



Reference: 20191126-2106
File no.: 12/12/45
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Circular: 0004/2020
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance (district offices), Deputy Directors: Corporate Services (district offices), Circuit Managers, Safe Schools Coordinators (district offices), Principals of ordinary public schools and Chairpersons of governing bodies

Short summary: *This circular reinforces and communicates the importance of the effective implementation of the Nine Point Safe Schools Planning Process.*

Subject: To ensure the effective implementation of the Nine Point Safe Schools Planning Process

1. This circular must be read in conjunction with Circular 0030/2004, dated 02 July 2004.
2. Recent internal audits conducted by the Office of the Premier and other internal controls by Institutional Management and Governance Planning: Education Safety Management have found that the lack of compliance in establishing properly constituted and functional School Safety Committees (SSCs) as required in **Annexure A** (Nine Point Safe Schools Planning Process) of the *Procedural Manual for Managing Safety and Security within WCED Institutions, 2003*, which was revised in 2017, poses a serious risk to the management of school safety and the creation of a school environment conducive to effective learning and teaching.
3. Section 20(1)(g) of the South African Schools Act (SASA), 1996 (Act 84 of 1993), states that the governing body of a public school must administer and control the school's property, buildings and grounds occupied by the school, and section 30(1)(a) and (b) state that a governing body may establish committees, including an executive committee, and appoint persons who are not members of the governing body to such committees on grounds of expertise, but a member of the governing body must chair each committee.

Therefore, with regard to the above provisions of the SASA and as set out in the Nine Point Safe Schools Planning Process in the *Procedural Manual for Managing Safety and Security within WCED Institutions*, the areas of responsibilities of the governing body are as follows:

- a) Overseeing and monitoring of the SSC.
 - b) Receiving of monthly progress reports.
 - c) Implementing recommendations from the SSC.
 - d) Evaluating and assessing of progress.
4. The governing body of a school is responsible for ensuring that sound governance policies and guidelines promoting the establishment of safe schools are developed.
5. Section 19 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) prescribes the establishment of health and safety committees. The SSC, a subcommittee of the governing body of a school, has the following areas of responsibility as outlined in the Nine Point Safe Schools Planning Process in the *Procedural Manual for Managing Safety and Security within WCED Institutions*:
- a) Conducting a safety audit.
 - b) Compiling monthly safety reports.
 - c) Compiling and revising safety plans.
 - d) Giving advice with regards to selection and implementation strategies.
 - e) Conducting an audit of service providers.
 - f) Planning safety programmes.
 - g) Representation by schools' safety officers and/or principals on cluster safety committees.
6. To support and strengthen governing bodies in this regard, the Western Cape Education Department (WCED) decided to implement the measures and controls set out in this circular.
7. The Safe Schools Coordinators based at district offices are requested to assist governing bodies and the SSC with the following key focus areas and to report their findings to The Head: Management and Governance and the Director: Institutional Management and Governance Planning at Head Office as specified in the annual planning calendar of the WCED Safe Schools:
- 7.1 Ensuring appropriate training and support programmes for governing body and SSC members with an emphasis on the implementation of the Nine Point Safe Schools Planning Process.
 - 7.2 Ensuring that SSCs are properly constituted and functional through annual scheduled monitoring and overseeing.

