No children will be allowed to use the lift without medical justification.
- Housekeeping staff (Didis) are not permitted to use the lift.
- Teachers and staff are not allowed to use the lift unless medically necessary.

2. Exceptions:

- Students, teachers, and staff with genuine medical issues may use the lift after obtaining permission from the Head of Department (HOD).

3. Permission Procedure:

- Individuals requiring lift access due to medical reasons must submit a written request to the HOD.
- The HOD will seek approval from the Principal to grant or deny the request.
- Approved requests will be valid for specify duration and timeframe.

Responsibility:

The school administration reserves the right to monitor lift usage and enforce this policy.

Acknowledgement:

All students, teachers, and staff are expected to adhere to this policy.