- 7.3 Ensuring that schools develop a comprehensive school safety plan which is revised annually by the school and reviewed for compliance by the district Safe Schools Coordinators.
- 7.4 Ensuring that functional cluster SSCs are formed and that all schools are represented by their appointed school safety officer and/or principal.
- 7.5 Ensuring that all schools complete annual baseline audits, quarterly holiday security checklists and resilience score card results which the district Safe Schools office should keep on file.
8. The governing body, with the support of the district Safe Schools Coordinators, is requested to ensure that:
 - 8.1 Their comprehensive school safety and contingency plans are reviewed and updated and submitted to the district Safe Schools Coordinators by no later than 26 June 2020.
 - 8.2 SSCs are properly constituted in line with the template – see attached **Annexure B**.
 - 8.3 A term of reference for the SSC is developed and adopted – see attached **Annexure C**.
 - 8.4 All members of the SSC are appointed by letter – see attached **Annexure D**.
9. It is the responsibility of The Head: Management and Governance and the district Safe Schools Coordinators to capacitate governing bodies and SSCs through capacity building programmes, where the emphasis is on their roles and responsibilities in the management of school safety. Capacity building programmes include induction and training to prepare members for performing their roles and responsibilities at schools.
10. Kindly bring the contents of this circular to the attention of all staff concerned, especially all governing body chairpersons and members.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2019-12-18



Nine Point Safe School Planning Process

The Nine Point Safe Schools Planning Process must be implemented by schools to develop a community-orientated problem-solving culture.

This planning process consists of the following steps:

- **Step 1**
Establish a School Safety Committee (SSC).
- **Step 2**
Make safety part of the school's vision.
- **Step 3**
Conduct a safety audit.
Refer to the *National School Safety Framework (NSSF)*, *School Safety Diagnostic Tool*, pp. 40–42 and the *School Safety Audit Checklist*, pp. 43–44.
- **Step 4**
Set major objectives.
- **Step 5**
Develop a comprehensive safety plan which includes a:
 - ✓ Contingency plan
 - ✓ Industrial action contingency plan
 - ✓ Disaster management preparedness plan
 - ✓ Business continuity plan
- **Step 6**
Select and implement strategies.
- **Step 7**
Conduct an audit of service providers in the area.
- **Step 8**
Create cluster structures. The safe schools coordinators at district offices will assist in this regard.
- **Step 9**
Evaluate and assess progress periodically as determined by the SSC.

SCHOOL SAFETY COMMITTEE

Education Safety Management Safe Schools



Western Cape
Government

Education

Annexure B

NAME OF SCHOOL:		DISTRICT:	
SCHOOL CONTACT DETAILS		TELEPHONE	EMAIL
CORE MEMBERS		Contact details	Alternative contact
1. School safety officer			
1.1			
2. School manager			
2.1			
3. Teaching staff			
3.1			
3.2			
4. Non-teaching staff			
4.1			
4.2			
5. Governing body			
5.1			
5.2			
6. Representative Council of Learners (RCL) (High School)			
6.1			
6.2			
7. Local South African Police Service (SAPS)			
7.1			
8. Community Police Forum			
8.1			
9. Neighbourhood watch			
9.1			
CO-OPTED MEMBERS/Optional			
Religious bodies			
Sports bodies			
Local business			
Law enforcement			
Community organisations			
Non-governmental organisations			
Parents			

Chairperson of governing body

Name Date

Signature

School stamp



TERMS OF REFERENCE SCHOOL SAFETY COMMITTEE

1. PREAMBLE

Section 19 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) prescribes the establishment of health and safety committees, and the *National School Safety Framework* (NSSF) prescribes the establishment of School Safety Committees (SSCs) which are subcommittees of governing bodies. The SSC should consist of teaching and non-teaching staff, governing body members and representatives of religious and sports bodies, management, local businesses, the local South African Police Service (SAPS), local government, parents and community organisations. High schools will also include members from the Representative Council of Learners (RCL) in the SSC.

2. PURPOSE

ESTABLISHMENT:

The purpose of the SSC is to:

- a) Assist and support security and safety measures relating to the health-, safety- and security-related matters of the school precinct.
- b) Promote greater accountability and compliance with health, safety and security legislation and policies, including identified health and safety risks.
- c) Facilitate collaboration with relevant stakeholders and alignment of all related systems and processes within the Western Cape Education Department (WCED) in particular, and the Western Cape Provincial Government in general.

3. LEGISLATIVE, POLICY FRAMEWORK/GUIDING PRINCIPLES

The following legislative and policy framework inform these terms of reference:

- Compensation for Occupational Injuries and Diseases Act (COIDA), 1993 (Act 130 of 1993)
- Constitution of the Republic of South Africa, 1996
- Constitution of the Western Cape, 1997 (Act 1 of 1998)
- Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985)
- Criminal Procedures Second Amendment Act, 1997 (Act 85 of 1997)
- Employment of Educators Act (EEA), 1998 (Act 76 of 1998)
- Firearms Control Act, 2000 (Act 60 of 2000)
- Minimum Information Security Standards (MISS)

- Minimum Physical Security Standards (MPSS)
- National Crime Prevention Strategy (NCPS), 1996
- National Educational Policy Act, 1996 (Act 27 of 1996)
- Occupational Health and Safety Act (OHSA), 1993 (Act 85 of 1993)
- Private Security Industry Regulation Act, 2001 (Act 56 of 2001)
- Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
- Protection of Information Act, 1982 (Act 84 of 1982)
- Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005)
- Provincial Security Policy (Approved with resolution 273/2005, dated 16 November 2005)
- Public Finance Management Act, 1999 (Act 1 of 1999)
- Public Service Act, 1994 (Proclamation 103 of 1994) and Public Service Regulations, 2001
- Regulations for Safety Measures at Public Schools, published in *Government Gazette* 22754 of 12 October 2001
- South African Schools Act (SASA), 1996 (Act 84 of 1996)
- Transversal Safety and Security Strategy for WCG (Adopted with Cabinet Minute No 166/2013)
- Western Cape Provincial School Education Amendment Act, 2010 (Act 7 of 2010)

4. FUNCTIONS OF THE SSC

The SSC must:

- 4.1 Assist and support the school safety officer with the implementation of health and safety functions. In particular, with regard to:
 - a) Health and safety organisation and administration;
 - b) Conducting a safety audit;
 - c) Compiling monthly safety reports;
 - d) Regular reporting on health and safety to the governing body;
 - e) Compiling and revising safety plans;
 - f) Giving advice with regards to selection and implementation strategies;
 - g) Conducting an audit of service providers;
 - h) Planning safety programmes;
 - i) An education continuity plan.

- 4.2 Assist the school safety officer with the implementation of functions relating to the implementation of the Nine Point Safe Schools Planning Process. In particular, with regard to:
 - a) Making safety part of the school's vision;

- b) Conducting a safety audit and threat risk assessments to minimise vulnerabilities of the institution;
 - c) Promoting and implementing the Nine Point Safe Schools Planning Process;
 - d) Drafting and updating the education continuity plan (including contingency and safety plan, etc.);
 - e) Ensuring communication of the approved policies to all staff members, parents, learners and contractors;
 - f) Conducting an audit of service providers in the area;
 - g) Analysing all information obtained to determine the threats to and vulnerability of human resources and assets requiring protection;
 - h) Evaluating the probabilities of such threats materialising and the vulnerability being exploited, and the probable impact or severity thereof;
 - i) Instituting a cluster safety committee based on geographical grouping of SSCs;
 - j) Ensuring that all security breaches are reported to the Safe Schools Call Centre (**0800 45 46 47**) and the relevant law enforcement agency and facilitating the implementation of recommended countermeasures;
 - k) Consulting the relevant labour unions where applicable;
 - l) Making recommendations to the governing body regarding the implementation and maintenance of health and safety measures that will reduce the risk to an acceptable level;
 - m) Evaluating and assessing progress periodically and reporting findings to the governing body.
- 4.3 Ensure the application of health and safety measures to reduce the risk of harm if threats against the school precinct should materialise.
- 4.4 Support WCED business objectives through protection of personnel, learners, and assets to ensure continued service delivery.
- 4.5 Assist in facilitating awareness in the implementation of health and safety policies and programmes.
- 4.6 Align health and safety considerations of the school precinct with provincial and national strategies and policy priorities.
- 4.7 Build relationship with law enforcement agencies and stakeholders to ensure safety outcomes are collectively achieved at the school – Whole of Society Approach (WOSA).

5. COMPOSITION OF THE SSC

The Committee shall consist of:

5.1 Core SSC members

- a) School safety officers
- b) School managers
- c) Elected representatives of the:
 - i. School management team
 - ii. Teaching staff
 - iii. Non-teaching staff
 - iv. Governing body
 - v. Representative Council of Learners (RCL) – in the case of a High School
- d) Local SAPS official responsible for the school
- e) Community Policing Forum (CPF) (where functional)
- f) Neighbourhood watch (proven Department of Community Safety (DoCS) accreditation)

5.2 Optional SSC members

- a) Religious bodies
- b) Sports bodies
- c) Local businesses
- d) Law enforcement (where applicable)
- e) Community organisations
- f) Non-governmental organisations (NGOs)
- g) Co-opted parents and/or other relevant stakeholders with specific skills/expertise related to the functions and duties of the SSC

The secretariat to be provided by the school will be responsible for all logistical support as well as rendering of standard secretariat services, e.g. minutes, agendas, etc.

6. AGENDA ITEMS

- 6.1 All agenda points of the meetings will be compiled by the secretariat in consultation with the chairperson or one co-chairperson in a standardised form and will include the following fixed items:
 - a) Confirmation of the minutes of the previous meeting
 - b) Finalising of the agenda
 - c) Matters emanating from previous meetings
 - d) Correspondence received (external)
 - e) New matters

- 6.2 The secretariat shall give written notification (via email) to all members. Members must submit additional agenda points at least five working days prior to the meeting with a brief motivation for the agenda items to be proposed.
- 6.3 Members shall receive the final agenda at least five working days in advance.
- 6.4 For meetings to be convened, a confirmed reply of attendance must be received by the secretariat at least one week before a scheduled meeting. The responses must reflect a minimum of 50% of members indicating their attendance.

7. MEETINGS: FREQUENCY, STARTING TIME AND DURATION

- 7.1 Meetings will be scheduled on a quarterly basis. Scheduled dates for meetings are to be provided in advance for the year ahead.
- 7.2 Quarterly meetings shall be scheduled for a maximum duration of two hours unless otherwise agreed upon.
- 7.3 Should the need arise, the chairperson may convene an ad hoc/special meeting in consultation with the majority of members.

8. LANGUAGE TO BE USED IN MEETING

- 8.1 Although the meetings shall be conducted in the official languages of the Western Cape, English will be used mainly, as it is the language most commonly understood in the Western Cape. However, should any remark/statement be made in any other language, it shall be translated in the meeting.

9. POSTPONEMENT OF MEETINGS

- 9.1 Should circumstances that require the postponement of a meeting arise, the secretariat shall inform all members in writing via email or other agreed upon means of such postponement and the reasons for the postponement of the meeting.
- 9.2 In the same correspondence, members will be informed of the date of the next meeting.

10. MEETING PROCEDURE

- 10.1 The chairperson or co-chairperson will conduct the meeting in accordance with normal acceptable meeting procedures and principles.

- 10.2 Decisions shall be made by consensus, or in the absence of consensus, the decisive factor will be the majority vote of the members present at the meeting.
- 10.3 The chairperson or co-chairperson shall ensure the keeping of a proper record of attendance, including summary notes and resolutions adopted. The secretariat shall keep proper record of proceedings, including an attendance register, minutes and resolutions adopted at the meetings and will be responsible for the timeous distribution of minutes of all meetings to members.
- 10.4 Members are required to treat each other with mutual respect and dignity and should adhere to the circumspect use of electronic and mobile devices.
- 10.5 Members attending the meeting are required to be screened or vetted.
- 10.6 The committee will maintain copies of its minutes for a period of at least five years from the date of the SSC meeting.

11. MINUTES OF MEETINGS

- 11.1 The secretariat shall be responsible for the compilation and distribution of minutes of all meetings. The minutes shall primarily be a synopsis of proposals put forward and decisions made during a meeting.
- 11.2 Minutes must be shared with the governing body in a report format.
- 11.3 Minutes of previous meetings shall be tabled at the next meeting where it is confirmed.
- 11.4 Members must action points as indicated in the minutes. The secretariat is to provide feedback of outstanding action points as reminders to members.
- 11.5 Draft minutes must be provided to members at the latest within three weeks of the date of a meeting.

12. REPORTS AND REPORTING

The SSC is required to report back to the governing body monthly and where appropriate, to obtain mandates in respect of agenda items.

13. CONFIDENTIALITY

- 13.1 Committee members must not share confidential information.

13.2 If information is shared beyond the meeting, it must be on a need-to-know basis and in line with vetting prescripts.

13.3 Members attending the meeting shall sign a declaration of secrecy.

14. REVIEW OF TERMS OF REFERENCE

The terms of reference will be reviewed annually from the date of approval or as the need arises.

15. CODE OF CONDUCT

All members are required to:

- participate actively in all meetings
- respect all views and comments
- add value to the meeting and activities of the SSC
- promote a culture of learning and an ethos towards safety outcomes
- attend all meetings – non-attendance by members without prior apology will be addressed and resolved by the secretariat in consultation with the chairperson

APPROVED / NOT APPROVED

Signature: _____

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-12-18



Reference: OHS: SSC Appointment
Enquiries: School Safety Officer/GB
Tel.: 021 4672970

Dear

ID number

I have been assigned certain duties to ensure that the (name of the school) complies with the requirements of the Occupational Health and Safety Act (OHS), 1993 (Act 85 of 1993).

In order to assist me in giving effect to this assignment, you are hereby designated to serve as member of the School Safety Committee.

The period of the designation will be for a period of 24 months from to

Your functions will include all the designated functions as a health and safety committee member as contemplated in section 20 of the **OHS, 1993 (Act 85 of 1993)** as well as those in the **Procedural Manual for Managing Safety and Security within WCED Institutions**, issued in 2017. Please familiarise yourself with the OHS and other applicable policies and/or legislation and the contents of the procedural manual.

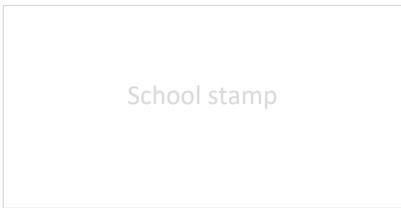
Your functions will include:

- assisting and supporting the school safety officer with the implementation of health and safety functions;
- assisting the school safety officer with the implementation of functions relating to the implementation of the Nine Point Safe Schools Planning Process;
- ensuring the application of health and safety measures to reduce the risk of harm if threats against the school precinct should materialise;
- supporting business objectives of the Western Cape Education Department through protection of personnel, learners, and assets to ensure continued service delivery;
- assisting in facilitating awareness in the implementation of health and safety policies and programmes;
- aligning health and safety considerations of the school with provincial and national strategies and policy priorities;
- building relationships with law enforcement agencies and stakeholders to ensure safety outcomes are collectively achieved at the school.

Your duties will include:

- attending all safety committee meetings;
- assistance with coordination and planning of all aspects relating to occupational health and safety as requested by the chairperson, which includes and is not limited to:
 - conducting a safety audit;
 - compiling monthly safety reports;
 - compiling and revising safety plans;
 - giving advice with regards to selection and implementation strategies;
 - conducting an audit of service providers;
 - planning safety programmes.

Name	Designation	Signature	Date
	Chairperson of governing body		



ACCEPTANCE OF DESIGNATION

I

hereby accept the designation as set out above and confirm my understanding of the functions and duties involved.

Signature _____

Name

Date: _____